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2019

3000

Community Relations

## Enlarged City School District of Middletown, NY

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Community Relations

**Enlarged City School District of Middletown, NY**

**NUMBER**

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**NOTE:** Numbers in parenthesis ( ) denote regulation found in District's Administrative Manual developed in 1998.



# POLICY

2005

3100

Community Relations

## **SUBJECT: COMMUNITY RELATIONS**

The Board of Education believes that responsible management of the School District requires that current laws, standards, attitudes and philosophies of education be presented to the community on a continuing basis. The Board of Education strives to conduct the affairs of the School District by way of a continuing, open dialogue between the community and the schools. The Board of Education welcomes and seeks considered views on School District matters from residents and from local community groups and organizations. Given the high level of interest in education of children by residents of the District, the Board wishes to maintain its high level of sensitivity to the needs and desires of the community and to act expeditiously to meet changing needs and conditions.

### **Relations with Community Organizations**

The Board of Education recognizes that harmonious relations with various community organizations are essential to the smooth operations of the schools. The Board and District staff will encourage and work with those organizations whose purpose is to improve educational and extracurricular opportunities in the schools of the District and will cooperate whenever possible with other groups when they express a particular interest in activities or programs in the District.

In addition, the Board may from time to time take part in activities for the general welfare of the community. Activities may include civil defense, adult evening school, Americanization classes, etc. Each activity shall have a director who will assume administrative and supervisory authority over the program. Directors will be directly responsible to the Superintendent for the successful discharge of assigned responsibilities. Funds relating to special services shall be deposited, recorded and expended in the same manner as all funds under the jurisdiction of the Board

Adopted: 6/2/05

# POLICY

2016

3110

Community Relations

## **SUBJECT: PUBLIC INFORMATION/SCHOOL-SPONSORED MEDIA**

The Board of Education believes that a main purpose of school public relations is to keep the citizens of the District informed concerning the plans and activities of the school system. Good public relations will stimulate people to participate more intelligently in the public school process and support the efforts of the system in providing a quality educational experience for its young people. A second aim - that of gearing the operation of the schools to public interests - requires a two-way current of communication.

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

In addition, a periodic newsletter may be prepared and sent to each resident of the School District or posted on the District's website. Included in the newsletter will be information regarding school activities, a monthly calendar and other items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.

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



# POLICY

2005

3120

Community Relations

## **SUBJECT: RELATIONS WITH THE MUNICIPAL GOVERNMENTS**

It is the policy of the Board to establish and maintain a positive working relationship with the governing bodies of the municipality. The Board shall also cooperate with municipal, county and state agencies whose work affects the welfare of the children of the District, including the County Social Service Department, the Board of Health, the Recreation Department, the Public Library, and all community emergency service agencies.

Adopted: 6/2/05



# POLICY

2005

3130

Community Relations

## **SUBJECT: SENIOR CITIZENS**

The Board of Education will consider school related programs for senior citizens in accordance with Education Law and/or regulations of the Commissioner of Education. Such programs include special use of school buildings or school buses, school lunches and partial tax exemptions.

Education Law §§ 1502 and 1709(22)  
Real Property Tax Law § 467

Adopted: 6/2/05

# POLICY

2005

3140

Community Relations

## **SUBJECT: FLAG DISPLAY**

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

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

The flag shall be displayed in every assembly room (i.e., the auditorium) including the room where the Board of Education meetings are conducted, as well as displayed in all rooms used for instruction.

Education Law §§ 418 and 420  
Executive Law §§ 402 and 403  
8 NYCRR §§ 108.1-108.3

Adopted: 6/2/05



**SUBJECT: SCHOOL VOLUNTEERS**

The Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

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

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

An application shall be filled out by each prospective volunteer and forwarded to the applicable Building Principal for evaluation. The Building Principal shall require, as a condition of being considered for volunteer service, every prospective volunteer who is reasonably expected to have direct contact with District students, as a District volunteer, in connection with a school-sponsored program, activity or function that will not be regularly and directly supervised by a school officer or employee, to submit his or her fingerprints for the purpose of facilitating a criminal record check and corresponding criminal clearance determination with respect to the person's service as a volunteer. The Building Principal will forward the completed volunteer application, including the prospective volunteer's fingerprints, together with the Principal's recommendation concerning selection and placement of the volunteer, to the Superintendent for final evaluation.

To the extent permitted by law and State Education Department (SED) regulations, policies and/or actual practices, the Superintendent shall use best efforts to assure that each such prospective volunteer's fingerprints are submitted to the SED for processing in the same manner and to the same extent as prospective school employees in accordance District Policy # 6170 -- Fingerprinting Clearance of New Hires. The District may in its discretion either bear the expenses associated with fingerprinting and the criminal clearance process for prospective volunteers or require prospective volunteers to directly pay or reimburse the District for these expenses as a condition of being considered for volunteer service.

As an alternative to fingerprinting and criminal clearance, under circumstances in which it is impractical, unfeasible or impossible to fingerprint and criminally clear a particular prospective volunteer, the Superintendent or Superintendent's designee shall search publicly available information maintained by the New York State Division of Criminal Justice Services (DCJS) pertaining to registered sex offenders in New York State for the purpose of determining whether the prospective volunteer is a registered sex offender.

