

## COMMUNITY RELATIONS GOALS

Successful public education depends upon public confidence in the schools, and public support of the schools. These in turn depend on a well-informed public, and upon good communication between the district and the public.

The Board therefore directs that the district inform both the residents of the district and those in the broader communities beyond it of district directions and of significant developments in the schools. This information program will publicize district events and programs, noteworthy data and other information necessary to interest and inform the public.

The Board also directs that the district encourage and solicit information from the district community about its interests, needs and desires. An effective means of communication with the community shall be developed and maintained by the Superintendent of Schools or his/her designee. The district shall provide a variety of means whereby residents of the school district may have the opportunity to contribute their best thinking to the orderly planning of education for children in the district.

District staff, under the direction of the Superintendent, will develop a public information strategy, including procedures, materials, and the use of the communications media to exchange information with the public. The Board may periodically offer open forums for citizens to express their views about the district's programs. In addition, the Board may choose to address the public directly in statements through district or public media.

Although the Board values and shall take into consideration the attitudes, opinions and contributions of the community, the final decisions in district matters will rest with the Board.

Cross-ref: 1100, Public Information Program  
1130, News Media Relations

Adoption date: June 15, 2006

Revised: December 15, 2011

Revised: March 26, 2015

Revised: March 24, 2022

## **ANNUAL DISTRICT ELECTION AND BUDGET/TAX LEVY VOTE**

The district shall hold an annual meeting and election at which the district's authorized voters will elect members of the Board of Education and vote on the district budget/tax levy for the coming school year. The annual district meeting and election will be held on the third Tuesday in May, unless this date conflicts with religious observances on that day, in which case the annual meeting and election will be held on the second Tuesday in May.

The District Clerk shall publish a notice of the time and place of the annual meeting and election at least four times within the seven weeks prior to the meeting, in two newspapers having general circulation within the district. The first publication of the notice shall be at least 45 days prior to the meeting. The notice shall also contain notice of any other matter required by law.

Copies of the budget/tax levy to be voted upon at the annual meeting election will be available in each district school building for district residents upon request at the time of the annual meeting and election and 14 days (other than Saturday, Sunday and holidays) prior to the meeting.

The Board shall appoint assistant clerks and election inspectors necessary for the annual meeting and election at a Board meeting held before the annual meeting and election.

### Propositions

The Board has the authority, under the Education Law, to adopt reasonable rules and regulations concerning the submission of petitions to the Board to place propositions on the ballot which may amend the budget/tax levy. Pursuant to those provisions, the Board establishes the following guidelines:

1. Unless otherwise provided by the Education Law, petitions for the submission of a proposition must contain a minimum of 25 signatures of qualified voters of the district or 2 percent of the eligible voters who voted in the previous annual election of the members of the Board of Education, whichever is greater. According to School Law Book 5:25 "school boards may amend their policy indicating the minimum # of signatures required at their discretion (§2035(2)).
2. Petitions must be filed with the District Clerk at least 30 days prior to the annual meeting, except for petitions relating to a proposition which must be included in the notice of the annual meeting (e.g., changing the number of board members). Such petitions must be submitted 60 days in advance of the annual meeting to facilitate the preparation and printing of the ballots.
3. Propositions must include the specific appropriations necessary for the purposes listed.
4. Wording of a petition must comply with legal requirements. If the wording does not comply, it may be changed or altered by the Board, or the Board may reject a petition for failure to comply.

Propositions received in accordance with these specifications will be placed on the ballot as amendments and will be voted upon by the voters in the same manner as the proposed budget/tax levy, except that the Board shall not be required to place any proposition on the ballot which is within the exclusive province of the Board, or otherwise forbidden by law. No proposition involving the budget/tax levy may be submitted to the voters more than twice.

The Board may also, on its own motion, submit propositions.

Cross-ref: 2120, School Board Elections

Ref: Education Law §§416(3); 1608(2); 1716(2) 1804(4); 1906(1); 2002(1); 2003(1)(2); 2004(1)-(7); 2009; 2021;2022(1), (4)-(5); 2035(2); 2601-a(2)

General Construction Law §60

Matter of Hebel, 34 EDR 319 (1994)

Matter of Martin, 32 EDR 567 (1993)

Matter of Como, 30 EDR 214 (1990)

Adoption date: June 15, 2006

Revised: December 15, 2011

Revised: February 26, 2015

## PUBLIC INFORMATION PROGRAM

The Board of Education, in order to foster good relations with the district community, establishes the Public Information Program to effectively communicate with the public about the district. The purpose of this program is to develop understanding and support for education, and to project an accurate picture of the district's area and national leadership in public education. The program shall also include a component for Alumni Relations/Affairs.

The program will consist of news releases, district newsletters, internal staff communications, and assistance to school-community groups, in addition to other programs. Information shall be literate, attractive, and shall present the strength and needs of the district schools. In addition, the program shall include a process for eliciting opinion from and communicating with members of the district community.

The Senior Illustrator shall administer this program under the supervision of the Superintendent of Schools. The Senior Illustrator is responsible for developing and implementing plans to provide factual information and opinion about the district to the North Shore community and beyond.

### School Sponsored Publications

The Board directs that all publications coming from the district be clear, consistent, and correct. Materials for community-wide distribution will be developed in the central office and carry the approval of the Superintendent of Schools or his/her designee.

Each Building Principal is responsible for routine school announcements to parents, and for keeping a copy of all such releases on file for future reference.

Each school may, with the approval of the Building Principal, establish a school-produced newspaper/newsletter for the students and their families. The Building Principal in collaboration with the Senior Illustrator is responsible for supervising the careful preparation of such publications to conform to Board policies on communications with the public, including this policy and policy 1000, Community Relations Goals.

