

STUDENT LEARNING GOALS AND DISTRICT INSTRUCTIONAL OBJECTIVES

Our Mission is to nurture and enrich our students' natural delight in learning and in the powers of the mind and body. Each child's awakening into confident young adulthood requires guided engagement with vital ideas and events of the past to realize fresh possibilities and discoveries for the future.

We aspire to foster in our students those qualities of character consonant with the ideals of a democratic society. We are committed to reaching beyond the routine expectations in a learning environment that encourages inquiry and builds its daily practice upon respect for oneself and others.

Schools, Families, Students

Quality schooling, strong home support and a student's own desire for learning are essential to academic success. The Board is committed to developing high quality learning environments for all students. Together, school and home should focus primarily on the student's progress toward North Shore's learning goals and shared valued outcomes and on how to improve in the future. This relationship should be based on respectful and direct communication, open-mindedness and willingness to listen. It should build on success, as opposed to blame.

The family must understand that as they strive to educate each student individually, principal and teacher have obligations to all students and school first, consistent with educational judgments about the common good.

Consistent with these principles, the Board and the district will:

1. Help families understand the goals for students, student progress, and methods they can use at home to support successful learning.
2. Encourage families to develop values conducive to personal responsibility and learning, and will encourage the support of academic learning at home.
3. Encourage students to take responsibility and be accountable for meeting standards and for their learning more generally.

Adoption date: June 15, 2006

Revised: December 10, 2015

ORGANIZATION OF INSTRUCTION

The Board of Education believes that effective instruction is organized according to a plan which makes full use of district resources, including instructional time, materials, and personnel. These resources shall support a clearly articulated K-12 program of instruction.

The district shall discuss all proposed changes in instructional organization with appropriate members of the collective bargaining units, shared decision-making teams, parent-teacher organizations, community members and student representatives. Administrators are also encouraged to review and implement current research findings in these areas, and submit related recommendations to the Board periodically.

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SCHOOL CALENDAR

The school calendar for the ensuing year will be developed by the Superintendent of Schools and presented to the Board of Education for approval no later than December 1 of each year. The number of days scheduled for students will meet or exceed the requirements of state law.

Ref: Education Law §§3015(2); 3101(3); 3204(4); 3604(7-8)
8 NYCRR Part 175

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Reviewed: November 13, 2009
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CURRICULUM MANAGEMENT

The Board of Education recognizes its responsibility for the development, assessment and improvement of the educational program of its schools. To this end, the Board is committed to establishing and maintaining a coordinated curriculum management process that:

- Defines how the district's curriculum is developed and approved.
- Ensures that the curriculum is taught and assessed.
- Provides for the ongoing review, assessment and evaluation of the curriculum.

For purposes of this policy, "curriculum" means a series of planned instruction that is coordinated, articulated and implemented to result in achievement of specific knowledge, skills, and understanding as well as application of such knowledge, skills and understanding by all students.

Curriculum Development

The Board views a centralized curriculum articulated among and between grade levels as essential to an effective instructional program designed to meet the learning standards and district shared valued outcomes established by the state, various academic professional organizations and the Board.

The Assistant Superintendent for Instruction, under the authority of the Superintendent of Schools, has responsibility for developing, evaluating and improving the curriculum and associated materials, including syllabi, curriculum maps and units of study. Curriculum shall be developed as a cooperative undertaking of teachers and administrators.

The curriculum shall:

- Comply with state mandates regarding course offerings and essential knowledge, skills and understanding
- Focus on the content standards of each discipline and ensure that what students learn is rigorous, challenging and represents the most important learning for students.
- Provide sufficient flexibility to meet individual student needs at each stage of development.
- Reflect current research, best practices and technological advancements within each discipline.
- Promote congruence among the written, taught and assessed content.

The curriculum shall consist of:

- Overarching conceptual frameworks aimed at imparting specific skills, abilities, understandings. Such frameworks are explicit in syllabi, curriculum maps, and content units of study.
- Monthly, weekly and daily learning activities to implement the syllabi, curriculum maps and units of study.
- Materials required to carry out the activities.
- Assessments to evaluate curriculum effectiveness

The process of curriculum development shall as fully as possible incorporate the unique and differing perspectives and expertise of both teachers and administrators. The curriculum is subject to approval by the Superintendent, under the authority of the Board. Further information on curriculum development can be found in policy 3210, Administrative Team.

Curriculum Adoption

The Superintendent shall present changes to the written curriculum for Board adoption whenever necessary. Prior to adoption, the Board will review the curriculum to ensure consistency with Board-adopted learning objectives. In addition, the Board will adopt instructional materials that support the adopted curriculum. The Superintendent shall present curriculum reports two times per year, which the Board shall review.

Curriculum Implementation

Implementation of the curriculum rests primarily with the Directors, Teacher Leaders and the teaching staff. In carrying out this responsibility, the teaching staff shall work to ensure continuity between the written, taught and tested curriculum. The Building Principal and Teacher Leaders/Directors shall be responsible for the management of the implementation of the aligned curriculum at the building level. They shall carry out this management function through activities including analyzing student assessment data; making classroom observations of teachers; and providing opportunities for teachers to discuss and share ideas and strategies.

The district's curriculum for each subject or course shall be communicated to the teaching staff in a written curriculum guide developed annually by the Assistant Superintendent for Instruction, under the authority of the Superintendent and with the input of Building Principals, Directors, Teacher Leaders and Teachers. Such maps will provide the necessary information to direct instruction and ensure continuity among and between grade levels. The maps shall also include a description of the essential knowledge, skills and understanding for the course, instructional philosophy, appropriate sequence, and correlation of major resources. Curriculum maps shall be made available to parents and community

members on line or upon request to promote understanding of district goals and objectives.

Curriculum Review

The Board recognizes the need for and the value of a systematic, ongoing program of curriculum evaluation that includes collecting and analyzing data about student achievement. All aspects of the curriculum shall be subjected to a searching and critical analysis in an attempt to improve students' learning and growth. Such a program is essential to evaluate program effectiveness in each content area and to make judgments about resource allocation. The curriculum shall be reviewed on an ongoing basis through curriculum mapping. The Superintendent shall develop guidelines to evaluate the instructional program to ensure its continued effectiveness. With prior Board approval, the Superintendent may conduct pilot programs deemed necessary to the continuing improvement of the instructional program.

The Superintendent shall report his/her findings regarding the effectiveness of the instructional program to the Board periodically, and, if necessary, shall recommend changes to the district's curriculum.

Cross-ref: 3210, Administrative Team
4220, Innovation

Ref: Education Law §§1709(3); 1711(5)

Adoption date: June 15, 2006

Reviewed: November 13, 2009

Revised: December 3, 2009

ASSESSMENT

The purpose of evaluating student and school performance is to assess the educational and fiscal effectiveness of the District's efforts to achieve its goals. Therefore, assessment should be both formative and summative and the results should be viewed as part of the developing picture of a student or group of students' progress throughout a school career.

Assessments should require students to demonstrate knowledge and understanding directly, be interesting and engaging, approximate real-world tasks and be as much a natural part of the learning process as possible. While conclusions about student performance must rest on a considered review of varied sources of information and on observations and data acquired over time, a pattern of student performance may be an indicator of teacher performance and may be used to support professional development.

Assessment should be used to review, support and reflect on the District's goals and shared valued outcomes. Assessments, including, standardized testing and New York State Assessments should be used as one piece of an overall picture to measure student performance and to inform instruction and curricular decisions. Preparation for these assessments shall be balanced to include the study of a rigorous well articulated curriculum, with preparation regularly imbedded within instruction, as well as familiarizing students with appropriate strategies for success.

The Board of Education receives and reviews yearly assessment reports from the Superintendent of Schools as part of its broad program appraisal, planning and resourcing responsibilities.

Adopted: November 29, 2007
Reviewed: December 9, 2011
Revised: January 6, 2012
Revised: December 10, 2015

Assessment Regulation

Public school stakeholders - district faculty, staff and administrators; students and their families; residents, and taxpayers - want detailed answers about how our schools are functioning. The Board of Education annually assesses major aspects of the district's performance - how well it is mobilizing its financial and human resources; how effective it is in day-to-day operations, and, most importantly, how it is progressing toward fulfilling its educational mission. This policy is concerned with the assessment of our educational program.

It is the shared responsibility of all district stakeholders to create an optimal environment for student learning to occur. Our richly-textured, well-articulated curriculum - aligned with the standards of New York State and various discipline-based professional organizations - lays out a vision of what it means to be a well-educated person in our globally competitive society and demands rigorous, sophisticated and complex learning.

Students today are expected to develop a broad knowledge of the disciplines and to be able to work collaboratively, to think creatively and to adapt quickly and imaginatively to changing circumstances. We expect our students to develop a broad knowledge base and a mastery of processes and skills that will help them become purposeful and responsible citizens. Since student learning is often invisible to others, our challenge is to find ways to measure what our students have learned.

Realizing that neither a single nor limited set of measures can adequately assess student progress, or meaningfully inform our goal of improving student learning, we support the use of a variety of assessments - formal and informal, summative and formative, high and low-stakes, anonymous and public, individual and collective.

The North Shore School Board of Education recognizes the value of summative assessments which generally appraise student learning at key junctures and compare performance against a standard or benchmark. In grades K-8 some summative assessments, such as the state's ELA and Math exams, are meant to be diagnostic of individual and collective proficiency of students, teachers and schools with results informing decisions about academic support, professional development and realignment of curriculum. The Board recognizes the need to familiarize students with the format of these assessments. However, it is expected that the teaching of a quality curriculum, aligned with the standards will provide students with the foundation necessary to perform well on these assessments. Others summative assessments are high stakes, such as high-point-value mid-term and/or final exams, papers, projects and the like in high school courses, and externally created Regents exams, IB and AP course tests. The Board recognizes that suitable preparation, which may include practice questions and exams are valid learning tools.

Data from summative assessments may be used formatively to guide efforts to improve student learning, but for the purpose of gauging the on-going efficacy of our programs and the effectiveness of our professional staff, the North Shore Board of Education favors the use of a diverse body of formative assessments.

Formative assessments are low-stakes activities that take a variety of forms and occur in all classes at all grade levels throughout the year and include basic classroom activities such as quizzes, spoken or written responses, projects, observations, group work, and a vast array of creative variations. Formative assessments provide rapid feedback to guide both a teacher's teaching and a student's learning. Some assessments are more useful than others for appraising particular learning objectives; all are most useful when properly aligned with curricular goals and instructional strategies. Respect for varied teaching styles and pedagogic autonomy dictate wide latitude for teachers to develop assessments best suited to their classroom practices.

A diverse body of formative assessments that are embedded as an intrinsic part of the learning process will enable students over time to become proficient at a wide range of performance measures, will better capture a broad spectrum of learning styles and intelligences, and will offer every student an opportunity to succeed and every teacher an opportunity to grow professionally. The best formative assessments:

- require students to demonstrate knowledge and understanding directly;
- nourish capacities for creativity, evaluation and analysis;
- support collaborative learning;
- link learning meaningfully to big ideas;
- are understood as isolated, contextual and partial indicators of student proficiency;
- help students identify their own strengths and weaknesses;
- enable teachers to see where students are struggling and address individual problems and improve overall instructional practices;
- assist administrators in identifying patterns of student learning across grade levels or disciplines that indicate best practices to be shared or reveal areas in need of attention.

The Board of Education recognizes that the use of clear performance measures communicates a high degree of competence, establishes a culture of transparency and accountability, and builds public support for our schools. The board annually reviews in public session the Superintendent's Report on Student

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Achievement, and regularly reviews internally generated reports on curriculum and professional development and educational program initiatives, and external state reports on student performance. Recognizing the essential part that extra-curricular activities play in student development and in fostering a sense of community, The Board encourages the community to support student achievement in art, in music, in athletics, and in special interest organizations and activities that give our students an opportunity to shine outside the classroom.

Adopted: May 22, 2014

COURSE ADDITIONS

Faculty shall develop new secondary school courses consistent with the North Shore Mission and applicable New York State regulations. Proposals for new courses shall be reviewed by the building principal and Assistant Superintendent for Instruction and submitted for approval to the Superintendent of Schools, who shall inform the Board of Education prior to the introduction of any new course.

The Superintendent of Schools shall be responsible for seeing that new courses are evaluated at least annually and that all courses undergo ongoing appraisal to determine their effectiveness.

Course effectiveness and decisions to introduce new courses shall be determined by the degree to which the courses further the North Shore Mission, North Shore's annual goals and objectives established under the authority of the Superintendent of Schools.

Adoption date: June 15, 2006

Reviewed: November 13, 2009

Revised: December 3, 2009

INNOVATION

The Board of Education encourages innovation in the educational program and in teaching, consistent with the Mission. In the spirit of collegiality and empiricism, innovation shall:

- Have reasonable promise of promoting student learning and welfare;
- Derive from responsible research and/or theory;
- Be open to professional scrutiny and subject to collegial review; and
- Be subject to evaluation and revision.

Effective innovation fosters student learning as evaluated by:

- the degree to which it realizes the Mission; and
- assessments administered by the faculty with the approval and authority of the Superintendent of Schools.

Faculty and administrators may initiate experiments and innovations under the authority of the Superintendent of Schools, provided that they provide timely communication of their plans to the appropriate authorities on the professional staff and receive appropriate permission. They will maintain communication with those in professional authority about progress and the results of assessments. Those in authority may require independent assessments and program adaptations and may make decisions about the continuation or termination of experimental or innovative efforts.

Proposals for innovations must include a statement of the project goals, anticipated expenses, staffing provisions, synopsis of implementation strategies, and plans for evaluation of the projects. Proposals should be submitted to the Directors or Teacher Leaders, where appropriate, or to the Building Principal. The proposal will then be referred to the Superintendent of Schools for administrative review. All innovations will be recommended by the Superintendent to the Board for approval prior to implementation.

The Superintendent will submit periodic reports to the Board on all ongoing projects and evaluations. The Board may request a review of any program at any time.

Adoption date: June 15, 2006

Revised: December 10, 2015

LESSON PLANS

The Board of Education delegates to each Building Principal the authority to approve the required daily and long range lesson plans of each teacher, recognizing that plans may vary in approach, technique and procedure consistent with the curriculum. Principals, Assistant Principals, Teacher Leaders and Directors are responsible for supervising and supporting teachers as they develop and implement lesson plans.

Adoption date: June 15, 2006

Reviewed: April 29, 2010

Revised: May 6, 2010

Revised: December 10, 2015

LESSON PLANS REGULATION

1. All teachers are to have written lesson plans which shall be prepared at least one or two days in advance of classes. It is expected that there might be a need for last minute changes, unanticipated revisions or delays and postponements of lessons, and this should be added as notes to the plans when they occur.
2. The actual format to be used shall be approved by the Building Principal and shall be reviewed and approved by the Assistant Superintendent for Instruction
3. Each Building Principal shall develop a practice for regular review of the lesson plans.
4. A statement shall be included in each school building handbook delineating the provisions of this regulation as well as the implementation procedures adopted by the school.
5. Written plans shall include
 - a. core understandings that students are to develop
 - b. learning strategies and methods to be used to develop student understanding
 - c. methods by which the teacher will determine the level of student understanding
 - d. next steps to be taken to enhance student understanding
 - e. homework or out-of-class assignments; and
 - f. a description of materials and equipment necessary for instructional purposes.
6. Lesson plans shall be readily accessible not only to the classroom teacher, but to substitute teachers as well through the Building Principal. When a teacher anticipates absence, additional or more detailed lesson plans may be communicated to the substitute.
7. The lesson plan shall include –
 - a. an up-to-date class list;
 - b. groupings of students for various subject or content areas;
 - c. a schedule for emergency procedures (fire drill, etc.);
 - d. a list of special classes and activities; and
 - e. duty assignments.
8. In addition to the formal plans, all teachers should maintain a folder of emergency plans including short range (3 days), high interest activities that might be carried out by the substitute in lieu of planned units if a regular teacher prefers to be present for the originally planned lesson.

Adoption date: June 15, 2006

DISPLAY OF THE FLAG

The Board of Education believes that the flag of the United States is a symbol of the values of our nation and the ideals embedded in our Constitution.

The district shall purchase a United States flag, flag staff and the necessary appliances for its display upon or near every school building. There shall be a flag on display in every assembly room of every school.

The flag shall be flown at full- or half-staff pursuant to law. In addition, the flag may be flown at half-staff to commemorate the death of a person of local importance to the community at the discretion of the Superintendent.

Consistent with national and state law and regulations and this policy, the Superintendent of Schools shall develop rules and regulations for the proper custody, care and display of the flag.

Ref: Education Law §§418; 419; 420 (requirement for the school to purchase, display and develop rules and regulations for the care and custody of the flag)
Executive Law §§400-403 (rules for display of the flag)
8 NYCRR Part 108 (flag regulations)
36 U.S.C. §§173-177 (display of the flag)

Adoption date: June 15, 2006

DISPLAY OF THE FLAG REGULATION

Flags Displayed Out-of-Doors and on Movable Hoists Indoors

A United States flag shall be displayed in front of every school building in the district every day that school is in session and at such other times as the Superintendent of Schools shall direct. Unless otherwise stated, the flags shall be flown at full-staff. The flags may also be displayed at night upon special occasions, at the discretion of the Superintendent, when it is desired to produce a patriotic effect.

In addition to days when school is in session, the flags will be displayed on the following days: New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Flag Day, the Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Pearl Harbor Day and Christmas Day. If any of these days (except Flag Day) falls on a Sunday, the flag shall be displayed on the next day. In addition, the flag shall be displayed on each general election day and each day appointed by the President of the United States or by the Governor of New York as a day of general thanksgiving or for displaying the flag.

Flags shall be flown at half-staff on Pearl Harbor Day, on days commemorating the death of a personage of great importance, and on days designated by the President or the Governor.

Flags on individual buildings may be flown at half-staff in recognition of local sentiment at the discretion of the Superintendent.

Indoor Flags and Those Not on Movable Hoists

There shall be a United States flag in each assembly room of every school in the district. It is the duty of the teacher or other person in charge of each assembly room to ensure that the flag in the room is displayed from a staff standing at the audience's right as they face the stage. If the flag is placed on the platform, it should stand at the right of the speaker as he/she faces the audience and at the audience's left as they face the stage.

Adoption date: June 15, 2006

HIV INSTRUCTION

The district will provide age appropriate classroom instruction in compliance with commissioner's regulations, for all students K-12 concerning HIV infection and Acquired Immune Deficiency Syndrome (AIDS). Instruction will be provided as part of the sequential and comprehensive health program and shall include the following information:

1. the nature of the disease;
2. methods of transmission of the disease; and
3. methods of prevention of the disease.

