

East Syracuse Minoa Central School District

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Community Relations

SUBJECT: COMMUNITY AND MEDIA RELATIONS

The East Syracuse Minoa Central School District provides for the educational needs of the community while the community provides the support for the District to meet these needs. To facilitate and enhance this relationship, the District will continue to strengthen communication lines to ensure that the community is fully and accurately informed.

School District Media

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

In addition, periodic newsletters may be prepared to provide, by way of example, information regarding school activities, a monthly calendar and other items of interest to the community.

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

School District Website

The East Syracuse Minoa Central School District will provide an up-to-date, informative, and user-friendly website for the District community. The goals of the East Syracuse Minoa Central School District website are:

- a) To communicate and support the District's educational program by providing current and accurate District information in a timely manner to all students, parents, staff, and East Syracuse Minoa community members.
- b) To provide easy access to a broad variety of educational and informational resources, which directly support student achievement, professional growth, organizational efficacy and community awareness.
- c) To sponsor and maintain a reliable online and easily identifiable visual representation of the East Syracuse Minoa Central School District which fosters communication, awareness, participation and a sense of belonging within the East Syracuse Minoa Central School District learning community.

Municipal Governments

It is the policy of the Board to establish and maintain a positive working relationship with the governing bodies of component municipalities. The Board shall also cooperate with municipal, county and state agencies whose work affects the welfare of the children of the District, including but not limited

to the County Social Service Department, the Board of Health, the Recreation Department, the Public Library, and all community emergency service agencies.

Senior Citizens

The Board of Education will consider school related programs for senior citizens in accordance with Education Law and/or Regulations of the Commissioner of Education.

Communication with Other Stakeholder Groups

- a) Students: The Board recognizes the importance of involving students in matters impacting their education and the greater School District community. The Board will work with administrators, staff, parents and students to coordinate communications with students on District matters and to encourage involvement and awareness of decisions impacting the student body when appropriate. Information communicated directly to students by District shall be reviewed by Building Principals prior to dispersal.
- b) Parent-Teacher Organization(s): The Board of Education recognizes that the goal of the Parent-Teacher Organizations is to develop a united effort between educators and the general public to secure for every child the highest achievement in physical, academic and social education. Therefore, staff members and parents are encouraged to join their school's Parent-Teacher Organization and to participate actively in its programs. The Board will work with parent and teacher liaisons from recognized PTO groups established in the District to communicate regarding District matters when appropriate.
- c) Key Communicators: The Key Communicators' Program is an important communications link between the District and the community. It was established in 1979.

Key Communicators stay informed of District matters, raise questions about their concerns, make suggestions for improving school operations, and share their information with friends and neighbors.

Key Communicators are primarily residents of the School District and include business people, school employees, homemakers, parents, local religious leaders and senior citizens.

Key Communicators have:

1. The ability to listen and understand what is being said.
2. The ability to convey ideas and information.
3. Interest and involvement in some school activity.

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

Adopted: 3/25/2024

Community Relations

SUBJECT: DISTRICT BRAND IDENTITY USE

In order to assure protection under New York State and federal trademark law the East Syracuse Minoa Central School District is required to monitor all uses of its trademarks. Unauthorized use of the District's trademarks is subject to civil and criminal penalties. The term "trademark" as used in this policy includes any trademark, service mark, logo, insignia, seal, crest, design, symbol or any combination of these.

The overall purpose of the licensing program is to protect the District's trademarks. This policy applies to faculty, staff, students, academic departments, ad hoc groups, administrative divisions/departments, alumni organizations, informal groups and student organizations. Suppliers and manufacturers of commercial and non-commercial products must comply with their licensing agreement with the District.

The District's trademarks include, but are not limited to: the words "East Syracuse Minoa Central School District", "ESM", the ESM brand identity, and all current and future trademarks, service marks, work marks, designs or brands used by the District.

The District asserts ownership over its name and any trademark that has come to be associated with the District. The District has registered certain of its trademarks with the New York State Department of State.