(Continued)



# POLICY

2011

3150  
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Community Relations

## **SUBJECT: SCHOOL VOLUNTEERS (Cont'd.)**

The Superintendent or Superintendent's designee shall approve or reject volunteer applications submitted for consideration, and in doing so, shall not approve any volunteer who is rejected for service by SED following the criminal history record check and criminal clearance review process, and shall not approve any volunteer who is identified as a registered sex offender. Only prospective volunteers who are approved by the Superintendent or the Superintendent's designee shall be placed on the list of approved volunteers for service to the District.

Administrative regulations will be developed to implement the terms of this policy.

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

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

Adopted: 6/2/05  
Revised: 12/1/11

**SUBJECT: CHARTER SCHOOLS**

A charter school is a public school financed through public local, state, and federal funds that is independent of local school boards. The local school district within which the charter school is located has the right to visit, examine, and inspect the charter school for compliance with all applicable laws, regulations, and charter provisions.

Charter schools may be located in part of an existing public school building, a private work site, a public building, or any other suitable location. At the request of the charter school or prospective applicant, the District will make available a list of vacant and unused school buildings and vacant and unused portions of school buildings, including private school buildings, within the District which may be suitable for the operation of a charter school.

**Academic Credit**

The District's high school(s) may accept academic credit from students who transfer from the charter school as authorized and/or permitted in accordance with law, Commissioner's regulations, and local District standards. Either the charter school or the local School Board may issue a high school diploma upon students' graduation from a charter school depending on the charter school's relationship with the Board.

**Educational Materials**

Students attending a charter school have the same access to textbooks, software, and library materials loaned by the District as if enrolled in a nonpublic school. Within available District inventory and budgetary appropriations for purchase of these materials, the District is required to provide these materials on an equitable basis to all public school students and to all nonpublic school and charter school students who are residents of the District or who attend a nonpublic or charter school in the District. The base year enrollment of students in the charter school may be claimed by the District for the purposes of textbook, software, and library materials aids, in the same manner as nonpublic school enrollments are claimed.

**Transportation**

For the purpose of transportation, charter schools are considered nonpublic schools. Students attending charter schools who reside within a 15 mile radius of the charter school (or a greater radius if the voters of the district of residence have approved nonpublic transportation for more than 15 miles) will receive transportation from their district of residence on the same basis as nonpublic school students; that is, subject to the applicable minimum mileage limits for transportation in the district of residence, and the requirement of the timely filing of the request for transportation in accordance with Education Law.

A student cannot be dually enrolled in the charter school and District schools. However, the district of residence of students attending a charter school may, but is not required to, allow those students to participate in athletic and extracurricular activities.

(Continued)



**SUBJECT: CHARTER SCHOOLS (Cont'd.)****Special Education**

Special Education programs and services will be provided to students with disabilities attending a charter school in accordance with the individualized education program recommended by the Committee or Subcommittee of Special Education of the student's district of residence. The charter school may arrange to have these services provided by the district of residence or by the charter school directly or by contract with another provider. Where the district of residence provides the special education programs or services, they will be provided in the same manner as provided to students in other public schools in the District. This includes the provision of supplementary and related services on site to the same extent the District's policy and practices provide such services on the site of other public schools.

**Employees**

All employees of a public school converted to a charter school are included within the negotiating unit for the local school district, but the collective bargaining agreement of that negotiating unit may be modified by a majority vote of the members who work at the charter school, with the approval of the Board of Trustees of the charter school.

Instructional employees of a charter school which has not been converted from an existing public school and which has more than 250 students during the first year of instruction will be represented in a separate negotiating unit at the charter school by the same employee organization representing similar employees in the local school district. Employees may be included in the Teachers' Retirement System and other retirement systems open to employees of the District. Financial contributions for these benefits are the responsibility of the charter school and the charter school's employees.

**Leaves of Absence**

Teachers employed by the District may apply for a leave of absence for purposes of teaching at a charter school. Approval for such leave of absence for a period of two years or less will not be unreasonably withheld. If this approval is granted to a teacher by the District, the teacher may return to teach in the District during the period of leave without the loss of any right of certification, retirement, seniority, salary status, or any other benefit provided by law or by collective bargaining agreement. If an appropriate position is unavailable, the teacher's name will be placed on a preferred eligible list of candidates for appointment to a vacancy that may occur after in an office or position similar to the one the teacher filled in the District immediately prior to the leave of service.

**Charter School Finances**

The enrollment of students attending charter schools will be included in the enrollment, attendance and, if applicable, count of students with disabilities of the school district in which the charter school student resides. The charter school will report all of this data to the districts of residence in a timely

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**SUBJECT: CHARTER SCHOOLS (Cont'd.)**

manner for reporting to the State Education Department (SED). The school district of residence will pay directly to the charter school for each student enrolled in the charter school the basic tuition as determined by the Commissioner of Education as set forth in Education Law. The district of residence must forward these payments to the charter school in six substantially equal installments each year beginning on the first business day of the months of July, September, November, January, March, and May.

Approved operating expenses include the essential operating cost of the District. Excluded are costs for transportation, debt services, construction, tuition payments to other school districts, some BOCES payments, cafeteria or school lunch expenditures, balances and transfers, rental income from leased property, and certain other limited categories unless otherwise authorized by the State Charter School Facilities Incentive Program.

Charter school financing in the first year of operation will be based on the number of students projected to be served by the charter school and the approved operating expenses of the district of residence of those students. Adjustments will be made in each subsequent year based upon the final report by the charter school of actual enrollment.

