

BOARD MEMBER TRAINING

Members of the Board of Education elected or appointed for a term beginning on or after July 1, 2005, shall, within the first year of their term, complete a minimum of six hours of training on the fiscal oversight, accountability and fiduciary responsibilities of a school board member. ~~Such training may be offered as part of a general course of training for the purpose of educating Board members on their powers, functions and duties.~~

Additionally, Board members elected or appointed for a first term beginning on or after July 1, 2011, shall within the first year of their term; complete a training course to acquaint him or her with the powers, functions and duties of boards of education, as well as the powers and duties of other governing and administrative authorities affecting public education.

These mandatory trainings may be taken together as a single course or separately.

Each member shall demonstrate compliance with this requirement by filing with the District Clerk a certificate of completion of such course issued by the provider. Actual and necessary expenses incurred in complying with this requirement shall be a charge against the school district.

The Board President and Board Vice President, when newly-elected, will complete at least one training on the duties, roles and responsibilities of school board officers. Such training can take place in the form of in-person conferences, online webinars or classes, facilitated retreats, or other format approved by the Board. The Board shall determine participation in training by majority vote. The Board shall include in the annual budget sufficient funds for at least one such training per newly-elected Board officer.

Cross-ref: 2510, New Board Member Orientation
2521, School Board Conferences, Conventions, and Workshops
6830, Expense Reimbursement

Ref: Education Law §2102-a

Adoption date: September 26, 2011
Revised:

~~NOTIFICATION OF RELEASE OF CONVICTED SEX OFFENDERS~~

~~The Board of Education recognizes its responsibility for the health and safety of the students enrolled within the district and for those youngsters receiving services or participating in programs or events on school district property. In light of that responsibility, the Board is desirous of taking appropriate precautionary measures in situations where the district has been advised by law enforcement officials that a convicted sex offender resides within the district's geographic boundaries.~~

~~Where school officials are advised that an individual convicted of a sexual offense resides within the school district, the district shall give notice in accordance herewith in order to minimize the possibility that the released sex offender will come into contact with school age children. Furthermore, the district determines that cooperation with local law enforcement officials will best promote and protect the safety and well-being of its students.~~

~~It is a policy of the Board that whenever information is received from local law enforcement officials under the Sex Offender Registration Act, that a registered convicted sex offender is residing within the school district, such information shall be disseminated by the Superintendent of Schools to the following:~~

- ~~A. — Building principals~~
- ~~B. — Appropriate administrative, teaching and support staff~~
- ~~C. — Security personnel and those responsible for monitoring persons visiting on school district property~~
- ~~D. — Custodians~~
- ~~E. — Athletic coaches and club advisors~~
- ~~F. — Bus drivers~~

~~Further, the district will make use of a postcard mailing and the district's hotline and website to inform the entire community that notification of a convicted sex offender living within the Harborfields Central School District has been received. The postcard, hotline, and district website should inform residents of the websites where specific information may be obtained on the sex offender and how to be placed on an e-mail distribution list.~~

~~In addition to the foregoing, the district will comply with the requirements of the Freedom of Information Law and will provide information received from law enforcement officials in response to written requests for information concerning the release of convicted sex offenders pursuant to the Freedom of Information Law. The Superintendent reserves the right to disseminate such information to such additional individuals or groups of individuals who, in the opinion of the Superintendent have a legitimate need to be notified of such information in order to protect the health, safety or welfare of school district students.~~

~~Any individual receiving notice hereunder shall immediately inform appropriate school officials if they observe on school property any individual whose description matches that of a released sex offender.~~

~~Adoption Date: July 10, 2001~~

~~Revised: March 16, 2005~~
~~May 14, 2019~~

NOTIFICATION OF SEX OFFENDERS

The Board of Education acknowledges the efforts of local law enforcement to notify the district when a person with a history of sex offenses against a child is being paroled or released into the community, in accordance with the provisions of the Sex Offender Registration Act, commonly known as Megan's Law. The purpose of this notification is to protect members of the community, particularly children, by notifying them of the presence of individuals in their midst who may present a danger. Consistent with its duty to protect students under its care, the district shall cooperate with local law enforcement agencies in this endeavor.

Any information provided by local law enforcement officials pursuant to Megan's Law shall be posted in an appropriate location in all school buildings. In addition, the Superintendent of Schools shall ensure the dissemination of any such information to all staff who might come into contact with the offender in the course of doing their jobs, including Building Principals, staff who issue visitor's passes, bus drivers, custodians, playground monitors, security personnel, and coaches. All other staff members and community residents shall be informed of the posting requirement for such information established by this policy and shall also be reminded of the security measures and personal safety instruction provided at school. All staff requests for information provided by the law enforcement agencies shall be directed to the Building Principal. Requests for information from community residents shall be directed to the District Clerk.

The Superintendent shall establish any necessary regulations for implementing this policy with the advice of the school attorney.

This policy shall be disseminated at least once a year to all district residents.

Ref: Correction Law, Article 6-C (Sex Offender Registration Act)
Doe v. Pataki, 1998 WL 230955 (S.D.N.Y. May 7, 1998) (current injunction)
Doe v. Pataki, 120 F.3d 1263 (2d. Cir. 1997), *cert. denied*, 118 Sup. Ct. 1066 (1998)

Adoption date:

NOTIFICATION OF SEX OFFENDERS EXHIBIT

Dear Parents and Guardians,

In accordance with the New York State's Sex Offender Registration Act, local law enforcement agencies will, at their discretion, may be notifying school administrators of sex offenders living or working in this district. Such information may include the offender's address or zip code, photograph, crime of conviction, modus of operation, type of victim targeted and the description of any special conditions imposed on the offender. As of now we (have/have not) received such notification.

All information the district receives form local law enforcement will be posted in an appropriate location in all district buildings, and will be available to you upon request. In addition, any information received will be circulated to all staff who might come into contact with the offender in the course of doing their jobs, including Building Principals, staff who issue visitors' passes, bus drivers, custodians, playground monitors, and coaches. All other staff members will be informed of the availability of the information. All staff have been directed to notify their supervisor if they observe any suspicious person(s) in an area where children congregate, and law enforcement officials will be notified if cases where the circumstances warrant it.

We are dedicated to the safety of our children while they're in school. All of our schools have strict sign-in/sign-out procedures for our students, and all visitors must first report to the school's main office for a visitor's pass. In addition, our school curriculum includes teaching personal safety and stranger awareness skills.

We encourage you to talk to your children about personal safety. Books and other resources are available from school counselors, if necessary.

Specific questions about this matter may be directed to Suffolk County Police Department, Second Precinct, 1071 Park Avenue, Huntington, NY 11743, 631-854-8200.

Please be assured that the school district will continue to take responsible and appropriate measures to protect our students.

Very truly yours,

Rory J. Manning, Ed.D.
Superintendent of Schools

Adoption date:

STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights ~~shall~~ will be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The District will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, pursuant to Chapter 56 of the Laws of 2014, the district will execute agreements with third-party contractors who collect, process, store, organize, manage or analyze student personally identifiable information (PII) to ensure that the contractors comply with the law in using appropriate means to safeguard the data.

The Superintendent of Schools ~~shall~~ is be responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

Definitions

Authorized Representative: an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Education Record: means those records, in any format, directly related to the student and maintained by the district or by a party acting on behalf of the district, except:

- (a) records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute (e.g. memory joggers);
- (b) records of the district's law enforcement unit;
- (c) grades on peer-graded papers before they are collected and recorded by a teacher.

Eligible student: a student who has reached the age of 18 or is attending postsecondary school.

Legitimate educational interest: a school official has a legitimate educational interest if they need to review a student's record in order to fulfill ~~his~~ their or her professional responsibilities.

Personally identifiable information: as it pertains to students, is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parents' name and/or address, a biometric record, etc. This term is fully defined in federal regulations at 34 CFR 99.3.

School official: a person who has a legitimate education interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing ~~his or her~~ their tasks. Volunteers may be considered school officials for purposes of access to personally identifiable information if they are under the direct control of the district, are trained in the requirements of law under this policy, have a legitimate educational interest, and the district uses reasonable methods to limit access to only the information that is necessary to fulfill their volunteer duties. Volunteers may only access the information necessary for the assignment, and must not disclose student information to anyone other than a school official with a legitimate educational interest.

Third party contractor: is any person or entity, other than an educational agency (which includes schools, school districts, BOCES, or the State Education Department), that receives student or teacher/principal PII from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of such educational agency, or audit or evaluation of publicly funded programs. This includes educational partnership organizations that receive student or teacher/principal PII from a school district to carry out responsibilities under Education Law §211-e (for persistently lowest-achieving schools or schools under registration review) and is not an educational agency. This also includes not-for-profit corporations or other non-profit organizations, other than educational agency.

Annual Notification

At the beginning of each school year, the district will publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and the New York State Law and the procedures for exercising those rights. A 'Parents' Bill of Rights for Data Privacy and Security' will be posted on the district website and included in any agreements with third-party contractors. (see 8635-E) The notice and 'Bill of Rights' may be published in a newspaper, handbook or other school

bulletin or publication. This notice and 'Bill of Rights' will also be provided to parents, guardians, and students who enroll during the school year.

The notice and 'Bill of Rights' will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations; and/or file a complaint regarding a possible data breach by a third party contractor with the district and/or the New York State Education Department's Chief Privacy Officer for failure to comply with state law.

The annual notice and Parents' Bill of Rights will inform parents/guardians and students:

1. that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests. The notice will define 'school official' and 'legitimate educational interest.'
2. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance purposes.
4. that the district, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent. The district will not sell directory information.
5. that, upon request, the district will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.
6. of the procedure for exercising the right to inspect, review and request amendment of student records.

The district may also release student education records, or the personally identifiable information contained within, without consent, where permitted under federal law and regulation. For a complete list of exceptions to FERPA's prior consent requirements see accompanying regulation 5500-R, Section 5.

The district ~~shall~~ will effectively notify parents, guardians and students who have a primary or home language other than English.

In the absence of the parent or secondary school student exercising their right to opt out of the release of information to the military, the district is required to, under federal law, release the information indicated in number five (5)) above.

Directory Information

The district has the option under Ferpa of designating certain categories of student information as "directory information." The Board directs that "directory information" include a student's may disclose information about a student that has been designated as directory information unless a parent/guardian of a student under 18 years of age, or an eligible student, notify the district that they do not desire to have such information disclosed. The following information has been designated as directory information:

1. the student's name,
2. address and telephone number,
3. date of birth,
4. participation in officially recognized school activities or sports,
5. dates of attendance,
6. weight and height if a member of an athletic team,
7. awards received, and
8. most recent educational agency or institution attended by the student.

Information about a homeless student's living situation will be treated as a student educational record, and will not be deemed directory information. A parent/guardian or eligible student may elect, but cannot be compelled, to consent to release of a students' address information in the same way they would for other student education records. The district;s McKinney-Vento liaison will take reasonable measures to provide homeless students with information on educational, employment, or other postsecondary opportunities and other beneficial activities. The district permits the parent/guardian to select the school's address as the student's address for purposes of directory information.

Social security numbers or other personally identifiable information will not be considered directory information.

Once the proper FERPA notification is given by the district, a parent/guardian or student will have 14 days to notify the district of any objections they have to any of the "directory information" designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or student for release. Once the student or parent/guardian provides the "opt-out," it will remain in effect after the student is no longer enrolled in the school district.