The Board authorizes the Superintendent to prepare appropriate administrative regulations for implementing this policy.

Community Relations

SUBJECT: FLAG DISPLAY

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

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

The flag shall be displayed in every assembly room (i.e., the auditorium) including the room where the Board of Education meetings are conducted.

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

Adopted: 3/25/24

Community Relations

SUBJECT: SCHOOL VOLUNTEERS

The Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purposes and goals of the volunteer program include, but are not limited to:

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

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

The Board authorizes the Superintendent to promulgate administrative regulations to implement the terms of this policy.

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

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

Adopted: 3/25/2024

Community Relations

SUBJECT: LOST AND FOUND

Families are encouraged to label all items brought to school with their student's name.

A lost and found area will be maintained in each school building and in the Transportation Center. All Items found on school district property must be turned in to the main office of the respective school building. All items found on the school district buses or other vehicles must be turned in to the Transportation Center.

Each building principal and the transportation supervisor shall appoint a designee to serve as coordinator of lost and found property. The designee must be a district employee.

Each school building will periodically send notices to families to check the lost and found items. Unclaimed items may be sold, donated to a charitable organization, destroyed or otherwise disposed of at the discretion of the Superintendent of Schools.

Community Relations

SUBJECT: VISITORS TO THE SCHOOL

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

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits, as well the applicable provisions of the Code of Conduct.

Education Law Section 2801
Penal Law Sections 140.10 and 240.35

Adopted: 3/25/2024

SUBJECT: USE OF SERVICE ANIMALS

The Board of Education allows the use of service animals on school grounds by individuals with disabilities, subject to restrictions permitted by federal and/or state law, and procedures established by the Superintendent of Schools or his/her designee.

For the purpose of this policy, a service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability.

28 CFR Sections 35.104, 35.136, 35.139

Community Relations

SUBJECT: PUBLIC COMPLAINTS

Complaints by citizens regarding any facet of the school operation, including school personnel, often can be handled more satisfactorily by the administrator in charge of the District employees closest to the source of the complaint. Individuals are instructed to reference the District's webpage for additional information on who to contact with specific questions or concerns, and, where applicable, follow the appropriate communication protocols established by the District.

In most instances, if an individual's concerns cannot be satisfactorily resolved by the teacher, coach or other school employee to whom they are initially presented, that individual may make a complaint to the building principal and/or immediate supervisor of the employee who is the subject of the complaint.

If the complaint and related concerns are not resolved at this level to the satisfaction of the complainant, the complaint may then be escalated to the Superintendent and/or the Superintendent's designee. Unresolved complaints at the building level must be reported to the Superintendent and/or the Superintendent's designee by the Building Principal. The Superintendent may require that the complainant submit the complaint in writing. The Superintendent will not address anonymous complaints.

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

Complaints of alleged discrimination, bullying and/or harassment will be investigated by the appropriate District official in accordance with all applicable federal and state laws and regulations, as well as all applicable District policies, regulations, procedures, collective bargaining agreements and other relevant documents.

Complaints and grievances by employees will be settled through procedures provided in employee agreements.

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the School District

#8330 -- Objection to Instructional Materials

District Code of Conduct

Adopted: 3/25/2024

SUBJECT: SOLICITATION OF CHARITABLE DONATIONS & ADVERTISING IN THE SCHOOLS**School Children**

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

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

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

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

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

School Personnel

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

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

Advertising and Commercial Activity

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

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

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

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

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

Adopted: 3/25/2024

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

School facilities may be used during non-school hours by community members for educational, cultural, social, recreational, civic and other legitimate purposes, which are open to the general public and permitted by applicable law. Use of facilities, however, will be subject to conditions set forth in this policy and in regulations developed by the Superintendent.