Cross-ref: 1000, Community Relations Goals  
5220, Student Publications and Productions

Adoption date: June 15, 2006

Revised: December 15, 2011

Revised: March 24, 2022

## SCHOOL DISTRICT RECORDS

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to district records, and submit such regulations to the Board for approval. The Superintendent shall designate, with Board approval, a Records Access and a Records Management Officer, pursuant to law.

A summary of this policy and accompanying regulations shall be published in the official district newspaper by the District Clerk, which shall include:

1. The location where records shall be made available for inspection and copying;
2. The name, title, and business address and telephone number of the Records Access Officer; and
3. The right to appeal by any person denied access to a record and the name and business address of the Appeals Officer.

### Retention and Destruction of Records

The Board hereby adopts the Records Retention and Disposition Schedule LGS-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for district records. In accordance with Article 57-A, the district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

### Litigation-Hold

The Superintendent will establish procedures in the event that the school district is served with legal papers. The Superintendent will communicate with applicable parties, including the school attorney and the records management official, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery. It is the intention of the Board of Education to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board directs the Superintendent to institute such procedures to implement this policy.

The Superintendent or his/her designee, with assistance from the Records

Management Officer, shall be responsible for developing and disseminating department-specific retention schedules and guidance to staff, as necessary, to ensure adherence to this policy.

Ref: Public Officers Law §84 *et seq.* (Freedom of Information Law)  
Education Law §2116  
Arts and Cultural Affairs Law §57.11  
Arts and Cultural Affairs Law Article 57-A (Local Government Records Law)  
Local Government Records Law, Article 57-A  
8 NYCRR Part 185 (Appendix I)

Adoption date: June 15, 2006  
Revised: December 15, 2011  
Revised: September 2, 2021  
Revised: March 24, 2022

## SCHOOL DISTRICT RECORDS REGULATION

The following comprises the rules and regulations relating to the inspection and copying of school district records:

### I. Designation of Officers

1. The Superintendent of Schools, with the Board's approval, shall designate a Records Access Officer, who shall:
  - receive requests for records of the Board of Education and make such records available for inspection or copying when such requests are granted;
  - ensure that district information that is not permitted to be released is not released (see section IV below regarding Records Exempted from Public Access); and
  - compile and maintain a detailed current list by subject matter, of all records in the possession of the Board, whether or not available to the public.
2. The Superintendent of Schools, with the Board's approval, shall designate a Records Management Officer for the district. The Records Management Officer will develop and oversee a program for the orderly and efficient management of district records in accordance with Records Retention and Disposition Schedule LGS-1, including maintenance of information security as it pertains to release of district records. The Records Management Officer shall ensure proper documentation of the destruction of records, in accordance with the schedule.

### II. Definition of Records

1. A record is defined as any information kept, held, filed, produced or reproduced by, with or for the district in any physical form whatsoever, including but not limited to reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations or codes.
2. No record for which there is a pending request for access may be destroyed. However, nothing in these regulations shall require the district to prepare any record not possessed or maintained by it.

### III. Access to Records

1. Time and place records may be inspected: Records may be requested from, and inspected or copied at, the office of the Records Access Officer, at the district Administrative Office at 112 Franklin Ave, Sea Cliff NY 11579,

during regular business hours (8:00 am to 4:00 p.m.) on any business day on which the district offices are open.

2. Fees: The fee for documents up to 9 x 14 inches is 25 cents per page. For documents larger than 9 x 14 inches, and records in other physical formats, the cost will be based on the actual cost of reproduction in accordance with Public Officers Law § 87(1) 21 NYCRR § 1401.8. Fees are subject to periodic review and change. However, no fee shall be charged for the search for or inspection of records, certification of documents, or copies of documents which have been printed or reproduced for distribution to the public. The number of such copies given to any one organization or individual may be limited, at the discretion of the Records Access Officer.
3. Procedures: Requests to inspect or secure copies of records shall be submitted in writing, either in person, by mail, or by email, to the Records Access Officer. Requests shall reasonably describe the record or records sought. Whenever possible, the person requesting records should supply information regarding dates, file designations or other information that may help to describe the records sought.
4. The Records Access Officer shall acknowledge receipt of the request within five business days and advise the approximate date when the request will be granted or denied.
5. When requested records are available, the Records Access Officer will review the records and redact any information which would constitute an unwarranted invasion of personal privacy, and then make the record promptly available for inspection or schedule an appointment for inspection.
6. Denial of Access: When a request for access to a public record is denied, the Records Access Officer shall indicate in writing the reasons for such denial, and the right to appeal.
7. Appeal: An applicant denied access to a public record may file an appeal by delivering a copy of the request and a copy of the denial to the Superintendent within 30 days after the denial from which such appeal is taken.
8. The applicant and the New York State Committee on Open Government will be informed of the Superintendent's determination in writing within seven business days of receipt of an appeal. The Superintendent shall transmit to the Committee on Open Government photocopies of all appeals and determinations.

#### IV. Records Exempted from Public Access

The provisions of this regulation relating to information available for public inspection and copying shall not apply to records that:

1. are specifically exempted from disclosure by state and/or federal statute;
2. if disclosed would constitute an unwarranted invasion of personal privacy;
3. if disclosed would impair present or imminent contract awards or collective bargaining negotiations;



4. are confidentially disclosed to the Board and compiled and maintained for the regulation of commercial enterprise, including trade secrets, or for the grant or review of a license;
5. are compiled for law enforcement purposes and, if disclosed, would:
  - a. interfere with law enforcement investigations or judicial proceedings;
  - b. deprive a person of a right to a fair trial or impartial adjudication;
  - c. identify a confidential source or disclose confidential techniques or procedures, except routine techniques or procedures; or
  - d. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
6. if disclosed would endanger the life or safety of any person;
7. are inter-agency or intra-agency communications, except to the extent that such materials consist of:
  - a. statistical or factual tabulations or data;
  - b. instructions to staff which affect the public;
  - c. final Board policy determinations; or
  - d. External audits, including but not limited to audits performed by the comptroller and the federal government;
8. are examination questions or answers that are requested prior to the final administration of such questions;
9. if disclosed would jeopardize the district's capacity to guarantee the security of its information technology assets (which encompasses both the system and the infrastructure e.g. records which are computer access codes).