The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

Cross-ref: 1120, School District Records
4321, Programs for Students with Disabilities Under IDEA and Part 89
4532, School Volunteers
5550, Student Privacy
5151, Homeless Students
8635, Information and Data Security, Breach and Notification

Ref: Family Educational Rights and Privacy Act, as amended, 20 USC 1232g; 34 CFR Part 99
No Child Left Behind Act, 20 USC §7908 (Military Recruiter Access)
10 USC §503 as amended by §544 of the National Defense Reauthorization Act for FY 2002
Education Law § 225
Public Officers Law §87(2)(a)
Arts and Cultural Affairs Law, Article 57-A (Local Government Records Law)
8 NYCRR 185.12 (Appendix I) Records Retention and Disposition, Schedule ED-1 for Use by School Districts and BOCES
“Guidance for Reasonable Methods and Written Agreements,”
http://www2.ed.gov/policy/gen/guid/fpc/pdf/reasonablemtd_agreement.pdf
Family Policy Compliance Office website:
<http://www2.ed.gov/policy/gen/guid/fpc/index.html>

Adoption date: October 15, 2014

Revised: October 18, 2017
September 12, 2018
May 14, 2019
.....

Reviewed: August 21, 2017

STUDENT RECORDS REGULATION

It is recognized that the confidentiality of student records must be maintained. The terms used in this regulation are defined in the accompanying policy. The following necessary procedures have been adopted to protect the confidentiality of student records.

Section 1. Pursuant to the Family Educational Rights and Privacy Act (FERPA) and state law it ~~shall be~~ is the policy of this school district to permit parents/guardians and eligible students to inspect and review any and all official records, files and data directly related to that student, including all materials that are incorporated into each student's cumulative record folder.

The rights created by FERPA and state law transfer from the parents/guardians to the student once the student attains eligible student status. However, districts can disclose information to parents of eligible students under certain circumstances, including when the student is a dependent under the IRS tax code, when the student has violated a law or the school's rules regarding alcohol or substance abuse (and the student is under 21); when the information is needed to protect the health or safety of the student or other individuals.

Section 2. Parents/guardians or the eligible student will have an opportunity for a hearing to challenge the content of the student's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Section 3. A letter ~~shall~~ will be sent annually to parents/guardians of students currently in attendance and students currently in attendance informing them of their rights pursuant to FERPA and state law, and will include a Parents' Bill of Rights. See Exhibit 5500-E.1. The district shall effectively notify parents, guardians and students who have a primary or home language other than English.

Section 4. To implement the rights provided for in sections 1 and 2, the following procedures are adopted:

1. A parent/guardian or an eligible student who wishes to inspect and review student records ~~shall~~ must make a request for access to the student's school records, in writing, to the Building Principal. Upon receipt of such request, once the district verifies the identity of the parent/guardian or eligible student, arrangements ~~shall~~ will be made to provide access to such records within 45 days after the request has been received. If the record to which access is sought contains information on more than one student, the parent/guardian or eligible student will be allowed to inspect and

review only the specific information about the student on whose behalf access is sought.

- a. Before providing access to student records, the district will verify the identity of the parent/guardian or eligible student.
 - b. The district may provide the requested records to the parent/guardian or eligible student electronically, as long as the parent/guardian or eligible student consents. The district will transmit PII electronically in a way that maintains its confidentiality, using safeguards such as encryption and password protection.
2. A parent/guardian or an eligible student who wishes to challenge the contents of the student's school records shall **must** submit a request, in writing, to the Building Principal identifying the record or records which they believe to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student together with a statement of the reasons for their challenge to the record.
 3. Upon receipt of a written challenge, the Building Principal shall provide a written response indicating either that ~~he/she~~ **they**:
 - a. finds the challenged record inaccurate, misleading or otherwise in violation of the student's rights and that the record will be corrected or deleted; or
 - b. finds no basis for correcting or deleting the record in question, but that the parent/guardian or eligible student will be given an opportunity for a hearing. The written response by the Building Principal shall **will** be provided to the parent/guardian or eligible student within 14 days after receipt of the written challenge. The response shall **will** also outline the procedures to be followed with respect to a hearing regarding the request for amendment.
 4. Within 14 days of receipt of the response from the Building Principal, a parent/guardian or eligible student may request, in writing, that a hearing be held to review the determination of the Building Principal.
 5. The hearing shall **will** be held within 10 days after the request for the hearing has been received. The hearing will be held by the Superintendent of Schools, unless the Superintendent has a direct interest in the outcome of the hearing, in which case the Superintendent will designate another individual who does not have a direct interest in the outcome of the hearing to hold the hearing.
 6. The parent/guardian or eligible student shall **will** be given a full and fair opportunity to present evidence at the hearing. The parent/guardian or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
 7. The Superintendent or other individual designated by the Superintendent will make a decision in writing within 14 days after the hearing.
 8. After the hearing, if the Superintendent or the individual designated by the Superintendent decides not to amend the record, the district will inform the

parent/guardian or eligible student that they have the right to place a statement in the record commenting on the contested information or stating why ~~he/she~~ **they** disagree with the decision of the district. Any statement placed in the record will be maintained with the contested part of the student record for as long as the record is maintained. Further, the statement will be disclosed by the district whenever it discloses the portion of the record to which the statement relates.

Section 5. Except to the extent that FERPA authorizes disclosure of student records without consent, student records, and any material contained therein which is personally identifiable, are confidential and will not be released or made available to persons other than parents/guardians or eligible students without the prior written consent of the parents/guardians or eligible student.

Exceptions to FERPA's prior consent requirement include, but are not limited to disclosure:

1. To other school officials within the district who have been determined to have legitimate educational interests.
2. To officials of another school, school system or post-secondary institution where the student seeks or intends to enroll.
3. To authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, the U.S. Attorney General, or state and local education authorities in connection with an audit or evaluation of a federal- or state-supported education program or in compliance with legal requirements related to those programs.
4. In connection with the student's application for or receipt of financial aid.
5. To state and local officials or authorities in compliance with state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are being released.
6. To organizations conducting studies for, or on behalf of, education agencies or institutions, in order to develop tests, administer student aid, or improve instruction.
7. To accrediting organizations to carry out their accrediting functions.
8. To parents of a dependent student, as defined by the Internal Revenue Code.
9. To comply with a judicial order or lawfully issued subpoena, including ex parte court orders under the USA Patriot Act. Prior to complying with a judicial order or subpoena, the district will make a reasonable effort to notify the parent/guardian or eligible student, unless the district has been ordered not to disclose the existence or content of the order or subpoena, or unless the parent is the subject of a court proceeding involving child dependency or child abuse and neglect matters, and the order is issued in context of that proceeding.
10. In connection with a health or safety emergency, the district will disclose information when, taking into account the totality of circumstances, a determination is made that there is an articulable and significant threat to the health or safety of the student or other individuals.

11. To teachers and school officials in other schools who have legitimate educational interests in the behavior or the student when the information concerns disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
12. To provide information that the district has designated as "directory information."
13. To provide information from the school's law enforcement unit records.
14. To a court, when the district is involved in legal action against a parent or student, those records necessary to proceed with the legal action.
15. To the U.S. Secretary of Agriculture, its authorized representatives from the Food and Nutrition Service, or contractors acting on its behalf, to monitor, evaluate and measure performance of federally-subsidized school food programs, subject to certain privacy protections.
16. To any caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan, where the agency or organization is legally responsible for the care and protection of that student, not to be redisclosed except as permitted by law.

The district will use reasonable methods to provide access to student educational records to only those authorized under the law and to authenticate the identity of the requestor. The district will use an array of methods to protect records, including physical controls (such as locked cabinets), technological controls (such as role-based access controls for electronic records, password protection, firewalls, encryption), and administrative procedures. The district will document requests for and release of records, and retain the documentation in accordance with law.

If the district enters into a contract with a third party that calls for receipt of student PII by the contractor, the agreement will include a data security and privacy plan that includes a signed copy of the Parents' Bill of Rights and addresses the following, among other contractual elements:

1. training of vendor employees regarding confidentiality requirements;
2. limiting access to PII to those individuals who have a legitimate educational interest or need access to provide the contracted services;
3. prohibiting the use of PII for any other purpose than those authorized under the contract;
4. prohibiting the disclosure of PII without the prior written consent of the parent/guardian or eligible student, unless it is to a subcontractor in carrying out the contract, or unless required by statute or court order, in which they must provide notification to the district (unless notice is prohibited by the statute or court order);
5. maintaining reasonable administrative, technical and physical safeguards to protect PII;
6. using encryption technology to protect PII while in motion or in its custody to prevent unauthorized disclosure;
7. breach and notification procedures.

The district will, via written agreements, designate authorized representatives who have access to educational records. The written agreement will specify how the work falls within the exception, what personally identifiable information is to be disclosed, how the educational record will be used, and that the records will be destroyed by the authorized representative once they are no longer needed for that purpose or the agreement expires.

Section 6. Whenever a student record or any material contained therein is to be made available to third persons, other than those covered by the exceptions authorized by FERPA, the parent/guardian or eligible student must file a written consent to such action. The written consent must specify the records to be released, the reasons for such release, and to whom. If the parent or eligible student so requests, the district will provide ~~him or her~~ them with a copy of the records disclosed. In addition, if the parent of a student who is not an eligible student so requests, the district will provide the student with a copy of the records disclosed.

Section 7. Unless specifically exempted by FERPA, all persons requesting access to such records will be required to sign a written form which indicates the legitimate educational interest that such person has in inspecting the records. Such form will be kept with the student's file and will be maintained with the student's file as long as the file is maintained.

Additional Rights Under New York State Law Related to the Protection of Student Data and Third Party Contractors

New York State Law offers parents additional rights beyond FERPA in regard to third party contractors and student PII. The district will post on its website and distribute a 'Parents' Bill of Rights for Data Privacy and Security.' The 'Parents' Bill of Rights will establish the following:

- Educational purpose: The use of student personally identifiable information (PII) is for educational or related purposes only.
- Transparency: Disclosure of third party contracts and their privacy provisions.
- Authorization: Assurance that proper authorization will be secured prior to the release of PII.
- Security: A description of the measures in place to protect PII, without compromising the security plan.
- Data Breach Notification: An explanation of the procedures in the event of a data breach.
- Complaint Procedure: The district offers a complaint procedure in the event that a parent suspects a breach of student data by a third party contractor and provides information about lodging a complaint with the New York State Education Department's Chief Privacy Officer.

See policy 8635 (and regulation 8635-R, Information and Data Privacy, Security, Breach and Notification for more information on data security and breaches of PII, and 8635-E for the Parent's Bill of Rights for Data Privacy and Security.

Retention and Disposition of Student Records

The Board has adopted 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. The Board directs all district officials to adhere to the schedule and all other relevant laws in retaining and disposing of student 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.

The fee for copies of education records will be \$0.25 per page.