School activities have priority over non-school uses of the buildings on any given date. It should be understood that school events may make it necessary to cancel or postpone previously approved applications. The Board reserves the right to refuse permission for use of school facilities for purpose, which it deems harmful to the building, or against existing law. The Board also reserves the right to refuse permission for the use of school facilities to groups whose compliance with the Board's regulations for such use has been unsatisfactory in the past.

The Superintendent will establish regulations for authorizing such use of District facilities (e.g., application and authorization procedures, fees, insurance requirements, etc.). Groups wishing to use the school facilities must secure written permission in accordance with the regulations and abide by the rules and regulations established for such use.

Materials and Equipment

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

- All District property and equipment are to be used first to further the educational process of the District; any other use must not interfere with this educational process; and
- Activities which might produce either hazards to people or damage to school property must be supervised by a responsible individual (s).

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

NOTE: Refer also to Policies #3281 -- Use of Facilities by the Boy Scouts of America and Patriotic Youth Groups

#3410 -- Code of Conduct on School Property

#5640 -- Smoking/Tobacco Use

#7320 -- Alcohol, Tobacco, Drugs and Other Substances (Students)

#7410 -- Extracurricular Activities

District Code of Conduct

Community Relations

**SUBJECT: USE OF FACILITIES BY THE BOY SCOUTS OF AMERICA AND
PATRIOTIC YOUTH GROUPS**

To the extent the District receives funds made available through the United States Department of Education and maintains a "designated open forum" or a "limited public forum," as those terms are defined in federal regulation, it will not deny any group officially affiliated with the Boy Scouts of America or any other patriotic youth group listed in Title 36 of the United States Code equal access or a fair opportunity to meet. Likewise, the District will not discriminate against any such group that requests to conduct a meeting within the District's designated open forum or limited public forum, including denying such access or opportunity or discriminating for reasons based on the group's membership or leadership criteria or oath of allegiance to God and country.

The District will provide groups officially affiliated with the Boy Scouts of America or other Title 36 patriotic youth group access to facilities and the ability to communicate using school-related means of communication on terms that are no less favorable than the most favorable terms provided to other outside youth or community groups.

The District is not required to sponsor any group officially affiliated with Boy Scouts or any other Title 36 patriotic youth group.

20 USC Section 7905
36 USC Subtitle II
34 CFR Parts 75, 76 and 108

NOTE: Refer also to Policy #3280 -- Use of School Facilities, Materials and Equipment

Adopted: 3/25/2024

Community Relations

SUBJECT: OPERATION OF MOTOR-DRIVEN VEHICLES ON DISTRICT PROPERTY

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

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

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

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

NOTE: Refer also to Policy #8212 -- Safe Driving Program

Adopted: 3/25/2024

Community Relations

SUBJECT: PUBLIC ACCESS TO RECORDS

The District will provide access to records of the District in accordance with Federal and State law, and will maintain records in accordance with the Records Retention and Disposition Schedule promulgated by the Commissioner of Education.

The Superintendent of Schools will develop regulations designed to comply with applicable laws and governing the procedures to be followed to obtain access to district records. The Superintendent also will designate, subject to Board approval, a records management officer as required by law. Regulations and procedures pertaining to accessing and providing District records shall be as indicated in the School District Administrative Manual.

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

Adopted: 3/25/2024

Community Relations

SUBJECT: CONFIDENTIALITY OF COMPUTERIZED INFORMATION

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

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

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

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

Adopted: 3/25/2024

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY

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

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

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

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

- a) Provisions regarding conduct, dress and language deemed appropriate and acceptable on school property and at school functions, and conduct, dress and language deemed unacceptable and inappropriate on school property; provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property and at school functions; the appropriate range of disciplinary measures which may be imposed for violation of such Code; and the roles of teachers, administrators, other school personnel, the Board of Education and parents/ persons in parental relation to the student;
- b) Provisions prohibiting bullying, discrimination and harassment against any student, by employees or students that creates a hostile school environment by conduct, or by threats, intimidation or abuse including cyberbullying that either:
 1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or
 2. Reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his/her physical safety.
 3. Such conduct shall include acts of harassment and/or bullying that occur:
 - (a) On school property; and/or

(Continued)

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

- (b) At a school function; or
 - (c) Off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment.
4. For purposes of this policy, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions;
 5. For purposes of this policy, "emotional harm" that takes place in the context of "harassment or bullying" means harm to a student's emotional well-being through the creation of a hostile environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.