V. Prevention of Unwarranted Invasion of Privacy

To prevent an unwarranted invasion of personal privacy, the Records Access Officer may - redact identifying details when records are made available. An unwarranted invasion of personal privacy includes but shall not be limited to:

1. disclosure of confidential personal matters reported to the Board which are not relevant or essential to the ordinary work of the Board;
2. disclosure of employment, medical or credit histories or personal references of applicants for employment, unless the applicant has provided a written release permitting such disclosures;
3. sale or release of lists of names and addresses in the possession of the Board if such lists would be used for private, commercial or fund-raising purposes;
4. disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the Board; or

5. disclosure of items involving the medical or personal records of a client or patient in a hospital or medical facility.

Unless otherwise deniable, disclosure shall not be construed to constitute an unwarranted invasion of privacy when identifying details are redacted, when the person to whom records pertain consents in writing to disclosure, or when upon representing reasonable proof of identify, a person seeks access to records pertaining to him or her.

#### VI. Listing of Records

Pursuant to Section 87(3)(c) of the Public Officers Law, the current records retention schedule for school districts, published by the Commissioner of Education, shall serve as the list by subject matter of all records in the possession of the school district, whether or not available under the law.

#### VII. Litigation-Hold

The Superintendent will designate a “discovery” team, comprised of the school attorney, the Director of Technology, the Records Access and Records Management Officers and other personnel as needed. The discovery team will convene in the event that litigation is commenced to plan to respond to the request for records. The Superintendent, with the assistance of the Director of Technology, will ensure that measures are put in place to preserve applicable records.

Adoption date: June 15, 2006

Revised: September 2, 2021

Revised: March 24, 2022

SCHOOL DISTRICT RECORDS EXHIBIT

Application for Public Access to Records

To: Records Access Officer
North Shore Central School District
Administration Building
112 Franklin Avenue
Sea Cliff, New York 11579
recordsaccessofficer@northshoreschools.org

I hereby apply to inspect only or inspect and request reproduction of the following record @ 25 cents per page\*: \_\_\_\_\_

\_\_\_\_\_
Mailing/Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby acknowledge receipt of the reproduction of records.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* For documents larger than 9 x 14 inches, and records in other physical formats, the cost will be based on the actual cost of reproduction in accordance with Public Officers Law § 87(1) 21 NYCRR § 1401.8.

FOR OFFICE USE ONLY

Approved [ ]

Denied (for the reason(s) checked below)

- [ ] Confidential disclosure
[ ] Part of investigatory files
[ ] Unwarranted invasion of personal privacy
[ ] Record of which this agency is legal custodian cannot be found.
[ ] Record is not maintained by this agency
[ ] Exempted by statute other than the Freedom of Information Law
[ ] Other exigent circumstances that the law might allow
[ ] Other (specify) \_\_\_\_\_

Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

NOTICE: You have a right to appeal a denial of this application to the Superintendent of Schools, within 30 days, who must fully explain his/her reasons for such denial in writing within ten days of receipt of an appeal.

I hereby appeal \_\_\_\_\_  
Signature Date

Adoption date: June 15, 2006  
Revised: September 2, 2021  
Revised: March 24, 2022

## MEDIA RELATIONS

The Board of Education and Superintendent will make every reasonable effort to cooperate with the media by providing accurate information about district operations, to the extent permissible by statute and regulation.

The Board President is designated as the spokesperson for the Board when the Board is making a statement on an issue. No other member of the Board individually will speak for, or in the name of, the Board unless by explicit direction of the Board. Board members should emphasize to the media when asked to speak as a Board member that they can only speak as private citizens unless they have been empowered by the Board to speak for it.

The Superintendent of Schools is designated as the spokesperson for the district.

All staff intending to release information to the media should first notify the Superintendent. The Superintendent of Schools shall establish all necessary procedures to govern day-to-day interactions between the schools and the news media.

The Superintendent may, in his or her discretion, express their views online as a mechanism for communicating with the community. The content of this online presence shall be limited to providing accurate information about the district. The Board of Education retains the authority to monitor this online presence for both content and accuracy. All online postings will be treated with the same care and consideration as any other communications which the Superintendent or his/her designee generates on behalf of the district. Postings shall adhere to the standards set in the Board's 'acceptable use of computers' policy.

If Board members choose to have an online presence of their own or if the member maintains a social networking presence, the Board member must ensure that it is clear that the postings do not represent the Board as a whole.

Cross-ref: 4526 Computer Use in Instruction  
8630 Computer Resources and Data Management

Ref: Arts and Cultural Affairs Law §61.09

Adoption Date: June 15, 2006  
Revised: January 30, 2014  
Revised: March 24, 2022

## DISTRIBUTION OF INFORMATION

When a group or individual asks a school to distribute materials to the community, with students as couriers or otherwise through the schools, Building Principals shall refer the request to the Superintendent to determine whether it complies with district purpose and policy.

When outside organizations request that the district distribute materials via email the following requirements must be met:

- The requesting organization must be a 501c3 or governmental entity
- Activity or event being publicized must provide opportunity for participation of North Shore students or community members
- All materials must be approved by the Superintendent or his or her designee

Adoption date: June 15, 2006

Revised: February 26, 2015

Revised: March 24, 2022

## RELATIONS WITH COMMUNITY ORGANIZATIONS

The Board of Education recognizes the potential benefits of community and business partnerships with school districts. The Board and district staff shall therefore cooperate with those organizations which may provide support in improving the educational, vocational, counseling, and/or extra-curricular opportunities in the district. Board members shall seek to maintain regular interaction with community and business leadership, both on a formal and informal basis.