~~Section 8. The Board adheres to state and federal law and regulations governing the retention and disposition of student records, including the Records Retention and Disposition Schedule ED-1 setting forth the minimum length of time school district records must be retained. Student records that have been kept in excess of the minimum retention periods outlined in the schedule will be disposed of, except in the following cases:~~

- ~~1. Records being used in legal actions must be kept for one year after the legal action ends, or until the scheduled retention period has passed, whichever is longer.~~
- ~~2. The school district will not destroy any education records while there is an outstanding request to inspect and review them.~~
- ~~3. Records being kept beyond the established retention period at the request of state or federal agencies will be kept until the district/BOCES receives the audit report, or the need is satisfied.~~
- ~~4. Personally identifiable special education records which may be useful to a child when applying for social security or other benefits and which have been requested by a parent/guardian or eligible child may be kept beyond the minimum period of time.~~
- ~~5. Any school records predating 1910 require express written permission from the State Archives and Records Administration.~~
- ~~6. No record may be disposed of unless it is listed on this schedule or its disposition is covered by other laws. In cases where the school district is uncertain as to the length of time a record must be kept, the district will contact the State Education Department.~~

~~For purposes of this regulation, the disposition of student records means the physical destruction, removal of personal identifiers from information so that it is no longer personally identifiable, sale, gift, or other authorized means of disposal.~~

~~Some of the student records and their minimum retention dates are as follows:~~

- | | |
|---|--|
| A. Student cumulative education record file (Permanent record card) | |
| 1. Cumulative achievement record equivalent for elementary and secondary school including information on school entry, withdrawal and graduation, and on subjects taken and grades received from examinations (transcripts and report cards). | PERMANENT |
| 2. Other student records, including but not limited to registration record, immunization record, screening evaluation reports, program admission application, remedial program participation record, correspondence, and transfer or discharge notice. | Six years after student would normally have graduated high school |
| B. Certificate of Regents, local high school and IEP diplomas issued (if not posed to cumulative achievement record). | PERMANENT |
| C. Discipline File | 10 years |
| Student disciplinary records, including but not limited to disciplinary log, suspension hearing records, and correspondence. | |
| D. Health Records | |
| 1. Summary record or student's record not posted to summary record. | Until the student attains age 27 |
| 2. A student's psychological or social assessment record file including a report regarding student's ability, personality, family, and environmental influences. | Six years after the report has been written |
| 3. Other health records. | Minimum period listed |
| E. Scholarship and Prizes | |
| 1. Scholarship program records, including but not limited to scholarship applications, list of eligible candidates, list of competition winners and alternates, and reports. | One year after scholarship is awarded |
| 2. Records of gifts and prizes awarded students. | Three years |
| F. Special Education Records | |
| 1. Special education file of a student or pre- | Six years after student |

~~school student with a disability containing the student information sheet which includes the most recent Individual Education Program (IEP), evaluation record and summary record.~~
~~2. Other special education records on file.~~

~~receives diploma or six years after student attains age 21, whichever is shorter~~
Six years

Adoption date: October 15, 2014

Revised: May 14, 2019
.....

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
NOTICE REGARDING ACCESS TO STUDENT RECORDS AND STUDENT
INFORMATION**

Dear Parent or Eligible Student:

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:

1. **The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.** Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** The exceptions, which permit disclosure without consent, include disclosure to school officials with legitimate educational interests or an authorized representative. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

An authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

For a complete list of exceptions to FERPA's prior consent requirements see regulation 5500-R, Section 5.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.** The Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as "directory information." Directory information includes student *[include only those designated as directory information]*:

1. the student name,
2. address and telephone number,
3. date of birth,
4. participation in officially recognized school activities or sports,
5. dates of attendance,
6. weight and height if a member of an athletic team,
7. awards received, and
8. most recent educational agency or institution attended by the student.

You may object to the release of any or all of this "directory information." However, you must do so in writing within 10 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent. For your convenience, you may note your objections to the release of directory information on the enclosed form and return it to the Building Principal.

Sincerely,

{Insert Building Principal's Name Here}

Adoption date: October 15, 2014

Revised: October 18, 2017
 September 12, 2018
 May 14, 2019

Reviewed: August 21, 2017

**APPLICATION TO REVIEW STUDENT'S RECORDS
AND CONSENT THERETO BY PARENT OR STUDENT**

APPLICATION:

I, _____,
have hereby requested access to _____
records for the following reasons: _____

Said records will not be made available to any other person or persons without the
specific written consent of _____ (Parent/Student).

DATED: _____

CONSENT:

I hereby consent that _____
Have access to my child's (to my) records with the understanding that such records will
not be released by him/her to other persons without my further consent.

DATED: _____

Adoption date: July 10, 2001

Revised: May 14, 2019

Reviewed:

**APPLICATION TO REVIEW STUDENT'S RECORDS
BY PARTIES ENTITLED THERETO WITHOUT CONSENT
BY PARENT OR STUDENT**

I, _____,
have hereby requested access to _____
records for the following reasons: _____

Said records will not be made available to any other person or persons without the
specific written consent of _____(Parent/Student).

DATED: _____

Adoption date: July 10, 2001

Revised: May 14, 2019

Reviewed: _____

NOTIFICATION OF RECORDS TRANSFER

The Harborfields Central School District has forward the records of
_____, your son/daughter to the
_____ School district at _____
on _____ (date).

Signature of Principal

Adoption date: July 10, 2001

Revised: May 14, 2019

Reviewed:

VOTER REGISTRATION FOR STUDENTS

The Board of Education believes that getting young people involved in the election process helps to secure the future of democracy by preparing young people to be educated, engaged voters who have formed the habit of voting and contributing to civic life early.

In an effort to promote student voter registration, the Board directs the Superintendent, building principals or other designees to offer all students who are at least 16 years old (but will not be 18 years old by the next election) the option to pre-register to vote. These students must be otherwise qualified to register to vote. These pre-registrations will be automatically registered upon reaching the age of eligibility following verification of the person's qualifications and address.

The district will do so by offering registration material in the spring semester of their 11th grade Social Studies classes.

Students who do not wish to pre-register to vote do not have to do so. There will be no penalty (including participation grades or credits) for choosing not to do so.

Ref: Election Law § 5-507

Adoption date:

SUPPORT SERVICES GOALS

Support services, which include safety and maintenance programs, transportation, food services, insurance management and office services, are essential to the successful functioning of the school district. Education is the district's central function, and all support services shall be provided, guided, and evaluated by this function.

In order to provide services that are truly supportive of the educational program, the Board of Education establishes these goals:

1. providing a physical environment for teaching and learning that is safe and pleasant for students, staff, and the public;
2. providing safe transportation and nutritious meals for students who use these services; and
3. providing timely, accurate, and efficient support services that meet district needs and promote district goals.

Adoption date: December 14, 2011

Reviewed:

SCHOOL BUILDING SAFETY

The Board of Education recognizes that a safe, secure and healthy school environment is necessary to promote effective learning. The Board is committed to ensuring that all school buildings are properly maintained and preserved to provide a suitable educational setting.

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

1. Appoint a Health and Safety Committee composed of representation from district administration, school staff, bargaining units and parents that shall participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair.
2. Review and approve all annual building inspections and building condition surveys.
3. Take immediate action to remedy serious conditions in school buildings affecting health and safety and report such conditions to the Commissioner of Education.
4. Annually review the facilities section of the school district report card for each building and report in a public meeting on the status of each item contained in that section of the report card. The report card shall provide information on a building's age, size enrollment, useful life, safety rating, visual inspection and building condition survey results and other items prescribed by the Commissioner.

The Superintendent of Schools shall be responsible for the development of procedures for investigating and resolving complaints related to the health and safety issues in the district's buildings consistent with requirements of state law and regulations.

Cross Ref.: 7100, Facilities Planning
7365, Construction Safety
8220, Buildings and Grounds Maintenance and Inspection

Ref.: Education Law §§ 409-d (Comprehensive Public School Building Safety Program);
409-e (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring)
8 NYCRR Part 155 (Educational Facilities)
9 NYCRR Parts 600-1250 (Uniform Fire Prevention and Building Code)

Adoption date: December 14, 2011

SCHOOL BUILDING SAFETY

The Board of Education recognizes that a safe, secure and healthy school environment is necessary to promote effective learning. The Board is committed to ensuring that all school buildings are properly maintained and preserved to provide a suitable educational setting.

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

1. Appoint a Health and Safety Committee composed of representation from district administration, school staff, bargaining units and parents that shall participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair.
2. Review and approve all annual building inspections and building condition surveys.
3. Take immediate action to remedy serious conditions in school buildings affecting health and safety and report such conditions to the Commissioner of Education.

The Superintendent of Schools shall be responsible for the development of procedures for investigating and resolving complaints related to the health and safety issues in the district's buildings consistent with requirements of state law and regulations.

Cross-ref: 7100, Facilities Planning
~~7365 Construction Safety~~
 8112, Health and Safety Committee
 8220, Buildings and Grounds Maintenance and Inspection

Ref: Education Law §§ 409-d (Comprehensive Public School Building Safety Program); 409-e (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring)
 8 NYCRR Part 155 (Educational Facilities)
 9 NYCRR Parts 600-1250 (Uniform Fire Prevention and Building Code)

Adoption date: January 15, 2014

Reviewed: August 21, 2017
 October 18, 2017
 September 12, 2018

Revised:

HEALTH AND SAFETY COMMITTEE

The Board of Education recognizes the importance of the participation of district staff and parents in promoting a safe, secure and healthy school environment. In accordance with Commissioner's Regulations, the Board will appoint a Health and Safety Committee composed of representation from district officials, staff, bargaining units and parents.

The committee will participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair. The Superintendent of Schools will ensure that the committee is appropriately involved in all of the activities required by the Commissioner's Regulations. Specifically, the committee will:

1. Participate in the investigation and disposition of health and safety complaints.
2. Ensure that at least one member of the committee participates in the annual visual inspection.
3. Consult with district officials in completing safety ratings of all occupied school buildings;
4. Monitor safety during school construction projects including periodic meetings to review issues and address complaints related to health and safety resulting from the project.
5. Upon completion of a construction project, conduct a walk-through inspection to ensure the area is ready to be reopened for use.

Expanded Health and Safety Committee

During construction projects, the Health and Safety Committee will be expanded to include the architect, construction manager and contractor. This expanded committee will:

1. Participate in the investigation and disposition of health and safety complaints regarding the construction and maintenance project.
2. Meet periodically to review issues and address complaints regarding health and safety arising from construction.
3. Monitor safety during construction projects.
4. After the work is completed, conduct a walk-through inspection to confirm that the area is ready to be reopened for use.

Cross-Ref: ~~7365, Construction Safety~~ **Remove**
8110, School Building Safety
8220, Buildings and Grounds Maintenance and Inspection

Ref: 8 NYCRR Part 155 (Educational Facilities)

Adoption date: June 18, 2014

Revised:

Reviewed: August 21, 2017
October 18, 2017
September 12, 2018

PESTICIDES AND PEST MANAGEMENT

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

The Board recognizes that pests can pose a significant risk to health and property and there may be significant risks inherent in using chemical pesticides in the school environment. Generally, pesticides will not be used on district playgrounds, turf, athletic or playing fields, unless there is an emergency. Emergencies will be handled in accordance with applicable law and regulation.

Provisions will be made for a least toxic approach to integrated pest management (IPM) for all school buildings and grounds in accordance with the Commissioner's regulations. Integrated pest management is a systematic approach to managing pests focusing on long term prevention or suppression with minimal impact on human health, the environment and nontargeted organisms.