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

- c) Standards and procedures to assure the security and safety of students and school personnel;
- d) Provisions for the removal from the classroom and from school property, including a school function, of students and other persons who violate the Code;
- e) Provisions prescribing the period for which a disruptive student may be removed from the classroom for each incident, provided that no such student shall return to the classroom until the Principal (or his/her designated School District administrator) makes a final determination pursuant to Education Law Section 3214(3-a)(c) or the period of removal expires, whichever is less;
- f) Disciplinary measures to be taken for incidents on school property or at school functions involving the use of tobacco, the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights, and threats of violence;
- g) Disciplinary measures to be taken for incidents on school property or at school functions involving bullying, discrimination and/or harassment;

(Continued)

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

- h) Provisions for responding to acts of bullying, discrimination and/or harassment against students by employees or students on school property or at a school function pursuant to clause (b) of this subparagraph which, with respect to such acts against students by students, incorporate a progressive model of student discipline that includes measured, balanced and age-appropriate remedies and procedures that make appropriate use of prevention, education, intervention and discipline, and considers among other things, the nature and severity of the offending student's behavior(s), the developmental age of the student, the previous disciplinary record of the student and other extenuating circumstances, and the impact the student's behaviors had on the individual(s) who was physically injured and/or emotionally harmed. Responses shall be reasonably calculated to end the bullying, discrimination and/or harassment, prevent recurrence, and eliminate the hostile environment. This progressive model of student discipline shall be consistent with the other provisions of the *Code of Conduct*;
- i) Provisions for detention, suspension and removal from the classroom of students, consistent with Education Law Section 3214 and other applicable federal, state and local laws, including provision of continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from school, which shall include alternative educational programs appropriate to individual student needs;
- j) Procedures by which violations are reported and determined, and the disciplinary measures imposed and carried out;
- k) Provisions ensuring the *Code of Conduct* and its enforcement are in compliance with state and federal laws relating to students with disabilities;
- l) Provisions setting forth the procedures by which local law enforcement agencies shall be notified promptly of Code violations, including but not limited to incidents of bullying, discrimination and/or harassment which may constitute a crime;
- m) Provisions setting forth the circumstances under and procedures by which parents/persons in parental relation to the student shall be notified of Code violations;
- n) Provisions setting forth the circumstances under and procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision ("PINS") petition as defined in Articles 3 and 7 of the Family Court Act will be filed;
- o) Circumstances under and procedures by which referral to appropriate human service agencies shall be made, as needed;

(Continued)

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

- p) A minimum suspension period for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. For purposes of this requirement, as defined in Commissioner's Regulations, "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom" shall mean engaging in conduct which results in the removal of the student from the classroom by teacher(s) pursuant to the provisions of Education Law Section 3214(3-a) and the provisions set forth in the *Code of Conduct* on four (4) or more occasions during a semester, or three (3) or more occasions during a trimester, as applicable;
- q) A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a)(a). However, the suspending authority may reduce the suspension period on a case-by-case basis consistent with any other state and federal law;
- r) A Bill of Rights and Responsibilities of Students which focuses upon positive student behavior and a safe and supportive school climate, which shall be written in plain-language, publicized and explained in an age-appropriate manner to all students on an annual basis;
- s) Guidelines and programs for in-service education programs for all District staff members to ensure effective implementation of school policy on school conduct and discipline, including but not limited to, guidelines on promoting a safe and supportive school climate while discouraging, among other things, discrimination, bullying and/or harassment against students by students and/or school employees; and including safe and supportive school climate concepts in the curriculum and classroom management;
- t) A provision prohibiting retaliation against any individual who, in good faith, reports or assists in the investigation of bullying, and/or discrimination; and
- u) Provisions setting forth the name(s) of the District's designated Dignity Act Coordinator(s) ("DAC") for each school building and the contact information of each DAC.