A student shall be excused from that segment of HIV/AIDS instruction regarding methods of prevention of the disease if his/her parent/guardian files a request with the Building Principal. The request must give assurance that such instruction will be given at home.

The Superintendent, Assistant Superintendent for Instruction and Director of Physical Education, Health and Athletics shall be responsible for determining the content of the district's HIV/AIDS curriculum. The Board of Education shall be responsible for approving its implementation and for evaluating the HIV/AIDS instructional program. In addition, the Board will ensure appropriate training and curriculum materials are provided for the instructional staff providing HIV/AIDS instruction and to parents who request such materials.

The district-wide Health & Wellness Committee shall be responsible for making recommendations on content, implementation, and evaluation of the HIV/AIDS instructional program. The committee must consist of Board members, appropriate school personnel, parents and community representatives, including representatives from religious organizations.

Ref: Education Law §3204(5)
8 NYCRR §135.3 (Health Education incl. AIDS instruction)
Ware v. Valley Stream High School District, 75 NY2d 114 (1989)
New York State School Boards Association v. Sobol, 168 AD2d 188 (1991)
Matter of Knowledge, 32 EDR 451 (1993) (function of advisory councils)

Adoption date: June 15, 2006

Revised: January 3, 2013

PHYSICAL EDUCATION

The Board of Education shall attempt to provide every student with an opportunity for wholesome and enriched physical education experiences in order to:

1. aid the development of the entire student so that a well-trained mind may function properly in a healthy body;
2. encourage student participation in vigorous physical activity while in school and to teach the skills of those activities so that they will have a carry-over value for later activities in everyday life;
3. develop appreciation of physical fitness and its importance in regard to good health; and
4. impress upon students the importance of integrating one's mind, body, and attitude in preparing to face the obligations of and explore the opportunities in our complex society.

With these objectives in mind, the district physical education staff will work together with administrators to develop a physical education program that develops each student's flexibility, agility, coordination, strength and endurance incorporating a progression of skills and activities from the simple to the more complex. This program must be flexible enough to accept each student with his/her own pattern of growth and development and include activities that assure both individual and group development throughout the student's school years. Provisions shall be made for students who require a special or adaptive physical education program.

Each student in grades 9-12 shall be required to successfully complete the physical education course during each year of attendance in the district high school in order to qualify for graduation. A student who graduates in fewer than eight semesters is not required to continue enrollment in high school for the sole purpose of completing the physical education requirement; however, the student must have successfully fulfilled the physical education requirement each semester up to that time.

Students who are temporarily or permanently unable to participate in the regular physical education program will be provided with adapted activities. Temporary or short-term adaptations shall be made by the physical education teacher in consultation with appropriate medical personnel. Permanent or long-term program adaptations shall be based upon recommendations from the family physician.

Students with disabilities, as classified by the Committee on Special Education (CSE), who are unable to safely or successfully participate in the activities of the regular physical education program will be provided with adaptive physical education. The written individualized education program (IEP)

for each such student shall include a prescriptive physical education program. The physical education teacher shall be involved in the development of the IEP.

School personnel shall have the responsibility of determining the activities appropriate for each student. In no case should the activity exceed the ability level of the student.

Ref: Education Law §§803; 3204(5)
8 NYCRR §135.4

Adoption date: June 15, 2006

ARTS INSTRUCTION

Art, music, drama and dance are essential forms of self-discovery, enjoyment and expression and are central to our human experience. The Board of Education believes that learning in the Arts:

- engages and strengthens fundamental cognitive capacities, such as spatial and conditional reasoning, problem-solving and creative thinking;
- nurtures active engagement, disciplined and sustained attention, persistence and risk-taking;
- increases attendance and educational aspirations, and
- results in student growth in self-confidence, self-control, self-identity, conflict resolution, collaboration, empathy, and social tolerance.

A vibrant, visible program of Arts accessible to all students through instruction, performance and exhibition should be a full partner in the life of our schools. The Board of Education shall attempt to provide every student with an opportunity for wholesome and enriched educational experiences in the Arts to:

1. aid the development of various means of self-discovery and expression,
2. increase student awareness of the personal relevance of artistic expression,
3. enhance student understanding of and appreciation for the role of the Arts in the development of our culture and in our everyday life
4. impress upon students the importance of integrating one's mind, body and attitude in preparing to face the obligations of and explore the opportunities in our complex society.

With these objectives in mind, the district arts education staff will work with Director for Fine and Performing Arts and other administrators in developing an arts education program aimed at guiding students as they acquire and master the skills associated with the Arts. Such instruction may be integrated into the academic curriculum where appropriate. Successful completion of one credit in Art and/or Music is required for High School graduation.

All Elementary and Middle School students shall be instructed in the Visual Arts in a program that incorporates a sequence of skills and activities from the simple to the complex and ensures measurable, reportable individual and group development over time. The district shall make every effort to ensure that High School students endeavoring to fulfill their Arts requirement who choose Visual Arts have adequate opportunities and facilities to do so. Sufficient funding will be made available to ensure the integrity of Visual Arts programs as deemed necessary by the Director of Fine and Performing Arts and other administrators. Adequate resources shall be applied to ensure that student work is displayed in appropriate venues and via various media throughout the district.

All Elementary students shall be instructed in Vocal and General Music in a program that incorporates a sequence of skills and activities from the simple to the complex, ensures measurable, reportable individual and group development over time, and includes a variety of opportunities for music performance. All Middle School students shall be instructed in Vocal/General or Instrumental Music. The district shall make every effort to ensure that High School students endeavoring to fulfill their Arts requirement who choose Vocal Music have adequate opportunities and facilities to do so.

As participation in Instrumental Music may fulfill the Arts requirement for High School graduation, beginning in Grade 3 all students will be provided opportunities to learn Instrumental Music in a voluntary program that incorporates a sequence of skills and activities from the simple to the complex, ensures measurable individual and group development over time and includes a variety of performance experiences in bands, orchestras and/or small ensemble groups.

Sufficient funding will be made available to ensure the integrity of all music programs, including the purchase of sheet music, instruments, instrument repair services and other supplies deemed necessary by the Director of Fine and Performing Arts and other administrators to support instruction and performances. Adequate resources shall be applied to ensuring the availability and proper maintenance of appropriate space for general, Vocal and Instrumental Music instruction, rehearsal and performance and to ensuring student work is documented and shared via various media throughout the district.

The Board of Education encourages school/community groups to explore possibilities for enhancing the district's programs in the Fine and Performing Arts.

Cross-ref: 4320.1, Extra-Curricular Arts Programs

Adoption date: June 15, 2006

Revised: January 3, 2013

EXTRA-CURRICULAR ARTS PROGRAMS

A vibrant, visible program of Arts accessible to all students as outlined in Board policy 4320 should be augmented by extracurricular programs and activities aimed at providing students who choose further study in the Arts with additional wholesome and enriching educational experiences.

The Director for Fine and Performing Arts and other administrators will work with interested staff in developing extra-curricular arts programs outside the school day for students in all grades, as resources allow. Middle School and High School electives in the Fine and Performing Arts shall be offered in accordance with student interest and policies regarding the development of elective courses, as resources allow.

The Board of Education encourages school/community groups to explore possibilities for enhancing the district's extra-curricular programs in the Fine and Performing Arts.

Cross-ref: 4320, Arts Instruction
 5200, Co-Curricular and Extra-Curricular Programs
 5220, School-Sponsored Student Publications and Productions

Adoption date: June 15, 2006

PROGRAMS FOR STUDENTS WITH DISABILITIES UNDER IDEA AND ARTICLE 89

The Board of Education shall make available to all students eligible under Education Law Article 89, the Individuals with Disabilities Education Act, and their implementing regulations, a free appropriate public education in the least restrictive environment appropriate to meet their individual needs.

The Board acknowledges its responsibility to offer, at public expense, special education and related services which are designed to provide educational benefits to students in conformity with their individualized education program. Special education services or programs will be designed to enable a student with disabilities to be involved in and progress in the general education curriculum, to the extent appropriate to his/her needs.

Consistent with the requirements of federal and state law and regulations, the Board will:

1. Appoint a committee on special education (CSE), and as appropriate, CSE subcommittees to assure the identification and placement of eligible students with disabilities.
2. Based upon the recommendation of the CSE, arrange for special education programs within legally prescribes time frames. Should it disagree with the recommendation of the CSE, the Board, upon notice to the parents involved, and in accordance with the procedures set forth in the Regulations of the Commissioner of Education, may forward its concerns to the CSE, or reconvene a second CSE for review of and revisions to the original recommendation as appropriate.

Testing and evaluation procedures will be used for the identification and placement of students with disabilities, which meet the requirements of federal and state law and regulations. As part of the periodic reevaluation of a student with disabilities, the CSE will determine if the child continues to have a particular category of disability, or continued need for special education and related services. The continued eligibility for services of a student previously classified as a student with disabilities will be determined in accordance with the procedures set forth in federal and state law and regulations.

Parents of students with disabilities and their children will be provided with notice of the procedural safeguards available to them and their children. The district will use the procedural safeguard notice prescribed by the Commissioner of Education and make the notice available in the manner prescribed by the Commissioner's Regulations. Students with disabilities and their parents will be afforded the procedural safeguard rights set forth in the notice.

The District shall maintain a list of individuals who are eligible and willing to serve as surrogate parents. Surrogate parents are appointed to act in place of parents or guardians when a student's parents or guardians are not known, or when after reasonable efforts, the Board cannot discover the whereabouts of a parent, or the student is a ward of the State.

To ensure the appropriate delivery of services to students with disabilities in the district, the Superintendent of Schools shall establish procedures to ensure that:

- All children with disabilities within the district, including homeless children and children who are wards of the state, and children attending nonpublic school within the district (including religious schools), who are in need of special education, are identified, located and evaluated.
- School wide approaches and pre-referral interventions including, but not limited to, academic intervention services in order to remediate a student's performance prior to referral for special education are implemented.
- Students with disabilities residing in the District have the opportunity to participate in District programs, to the maximum extent appropriate to the needs of the student, including extra-curricular programs and activities, which are available to all other students enrolled in the District.
- The CSE is informed of the process prescribed by law and regulations for the appropriate declassification of students with disabilities.
- Personally identifiable data and information or records pertaining to students with disabilities remain confidential as required by law and regulations.
- A comprehensive system of personnel development plan so that professional and paraprofessional staff working with students with disabilities possess the skills and knowledge necessary to meet the needs of students with disabilities.

Cross ref: 5500, Student Records

Ref: Education Law §§ 4401 et seq. (Article 89)
20 U.S.C. §§1400 et seq. (IDEA)
34 CFR Part 300
8 NYCRR Part 200

Adoption date: June 15, 2006

Revised: January 3, 2013

STUDENTS WITH DISABILITIES REGULATION 1 - PRE-REFERRAL INTERVENTION STRATEGIES IN GENERAL EDUCATION

The Assistant Superintendent for Instruction shall establish a plan for implementing school-wide approaches and pre-referral interventions in order to remediate a student's performance prior to referral for special education.

The provision of programs for students starts with consideration/implementation of instruction in the general education curriculum, with appropriate supports and/or modifications as may be necessary. In implementing preferred intervention strategies, the District may utilize resources/strategies already in place for qualified students including, but not limited to, services available through Section 504 of the Rehabilitation Act of 1973, and Educationally Related Support Services and Academic Intervention Services as defined in Education Law and/or Commissioner's Regulations. All of these programs may be considered as possible components of Pre-referral/Intervention Instructional Support Plans. The District will ensure that they have a system in place, with appropriate personnel, for developing, implementing and evaluating pre-referral intervention strategies.

The District will provide general education support services, instructional modifications, alternative instructional approaches, or alternative program options to address a student's performance prior to a referral to a Committee on Special Education (CSE). Formal Instructional Support Services Teams (ISST) or other school-based teams (e.g. Direct Student Support Teams or Child Study Teams), will be formed in accordance with law and/or regulations as may be applicable as well as other disciplines and include individuals with classroom experience. Parents/persons in parental relation to students will be involved in developing pre-referral strategies to address the educational needs of their child. Additionally, the District will seek collaboration between outside agencies and the school prior to a referral of the student to the CSE in order to address necessary student support services.

The determination of prevention and pre-referral intervention strategies/services shall consider the student's strengths, environment, social history, language and cultural diversity in addition to the teacher's concerns. The building administrator will further ensure that all staff are familiar with intervention procedures and procedures for operating an ISST.

Pre-referral/Intervention Instructional Support Plans shall be proactive in their strategies to meet the broad range of student needs and to improve student performance. Pre-referral/Intervention strategies and/or Instructional Support Plans are to be reviewed and evaluated to determine their effectiveness, and modified as may be appropriate. Appropriate documentation of the prevention and/or intervention strategies implemented shall be maintained.

However, should a referral be made to the CSE during the course of implementing pre-referral/intervention instructional support services, the CSE is obligated in accordance with law to continue its duties and functions, and must meet mandatory time lines in evaluating the student for special education services and implementation of an individualized education program, if applicable.

Educational Related Support Services

Educational related support services (ERSS) means curriculum and instructional modification services, direct student support team services, assessment and non-career counseling services, special instruction to eligible students with disabilities as defined in Education Law Section 4401, which does not generate excess cost aid including related services but excluding transportation and transition services and to eligible, qualified students pursuant to Section 504 of the Rehabilitation Act of 1973. These services are provided to eligible students, individually or in groups, and may include those related consultation services provided to their families and related school personnel in order to enhance the academic achievement and attendance of such students. Educational related support services shall also mean speech and language improvement services as defined in Commissioner's Regulations.

ERRS Services may be utilized as a component of any Pre-referral/Intervention Instructional Support Plan.

Section 504 of the Rehabilitation Act of 1973

For students who are qualified for services pursuant to Section 504 of the Rehabilitation Act, but are not classified as students with disabilities as defined in Education Law Section 4401, Section 504 Accommodation Plan may address instructional support services that can be utilized as components of any pre-referral/intervention strategies as deemed necessary and/or appropriate.

Academic Intervention Services

Academic intervention services mean additional instruction which supplements the instruction provided in the general curriculum and assists students in meeting the State learning standards as defined in Commissioner's Regulations and/or student support services which may include guidance, counseling, attendance, and study skills which are needed to support improved academic performance. However, such services shall not include services provided to students with limited English proficiency pursuant to Commissioner's Regulations or special education services and programs as defined in Education Law Section 4401. Academic intervention services are intended to assist students who are at risk of not achieving the State learning standards in English/language arts, mathematics, social studies and/or science, or who are at risk of not gaining the knowledge and skills needed to meet or exceed designated performance levels on State assessments.

In implementing prevention and/or pre-referral intervention support strategies in order to remediate a student's performance prior to referral for special education, the utilization of academic intervention services, as enumerated in Commissioner's Regulations, may be included as a component of any such Pre-referral/Intervention Instructional Support Plan.

Cross ref: 4325, Academic Intervention Services

Adoption date: June 15, 2006

Revised: January 3, 2013

STUDENTS WITH DISABILITIES REGULATION 2 - LEAST RESTRICTIVE ENVIRONMENT

Least restrictive environment means that placement of students with disabilities in special classes, separate schools or other removal from the regular educational environment occurs only when the nature or severity of the disability is such that even with the use of supplementary aids and services, education in regular classes cannot be satisfactorily achieved. The placement of an individual student with a disability in the least restrictive environment shall:

- a) provide the special education and related services, as well as supplementary aids and services, needed by the student;
- b) provide for education of the student to the maximum extent appropriate to the needs of the student with other students who do not have disabilities; and
- c) be as close as possible to the student's home.

The district has an obligation, pursuant to law, and regulation, to educate students with disabilities in the least restrictive environment. The district shall ensure that:

- a) each student with a disability shall be educated with non-disabled students to the maximum extent appropriate;
- b) each student with a disability shall be removed from the regular educational environment when the nature or severity of the student's disability is such that education cannot be achieved satisfactorily in regular classes, even with the use of supplementary aids and services; and
- c) to the maximum extent appropriate to the student's individual needs, each student with a disability shall participate with non-disabled students in nonacademic and extra-curricular services and activities

The district shall ensure that a continuum of alternative placements, in accordance with law and/or regulation, will be available to meet the needs of students with disabilities for special education and related services. To enable students with disabilities to be educated with non-disabled students to the maximum extent appropriate, specially designed instruction and supplementary services may be provided in the regular class. Such services may include but are not limited to, consultant teacher services and other group or individual supplemental or direct special education instruction.

Special education shall be provided to a student with a disability as specified on the student's individualized education program (IEP) to be necessary to meet the student's unique needs. Students with disabilities placed together for purposes of special education shall be grouped by similarity of individual needs in accordance with federal and state law and regulations.

Adoption date: June 15, 2006

Revised: January 3, 2013

STUDENTS WITH DISABILITIES REGULATION 3 - INSTRUCTIONAL MATERIALS IN ALTERNATIVE FORMATS

Effective May 16, 2002, Section 200.2 of the Regulations of the Commissioner has been amended to implement Chapter 377 of the Laws of 2001. As a result of Chapter 377 and the implementing regulations, the Board of Education must establish a plan to ensure that every student with a disability or a 504 plan who needs his or her instructional materials in an alternative format will receive those materials at the same time that they are available to non-disabled students. "Alternative format" is defined to mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the school district. It would include but not be limited to, Braille, large print, open and closed caption, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student. The district will give preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats.

Identification of the Needs of Students Residing in the District

Teachers will assure the availability of instructional materials in alternative formats by anticipating that there may be students in their classes who will require instructional materials in alternative formats. Advance planning in the selection and ordering of books, developing lists of required reading and providing these reading lists in advance will help ensure that students with disabilities attending their classes receive their instructional materials at the same time as other students in the classes.

If the CSE determines that a student needs his or her instructional materials in an alternative format, the IEP will specify the accommodations for the individual student and any related instruction and/or assistive technology devices needed for the student to access the alternative format materials. If the student needs instructional and assessment materials in alternative formats, the CSE should review the following considerations:

- What alternative format is needed?
- What instruction is needed for the student to use the alternative format materials?
- What assistive technology devices or services are needed for the student to access the alternative format materials?
- What supports for school personnel may be needed related to the alternative format(s) recommended?
- What assistance do the parents need to help them acquire skills necessary to support the child's use of the instructional materials and/or related assistive technology devices?

- What testing accommodations a student might need related to the alternative formats?