Occasionally, school-related community groups raise funds as part of their activities in support of the schools. When fundraising efforts occur on school grounds, they should be conducted so that:

- the activity will not involve gambling for money;
- the activity is an adjunct to a larger program;
- the program and the activity themselves are optional;
- any funds raised are by donation only; and
- students do not sell chances or participate in games of chance.

This policy permits raffles and other games which involve a modest voluntary contribution of funds and which offer token, not monetary, prizes consistent with state statute.

Cross-ref:     1222, Relations with Booster Organizations  
                   5251, Fundraising Activities  
                   6255, Gifts and Grants

Ref:     New York State Constitution, Article 1, §9 (if approved by a municipality, bingo may be held on school grounds by religious or charitable organizations where proceeds go to the organization)  
               Executive Law Article 19-B, §§430-439-a (Bingo)  
               General Municipal Law Article 9-A, §§185-195-r (Games of Chance)  
               General Municipal Law Article 14-H, §§475-499 (Bingo)  
               9 NYCRR Chapter IV, Parts 5600-5627 (Games of Chance)  
               9 NYCRR Chapter V, Parts 5800-5831 (Bingo)

Adoption date: June 15, 2006

Revised:        March 24, 2022

## RELATIONS WITH PARENT ORGANIZATIONS

The Board of Education affirms the importance of

1. Promoting the welfare of children and youth in home, school and community;
2. Supporting the improvement of home life;
3. Securing adequate laws for the care and protection of children and youth; and
4. Bringing into close relation the home and the school, so that parents and teachers may cooperate intelligently in the education of the child.

To these ends, the board views officially recognized parent-teacher organizations as groups sincerely interested in and staunchly supportive of public education. Staff members shall be encouraged to join these associations and to participate actively in their programs.

Adoption date: June 15, 2006



## RELATIONS WITH BOOSTER ORGANIZATIONS

The Board of Education recognizes that extracurricular support groups, or “booster” organizations, provide important support to district schools, and can be a valuable means of stimulating community interest in the aims and activities of district schools. Booster organizations may be defined in two ways:

1. an organization which is created to foster community support and raise funds for a specific extracurricular activity (e.g., athletics, speech and debate, and/or musical groups); or
2. an organization which is created to foster community support and raise funds for the school’s general extracurricular program.

Parents and other interested members of the community who wish to organize a booster club for the purpose of supporting a specific school program are encouraged to do so, as long as the activities of such organizations do not interfere unduly with the total educational program, or disrupt district operations in any way. To this end, booster organizations must follow these guidelines:

1. be voluntary and support a specific school activity;
2. submit an activity schedule in advance to the Superintendent of Schools or designee for prior approval. (Any time the booster club uses the name of the school district, or any language suggesting that the district has endorsed, sponsored or otherwise approved of the club’s activities, there must be prior approval by the Superintendent);
3. seek advance Board approval for any use of school facilities and/or equipment, following procedures outlined in policy 1500, Public Use of School Facilities;
4. avoid interference with the decision-making of any student group;
5. understand and respect the authority of district employees in the administration of their duties; and
6. assume all financial responsibility for their organization, including but not limited to the provision of adequate insurance coverage, as appropriate.
7. any Board of Education Member serving as a member of the board of a booster club or the Viking Foundation shall recuse him or herself from voting on the acceptance or rejection of a gift from said organization.

If a booster organization wishes to make a contribution of money, service, time, or tangible property (e.g., equipment or supplies), a representative of the organization should first meet with the Superintendent. The Superintendent must identify the district’s terms and conditions of accepting such gifts, and seek the Board’s official approval before accepting or publicly announcing any contribution.

Booster-proposed plans, projects and other activities, must be evaluated and promoted in light of their stated contribution to the academic as well as the extra-curricular school programs. Careful consideration should be given to the total value of the contribution to all students, and not just to specific student groups.

The Board retains final responsibility and authority on all activities which have an impact on students, the schools, school programs, and/or school-owned property.

Cross-ref: 1500, Public Use of School Facilities  
6255, Gifts and Grants

Adoption date: June 15, 2006  
Revised: May 6, 2010  
Revised: December 15, 2011  
Revised: March 24, 2022

## **PUBLIC PARTICIPATION AT BOARD MEETINGS**

Meetings of the Board of Education are conducted for the purpose of carrying on the business of the schools. These meetings are held in public with the exception of executive sessions. Under the Open Meetings Law, the specific reasons for an Executive Session are limited and must be identified. The Board only takes action through motions voted on in public session.

The Board, provides an avenue for any citizen to express interest in and concerns about the schools. Accordingly, the public is invited and encouraged to attend meetings of the Board. In order to allow for public participation, the Board is committed to providing a period of time for public comment.

Persons wishing to address the Board shall state their name, town of residence, and name of organization represented (if any). Any group or organization wishing to address the Board must identify a single spokesperson.

Remarks should be as brief as possible to allow for full public participation. Speakers may comment on any topic related to district business. The Board is committed to protecting the privacy of students and staff and therefore cannot permit in public session discussion involving or identifying individual students or District personnel by name, title, etc. Persons wishing to discuss matters involving individual District personnel or students should present their comments and/or concerns to the Superintendent during regular business hours. Concerns shall be handled according to Board policy 1400, Public Complaints. Questions and comments from the public concerning matters that are not on the agenda will be taken under consideration and referred to the Superintendent for appropriate action.

All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, expressions of racial, religious, or other forms of prejudice will not be tolerated.

Persons commenting at a Board meeting will address remarks to the President and may direct questions or comments to Board members or other district officials only upon the approval of the President. At the discretion of the President, board members and the Superintendent shall have the privilege of asking questions of any person who addresses the Board, but participants should not expect to engage in discussion with the Board. However, the Board may correct comments that are not accurate, or are false, and may refer to an existing policy when it answers a question.