Federal and State aid attributable to students with disabilities are required to be paid to a charter school by the school district of residence for those students attending the charter school in proportion to the services the charter school provides such students directly or indirectly. Payment of federal aid attributable to a student with a disability attending a charter school must be made according to the requirements set forth in federal law and regulations. Failure by the District to make required payments will result in the State Comptroller deducting the required amounts from State funds due to the District and paying them to the charter school.

The District, the charter entity, and the State are not liable for the debts of the charter school.

**Notice and Hearing Requirements**

The New York State Board of Regents is required to provide the District information on the charter school process. If a charter school is proposed, the charter entity and the Board of Regents will notify the school district in which the charter school is located and public and nonpublic schools in the same geographic area as the proposed charter school at each significant stage of the chartering process.

This notification will be provided by the charter entity within 30 days of its receipt of an application for formation of a new charter school or for renewal of an existing charter school and at least 45 days prior to initial approval of the charter application by the charter entity.

Before a charter is issued, revised, or renewed, the school district in which the charter school is located will hold a public hearing to solicit comments from the community potentially impacted by the proposed charter school. When a revision involves the relocation of a charter school to a different school

(Continued)



**SUBJECT: CHARTER SCHOOLS (Cont'd.)**

district, the proposed new school district will also hold a hearing. The school district will, at the time of its dissemination, provide the SED with a copy of the public hearing notice.

No later than the business day next following the hearing, the school district will provide written confirmation to both the charter entity and the SED of the date and time the hearing was held. Copies of all written records or comments generated from the hearing will be submitted to the charter entity and the SED within 15 days of the hearing.

The school district will also be given the opportunity to comment on the proposed charter to the charter entity. The charter entity will consider any comments raised and submit them to the Board of Regents with the application for issuance, revision, or renewal of a charter.

In the event the school district fails to conduct a public hearing, the Board of Regents will conduct a public hearing to solicit comments from the community in connection with the issuance, revision, or renewal of a charter.

20 USC §§ 76.785-76.799

State Charter School Facilities Incentive Program, 34 CFR Part 226

34 CFR § 300.209

Education Law Article 56 and §§ 701, 711, 751, 912, 3602(11), and 3635

8 NYCRR Parts 100 and 119

## SUBJECT: VISITORS TO THE SCHOOL

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

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits. *When Board members visit the schools in their individual capacities, they must abide by the regulations and procedures developed by the administration regarding school visits. Board members who have been given authority by the Board to act as a representative of the Board for a particular purpose, may visit the school in furtherance of his or her duties and must abide by the same rules and regulations enacted by the administration. Board members who visit the school in their official capacity when authorized by the Board shall notify the Superintendent prior to the visit.* (Appeal of Silano, 33 Ed. Dep't. Rep. 20, Decision No. 12,961 (1993)).

All visitors must comply with the District's *Code of Conduct*.

### Electronic Visitor Management System

The District utilizes an electronic visitor management system (EVMS) in order to ensure the safety and welfare of its students, staff, and guests. When any visitor, including parents and volunteers, wishes to enter any school building during school hours, he or she must present a valid state or government issued photo ID, such as a valid driver's license. Prior to entry being permitted, the EVMS will check visitors against known sexual offender databases. Once the visitor's ID is scanned, the EVMS will print a visitor's badge which must be worn throughout the duration of the visit. Visitors should return this badge at the end of their visit so that they may be checked out of the building in a timely fashion. Visitors who refuse to produce IDs or fail the check of sexual offender databases, may be asked to either wait in the school building lobby or to leave school premises.

Education Law § 2801

Penal Law §§ 140.10 and 240.35

Adopted: 6/2/05

Revised: 3/6/08; 3/21/19



# POLICY

2019

3220

Community Relations

## **SUBJECT: USE OF SERVICE ANIMALS**

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

A service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals.

The work or tasks performed by a service animal must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. Psychiatric service animals that have been trained to take a specific action to help avoid an anxiety attack or to reduce its effects, however, may qualify as a service animal.

Where reasonable, the Board also allows the use of miniature horses on school grounds by individuals with disabilities. This use will only be permitted where a miniature horse has been individually trained to do work or perform tasks to benefit an individual with a disability. The use of miniature horses by individuals with disabilities is subject to the considerations and restrictions permitted by federal and/or state law.

The Superintendent or designee may create procedures, regulations and/or building-specific rules regarding the use of service animals and miniature horses on school grounds by individuals with disabilities.

28 CFR §§ 35.104, 35.136, and 35.139

Adopted: 12/19/13  
Revised: 3/17/19

**SUBJECT: PUBLIC COMPLAINTS**

Complaints by citizens regarding any facet of the school operation often can be handled more satisfactorily by the administrative officer in charge of the unit closest to the source of the complaint. In most instances, therefore, complaints will be made to the Building Principal and/or his or her assistant if the matter cannot be resolved by the teacher, coach, or other school employee.

If the complaint and related concerns are not resolved at this level to the satisfaction of the complainant, the complaint may be carried to the Superintendent or their assistants. Unresolved complaints at the building level must be reported to the Superintendent by the Building Principal. The Superintendent may require the statement of the complainant in writing.

The Superintendent may not address anonymous complaints. All other complaints and related concerns are not resolved at the Superintendent level to the satisfaction of the complainant may be carried to the Board. Unresolved complaints at the Superintendent level must be reported to the Board by the Superintendent. The Board reserves the right to require prior written reports from appropriate parties.

