

COMMUNITY RELATIONS 1000 SERIES

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ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

PROHIBITION AGAINST HARASSMENT AND
DISCRIMINATION IN THE WORK PLACE

1000 (a)

EQUAL OPPORTUNITY
COMMUNITY RELATIONS

COMMUNITY RELATIONS

I. PURPOSE

The Elmont School District believes in the dignity of the individual and recognizes the rights of all people to equal employment opportunities in the workplace. In this regard, the Elmont School District is committed to a Policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without subjugation to harassment or discrimination in the workplace. As with discrimination based on sex and sexual harassment, it is the Elmont School District's Policy to provide an employment environment free from discrimination and harassment based on race, color, creed, religion, national origin, disability, political affiliation, age, arrest record, and veteran or marital status.

A. Scope of Policy

This Policy applies to all Elmont School District Employees and all personnel in a contractual or other business relationship with the Elmont School District including, for example, applicants, temporary or leased employees, independent contractors, vendors, consultants, volunteers and visitors. Depending on the extent of Elmont School District's exercise of control, this policy may be applied to the conduct of non-employees with the respect to unlawful harassment and/or discrimination of Elmont School District Employees in the workplace. This Policy applies with equal force on District property as it does at District-sponsored events, programs and activities which take place off District premises.

B. Policy Objectives

By adopting and publishing this Policy, it is the intention of the Board of Education to:

1. notify employees about the types of conduct which constitute discrimination or harassment prohibited by this Policy
2. inform employees about the complaint procedures established by the District which enable any employee who believes (s)he is the victim of discrimination or harassment to submit a complaint which will be investigated by the District
3. clearly advise all supervisory staff, administrators, and employees that discriminatory treatment based on race, color, creed, religion, national origin, disability, political affiliation, age, arrest record, and veteran or marital status of employees is strictly prohibited and no such person possesses the authority to harass or discriminate; and
4. notify all employees that the District has appointed Compliance Officers for each District building who have specifically designated to receive complaints of discrimination based on race, color, creed, religion, national origin, disability, political affiliation, age, arrest record, and veteran or marital status, and ensure compliance with this Policy

NOTE: The name and office location of the Compliance Officer designated to receive and investigate complaints is listed below at the end of this Policy (Section 10). The name and office location of the new Compliance Officer designated to receive and investigate complaints in subsequent years will be listed in the school calendar and the District website at Elmontschools.org.

II. DEFINITIONS

A. “Prohibited Discrimination”

Prohibited discrimination of employees can take the form of any negative treatment of an employee, by either a District employee or official, or a third party engaged in school-sponsored activities which: (a) negatively impacts an employee’s employment opportunities and/or employment benefits; and (b) is based upon the employee’s race, color, creed, religion, national origin, disability, political affiliation, age, arrest record, and veteran or marital status. Prohibited discrimination of employees can also take the form of harassment even where there is no tangible impact upon the employee’s employment opportunities and/or employment benefits. The phrase “prohibited discrimination: as used in this Policy includes all forms of “prohibited harassment” (defined below).

B. “Prohibited Harassment”

Harassment can constitute a form of prohibited discrimination under this Policy if it is unwelcomed and has the purpose or effect of unreasonably interfering with an individual’s work performance, or crating an intimidating, hostile or offensive working environment. Such harassment of employees is prohibited by this Policy if it is based upon race color, creed, religion, national origin, disability, political affiliation, age, arrest record, and veteran or marital status. In this regard, individuals subject to this Policy should be mindful that conduct or behavior that is acceptable, amusing or inoffensive to some individuals may be viewed as unwelcome, abusive or offensive to others.

C. “Prohibited Behavior”

While it is impossible to list all of the possible forms of unlawful harassment, the following is a list of *examples* of conduct that may constitute harassment:

- Using slurs or derogatory terms based on race, color, creed, religion national origin, disability, political affiliation age, arrest record, and veteran or marital status
- Telling derogatory jokes or stories based on race, color creed, religion, national origin, disability, political affiliation, age, arrest record, and veteran or marital status
- Displaying graffiti or other derogatory or insulting writings based on race, color creed, religion, national origin, disability, political affiliation, age, arrest record, and veteran or marital status
- Making degrading comments about a person and/or his or her appearance based on race, color creed, religion, national origin, disability, political affiliation, age, arrest record, and veteran or marital status

- Demeaning or criticizing an individual because of his or her race, color creed, religion, national origin, disability, political affiliation, age, arrest record, and veteran or marital status
- Sabotaging, damaging, or interfering with an individual's work because of that individual's race, color creed, religion, national origin, disability, political affiliation, age, arrest record, and veteran or marital status
- Threatening or intimidating and individual because of his race, color creed, religion, national origin, disability, political affiliation, age, arrest record, and veteran or marital status

As set forth above, this list is not intended to be all-inclusive. Furthermore, while a single incident o these types of behavior may not create a hostile working environment, if such behavior is severe, persistent or pervasive, or if submission to such conduct is made either explicitly or implicitly a term or condition of employment or receipt of employment benefits, such conduct constitutes prohibited discrimination and/or harassment.