The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being discussed. The President shall have the right to discontinue any comments which violate this policy.

Cross-ref: 1400, Public Complaints  
2342, Agenda Preparation and Dissemination

Ref: Public Officers Law §103 et seq. (Open Meetings Law)  
Roberts Rules of Order

Adoption date: June 15, 2006  
Revised: February 26, 2015  
Revised: April 7, 2022

## STAFF INVOLVEMENT IN OUTSIDE ACTIVITIES

### Community Activities

Personnel are encouraged to participate in community activities. Administrative personnel should not accept community responsibilities if such duties interfere with their regular work; however, this should not preclude reasonable participation in civic responsibilities.

The Superintendent and the assistant superintendents are expected to participate widely in public, civic, social and professional affairs to enhance public relations and open channels of communications.

### Political Activities

The Board recognizes and encourages the rights of its employees, as citizens, to engage in political activity, with the following restriction:

No employee of the North Shore Schools shall solicit support for any political candidate, partisan or non-partisan, or support of any issue on any referendum matter on school district property.

Adoption date: June 15, 2006

## PUBLIC COMPLAINTS

The Board of Education recognizes the right of community members to register individual or group concerns regarding instruction, district programs, materials, operations, and/or staff members. The main goal of the district is to resolve such concerns specifically with the parties involved, whenever possible.

Public complaints about the school district will be directed to the proper administrative personnel. Complaints about specific classroom practices shall be directed to the teacher concerned. If the matter is not settled satisfactorily, the complainant shall then contact the Building Principal; if there is no resolution on this level, the Superintendent of Schools or his/her designee shall be contacted. The Superintendent shall refer the issue to the Board for final resolution, if necessary. All matters referred to the Superintendent and/or the Board shall be in writing.

Board members individually will refer compliments, suggestions, constructive criticism and complaints which they receive personally from the community about operational matters directly to the Superintendent of Schools and the Board President for appropriate consideration and action. Comments affecting policy will be routed through regular channels to the Board meeting agenda for consideration by the Board as a whole.

Cross-ref: 1420, Complaints about Curricula or Instructional Materials  
1440, Complaints about School Personnel

Adoption date: June 15, 2006

Revised: December 15, 2011

## **COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS**

The Board of Education recognizes its responsibility for the selection of instructional materials. The Board expects district teachers and administrators to recommend books and other materials in accord with sound educational principles and practices, and to use them effectively in the classrooms. However, the Board also recognizes the right of community members to voice concerns and/or complaints regarding the implementation of a particular curriculum and/or instructional material.

Any criticism of instructional materials that are in the schools that cannot be resolved informally shall be submitted in writing to the Building Principal. A Special Professional Review Committee, consisting of the Building Principal, supervisor, librarians, and teachers, will be convened to investigate and judge the challenged material as outlined in regulation 1420-R.

The committee shall make a decision concerning the disposition of the complaint. This decision may be appealed to the Board, and the decision of the Board shall be final.

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

## **COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS REGULATION**

The following procedures shall apply to the handling of complaints concerning any textbook, library book or material and any other instructional material used in district schools.

1. When a person has a complaint concerning a textbook, library book, or other instructional material and protests its use in class or its availability in a school library, he or she shall make an appointment for an informal meeting with the teacher, librarian or other staff member who is using or providing the book or material. At this meeting, the complainant will be asked to make clear his or her objection to the material, the teacher or librarian will be asked to explain the educational value of the material.
2. If the complaint is not resolved informally, the complainant may file a formal written complaint with the Building Principal on a form provided for this purpose.
3. Upon receiving a formal written complaint, the Assistant Superintendent for Instruction shall designate a Special Professional Review Committee, consisting of the subject supervisor, the teacher or librarian directly involved, and four other faculty members to investigate and judge the challenged material.
4. The committee shall:
  - a. read and examine the challenged materials;
  - b. consider the specific objections to the material voiced by the complainant;
  - c. weigh the values and faults of the material as a whole;
  - d. consider oral presentations made to the committee, if any;
  - e. where appropriate, solicit advice or opinion from other district faculty and/or relevant professional organizations such as the American Library Association, the National Council of Teachers of English, National Council of Social Studies Teachers; and
  - f. issue a report to the Principal containing its recommendations concerning any complaint.
5. The Principal shall review the report of the committee, make a decision and notify the complainant and appropriate staff.
6. If the complainant is not satisfied with the Principal's decision he/she may appeal to the Board of Education by filing a complaint with the Superintendent of Schools. The Superintendent will deliver a copy of the Principal's decision and the committee's report to the Board for its consideration. The final decision shall be made by the Board.

Adoption date: June 15, 2006



**COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS EXHIBIT**

## Request for Reevaluation of Instructional Materials

Request initiated by \_\_\_\_\_

Date \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Complainant represents: Self \_\_\_\_\_ Group (name) \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher or Producer: \_\_\_\_\_

Publisher's recommended grade level: \_\_\_\_\_

Book \_\_\_\_\_ AV material (please specify format) \_\_\_\_\_ Other \_\_\_\_\_

1. Have you read/heard/seen the material in its entirety? If not, which parts?
2. To what do you specifically object? Please cite specific passages, pages, etc. (attach additional pages if necessary).
3. Do you find anything good about this material?
4. What do you believe is the theme or purpose of the material?
5. What do you feel might be the result of reading/ viewing this work?
6. For what age group, if any, would you recommend this material?
7. In its place, what work of equal value would you recommend that would convey as valuable a picture and perspective of a society or a set of values?

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

Adoption date: June 15, 2006

## COMPLAINTS ABOUT SCHOOL PERSONNEL

The Board of Education believes that complaints about district personnel should be resolved by the individuals closest to the concern and that the staff should be given every opportunity to consider issues and attempt to resolve problems. Therefore, any individual who has a complaint about district personnel should present the complaint to the following persons in the following order:

1. Staff member who is the subject of the complaint.
2. Immediate supervisor of staff member who is the subject of the complaint.
3. Building Principal.
4. Assistant Superintendent;
5. Superintendent of Schools.
6. Board of Education.