Procedures for New Entrant Students During the School Year

When a new student enters the district, the CSE will review the student's previous IEP to determine if the IEP has specified the need for materials to be provided in an alternative format. If the IEP indicates that the student requires an alternative format, the district will immediately either provide the necessary software or hardware necessary for the conversion or contact the appropriate agency to either purchase or convert the materials.

If a student requires additional materials in an alternative format, the special education teacher or school psychologist will be responsible to provide this information to the Director of Special Education. The Director will be responsible for arranging the procurement and/or provision of materials in an alternative format.

Access to and Conversion of Electronic Files

Instructional materials provided in electronic files can offer many flexible options for a student with a disability to access the curriculum. The files can be used with a variety of technology and tools such as computer screens using highlighted or enlarged text, screen readers or Braille printers. Students will have access to appropriate software and hardware in order to provide these materials in an alternative format. This would include but not be limited to computers, printers, scanners, alternative keyboards, Braille notetakers, tape recorders, screen readers, speaking browsers, screen magnification devices, scan and read, and Braille translation. The district will access appropriate agencies and resource centers to assist in the conversion of classroom and commercially available materials into alternative format.

Ordering Timelines

Braille and large-type test booklet will be obtained from the State Education Department for the Elementary and Intermediate State assessments and each Regents and Regents Competency Examination. The Braille and large-type test booklets requested will be included in the regular shipment to the school. These tests will be ordered at the same time that tests are ordered for non-disabled students. If reproduction and/or reformatting of test booklets is required, written advance permission of the State Education Department will be obtained in sufficient time as to administer the test at the same time as administered to non-disabled students. If Braille or large print conversions are requested, the district will request this conversion at least three months in advance of the exam.

The district will inquire of publisher sales representatives about available formats. If the instructional materials needed by the student cannot be purchased in alternative formats, the district will make reasonable efforts to adapt or convert the materials or provide substantially equivalent materials to the student in a format he or she can access. Consideration will be given as to sufficient time to convert these materials so that the student will be able to participate and progress in the general curriculum.

Selection and Procurement of Instructional Materials

The district utilizes a textbook selection committee when considering the purchase of new textbooks or materials. The committee will be informed of the need to give preference to those vendors who agree to provide materials in alternative formats.

When the district selects any new instructional materials for a course, consideration will be given, as one factor, if such materials are available from the vendor in the alternative format(s) needed by the student. Where different textbooks meet the district's criteria for a particular subject matter, the district will give preference to the vendor that agrees to provide materials in alternative formats. If competitive bidding is required for the purchase of instructional material, bid specifications will be drafted to allow the district to select the bidder who can provide materials in alternative formats in a timely fashion by making alternative format availability a specification of the bid.

Ref: Individuals with Disabilities Education Act (IDEA), 20 USC §§1474(e)(3)(B)
Education Law §§1709(4-a); ; 3602(10)(b)
8 NYCRR §200.2(b)(10)

Adoption date: June 15, 2006

Revised: January 3, 2013

STUDENTS WITH DISABILITIES REGULATION 4 - DECLASSIFICATION

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

Eligibility Determinations

The district must evaluate a student with a disability prior to determining that a student is no longer a student with a disability and the district shall provide a copy of the evaluation report and documentation of eligibility to the student's parent. 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 of eligibility for a free appropriate public education. However, prior to the student's graduation from high school with a local or Regents diploma or before he/she receives an Individualized Education Program (IEP) diploma, 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 IEP.

Prior to the reevaluation, the district shall obtain informed 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 failed to respond. The district must have a record of its attempts to obtain parental consent. Should the student's 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.

Individual Evaluation

Parents shall be notified according to applicable Federal and State laws and regulations when the District proposes to conduct an individual evaluation.

The CSE shall arrange for an appropriate reevaluation of each student with a disability at least every three (3) years by a multidisciplinary team or group of persons, including at least one teacher or other specialist with knowledge in the area of the student's disability. The reevaluation shall be sufficient to determine the student's individual needs, educational progress and achievement, the student's ability to participate in instructional programs in regular education and the student's continuing eligibility for special education. The results of any reevaluations must be addressed by the CSE in reviewing and, as appropriate, revising the student's IEP.

As part of any reevaluation, a group that includes the CSE and other qualified professionals, as appropriate, shall review existing evaluation data on the student including evaluations and information provided by the parents of the student, current classroom-based assessments and observations and observations by teachers and related services providers.

On the basis of that review, and input from the student's parents, the CSE and other qualified professionals, as appropriate, shall identify what additional data, if any, are needed to determine:

- a) whether the student continues to have such a disability.
- b) the present levels of performance and educational needs of the student.
- c) whether the student continues to need special education.
- d) whether any additions or modifications to the special education services are needed to enable the student to meet the measurable annual goal set out in the Individualized Education Program (IEP) of the student and to participate, as appropriate, in the general curriculum.

If additional data are not needed, the district must notify the parents of that determination and the reasons for it and the right of the parents to request an assessment to determine whether, for purposes of services provided in accordance with law and Commissioner's Regulations, the student continues to be a student with a disability. The District is not required to conduct the assessment unless requested to do so by the student's parents.

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 recommendations 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 year after the student enters the full-time regular education program.

Declassification Support Services

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.

Declassification support services means those services provided by persons appropriately certified pursuant to Part 80 of Commissioner's Regulations, or holding a valid teaching license in the appropriate area of service, to a student or the student's teacher to aid in the student's move from special education to full-time regular education, including:

- a) For the student, psychological services, social work services, speech and language improvement services, non-career counseling, and other appropriate support services; and
- b) For the student's teacher, the assistance of a teacher aide or a teaching assistant, and consultation with appropriate personnel.

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.

Ref: 8 NYCRR §§200.2(b)(8); 200.4(b)(4-6), (c)(3-4); 200.1(ooo)

Adoption date: June 15, 2006

Revised: January 3, 2013

SPACE ALLOCATION FOR SPECIAL EDUCATION PROGRAMS AND STUDENTS

To ensure that adequate and appropriate space is made available to meet the special education program and service needs of all students with disabilities both within the district's own facilities, as well as in programs provided by the Board of Cooperative Education Services (BOCES) and attended by district residents the Board of Education will allocate an appropriate amount of space in district facilities to meet the needs of students in such programs. This allocation will be part of the biennial district plan for the provision of special education programs and services, as mandated by the Commissioner.

At least once per year, a staff member from the district's Special Education Department will visit the placement of each resident student who attends a BOCES special education program to assure the appropriateness of the space allocated for that placement.

Ref: 8 NYCRR §200.2(c)(iv) and (v)

Adoption date: June 15, 2006

Revised: January 3, 2013

PRESCHOOL SPECIAL EDUCATION

The Board of Education recognizes the value of special education and its responsibility in ensuring that all resident preschool children with disabilities have the opportunity to participate in special programs and services from which they may benefit. The Board authorizes the Superintendent of Schools to establish administrative practices and procedures which shall include:

1. locating, identifying, evaluating, referring and placing all preschool children with disabilities pursuant to the relevant provisions of the Education Law. The register of children eligible to attend a preschool program is to be maintained and revised annually by the Committee on Preschool Special Education (CPSE);
2. ensuring that the parent(s)/guardian(s) of preschool age children with disabilities have received and understand the request for consent for evaluation of their child;
3. developing an individualized education program (IEP) for each preschool age child with a disability;
4. appointing and training appropriately qualified personnel including the members of a CPSE;
5. maintaining lists of impartial hearing officers and of State Education Department-approved special education programs within the county and adjoining counties in which the district is located; and
6. reporting to the State Education Department the number of children with disabilities that are being served, as well as those not served.

The Board of Education hereby establishes the CPSE as required under the Education Law. Its responsibilities will include the evaluation and recommendation for placement in appropriate approved programs and the provision of appropriate special education programs and services for each preschool child with a disability. The CPSE shall review, at least annually, the status of each preschool child with a disability.

It is ultimately the responsibility of the Board to arrange for the appropriate approved preschool program and services for the district children. Should the Board disagree with the CPSE's recommendations, it shall send the recommendation back to the CPSE so that they may schedule a timely meeting to review the Board's concerns and to revise the IEP as deemed appropriate.

Placement may be appealed by a parent/guardian to an impartial hearing officer, appointed by the Board. Mediation shall be offered to such parents/guardians to resolve complaints regarding the education of preschool children with disabilities at the same time notice of the availability of an impartial hearing is provided.

4321.2

The CPSE shall make an annual report on the status of each preschool child with a disability and report on the adequacy of preschool special education programs and services to the Board.

The Board directs the Superintendent to ensure that the district considers that adequate and appropriate space is made available for such programs and services.

The Board directs the Superintendent to develop and maintain a plan which incorporates information concerning the provision of services for preschool children with disabilities, pursuant to the Regulations of the Commissioner of Education.

Cross-ref: 4321, Programs for Students With Disabilities Under IDEA and Article 89

Ref: Individuals with Disabilities Education Act, 20 U.S.C. §§1400 et seq.

Education Law §4410
8 NYCRR Part 200

Adoption date: June 15, 2006

Revised: January 3, 2013

INDEPENDENT EDUCATIONAL EVALUATIONS

Parents or guardians of a student who has or who is thought to have a disability have rights to receive an independent evaluation at public expense if they disagree with an evaluation obtained by the Committee on Special Education (CSE) or the Committee on Preschool Special Education (CPSE), subject to the following definitions and conditions:

1. An independent evaluation is an individual evaluation of a student thought to have a disability, which is conducted by a person who is not employed by the public agency responsible for the education of the student.
2. If a parent or guardian disagrees with an evaluation obtained by the District, he or she shall file a written request for an independent evaluation. The request shall be filed with the District before the independent evaluation is conducted. The District may ask for the parent's reason why he/she objects to the public evaluation. The District shall respond in writing to such request within 15 days of receipt of the request. The District shall either ensure that an independent evaluation is provided at public expense or initiate an impartial hearing to show its evaluation is proper or that the evaluation obtained by the parent does not meet District criteria.
3. If the District initiates an impartial hearing and there is a final determination that the District's evaluation is appropriate or the evaluation obtained by the parent did not meet District criteria, the parent has the right to an independent evaluation, but not at public expense.
4. When an independent evaluation is at public expense, the conditions under which the evaluation is obtained, including but not limited to, the location of the evaluation and the qualifications of the examiner, shall be the same as the conditions which the School District uses when it initiates its own evaluation..
5. Upon request, the parent or guardian shall be provided with the names, addresses, and telephone numbers of appropriate public and private agencies and other professional resources where independent evaluations may be obtained.

The criteria the District uses when it initiates an evaluation are as follows:

1. The geographic location of the evaluation must take place within a 50 mile radius of the District;
2. The evaluator must meet the minimum qualifications required by the District, including New York State Education Department Certification or license within the specific area of the evaluation;

3. The cost of the evaluation cannot exceed 10% more than the evaluation costs at North Shore University Hospital, Long Island Jewish Medical Center or Stony Brook University Hospital.

If the parent obtains an independent evaluation at private expense, the results of the evaluation must be considered by the District in any decision made with respect to the provision of free appropriate public education to the student.

Cross-ref: 4321, Programs for Students with Disabilities Under IDEA and Article 89

4321.2, Preschool Special Education

Ref: 20 USC §1415(d)(2)(A)
34 CFR §300.502
8 NYCRR §§200.1(z); 200.5(a); 200.5(b); 200.5(c); 200.5(g)

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Revised: January 3, 2013

IMPARTIAL HEARING OFFICER SELECTION, APPOINTMENT AND COMPENSATION

The Board of Education establishes the following policy to govern the appointment and compensation of impartial hearing officers for special education related impartial hearings pursuant to Part 200 of the Regulations of the Commissioner of Education.

A. Maintenance of List of Impartial Hearing Officers

1. The District Clerk shall maintain a list of the names and resumes of all impartial hearing officers who are certified by the Commissioner of Education and available to serve in the district in hearings conducted pursuant to Education Law § 4404(1). The names of hearing officers shall be listed in the order to be called.
2. The name of any newly certified impartial hearing officer who is available to serve in the district shall be inserted into the list in the order to be called.
3. The Board shall annually approve the list of hearing officers during the annual reorganizational meeting and shall approve any additions or deletions from the list as necessary.

B. Selection and Appointment

1. Upon the district's receipt of a written request for an impartial hearing, an impartial hearing officer shall be appointed in accordance with the rotational selection procedures set forth below.
2. The rotational selection process must be initiated immediately, but not later than two business days, after the district's receipt of a written request for an impartial hearing. The District Clerk shall attempt to contact the hearing officer on the list prepared in accordance with section A.1 above, whose name next follows the hearing officer who last served in the district. The District Clerk shall first attempt to contact the hearing officer by telephone. If unsuccessful at reaching the hearing officer, the District Clerk shall leave a message (if voice mail is available), and send a letter by overnight mail, informing the hearing officer that:
 - a. A hearing has been requested concerning a student in the district;
 - b. The hearing officer's name is the next one on the rotational list;

- c. The hearing officer must contact the District Clerk (leave telephone number) no later than 24 hours from the time the telephone message is left and/or the date of the correspondence; and
 - d. The hearing officer may not accept appointment unless (s)he is available to initiate the hearing within the first 14 days of being appointed by the district.
3. If the hearing officer declines appointment, or if within 24 hours, the hearing officer fails to respond or is unreachable after being sent a letter by overnight mail, the District Clerk will, in accordance with the procedures outlined above, offer the appointment to each successive hearing officer whose name next appears on the rotational list, until the appointment is accepted.
 4. No appointment may be accepted unless the hearing officer is available to initiate the hearing within 14 days after being appointed by the District Clerk.
 5. Once appointment is accepted, the hearing officer shall be formally appointed by:
 - a. A resolution adopted by the Board; or
 - b. A letter signed by the Board President, Vice President or his/her Board member designee.

C. Compensation

1. The district will compensate the hearing officer for his or her services in an amount not greater than the maximum rate established for such purpose by the Director of the Division of Budget.
2. The district will not reimburse impartial hearing officers for administrative assistance, secretarial or other overhead expenses.
3. The district will, upon review and approval of properly submitted receipts, reimburse impartial hearing officers for reasonable, actual and necessary hearing-related expenses for automobile travel at the IRS-approved rate and for tolls reasonable and necessarily incurred in the hearing.
4. In addition to the hearing time itself, the Board will reimburse, at the hourly rate, for time actually expended by the hearing officer for:
 - a. Scheduling the hearing;
 - b. Pre-hearing conference calls (if necessary)

- c. Scheduling letters; and
- d. Preparation of the decision or other orders.

Records relating to the IHO process including, but not limited to, the request for initiation and completion of each impartial hearing will be maintained by the district and such information will be reported to the New York State Education Department's Office of Special Education as required by Commissioner's regulations.

The district shall annually notify each impartial hearing officer of this policy and of the current rates set by the district for travel reimbursement and mailing costs.

Ref: 8 NYCRR §§200.2(b)(9); 200.5(j); 200.21

Adoption date: June 15, 2006

Revised: January 3, 2013

INDIVIDUALIZED EDUCATION PROGRAM DISTRIBUTION

In accordance with state law (Ch. 408 of the Laws of 2002), it is the policy of the North Shore School District to provide a copy of or access to each student's individualized education program (IEP) to each of his/her regular education and special education teachers, related service providers and/or other service providers who have responsibility for implementation of the IEP prior to the implementation of the student's program. The District will provide a copy of the IEP in a manner that respects the confidentiality of the data contained therein. Personally identifiable data will not be disclosed by any school district employee or member of a Committee on Special Education ("CSE")/Committee on Preschool Education ("CPSE") to any person (other than the parent of such student), organization or agency unless the parent or guardian of the child provides written consent; there is a valid court order for such information; or disclosure is permitted by law.

As soon as practicable after a CSE meeting (and prior to the time that services are to be commenced), the Director of Special Education, CSE or CPSE Chairperson, Case Manager, or other appropriate person shall:

- a) Ensure that a paper or electronic copy of each student's IEP is provided to each regular education teacher, special education teacher, related service provider and/or other service provider who is responsible for the implementation of the student's program or plan prior to the implementation of the program or plan. Access to IEPs may also be provided electronically. If the student's IEP is to be accessed electronically, the individuals responsible for the implementation of the student's IEP shall be notified and trained on how to access such IEPs electronically. These individuals responsible for implementing an IEP shall, in turn ensure that all supplementary school personnel (i.e., teacher aides and teaching assistants) and other providers responsible for assisting in IEP implementation are given the opportunity to review their copy of the IEP prior to program implementation as well as have ongoing access to such copy;
- b) Provide a confidentiality statement, which explains that the IEP is a confidential document and should not be re-disclosed except under the narrow circumstances permitted under the Family Educational Rights and Privacy Act ("FERPA") and/or the IDEA;
- c) Obtain a signed statement from each individual to whom the IEP is made available acknowledging receipt of the confidentiality statement, and maintain a copy of this statement in the student's special education file.

At the CSE meeting, or as soon after the meeting as is practicable (and prior to the implementation of services under the IEP), the CSE chairperson shall designate a member of the professional staff to apprise each regular education

teacher, special education teacher, related service provider, other service provider, and other provider and support staff person, who have responsibilities for providing services under the IEP what those responsibilities are, as well as the specific accommodations, program modifications, and supports and/or services to be provided under the IEP. The designated person will apprise such providers of their responsibilities under the IEP prior to the implementation of the IEP. The designated person shall (1) prepare a statement which includes the date that (s)he informed each person of his or her responsibilities under the IEP, and (2) provide a copy of this statement to the Director of Education for maintenance in the student's special education file.

Cross-ref: 4321, Programs for Students with Disabilities Under IDEA and
Article 89
5500, Student Records

Ref: Individuals with Disabilities Education Act (IDEA), 20 USC §§1400 et seq.
Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g; 34 CFR Part 99
Education Law §4402(7)
8 NYCRR §§200.2(b)(6),(11); 200.4(e)(3); 200.16(e)(6)

Adoption date: June 15, 2006
Revised: January 3, 2013

**INDIVIDUALIZED EDUCATION PROGRAM DISTRIBUTION
REGULATION**

As soon as practicable after a CSE meeting (and prior to the time that services are to be commenced), the Director of Special Education, CSE or CPSE Chairperson, Case Manager, or other appropriate person shall:

- d) Transmit a copy of the IEP to each of the student's special education and regular education teachers, related service providers and any other service providers with responsibilities for implementing services under the IEP. These individuals responsible for implementing an IEP shall, in turn ensure that all supplementary school personnel (i.e., teacher aides and teaching assistants) and other providers responsible for assisting in IEP implementation are given the opportunity to review their copy of the IEP prior to program implementation as well as have ongoing access to such copy;
- e) Provide a confidentiality statement, which explains that the IEP is a confidential document and should not be redisclosed except under the narrow circumstances permitted under the Family Educational Rights and Privacy Act ("FERPA" or the "Buckley Amendment") and/or the IDEA;
- f) Obtain a signed statement from each individual to whom the IEP is made available acknowledging receipt of the confidentiality statement, and maintain a copy of this statement in the student's special education file.