III. POLICY

As with discrimination based on sex and sexual harassment, the Elmont School District prohibits discrimination based on race, color creed, religion, national origin, disability, political affiliation, age, arrest record, and veteran or marital status an will not tolerate any form of unlawful discrimination or harassment. The Elmont School District will take all steps necessary to prevent and stop the occurrence of unlawful discrimination and or harassment in the workplace.

All employees, including but not limited to, the Elmont School District officials and supervisory personnel, are responsible for ensuring a work environment free from prohibited discrimination and harassment. All employees will be held responsible and accountable for avoiding or eliminating inappropriate conduct that may give rise to a claim of sexual harassment or sex discrimination. Employees are encouraged to report violations to one of the Compliance Officers listed in Section 10 of this Policy [and the District's website-Elmontschools.org], in accordance with the Complaint Procedure set forth in this Policy. Officials and supervisors must take immediate and appropriate corrective action when instances of prohibited discrimination and/or harassment come to their attention to assure compliance with this Policy.

Each employee is assured pursuant to Section 6 of this Policy, that retaliation against an individual who makes a complaint or report under this Policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy.

Any questions regarding the scope or application of this Policy should be directed to one of the Compliance Officers listed in Section 10 of this Policy [and the District's website- Elmontschools.org].

IV. POLICY ENFORCEMENT

A. Complaint Procedure for Employees

1. Notification Procedure

Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination and/or harassment is encouraged regardless of the offender's identity or position. An employee or other individual who feels aggrieved because of harassment or discrimination has several ways to make his or her concerns known:

a. An aggrieved person who feels comfortable doing so should directly inform the person(s) engaging in the harassment or discrimination that such conduct or communication is offensive and must stop.

NOTE: Confronting the offender is NOT required. All employees have the right to file a good faith complaint without first communicating with the offender.

b. An aggrieved person who does not wish to communicate directly with the individual whose conduct or communication is offensive, or if direct communication with the offending party has been unavailing, shall contact his or her supervisor or the Compliance Officer listed in Section 10 of this Policy, or a Building Principal, or the Superintendent of Schools.

c. An aggrieved person alleging harassment or discrimination by anyone with supervisory authority, or alleging failure of supervision to take immediate action on the individual's complaint shall contact the Compliance Officer, a Building Principal, or the Superintendent of Schools.

d. An aggrieved person, who is a member of a collective bargaining unit, may also be entitled to file a grievance through the collective bargaining grievance procedure depending on the particular terms of the governing collective bargaining agreement. Such filing may *not*, in all cases, trigger an investigation pursuant to this Policy. Consequently, aggrieved persons are encouraged to simultaneously utilize the Complaint Procedure set forth herein, where appropriate.

2. Making a Complaint

All complaints should be in writing. All employees are encouraged to use the District's "Complaint of Alleged Discrimination" form. A copy of this form is attached to this Policy. Additional complaint forms can be obtained from and Principal's office within the District, or from the Compliance Officer, with no questions asked. Because an accurate record of the allegedly objectionable behavior is necessary to resolve a complaint of prohibited discrimination, all complaint should be reduced in writing. If an employee has any questions or difficulty filling out the complaint form. (s)he can obtain assistance from the Compliance Officer or a Principal. 'All complaints should include: the name of the complaining party, the name of the alleged offender(s), date of the incident(s), description of the incident(s), names of witnesses to the incident(s), and the signature of the complaining party.

Once the complaining party has completed and dated a complaint, with or without the assistance of the District's Compliance Officers or Principals, the written complaint should be personally delivered to the District Compliance Officer or Principal or placed in their mailbox.

If for any reason an employee is uncomfortable submitting a written complaint to the Principal or Compliance Officer, the written complaint may be submitted, either by hand delivery or mail to the Superintendent of School who will then advise the Compliance Officer.

Complainants are expected to cooperate with the District's investigation procedures by providing all relevant information relating to the complaint, as are other supervisory and non-supervisory employees having relevant or related knowledge or information.

B. Time for Reporting a Complaint

Prompt reporting of all complaints is strongly encouraged. All employees should be aware that appropriate resolution of discrimination complaints and effective remedial action oftentimes is possible only when complaints are promptly filed. Furthermore, complaining parties should be aware that statutes of limitations may constrain the time period for instituting legal actions outside this Policy.

C. Confidentiality and Privacy

In recognition of the personal nature of discrimination complaints and the emotional impact of alleged discrimination, the District shall keep complaints as confidential as is consistent with a thorough investigation, applicable collective bargaining agreements, and other laws and regulations regarding employees. For the protection of all individuals who make complaints or are accused of prohibited discrimination, every witness interviewed during an investigation under this policy will be advised of the confidentiality requirement and instructed not to discuss the complaint, the investigation, or the persons involved. To the extent complaints made under this policy implicate criminal conduct, the District may be required by law to contact and cooperate with appropriate law enforcement authorities.