The Board expects prompt and considerate treatment by district personnel of all persons making complaints.

If an individual seeks redress from the Board, he/she shall prepare a written and signed statement which explains the nature of the complaint and the justification for it. The statement shall be submitted to the Superintendent who shall transmit a copy to the employee and the Board. If the complaint involves the Superintendent, the statement should be submitted to the Board President, who shall transmit a copy to the other board members and the Superintendent.

If an individual Board member receives a complaint, he/she will refrain from expressing any judgment about the complaint but will instead inform the complainant of this policy and refer the complainant to the Superintendent. The Superintendent will, in turn, refer the complainant to the appropriate staff member for resolution of the complaint.

The Board will not permit discussion of individual district personnel at its meetings, unless and until the Superintendent and the complainant have discussed the matter and attempted to resolve any complaint.

Cross-ref: 1230, Public Participation at Board Meetings  
 1400, Public Complaints  
 2342, Agenda Preparation and Dissemination  
 2330, Executive Sessions

Ref: Education Law §§3012 (Tenure: certain school districts); 3020-a (Disciplinary procedures and penalties)  
 Civil Service Law §75 (Removal and other disciplinary action)  
 Public Officers Law §105 (Conduct of executive sessions)  
 8 NYCRR Part 84 (Access to school employee personnel records)

Adoption date: June 15, 2006

## PUBLIC USE OF SCHOOL FACILITIES

While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. This policy is intended to identify the uses that community groups may make of those facilities. For the purposes of this policy, community groups are defined as groups located within the geographic area covered by the district.

### Permitted Uses

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

- A. Instruction in any branch of education, learning or the arts.
- B. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
- C. Social, civic and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
- D. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- E. Polling places for holding primaries and elections, for the registration of voters and for holding political meetings.
- F. Civic forums and community centers.
- G. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- H. Child-care programs located with the geographic area covered by the district, when school is not in session,.
- I. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.
- J. Use of athletic fields by adult teams or leagues , subject to the conditions of use as listed below.

### Prohibited Uses

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited.

- A. Meetings sponsored by political organizations.
- B. Meetings, entertainments and occasions that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization or a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers.

Conditions of Use for District Facilities

- A. Use of district facilities may be permitted unless such facilities are in use for school purposes, or during educational programs. The district reserves exclusive and non-reviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs.
- B. To ensure that outdoor district facilities are preserved for the benefit our students, only community based groups and organizations (that is, groups which are located within the geographic area covered by the district) may be granted access to outdoor district facilities. At least 75% of participants to be included in the activity for which the facility is being requested must be residents of the North Shore School District for a group to be eligible to use district facilities. A roster of members and their addresses must be provided.
- C. Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee according to a schedule adopted by the district to cover the costs of heat, electricity, maintenance, custodial services and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. The district retains the right to condition use upon an applicant depositing with the district a sum equaling the estimated costs and fees associated with the proposed use 10 days in advance of the requested use. The district retains the further right to waive user fees for groups that are associated with or sponsored by the district.
- D. Where, in the judgment of the district, the requested use of district facilities requires special equipment or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees in accordance with paragraph C above. Only authorized personnel shall operate district equipment.. For use of outdoor facilities a refundable \$500 damage deposit will be required for each application period.
- E. Use of district facilities will only be permitted where the organization provides the district timely evidence of adequate insurance coverage (\$1,000,000 minimum), naming the district and to save the district harmless from all liability, property damage, personal injuries and/or medical expenses. The district will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.
- F. All facilities will be used as is with no alterations, modifications or changes except as those that are specified on the approved permit or explicitly permitted by the Director of Athletics
- G. The Board reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities:
  - 1. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;
  - 2. For any use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;

3. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance;
4. For any use which the Board deems inconsistent with this policy;
5. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
6. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
7. For any use prohibited by law.

#### Application Procedure for Use of District Facilities

- A. All applications for use of school facilities shall be made in writing and submitted to the Director of Buildings and Grounds at least 30 days prior to the date of the requested use. A use permit application is available in the Superintendent's office.
- B. The applicant must clearly and completely describe the intended use of the district facility in the application.
- C. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board policies and regulations and to use district facilities strictly in accordance with the use described in the application.
- D. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided by the applicant at least 10 days before the date of the requested use.
- E. Permits shall be valid only for the facility, use, dates and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent. Permits shall not be transferable.
- F. The Superintendent is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reason.
- G. With regard to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with or sponsored by the district.
- H. Issuance of a permit shall not limit the right of access to the facility by district staff.

Ref: Education Law §414

Adoption date: June 15, 2006

Revised: January 18, 2007

Revised: February 26, 2015

## ADVERTISING IN THE SCHOOLS

No advertising shall be announced, distributed or otherwise promoted in or through the schools, except as may be expressly authorized by the Board or Superintendent.

Neither the facilities, the staff, nor the children of the schools shall under school auspices in any manner act to advertise or otherwise promote the interests of any commercial, political, or other non-school agency, individual or organization, except that:

1. the schools may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
2. the schools may use films or other educational materials bearing only simple mention of the producing firm, providing such materials are justified on the basis of their educational value.
3. the Superintendent may, at his discretion, announce or authorize to be announced, any lecture, community activity, film, or other opportunity which he deems to be of educational value to students.
4. the schools may cooperate with any agency in promoting activities which, in the general public interest promote the education or welfare of the pupil.