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the District  
#8330 -- Objection to Instructional Materials and Controversial Issues  
*District Code of Conduct*



**SUBJECT: PARENT-TEACHER ORGANIZATIONS**

The Board of Education recognizes that the goal of Parent-Teacher Organizations is to develop a united effort between educators and the general public to secure for every child the highest achievement in physical, academic and social education. Therefore, staff members and parents are encouraged to join the Parent-Teacher Organizations and to participate actively in its programs.

The following are the Parent-Teacher Organizations of the Enlarged City School District of Middletown, NY:

- a) Presidential Park PTO
- b) Maple Hill PTO
- c) Carter PTO
- d) Monhagen Middle School PTO
- e) Twin Towers Middle School PTO
- f) Middletown High School Parents' Club

**SUBJECT: SOLICITATION OF CHARITABLE DONATIONS FROM SCHOOL CHILDREN**

**Students**

Direct solicitation of charitable donations from District students on school property during regular school hours is prohibited. It is a violation of District policy to ask District students directly to contribute money or goods for the benefit of a charity during the hours in which they are compelled to be on school grounds.

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

- a) Fund raising activities which take place off school grounds, or outside of regular school hours during before-school or after-school extracurricular periods;
- b) Arms-length transactions, where the purchaser receives a consideration for his or her donation. For example, the sale of goods or tickets for concerts or social events, where the proceeds go to charity;
- c) Indirect forms of charitable solicitation on school grounds that do not involve coercion, such as placing a bin or collection box in a hallway or other common area for the donation of food, clothing, other goods or money.

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

**Personnel**

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

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

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

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

Adopted: 6/2/05  
Revised: 3/21/19



**SUBJECT: ADVERTISING IN THE SCHOOLS**

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

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

No materials of a commercial nature shall be distributed through the children in attendance in the Enlarged City School District of Middletown, NY except as authorized by law or the Commissioner's Regulations.

New York State Constitution Article 8, § 1  
8 NYCRR § 19.6

Adopted: 6/2/05



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

It is the policy of the Board to encourage the greatest possible use of the District's schoolhouses, grounds or other property, all portions thereof ("school facilities"), by community groups, for the purposes authorized by Section 414 of the New York Education Law, when school facilities are not in use for school purposes, or when in use for school purposes, if in the opinion of the Board and/or the Board's designee(s) use of school facilities will not be disruptive of normal school operations.

Groups wishing to use the school facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use, including but not limited to restrictions on alcohol, tobacco and drug use. All visitors must comply with the District's *Code of Conduct*. The Superintendent, at his or her discretion, may consult with the Board of Education. Monthly reports may be made to the Board regarding community use of the school facilities.

The Assistant Superintendent for Business shall prepare for the Superintendent of Schools a schedule of "Facility Usage Fees" for action by the Board of Education when the fee schedule is revised. Personnel fees, when assessed, shall be equivalent to the actual per hour wages and fringe benefit costs of the employee(s) utilized.

The Superintendent of Schools shall develop rules and regulations dealing with access to facilities by groups including reasonable regulation of large groups.

**Materials and Equipment**

Except when used in connection with or rented under provisions of Education Law Section 414, school-owned materials or equipment may be used for school related purposes only. Private and/or personal use of school-owned materials and equipment is strictly prohibited.

The Board will permit school materials and equipment to be loaned to staff members when such use is directly or peripherally related to their employment, and to students when the material and equipment is to be used in connection with their studies or extracurricular activities. Community members will be allowed to use school-owned materials and equipment only for educational purposes that relate to school operations.

**Specific Requirements Relating to Boy Scouts and other Title 36 Patriotic Youth Groups**

To the extent the District receives funds made available through the United States Department of Education and maintains a "designated open forum" or a "limited public forum," as those terms are defined by applicable federal law, the District shall not deny any group officially affiliated with the Boy Scouts of America ("Boy Scouts") and/or any other "patriotic youth group" listed in Title 36 of the United States Code, equal access or a fair opportunity to use the applicable forum. This means, among other things, that the District shall not discriminate against any such group that requests to use the applicable forum, for reasons based on the group's membership or leadership criteria or oath of allegiance to God and country.

(Continued)



# POLICY

2019

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Community Relations

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

The District shall provide groups officially affiliated with the Boy Scouts and/or other patriotic youth groups, access to school facilities, and will charge fees for such facilities use (if any), on terms that are no less favorable than the most favorable terms provided to other outside youth or community groups. In addition, the District shall provide groups officially affiliated with the Boy Scouts and/or other patriotic youth groups equal access to other "benefits" and "services" that are provided to one or more outside youth or community groups that are allowed to use the same forum. These "benefits and "services" include, but are not necessarily limited to: school-related means of communication such as bulletin board notices and literature distribution, and recruitment.

The obligation to comply with the Boy Scouts Act is not obviated or alleviated by any State or local law or other requirement.

Education Law § 414  
NY Constitution Article 8

NOTE: Refer also to Policies #3410 -- Code of Conduct  
#5640 -- Smoking/Tobacco Use  
#7320 -- Comprehensive Tobacco, Alcohol/Chemical Substance Policy  
District *Code of Conduct*

Adopted: 6/2/05  
Revised: 1/23/14; 6/16/16; 3/7/19

**SUBJECT: TRAFFIC AND PARKING GUIDELINES ON DISTRICT PROPERTY**

In accordance with New York State Vehicle and Traffic Law Section 1670, the Board of Education ("Board") establishes the following rules and regulations with respect to traffic and parking of motor vehicles on District property. The Board's primary objective in adopting these rules and regulations is to promote the safety of school children, District employees, members of the school community, and visitors to the District's schools.