D. Acknowledgement of Complaints

Upon receipt of a written complaint, the Compliance Officer, Building Principal, or Superintendent of Schools should endeavor to contact promptly the complainant to confirm that the written complaint has been received. If the complainant does not receive such confirmation promptly, (s)he is encouraged to file a second written complaint or contact the Compliance Officer, Principal or Superintendent. The purpose of this acknowledgement procedure is to ensure that all written complaints are received by authorized individuals, carefully processed and promptly investigated.

V. INVESTIGATION PROCEDURES

A. Timing of Investigations

The District will promptly investigate all allegations of discrimination and harassment prohibited by this policy. The District will also attempt to complete investigations under this Policy promptly. The length of the investigation will depend upon the complexity and particular circumstances of each complaint.

B. Method of Investigation

Investigations will be conducted by the District's Compliance Officer, the District's legal counsel, and/or other impartial persons designated by the Superintendent of Schools. The primary purposes of all investigations under this Policy will be to determine:

1. Did the conduct complained of occur?
2. Did the conduct complained of violate this policy? and
3. What remedial or preventative steps, if any, are recommended?

Investigations may include: fact-finding interviews, document review, depositions, observations, or other reasonable methods. The District's investigators should pursue reasonable steps to investigate each complaint in a thorough and comprehensive manner. Any notes, memoranda, or other records create by the District employees or agents conducting and investigation under this policy shall be deemed confidential and privileged to the extent allowed by law.

C. Notification to Complaining Party and the Accused Party

The Superintendent or his or her designee shall notify the complainant of the outcome of the investigation promptly. Such notification shall be in writing, include a brief summary of the factual findings and, whenever possible, shall include a summary of any remedial measures that have been or will be taken by the District.

While reasonable efforts will be made to inform the complaining party about the outcome of investigations, the District will nonetheless consider the privacy rights of all parties involved in disseminating information obtained during and through the investigation.

The Superintendent or his or her designee shall promptly notify the person accused of violating this Policy whether a violation of this Policy was found and what remedial measures, if any, will be taken by the District.

D. Remedial Measures

The Elmont District's primary goals in responding to complaints of prohibited discrimination under this policy, is prevention. This policy is intended to prevent all forms of unlawful discrimination and harassment in the District and put an end to any prohibited discrimination that is found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination. During the pendency of any investigation being conducted pursuant to this Policy, remedial measures may be taken if appropriate and necessary.

Any individual who is found to have engaged in prohibited discrimination or conduct which may be prohibited by this Policy may receive education, training, counseling, warnings, discipline, or other measures designed to prevent future violations of this Policy. Disciplinary action may include: warnings, suspension, or discharge from employment. Any third party found to have engaged in discrimination or harassment of an employee may be barred from District property.

VI. PROHIBITON AGAINST RETALIATON AND ABUSE OF THE POLICY

Retaliation is strictly prohibited by this Policy and by law against anyone who in good faith reports a suspected violation of this Policy, who assists in making such a complaint, or who cooperates in a harassment or discrimination investigation. Retaliation means taking any adverse action in response to a complaint being made.

Complaints of retaliation should be brought directly to the Compliance Officer, building Principal or the Superintendent of Schools. Such complaints will be promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a non-employee, an appropriate remedy up to and including termination of the business relationship.

Because of the damage that can be done to someone falsely accused, any individual who in bad faith knowingly makes a false complaint or report of harassment or discrimination will be subject to disciplinary action up to and including termination in accordance with legal guidelines, District Policy, and any applicable collective bargaining agreement(s).

VII. APPEALS

Any complainant or accused party who wishes to appeal the procedures which the District followed in investigating a written complaint filed under this Policy, may do so within ten (10) days of receipt of the appellant's notification outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Board of Education by submission to the District Clerk. The appellant shall be entitled to present evidence as to why the investigation procedures were flawed, improper, or otherwise not in compliance with this Policy. The Board's consideration and review of any such appeal shall be conducted confidentially in executive session.

Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived therefrom, the Board of Education, or its designee, shall render a decision. The Board's decision shall be final. The appellant shall be notified of the decision in writing.

Nothing set forth in the Appeal Process above shall be construed to in any way confer upon either the complainant(s) or the person(s) accused of violating this Policy ay right to appeal the District's determination as to appropriate disciplinary and/or corrective action to be taken on meritorious complaints. In this regard, the District at all times retains sole discretion to determine the appropriate disciplinary and/or corrective action to be taken with regard to a meritorious complaint.

VIII. RECORD KEEPING

The District shall maintain a written record of all complaints of discrimination and/or harassment prohibited by this Policy for a period of at least six years. The District shall also document the steps taken with regard to investigations, as well as conclusions reached and remedial action taken, if any. The District shall also maintain these documents for, at a minimum, six years.

The District records regarding alleged discrimination shall be maintained separate and apart from personnel records.

IX. QUESTIONS

Any questions by employees of the District about this Policy or potential discrimination should be brought to the attention of the District's Compliance Officer or the Superintendent of Schools. The name, address, and telephone number of the District's Compliance Officer is listed in Section 10 of this Policy [and the District's website- Elmontschools.org].

X. COMPLIANCE OFFICER

Name Stephanie Muller **Office Location:** 1735 Hempstead Turnpike, Elmont, NY 11003
Telephone Number: 516 434-2239.

