

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. This 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

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, in the community and more broadly, 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 strengths, needs, and weaknesses 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 Superintendent of Schools and Senior Illustrator shall administer this program under the supervision of the Superintendent of Schools. The Director 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 system-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 school 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 parents. The Building Principal in collaboration with the Director of Public Information 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

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 ED-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.

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

Adoption date: June 15, 2006

Revised: December 15, 2011

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 Records Access Officer shall be the District Clerk. He/She shall:
 - receive requests for records of the Board of Education and make such records available for inspection or copying when such requests are granted; 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.

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. The Records Access Officer will have the responsibility for compiling and maintaining the following records:
 - a. a record of the final vote of each member of the Board on any proceeding or matter on which the member votes;
 - b. a record setting forth the name, school or office address, title and salary of every officer or employee of the district; and
 - c. a reasonably detailed current list by subject matter of all records in possession of the district, whether or not available for public inspection and copying.
3. 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 except the records specified in II(2), above.

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 4:30 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, tape or cassette records, or computer printouts, the cost will be based on the cost of reproduction or program utilized. 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, in 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 or by mail, 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. The Records Access Officer will assist the requester in identifying the records sought.
4. All requests for information shall be responded to within five business days of receipt of the request. If the request cannot be fulfilled within five business days, the Records Access Officer shall acknowledge receipt of the request 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 delete 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 which, 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. records which if disclosed would endanger the life or safety of any person;
7. records which are interagency 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. records which are examination questions or answers that are requested prior to the final administration of such questions;
9. 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 delete 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 deleted, 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.

Adoption date: June 15, 2006

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

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

Signature _____ Date _____

I hereby acknowledge receipt of the reproduction of records.

Signature _____ Date _____

Mailing Address _____

* For documents larger than 9 x 14 inches, tape or cassette records, or computer printouts, the cost of reproduction or the program used.

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 (specify) _____

Signature/Title _____ Date _____

NOTICE: You have a right to appeal a denial of this application to the Superintendent of Schools, 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

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, maintain a blog (short for weblog) as a mechanism for communicating with the community. As used in this provision, a blog is defined as a log posted on the World Wide Web that can either be accessed from the district's homepage or be a presence on social media sites. The content of the blog shall be limited to providing accurate information about the district operations. The Board of Education retains the authority to monitor the blog for both content and accuracy. All postings to the blog and social media sites 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 blog on 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

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 or backpack the following requirements must be met:

- The requesting organization must be a 503c 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

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.

From time-to-time, school-related community groups raise funds as part of their activities in support of the schools. When fund-raising 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 (e.g. no Las Vegas nights);
- 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
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

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.

In order to provide guidance and coordination of Booster Organizations activities, a Booster Organization Activities Committee shall be formed. The committee shall consist of a representative from each booster organization, the Director of Athletics, the Director of Fine and Performing Arts, the Assistant Superintendent for Instruction and the Assistant Superintendent for Business. The committee shall meet as necessary and shall make appropriate recommendations to the Superintendent concerning those activities.

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 students 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
Reviewed: April 29, 2010
Approved: May 6, 2010
Revised: December 15, 2011

PUBLIC PARTICIPATION AT BOARD MEETINGS

Meetings of the Board of Education are conducted for the purpose of carrying on the business of the schools, and therefore, are not public meetings, but meetings held in public. Meetings are closed to the public only during executive sessions. Under the Open Meetings Law, the specific reasons are spelled out for such executive sessions. All action, however, is taken in public.

The Board, as a representative body of the district, wishes to provide an avenue for any citizen to express interest in and concerns for the schools. Accordingly, the public is cordially invited to attend meetings of the board.

The Board encourages public participation on school related matters at Board meetings. To allow for public participation, a period of time shall be set aside at intervals during each Board meeting.

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.

Presentations should be as brief as possible to allow for full public participation. Speakers may comment on any topic related to district business. The Board will not permit in public session discussion involving individual district personnel or students. 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. Complaints shall be handled according to Board policy 1400, Public Complaints.

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

Persons making presentations 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. Board members and the Superintendent shall have the privilege of asking questions of any person who addresses the Board.

Questions and comments from the public concerning matters which are not on the agenda will be taken under consideration and referred to the Superintendent for appropriate action.

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 presented. The President shall have the right to discontinue any presentation which violates this policy.