At the CSE meeting, or as soon after the meeting as is practicable (and prior to the implementation of services under the IEP), the CSE chairperson shall designate a member of the professional staff to apprise teachers, support staff, and other providers who have responsibilities for providing services under the IEP what those responsibilities are, as well as the specific accommodations, modifications, and supports to be provided under the IEP. The designated person will apprise such providers of their responsibilities under the IEP prior to the implementation of the IEP. The designated person shall (1) prepare a statement which includes the date that (s)he informed each person of his or her responsibilities under the IEP, and (2) provide a copy of this statement to the Director of Education for maintenance in the student's special education file.

Adoption date: June 15, 2006

DISTRICTWIDE AND STATEWIDE ASSESSMENTS OF STUDENTS WITH DISABILITIES

The District recognizes the importance of offering access and appropriate testing accommodations to eligible students so that they can participate in assessment programs on an equal basis with their non-disabled peers. Two elements that contribute to an effective assessment program are proper use of use of accommodations and use of universal design principles in developing and administering tests.

Testing Accommodations

Testing accommodations provide an opportunity for students with disabilities to:

- Participate in the instructional and assessment program;
- Demonstrate their strengths, knowledge and skills without being restricted by their disability; and
- Provide an accurate measure of the standards being assessed so that appropriate instruction and services can be provided.

Testing accommodations are changes made in the administration of the test in order to remove obstacles to the test-taking process that are presented by the disability without changing the constructs being tested. Examples of testing accommodations are: flexibility in scheduling/timing; flexibility in the setting for the administration of the test; changes in the method of presentation and changes in the method of response. Testing accommodations are neither intended nor permitted to: alter the construct being measured or invalidate the results, provide an unfair advantage for students with disabilities over students taking the test under standard conditions or substitute for knowledge or abilities that the student has not attained. The Committee on Special Education, the Subcommittee on Special Education or the Committee on Preschool Special Education is responsible for recommending the appropriate test accommodations and including those recommendations on the student's Individualized Education Program (IEP) or Individualized Education Services Program (IESP). If it is determined that a student should participate in alternative assessments instead of the standard statewide or district wide tests, the CSE must indicate the reasons for doing so on the IEP or IESP. The Section 504 Committee will include the appropriate test accommodations as part of the 504 Plan.

The recommendations will be reviewed annually by the CSE, CSE subcommittee, CPSE or Section 504 Committee. The Board acknowledges the importance of integrating the assessment program with the instructional program and, to that end, encourages effective communication among district staff so that implementation is consistent and fair. The goal is to provide effective assessments that allow students to benefit from their educational program.

In some situations, a building principal may authorize the use of testing accommodations in accordance with this policy. Those instances are limited to cases where a regular education student incurs a disability, such as, but not limited to, a broken arm, without sufficient time for the CSE, CPSE and/or Section 504 Committee to make a recommendation prior to a test. They do not include cases where the student is already being evaluated to determine his or her eligibility for status as a student with a disability. In exercising this authority, the building principal will rely on his or her professional

4321.7.1

judgment. He or she also may confer with CSE, CPSE and/or Section 504 Committee members.

The District recognizes the benefits of using the principles of universal design to further the goal of ensuring equal access to district wide assessments and to ensure the most accurate measure of the performance of all students. The Board directs the Superintendent, in consultation with appropriate school staff, to examine how universal design principles can be incorporated into the district's assessment program, and to facilitate its use to the extent feasible. Any steps taken in this regard will be consistent with this policy and applicable State Education Department policy and/or guidance on the use of universal design principles. At a minimum, the Superintendent will explore how district assessments can be:

1. Made more usable by students with diverse abilities.
2. Designed to better accommodate a wide range of individual preferences and abilities.
3. Made more understandable.
4. Made to communicate necessary information to students more effectively.
5. Designed to minimize adverse consequences of accidental or unintended actions.
6. Used more efficiently and comfortably and with a minimum of student fatigue.

References:

Cross-ref: 4321, Programs for Students with Disabilities

4321.5, Confidentiality and Distribution of IEP, IESP and SP

5020.3 Students with Disabilities and Section 504

Ref: Individuals with Disabilities Education Act (IDEA), 20 USC §§1401(35);

1412(A)(16)(E);

34 CFR §§ 300.44

Assistive Technology Act, 29 USC 3002(19)

8 NYCRR §§ 200.1(JJJ); 200.2(b)(13, 14); 200.4(d)(2)(vi)

Adoption Date: January 3, 2013

4321.8

Delete this policy as “time out rooms” are no longer permitted under the regulations.

**PUBLIC REPORT ON REVISIONS TO DISTRICT POLICIES,
PRACTICES AND PROCEDURES UPON A FINDING OF SIGNIFICANT
DISPROPORTIONALITY**

The Board of Education recognizes that, despite the district's best efforts, there may be times when there might be a disproportionate representation of racial and ethnic groups in its special education programs and services, and/or with respect to the suspension of students with disabilities. To minimize the risk of such an occurrence, the Board has endeavored to adopt policies, practices and procedures for the district that are consistent with the IDEA and Article 89 of New York's Education Law, and their implementing regulations.

Nonetheless, upon learning of a significant disproportionality either in the suspension, identification, classification and/or placement of the district's students with disabilities, the Board will immediately review the district's policies, practices and procedures to determine whether they are fully compliant with the requirements of the IDEA and Article 89, or require revisions. If changes are needed, the Board will take immediate steps to adopt and implement any and all necessary revisions.

The Board will inform the public of any revisions to the district's policies, practices and procedures undertaken as a result of a finding of significant disproportionality. The Superintendent will notify school personnel responsible for implementing the revisions.

Cross-ref: 4321 et seq. as appropriate

*Ref: Individuals with Disabilities Education Act, §§ 1412(a)(24); 1418(d);
34 CFR §§ 300.173; 300.646
8 NYCRR §§ 200.2(b)(15).*

Adoption Date: January 3, 2013

SPECIAL EDUCATION PERSONNEL

The Board acknowledges the Superintendent's responsibility to recruit, hire, train and retain highly qualified special education personnel, as defined in the federal Individuals with Disabilities Education Act (IDEA) and its accompanying regulations and in Article 89 of New York State Education law and its accompanying regulations, to provide special education programs and services. In addition, the Board shall appoint appropriately qualified personnel to the Committee (and subcommittee) on Special Education (CSE) and Committee (and subcommittee) on Preschool Special Education (CPSE).

The District will fulfill its obligation with regard to special education personnel by taking at a minimum the following steps:

1. Actively recruit personnel who possess prior experience working with students with disabilities.
2. Solicit resumes from graduates of institutions of higher education that offer programs in special education.
 3. Seek candidates for teaching positions who are dually certified, to the extent possible.
4. Ensure that every member of the professional staff participates in annual professional performance reviews and professional development plans.
5. Provide appropriate on-going training and professional development to CSE and CPSE members, and other special education program and service providers to ensure their continuing awareness of their obligations and responsibilities under the IDEA law.

The Superintendent is responsible for ensuring that the professional staff is appropriately certified, licensed and trained and that they meet the "highly qualified" standard established in federal and state law. In the event that highly qualified individuals are not available, despite the best efforts of the Superintendent, the District recognizes its responsibilities to meet the alternative standards established by the State Education Department. The Superintendent, in consultation with the Director of Special Education and Pupil Personnel Services, shall prepare an annual report to the Board which provides information about the certifications and qualifications of the special education professional personnel, as well as a summary of the professional development opportunities offered.

Cross-ref: 4321, Programs for Students with Disabilities

*Ref: Individual with Disabilities Education Act, 20 USC §§ 1412(a)(14), 1413(a)(3)
34 CFR §§ 300.156, 300.207*

*Education Law § 4410
8 NYCRR § 200.2(b)(3,12)*

Adoption Date: January 3, 2013

ACADEMIC INTERVENTION SERVICES

The Board of Education is committed to providing academic intervention services to students at risk of not meeting the state learning standards. Such services may include additional instruction supplementing the instruction provided in the general curriculum and/or student support services such as guidance, counseling, attendance and study skills needed to support improved academic performance. They shall be provided in accordance with state regulations.

Eligibility for academic intervention services will be determined based on a student's performance on state assessment exams and/or in accordance with the uniformly applied district-developed district-adopted procedures. Eligible students will receive services consistent with law and regulations

Parental Notification and Involvement

Notification on Commencement of Services. The Building Principal will notify the parents of a student determined to be in need of academic intervention services, in writing, upon the commencement of such services. Such notification will include:

- A summary of the academic intervention services to be provided;
- The reason the student needs such services; and
- Consequences of not achieving expected performance levels.

Notification on Ending of Services. The Principal will notify the parent in writing when academic intervention services are no longer needed. Such notification will include:

- The criteria for ending services; and
- The performance levels obtained on district selected assessments, if appropriate.

In addition, the district/schools will provide for ongoing communication with parents which must include opportunities to consult with teachers and other professional staff, regular reports on the student's progress and information on ways to monitor and work with educators to improve the student's performance.

All parental notifications and communications will be done in English and translated, when appropriate, into the native language or mode of communication of the parents.

Description and Review of Academic Intervention Services

The Assistant Superintendent for Instruction, in consultation with each Building Principal, shall maintain a description of academic intervention and/or student support services for each school. This description will include any variations in services in schools within the district and will specifically delineate:

- the district-wide procedures used to determine the need for academic intervention services;
- the academic intervention instructional and/or support services to be provided;
- whether instructional services and/or support services are offered during the regular school day or during an extended school day or year; and
- the criteria for ending services, including, if appropriate, performance levels that students must obtain on district-selected assessments.

Beginning July 1, 2002 and every two years thereafter, the Superintendent shall review and revise the description of academic intervention services based on student performance results and present such revised description to the Board for approval.

Ref: 8 NYCRR §§100.1(g); 100.2(r), (ee); 100.4(b)(4), (d) (Academic Intervention Services)

Adoption date: June 15, 2006

LIMITED ENGLISH PROFICIENCY INSTRUCTION

The Board of Education believes that students who have limited English proficiency will be more effective learners of both the language and the curriculum if they receive instruction in both their native language and English. The district will therefore provide English as A New Language students with an appropriate program of free-standing English as a new language.

Pursuant to this policy and the regulations of the Commissioner of Education, the Superintendent of Schools is directed to develop appropriate administrative regulations to ensure that ENL students are:

1. diagnostically screened for limited English proficiency, in accordance with Part 117 of the Commissioner's Regulations. Those students who according to their scores are identified as ENL will be annually evaluated. Included in the evaluation shall be each student's performance in content areas to measure academic progress;
2. assured of access to appropriate instructional and support services, including guidance programs; and
3. assured of having equal opportunities to participate in all school programs and extracurricular activities as non-ENL students.

The Superintendent shall be responsible for ensuring that the Commissioner is provided with all information required under the Commissioner's Regulations and that the district provides appropriate school-related information to the parents of ENL students in English, or when necessary, in the language they understand. In addition, the Superintendent shall ensure that all teachers employed for the ENL program are properly certified in accordance with the Commissioner's Regulations.

Ref: Education Law §3204
 Bilingual Education Act of 1974, §§701 et seq., 20 U.S.C. §§880b et seq.
 Equal Educational Opportunities Act of 1974, §§201 et seq.,
 20 U.S.C. §§1701 et seq.
 8 NYCRR §§80.9; 80.10; 117; 154 et seq.
Lau v. Nichols, 414 U.S. 563 (1974)
Rios v. Read, 480 F. Supp. 14 (1978)
Cintron v. Brentwood UFSD, 455 F.Supp 57 (1978)
Aspira of New York v. Board of Educ. (City of New York), 394 F. Supp.
 1161 (1974)

Adoption date: June 15, 2006

Revised: December 10, 2015

PLACEMENT IN A LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM

Pursuant to its obligations under federal law and NYS Education Department regulations, the Board has developed the following forms for notification to parents and guardians of a student's inclusion in a ENL Program. Every effort shall be made to produce these items in the language understood in the child's home, with a copy of the English version attached.

Dear Parent/Guardian:

Your child (insert child's name) has been identified as a "ENL learner" in need of help to learn English. child (insert child's name) has been placed in an ENL Program.

We have determined his/her level of English proficiency based on the LAB-R/NYSESLAT examinations, the NYS assessment instruments. We would like to share the results with you: (insert)

We believe that placement in an ENL program will help (insert child's name) both to learn English and increase his level of academic performance. Attached is a series of questions and answers we hope will help you to better understand the program in that we have placed (insert child's name) and the benefits of this program.

The district will hold regular meetings at least twice a year for parents/guardians of English learners and we encourage you to attend. At those meetings, we will provide you with information that will help you to better understand the goals of your child's program, and assist you in ways to help (insert child's name). In between meetings we are always ready to listen and respond to any questions and recommendations you might have.

If you have any questions about this notice or the attached information, please contact your Building Principal. All of us in the district look forward to working with you to help (insert child's name) improve (his/her) English and overall academic skills. If you have any questions, please do not hesitate to contact the ENL teachers listed below.

Sincerely,

Building Principal, Coordinator & ENL Teachers:

Susan L. Krugman	277-7001/7301	krugmans@northshoreschools.org
Caryn Schlesinger	277-7501	schlesingerc@northshoreschools.org
Nathalie Silva	277-7701	silvan@northshoreschools.org
Marie Zilinski	277-7701	zilinskim@northshoreschools.org
Colleen Hasselmann	277-7601	hasselmannc@northshoreschools.org
Victoria Bader	277-7301	baderv@northshoreschools.org

Questions & Answers about Your Child's English Instruction Educational Program

1. What methods of instruction will be used in my child's program?

There is pull-out and push-in instruction K-12.

2. Does the district offer any other programs for English language learners?

ENL instruction is offered at North Shore.

3. How will my child's program specifically help (him/her) learn English and meet age appropriate academic achievement standards for grade promotion and graduation?

ENL instruction is an English immersion model.. Where possible, it is content-related. There is focus on the 4 skills of speaking, listening, reading and writing. The ESL teachers work closely with classroom and content area teachers.

4. My child is classified as a student with a disability. How will my child's English learning program meet the objectives set out in (his/her) individualized education program?

The ENL teacher will meet periodically with the Special Educator to review the student's IEP and progress.

5. How will I be apprised of my child's progress?

Should the student not successfully meet the requirements, we will meet to discuss how to support him/her in order to improve his English language acquisition.

Adopted Date: June 15, 2006
Revised: January 3, 2013
Revised: December 10, 2015

**FAILURE TO MEET ANNUAL MEASURABLE OBJECTIVES
RELATING TO ENGLISH PROFICIENCY**

Dear Parent/Guardian:

We regret to inform you that there has been a failure to meet the annual objectives established by the state for the development and attainment of English proficiency by limited English proficient students while meeting state academic standards.

The district has plans for addressing this matter, including (insert steps to be taken by the district).

We welcome any questions and recommendations you might have. Please feel free to contact your child's Building Principal.

Sincerely,

Superintendent of Schools

Adoption date: June 15, 2006

HOMEBOUND INSTRUCTION

Homebound instruction is a service provided to students who are unable to attend school due to medical, emotional or disciplinary problems. Secondary students receive instruction for two hours per day and elementary students receive one hour per day. Students receive credit for their work while on homebound instruction.

The district will provide homebound instruction for any such resident student who will be absent from school for at least two consecutive weeks, unless otherwise required by law. The district will also provide home instruction for students suspended from school, consistent with State regulation.

The district makes provisions for homebound instruction upon referral from a licensed physician or the building principal following the guidelines established by the Superintendent of Schools for placing a student on homebound instruction.

Cross-ref: 5100, Attendance

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

“Handbook on Services to Pupils Attending Nonpublic Schools,” New York State Education Department, revised March 2004

Adoption date: June 15, 2006

Reviewed: November 13, 2009

Revised: December 3, 2009

HOMEBOUND INSTRUCTION REGULATION

Guidelines for Placing a Student on Homebound Instruction

1. There should be a referral from a licensed physician or the building principal.
2. A copy of the official Homebound Schedule Card will be forwarded to the homebound teacher, the Counselor and/or the Building Principal, the Attendance Department and the school nurse-teacher (if a medical referral).
3. Upon receipt of a copy of the above mentioned card, the Counselor and/or the Principal should:
 - a. contact the classroom teacher(s) for books and assignments; and
 - b. have the student's folder available for conference with the homebound teacher. The high school or middle school Counselor should expect the homebound teacher to contact her/him within one week after a student is placed on homebound.
4. Upon notification by the Counselor that a student is on homebound instruction, the teacher of the individual subject should make available to the Counselor all future assignments and tests, as administered, and changes in text materials, if any.
5. If the student is from high school, the homebound teacher will pick up all pertinent books and materials at the high school office. If not a high school student, the teacher contacts the student's teacher for books and assignments.
6. Upon sending out the progress reports at the end of each marking period, the homebound teacher should consult the Counselor concerning any negative comments.
7. Periodically there will be an investigation by the school psychologist concerning the continued need of those students with psychological problems receiving homebound instruction.
- . A similar procedure will be followed by the School Physician in the case of those students who have been placed on homebound instruction for medical reasons.
8. When a student is to return to school, the building principal will notify the homebound teacher and the transfer will be made by the guidance department.

Instructions to be Followed Regarding Homebound Program

1. Elementary students are to receive one hour of instruction per day.
Secondary students are to receive two hours of instruction per day.
Instruction is only permitted on days when school is in session.
2. Homebound teachers are to contact the home school for books and assignments.

3. Homebound teachers must contact parent or guardian to set up time of instruction. If it is to be conducted in the home, the parent or guardian should be present during the period of instruction.
4. If the student is from the high school or middle school, the homebound teacher should contact the student's counselor within one week of entrance date to homebound.
5. A separate time sheet is to be submitted for each student. Time sheets from homebound teachers are to be submitted weekly with the parent's or guardian's signature.
6. The payroll period for homebound teachers is from the first day to the last day of each month. If the last day of the month falls within the week, two time sheets should be submitted that week - one reflecting the end of the month and the other the beginning of the next month.
7. Three copies of the Progress Reports are to be submitted to the building principal at the end of each marking period the student is on homebound instruction.
8. When a student is to be transferred from homebound to regular instruction, a final Progress Report must be submitted to the Pupil Personnel Services Office.
9. The homebound teacher is responsible for returning books to the home school.
10. Regular homebound teachers are to submit time schedules at the beginning of the homebound program and as revised when additional students are assigned.
11. If notebooks or paper are needed for use in homebound instruction, they may be obtained from the building principal.