**Section 1. Regulation of Vehicular Traffic**

The use of motor-driven vehicles, including cars, snowmobiles, mini-bikes, motorcycles, all-terrain vehicles (ATVs) and other such vehicles is prohibited on District property, except for authorized school functions or purposes.

**Section 2. Student Parking**

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

**Section 3. Additional Parking Rules and Regulations**

The Board authorizes the Superintendent of Schools ("Superintendent") and/or Superintendent's designee(s), in consultation with authorized Code Enforcement Officials, to identify and designate fire lanes.

In order to assure that persons operating vehicles on District premises are given fair and adequate notice of the District's parking and traffic safety rules and regulations, the Superintendent and/or Superintendent's designees are authorized and directed to purchase and install signs that conform with the New York State Supplement to the National Manual on Uniform Traffic Safety Control Devices for Streets and Highways, as promulgated by regulations of the New York State Department of Transportation (DOT) and codified in the Official Compilation of Codes, Rules and Regulations of New York State, at 17 NYCRR Part 200.

Parking on District property shall be permitted only in designated areas, in accordance with posted signage. Parking in any other place or area is prohibited. In addition, "standing and parking" as those terms are defined by Article 32 of the New York State Vehicle and Traffic Law, are explicitly prohibited at all times in designated fire lanes.

**Section 4. Ticketing Motorists**

The Board invites and authorizes law enforcement agencies with appropriate jurisdiction to patrol District premises for the purpose of issuing appearance tickets and imposing fines, in accordance with applicable law, to motorists who violate the District's parking and/or traffic safety rules.

(Continued)



# POLICY

2014

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Community Relations

## **SUBJECT: TRAFFIC AND PARKING GUIDELINES ON DISTRICT PROPERTY (Cont'd.)**

### Section 5. Ticketing, Removal and Storage of Vehicles

Vehicles and/or trailers found unattended in areas where "stopping, standing and/or parking" (as defined by Article 32 of the New York State Vehicle and Traffic Law) are not authorized, or in areas where "stopping, standing and/or parking" are explicitly prohibited, are subject to ticketing, removal and storage, including applicable removal and storage charges.

The Board invites and authorizes law enforcement officials with appropriate jurisdiction, to: (1) ticket vehicles and/or trailers left unattended on District premises in unauthorized or prohibited areas; (2) arrange for removal and storage of such vehicles or trailers; and (3) provide for the payment of reasonable charges for such removal and storage by the owner or operator thereof.

The Superintendent of Schools and/or Superintendent's designees are likewise authorized to arrange for the removal and storage of any vehicle and/or trailer parked on District premises in violation of this policy, or additional rules developed in accordance with this policy, and to provide for the payment of reasonable charges for such removal and storage by the owner or operator thereof.

### Section 6. Municipal Cooperation and Enforcement

The Board authorizes the City of Middletown, the Town of Wallkill, the Orange County Sherriff and the State Police to take any and all lawful actions as they deem necessary to enforce these parking and traffic safety rules and regulations.

Vehicle and Traffic Law § 1670

Adopted: 6/2/05  
Revised: 2/6/14

# POLICY

2019

3310

Community Relations

## **SUBJECT: PUBLIC ACCESS TO RECORDS**

Access to records of the District will be consistent with the rules and regulations established by the State Committee on Open Government and will comply with all the requirements of the New York State Public Officers Law Sections 87 and 89.

A Records Access Officer will be designated by the Superintendent, subject to the approval of the Board, who will have the duty of coordinating the District's response to public request for access to records.

The District will provide copies of records in the format and on the medium requested by the person filing the Freedom of Information Law (FOIL) request if the District can reasonably do so regardless of burden, volume, or cost of the request.

### **Requests for Records via Email**

If the District has the capability to retrieve electronic records, it must provide such records electronically upon request. The District will accept requests for records submitted in the form of electronic mail and respond to those requests by electronic mail using the forms supplied by the District. This information will be posted on the District website, clearly designating the email address for purposes of receiving requests for records via this format.

When the District maintains requested records electronically, the response will inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

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

NOTE: Refer also to Policy #1510 -- Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)

Adopted: 6/2/05;  
Revised: 7/2/13; 3/7/19



# POLICY

2005

3320

Community Relations

## **SUBJECT: CONFIDENTIALITY OF COMPUTERIZED INFORMATION**

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

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

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

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

Adopted: 6/2/05

**SUBJECT: CODE OF CONDUCT**

The District has developed and will amend, as appropriate, a written *Code of Conduct* for the maintenance of order on school property and at school functions. The *Code* will govern the conduct of students, teachers, and other school personnel, as well as visitors and vendors. The Board will further provide for the enforcement of this *Code of Conduct*.

For purposes of this policy, and the *Code of Conduct*, school property means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of the District's elementary or secondary schools, or in or on a school bus; and a school function means a school-sponsored extracurricular event or activity regardless of where the event or activity takes place.

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

The District *Code of Conduct* will be adopted by the Board only after at least one public hearing that provided for the participation of school personnel, parents or persons in parental relation, students, and any other interested parties.