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

Ref: Public Officers Law §103 et seq. (Open Meetings Law)

Adoption date: June 15, 2006

Revised: February 26, 2015

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;
4. Superintendent of Schools.
5. 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 within 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

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

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) (Carrie Anne gave correct Ref. #)

Adoption date: June 15, 2006

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

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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

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 §§806-808

Adoption date: June 15, 2006

PARENTAL INVOLVEMENT

The Board of Education believes that positive parental involvement is essential to student achievement, and thus encourages such involvement in school educational planning and operations. Parental involvement may take place either in the classroom or during extra-curricular activities. However, the Board also encourages parental involvement at home (e.g., planned home reading time, informal learning activities, and/or homework "contracts" between parents and children). The Board directs the Superintendent of Schools to develop a home-school communications program in an effort to encourage all forms of parental involvement.

Title I- District Level Policy

The Board endorses the parent involvement goals of Title I of the federal No Child Left Behind Act of 2001 (NCLB). Therefore, it encourages the participation of parents of students eligible for Title I services in all aspects of their child's education, including the development and implementation of district programs, activities, and procedures designed to carry out NCLB parent involvement goals.

In accordance with NCLB requirements, the district will:

1. involve parents in the joint development of its Title 1 plan. If the plan is not satisfactory to the parents of children participating in Title I programs, the district will submit any parent comments to the State Education Department along with its plan;
2. involve parents in the process of school review and improvement. This includes:
 - a. explaining to parents how they can become involved in addressing the academic issues that caused their child's school to be identified as a school in need of improvement; consulting with parents in the development of a school improvement plan, and including in such plan strategies to promote effective parental involvement.
 - b. providing parents with adequate opportunity to participate in the development of a restructuring plan whenever their child's school is identified for restructuring, and to comment before the district implements an alternative governance arrangement;
3. provide coordination, technical assistance, and other support necessary to assist participating schools in their own planning and implementation of effective parent involvement activities to improve student academic achievement and school performance;
4. build the capacity of its schools and parents for parental involvement;

5. coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under other programs such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters, and state-run preschool programs;
6. conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of Title I schools, including the identification of barriers to greater participation by parents in activities under the policy, and revision of parent involvement policies necessary for more effective parental involvement; and
7. involve parents in the activities of schools served under Title I.

Additionally, the Board directs that each district school with a program served with Title I funds to jointly develop with, and distribute to, parents of participating children a written parental involvement policy. The policy must be agreed on by such parents and describe the means for carrying out NCLB parental involvement requirements set forth below.

Each Title I school must notify parents of its parent involvement policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. In addition, Title I schools must make their parent involvement policy available to the local community and update it periodically to meet the changing needs of parents and the school.

To the extent practicable, both the district and its Title I schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. Activities in this area include providing information and school reports in a format and, to the extent practicable, in a language such parents understand.

To ensure effective involvement by parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, both the district and each of its Title I schools will:

1. assist parents in understanding such topics as the state's academic content and student achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
2. provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

3. educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of parent contributions, and in how to reach out, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; and
4. to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs. They will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

The district and its schools may also consider other activities that further build the capacity of parents to become involved, to the extent those activities are feasible and appropriate. In accordance with the NCLB, these additional optional activities may include, for example, the establishment of a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs, and training parents to enhance the involvement of other parents.

Title I - School Level Policy

The parent involvement policy of a Title I school must describe the means for:

1. convening an annual meeting, at a convenient time, to inform parents of their school's participation in Title I programs, and explain Title I requirements and the right of parents to be involved. All parents of children participating in a Title I program will be invited to the meeting;
2. offering a flexible number of meetings, including morning or evening. It may provide, with funds available under Title I, for transportation, child care or home visits as such services relate to parental involvement.
3. involving 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 involvement policy.

Parental involvement is also required in the planning, review and improvement of the joint development of a schoolwide program. But a school that already has in place a process for involving parents in the joint planning and design of the school's programs may use that process if it includes an adequate representation of parents of participating children. In addition, when the school-

wide program plan is not satisfactory to the parents of participating children, the school's parent involvement policy must provide an opportunity to submit any parent comments on the plan.

A school's parent involvement policy also must provide parents of participating children:

1. timely information about Title I programs;
2. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
3. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

Student Academic Achievement School-Parent Compact

A school level Title I parent involvement policy must also include a school-parent compact that is jointly developed with the parents of all participating children.

In general, the compact must outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

Specifically, the compact must:

1. describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the state's student academic achievement standards;
2. describe the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time;
3. address the importance of communication between teachers and parents on an ongoing basis through:
 - a. at least annual parent teacher conferences at the elementary school level, including a discussion of how the compact relates to the individual child's achievement;
 - b. frequent reports to parents on their children's progress; and

- c. reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Ref: §1118 of the Elementary and Secondary Education Act
8 NYCRR §§100.3(b)(3); 100.4(f); 100.5(d)(4); 149.3(16)

Adoption date: June 15, 2006

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