End of Year Instructions Regarding Homebound Instruction

1. It will be the responsibility of the homebound teachers to return all books to the same person who originally supplied the books, i.e., Principal, Counselors, etc.
2. All homebound teachers are to submit End of Year Reports on each student indicating grade earned in each subject with recommendation for school and class placement for the following year.
3. Permanent Record Cards: It is the responsibility of regular homebound teachers to complete permanent record cards of elementary and middle school students whose names appear on their registers.
4. Homebound Teachers will advise their students of grades earned as well as the teacher's recommendation for placement for the following year.
5. The high school will send copies of report cards to parents of high school students and special education upper grade high school students who have been on homebound instruction.
6. Regular homebound teachers are to meet with the registrar maintaining the open homebound registers to coordinate all closing data.

Adoption date: June 15, 2006

Revised: December 3, 2009

Revised: January 3, 2013

**PROCEDURES FOR IMPLEMENTATION
HOME INSTRUCTION FOR THE PURPOSES OF
LONG-TERM ABSENCE, SUSPENSION, AND CSE MANDATES**

When, for reasons of health, a student will be absent from school for a period of at least two weeks, home instruction will be available. Students are also entitled to home instruction when they are suspended from school or if the Committee on Special Education requires such a provision.

At the elementary level, students are eligible for 5 hours of tutoring per week. At the secondary level, students are eligible for 10 hours of tutoring per week (approximately 2 hours each for 5 subject areas).

Home Instruction for Health Related Absence

When a child is going to be absent from school for a minimum of two weeks, the following procedures will be followed:

- The school nurse will notify the student's parents that they need to have a "Home Instruction Request" form (Form A) completed by the student's physician prior to beginning home instruction. These forms are available in the nurse's office. At this time, the school nurse should informally notify the home instruction coordinator of the impending need for a home tutor(s).
- Upon receiving a completed "Home Instruction Request" form (Form A), the school nurse will formally notify the student's principal, counselor (secondary schools), classroom teacher (elementary schools), and the home instruction coordinator of the student's absence and the need for a home tutor using the "Confirmation of Absence" form (Form B). At this time, the nurse will also inform the parents that their student may not return to school without an "Approval to Return to School Following a Long-Term Medical Absence" form (Form C) completed by the student's doctor. The nurse will provide the parents with this form.
- **(Secondary Schools)** The student's counselor will notify the student's teachers of the long term absence, determine (in consultation with the teachers) the needs for home instruction, and ask the student's teachers if they are willing to provide the student with the instruction determined necessary. The student's counselor will inform the home instruction coordinator, through the "Request for Home Tutors" form (Form D) of the specifics for tutoring and which of the student's teachers (if any) are interested in providing that tutoring.
- **(Elementary Schools)** Upon being notified by the school nurse of a child's long- term absence, the principal (or assistant principal), in consultation with the child's teacher, will contact the home instruction

coordinator using the "Request for Home Tutors" form (Form D) to arrange for home instruction. The principal will inform the home instruction coordinator if the child's classroom teacher is willing to provide this service.

- The home instruction coordinator will arrange for securing home tutors and, using the "Home Instruction Plan" form (Form E) will notify the child's parent, school nurse, principal, counselor (secondary schools), and teacher(s) of the arrangements that have been made for home instruction.
- The home instruction coordinator will complete, distribute and collect all necessary paperwork related to the implementation and verification of services described in the student's "Home Instruction Plan" (Form E) and serve as liaison to all parties associated with that plan.
- The school nurse will require the parent and student's physician to complete and submit an "Approval to Return to School Following a Long-Term Medical Absence" form (Form C) when the date of the student's return draws near. The nurse will confirm with the principal, counselor (secondary schools), and the home instruction coordinator when the child has returned to school. Should the child return prior to the expected date, the nurse will notify the above-mentioned people. Should the child's absence need to be extended, the school nurse will require the parents to complete another "Home Instruction Request" form (Form A). Upon receipt of a completed form, the school nurse will notify the principal, counselor (secondary schools), classroom teacher (elementary schools), and the home instruction coordinator of the extended period of absence and the modified date of return. The home instruction coordinator will inform all parties that the established plans for home instruction will continue till the revised date of the student's return to school.

Home Instruction for Purpose of Suspension

When a child is suspended from school for a period of five (5) days or more, the following procedures will be followed:

- Using the "Confirmation of Absence" form (Form B), the principal (or his/her assistant) will notify the student's counselor (secondary schools), classroom teacher (elementary schools), and the home instruction coordinator of the suspension and the number of days a student will be suspended from school.
- **(Secondary Schools)** The student's counselor will notify the student's teachers of the suspension, determine (in consultation with the teachers) the needs for home instruction, and ask the student's teachers if they are willing to provide the student with the instruction determined necessary. The student's counselor will inform the home instruction coordinator, through the "Request for Home Tutors" form (Form D) of the specifics for

tutoring and which of the student's teachers (if any) are interested in providing that tutoring.

- **(Elementary Schools)** The principal (or assistant principal), using the "Request for Home Tutors" form (Form D) will inform the home instruction coordinator to arrange for home instruction.
- The home instruction coordinator will arrange for the procurement of home tutors and, using the "Home Instruction Plan" form (Form E), will notify the child's parent, principal, counselor (secondary schools), and teacher(s) of the arrangements that have been made for home instruction.
- The home instruction coordinator will complete, distribute and collect all necessary paperwork related to the implementation and verification of services described in the student's "Home Instruction Plan" (Form E) and serve as liaison to all parties associated with that plan.

Home Instruction for Purpose of CSE Requirement

When a child is placed on home instruction due to CSE Mandate, the following procedures will be followed:

- Using the "Confirmation of Absence" form (Form B), the Director of Special Education (or his/her assistant) will notify the student's principal, counselor (secondary schools), classroom teacher (elementary schools), and the home instruction coordinator of this decision.
- **(Secondary Schools)** The student's counselor will notify the student's teachers of the CSE placement, determine (in consultation with the teachers) the needs for home instruction, and ask the student's teachers if they are willing to provide the student with the instruction determined necessary. The student's counselor will inform the home instruction coordinator, through the "Request for Home Tutors" (Form D) of the specifics for tutoring and which of the student's teachers (if any) are interested in providing that tutoring.
- **(Elementary Schools)** Upon being notified by the Director of Special Education (or his/her assistant) of the CSE placement, the principal (or assistant principal), will advise the home instruction coordinator, using the "Request for Home Tutors" form (Form D), to arrange for home instruction.
- The home instruction coordinator will arrange for the procurement of home tutors and, using the "Home Instruction Plan" form (Form E), will notify the child's parent, principal, counselor (secondary schools), and teacher(s) of the arrangements that have been made for home instruction.

- The home instruction coordinator will complete, distribute and collect all necessary paperwork related to the implementation and verification of services described in the student's "Home Instruction Plan" (Form E) and serve as liaison to all parties associated with that plan.

Adopted: December 10, 2015

NORTH SHORE CENTRAL SCHOOL DISTRICT

HOME INSTRUCTION REQUEST

(To be completed by parent and student's physician and returned to school nurse)

Student's Name _____ Date _____

School _____ Grade Level _____

Parent/Guardian _____ Home Phone _____

Address _____

Work Phone _____ Other Phone (specify) _____

Reason for Request (Diagnosis and precautions – attached physician's note if available):

Estimated Date of Return to School _____

Physician's Signature _____

Physician's Name _____ Date _____

Address _____ Phone _____

School Nurse _____ Date _____

Principal _____ Date _____

Administrator's Approval _____ Date _____
(if other than Principal)

NORTH SHORE CENTRAL SCHOOL DISTRICT

CONFIRMATION OF LONG-TERM ABSENCE

(To be completed by school nurse, principal, or Director of Special Education)

The following student will be absent from school for the reason indicated below and has been approved for home instruction:

Student's Name _____ Date _____

School _____ Grade Level _____

_____ Medical Reason _____ Suspension _____ CSE Mandate

_____ Other (specify): _____

Brief Explanation for Absence:

Expected Duration of Absence:

From _____ Returning on _____

Person Completing This Form: _____

- Cc: Principal
- Guidance (Secondary Schools)
- Classroom Teacher (Elementary Schools)
- Director of Special Education (Classified Students)
- Home Instruction Coordinator

NORTH SHORE CENTRAL SCHOOL DISTRICT
APPROVAL TO RETURN TO SCHOOL
FOLLOWING A LONG-TERM MEDICAL ABSENCE

(To be completed by the parent and student's physician returned to school nurse.)

Student's Name _____ Date _____

School _____ Grade _____

Parent/Guardian's Name _____ Phone _____

Home Address _____

Physician's Name _____ Phone _____

Address _____

Present Health Status (attach note – if any):

Limitations on school program or activities (if any):

Further therapy/medical follow-up (if any):

Physician's Signature _____ Date _____

The signature of the physician above indicates approval for this student to return to school according to the stipulations (if any) as indicated.

NORTH SHORE CENTRAL SCHOOL DISTRICT

REQUEST FOR HOME TUTORS – Elementary Schools

(To be completed by nurse or principal and submitted to The Home Instruction Coordinator)

The student named below will be on a long-term absence from school and has been approved for home instruction:

Student _____ School _____ Grade _____

Teacher _____ Date _____

Duration of Student’s Absence: From _____ Returning on _____

Service provided by classroom teacher: _____ YES _____ NO

Cc: Teacher
Director of Special Education (Classified Students)
Nurse or Principal

REQUEST FOR HOME TUTORS – Secondary Schools

(To be completed by counselor and submitted to The Home Instruction Coordinator)

The student named below will be on a long-term absence from school and has been approved for home instruction in the following subject areas:

Student _____ School _____

Counselor _____ Date _____

Subject	Name of Classroom Teacher	Amount of Time/Week	Service Provided by Classroom Teacher (Check One)	
			Yes	No

Duration of Student’s Absence:
From _____ Returning on _____

Cc: Principal
Teacher(s)
Director/Teacher Leader
M.S. Team Leaders (Related)
Director of Special Education (Classified Students)
Nurse

NORTH SHORE CENTRAL SCHOOL DISTRICT

PARENT LETTER – HOME INSTRUCTION PLAN

(Elementary Students)

Date _____

Dear _____,

This letter is to inform you that a tutor has been hired to provide your child with home instruction for five hours per week beginning on _____ and ending on _____.

The home tutor, _____, will be contacting you (or may have already done so) to arrange specific dates and times for tutoring your child. The teacher has been informed that services may occur only on days when the district's schools are in session. Therefore, the teacher is not permitted to tutor on holidays and weekends. S/He has also been informed that another adult **MUST** be present at all tutoring sessions. ***Please note: If there is a need to cancel a session with a tutor, notification must be provided at least 24 hours in advance of the session otherwise this time will be deducted from the total number of sessions for which the student is eligible to receive.***

The teacher tutoring your child is receiving all instructions, material, and curriculum from your child's teacher(s). This will ensure that, while at home, your child is being provided the North Shore curriculum and that when your child returns to school, s/he will be as current as possible in her/his studies.

At the end of each week, the tutor will ask you to verify the number of hours and dates s/he has worked. Please assist us by signing the form you will be provided for this purpose. Once your child returns to school (even if prior to the anticipated date of return), tutoring services should cease, as tutors will not be paid for services beyond the days a student is absent. If a child is absent for medical reasons, students will not be permitted back to school without authorization from a physician. A form for this purpose is available from the school nurse.

Should you have any questions regarding these home instruction arrangements or any concerns once they begin, please be sure to contact me at _____ and I will either address your questions or serve as your liaison to those who will be able to assist you.

Sincerely,

Home Instruction Coordinator

Cc: Principal
Student's Teacher(s)
Director of Special Education (Classified Students)

NORTH SHORE CENTRAL SCHOOL DISTRICT
PARENT LETTER - HOME INSTRUCTION PLAN
(Secondary Students)

Dear _____,

Date _____

This letter is to inform you about the particular arrangements that have been made for your child to receive home instruction beginning on _____ and ending on _____.

Home tutors have been approved to provide two hours of instruction per week for each subject area listed in the following chart:

Subject Area	Number of Approved Hours per Week	Home Tutor

The home tutor(s) will be contacting you (or may have already done so) to arrange specific dates and times for tutoring your child. The teachers have been informed that services may occur only on days when the district's schools are in session. Therefore, teachers are not permitted to tutor on holidays and weekends. They have also been informed that another adult **MUST** be present at all tutoring sessions. ***Please note: If there is a need to cancel a session with a tutor, notification must be provided at least 24 hours in advance of the session otherwise this time will be deducted from the total number of sessions for which the student is eligible to receive.***

The teacher tutoring your child is receiving all instructions, material, and curriculum from your child's teacher(s). This will ensure that, while at home, your child is being provided the North Shore curriculum and when your child returns to school, s/he will be as current as possible in her/his studies.

At the end of each week, the tutor will ask you to verify the number of hours and dates s/he has worked. Please assist us by signing the form you will be provided for this purpose. Once your child returns to school (even if prior to the anticipated date of return), tutoring services should cease, as tutors will not be paid for services beyond the days a student is absent. If a child is absent for medical reasons, students will not be permitted back to school without authorization from a physician. A form for this purpose is available from the school nurse.

Should you have any questions regarding these home instruction arrangements or any concerns once they begin, please be sure to contact me at _____ and I will either address your questions or serve as your liaison to those who will be able to assist you.

Sincerely,

Home Instruction Coordinator

Cc: Principal
Counselor
Student's Teacher(s)

Director/Teacher Leader (Related)
MS Team Leader(s)
Director of Special Education (Classified Students)

COMMUNITY EDUCATION PROGRAMS

The school district shall offer a program of continuing education for the residents of the district, pending budget approval. The purpose of the program shall be to inform, enlighten and enrich, and to provide opportunities for personal recreation and improvement.

Under the authority of the Superintendent of Schools, the Director of the Community Education Program shall:

- Establish the course of study and determine which courses will be offered;
- Establish the schedule and meeting times for all courses, and the minimum size of classes to maintain self-sufficiency;
- Establish fees for enrollment, attendance and expendable materials. The fees shall, at a minimum, support the cost of courses in the program; and

Requests for the addition of courses will be considered if an application is made to the program coordinator.

Generally, no classes will be held on school holidays. If classes are to be cancelled for any other reason, the instructor will try to notify the class members.

All community education courses offered by the district shall be open to any district resident not attending a district school. However, senior high school students may enroll in adult education classes with the permission of the program coordinator.

Fiscal Management

A record of registrants in, and monies collected from, the community education program shall be made by the Business Office under the authority of the Assistant Superintendent for Business.

All monies collected in the community education program for registration or sale of materials shall be under the direction of the Director. All monies collected shall be deposited promptly in the bank and two (2) copies of a deposit report and bank receipt shall be sent to the district Business Office.

Ref: Education Law §§4601-4607
8 NYCRR Parts 141 & 157

Adoption date: June 15, 2006
Revised: January 3, 2013

EXCHANGE PROGRAMS

The Board of Education values the education, cultural and personal enrichment which occur through exchange programs with other schools and nations. The Superintendent of Schools will establish regulations for individual and group exchanges consistent with Board policy.

Cross-ref: 5152.1, Admission of Foreign Students

Adoption date: June 15, 2006

ACADEMIC GROUPING

The Board of Education recognizes that students can be grouped for instruction so that they may have the opportunity to reach their potential. Grouping, based upon readiness level, interest and learning preference will be used to enhance a student's ability to learn, to offer intellectual challenges to students of all ability levels and to facilitate effective student learning.

The Board authorizes the professional staff to group students as appropriate to foster learning, consistent with the Mission and Shared Valued Outcomes. Grouping decisions shall reflect factors including student aptitude and interest, past performance, best opportunity for success and best educational placement for learning. The schools shall attempt to maximize the use of flexible grouping.

Grouping within a grade-level shall not be permanent, and staff shall avoid any “labeling” of groups. Grouping arrangements should promote flexibility to meet students' changing needs and achievements. Within a classroom, teachers are encouraged to informally group students for special projects and interests, or to better address different instructional levels within a content area.

Each Building Principal shall have the responsibility for and the authority to make grouping assignments. The Superintendent of Schools shall have authority to approve or disapprove organizational plans for grouping within schools.

Adoption date: June 15, 2006
Reviewed: November 13, 2009
Revised: December 3, 2009
Revised: December 10, 2015

TUTORING

A high quality instructional staff and a rich, varied curriculum minimize the need for individual tutoring. Building Principals and teachers shall make reasonable efforts to help students with difficulties at school before recommending that parents engage a tutor.

A secondary staff member shall not tutor or provide professional services for fees for district students currently in his/her class(es). Elementary staff members shall not tutor or provide professional services to students enrolled in the building in which they teach. School facilities may not be used for tutoring.

Cross-ref: 9640, Non-School Employment

Adoption date: June 15, 2006

INSTRUCTIONAL MATERIALS

The Superintendent of Schools, in cooperation with the Assistant Superintendent for Instruction, shall recommend suitable lists of textbooks to be used in the schools for the Board's consideration.

The Superintendent has the authority to establish criteria for selecting and to purchase instructional materials, including but not limited to texts, supplemental texts, on-line resources, teaching equipment, supplies, maps, and references. He or she shall oversee the economical purchase and use of such materials according to those criteria and within the parameters of the annual budget.

Cross-ref: 1420, Complaints about Curricula or Instructional Materials

Ref: Education Law §§701 et seq.; 1711; 2508; 2566

Adoption date: June 15, 2006

Revised: December 10, 2015

INSTRUCTIONAL MATERIALS REGULATION

The Superintendent shall establish procedures for the selection and recommendation of textbooks and a method for selecting staff members who shall serve in the selection and recommendation process.

The following criteria are to be considered in the selection of instructional materials:

1. whether and when the material was copyrighted;
2. qualifications of the author(s) on the subject;
3. adaptability to existing instructional program;
4. accuracy of the information presented;
5. sufficient scope to meet the requirements of the curriculum as developed locally and approved by the State Education Department;
6. objectivity and impartiality in treatment of subject matter and freedom from bias and prejudice;
7. high quality format in respect to typography, arrangement of materials or pages, cover design, size and margins;
8. appropriateness to grade level as to vocabulary, sentence structure, and organization;
9. textbook series should meet grade-to-grade requirements. They should contain supplementary aids to learning, when desirable and necessary, such as a table of contents, introduction, study activities, exercises, questions, problems, selected references, bibliography, index glossary and appendices;
10. texts should include appropriate illustrative materials--pictures, maps, charts, graphs, diagrams, etc., which clarify the text and enrich the content;
11. a reasonable balance of viewpoints regarding controversial issues should be presented.