Notification of Pesticide Application

All district staff and parents/guardians will be notified of pesticide applications performed at any school facility. A notice will be sent at the beginning of the school year which will include:

1. Notification of periodic pesticide applications throughout school year.
2. The availability of 48-hour prior written notification of pesticide applications to parents and staff who request such notice.
3. Instructions on how to register with the school to receive this prior written notification.
4. The name and number of the school representative who can provide further information.

A separate notice will be sent to staff and parents within two days of the end of winter and spring recess and within 10 days of the end of the school year which includes the date, location and product used for each pesticide application which required prior notification and each emergency application.

The Superintendent of Schools shall ensure the dissemination of this policy and conduct any training necessary to ensure that all staff are fully informed about pesticides and pest management.

Cross-ref: 8110, School Building Safety
8220, Building and Grounds Maintenance and Inspection

Ref: Environmental Conservation Law, Art.33 (Pesticides)
Education Law § 409-h (Requirements for Notification of Pesticide Applications)
6 NYCRR Part 325 (Application of Pesticides)

8 NYCRR 155.4 (Uniform Code of Public School Building Inspections, Safety Rating and Monitoring)
Desmond Americana v. Jorling, 153 AD2d 4 (3rd Dept. 1989)
IPM Workbook for New York State Schools, Cornell Cooperative Extension Community IPM Program with support from New York State Dept. of Environmental Conservation, August 1998

Adoption date: December 14, 2011

Revised:

EMERGENCY PLANS

~~The Board of Education recognizes the necessity of preparing an emergency management plan and practicing it in order to ensure that the safety and health of students and staff, as well as district property, are safeguarded in the event of a true emergency. Pursuant to this concern and the regulations of the Commissioner of Education, the Superintendent of Schools is directed to develop an emergency management plan for each school.~~

~~Such plan shall provide for sheltering, evacuation, early dismissal, written notification to students and staff, an annual drill and coordination with local and county emergency preparedness administrators.~~

~~The Superintendent is to ensure that Emergency Plans will be in place, reviewed, and, if appropriate, modified each year by October 1.~~

~~It is the responsibility of each Building Principal to provide the Superintendent with information about school population, number of staff, transportation needs and the business and home telephone numbers of their key officials.~~

~~The Superintendent is to ensure that copies of the plan are available for public inspection and that there are copies in appropriate places throughout the district, and that emergency drill rules and procedures are posted in prominent places in each school building for observance of students, visitors, and other individuals or groups who have access to school buildings. A copy of emergency drill rules and procedures will be distributed to all school personnel and to groups or organizations which meet in or have access to district schools.~~

~~The Superintendent is to notify the District (BOCES) Superintendent whenever the Plan is activated and results in the closing of a school building in the district.~~

Fire Emergency During After-School Programs

~~The administrator, teacher or any other person in charge of any after-school program, event or performance which takes place in school and which is attended by persons who do not regularly attend classes within the school, shall be required to notify such persons in attendance at the beginning of such program, event or performance of the proper procedures to evacuate the building in a timely manner in the event of a fire emergency.~~

~~The required notification shall be given to the attendees at any single occurrence, and at each occurrence where the same presentation is given to a different audience. Where a program such as an inservice course or adult~~

~~education class runs several weeks, the notice shall be given at least at the first meeting.~~

~~Cross-ref: 5450, Student Safety
8115, Pesticides and Pest Management
8132, Fire Drills
8135, Safe Schools~~

~~Ref: Education Law §3623(2)
Executive Law Article 2B
EPA: Chemicals in Your Community, A Guide to the Emergency Planning and Community Right To Know Act, (Sept. 1988).
8 NYCRR §§155.3; 155.4; 155.13~~

Adoption date: July 10, 2001
Revised: December 14, 2011
November 12, 2014

SCHOOL SAFETY PLANS AND TEAMS

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive district wide school safety plan and building-level emergency response plan(s) which address violence prevention, crisis intervention, emergency response and management.

Taken together, the district-wide and building level plans provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans will also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools, and will address school closures and continuity of operations in the context of epidemics/pandemics, in either the plans themselves or in addenda to the plans.

In accordance with state law and regulation, the district will have the following safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

The Board will annually appoint a district-wide school safety team that includes, but is not be limited to, a representative from the following constituencies: the Board, teachers, administrators, and parent organizations, school safety

personnel and other school personnel (including bus drivers and monitors). This team is responsible for the development and annual review of the comprehensive district-wide school safety plan. The plan will cover all district school buildings and will address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management including communication protocols, at the district level. It will include all those elements required by law and regulation.

The Superintendent of Schools or designee will be the district's chief emergency officer, and will coordinate communication between school staff and law enforcement and first responders. The chief emergency officer will ensure that all staff understand the district-wide school safety plan and receive training on the building-level emergency response plan, violence prevention and mental health, and will also ensure that district-wide and building-level plans are completed, reviewed annually, and updated as needed by the designated dates. The chief emergency officer will ensure that the district-wide plan is coordinated with the building-level plans, and will ensure that required evacuation and lock-down drills are conducted.

Building-Level Emergency Response Plans and Teams

Each Building Principal is responsible for annually appointing a building-level emergency response team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, law enforcement officials, fire officials and other emergency response agencies. The emergency response team is responsible for the development and review of a building-level emergency response plan for each district building. The plan(s) will address response to emergency situations, such as those requiring evacuation, sheltering and lock-down at the building level and will include all components required by law and regulation. These confidential plans will include evacuation routes, shelter sites, medical needs, transportation and emergency notification of parents and guardians.

Building-level emergency response plans will include protocols in response to carbon monoxide alarms or detection. Alarm or detection of carbon monoxide will result in the appropriate actions as described by the emergency response plan.

Building-level emergency response plans must designate:

- an emergency response team for incidents that includes appropriate school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a violent incident or emergency; and
- a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

During emergencies, staff are authorized to temporarily cover classroom door vision panels when it is likely to protect staff and students. For example, covering vision panels may prevent an intruder from determining if a classroom is occupied, thereby discouraging attempts to gain access. During emergencies, staff are also authorized to temporarily block doors to slow the access of intruders. Building-level emergency response plans must address the temporary covering of door vision panels and the temporary blocking of doors during emergencies.

The Building Principal is responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plan(s) are confidential and not subject to disclosure under the Freedom of Information Law or any other law.

Annual Review and Reporting

All plans will be annually reviewed and updated, if necessary, by the appropriate team by **July 15**. In conducting the review, the teams will consider any changes in organization, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires no changes, then it will remain in effect. If the district-wide plan requires change, then the updated plan will be submitted to the Board of Education in time to allow 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students and other interested parties prior to Board adoption. All plans must be adopted by the Board of Education by September 1.

The Superintendent of Schools is responsible for submitting the district-level school safety plan and any amendments to the plan to the Commissioner within 30 days after its adoption, no later than October 1 of each year. The district-wide plan will be posted on the district's website. Each Building Principal is responsible for submitting the building-level emergency response plan for the building, and any amendments to the plan, to the appropriate local law enforcement agency and the state police within 30 days after its adoption, but no later than October 15 of each year until the 2020-2021 school year, when it must be submitted by October 1 of each year.

Cross-ref:

0115, Bullying and Harassment Prevention and Intervention

5300, Code of Conduct

9700, Staff Development

Ref:
Education Law §2801-a (school safety plans)
Executive Law §2B (state and local natural and manmade disaster preparedness)
8 NYCRR Part 155 (Educational Facilities)
School Safety Plans Guidance, New York State Education Department, June 2010

Adoption date: July 10, 2001

Revised: December 14, 2011
November 12, 2014
.....

SAFETY DRILLS

Each school building and unit is required by law to have 12 safety drills each school year, four of which must be lock-down drills, the remaining eight are required to be evacuation (fire) drills. Eight of the required twelve drills must be completed before December 31st of the current school year. All drills must be completed by June 1st of the current school year. In the course of at least one such drill, students shall be instructed in the procedure to be followed in the event that a fire occurs during lunch periods; however, such additional instruction may be waived where a drill is held during the regular school lunch period. Classroom teachers and Building Principals will provide special instruction in proper conduct during fire drills. Such instructions should stress the necessity for absolute quiet and order. Students should be instructed as to the dangers to life and property when proper rules and regulations are not obeyed.

At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one of these drills shall be held during the first week of summer school.

In the event of a real emergency, regardless of how uncomfortable it may be outside, it is clearly more dangerous inside. The purpose of all drills is to help students and staff learn a pattern that will result in a minimum of risk to human life. Teachers will be given notice before the first drill in order for them to instruct their classes in the proper procedure for handling fire alarms. It is imperative that teachers follow up thoroughly with any student who does not conform.

Cross-ref: 5450, Student Safety
8130, Emergency Plans

Ref: Education Law §807

Adoption date: July 10, 2001

Reviewed: December 14, 2011
October 18, 2017
September 12, 2018
.....

Revised: August 21, 2017

FIRE DRILLS REGULATION

The following rules shall apply during the conducting of fire drills:

1. Each teacher must keep his/her class together in an orderly manner throughout the drill.
2. There must be no talking from the time of the alarm until students are directed to return to their classroom.
3. The classroom door should be closed when the last person leaves.
4. Students with ambulatory limitations should travel in the middle of the corridors during a drill. The nurse will be in charge of these people.
5. The teacher must actively supervise and direct his/her class throughout the entire drill. It is imperative that teachers establish complete control over the actions of the entire class. Students must not move without teacher direction.
6. Fire department regulations mandate an attendance check by the classroom teacher as soon as the class reaches its designated location. Time will be provided for this purpose.
7. Students returning to classrooms should be as orderly as when leaving the classrooms. To accomplish this task, the Building Principal should give the direction to return to the building. Students should not react to the recall, as this is simply notification to the teacher that it is safe to return.
8. When an exit is blocked (in practice for emergency), the teacher must direct students to the nearest open exit.
9. Teachers must move their classes away from the building, taking care not to block driveways or roadways where fire equipment might enter. Students should never be directed to wait in the parking lot.
10. At the signal of an alarm, supervisors assigned to classes should check their area for problems and then leave.
11. At the signal of an alarm, all unassigned teachers must leave the building by the nearest safe exit. At this time, they should lend assistance to assigned staff members in maintaining order. Any staff member who becomes aware of students who were not able to leave with their assigned class, should immediately supervise those students.
12. ALL PERSONNEL WITH THE EXCEPTION OF THOSE PERSONS ASSIGNED TO SPECIFIC TASKS MUST EXIT THE BUILDING.

Adoption date: July 10, 2001

Reviewed: December 14, 2011

.....

BOMB AND OTHER SERIOUS THREATS

The Board of Education recognizes that bomb threats pose serious problems. When such a threat is received, the first responsibility of the schools is the safety of every student and staff member. Ensuring the slightest possible disruption of the educational process is important but secondary.

The Superintendent of Schools will issue and the Board will approve confidential procedures to be followed in the event of bomb and other serious threats to schools and students. These will give specific instructions for staff who might receive a threatening telephone call and provide for immediate notification of appropriate school, central office, and civil authorities.

If only one school is involved, the Building Principal and civil authorities will make a judgment depending on the nature of the threat as to whether to evacuate or dismiss the school. If more than one school is involved, the Superintendent (together with civil authorities) will make the decision.

Adoption date: July 10, 2001

Reviewed: December 14, 2011

.....