Ref: New York State Constitution Article 8 §1  
Arts and Cultural Affairs Law §61.09  
Education Law §414  
8 NYCRR Part 23

Adoption date: June 15, 2006

## SMOKING AND OTHER TOBACCO USE ON SCHOOL PREMISES

Due to the health hazards associated with smoking, and in accordance with federal and state law, the Board of Education prohibits smoking and all other tobacco and e-cigarette use in all school buildings, on school grounds, and in any vehicle used to transport children or personnel.

The district's smoking policy shall be prominently posted in each building, at designated outdoor locations on school premises (e.g. athletic fields) and in all district vehicles. The Board designates the Superintendent of Schools or his/her designee as agent responsible for informing individuals smoking anywhere on school premises or in district vehicles that they are in violation of Article 13 of the Public Health Law and/or Section 409 of the Education Law and/or the federal Pro-Children Acts of 1994 and 2001.

Ref: Education Law §§409(2)  
Public Health Law Article 13-E  
Public Health Law §§206; 340; 347  
The Pro-Children Act of 2001, 20 U.S.C. §§1781 et seq.  
The Pro-Children Act of 1994, 20 U.S.C. §§6081 et seq.

Adoption date: June 15, 2006

Revised: February 26, 2015

## HOME INSTRUCTION

The Board of Education shall ensure that children instructed at home are taught by a competent instructor and receive an education substantially equivalent to that offered in the district's schools.

Parents/Guardians who wish to educate their children at home must submit to the district an individual home instruction plan (IHIP), outlining the educational goals to be met and the course materials and syllabi to be used each year for the child's learning process. The district may accept or deny an IHIP. Parents/Guardians must submit quarterly reports which will provide the district with the necessary information to make determinations of substantial equivalency and competency of instruction on an ongoing basis.

Parents/Guardians may appeal to the Board a determination by the Superintendent of Schools or designee that an IHIP is not in compliance with the Regulations of the Commissioner of Education. Parents/Guardians shall have the right to appeal the final determination of the Board to the Commissioner of Education within 30 days of receipt of such determination.

Ref: Education Law §3202(4)  
8 NYCRR §100.10  
*Matter of Abookire*, 33 EDR 473 (1994)

Adoption date: June 15, 2006



## GIFTS TO SCHOOL PERSONNEL

Members of the professional and non-professional staffs teach and otherwise support students without expectation of special gifts from parents or pupils. Such gifts are neither necessary nor appropriate. More appropriate and welcome are letters of gratitude and appreciation.

If a student or parent spontaneously offers a gift in appreciation for unusual support or service, the gift shall not be elaborate or expensive. Elaborate or expensive gifts shall be returned.

In addition, pursuant to the General Municipal Law, no employee shall accept any gratuity of money or of goods having value of more than \$75 from any person under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part

Cross-ref: 2160, School District Officer and Employee Code of Ethics

Ref: General Municipal Law §§805-a(1)(a)

Adoption date: June 15, 2006

Revised February 26, 2015

## PARENT AND FAMILY ENGAGEMENT

The Board of Education believes that positive parent and family engagement is essential to student achievement, and thus encourages such involvement in school educational planning and operations. For purposes of this policy, the term “parents” refers to a natural parent, legal guardian or other person standing in *loco parentis* (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child’s welfare). Parent and family engagement may take place either in the classroom or during extra-curricular activities. However, the Board also encourages parent and family engagement at home (e.g., planned home reading time, informal learning activities, and/or homework "contracts" between parents, family members and children). The Board directs the Superintendent of Schools to develop a home-school communications program in an effort to encourage all forms of parent and family engagement.

### Title I Parent and Family Engagement - District Level Policy

Consistent with the parent and family engagement goals of Title I, Part A of the federal No Child Left Behind Act of 2001 (NCLB) and its reauthorization in the Every Student Succeeds Act (ESSA), the Board of Education will develop and implement programs, activities and procedures that encourage and support the participation of parents and family members of students eligible for Title I services in all aspects of their child’s education. The Board also will ensure that all of its schools receiving Title I, Part A funds develop and implement school level parent and family engagement procedures, as further required by federal law.

For purposes of this policy, parental involvement refers to the participation of parents in regular, two-way, and meaningful communication, involving student academic learning, post graduate readiness, and other school activities.

At a minimum, parent and family engagement programs, activities and procedures at both the district and individual school level must ensure that parents and family members:

- Play an integral role in assisting their child’s learning;
- Are encouraged to be actively involved in their child’s education at school; and
- Are full partners in their child’s education and are included, as appropriate, in decision-making regarding post graduate choices and on advisory committees to assist in the education of their child.

District and school level Title I parent and family engagement programs, activities and procedures will provide opportunities for the informed participation of parents and family members (including those who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children).

As further required by federal law, parents and family members of students eligible for Title I services will be provided an opportunity to participate in the development of the district’s

Title I plan, and to submit comments regarding any aspect of the plan that is not satisfactory to them. Their comments will be forwarded with the plan to the State Education Department.

Parents and family members also will participate in the process for developing either a comprehensive or targeted “support and improvement plan” when the school their child attends is identified by the State as needing this plan.

#### Parent and family member participation in development of district wide Title I plan

The Board, along with its superintendent of schools and other appropriate district staff will undertake the following actions to ensure parent and family member involvement in the development of the district wide Title I plan:

- To hold meetings at flexible times and online, survey parents by email, and reaching out to parents by phone and mail. Multi-lingual opportunities will be made available to parents and family members.

#### Development of school level parent and family engagement approaches

The superintendent of schools will ensure that all district schools receiving federal financial assistance under Title I, Part A are provided coordination, technical assistance and all other support necessary to assist them in planning and implementing effective parent and family engagement programs and activities that improve student achievement and school performance. As appropriate to meet individual local needs, the superintendent will:

- Hold meetings at flexible times and online, surveying parents by email, and reaching out to parents by phone and mail. Multi-lingual opportunities will be made available to parents and family members.