The following criteria are to be considered in the selection of works for classroom use in teaching literature, as well as the assignment of such works to particular grade levels:

1. use of a compositional style which contributes to the reader's critical and appreciative understanding of the work;
2. sophisticated use of literary devices (i.e., metaphor, point of view, tone) to further student understanding of written concepts;
3. levels of student maturity and experience necessary for empathic reading of literature;
4. capacity of a work to capture student interest;
5. thematic treatment which promotes sound and healthy values for students;
6. intrinsic qualities that establish a work as a significant part of the literary heritage; and

7. variety to avoid duplication of theme, plot, setting, etc., unless such duplication affords opportunities for comparison and contrast or serves to reinforce understanding.

Adoption date: June 15, 2006

LIBRARY MATERIALS SELECTION

The Board of Education supports the establishment and maintenance in each building of library-media centers which provide services to students and staff. The Board delegates the responsibility for the selection and purchase of materials and equipment to the Superintendent.

The library-media staff will work closely with students, staff and administrative personnel in the selection and evaluation of electronic and print materials for purchase or dissemination.

In order to provide the Superintendent and his/her staff with guidance in the acquisition of instructional resource material, such as library books, references, audiovisuals, maps, etc., the Board endorses the guidelines approved by the American Library Association. These guidelines endeavor to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Selected resources will:

1. enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
2. stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
3. enable students to make intelligent judgments in their daily lives;
4. represent opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking;
5. include an array of the many religious, ethnic, and cultural groups and their contributions to American heritage; and

The Superintendent shall be responsible for the selection of resource materials within the aforesaid guidelines and for the determination of factual accuracy, readability, authoritativeness, integrity and quality of format. To assist in the selection process, reputable, unbiased professionally prepared aids (such as the Horn Book, School Library Journal, etc.) shall be consulted as guides.

In order to respond to any complaints about, or challenges to, the selection of library materials, the district has adopted regulations (1420-R, Complaints About Curricula or Instructional Materials Regulation) establishing a complaint procedure and providing for a committee to review such complaints or challenges.

If any person wishes to permanently remove materials from a school district library, he/she must seek the formal approval of the Board. The Board may determine that such materials should be removed. Such determination must not be based upon official suppression of ideas, but rather upon the educational suitability of the materials in question. Only the Board and/or the Superintendent may authorize said permanent removal of instructional materials, pursuant to the decision of the Board.

Cross-ref: 1420, Complaints about Curricula or Instructional Materials
4524, School Libraries

Ref: Education Law §§1709(15); 1711(5)(f)
Board of Educ., Island Trees UFSD v. Pico, 457 US 853 (1982)

Adoption date: June 15, 2006

Revised: January 3, 2013

SCHOOL LIBRARIES

The Board of Education acknowledges its responsibility to ensure the maintenance of the school library/media center. The Board recognizes that a school library is an essential and integral part of the school system. Therefore, the Board shall strive to provide adequate library facilities, resources, and personnel for all elementary and secondary students in the district's schools.

The school library shall be established and maintained pursuant to the regulations of the Commissioner of Education.

An effective school library is central to the educational program of the school. The North Shore Schools will provide and maintain libraries of quality. The principal of each school has responsibility and authority to develop rules and procedures necessary to maintain the library as an effective resource for students and teachers. He or she will annually propose a library budget sufficient to maintain this resource at a high level.

Each library shall also maintain a collection of professional books and other materials for use by staff members.

Cross-ref: 1420, Complaints about Curricula or Instructional Materials
4513, Library Materials Selection

Ref: Education Law §§274; 275; 277; 278; 279; 283; 310; 1709 (8); 2503 (4)
(b); 2576
8 NYCRR §90.7; 91.1; 91.2
Library Bill of Rights, American Library Association
Island Trees UFSD v. Pico, 457 U.S. 853 (1982)
Bicknell v. Vergennes Union School Board of Directors, 638 F.2d 438
(1980)

Adoption date: June 15, 2006

INFORMATION TECHNOLOGY FOR EDUCATION

The Board of Education is committed to optimizing student learning. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide intra-district, regional, statewide, national and global communication opportunities for staff and students.

All users of the district's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility.

The Superintendent of Schools shall establish regulations governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and those regulations. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

The Superintendent shall be responsible for designating a Director of Technology to oversee the use of district computer resources. The Director of Technology will prepare in-service programs for the training and development of district staff in computer skills, and for the incorporation of computer use in appropriate subject areas.

The Director of Technology, working in conjunction with the building principals, assistant superintendents and superintendent shall develop for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

Adoption date: June 15, 2006

Revised: December 10, 2015

INFORMATION TECHNOLOGY FOR EDUCATION REGULATION

The following rules and regulations govern the use of the district's computer network system and access to the Internet.

I Administration

- The Superintendent of Schools shall designate a Director of Technology to oversee the administration and operation of the District's network, access to the Internet, and all information technology-related hardware and services.
- The Director of Technology shall monitor and examine all network activities, as appropriate, to ensure proper use of all District technology.
- The Director of Technology shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's technology with all users.
- The Director of Technology shall provide all employees support and resources for proper use of technology and will ensure that staff supervising students using the District's technology provide similar support and resources to their students.
- The Director of Technology shall ensure that all disks and software loaded onto the computer network have been scanned for computer viruses.

II Access to Technology

- All students and staff must sign an Acceptable Use Policy in which he or she agrees to abide by all District policies and regulations governing the use of all District technology-related hardware and services.
- All District employees must be fully processed by the human resources department before being assigned any network-related accounts or services.
- Non-District employees (i.e. consultants, service providers, trainers, student teacher interns) requesting long-term access to District technology hardware or services must solicit the request in writing from his or her immediate District supervisor or program coordinator.
- All access to District technology hardware or services will be revoked from any student or employee upon leaving the District for any reason.
- Network and Internet access is available to all North Shore students and employees throughout every regular school day as well as before and after regular school hours in support of extra-curricular activities.
- Students may utilize shared lab or classroom technology hardware provided that there is supervision by faculty or staff.
- Students that are assigned a 1:1 District computing device may be assigned a District email account.
- Community members and other non-District persons may access the District's guest Wi-Fi network.

III Acceptable Use and Conduct

- A student's access to District technology may only be used in support of his or her education.
- An employee's access to District technology may only be used in support of his or her instruction.
- All users must immediately notify the Technology Department if you think you have identified a problem with the District's technology, or have witnessed behavior or actions of another user that is inappropriate or harmful.
- All users must abide by the accepted rules of technology use and digital responsibility, including but not limited to the following general restrictions:

1. Harassment/Doxing:

No user is permitted to use the District's technology-related hardware and services in any way that would compromise the safety or privacy of another user. Examples of this include, but are not restricted to:

- a) Disseminating any content to any person, group, or third-party service that is designed to abuse, harass, intimidate or defame others
- b) Attempting to receive, transmit or make available to others obscene, offensive or sexually explicit content
- c) Disseminating any personal information or media (i.e. names, addresses, phone numbers, account information, pictures), of another person group or third-party service without his or her explicit consent
- d) Harassing or disrupting other users through the use of social media or any entertainment/gaming-related media

2. Denial of Services:

No user is permitted to use the District's technology-related hardware and services in any way that would disrupt legitimate use by others. Examples of this include, but are not restricted to:

- a) Downloading or streaming non-instructional content from peer-to-peer services
- b) Sending mass e-mail messages or transmitting or propagating content that has no instructional bearing
- c) Using the District's technology to engage in distributed computing projects for the purpose of personal financial gain (i.e. currency mining, content hosting)
- d) Using the District's technology to play or download games, streaming movies or music, or accessing other forms of non-instructional entertainment

3. Hacking/Vandalism:

No user is permitted to use the District's technology-related hardware and services in any way that would seek to attack the integrity of the its users or systems. Examples of this include, but are not restricted to:

- a) Intentionally creating or disseminating malicious code or executable software that has the effect of disrupting, damaging, spying, or otherwise harming other users or systems
- b) attempting to gain unauthorized access to any data, resources, or computer or phone systems (including those of the District)
- c) Physically vandalizing any technology hardware, peripherals, furniture or materials in any of the District's buildings
- d) Accessing another user's accounts, files, or personal information, or to impersonate another user

IV No Privacy Guarantee

There is NO PRIVACY GUARANTEE for any use of the District network, access to the Internet and all other information technology-related hardware and services including, but not limited to, email, web browsing, and use of any District hardware.

All students, employees, and community members must understand that District technology is not guaranteed to be private and is the sole property of the District. Consequently, the Technology Department may at its discretion and in conjunction with the District's Acceptable Use Policy examine the related accounts and data for any user.

Student violations of the Acceptable Use Policy will be immediately reported to the student's parents and District administration, and may result in disciplinary action.

V Sanctions

Use of another organization's networks or computing resources must comply with the rules of the District Network and such other network. Illegal activities are strictly prohibited. Information pertaining to or implicating illegal or unlawful activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Users must respect all intellectual and property rights and laws.

In accord with the Copyright Act of 1976, a user may make "fair use" of a copyrighted work for purposes of criticism, comment, news reporting, teaching, scholarship, or research.

Use of the District Network for personal commercial gain including as securities day trading, content hosting, auctions, currency mining, crowdfunding, commercial activities by for-profit institutions, product advertisement, or for other personal commercial gain is strictly prohibited.

VII District Responsibilities

Reliability - The North Shore School District makes no warranties of any kind, whether expressed or implied, and assumes no responsibility as to the quality, availability, or reliability of the technology-related services it is providing. Users access the Internet and create, consume or disseminate content at their own risk. The District will not be responsible to any user for any damages sustained or incurred in connection with the use, operation or inability to use the District network, access to the Internet and all other information technology-related hardware and services including, but not limited to, loss of data, non-deliveries, misdeliveries, personal device damage or loss, or service interruptions caused by the District's own negligence, errors or omissions (even where the District has been advised of the possibility of such loss), or those of the user.

Further, even though the district may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulation.

Adoption date: June 15, 2006

Revised: December 10, 2015

NORTH SHORE SCHOOL DISTRICT

GLEN HEAD SCHOOL, GLENWOOD LANDING SCHOOL, SEA CLIFF
SCHOOL

ELEMENTARY COMPUTER/INTERNET ACCEPTABLE USE POLICY

The North Shore School District provides the use of computer facilities and Internet access for educational use only. In order for the students to use the Internet, parents must give their permission. Please review these guidelines with your child and indicate your permission for your child to use the Internet.

1. Use the computer and Internet only with your teacher's permission and for the purpose your teacher has requested.
2. Your school computer files are not private and your teacher or system manager may see them at any time.
3. Respect copyright laws: Do not copy materials without permission
4. Do not give your password to anyone.
5. Do not enter information about yourself, such as name, address, phone number, screen name of yourself or anyone else.
6. Ask your teacher about any messages that you receive that are not appropriate and make you feel uncomfortable.
7. You must treat all the computer equipment with respect.
8. You must tell your teacher or the compute aide if you find a problem with your computer.
9. Do not attempt to access profane or obscene material. If you do so accidentally, notify your teacher right away.
10. You must understand that breaking these rules may result in disciplinary action.

STUDENT AGREEMENT

My parent/guardian has discussed the Computer/Internet rules with me. I agree to follow the rules

STUDENT NAME (please print) _____

STUDENT SIGNATURE _____

DATE _____

**NORTH SHORE SCHOOL DISTRICT
COMPUTER NETWORK
ACCEPTABLE USE POLICY**

Please read the following before signing the attached **legally binding contract**.

Introduction

Internet access is now available to students, teachers, staff, administrators, and community members in the North Shore School District. The District's goal in providing such access is to promote educational excellence in the North Shore Schools by facilitating resource sharing innovation, and communication. The District regards this access as a privilege, not a right.

The North Shore School District's Wide Area Network Computer Network is an electronic network with accesses to the Internet, an electronic highway connecting thousands of computers and millions of individual subscribers throughout the world. It provides access to electronic mail (e-mail) communication, news from libraries and other research institutions, public domain and shareware of types, and discussion groups on a variety of topics.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The North Shore School District has taken available precautions, which are limited to filter access to objectionable materials. However, it is impossible to control access to all materials and information on the Internet.

Because we firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District, we have developed the following guidelines for acceptable use. In general, these guidelines require that end users (students, faculty, administrators, community members and staff) utilize the Network in an efficient, ethical and legal manner. The failure of any user to comply with the District's Acceptable Use Policy may result in disciplinary action as well as suspension and/or revocation of access privileges, and/or legal action.

A user's signature on the attached **legally binding Contract Agreement and Application for a North Shore School District Internet Account** indicates that the user has carefully read and fully understands this Introduction and the Terms and Conditions of Acceptable Use that follow.

North Shore School District Network – Terms and Conditions for Acceptable Use

1. A student's account can only be used to research information in support of his or her education.

2. All users must abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. You must not write or send messages meant to abuse, harass, intimidate or defame others.
 - b. You must use appropriate language. This means that you must not swear or use vulgarities.
 - c. You must not attempt to receive, transmit or make available to others obscene, offensive or sexually explicit material.
 - d. You should never reveal your personal address or telephone number, and you **must never** reveal the address or telephone of anyone else.
 - e. You must not use the Network in any way that might disrupt the use of the Network by others. Examples of this include, but are not restricted to:
 - i. Downloading extensive files;
 - ii. Sending mass e-mail messages or transmitting or propagating chain letters;
 - iii. Annoying others by using chat functions or instant messaging unless instructed by a teacher as part of an instructional project.
 - f. You must not create or spread viruses, degrade system performance, disrupt service or damage files.
 - g. You must never access someone else's account. You must not use another person's email account at **anytime**.
 - h. You must immediately notify the system administrator if you think you have identified a security problem. You must not talk about this security problem, or demonstrate it to other users.
 - i. You must not attempt to login to the North Shore District Network as a system administrator.
 - j. You must not vandalize any computer software, data of another user on the North Shore Network or any information connected to the North Shore Network.
 - k. You must not vandalize any computer hardware, hardware peripherals, furniture or materials in any of the computer rooms, classrooms or library.
 - l. You must not give out or allow the use of your personal network password(s). You must not log-on with any other password than your own.
 - m. You must not change, add or delete a preference file or system file at any time.
 - n. You must not attempt to gain unauthorized access to any file, resources, or computer or phone systems (including those of the District).

- o. You must not use the Network to play or download games, movies, or other forms of entertainment.

There is NO PRIVACY GUARANTEE for electronic mail (e-mail) or any use of the District Computer Network. Students, faculty, administrators, community members and staff must understand that e-mail and the Network are not guaranteed to be private and that the Network is the sole property of the District. Consequently, the system administrator may examine the account, e-mail and disks, files, etc. used in conjunction with the District Network of any user. Moreover, student violations of the Acceptable Use Policy will be immediately reported to the student's parents and may result in disciplinary action.

Use of another organization's networks or computing resources must comply with the rules of the District Network and such other network. Illegal activities are strictly prohibited. Information pertaining to or implicating illegal or unlawful activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Users must respect all intellectual and property rights and laws.

In accord with the Copyright Act of 1976, a user may make "fair use" of a copyrighted work for purposes of criticism, comment, news reporting, teaching, scholarship, or research. Of course, students must always avoid plagiarism.

Use of the District Network for day-trading, on-line auctions, commercial activities by for-profit institutions, product advertisement, or for commercial gain is also prohibited.

Reliability - The North Shore School District makes no warranties of any kind, whether expressed or implied, and assumes no responsibility as to the quality, availability, or reliability of the service it is providing. Users navigate the Internet and use information at their own risk. The District will not be responsible to any user for any damages sustained or incurred in connection with the use, operation or inability to use the District Network, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the District's own negligence, errors or omissions (even where the District has been advised of the possibility of such loss), or those of the user.

The terms and conditions stated in this Policy reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the state of New York and the United States of America.

You may retain this copy of this policy for your files.

**CONTRACT AGREEMENT
and
APPLICATION FOR A NORTH SHORE
SCHOOL DISTRICT INTERNET ACCOUNT**

Directions: After carefully reading the North Shore School District Network Introduction and the Terms and Condition for Acceptable Use, please fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian is also required where the applicant is a student. Signed contracts should be returned to the building's computer aide. Any questions should be addressed to Mr. Bob Wihnyk, Director of Technology.

CONSENT AND WAIVER

I have read the North Shore School District Computer Network Introduction and the Terms and Conditions for Acceptable Use. I fully understand and will abide by the stated Terms and Conditions for the North Shore School District Computer Network. I understand that there is no privacy guarantee for e-mail or any use of the District Network.

I further understand that any violation of this Policy may result in disciplinary action and suspension and/or revocation of access privileges and/or legal action. Moreover, I am legally responsible for any action I take with regard to use of the Network and any evidence of violation of federal, state and/or local law will be forwarded to the proper authorities.

In consideration for the privilege of using the North Shore School District Computer Network, on behalf of myself, and my respective relatives, heirs, estates, and assigns, I hereby release and discharge the North Shore School District, and its respective officers, employees and agents, from any and all claims and liabilities arising out of or resulting from any use, operation, or inability to use the District Network. I further agree to defend and indemnify the District and hold the District harmless from and against any and all claims, proceedings, damages, injuries, liabilities, losses, costs, and expenses (including reasonable attorneys' fees) relating to any acts taken by me or material or information transmitted by me in connection with any use of the District Network.

User Name (please print in ink): _____

User Signature: _____ Date: _____

For Students:

Expected Year of Graduation: _____

PARENT OR GUARDIAN (IF APPLICANT IS A STUDENT)

As the parent or guardian of this student, I have read and fully understand the Introduction and the Terms and Conditions for Acceptable Computer Use in the North Shore School District Network. I understand that this access is designed for educational purposes only and have fully discussed this fact with my son or daughter. I assume responsibility for the content of messages transmitted or posted by my child.

I understand that although the North Shore School District has taken precautions to eliminate objectionable material, it is impossible for the North Shore School District to restrict all access to objectionable materials. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct. I understand that I am financially responsible for any and all charges made by my child to his or her account.

Finally, in consideration for my child's use of the District Network, on behalf of myself and my child, and our respective relatives, heirs, estates and assigns, I hereby release and discharge the North Shore School District, and its respective officers, employees and agents, for any and all claims and liabilities arising out of or resulting from my child's use, operation or inability to use the District Network. I further agree to defend and indemnify the District and hold the District harmless from and against any and all claims, proceedings, damages, injuries, liabilities, losses, costs, and expenses (including reasonable attorney's fees) relating to any acts taken by my child or material or information transmitted by my child in connection with any use of the District Network.