The District *Code of Conduct* will be reviewed on an annual basis, and updated as necessary in accordance with law. The District may establish a committee to facilitate review of its *Code of Conduct* and the District's response to violations. The Board will reapprove any updated *Code of Conduct* or adopt revisions only after at least one public hearing that provides for the participation of school personnel, parents or persons in parental relation, students, and any other interested parties. The District will file a copy of its *Code of Conduct* and any amendments with the Commissioner, in a manner prescribed by the commissioner, no later than 30 days after their respective adoptions.

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

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

(Continued)



# POLICY

2019

3410  
2 of 2

Community Relations

**SUBJECT: CODE OF CONDUCT (Cont'd.)**

- e) Making complete copies available for review by students, parents, or persons in parental relation to students, other school staff, and other community members.

Education Law Article 2, §§ 801-a, 2801, and 3214  
Family Court Act Articles 3 and 7  
Vehicle and Traffic Law § 142  
8 NYCRR § 100.2

NOTE: Refer also to District *Code of Conduct*

Adopted: 6/2/05  
Revised: 7/5/12; 11/7/13; 3/7/19

# POLICY

2014

3411

Community Relations

## **SUBJECT: PROHIBITION OF WEAPONS ON SCHOOL GROUNDS**

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

Possession of a weapon upon school grounds may be a violation of the New York State Penal Law, and is a violation of School District policy and the *Code of Conduct*.

Penal Law §§ 265.01-265.06, 265.20

NOTE: Refer also to Policy #7360 -- Weapons in School and the Gun-Free Schools Act

Adopted: 6/2/05  
Revised: 4/24/14



# POLICY

2005

3412

Community Relations

## **SUBJECT: THREATS OF VIOLENCE IN SCHOOL**

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

Any acts and/or threats of violence, including bomb threats, whether made orally, in writing, or by email, shall be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as the *Code of Conduct for the Maintenance of Order on School Property* and collective bargaining agreements, as may be necessary.

While acknowledging an individual's constitutional rights, including applicable due process rights, the District refuses to condone acts and/or threats of violence which threaten the safety and well-being of staff, students and the school environment. Employees and students shall refrain from engaging threats or physical actions which create a safety hazard for others.

All staff who are made aware of physical acts and/or threats of violence directed to students or staff are to report such incidents to the Building Principal/designee, who shall report such occurrences to the Superintendent. Additionally, the Building Principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and/or Director of Special Education if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent/designee.

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

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

This policy will be enforced in accordance with applicable laws and regulations, as well as collective bargaining agreements and the *Code of Conduct* as may be necessary. Additionally, this policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request.

Regulations will be developed to address safety concerns in the schools, and appropriate sanctions for violations of this policy by students will be addressed in the *Code of Conduct*.

Adopted: 6/2/05



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

### Overview

The District is committed to creating and maintaining an environment which is free from discrimination and harassment. This policy addresses complaints of discrimination and/or harassment made under applicable federal and state laws and regulations, as well as any applicable District policy, regulation, procedure, or other document such as the District's *Code of Conduct*. It is just one component of the District's overall commitment to maintaining a discrimination and harassment-free educational and work environment.

In accordance with applicable federal and state laws and regulations, the District does not discriminate on the basis of any legally protected class or category in its education programs and activities or when making employment decisions. Further, the District prohibits discrimination and harassment on school property and at school functions on the basis of any legally protected class including, but not limited to:

- a) Race;
- b) Color;
- c) Religion;
- d) Disability;
- e) National origin;
- f) Sexual orientation;
- g) Gender identity or expression;
- h) Military status;
- i) Sex;
- j) Age; and
- k) Marital status.

The District adopts this policy as part of its effort to provide for the prompt and equitable resolution of complaints of discrimination and/or harassment. The District will promptly respond to reports of discrimination and/or harassment, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance process that provides due process protections, and impose disciplinary measures and implement remedies when warranted.

(Continued)



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

Inquiries about this policy may be directed to the District's Civil Rights Compliance Officer(s) (CRCO(s)).

Scope and Application

This policy outlines the District's general approach to addressing complaints of discrimination and/or harassment. This policy applies to the dealings between or among the following parties on school property and at school functions:

- a) Students;
- b) Employees;
- c) Applicants for employment;
- d) Paid or unpaid interns;
- e) Anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace;
- f) Volunteers; and
- g) Visitors or other third parties.

Further, discrimination and/or harassment that occurs off school property and somewhere other than a school function can disrupt the District's educational and work environment. This conduct can occur in-person or through phone calls, texts, emails, or social media. Accordingly, conduct or incidents of discrimination and/or harassment that create or foreseeably create a disruption within the District may be subject to this policy in certain circumstances.

Other District policies and documents such as regulations, procedures, collective bargaining agreements, and the District's *Code of Conduct* may address misconduct related to discrimination and/or harassment and may provide for additional, different, or more specific grievance procedures depending on a number of factors including, but not limited to, who is involved, where the alleged discrimination and/or harassment occurred, and the basis of the alleged discrimination and/or harassment. These documents must be read in conjunction with this policy.

The dismissal of a complaint under one policy or document does not preclude action under another related District policy or document.

(Continued)



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

**Definitions**

For purposes of this policy, the following definitions apply:

- a) "School property" means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of any District elementary or secondary school, or in or on a school bus or District vehicle.
- b) "School function" means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place virtually or in another state.