#### Building capacity for parental involvement

To build parent capacity for strong parental involvement to improve their child’s academic achievement, the district and its Title I, Part A schools will, at a minimum:

1. Assist parents in understanding such topics as the state’s academic content challenging academic standards, state and local academic assessments, Title I requirements, how to monitor their child’s progress and how to work with educators to improve the achievement of their child. To achieve this objective, the district and its Title I schools will:

- Provide parent workshops, academic intervention services and support, and outreach to families. Multi-lingual opportunities will be made available to parents and family members.

2. Provide materials and training to help parents work to improve their child's academic achievement such as literacy training and using technology (including education about the harms of copyright piracy). To achieve this objective, the district and its Title I schools will:

- Provide literacy programs that reinforce reading and use of the public library, math and other STEM support, on-line teacher instruction communication and email access to teachers, home internet access and training for technology use, and provision of information about schools in need of improvement, supplemental educational services, public school choice, and other opportunities to promote student improvement.

3. Educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in understanding the value and utility of a parent's contributions and on how to:

- reach out to, communicate with, and work with parents as equal partners;
- implement and coordinate parent programs; and
- build ties between parents and the schools.

To achieve this objective, the district and its Title I schools will:

- Establish professional development for administration and staff in order to successfully engage parents as active participants in the success of their child's academic progress and post graduate readiness.

4. Ensure that information related to school and parent-related programs, meetings and other activities is sent to the parents of children participating in Title I programs in an understandable and uniform format, including alternative formats, upon request, and to the extent practicable, in a language the parents can understand.

#### Coordination of parental involvement strategies

The district will coordinate and integrate strategies adopted to comply with Title I, Part A parental involvement requirements with parental involvement strategies adopted in connection with other Federal, State, and local programs, including public preschool programs. It will do this by:

- The District Title I Officer will ensure inclusion of Title I requirements within District Committees such as the Professional Development Committee, School-Parent Compacts and communications, and other instructional outreach. The Title I Officer will monitor and/or follow-up on Title I requirements.

Review of district wide parent and family engagement policy

The Board, along with its superintendent of schools and other appropriate staff will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of Title I schools, including the identification of barriers to greater participation by parents in activities under this policy, and the revision of parent and family engagement policies necessary for more effective involvement. To facilitate this review, the district will conduct the following activities:

- Providing information to parents regarding the annual review of the Parent and Family Engagement Policy and encouraging comments and participation in the annual review.

Cross-ref: 4010, Equivalence in Instruction

Ref: 20 USC §§6318(a)(2); 7801(38), Every Student Succeeds Act (§1116 of the Elementary and Secondary Education Act)

U.S. Department of Education, *Parental Involvement, Title I, Part A, Non-Regulatory Guidance*, April 23, 2004

Adoption date: June 15, 2006

Revised: January 7, 2021

**Title I Parent and Family Engagement - School Level Approach**

The [insert name of school] recognizes that parents and family members play an integral role in assisting their child's learning. We encourage parents and family members to be actively involved in their child's education at school and to become full partners in school educational planning and operations. Consistent with the parent involvement goals of Title I, Part A of the federal Elementary and Secondary Education Act, reauthorized by the No Child Left Behind Act of 2001 (NCLB) and the Every Student Succeeds Act of 2015 (ESSA):

1. The Building Principal and appropriate staff shall convene an annual meeting, at a convenient time, to inform parents of the school's participation in Title I programs, and to explain Title I requirements and the right of the parents to be involved. All parents of children participating in a Title I program will be invited to the meeting.
2. The school staff shall offer a flexible number of meetings to provide parents the opportunity to meet with school staff and otherwise participate in their child's education. These meetings shall be held at flexible times (e.g., morning or evening) and/or in highly accessible places such as public housing projects, etc.
3. The school will provide parents with timely information about Title I programs. School staff will also describe and explain the curriculum in use at the school, the types of academic assessment that will be used to measure student progress and the proficiency levels the students are expected to meet. Parents may also request regular meetings with school staff to make suggestions and to participate, as appropriate in decisions relating to the education of their child. The school will respond to any such suggestions as soon as practical.
4. The school staff shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent and family engagement policy.

Adopted: January 7, 2021

## INTERPRETERS FOR HEARING-IMPAIRED PARENTS

The Board of Education recognizes that those district parents with hearing impairments which prevent a meaningful participation in their child's educational program must be afforded an opportunity equal to that afforded other parents to participate in meetings or activities pertaining to the academic and/or disciplinary aspects of their child's education. Accordingly, and pursuant to law, the school district will provide an interpreter for hearing-impaired parents for school-initiated academic and/or disciplinary meetings or activities including, but not limited to:

- Parent/teacher conferences
- Child/study or building level team meetings
- Planning meetings with school counselors regarding educational progress
- Career planning
- Suspension hearings or other conference with school officials relating to disciplinary actions

The school district will provide an interpreter for the hearing-impaired parent if a written request for the service has been submitted to and received by the district within 5 working days prior to the scheduled meeting or activity. If an interpreter is unavailable, the district will then make other reasonable accommodations which are satisfactory to the parents (e.g., notetaker, transcript, decoder, or telecommunication device for the deaf). These services will be made available by the district at no cost to the parents.

The Board directs the Superintendent of Schools to maintain a list of available interpreters and to develop procedures to notify parents of the availability of interpreter services, the time limitation for requesting these services, and of the requirement to make other reasonable accommodations satisfactory to the parents should an interpreter not be available.

Hearing-impaired parents are requested to submit the attached form to request accommodation of their disability.

Ref: Americans with Disabilities Act of 1990, 42 U.S.C. §§12131-12134  
Rehabilitation Act of 1973, 29 U.S.C. §794  
Education Law §3230  
8 NYCRR §100.2(aa)  
*Rothschild v. Grottenthaler*, 907 F.2d 286 (2d Cir. 1990)

Adoption date: June 15, 2006