Parent or Guardian (please print in ink: _____)

Signature: _____ Date: _____

Daytime Phone Number: _____

Evening Phone Number: _____

Adoption date: June 15, 2006

INTERNET SAFETY

The Board of Education is committed to undertaking efforts that serve to make safe for children the use of district technology for access to the Internet. To this end, although unable to guarantee that any selected filtering and blocking technology will always work perfectly, the Board directs the Superintendent of Schools to procure and implement the use of technology protection measures that block or filter Internet access by:

- Adults to visual depictions that are obscene child pornography or meant to harass, bully or intimidate
- Minors to visual depictions that are obscene, child pornography, or harmful to minors, as defined in the Children's Internet Protection Act, or depictions meant to harass, bully or intimidate.

Subject to staff supervision, however, any such measures may be disabled or relaxed for adults conducting bona fide research, or other lawful purposes, in accordance with criteria established by the Superintendent or Director of Technology.

The Superintendent or Director of Technology also shall develop and implement procedures that provide for the safety and security of students using electronic mail, social networks and platforms, chat rooms, and other forms of direct electronic communications; monitoring the online activities of students using district technology; and restricting student access to materials that are obscene, child pornography, meant to harass, bully or intimidate, or otherwise harmful to minors.

In addition, the Board prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access by students, including hacking and other unlawful activities; and access by students to inappropriate matter on the Internet and the district's network. The Superintendent or Director of Technology shall establish and implement procedures that enforce these restrictions.

The Director of Technology designated under the district's Computer Network or Acceptable Use Policy (4526), shall monitor and examine all district network activities to ensure compliance with this policy and accompanying regulation. He or she also shall be responsible for ensuring that staff and students receive training on their requirements.

All users of the district's network, including access to the Internet, must understand that use is a privilege, not a right, and that any such use entails responsibility. They must comply with the requirements of this policy and accompanying regulation, in

addition to generally accepted rules of network etiquette, and the district's Acceptable Use Policy. Failure to comply may result in disciplinary action including, but not limited to, the revocation of district technology access privileges.

As part of this policy, and the district's policy on acceptable use of district computers, the district shall also provide age-appropriate instruction regarding appropriate online behavior, including:

1. interacting with other individuals on social networking sites and in chat rooms, and
2. cyberbullying awareness and response.

Instruction will be provided even if the district prohibits students from accessing social networking sites or chat rooms on district computers.

Cross-ref: 4526, Computer Network for Education

Ref: Public Law No. 106-554
47 USC §254
47 CFR §54.520
20 USC §6801

Adoption date: June 15, 2006
Revised: October 25, 2012

INTERNET SAFETY REGULATION

The following rules and regulations implement the Internet Safety Policy adopted by the Board of Education to make safe for children the use of district technology for access to the Internet and the district's network.

I. Definitions

In accordance with the Children's Internet Protection Act,

- Child pornography refers to any visual depiction, including any photograph, film, video, picture or computer or computer generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct. It also includes any such visual depiction that (a) is, a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or (b) has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
- Harmful to minors means any picture, image, graphic image file, or other visual depiction that (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (b) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

In addition, harassment or bullying means the following:

- Harassment, or bullying means— the creation of a hostile environment by conduct or threats, intimidation or abuse, including cyberbullying and includes, but is not limited to, acts based on a person's actual or perceived race, color, weight, religion, religious practice, national origin, ethnic group, gender (including gender expression or identity), sexual orientation, sex, or disability, when the act:
 - Has the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being;
 - Reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety;
 - Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student;

- Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

“Cyberbullying” means harassment or bullying as defined above, where such harassment or bullying occurs through a form of electronic communication.

Nothing in this definition requires the affected student to actually possess a characteristic that is a basis for the harassment or bullying.

II. Blocking and Filtering Measures

- The Superintendent or his or her designee shall secure information about, and ensure the purchase or provision of, a technology protection measure that blocks access from all district technology to visual depictions on the Internet that are obscene, child pornography, meant to harass, bully or intimidate, or otherwise harmful to minors.
- The district’s Director of Technology shall be responsible for ensuring the installation and proper use of any Internet blocking and filtering technology protection measure obtained by the district.
- The Director of Technology or his or her designee may disable or relax the district’s Internet blocking and filtering technology measure only for adult staff members conducting bona fide research or for other lawful purposes related to the discharge of their official responsibilities.
- The Director of Technology shall monitor the online activities of adult staff members for whom the blocking and filtering technology measure has been disabled or relaxed to ensure there is not access to visual depictions that are obscene, child pornography, meant to harass, bully or intimidate, or otherwise harmful to minors.

III. Monitoring of Online Activities

- The district’s Director of Technology shall be responsible for monitoring to ensure that the online activities of staff and students are consistent with the district’s Internet Safety Policy and this regulation. He or she may inspect, copy, review, and store at any time, and without prior notice, any and all usage of the district’s computer network for accessing the Internet and direct electronic communications, as well as any and all information transmitted or received during such use. All users of the district’s computer network shall have no expectation of privacy regarding any such materials.

4526.1-R

- Except as otherwise authorized under the district's Computer Network or Acceptable Use Policy, students may use the district's computer network to access the Internet only during supervised class time, study periods or at the school library, and exclusively for research related to their course work.
- Staff supervising students using district technology shall help to monitor student online activities to ensure students access the Internet and the district's network, and/or participate in authorized forms of direct electronic communications in accordance with the district's Internet Safety Policy and this regulation.
- The district's Director of Technology shall monitor student online activities to ensure students are not engaging in hacking (gaining or attempting to gain unauthorized access to other computers or computer systems), and unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

IV. Training

- The Director of Technology or designated representatives shall provide age-appropriate training for staff and students who use the district's Internet or other computer technology facilities. Staff and student training will include, but not be limited to, education regarding:
 - The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
 - Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while online, including interacting with other individuals on social networks or platforms, and in chat rooms; and
 - cyberbullying awareness and response.
- The training of staff and students shall highlight the various activities prohibited by the Internet Safety Policy, and the responsibility of staff to monitor student online activities to ensure compliance therewith.
- The district shall provide staff and students with strategies aimed at preventing harassment, intimidation, and bullying while using District technology and/or accessing the Internet or the District's network.

- Students shall be directed to consult with their classroom teacher if they are unsure whether their contemplated activities when accessing the Internet or the district's network are directly related to their course work.
- Staff and students will be advised to not disclose, use and disseminate personal information about students when accessing the Internet, social networks and platforms, or engaging in authorized forms of direct electronic communications.
- Staff and students will also be informed of the range of possible consequences attendant to a violation of the Internet Safety Policy and this regulation.

V. Reporting of Violations

- Violations of the Internet Safety Policy and this regulation by students and staff shall be reported to the Building Principal.
- The Principal shall take appropriate corrective action in accordance with authorized disciplinary procedures.
- Penalties may include, but are not limited to, the revocation of district technology access privileges, counseling, correcting behavior and discipline, as well as school suspension in the case of students and disciplinary charges or law enforcement referrals in the case of teachers.
- Retaliation is prohibited and shall result in authorized disciplinary procedures. It is a violation of this policy to threaten or harm someone for reporting incidents of harassment, intimidation, or bullying.
- It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Staff and students will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations of harassment, intimidation, and bullying shall be subject to appropriate discipline.

Adoption date: June 15, 2006

Revised: October 25, 2012

FIELD EXPERIENCES

Field experiences serve as an extension of the instructional program and as such, are an integral part of the school program. These experiences serve to provide students with opportunities to:

- Engage in community-based learning opportunities
- Participate in authentic, real-life, problem-solving activities
- Reach into the community as both learners and contributors

The Superintendent of Schools will determine the frequency and content of class field experiences. Each student must secure the permission of his/her parent or guardian before participating in such activity.

Factors relevant in consideration of approval of such field experiences may include the relationship to the curriculum, the distance of the trip, availability of transportation, the cost involved, weather conditions, and full utilization of transportation.

Field experiences normally occur during the school day. Extended field experiences, (those experiences that extend beyond the school day and involve overnight stays) that serve as an integral part of the instructional program, will be limited to students in grades 6-12, and will be scheduled during the week to coincide with the normal school day, wherever possible.

- Field experiences must be approved by the Building Principal. Extended field experiences are subject to the approval of the Superintendent or his designee.
- No student will be pressured to participate or penalized for choosing not to participate in a particular field experience.
- All school-sponsored field experiences will be supervised in accordance with the guidelines outlined in regulation 4531-R.
- A permission slip signed by the student's parent or guardian must be obtained prior to each scheduled field experience.
- School vehicles will furnish transportation where practicable. All students will be transported back to the point of departure. Commercial vehicles will provide service in the event school transportation is not available.

The Board will support field experiences as it deems appropriate through budget allocations for each building. No student shall be denied an opportunity to participate because of inability to pay.

Planning

In order to make necessary transportation arrangements, all requests for day field trips must be submitted to the appropriate Building Principal at least ten days prior to the trip date.

Trips in excess of one day involving overnight travel should be approved by the Superintendent of Schools prior to making any commitments or arrangements. Rather than the traditional parent permission slip, exhibit 4531E shall be utilized for all extended, (overnight) field trips. Requests for overnight trips should be made at least one month in advance of the planned event.

Extended Arts and Athletic Trips

Extended arts and athletic trips provide as many students as possible with opportunities for enriched experiences designed to broaden and inspire their learning, leading to increased personal growth. Athletic teams and performing groups may participate in such experiences when they offer unique or special opportunities, unavailable through local or regional competition, exhibition or performance. Rather than the traditional parent permission slip, exhibit 4531E shall be utilized for all extended Arts and Athletic trips.

In scheduling extended arts and athletic trips every effort will be made to:

- Avoid conflict with academic classes whenever possible; and
- Schedule athletic trips in the pre-season so spring teams might travel during the February holiday, for example.

Student fundraising is limited to one major public activity in support of athletic trips and one major public activity in support of arts trips in any academic year, and such activities must be in compliance with all Board of Education Policies and Regulations related to fundraising activities.

If more than one team or group wishes to travel but funds are not sufficient for all, the department will establish a schedule to ensure each has equitable access to the opportunity over a period of time

Transportation

When the district provides transportation to students on a school-sponsored field experience, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the district unless:

1. the parent or legal guardian of a student participating in such event has provided the district with a written notice authorizing an alternative form of return transportation for the student; or
2. intervening circumstances make such transportation impractical.

Where intervening circumstances have made transportation back to the point of departure or to the appropriate school in the district impractical, a representative of the district shall remain with the student until such student's parent or legal guardian has been contacted and the student has been delivered to his/her parent or legal guardian.

Cross-ref: 5420, Student Health Services

Ref: Education Law §§1604; 1709; 1804; 1903; 2503; 2554; 2590-e; 3622

Adoption date: June 15, 2006

Reviewed: July 5, 2007

Approved July 26, 2007

FIELD EXPERIENCES REGULATIONDay Field Trips

1. All applications for any field trip shall be accompanied by written educational plans clearly delineating:
 - a. Topical relationship of the trip to the classroom program;
 - b. A specific classroom plan for relating the trip to that being studied prior to the trip taking place; and
 - c. A specific classroom plan for “follow-up” upon return from the trip.
2. It is strongly recommended that wherever practicable the application be accompanied by a student guide to be used during the field trip. This may contain questions, narrative or descriptive material, highlights, a map or floor plan as applicable which would provide self-direction, homework assignments, enrichment suggestions, etc.
3. Educational plans filed with the Building Principal as part of the application must be applicable to the classes of all students who will be on the trip. Exceptions must be approved in advance of the trip by the Building Principal.
4. No teacher may take on any field trip a student who is not an enrolled member of his/her current class(es) without the written permission of the Building Principal.
5. A field trip application must be submitted to the Building Principal no later than 10 school days before the date of the trip.
6. All K-5 requests for a field trip must include the name of an adult who shall be a parent/guardian of a member of the class and who has agreed to serve in a supervisory capacity on the trip. A minimum of one such adult per class will be required. Depending on the type of trip and the nature of the class, the Building Principal may require additional parent supervision before giving permission.
7. Adults who are not parents/guardians of class members may not accompany the class unless approved by the Building Principal. Children who are not class members are not permitted to be present on the field trip without the permission of the Building Principal. Attendance of children who are not enrolled in the school will not be permitted.
8. In addition, the Building Principal may require any other information relative to the health, safety and welfare of the students along with further details as to educational plans for the proper utilization of the field trip.

Overnight Field Trips

Overnight field trips will be considered for approval under the following conditions:

1. The trip must be educational in nature, and towards that end the request for approval must be accompanied by a proposal to the Building Principal, submitted at least one month before the trip is to take place, in order to provide sufficient time for additional planning and review, and which:
 - a. thoroughly details the relationship of the field experience with classroom activities and proper courses of study;
 - b. provides specifics as to the educational program that will both precede and follow the field trip;
 - c. includes an itemized estimate of costs, per student and adult. These should cover such areas as transportation, room and board, admissions, guide fees, etc.; and
 - d. contains a tentative timetable of activities. Addresses and telephone numbers of museums, camp headquarters, rest stops, motels and hotels, restaurants, etc., should be provided wherever possible.
2. The organization for the trip will be handled as follows:
 - a. One staff member must be designated by the Building Principal as trip coordinator and will be responsible for all communications pertaining to the trip. These communications include submission of the initial application, educational plans, parent approvals, notifications being sent to parents, cost breakdowns, transportation arrangements, room assignments, rosters, itineraries, student health inventories, etc.
 - b. The trip coordinator must obtain from the school nurse-teacher a list of all student participants who require special attention and/or medication. Unless a registered nurse is present, the trip coordinator will also be responsible for the retention of medication sent by parents for use by students. In such case, a written note by the parent and the family doctor, referring to the use and prescription of the medication, must be in the trip coordinator's possession. When a nurse is present, those duties pertaining to medication will be his/her responsibility. No medication will be administered unless notes from both parent/guardian and doctor are on file. See also regulation 5420-R.
 - c. The trip coordinator must provide the Building Principal with a list of students who will not be participating, although eligible, at least two weeks before the trip is to take place. Other names may be added to the list after it is submitted. A significant drop in expected participation may result in the withdrawal of approval.

- d. Teachers arranging for the field trip will bring to the attention of the Building Principal the name of any students who may be prevented from participating because of financial hardship. This must be done in confidence and arrangements made to allow the costs to be defrayed from other sources without embarrassment to the students or their families.
 - e. After approval of the trip, the timetable prepared by the trip coordinator must be finalized and left with the Building Principal before the trip commences. Changes in the finalized timetable should be brought to the Building Principal's attention before the date of the trip, and discussed thoroughly. Such changes should not significantly alter the proposal as originally approved.
 - f. A "check-in" telephone call shall be made by the trip coordinator to the Building Principal, or his/her delegate, at a pre-arranged time each evening. Emergencies are to be called in to the Building Principal or other administrator without delay. The trip coordinator should bring a list of emergency telephone numbers
3. Supervision of the trip.
- a. In grades 6-8 there should be at least one parent or adult guardian or teacher for every eight students, and this should include at least one teacher for every twenty-four students. This may be modified by the high school Building Principal if, in his/her judgment, it is deemed desirable.
 - b. In grades 9-12 there should be at least one parent or adult guardian or teacher for every twelve students, and this should include at least one teacher for every twenty four students. This may be modified by the high school Building Principal if, in his/her judgment, it is deemed desirable.
 - c. Exceptions may be made to substitute an adult other than a parent/guardian, but this may be done only by the Building Principal for good and sufficient reason. All chaperones are subject to the approval of the Building Principal.
 - d. Where more than one hundred students are to participate, arrangements should be made for a registered nurse to accompany the group. For smaller groups, the availability of personnel trained for physical emergencies should be ascertained in advance.
4. Exhibit 4531 shall be utilized as the permission slip for all overnight/extended field trips.
5. Exclusions from overnight field trips:
- a. Classes or individuals below grade six.
 - b. Any child who is not a regular member of the educational group from the district schools for whom the experience was planned. This exclusion extends, but is not limited, to the children of adults who may accompany the group as teachers or chaperones if the children do not belong to the educational group referred to here.

- c. Students whose presence may serve as a disruptive influence or who represent a potential danger to the health and safety of the other participants. The Building Principal shall determine the identity of these students and reserves the right to bar them from participation.
6. Field trip participation by students shall be entirely voluntary and no penalty for non-attendance shall occur.
7. Students who are not participating must be re-scheduled for in-school programs during the duration of the trip. Failure to participate does not excuse the student from school attendance.
8. Student expenses, including cost of transportation, will be borne entirely by the participating students, except that where costs are reimbursable through BOCES participation, student costs will be reduced by the then applicable reimbursement rate.
9. Costs for professional staff members will be paid for by the school district except for personal expenditures. The district will also pay the costs for any substitute teachers required to cover the school building program of staff members who are attending the field trip.
10. No communication regarding the trip is to be sent to parents without the approval of the Building Principal.
11. Teacher participation shall be entirely voluntary. However, if teacher participation is held by the Building Principal to be insufficient to satisfy the educational rationale for the trip, approval may be withheld.
12. All participating students must have on file completed and signed parent/guardian permission slips and student health inventories before the trip takes place. Failure to have either form properly completed and signed will automatically bar the student from participation.
13. A required student/parent meeting shall be held prior to all overnight trips, the purpose of which shall be to inform participants and their parents of all pertinent rules, regulations and related details.

Adoption date: June 15, 2006

Reviewed: July 5, 2007

Revised: July 26, 2007

Revised: December 10, 2015

North Shore School District
North Shore High School
Overnight Field Trip Consent Form

TO: Superintendent of Schools

RE: _____
Print Name of Student

I hereby authorize, consent and give permission to the North Shore School District to allow the student above-named to accompany other students on a school sponsored and supervised trip to _____ to take place on _____ and to participate in activities authorized by school faculty member(s) or administrator(s) to be conducted at such location.

Signature of Parent

We recognize that this is a school sponsored trip and therefore all school policies governing student conduct and behavior apply. Students will be expected to follow all guidelines related to the possession or use of drugs and alcohol. In addition, students will be expected to follow any further rules or regulations established by the teacher in-charge, including room checks.

Students in violation of District policy on drugs and alcohol will automatically be sent home and violation of other policies governing student conduct and behavior may have the same consequence. Parents will be notified so that they may make necessary transportation arrangements at their own expense. The District will take disciplinary action as well, including, but not limited to, up to a 5 day out of school suspension and suspension from extra curricular activities and/or field trips for drug and alcohol use or possession. The student will also be subjected to the terms and consequences of The District Code of Conduct and The Athletic Code of Conduct both of which are accessible through the District website, www.northshore.k12.ny.us.