EFFECTIVE DATE AND POLICY DISSEMINATION

The effective date of this Policy shall be July, 2005. The Superintendent of Schools shall ensure that this Policy is adequately disseminated and made available to all employees of the District. This Policy shall be distributed at the beginning of each school year with or as part of the new school year orientation [and the District's website- Elmontschools.org]. In addition, copies of this Policy and Complaint Form shall be maintained in the office of the Compliance Officer; the office of each Building Principal; each library in the District; and the District Policy Book that is available at the local Library.

Upon the effective date of this Policy, the provisions of this Policy shall supersede and replace all prior District policies and regulations regarding employee discrimination and harassment, and related complaint procedures with the exception of the "Elmont District's Policy Against Sex Discrimination and Sexual Harassment".

Legal Reference

20 USE§ 1681 [Title IX of the Federal Education Amendments (1972)]
42 USE§ 2000 e j 34CFR§ 106.9 [Title VII of Civil Right Act (164)]

Policy

Adopted: 4/13/76

Amended: 9/18/79, 7/05/05, 05/01/18

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

COMPLAINT OF ALLEGED DISCRIMINATION

This form is to be filed as a part of the Formal Procedure in order to initiate a complaint of alleged discrimination or harassment prohibited by the Elmont District's Policy Against Discrimination and Harassment.

Your Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: () _____ Cell Phone Number : () _____

Status: (Circle One) Instructional Staff Non-Instructional Staff/ Other

Time(s) and Date(s) incidents of discrimination (and/or Harassment took place:

Have you also filed this charge with a Federal, State, or Local Government agency?

Yes _____ No _____

Names(s) and office address of the individual who allegedly discriminated against you or harassed you. If more than one, list all.

Name: _____

Office/ Location: _____

Describe the incidents which occurred and your reason for concluding that it is/was discriminator (use extra sheet if necessary).

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

ANTI-HARASSMENT/ NON-DISCRIMINATION FORMAL COMPLAINT FORM

Individual Filing Complaint

Name: _____

Position/ Title: _____

Address: _____

Telephone Number: (____) _____

Complaint Filed Against

Name: _____

Position/ Title: _____

Date(s) of Incident(s): _____

Place(s) of Incident(s): _____

Specific nature of the alleged harassment or discrimination: _____

Description of event(s) which caused you to file this complaint. Please give dates and all relevant actions, dialogue and other relevant information in sequential order. Attach any evidence. If you need additional space, feel free to attach additional pages to this form.

Name(s) of witness(es) (if any) _____

Explain why you believe this is harassment or discrimination. _____

Has the incident been reported before? _____ If yes, when? _____

To Whom? _____

What was the resolution? _____

Signature of Complainant

Date

Signature of Supervisor/ Building Administrator

Date

Upon request, assistance will be provided by the Superintendent at (516) 434-2003 or Director of Pupil Personnel at (516) 434-2239.

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

ANTI-HARASSMENT/ NON-DISCRIMINATION COMPLAINT APPEAL FORM

Individual Filing Complaint

Name: _____

Position/ Title: _____

Date of Original Complaint: _____

Have there been any prior appeals? _____

If yes, when? _____ To Whom? _____

Description of decision being appealed: _____

Why is the decision being appealed? _____

If you need additional space, feel free to attach additional pages to this form.

Signature of Complainant

Date

Completed form must be sent to the District Superintendent who is located at 135 Elmont Road, Elmont, NY 11003.

Upon request, assistance will be provided by the Superintendent at (516) 434-2003 or Director of Pupil Personnel at (516) 434-2239.

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

PROHIBITION AGAINST
SEX DISCRIMINATION

1010 (a)

EQUAL OPPORTUNITY
COMMUNITY RELATIONS

COMMUNITY RELATIONS

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex. Specifically, Title IX states:

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination.

The purpose of this policy is to give direction to staff to insure full compliance with the law.

Curriculum

All programs, courses and activities of the District shall be open to both boys and girls and conducted on a co-educational basis. No student shall be required to attend a class or program on the basis of sex.

Extra-curricular and co-curricular activities shall be accessible to and accommodate the needs and interests of both sexes fairly and equitably.

Counseling, testing, academic and career guidance, scheduling, shall be free of sex bias and discrimination.

Physical education, interscholastic athletics and intramurals shall provide equal opportunity for both boys and girls.

Effective July 21, 1976:

Physical education classes shall be co-educational, except that the separation of boys and girls shall be maintained during participation in contact sports.

Facilities shall be comparable and equity shall be maintained in providing equipment and supplies, scheduling games and practices, and in providing coaching, for both sexes.

Use of and access to shared facilities for conduct of approved activities shall be equal.

Employment

Recruitment, hiring, assignment and promotion shall be conducted without regard to sex. Equal pay shall be provided for equal work.

Use of Facilities by Outside Groups

Use of facilities may be denied to outside groups or organizations which discriminate, except that Boy Scouts, Girl Scouts, Campfire Girls, YWCA, YMCA, and certain voluntary youth service organizations are exempt.