**What Constitutes Discrimination and Harassment**

Determinations as to whether conduct or an incident constitutes discrimination and/or harassment will be made consistent with applicable federal and state laws and regulations, as well as any applicable District policy, regulation, procedure, or other document such as the District's *Code of Conduct*. These determinations may depend upon a number of factors, including, but not limited to: the particular conduct or incident at issue; the ages of the parties involved; the context in which the conduct or incident took place; the relationship of the parties to one another; the relationship of the parties to the District; and the protected class or characteristic that is alleged to have been the basis for the conduct or incident. The examples below are intended to serve as a general guide for individuals in determining what may constitute discrimination and/or harassment. These examples should not be construed to add or limit the rights that individuals and entities possess as a matter of law.

Generally stated, discrimination consists of the differential treatment of a person or group of people on the basis of their membership in a legally protected class. Discriminatory actions may include, but are not limited to: refusing to promote or hire an individual on the basis of his or her membership in a protected class; denying an individual access to facilities or educational benefits on the basis of his or her membership in a protected class; or impermissibly instituting policies or practices that disproportionately and adversely impact members of a protected class.

Generally stated, harassment consists of subjecting an individual, on the basis of his or her membership in a legally protected class, to unwelcome verbal, written, or physical conduct which may include, but is not limited to: derogatory remarks, signs, jokes, or pranks; demeaning comments or behavior; slurs; mimicking; name calling; graffiti; innuendo; gestures; physical contact; stalking; threatening; bullying; extorting; or the display or circulation of written materials or pictures.

(Continued)



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

This conduct may, among other things, have the purpose or effect of: subjecting the individual to inferior terms, conditions, or privileges of employment; creating an intimidating, hostile, or offensive environment; substantially or unreasonably interfering with an individual's work or a student's educational performance, opportunities, benefits, or well-being; or otherwise adversely affecting an individual's employment or educational opportunities. Petty slights or trivial inconveniences generally do not constitute harassing conduct.

**Civil Rights Compliance Officer**

\*The District has designated the following District employee(s) to serve as its CRCO(s):

Linda Bradt, Director of Bilingual, ENL & World Language Education, 53 Bedford Avenue, Middletown, NY 10940 (845) 326-1307

The CRCO(s) will coordinate the District's efforts to comply with its responsibilities under applicable non-discrimination and anti-harassment laws and regulations including, but not limited to: the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975.

Where appropriate, the CRCO(s) may seek the assistance of other District employees, such as the District's Title IX Coordinator(s) or Dignity Act Coordinator(s) (DAC(s)), or third parties in investigating, responding to, and remedying complaints of discrimination and/or harassment.

**Reporting Allegations of Discrimination and/or Harassment**

Any person may report discrimination and/or harassment regardless of whether they are the alleged victim or not. Reports may be made in person, by using the contact information for the CRCO, or by any other means that results in the CRCO receiving the person's oral or written report. This report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the CRCO.

Reports of discrimination and/or harassment may also be made to any other District employee including a supervisor or building principal. All reports of discrimination and/or harassment will be immediately forwarded to the CRCO. Reports may also be forwarded to other District employees depending on the allegations.

All District employees who witness or receive an oral or written report of discrimination and/or harassment must immediately inform the CRCO. Failure to immediately inform the CRCO may subject the employee to discipline up to and including termination.

(Continued)



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

In addition to complying with this policy, District employees must comply with any other applicable District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*. Applicable documents include, but are not limited to, the District's policies, regulations, and procedures related to Title IX, sexual harassment in the workplace, and the Dignity for All Students Act (DASA).

If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

**Grievance Process for Complaints of Discrimination and/or Harassment**

The District will act to promptly, thoroughly, and equitably investigate all complaints, whether oral or written, of discrimination and/or harassment based on any legally protected class and will promptly take appropriate action to protect individuals from further discrimination and/or harassment. The CRCO will oversee the District's investigation of all complaints of discrimination and/or harassment. In the event an anonymous complaint is filed, the District will respond to the extent possible.

If an investigation reveals that discrimination and/or harassment based on a legally protected class has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable federal and state laws and regulations, as well as any applicable District policy, regulation, procedure, collective bargaining agreement, third-party contract, or other document such as the District's *Code of Conduct*.

**Knowingly Makes False Accusations**

Any employee or student who knowingly makes false accusations against another individual as to allegations of discrimination and/or harassment will face appropriate disciplinary action.

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

The District prohibits retaliation against any individual because the individual made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing related to a complaint of discrimination and/or harassment.

Complaints of retaliation may be directed to the CRCO. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

(Continued)



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

Where appropriate, follow-up inquiries will be made to ensure that the discrimination and/or harassment has not resumed and that those involved in the investigation have not suffered retaliation.

**Confidentiality**

To the extent possible, all complaints will be treated as confidential. Disclosure may be necessary in certain circumstances such as to complete a thorough investigation and/or notify law enforcement officials. All disclosures will be in accordance with law and regulation.

**Training**

In order to promote familiarity with issues pertaining to discrimination and harassment in the District, and to help reduce incidents of prohibited conduct, the District will provide appropriate information and/or training to employees and students. As may be necessary, special training will be provided for individuals involved in the handling of discrimination and/or harassment complaints.

**Notification**

Prior to the beginning of each school year, the District will issue an appropriate public announcement or publication which advises students, parents or legal guardians, employees, and other relevant individuals of the District's established grievance process for resolving complaints of discrimination and/or harassment. This announcement or publication will include the name, office address, telephone number, and email address of the CRCO(s). The District's website will reflect current and complete contact information for the CRCO(s).

A copy of this policy and its corresponding regulations and/or procedures will be available upon request and will be posted and/or published in appropriate locations and/or District publications.