It is important for parents to understand that there will be times that students will be allowed to travel in groups, without chaperones. These times, safety checkpoints, and curfews are itemized on the field trip itinerary attached to this form. Before any student is allowed to go on the field trip, parent(s) or guardian(s) must return this signed permission slip along with a signed itinerary. This will insure that we know that you are fully aware of the wonderful, exciting opportunities your son or daughter will have as well as the responsibilities they have for acting in a safe and responsible manner. We also ask you to complete the attached medical form in case an emergency occurs.

There is always an element of risk involved in a student's participation in any off-campus field trip. By signing this consent form, we recognize that there is a risk of injury during the course of the trip and hereby release North Shore Central School District from any liability arising out of any injury during the field trip, unless it arises from the District's gross negligence.

We have read and understand the above and agree to be bound by its terms.

Date

Signature (Parent/Guardian)

Signature of Student

Print Name (Parent/Guardian)

Reviewed: July 5, 2007
Approved: July 26, 2007

SCHOOL VOLUNTEERS

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist district employees in providing more individualized and enriched opportunities in instruction. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the district.

Volunteers may be involved in many facets of school operations, from mentor/tutor relationships to clerical tasks. Volunteers shall not be used to provide transportation for school-sponsored activities.

No volunteer shall be permitted to have unsupervised direct contact with students.

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities, as well as make provisions for adequate supervision and evaluation.

All volunteers are required to obtain a building visitation pass, and act in accordance with district policies, regulations and school rules. Any staff member who supervises volunteers may ask any volunteer who violates district policies, regulations or school rules to leave school grounds.

Adoption date: October 12, 2006
Revised: December 10, 2015

GUIDANCE SERVICES

The administration of the guidance and counseling program within the secondary schools shall be the responsibility of the Director of Guidance under the supervision of the Principal of each school. The Superintendent shall be responsible for the overall district program.

The guidance program shall endeavor to help each student develop to his or her fullest through the educational program. To this end, the counselor's primary responsibility is to help the student make the most of the academic and personal opportunities available through the North Shore Schools, a task which necessarily involves planning for post-graduate education and life. At the high school, college and career choice and placement are particular emphases.

Counselors provide information to aid students in their academic and life choices, offer advice and perspective, and serve as sources of referral for assistance they cannot themselves provide. Although counselors advocate individual student needs and views, they are ultimately responsible to the school and are accountable for upholding school rules, regulations, standards and directions under the authority of the principal

While counselors may be called upon to address personal matters to achieve their primary goal, a therapeutic relationship with students is inappropriate and personal counseling beyond the short term is normally the province of other specialists. However, the Schools may provide counseling beyond the short term, consistent with a student Individual Education Plan or Section 504 plan.

Because effective guidance is based on the impact of parental views and input, the guidance staff will make specific efforts and develop plans for involving parents in the counseling program.

Ref: Education Law §4605
8 NYCRR §100.2(j)

Adoption date: June 15, 2006

GRADING SYSTEMS

Grading is considered a positive tool to indicate achievement and development in each class or subject in which a student is enrolled. The Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades.

The district shall use a uniform grading system. Classroom teachers shall evaluate students and assign grades according to the established system.

Grading shall be based upon student improvement, achievement, and participation in classroom discussions and activities. Parents/guardians shall be provided a written report card at least four (4) times a year at the secondary level and three (3) times a year at the elementary level regarding their child's progress. The use of marks and symbols will be appropriately explained.

Grading shall not be used for disciplinary purposes, i.e., reducing grade for an unexcused absence, although a lower grade can be given for failure to complete assigned work or for lack of class participation.

All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to absence, the student is expected to make up the work. The student and/or the student's parent(s) or guardian(s) should discuss with the student's teacher an appropriate means of making up the missed work. With the possible exception of absences intended by the student as a means of gaining an unfair academic advantage (e.g., to secure more time to study for a test), every effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class.

The professional judgment of the teacher shall be respected. Once a grade is assigned to a student by a teacher, the grade may only be changed by a district administrator after notification to the teacher of the reason for such change. Should an administrator enforce a grade change, he/she shall be prepared to report to the Superintendent of Schools and/or the Board.

Cross-ref: 5100, Attendance

Ref: Education Law §§3202; 3205 et seq.
Matter of Nathaniel D., 32 EDR 67 (1992)
Matter of Hegarty, 31 EDR 232 (1992)
Matter of Shepard, 31 EDR 315 (1992)
Matter of Handicapped Child, 32 EDR 83 (1992)
Matter of Ackert, 30 EDR 31 (1990)
Matter of Augustine, 30 EDR 13 (1990)
Matter of Boylan, 24 EDR 421 (1985)

Matter of Burns, 29 EDR 103 (1989)
Matter of Chipman, 10 EDR 224 (1971)
Matter of Dickershaid, 26 EDR 112 (1986)
Matter of Fitchett-Delk, 25 EDR 178 (1985)
Matter of Gibbons, 22 EDR 134 (1982)
Matter of LaViolette, 24 EDR 37 (1984)
Matter of MacWhinnie, 20 EDR 145 (1980)
Matter of McClurkin, 28 EDR 136 (1988)
Matter of Reid, 65 Misc 2d 718 (1971)
Matter of Rivers, 27 EDR 73 (1987)
Matter of Shamon, 22 EDR 428 (1983)

Adoption date: June 15, 2006

Revised: January 3, 2013

STUDENT PROGRESS REPORTS TO PARENTS

Good communication and cooperation between home and school are important influences on a student's performance. Therefore, teachers and parents and/or guardians should be in regular contact. At a minimum, the teacher must notify the parent and/or guardian whenever a student's overall performance falls into the category of "poor" (merits a C- or below in the secondary years) and the school will report formally on all students' progress at the secondary level at least four times a year and at the elementary level at least three times a year. Reports of student progress will reflect the student's academic achievement and growth in relation to North Shore standards. Reports will also make mention of student attitude and effort.

The goal is to communicate as often as is necessary and as effectively as possible with the parents and/or guardians of each child, and to encourage them to communicate with the school. Parents and/or guardians are urged to visit the school portal and to confer with guidance counselors and teachers as deemed necessary. Staff members are urged to maintain informal contact with parents and/or guardians through telephone calls, e-mails, the portal and notes.

Cross-ref: 4710, Grading System

Ref: 8 NYCRR Part 149, subparts 149-1; 149-3

Adoption date: June 15, 2006

Reviewed: November 13, 2009

Revised: December 3, 2009

Revised: January 3, 2013

Revised: December 10, 2015

HOMEWORK

Homework is recognized and encouraged as an appropriate extension of classroom instruction. Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student.

Teachers are cautioned to avoid overloading students with excessively lengthy homework assignments or with overly brief and empty assignments. Planning homework assignments should be given as much care as the planning of any other aspect of a lesson. An assignment important enough to be done must be considered worthy of teacher evaluation.

Homework shall be assigned according to these guidelines:

1. Homework should be a properly planned part of the curriculum extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
4. The number, frequency, and degree of difficulty of homework assignments should be based on the abilities, activities, and needs of the student.
5. Homework should be carefully and promptly evaluated.

The Board of Education believes that family involvement in students' homework is essential to making homework an integral part of the educational program by providing conditions that are conducive to the successful completion of homework.

Adoption date: October 12, 2006
Revised: January 3, 2013

PROMOTION AND RETENTION OF STUDENTS

It is essential that each child experience both challenge and success from school activities. To this end, the district will make every effort to place each student in the most appropriate learning level for a successful educational experience.

District curriculum guides indicate goals for achievement by the “average” student at each grade level. However, academic growth, like physical growth, does not take place at the same pace or time for all individuals. Certain students may achieve mastery in a shorter period, while others need additional time. Early identification and intervention, promotion and retention are methods of meeting the needs of such children.

The following guidelines shall govern student progression:

Early Identification/Intervention

Classroom teachers are expected to make every effort to identify early those students at risk of failing. The Building Principal and the parents/guardian must be notified promptly if retention is anticipated, and a special support program shall be designed for each child identified as in danger of failing. Such support services may include, but are not limited to, individualized assistance before, during or after the school day; remedial classes; a change in instructional treatment, and, where appropriate, referral to the Committee on Special Education for evaluation.

Promotion/Retention

A. Elementary Schools

At the elementary level, students who pass all subjects will be promoted. Students who do not make satisfactory progress in one or more basic subjects -- Reading, English, Mathematics, Spelling, Social Studies and Science -- shall have their cases considered on an individual basis and may be retained. Retention shall be limited to those situations where the best interest of the child is reasonably assured. Diligent effort shall be made to use all available resources to determine the child’s appropriate placement.

The following are the criteria for decisions:

1. Academic performance, with emphasis on language arts and math
2. Emotional development
3. Social development
4. Physical development
5. Aptitude as measured by standardized tests

Retention is a last resort after other remedial and other support measures have proven inadequate. No child will be retained more than once in grades K-3 and once in grades 4-6.

When a student may be retained or conditionally promoted, the teacher (1) identifies him or her as early as possible in the year, (2) confers with the parents and makes them aware of available support, (3) submits a Child Study Team (CST) referral by January 15 if at all feasible. The building principal shall (1) call a CST meeting (2) send the parent a written report by March 1. The principal shall make a final decision by early June following consultation with the parent, the teacher and the CST. The results of the CST meeting and placement decisions will be communicated informally by the teacher and in writing by the principal.

If a child has been considered for retention but there is compelling reason for a trial promotion, that placement will be made pending a review of progress in the early autumn. The parents shall be informed of the conditional nature of the placement by the classroom teacher in a conference and in writing by the principal.

When a child is retained, the teacher, in consultation with the CST, shall develop a student learning profile and submit it to the principal by October 1. This procedure shall be followed for two years and parents informed of the existence of the plan.

B. Middle schools

A student who fails three or four academic subjects may be retained in grade for one year. He or she will also repeat all non-academic courses unless the principal determines that an alternative would be more appropriate.

A student who fails one or two academic subjects will be promoted, provided that he or she attends and passes summer school courses in the subject.

If a student cannot attend summer school for reasons the principal judges acceptable, alternate arrangements may be approved by the principal in advance.

The principal will review and approve each retention individually before it occurs. The principal may cancel a retention if in his or her judgment the student has demonstrated through effort, attitude and ability that promotion would be in his or her best interest or if negative social and emotional consequences would outweigh the benefits of a retention. The principal will inform the parents of his or her decision.

C. Senior High School

In general, promotion from one class to the next shall be contingent upon the passing of all required subjects and the accumulation of 4 or 5 units of credit at each level.

D. Academic standards.

Building Principals shall be responsible for ensuring that written standards for student progress at each grade level are available to parents and others upon request. Such academic standards are to be forwarded to the Superintendent of Schools each year.

E. Retention

No student will be retained without an appropriate educational plan defining what will occur that is instructionally different for the student. Once the educational plan has been implemented, the student will be monitored regularly. The educational plan will be revised until the student demonstrates acceptable performance.

Ref: Education Law §§1709; 2503(4); 3202
8 NYCRR §100.4
Isqwith v. Levitt, 285 App. Div. 833; 137 N.Y.S.2d 497 (1955)
Matter of Eckert, 13 EDR 270 (1979)
Op. Counsel, 1 EDR 775 (1952)

Adoption date: June 15, 2006

Reviewed: November 13, 2009

Revised: December 3, 2009

GRADUATION REQUIREMENTS

Graduation from the North Shore Schools denotes that a student has satisfactorily met the districts' standards for learning and all other state and local requirements.

The Board of Education will determine the graduation requirements of the district in accordance with the Regulations of the Commissioner of Education. The Superintendent shall develop regulations setting forth the diploma requirements. Such regulations shall be approved by the Board and shall be provided to students and parents each year once a student reaches the eighth grade.

Participation in the graduation exercises will be predicated on satisfactory completion of all graduation requirements.

Adoption date: June 15, 2006

GRADUATION REQUIREMENTS REGULATION

The Board of Education will award diplomas to students who meet the requirements set forth below:

Regents Diploma

Students must receive a score of at least 65 on five required Regents exams and complete 22.5 units of credit as required, to earn a Regents Diploma.

A Regents Diploma with Honors will be awarded to those students who meet the requirements stated above and achieve an average of 90 percent in all their required Regents exams.

Regents Diploma with Advanced Designation

Students who score at least 65 on eight required Regents exams and earn 22.5 units of credit as required will receive a Regents Diploma with Advanced Designation.

A Regents Diploma with Advanced Designation with Honors will be awarded to those students who meet the requirements stated above and achieve an average of 90 percent in all their required Regents exams.

Students entering grade 9 in September 2009 and thereafter who complete all course work and testing requirements for the Regents Diploma with Advanced Designation, and who pass with a score of 85 or better, three Regents examinations in mathematics and/or three Regents examinations in science, will earn a Regents Diploma with Advanced Designation with an annotation on the diploma that denotes mastery in mathematics and/or science as applicable.

IEP Diploma

Students who have been designated as having a disability must have completed the requirements to receive an IEP diploma or local certificate as specified in the Individualized Education Program (IEP) and approved by the Committee on Special Education (CSE).

Adoption date: June 15, 2006

Revised: January 3, 2013

Revised: December 10, 2015

TEACHING ABOUT CONTROVERSIAL ISSUES

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

To educate students consistent with the Mission, the educational program must necessarily include discussions, readings or other materials which one or more individuals in the schools or community may find offensive or otherwise controversial. North Shore students have the right to:

- study any controversial issue with political, economic or social significance.
- free access to all relevant information.
- study under capable instruction in an atmosphere free from bias or prejudice.
- form and express opinions without jeopardizing relations with the teacher or the school.

The professional staff have the full support of the Board in implementing this policy.

Materials

Under the authority of the Superintendent of Schools, the professional staff are delegated responsibility for selecting books and other learning materials for classrooms, libraries and other settings, subject to approval of the appropriate principal /director and or Lead Teacher. The criteria for choosing materials are:

- Consistency with the North Shore Mission
- Appropriateness for promoting student learning and/or welfare
- The intellectual and emotional readiness and maturity of the students who will use them.

Materials shall reflect a balance of the major views on the topic, and teachers shall not promote their own views in their contacts with students.

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

1. In the classroom, matters of a controversial nature shall be handled as they arise in the normal course of instruction and not introduced for their own sake.
2. When presenting various positions on a controversial issue, the teacher shall take care to balance major views and to assure that as many sides of the issues as possible are presented in a fair manner, with no position being espoused by the teacher as the only one acceptable.

Prior to presenting controversial materials to their students all teachers shall review carefully any and all material to be distributed to students with the understanding that they will be responsible and accountable for all materials distributed; and

The Director/TeacherLeader/and/or Pricipal will review the materials pursuant to the guidelines above.

In case of complaint, decisions about the use of controversial materials shall be made through a progressive review process involving the teacher, the principal and teacher, the principal, and a special committee of the professional staff. At each level of this process, the reviewer(s) shall consider each complaint fully and fairly and render judgments on the basis of the criteria above.

Ref: *Tinker v. Des Moines Independent Community School District*, 393 U.S. 260 (1988) (students have First Amendment rights)
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988) (limitations on students First Amendment rights in an educational setting)
Board of Education v. Pico, 457 U.S. 853 (1982) (balance discretion of the Board over educational affairs with student's constitutional rights)
Appeal of Malverne Union Free School District, 29 EDR 363 (1990) (teachers First Amendment rights in an educational setting)
Appeal of O'Connor, 29 EDR 48 (1989) (notification prior to dissemination of controversial materials)

Adoption date:	October 12, 2006
Reviewed:	November 13, 2009
Revised:	December 3, 2009
Revised:	December 10, 2015

CEREMONIES AND OBSERVANCES

The Superintendent of Schools or the Superintendent's designee(s) are responsible for planning and implementing celebrations, commemorations and other ceremonies, consistent with the Statement of Mission. Such observances shall be as fully integrated into the school program as practicable.

Consistent with State Law, all students and teachers will be given the opportunity to say the "Pledge of Allegiance" daily.

In accordance with federal and state constitutional requirements regarding the separation of church and state, the Board of Education will neither advance nor inhibit religion. However, since religion has played a principal part in our nation's heritage, the Board recognizes how teaching about religion may, at times, be appropriate. The Board will not, in any case, allow religion to be taught in the context of encouraging children to adopt a particular faith or belief system during school hours.

The district may have holiday displays and celebrations when it can be demonstrated that there is cultural significance to the events and/or displays and when a reasonable observer would view such activities and/or displays as involving the teaching about religion. The Board will work to ensure that sensitivity is demonstrated to children of all faiths as well as to those who do not subscribe to any religion when themes of a religious nature are presented.

The Board will work to provide all students with a school environment which is respectful to their particular system of belief or non-belief and which does not place them in a position of feeling uncomfortable and made to conform to any other person's beliefs.

Ref: *Altman v. Bedford CSD*, 245 F.3d 49 (2d Cir. 2001) ("Earth Day" celebrations did not impermissibly endorse religion where no religious ceremony was attached)
Santa Fe Indep. Sch. Dist. V. Doe, 530 U.S. 290 (2000) (constitutionality of student-led prayers at interscholastic athletic activities)
Lee v. Weissman, 505 U.S. 577 (1992) (constitutionality of clergy-led prayers at graduation ceremonies)
Lemon v. Kurtzman, 403 U.S. 602 (1971) (constitutional test to determine church-state issues)
Lynch v. Donnelly, 465 U.S. 668 (1984) (constitutionality of holiday display)
County of Allegheny v. American Civil Liberties Union of Greater Pittsburgh Chapter, 492 U.S. 573 (1989) (constitutionality of holiday display)
Florey v. Sioux Falls School District; 619 F2d 1311 (1980) (constitutionality of school observance of holidays)

Appeal of Cayot, 42 EDR 97 (2002) (singing of “God Bless America” does not violate the Establishment Clause)

Appeal of Sebouhian, 31 EDR 397 (1992) (resolution to change name from winter to Christmas concert indicated an unconstitutional religious purpose)

Appeal of Pasquale, 30 EDR 361 (1991) (permission to adopt guidelines for the treatment of religious and cultural holidays in the instructional program)

Matter of Rosenbaum, 28 EDR 138 (1988) (permissibility of religious music and art in schools)

Matter of Cromwell, 72 EDR 116 (1951) (religious holidays in schools)

Adoption date: June 15, 2006

Reviewed: November 13, 2009

Revised: December 3, 2009