EMERGENCY CLOSINGS

The Superintendent of Schools or his/her authorized representative has the authority to temporarily suspend operations, delay school openings or dismiss students/staff early in one or more schools of the district in the event of an emergency such as hazardous weather or other emergencies which threaten the health or safety of students and personnel.

In making the decision to close, delay or dismiss students/staff early from schools, the Superintendent may consider many factors, including the following, which relate to the safety and health of children:

1. weather conditions, both existing and predicted;
2. driving, traffic, and parking conditions affecting public and private transportation facilities;
3. actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous; and
4. inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

Announcements of school closings or delayed openings will be made via designated radio stations and other available communication media at the earliest possible moment.

The following procedures will be observed when students are already en route to and/or have already arrived at school:

1. The bus contractor is to be notified immediately of the closing so that he/she may:
 - a. halt any further pickup of students;
 - b. arrange to return to their homes those students who are en route; and
 - c. make available, at the earliest possible moment, buses to accommodate the return home of students already in school.
2. If conditions permit, students at school without the means of transportation are to be retained and supervised for as long as necessary. This is intended to permit school personnel to contact parents and/or arrange for the orderly and safe return of students to their homes.

Ref: Education Law §3604(7)

Adoption date: July 10, 2001

Reviewed: December 14, 2011

.....

USE OF SURVEILLANCE CAMERAS ON SCHOOL PROPERTY

The Board of Education is responsible for maintaining and fostering student discipline, as well as safeguarding the facilities and property of the district. The Board further recognizes the importance of student, staff and visitor privacy. After careful consideration, the Board supports the use of surveillance cameras on school grounds. Cameras are an important component of the district's overall approach to safety, which also includes but is not limited to behavior, promote student and staff safety, and to deter vandalism and other criminal activity. However, this does not preclude other uses deemed appropriate by the Board of Education. Recordings may be used as evidence of misconduct in disciplinary proceedings.

District surveillance cameras will only be used in public areas where there is no "reasonable expectation of privacy." Audio recordings shall not be utilized by school district employees without the express permission of the Superintendent or his/her designee; however, such prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their duties and/or as otherwise authorized by law.

Any video recording used for surveillance purposes in school buildings and/or on school property shall be the sole property of the district. The Superintendent or his/her designee shall be the custodian of such recordings. All video recordings will be stored in their original form and secured to avoid tampering and protect confidentiality. The district shall comply with all applicable state and federal laws related to student records in retaining these recordings.

Requests to view a video recording must be made in writing to the Superintendent or his/her designee. If the request is granted, viewing shall occur in the presence of the district's custodian of the recording. Under no circumstances will the video be duplicated and/or removed from district premises, unless in accordance with a court order and/or subpoena.

The district will post appropriate signage at entrances to the school notifying students, staff and the general public of the district's use of surveillance cameras. Students and staff will receive additional notification. Such notification may include publication in the district calendar, employee handbook and student handbook.

The Superintendent is authorized to develop such regulations and procedures as may be necessary to implement this policy.

Ref: 20 U.S.C. §1232g (Family Educational Rights & Privacy Act)
 Arts & Cultural Affairs Law Art. 57-A
 Public Officers Law §87
 Records Retention & Disposition Schedules for Use by School Districts,
 Schedule ED-1

Adoption date: December 10, 2014
 Reviewed:

VANDALISM

The Board of Education believes that students and faculty should respect property and take pride in the schools of the district. Any incidents of vandalism or theft of district property and the names of the person(s) believed to be responsible shall be reported to the Superintendent of Schools.

After repair or replacement of property, a bill for labor and materials shall be sent to the parent(s)/guardian(s) with a request for payment. The Board may determine that legal action against a vandal and/or his/her parents/guardians should be brought to recover costs for damages* caused by a willful, malicious or unlawful act of the child. The Board will direct the school attorney to institute and prosecute such suit. The Board will also determine whether to offer monetary rewards** for information leading to the arrest and conviction of vandals or thieves of district property.

Cross-ref: 5311.4, Care of School Property by Students

Ref: Family Court Act 757; 758-a
 General Obligations Law 3-112
 Education Law 1604(35), (38); 1709(36),(38); 2509-g(15)
 General Municipal Law 789

*State law now permits parental liability for up to five thousand dollars (\$5,000)

**State law now permits monetary rewards for up to one thousand dollars (\$1,000)

Adoption date: July 10, 2001

Reviewed:

BUILDINGS AND GROUNDS MAINTENANCE AND INSPECTION

To accommodate the District's educational program, the Board of Education is committed to providing suitable and adequate facilities. To this end, proper maintenance and inspection procedures are essential. The Board directs the Superintendent of Schools to ensure that proper maintenance and inspection procedures are developed for every school building.

Consistent with Federal and State Law and Regulations, the following items will be included in the District's buildings and grounds maintenance and inspection procedures:

Comprehensive Maintenance Plan

A comprehensive maintenance plan for all major building systems will be instituted to ensure the building is maintained in a state of good repair. Such plan will include provisions for a least toxic approach to integrated pest management and establish maintenance procedures and guidelines which will contribute to acceptable indoor air quality. The plan shall be available for public inspection.

Procedures will also be established to ensure the safety of building occupants during maintenance activities including standards for exiting and ventilation, asbestos and lead protocols, noise abatement and control of chemical fumes, gases and other contaminants.

Building Condition Surveys

Each occupied district building will be assessed every five years by a building condition survey. This survey will be conducted by a team that includes at least one licensed architect or engineer and will include a list of all program spaces and inspection of building system components for evidence of movement, deterioration, structural failure, probable useful life, need for repair and maintenance and need for replacement. Building condition survey reports will be submitted to the Commissioner by January 15, 2001 and January 15th of every fifth year thereafter.

Annual Visual Inspections

A visual inspection of building system components in each occupied district building will take place annually except for years in which a Building Condition Survey is performed. The inspection will be conducted by a team including a local code enforcement official, the Facilities Director or his/her designee and a member of the Health and Safety Committee. The inspection will be completed by November 15th of each year and will be made available to the public.

A corrective action plan will be developed by a licensed architect or engineer if a deficiency exists in the building.

Fire Safety Inspections

An annual inspection for fire and safety hazards will be conducted in accordance with a schedule established by the Commissioner of Education. The inspection will be conducted by a qualified fire inspector and the report will be kept in the district office. Any violation of the State Uniform Fire Prevention and Building Code shall be corrected immediately or within a time frame approved by the Commissioner.

Safety Rating System

A safety rating keyed to the structural integrity and overall safety of each occupied school building will be provided on an annual basis in consultation with the Health and Safety Committee. Safety ratings will be based on the safety rating system developed by the Commissioner and will comply with all statutory and regulatory requirements.

Building Principals shall, on an on-going basis, undertake their own inspections of school buildings and grounds, searching for any dangerous or hazardous conditions and take immediate steps to remedy the problem.

Cross-Ref: ~~6200, Annual Budget~~ 6100 Annual Budget
 7100, Facilities Planning
 ~~7365, Construction Safety~~ Remove
 8110, School Building Safety
 8112, Health and Safety Committee
 8115, Pesticides and Pest Management

Ref: 29 CFR § 1910 et seq (OSHA Hazard Communication)
 40 CFR Part 763 (Asbestos Hazard Emergency Response Act)
 Education Law § 409-d (Comprehensive Public School Safety Program); §409-e (Uniform Code of Public School Buildings Inspections, Safety Rating and Monitoring); §807-a (Fire Inspections)
 Labor Law §§875-883 (toxic substances)
 Public Health Law §4800-4808 (Right to Know, toxic substances)
 Environmental Conservation Law §33-0725 (Pesticides)
 6 NYCRR Part 325 (Pesticides)
 8 NYCRR §155.1 (Educational Facilities); 155.4 (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring); 155.8 (Fire and Building Safety Inspections)
 9 NYCRR Parts 600-1250 (Uniform Fire Prevention & Building Code)
 12 NYCRR Part 56 (Industrial Code Rule concerning asbestos)

Adoption date: June 18, 2014

Reviewed: October 18, 2017
September 12, 2018
August 21, 2017
.....

TRAFFIC AND PARKING ON SCHOOL PROPERTY

Parking by employees, students and visitors on school property will be in designated areas only.

The following restrictions will be posted in a reasonable manner in those areas where restrictions or limitations apply:

- 1. A maximum speed limit of five miles per hour for all vehicles is established for all vehicles on all school district properties.
- 2. Direction of traffic flow on school district properties will be established through appropriate signs.
- 3. Parking is prohibited, restricted, or limited at such places on school district property as indicated by appropriate signs or markings.

The Building Principals or their designee(s) may seek the services of the county police department in the enforcement of these vehicle and traffic regulations.

Exemptions

The only exemption from parking regulations will apply to school buses in the act of picking up or discharging passengers; emergency vehicles in the performance of their normal functions; and properly marked district vehicles performing necessary and normal functions.

Adoption date: July 10, 2001

Reviewed: January 18, 2012
.....

WELLNESS CENTER ACCEPTABLE USE POLICY

The Board of Education recognizes the importance of physical activity in enhancing the wellness of students and staff. To this end, the Board approves the operation of a wellness center. Recognizing the potential dangers inherent in the use of the wellness center, the Board directs the Superintendent of Schools to take whatever steps are necessary to protect the district from liability and to establish regulations to provide for the safety of students and staff that use or have access to the wellness center. ***This policy, regulation, and exhibit apply to the wellness centers in Harborfields High School and the Oldfield Middle School.***

Adoption date: June 21, 2006

Reviewed: January 18, 2012

.....

WELLNESS CENTER ACCEPTABLE USE RELEASE FORM

**Harborfields Central School District
Office of the
Department of Health, Physical Education and Athletics
98 Taylor Street, Greenlawn New York 11740**

_____ does hereby covenant and agree to release and hold harmless the Harborfields Central School District from and against any and all liability loss, damages, claims, or actions {including costs and attorney fees} for bodily injury and/or property damage, to the extent permissible by law, arising out of participation in the Harborfields Central School District Wellness Center[s].

I understand participation in the wellness center involves rigorous activity and risks of personal injury, and I assume these risks. I hereby consent to emergency transportation and treatment in the event of illness or injury. I hereby accept responsibility for the payment of any emergency transportation or treatment. I further certify that I am in good physical condition, and I have no medical or physical conditions that would restrict my use of the wellness center.

Participant's signature

Date

Adoption date: June 21, 2006

Reviewed: January 18, 2012
.....

WELLNESS CENTER ACCEPTABLE USE REGULATION

While our wellness center is a valuable asset to our students, wellness centers present many dangers, especially when used without proper supervision. For this reason, our department is compelled to place restrictions on the use of our wellness center. In order to assure safety of our staff and students and to protect our school district from litigation, please be formally notified of the following:

1. Under no circumstances shall a staff member be permitted to use the wellness center when physical education class is in progress.
2. Students shall have first priority in the use of equipment before/after school when Intramurals/Wellness room activities are taking place.
3. Only coaches and physical education teachers who have received proper training on equipment are permitted to supervise students in the wellness center.
4. Any staff member wishing to use the wellness center **MUST** sign the release form and have it on file in the athletic director's office after they have received the **mandatory training and safety course** from a trained staff member. **NO EXCEPTIONS!**
5. Staff members must sign in the wellness center upon arrival and sign out when finished.
6. Staff members are required to clean up after themselves (i.e., wiping down machines after sweating, picking up plates, etc....).
7. All staff members must assure that the wellness center is properly locked and clean when finished with classes, teams, or personal workouts.
8. Under no circumstances may an adult **ever be permitted to use the wellness center without another adult present**. Untrained adults and students are not permitted to use any equipment in the wellness room at any time.
9. Proper clothing and footwear (sneakers only!) must be worn at all times. No food permitted!
10. The Board of Education reserves the right to close the center or otherwise restrict access solely to students.
11. The Board of Education may enact additional rules and regulations regulating the use of the center.