**Additional Provisions**

Regulations and/or procedures will be developed for reporting, investigating, and remedying allegations of discrimination and/or harassment.

42 USC § 1324b

Age Discrimination Act of 1975, 42 USC § 6101 et seq.

Age Discrimination in Employment Act of 1967 (ADEA), 29 USC § 621 et seq.

Americans with Disabilities Act (ADA), 42 USC § 12101 et seq.

Equal Educational Opportunities Act of 1974, 20 USC § 1701 et seq.

Genetic Information Non-Discrimination Act (GINA), 42 USC § 2000ff et seq.

National Labor Relations Act (NLRA), 29 USC § 151 et seq.

(Continued)

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

Section 504 of the Rehabilitation Act of 1973, 29 USC § 790 et seq.  
Title IV of the Civil Rights Act of 1964, 42 USC § 2000c et seq.  
Title VI of the Civil Rights Act of 1964, 42 USC § 2000d et seq.  
Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq.  
Title IX, 20 USC § 1681 et seq.  
USERRA, 38 USC § 4301 et seq.  
28 CFR Part 35  
29 CFR Chapter I – National Labor Relations Board  
29 CFR Chapter XIV – Equal Employment Opportunity Commission  
34 CFR Parts 100, 104, 106, 110, and 270  
Civil Rights Law §§ 40, 40-c, 47-a, 47-b, 48-a, and 115  
Correction Law § 752  
Education Law §§ 10-18, 313, 313-a, 2801, 3201, and 3201-a  
Labor Law §§ 194-a, 201-d, 201-g, 203-e, 206-c, 215  
New York State Human Rights Law, Executive Law § 290 et seq.  
Military Law §§ 242, 243, and 318  
8 NYCRR § 100.2  
9 NYCRR § 466 et seq.

NOTE: Refer also to Policies #3421 -- Title IX and Sex Discrimination  
#6120 -- Equal Employment Opportunity  
#6121 -- Sexual Harassment in the Workplace  
#6122 -- Employee Grievances  
#7550 -- Dignity for All Students  
#7551 -- Sexual Harassment of Students  
#8130 -- Equal Educational Opportunities  
*District Code of Conduct*

Adoption Date 03.18.2021



**SUBJECT: USE OF METAL DETECTORS IN SCHOOLS**

The School District is authorized to use stationary or mobile metal detectors when the administration in any school has reasonable grounds for suspecting that weapons or dangerous instruments are in the possession of students.

School officials operating the metal detectors must comply with the procedures for the use of such devices as adopted by the Board.

- a) Students shall be notified at the beginning of the school year that metal detector searches shall take place but shall not be given any specific dates in advance. On the day the metal detector search is to be conducted, signs shall be posted or public announcements shall be made to warn students they will be required to submit to a screening for metal as a condition of entering school. The screening will be conducted by school officials.
- b) All students entering the school shall be subject to the search, unless school officials choose to limit the search by any random formula. For example, if the lines become too long, school officials may decide to search every second or third student. School officials are prohibited, however, from selecting a particular student to search unless there is reasonable suspicion to believe that the student is in possession of a weapon.
- c) When a metal detector is being used, students shall be allowed to use only designated entrances. The official conducting the search shall approach each incoming student and explain the scanning process. Then the official shall ask the student to place any bags and parcels on a table and remove all metal objects from pockets. If a student refuses to cooperate, the official shall notify the Principal or administrator stationed near-by to monitor the search. If the student cooperates, the scanning shall take place, beginning at the toes and continuing up to the head without actually touching the body. The bags and parcels shall also be scanned.
- d) If a student's bag or parcel activates the scanning device, the official shall request the student to open the container in question so that the official can look for weapons or dangerous instruments.
- e) If a student's body activates the device, the official shall first repeat the request to remove metal objects. A second scan shall then be conducted and if the device is activated again, the official shall escort the student to a private area where a pat-down search shall be conducted.
- f) Prior to the pat-down search, the official shall ask the student for the third time to remove any metal objects. The pat-down search shall begin at the place where the scanning device was activated. The search shall be geared to locate only the item which triggered the scanning device.
- g) The pat-down search shall be conducted by a school official of the same sex as the student.

(Continued)

**SUBJECT: USE OF METAL DETECTORS IN SCHOOLS (Cont'd.)**

- h) If the official feels an object during the pat-down, the student shall be asked to remove such object. If the student declines to remove the object, the official may then remove the object. If such an object, once removed, appears to be the one which activated the device, the pat-down search shall cease.
- i) The school official shall then conduct a new scan on the student. The pat-down search shall be continued only if the new scan activates the device.
- j) If the property removed from the student as a result of the above procedure may be legitimately brought onto school premises, it shall be returned to the student.
- k) If the possession of the property removed from the student violates the school district policy on student conduct and discipline, such property shall be confiscated and the student shall be disciplined accordingly.
- l) Students who fail to cooperate with school personnel in the performance of their duties under these procedures may be subject to discipline for insubordination.
- m) Nothing in the procedures set forth above shall limit the authority of school officials to otherwise search a student when there is reasonable, suspicion to believe that he or she is in possession of an article which violates the school district policy or procedures pertaining to student conduct and discipline.



# POLICY

2016

3510

Community Relations

## **SUBJECT: EMERGENCY CLOSINGS**

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

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

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

Education Law § 3604(7)

Adopted: 6/2/05  
Revised: 6/16/16