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

The *Code of Conduct* shall be reviewed on an annual basis, and updated as necessary in accordance with law. The District may establish a committee pursuant to Education Law Section 2801(5)(a) to facilitate review of its *Code of Conduct* and the District's response to *Code of Conduct*

(Continued)

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

violations. The School Board shall reapprove any updated *Code of Conduct* or adopt revisions only after at least one (1) public hearing that provides for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties. The District shall file a copy of its *Code of Conduct* and any amendments with the commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.

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

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

Privacy Rights

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

School Safety**Weapons on School Grounds**

With the exception of law enforcement officers, as permitted by law, and individuals who have the express written permission of the Board of Education or its designee, no person may have in his/her possession any weapon on school grounds, in any District building, on a school bus or District vehicle, or at any school sponsored activity or setting under the control and supervision of the District.

(Continued)

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)Threats of Violence in School

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

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

Education Law Sections 2801 and 3214
Family Court Act Articles 3 and 7
Vehicle and Traffic Law Section 142
8 NYCRR Section 100.2(1)(2)

NOTE: Refer also to *District Code of Conduct*

Adopted: 3/25/2024

Community Relations

SUBJECT: PROHIBITION OF WEAPONS ON SCHOOL GROUNDS

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

Penal Law Sections 265.01-265.06, 265.20

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property
#7360 -- Weapons in School and the Gun-Free Schools Act

Adopted: 3/25/2024

Community Relations

SUBJECT: THREATS OF VIOLENCE IN SCHOOL

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

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

The District refuses to condone acts and/or threats of violence which threaten the safety and well-being of staff, students, visitors and/or the school environment. Employees, students, agents and invitees shall refrain from engaging in threats or physical actions which create a safety hazard for others.

All staff who are made aware of physical acts and/or threats of violence directed to students or staff are to report such incidents to the Building Principal/designee. Local law enforcement agencies may be called as necessary upon the determination of the Principal.

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

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

This policy will be enforced in accordance with applicable laws and regulations, as well as collective bargaining agreements and the *Code of Conduct*.

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

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

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation as required by Federal and state law. Harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of discrimination and harassment on the basis of all legally-protected classes, including but not limited to race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, use of a service animal, domestic violence victim status, or other status protected by law, by employees, school volunteers, students, and non-employees such as contractors and vendors, as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District.

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

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

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

Development and Dissemination of Administrative Regulations

Regulations will be developed for reporting, investigating, and remedying allegations of discrimination and/or harassment in accordance with applicable laws and regulations.

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

(Continued)

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

Age Discrimination in Employment Act, 29 USC Section 621

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

Prohibits discrimination on the basis of disability.

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

Prohibits discrimination on the basis of disability.

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

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

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

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

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

Prohibits discrimination on the basis of sex.

Civil Rights Law Section 40-c

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

Civil Service Law Section 75-B

Education Law Section 2801(1)

Executive Law Section 290 et seq.

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

Military Law Sections 242 and 243

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

Community Relations

**SUBJECT: SCHOOL SAFETY AND EDUCATIONAL CLIMATE REPORTING SYSTEM
(SSEC)**

In compliance with the School Safety and Educational Climate (SSEC) system, the District will record and will submit data regarding violent and disruptive incidents (and other incidents as required by law that occur on school property or at school functions to the Commissioner of Education.

All personally identifiable information included in such reports will be confidential and will not be disclosed to any person for any purpose other than those purposes authorized by law.

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

Adopted: 3/25/2024

SUBJECT: EMERGENCY SCHOOL CLOSINGS

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

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

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

Education Law Section 3604(7)

Adopted: 3/25/2024