Adoption date: June 21, 2006

Reviewed: January 18, 2012

.....

MATERIAL RESOURCES MANAGEMENT

The Board of Education recognizes that the goal of material resources management is the efficient ordering and use of district resources. To this end, the Board directs the Assistant Superintendent for Business to develop a system for the inventory of equipment as part of the district's fixed asset accounting.

The Assistant Superintendent for Business will be responsible for supervising the maintenance of inventory records and personal inspections of all district storage spaces to ascertain surpluses and shortages of materials and equipment.

Cross-ref: 6654, Capital Assets Accounting

Adoption date: July 10, 2001

Reviewed: January 18, 2012
.....

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

The Board of Education permits the use of district-owned materials and equipment (e.g., laptop computers, cell phones, audio-visual equipment, etc.) by Board members, officers, and employees of the district when such material and equipment is needed for district-related purposes.

The Superintendent of Schools, in consultation with the Assistant Superintendent for Business, shall establish regulations governing the loan and use of such equipment. Such regulations must address:

- the individuals who may properly authorize the use of such material and/or equipment;
- the lack of authority of the borrower to use such material or equipment for private, non-business purposes;
- the responsibilities of the borrower for proper use, care and maintenance;
- that, regardless of condition or other factors, all loaned equipment must be returned to the district. No item may be sold to or purchased by the borrower unless such equipment has been returned to the district for evaluation and, if necessary, disposal in accordance with district policy and procedures.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return.

Individuals borrowing district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

The Business Office shall maintain records of all equipment that is loaned for long-term use (e.g, school year, term of office, etc.) and shall review such list yearly.

Cross ref: 6654, Capital Assets Accounting

Adoption date: January 18, 2012

Reviewed:

DISTRICT-OWNED CELLULAR TELEPHONES

The Board of Education recognizes that certain district employees may be required to carry district-owned cellular telephones to meet their job responsibilities. Job titles authorized for use of district-owned cellular telephones shall be listed in Regulation #8332-R. Such list shall be reported to and approved by the Board of Education each year at the district's reorganization meeting in July, and maintained in the Business Office.

The District shall purchase all equipment and service contracts through appropriate purchasing processes (e.g. competitive bid, state contract or its equivalent).

The employee shall make every attempt to use his/her cellular phones for school district business purposes only. In the event an employee uses a district-owned cellular telephone for other than school district business purposes, that employee shall reimburse the district within thirty (30) days of notice. Authorization to use a district-owned cellular telephone shall be restricted for any employee who is delinquent in reimbursing the District for non-business calls.

All district-owned cellular telephones are to remain the property of the District. District-owned cellular telephones shall be returned immediately upon the employee's termination of employment or upon request. Any employee who fails to return a district-owned cellular telephone upon termination of employment or at the District's request will be billed for the actual cost of the cellular telephone and for all charges made after termination of employment or the District's request.

As with any district-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Business Office.

At least once each year, the Purchasing Agent shall evaluate the District's cellular telephone plan and shall recommend any appropriate modifications thereto.

Adoption date: September 21, 2005

Reviewed: July 10, 2007
 October 17, 2007
 January 18, 2012
 October 15, 2014

.....

DISTRICT-OWNED CELLULAR TELEPHONES REGULATION

The following positions are authorized for use of a district-owned cellular telephone:

- Superintendent (1)
- Assistant Superintendent(s) (1 each)
- Principals (1 for each building for emergency use)
- Athletic Director (1 plus 8 for coaches at away contests)
- ~~School Maintenance Leader~~ Director of Facilities(1)
- Maintenance Supervisor (1)
- District Courier (1)
- ~~Computer Technicians (1 each)~~ **Remove**

The Board of Education directs the superintendent to provide oversight to ensure that the issuance of district cell phones is aligned with the needs of the district.

Adoption date: September 21, 2005

Reviewed: July 10, 2007
 October 17, 2007
 January 18, 2012
 October 15, 2014

USE OF CREDIT CARDS

The Board of Education permits the use of district credit cards by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the district. A list of those individuals who will be issued a district credit card will be maintained in the Business Office and reported to the Board each year at its reorganizational meeting in July. All credit cards will be in the name of the school district.

The district shall establish a credit line limit not to exceed **\$20,000**. ~~\$2,500 for each card issued and an aggregate credit limit of \$10,000 for all cards issued to the district.~~

The Board shall ensure that the relationship between the district and the credit card company is such that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented and shall have been audited and allowed.

Credit cards may only be used for legitimate school district business expenditures. The use of credit cards is not intended to circumvent the district's policy on purchasing.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

The Superintendent of Schools, in consultation with the district's Purchasing Agent, shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations

shall be given to each cardholder.

The Internal Claims Auditor shall periodically, but no less than twice a year, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

The Purchasing Agent is charged by the Board of Education with selecting credit cards that serve the best financial interests of the school district. For example, all other conditions being equal, the credit card that gives "cash back" to the user should be selected.

Cross-ref: 6700, Purchasing
6830, Expense Reimbursement

Ref: Education Law 1724(1); 2524(1) (itemized, audited, and approved vouchers required)
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)
Opns. St. Compt. No. 79-494
Opns. St. Compt. No. 78-897 (gas credit cards)

Adopted: September 21, 2005

Revised:

CREDIT CARD REGULATION

Effective September 1, 2005, school officers and/or employees in the following positions are authorized for use of a district credit card to assist with their job responsibilities:

- Superintendent of Schools
- ~~Deputy Superintendent of Schools~~ Assistant Superintendent for Business
- ~~Plant Facilities Administrator~~

Adopted: September 21, 2005

Revised:

STUDENT TRANSPORTATION

~~The Board of Education affirms its goal of providing a safe and economical transportation system for district students. Transportation will be provided to all resident students within the limits set by the Board and in accordance with New York State law. The Superintendent of Schools is directed to formulate and carry out such regulations as he/she deems necessary to provide for the safe and smooth transportation of students who qualify for transportation under the mileage limitations.~~

~~Special transportation is provided for disabled children as recommended by the Committee on Special Education and approved by the Board.~~

~~Late Bus Service~~

~~When economically feasible, the district may provide late bus service for public school students and, in a reasonable and most economical manner, to nonpublic school students involved in after-school programs, grades seven through twelve. Reasonable is when there are five or more students attending a nonpublic school and requesting such service in writing at the same time the request is made for regular transportation.~~

The Board of Education affirms its goal of providing a safe and economical transportations system for district students. Transportation shall be provided at district expense to those students who are eligible as authorized by the Board.

The major objectives in the management of student transportation program shall include the following:

1. to provide efficient, effective and safe service;
2. to ensure that all students whose disability or distance from school requires them to receive necessary transportation do, in fact, receive it;
3. to adapt the system to the demands of the instructional program;
4. to maintain transportation vehicles in the best possible condition;
5. to review at least once a year school bus schedules and routing plans to ensure that maximum efficiency and safety are maintained; and
6. to review at least once a year the eligibility for transportation of students residing in the district, to ensure that all entitled to the services receive them.

The Superintendent of Schools shall be responsible for administering the transportation program. The program shall comply with all applicable laws, regulations and policies established by federal, state, and local authorities.

Cross-ref: 5320, Student Conduct on School Buses

Ref: Education Law §§305(14); 1501-b; 1807; 3602(7); 3623; 3635 et seq.
Matter of Handicapped Child, 24 EDR 41 (1984)
Matter of Zakrezewski, 22 EDR 381 (1983)
Matter of Nowak, 22 EDR 91 (1982)
Matter of Fox, 19 EDR 439 (1980)

Adoption date: July 10, 2001

Reviewed: January 18, 2012

Revised:

STUDENT TRANSPORTATION SERVICES

The Board of Education will provide transportation to all resident students within the limits set by the Board and in concert with the rules and regulations of the New York State Department of Education. The Superintendent is directed to formulate and carry out such regulations as he/she deems necessary to provide for the safe and smooth transportation of students who qualify for transportation under the mileage limitations. The Superintendent or designee will develop transportation specifications covering stops, times of pick-ups, times of drop-offs and any other details relative to the smooth operation of the transportation system.

Eligibility for Transportation

I. In-District - Except as provided by law:

- a) Transportation is provided for all students in grades kindergarten through grade 2.
- b) Transportation is provided for students in grade 3 through grade eight who live one-half mile or more from the school attended.
- c) Transportation is provided for students in grades nine through twelve who live one mile or more from the school attended.

II. Out of District

Transportation is provided for students who live 15 miles or less from the school in which the child is registered, according to district guidelines.

- a) Transportation is provided for all students in grades kindergarten through grade 2.
- b) Transportation is provided for students in grade 3 through grade eight who live one-half mile or more from the school attended.
- c) Transportation is provided for students in grades nine through twelve who live one mile or more from the school attended.

III. Children with Disabilities

Special transportation is provided for children with disabilities as recommended by the Committee on the Special Education and approved by the Board of Education.

IV. Measurement of Distance to Determine Eligibility for Transportation

- a) Measurements of mileage from home to school are made in like manner for every child in the district.

- b) Distances from home to school for the purpose of determining eligibility for transportation are measured by the nearest available highway (or commonly traveled road) from house to school.
- c) Measurement of mileage is made from a point in a normally traveled road in front of the front door of a child's home, along the nearest available and commonly traveled road or roads, to a point in a normally traveled road in front of the nearest designated entrance to the school property of the school attended.
- d) The nearest designated entrance so used must provide entrance and egress to all students at all times during school hours. It must provide access to a public corridor and not into classrooms, offices, utility rooms, etc. It must connect by walk with a public sidewalk or school driveway. The superintendent will designate such entrance or entrances for each school.
- e) The Superintendent of Schools or designee shall determine the manner by which distance is measured for the purpose of transportation eligibility.

V. Eligibility for Non-Public School Transportation

a) Written Request

New York State statutes provide that a parent or guardian residing in the school district, or any representative authorized by such parent or guardian, who desires transportation to a nonpublic school for a child during the next school year should submit a written request to the transportation coordinator not later than April 1 preceding the next school year, except where families move into the district later than April 1, in which case the request for transportation must be made within 30 days after establishing residence in the district. Late requests may be considered.

- b) Requests for transportation should contain detailed information concerning the age and grade of the student and the school attended. If made by a representative of the parent, such as the registrar of the school attended, a written authorization of the parent must accompany the request.

c) Age Requirement

A child who has not attained the age required for admission to the public schools is not entitled to transportation to a nonpublic school.

VI. Late Bus Service

When economically feasible, the Harborfields Central School District may provide late bus service for public school students and, in a reasonable and economical manner, to nonpublic school students involved in after-school programs, grades six through twelve. "Reasonable" is when there are five or more students attending a nonpublic school and requesting such service in writing at the same time the request is made for regular transportation.