Enforcement

The Board of Education shall appoint a compliance officer under Title IX to conduct an evaluation (self-study) of District policy and practice, identify discrimination and recommend appropriate remedial action.

Grievance procedures shall be defined and promulgated for use by students, staff and community in the event of claim of discrimination.

Legal Reference

Title IX of the Education Amendment of 1972

Policy

Adopted: 4/13/76

Amended: 9/18/79, 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

COMPLAINT PROCEDURES FOR
TITLE IX REGULATIONS

1020 (a)

EQUAL OPPORTUNITY
COMMUNITY RELATIONS

COMMUNITY RELATIONS

I. DEFINITIONS

- A. Claimant shall mean a citizen, parent, student, employee or prospective employee who claims a school District violation of Title IX Rules and Regulations.
- B. Claimed violation shall mean a failure to comply with title IX Rules and Regulations prohibiting sex discrimination in education.
- C. Chief Compliance Officer shall mean the person so designated by the Board of Education to coordinate activities relating to compliance with Title IX Rules and Regulations.

II. BASIC PRINCIPLES

- A. It is the intent of these procedures to provide for the orderly presentation and settlement of claimed violations of Title IX Rules and Regulations.
- B. The District Official responsible for the coordination of activities relating to compliance with Title IX is:

FUNCTION

&

NAME

LOCATION OF OFFICE

TELEPHONE NUMBER

The Superintendent
of Schools

Elmont Road School
Elmont, New York

326-5500

- C. The Claimant has a right to present claimed violations of Title IX free from coercion, interference, restraint, discrimination or reprisal.
- D. It shall be the responsibility of the Chief Compliance Officer to take such steps as may be necessary to give force and effect to these procedures.

III. PROCEDURES

- Step 1 a. The individual(s) who feels he has a complaint will discuss said complaint with the Building Principal and/or the Director to whom he/she reports or her/his designee. The complaint will be informally discussed and, if possible, a solution should follow.

- b. Within five (5) school days after presentation of the complaint to her/him, the Principal/Director shall make his decision and orally communicate the decision and the reason therefore.

This shall be in writing and shall contain (1) a clear and concise recital of the claimed violation; and (2) the relief requested. Within five (5) school days the Chief Compliance Officer shall notify the complainant in writing of his/her decisions and the reasons therefore. A copy shall also be sent to the Chief Compliance Officer.

Step 2 If the complaint is not satisfactorily resolved at Step 1, the complainant may request, in writing, a determination of his claimed violation by the Chief Compliance officer, setting forth in detail (1) a clear and concise recital of the claimed violation and (2) the relief requested.

Step 3 The Chief Compliance Officer shall, within five (5) school days after receipt of the written request, meet with the complainant in writing of his decision and the reasons therefore.

Step 4 Within ten (10) school days after his meeting with the complainant, the Chief Compliance Officer shall notify the complainant in writing of his decision and the reasons therefore.

Step 5 After receipt of the written decision rendered by the Chief Compliance Officer or failure to render same within the prescribed time period of Step ~~5~~ 4, the claimant may submit his claimed violation in writing to the Board of Education, together with written records of all previous steps.

The Board of Education, upon receipt of such written request, shall hold a hearing within thirty (30) days, at which time oral and written arguments may be presented.

Within ten (10) school days after the close of the hearing, the Board of Education shall, in writing, render its decision, a copy of which shall be sent to the complainant. This shall be the final stage of the complaint procedure.

It is understood that either party shall have the right to seek appropriate redress by court action and/or through any governmental agency or authority.

Legal Reference

Title IX Regulations implementing Education Amendments of 1972

Policy

Adopted: 4/13/76

Amended: 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

COMPLAINT PROCEDURE-TITLE I

1030

EQUAL OPPORTUNITY
COMMUNITY RELATIONS

COMMUNITY RELATIONS

The following written procedures shall be followed for the resolution of complaints made to Elmont Union Free School District by parent advisory councils, parents, teachers, or other concerned organizations or individuals concerning violations of this title, or of applicable provisions of the General Education Provisions Act in connection with programs under this title.

1. There shall be a thirty-day time limit for investigation and resolution of complains unless a longer period of time is provided by the State Education Department due to exceptional circumstances in accordance with regulations established by the Commissioner.
2. There shall be an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question parties involved.
3. Within thirty days after receipt of a written decision the complainant has the right to appeal the final resolution to the State Education Department.
4. These procedures shall be disseminated to interested parties, including all District and school parent advisory councils.

Legal Reference

Policy
Adopted: 04/15/80
Amended: 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

SEXUAL HARASSMENT OF EMPLOYEES

1100 (a)

COMMUNITY RELATIONS

COMMUNITY RELATIONS

Introduction

The Elmont Union Free School District is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Elmont's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the Elmont District. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Elmont's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the Elmont District. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Elmont District will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the Elmont District who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Stephanie Muller. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Elmont District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The Elmont District will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Elmont District will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Elmont District will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to Stephanie Muller.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex.

Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Elmont District cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or Ms. Muller. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or Ms. Muller.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to Ms. Muller.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Elmont District will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, Ms. Muller will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by *the Elmont District* but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Elmont District, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Elmont District does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Policy

Adopted: 7/05/05

Amended: Original Policy and Regulation replaced with the policy above 10/9/18

Elmont Union Free School District

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to Stephanie Muller; 1735 Hempstead Turnpike, Elmont, NY 11003; Form can be submitted in person or by interschool mail (MARKED CONFIDENTIAL). You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name: _____

Work Address: _____

Work Phone: _____

Job Title: _____

Email: _____

Select Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____

Work Phone: _____

Work Address: _____

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name: _____ Title: _____

Work Address: _____ Work Phone: _____

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred: _____

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

Policy

Adopted: 7/05/05

Amended: Original Policy and Regulation replaced with the policy above 10/9/18

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

DRUG FREE WORKPLACE

1200

COMMUNITY RELATIONS

COMMUNITY RELATIONS

The Board of Education prohibits the illegal, improper or unauthorized manufacture, distribution, dispensing, possession and/or illegal use of any controlled substances which are not used as a food product or in accordance with approved medical instructions. "Workplace" shall mean any site on school grounds, at school-sponsored activities, or any place in which an employee is working within the scope of his/her employment or duties. "Controlled substances" shall include drugs which are banned or controlled under federal or state law, including those which a physician's prescription is required, as well as any other chemical substance which is deliberately ingested to produce psychological or effects, other than accepted foods or beverages.

The Superintendent of Schools or his/her designee shall implement related regulations which outline the requirements of the federal Drug-Free Workplace Act of 1988.

Legal Ref: Drug-Free Workplace Act (DFWA), P.L. 100-690
Controlled Substances Act, 21 U.S.C. 812
21 CFR 1300.11-1300.15
34 CFR Part 85 (U.S. Dept. of Ed. Regulations under the DFWA)
Civil Service Law §75
Education Law §3020-a
Patchogue-Medford Congress of Teachers v. Board Of Education,
70 NY2d 57 (1987)
Public Health Law §3306

Policy

Adopted: 7/05/05

Amended:

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

DRUG FREE WORKPLACE

1200

COMMUNITY RELATIONS

COMMUNITY RELATIONS

- I. *The Superintendent of Schools shall certify to any federal agency making a direct grant to the District that the District will provide a drug-free workplace, in accordance with the Drug-Free Workplace Act of 1988.*
- II. *The Superintendent or his/her designee shall establish a drug-free awareness program to inform employees about:*
 - a. *the dangers of drug abuse in the workplace*
 - b. *the District's policy of maintaining a drug-free workplace*
 - c. *any available drug counseling, rehabilitation, and employee assistance programs;*
 - d. *the penalties that may be imposed upon employees for drug abuse violations.*
- III. *The Superintendent or his/her designee shall publish a statement notifying District employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace (as defined by District policy). The statement shall specify the actions that will be taken against employees for violations of such prohibition. Each employee shall receive a copy of this statement and the Drug-Free Workplace Act of 1988.*
- IV. *Each employee, as a condition of employment on and direct federal grant, shall:*
 - a. *abide by the terms of the statement; and*
 - b. *notify his/her immediate supervisor, who shall notify the Superintendent, of any criminal drug statute conviction for a violation occurring in the workplace within three (3) days of such conviction.*
- V. *The Superintendent shall notify the Board of Education of any such conviction(s), and shall notify the granting agency within 10 days after receiving notice of such conviction(s) from any source.*
- VI. *Within 30 days of such conviction(s), the District shall initiate appropriate disciplinary action against any employee so convicted in the manner provided for by law, up to and including dismissal, and/or require his/her satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.*
- VII. *The District shall make a "good faith effort" to continue to maintain a drug-free workplace through implementation of these regulations.*

Legal Reference

Regulation
Adopted: 7/05/05
Amended:

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

GIFTS TO SCHOOLS/FUNDRAISING
SOLICITING FUNDS FROM STUDENTS

1311 (a)

RELATIONS BETWEEN PUBLIC AND STUDENTS
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES

COMMUNITY RELATIONS

A. GIFTS TO SCHOOLS

The Board of Education is mindful of its responsibility to provide a program of quality education in a cost efficient manner. From time-to-time the District will receive gifts or donations from individuals or organizations. Gifts should not be something that the Board of Education would normally provide. Upon the receipt of the gift, the District shall be responsible for maintenance. It is suggested that service on maintenance contracts be purchased for gifts wherever feasible in order to reduce the cost of maintenance to the community.

B. FUNDRAISING

The Board will not authorize fund raising for the purpose of purchasing services and items normally provided in the school budget. In approving fundraisers, the Board shall be strictly guided by the purpose and need for the fundraising and its meaningful relationship to children's educational needs.

Out-of-School soliciting of funds or selling of products by children of this District is prohibited. Under no circumstance shall children sell products outside the school building nor shall they be used as a means of organizing such fundraising. Fund raising by the PTA/District will be evaluated and approved on a case by case basis.