VII. Special Transportation Service

Parental requests for transportation for students to private child care services will be approved to a location other than the student's legal residence provided the following criteria are met:

- a) There is no extra cost to the district.
- b) Written request by parent or legal guardian is submitted to the district.
- c) No changes or undue delays will become necessary in existing bus routes
- d) The additional passengers will not result in an overcrowding of the school bus.
- e) Requests for special transportation can only be made for students who are eligible for regular transportation.
- f) Location to which service is requested must lie within the boundaries of the Harborfields Central School District.

Ref: Education Law, 755; 3635 et seq.

Adoption date: July 10, 2001

Reviewed: December 12, 2012
.....

SCHOOL BUS SAFETY

The safe transportation of district students to and from school is to be of primary concern to school officials in the administration of the school bus program. All state laws and regulations pertaining to the safe use of school buses will be observed by drivers, students, and district personnel.

The Transportation Coordinator, in cooperation with the Building Principals, is responsible for developing and publishing safety rules to be followed by drivers and passengers, including rules of student conduct during transportation.

The Superintendent of Schools will establish administrative regulations and procedures to enforce this policy.

Cross-ref: 5450, Student Safety

Ref: Education Law §§2; 1501-b; 1502; 3602(7)(b); 3623; 3625-a; 3636
8 NYCRR §156.3(h)

Adoption date: July 10, 2001

Reviewed: January 18, 2012
.....

SCHOOL BUS SAFETY REGULATION

School Bus Safety Program

1. Drivers will be familiar and comply with the Vehicle and Traffic Law, regulations of the Commissioner of Motor Vehicles and regulations of the Commissioner of Education pertaining to student transportation.
2. Drivers will make a full stop at all railroad crossings and at state highways before crossing, except that no stop need be made at any railroad crossing where a police officer, traffic control signal, or sign directs traffic to proceed.
3. Drivers will give warning before making a left-hand or right-hand turn.
4. Drivers will not leave their school bus when children are inside except in case of emergency; and in such case, before leaving the bus, the driver must stop the motor, remove the ignition key, set the auxiliary brake and leave the transmission in gear.
5. Drivers will not smoke, eat, or drink any liquid, or perform any act or conduct themselves in any manner which may impair the safe operation of a school bus while such vehicle is transporting students.
6. Drivers will not allow students to enter or leave the bus while it is in motion.
7. Drivers are held responsible for the reasonable behavior of students in transit.
8. Drivers will not allow students to thrust their heads or arms out of open windows.
9. The driver of a school bus, when discharging students who must cross the highway, will instruct such students to cross the highway at a distance of ten feet in front of the bus so as to be in the vision of the driver. The driver will also keep such school bus halted with red signal lights flashing until such students have reached the opposite side of the highway.
10. Gas tanks will not be filled while students are in the bus.

School Bus Drills

1. The Transportation Coordinator will arrange for a minimum of three emergency school bus drills to be held during the school year, the first to be conducted during the first week of the fall term, the second between November 1st and December 31st and the third between March 1st and April 30th.

The drills on school buses required by Regulations of the Commissioner will include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first-aid equipment and windows as a means of escape in case of fire or accident. Drills will also include instruction in safe boarding and exiting procedures, with specific emphasis

on when and how to approach, board, disembark, and move away from the bus after disembarking.

Each drill will include specific instructions for students to advance at least ten feet in front of the bus before crossing the highway after disembarking.

Each drill will emphasize specific hazards encountered by children during snow, ice, rain, and other inclement weather including, but not necessarily limited to, poor driver visibility, reduced vehicular control, and reduced hearing. All such drills will include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by each the Board of Education.

Such instruction and the conduct of the drills will be given by a member or members of the teaching or student transportation staff. Students attending public and nonpublic schools who do not participate in the drills held pursuant to this paragraph will also be provided drills on school buses, or as an alternative, will be provided classroom instruction covering the content of such drills.

2. A minimum of three such drills will be held during the school year, the first to be conducted during the first week of the fall term, the second between November 1st and December 31st, and the third between March 1st and April 30th.
3. No drills will be conducted when buses are en route.
4. The school authorities will certify in the annual report to the State Education Department that their district has complied with state law regarding transportation regulations.

Adoption date: July 10, 2001

Reviewed: January 18, 2012

.....

IDLING PROHIBITION FOR BUSES AND OTHER SCHOOL VEHICLES

Allowing vehicles to idle (i.e., stopped with the engine running) produces unnecessary exhaust gas, which contains harmful chemicals and pollutants. In addition to negatively impacting the environment, these substances can cause cancer and other health problems, especially in children. Idling vehicles is not necessary to properly run or maintain vehicles, and in fact increases engine wear and wastes fuel.

Recognizing these factors, the Board of Education shall take steps to reduce the idling of school buses and other school vehicles. In compliance with Education Law §3637 and Commissioner's Regulations §156.3(h), this policy shall govern the idling of school buses and all other school vehicles, whether owned, leased, or contracted for by the district.

Anyone operating a school bus or other school vehicle must turn off the engine (no idling) in the following instances:

- while waiting for passengers to load and unload on school grounds;
- when the vehicle is parked or standing on school grounds, or in front of or adjacent to any school; or
- during sporting and other school events.

However, idling may be permitted under the following conditions:

- when necessary to maintain an appropriate temperature for passenger comfort (if auxiliary heaters are not available);
- when necessary for mechanical work, or to keep the windshield clear of ice; or
- when necessary during emergencies to operate a wheelchair lift.

The district shall provide notice of these requirements to all school personnel within 5 school days after the start of the school year, or within 5 school days of beginning employment in the district.

When operating any school vehicle, drivers are encouraged to allow adequate space between their vehicle and any heavy duty motor vehicle in front of them. This will reduce the effect of exhaust emissions of the front vehicle on the air quality inside the school vehicle. When planning field trips and transportation routes, the Board also encourages using newer school vehicles for longer trips and older vehicles for shorter trips, when newer vehicles have lower emissions.

Bus Loading and Unloading Practices

Each Building Principal is responsible for developing and implementing a plan for loading and unloading buses in a safe and prompt manner that minimizes exposure to bus exhaust emissions.

When designing new or renovated school facilities, projects shall take into account the goal of prompt loading and unloading of buses.

When possible, drivers must park diagonally to minimize exhaust from the bus from entering adjacent buses or school buildings. Additionally, all staff shall instruct students to board the bus promptly in the afternoon to reduce loading time.

Contracts for Student Transportation

If the district contracts with private vendors for student transportation services, any such contract entered into on or after July 1, 2008 shall include a provision requiring compliance by the vendor with the state's bus idling laws and regulations and this policy.

Monitoring and Review

The Transportation Coordinator shall be responsible for monitoring compliance with the requirements of law and regulations summarized in this policy.

The Board shall receive a biennial report on the district's compliance with this policy.

Ref: Vehicle and Traffic Law §142
Education Law §3637
8 NYCRR §156.3(h)
6 NYCRR Subpart 217-3

Adoption date: February 10, 2016

Reviewed:

DISTRICT-OWNED VEHICLES

The Board of Education recognizes the need for some District employees to use District-owned vehicles for school purposes. Only District employees who are designated by the Superintendent of Schools and who possess a current, appropriate driver's license may operate such vehicles.

Employees must obey all applicable vehicle and traffic laws when using District-owned vehicles. Employees must operate such vehicles in a safe and appropriate manner in accordance with weather, light, and road conditions. Other than commuting to and from the employee's District-related worksite, District-owned vehicles may not be used for personal purposes whatsoever. The District is not responsible for traffic or parking fines incurred in connection with use of District-owned vehicles.

When a District-owned vehicle is involved in an accident, emergency or violation of law, the Superintendent or his designee must be notified immediately by telephone. Afterward, incident reports must be completed and submitted to the District in a timely manner.

The Superintendent shall designate which employees are responsible for keeping District-owned vehicles at their residences when school is not in session. The Superintendent is authorized to develop regulations for the use of District-owned vehicles.

Cross-ref. 8700, Insurance

Ref: 26 C.F.R. §1.61-21
 N.Y. Education Law §§3023 and 3635
 N.Y. General Municipal Law §§50-a *et seq.* and 77-b
 N.Y. Vehicle and Traffic Law §142; Articles 9 and 19-A
Downing v. City of New York, 245 N.Y. 597 (1927)
Baguma v. Walker, 599 N.Y.S. 2d 603 (1st Dept., 1993)
Naylon v. State, 40 N.Y.S. 2d 587 (N.Y.Ct. Cl., 1943)
 Op. N.Y. State Comptroller 80-138 (1980)

Adoption date: February 15, 2012

Reviewed:

CHARGING SCHOOL MEALS

The Board of Education recognizes that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the district, the Board will allow students who may forget meal money to "charge" the cost of meals to be paid back at a later date subject to the terms in this policy.

To comply with State guidelines and maintain a system for accounting for charged meals, regarding both full and reduced-price meals, the Board shall:

1. allow only regular meals, meaning what is on the menu, excluding extras and snacks, to be charged;
2. use a computer-generated point of sale system, which identifies and records all meals as well as collects repayments
3. provide a free, printed meal application in every school enrollment packet
4. make at least two attempts (not including the application and instructions that are included in the SFA's enrollment packet) to reach the student's parent or guardian to fill out a meal application

Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not the day the charge is paid back. When charges are paid, these monies are not to be considered "a la carte" transactions, as a section on the daily cash report or deposit summary reads "charges paid."

Students will not be denied an available reimbursable meal of their choice, even if they have accrued a negative balance from other cafeteria purchases, unless the parent/guardian has provided written permission to the school to withhold a meal. No student with unpaid charges will be prohibited from purchasing food if they have money that day.

If school food authorities suspect that a student may be abusing this policy, written notice will be provided to the parent/guardian.

Students who cannot pay for a meal, or who have unpaid meal debt, will not be publicly identified or stigmatized (including wristbands or hand stamps), required to do chores or work to pay for meals, or have meals thrown away after they have been served. District staff will not discuss a student's unpaid meal debt in front of other students. The district will not take any action directed at a student to collect unpaid school meal fees.

The school district shall ~~send a letter home to all parents~~ publish information on an annual basis prior to the opening day of school, outlining the requirements of this policy. ~~The policy shall also be published in appropriate school and district publications.~~

Staff

Staff members are allowed to purchase food from the district's food services. However, all purchases must be on a cash basis or prepaid accounts through the Point of Service (POS) computer system. Staff members will not be allowed to charge meals to be repaid later.

Ref: 42 USC §1779 (Child Nutrition Act of 1966)
42 USC §§1758(f)(1); 1766(a) (National School Lunch Act)

Adoption date: June 27, 2012

Revised: December 16, 2015
May 14, 2019

.....

MEAL CHARGE AND PROHIBITION AGAINST MEAL SHAMING

I. PURPOSE

The goal of the Harborfields Central School District is to provide student access to nutritious no- or low-cost meals each school day and to ensure that a student whose parent/guardian has unpaid school meal fees is not shamed or treated differently than a student whose parent/guardian does not have unpaid meal fees.

Unpaid charges place a large financial burden on a school. The purpose of this policy is to ensure compliance with federal requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges in a way that does not stigmatize distress or embarrass students. The provisions of this policy pertain to regular priced reimbursable lunch. The Harborfields School Lunch Program provides this policy as a courtesy to those students in the event that they forget or lose their money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

II. POLICY

Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.

Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast of their choice for \$.25 and lunch of their choice for \$.25 each day. A child will be able to charge meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.