The Board recognizes that certain fund raising activities are conducted routinely and therefore does not require that they be approved yearly. These activities are:

- Annual children's picture taking
- Plant sales
- Cake sales
- Holiday fairs
- Book fairs
- Fashion shows
- Supermarket Bingo (with the appropriate licenses) and raffle sales
- Sale of school T-shirts and Sweatshirts
- Wrapping paper sales
- Activities such as box top for education and other consumer incentive collections
- Student store – and similar Student Government Activities

Requests for Board approval of all other fund raising activities shall be submitted to the Superintendent's Office through the use of the Fund Raising Request Form. The form must be submitted thirty (30) calendar days prior to the commencement of the fundraising. All requests are to be signed by a representative member of the organization sponsoring the fundraiser and approved by the building principal.

If a fund raising event requires sale of items or collection of funds, parents must be advised in writing of their responsibility to ensure that their children will not go door to door to raise funds and will not solicit sale of items. A sample letter is provided.

Packets of information, materials and money shall be handled by adults only. Payment shall be made with checks or money orders delivered by adults or by mail. Whenever, for practical reasons, fund raising materials cannot be given directly to adults, they may be sent home via the children in sealed envelopes.

If after school and/or weekend use of buildings is needed, the Use of Facilities form shall be submitted to the Office of Facilities for all fund raising activities.

C. SOLICITING FUNDS FROM STUDENTS*

Whenever appropriate and on the approval of the Board of Education, students may participate in worthwhile welfare projects. Adults in charge of the activities shall follow the procedures outlined in the Fundraising section of this policy.

Legal Reference

Policy

Adopted: 11/13/59

Amended: 9/20/88, 1/19/94, 7/3/02 (Approved at Board Meeting 7/2/02), 7/05/05

FUND RAISING REQUEST FORM

SUBMIT AT LEAST 30 DAYS BEFORE THE BEGINNING OF THE ACTIVITY

Briefly describe the fund raising activity.

Will you be charging a fee for admission? Yes ___No ___ If yes, how much? \$_____

Is this an activity that falls within the list of routine activities? Yes ____ No ____
(If yes, you need not submit this form.)

How will you arrange for the distribution of materials, and for the collection of money if the activity requires it? (Attach copy of the letter you will be sending to parents.)

Estimate of how long this activity will last: _____

Date activity will begin: _____

Date

Person in charge of the fundraiser

Date

School Principal

ACTION BY SUPERINTENDENT OF SCHOOLS	
Date Received: _____	Superintendent's Signature _____
Date Approved: _____	Date Disapproved: _____
ACTION BY THE BOARD OF EDUCATION	
_____ President of the Board of Education	_____ Signature of the Board President
Date Approved: _____	Date Disapproved: _____

THIS FORM WILL BE RETURNED TO THE SCHOOL PRINCIPAL, WHO WILL FORWARD IT TO THE PERSON IN CHARGE OF THE FUNDRAISER.

SAMPLE LETTER

Dear Parents:

The _____ School PTA sponsors each year fund raising events to assist the PTA in providing enrichment to your children's school experience.

If you wish to participate, please follow the guidelines below, which have been established to facilitate fund raising events and to ensure the safety of our children.

- Children must not go door to door (nor should they solicit sales) to fund raise
- All materials needed must be picked up by an adult. If you are unable to pick up the materials personally, we will send them home to you in a sealed envelope via your children.
- Money raised must be brought in by an adult or mailed. Only checks or money orders will be accepted, payable to _____.

If you have any questions, please contact _____.

Thank you for your cooperation.

Sincerely,

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

SCHOOL VISITORS

1314

RELATIONS BETWEEN PUBLIC AND STUDENTS
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES

COMMUNITY RELATIONS

The Principal in each building is to ensure that the following procedures are followed for all visiting persons; parents, friends, relatives, salesmen, officials not connected with the school, etc.

- A. When visitors are admitted into the school building, the following procedures apply. The release button for the door is pushed, instruct the person to go immediately to the office.
- B. All visitors must sign in at the security desk, obtain a Visitor's Pass and report to the main office for assistance. No one is allowed to go directly to the classroom or other area of the school without being escorted. Classroom visitations are accompanied by the principal of his/her designee.
- C. If a visitor's identity is in question, request identification.
- D. Visitors shall wear the Visitor's Pass with school stamp and date. If the area of visitation is limited, so note on the pass.
- E. Visitation rights may be denied if it is not in the best interest of the child, classroom or school. Notify the Superintendent's Office in such cases.
- F. The principal of the school shall establish a line of authority of at least three building personnel to follow these procedures when the principal is absent from the building.