Full Pay Students - Students will pay for meals at the school's published paid meal rate each day. A child will be able to charge meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.

ONGOING STAFF TRAINING:

- Staff will be trained annually and throughout the year, as needed, on the procedures for managing meal charges using the NYSED Webinar or the school's training program.

- Staff training includes ongoing eligibility certification for free or reduced price meals.

PARENT NOTIFICATION:

- Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued meal charges within 1 day of the charge and then every day thereafter.

PARENT OUTREACH:

- Staff will communicate with parents/guardians with five or more meal charges to determine eligibility for free or reduced price meals.
- School staff will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- School staff will contact the parent/guardian to offer assistance with completion of meal application to determine if there are other issues within the household causing the child to have insufficient funds, offering any other assistance that is appropriate.

MINIMIZING STUDENT DISTRESS WHERE UNPAID BALANCES EXIST:

- School will not publicly identify or stigmatize any student on the line or discuss any outstanding meal debt in the presence of any other students.
- Students who incur meal charges will not be required to wear a wristband or handstamp, or to do chores or work to pay for meals.
- Schools will not throw a meal in the trash after it has been served because of the student's inability to pay for the meal.
- Schools will not take any action directed at a student to collect unpaid school meal fees.
- Schools will not discuss any outstanding meal debt in the presence of other students.
- Schools will not serve alternate meals (i.e., cheese sandwich)
- Schools will not send clearly marked notices home with children who have an outstanding balance

- Schools will deal directly with parents/guardians regarding unpaid school meal fees.
- Schools will not utilize the services of a debt collector to recover unpaid charges.

ONGOING ELIGIBILITY CERTIFICATION:

- School staff will conduct direct certification with NYSSIS or using NYSED Roster Upload at least monthly to maximize free eligibility.
- Schools will maximize the use of Statewide Direct Certification (DCMP) by accessing the DCMP data provided by NYSED. NYSED provides updated DCMP data on a monthly basis.
- School staff will provide parents/guardians with free and reduced price application and instructions at the beginning of each school year in school enrollment packet.
- Schools using electronic meal application will provide an explanation of the process in the school enrollment packet and instructions on how to request a paper application.
- Schools will provide at least two additional free and reduced price applications throughout the school year to families identified as owing meal charges.
- Schools will use administrative prerogative judiciously, only after using exhaustive efforts to obtain a completed application from the parent/guardian with available information on family size and income that falls within approvable guidelines.
- Schools will coordinate with the foster, homeless, migrant, and runaway liaison to ensure all migrant, foster, homeless and runaway children are immediately certified for free meals.
- Schools will provide a 30 day carryover of eligibility for free and reduced price students from the previous school year during the first 30 operating days of a new school year, or until a new eligibility determination is made, whichever is first.
- Students transferring from a Community Eligibility Provision (CEP) or Provision 2 (P2) participating school to a non-participating school will be provided 30 days free eligibility until a new eligibility determination is made, whichever comes first.
- Schools should accept the free and reduced price eligibility from transfer students.

Students/Parents/Guardians may pay for meals in advance via www.myschoolbucks.com or with a check payable to Harborfields School Lunch. Further details are available on our webpage at www.harborfieldscsd.net . Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.

Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Harborfields Food Service Program.

Adoption date: May 14, 2019

Reviewed:

FREE AND REDUCED PRICE FOOD SERVICES

The Board of Education recognizes that the nutrition of district students is an important factor in their educational progress. To ensure that all students in the district receive proper nourishment, the district will take part in federally funded school lunch programs.

The Food Services Director will, at the beginning of the school year, publicly announce the family size eligibility standards that the district has adopted for use in determining eligibility for free and reduced price meals. Any child who is a member of a family unit whose income is below the New York State Minimum Scale for family units of the same number shall be eligible to receive such services upon submitting an application to the district.

Methods of distributing and collecting applications, instructions to parents and eligible students, and all other particulars concerning the actual serving of the free and reduced price meals are to be planned by the Food Services Director and presented to the Superintendent of Schools or his/her designee for approval.

Ref: National School Lunch Act of 1946, as amended
(42 U.S.C. 1751-1760)
Child Nutrition Act of 1966, Public Law 89-642,
80 Stat. 885, as amended

Adoption date: July 10, 2001

Reviewed: January 18, 2012
December 16, 2015

.....

COMPUTER RESOURCES AND DATA MANAGEMENT

The Board of Education recognizes that computers are a powerful and valuable education and research tool and as such are an important part of the instructional program. In addition, the district depends upon computers as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the Board's expectations in regard to these different aspects of the district's computer resources.

General Provisions

The Superintendent shall be responsible for designating a technology coordinator who will oversee the use of district computer resources. The ~~Superintendent or his/her designee~~ technology coordinator will prepare in-service programs for the training and development of district staff in computer skills, appropriate use of computers and for the incorporation of computer use in subject areas.

The Superintendent, working in conjunction with the designated purchasing agent for the district, and ~~Superintendent's designee~~ technology coordinator, will be responsible for the purchase and distribution of computer software and hardware throughout the schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

The Superintendent, working with the technology coordinator, shall establish regulations governing the use and security of the district's computer resources (computer resources include all devices that process data, including but not limited to, laptops, fax machines, copiers and scanners). The security and integrity of the district computer network and data is a serious concern to the Board and the district will make every reasonable effort to maintain the security of the system. All users of the district's computer resources shall comply with this policy and regulation, as well as the district's computer acceptable use policy 4526, Computer Use in Instruction. Failure to comply may result in disciplinary action, as well as suspension and/or revocation of computer access privileges.

All users of the district's computer resources must understand that use is a privilege, not a right, and that use entails responsibility. Users of the district's computer network must not expect, nor does the district guarantee, privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

Management of Computer Records

The Board recognizes that since district data is managed by computer, it is critical to exercise appropriate control over computer records, including financial, personnel and student information. The Superintendent, working with the technology coordinator and the district's business official, shall establish procedures governing management of computer records taking into account whether the records are stored onsite on district servers or on remote servers in the "cloud".

The procedures will address:

- passwords,
- system administration,
- separation of duties,
- remote access,
- encryption,
- user access and permissions appropriate to job titles and duties,
- disposal of computer equipment and resources (including deleting district data or destroying the equipment),
- inventory of computer resources (including hardware and software),
- data back-up (including archiving of e-mail),
- record retention, and
- disaster recovery plans and notification plans.

If the district contracts with a third-party vendor for computing services, the Superintendent, in consultation with technology coordinator and school attorney, will ensure that all agreements address the procedures listed above, as applicable.

Review and Dissemination

Since computer technology is a rapidly changing area, it is important that this policy be reviewed periodically by the Board and the district's internal and external auditors. The regulation governing appropriate computer use will be distributed annually to staff and students and will be included in both employee and student handbooks.

Cross-ref: 1120, School District Records
 4526, Computer Use for Instruction
 4526.1, Internet Safety
 6600, Fiscal Accounting and Reporting
 6700, Purchasing
 6900, Disposal of District Property
 8635, Information Security Breach and Notification

Adoption date: February 10, 2016

Revised:

COMPUTER RESOURCES AND DATA MANAGEMENT REGULATION

The following rules and regulations govern the use of the district's computer network system, employee access to the Internet, and management of computerized records.

I. Administration

- The Superintendent of Schools shall designate a technology coordinator to oversee the district's computer network.
- The technology coordinator shall monitor and examine all network activities, as appropriate, to ensure proper use of the system. The technology coordinator shall work with the Assistant Superintendent for Business to maintain an updated inventory of all computer hardware and software resources.
- The technology coordinator shall develop and implement procedures for data back-up and storage. These procedures will facilitate the disaster recovery and notification plan and will comply with the requirements for records retention in compliance with the district's policy on School District Records (1120) taking into account the use of onsite storage or storage in the cloud. The technology coordinator shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's network at the building level with all network users.
- The technology coordinator shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students, including providing copies of district policy and regulations (including policy 4526, Computer Use in Instruction) governing use of the district's network.
- The technology coordinator shall take reasonable steps to protect the network from viruses, other software, and network security risks that would compromise the network or district information.
- All student and employee agreements to abide by district policy and regulations and parental consent forms shall be kept on file in the district office.
- Consistent with applicable internal controls, the Superintendent in conjunction with the school business official and the ~~computer network~~ technology coordinator will ensure the proper segregation of duties in assigning responsibilities for computer resources and data management.

II. Internet Access

Student Internet access is addressed in policy and regulation 4526, Computer Use for Instruction. District employees and third party users are governed by the following regulations:

- Employees will be issued an e-mail account through the district's computer network.
- Employees are expected to review their e-mail daily.
- Communications with parents and/or students should be saved as appropriate and the district will archive the e-mail records according to procedures developed by the ~~computer network~~ technology coordinator.
- Employees may access the internet for education-related and/or work-related activities.

- Employees shall refrain from using computer resources for personal use.
- Employees are advised that they must not have an expectation of privacy in the use of the district's computers.
- Use of computer resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline.

III. Acceptable Use and Conduct

The following regulations apply to all staff and third party users of the district's computer system:

- Access to the district's computer network is provided solely for educational and/or research purposes and management of district operations consistent with the district's mission and goals.
- Use of the district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- All network users will be issued a login name and password. Passwords must be changed periodically.
- Only those network users with permission from the ~~principal or computer network coordinator~~ Superintendent or his/her designee may access the district's system from off-site (e.g., from home).
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

IV. Prohibited Activity and Uses

The following is a list of prohibited activity for all staff and third party users concerning use of the district's computer network. Any violation of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others.
- Use of another's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.

- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus, malware on the network, and not reporting security risks as appropriate.
- Using the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Using the network for sending and/or receiving personal messages.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software, using personal disks, or downloading files on the district's computers and/or network without the permission of the appropriate district official or employee.
- Using district computing resources for fraudulent purposes or financial gain.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite district resources.
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while your access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

V. No Privacy Guarantee

Users of the district's computer network should not expect, nor does the district guarantee, privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

VI. Sanctions

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

VII. District Responsibilities

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the district's computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information.

The district will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the user's own negligence or any other errors or omissions. The district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

The district will take reasonable steps to protect the information on the network and provide a secure network for data storage and use, including ensuring that contracts with vendors address data security issues and that district officials provide appropriate oversight. Even though the district may use technical and/or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulation.

Adoption date: February 10, 2016

Revised:

INSURANCE

The Board of Education will maintain an adequate insurance program to protect the property of the district against fire, vandalism, and theft; to protect members of the Board and district employees against general liability resulting from the discharge of their duties; and to offer protection against injury for all employees while acting in behalf of the school. The Board may also authorize and participate in an insurance program for students and employees.

The responsibility of administering the total insurance program will be delegated to the Superintendent of Schools and to the administrative staff. However, any substantial modification of coverage which may from time to time be considered necessary because of changes in the law, insurance availability, or substantial changes in the district's exposure values will be brought before the Board.

Ref: Education Law §§1709(8)(8-a)(8-b); 3023; 3028; 3811
General Municipal Law §§ 6-n; 50-c and 50-e
Lynd v. Heffernan, 286 AD 597 (3d Dept. 1955)
Surdell v. City of Oswego, 91 Misc.2d 1041 (1977)

Adoption date: July 10, 2001

Reviewed: January 18, 2012

.....