Legal Reference

Policy

Adopted: 05/18/76

Amended: 04/20/05 (Approved at 04/19/05 Board Meeting), 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

SCHOOL VISITORS

1314

*RELATIONS BETWEEN PUBLIC AND STUDENTS
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES*

COMMUNITY RELATIONS

Visitors to the schools of the District will be governed by the following rules:

- A. Each school principal shall establish and maintain a safety plan outlining the process for registration and authorization for visits to his or her school. Such plans shall be submitted to the Superintendent for approval and thereafter be made available in the principal's office for anyone interested in visiting the school.*
- B. The principal of the school must be contacted by the person or group wishing to visit and prior approval must be obtained for the visit.*
- C. Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher, in addition to obtaining the permission of the school's principal.*
- D. All visitors must report to the main office, sign in, and be issued a visitor's permit, which must be displayed at all times. The permit must be returned to the main office and the visitor must sign out at the conclusion of the visit.*
- E. Registration shall not be required for school functions open to the public, whether or not admission is to be charged.*
- F. Parents are encouraged to visit social workers, school nurses, school psychologists and other support personnel, by appointment, in order to discuss any problems or concerns the parent may have regarding the student, whether school related or not.*
- G. Any visitor wishing to inspect school records or interview students on school premises must comply with all applicable Board rules, regulations and policy. In questionable cases the visitor shall be directed to the Superintendent's office to obtain written permission for such a visit.*
- H. The principal is authorized to take any action necessary to secure the safety of students and school personnel. Unauthorized visitors shall be requested to leave school premises immediately and will be subject to arrest and prosecution for trespassing if they refuse.*

Legal Reference

Regulation

Adopted: 4/19/05 (Approved at 4/19/05 Board Meeting)

Amended: 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

PARENT INVOLVEMENT

1316 (a)

RELATIONS BETWEEN PUBLIC AND STUDENTS
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES

COMMUNITY RELATIONS

The Board of Education believes that positive parental involvement is essential to student achievement and thus encourages such involvement in school educational planning and operations.

I. Purpose:

In the spirit of Elmont Union Free School District/family and community partnerships, this policy seeks to strengthen the partnership among parents/ caregivers, staff, schools, the community, the Superintendent, and the Board by providing for parents' involvement in decision-making as members of shared- decision making team, local parent groups and District-wide committees. This partnership will be further strengthened by expanding training programs that help the individual parent support his or her child at home. The policy outlines areas in which parents shall participate in local school and District-wide matters, and is supplemental to rights of parents guaranteed by Board of Education policy and state and federal laws.

This policy in no way eliminates an individual parent's right to make his or her feelings known at any level in the District on any topic of concern, nor does it prevent the District from involving individual parents in appropriate situations.

II. Definition of Parent Involvement:

The Board of Education recognizes that the caregiver for a child may be a parent, grandparent, extended family member, foster parent, guardian or any other legally authorized individual who has the sole responsibility of raising the child.

Generally, parent involvement may be defined as the "engagement of the parent as an important resource and partner in the education of the child". However, parent involvement has been defined in a number of ways by scholars, school staff, and parents. Not all parents choose to become involved in the same manner. It becomes necessary, therefore, for involvement opportunities to be provided to parents at several different levels.

III.No Child Left Behind Act of 2001

Parental involvement may take place either in the classroom or during extracurricular activities. However, the Board also encourages parental involvement at home (e.g., planned home reading time, informal learning activities, and/or homework "contracts" between parents and children).

The Board of Education recognizes the requirements addressing parent involvement within the federal NO Child Left Behind Act of 2001 (NCLB), signed into law on January 8, 2002, and the significant changes that are being made in federal education. As a Local Education Agency (LEA) that receives targeted assistance funding, under Title I, the Elmont UFSD must develop programs, activities, and procedures for implementing effective parent involvement to improve student achievement and school performance (NCLB §1118). It will do so by the following means:

- Involve parents, annually, in the joint development of the Parent Compact as it relates to NCLB (see sample for the school year 2004-2005).
- Coordinate and integrate parental involvement strategies under research-based education programs.
- Involve parents in the decisions regarding how funds provided to schools are allotted for parental involvement.
- Involve parents as decision-makers in the planning, review and improvement of programs through shared decision making in conjunction with Board Policy regarding Shared-Decision Making Teams.
- Provide parents with a description and explanation of the curriculum and the forms of assessments used to measure student progress.
- Provide parents with information regarding classroom teacher qualifications.
- Provide training and information sessions for parents on understanding their rights under NCLB.
- Conduct an annual evaluation of the content and effectiveness and implementation of the parental involvement policy District-wide and at the school level.

In carrying out the parental involvement requirements, the Elmont Union Free School District shall provide full opportunities for participation of parents of limited English proficient children, parents of students with disabilities, parents of migratory children and the homeless.

IV. Parent Representation

A. Parent as Teachers of Their Children (“My Child”)

Parents are their children’s first teacher. The Board supports the expansion of parent education programs at the school level in order to empower parents with the knowledge and skills with which to support their children’s development in the home.

B. Parents as Volunteers

Both schools and families benefit when parents assist on school programs as volunteers, e.g., on special school committees such as shared decision making teams, in the classroom on special projects or any other committee that the school principal establishes pertaining to the school program.

C. Parents as Leaders at the District Level

Parents play a vital role in developing and implementing decisions and/or policies which involve new curricula, programs or long-range plans.

Several opportunities exist for this type of involvement such as District-wide parent groups and Board sponsored committees and projects.

D. District-Wide

There will be a District-wide parent association. The purpose of this association is to provide parents with involvement opportunities as leaders at the District level. This body shall consist of representatives of the PTA. This body will meet periodically with the Superintendent, his/her representative and/or members of the Board of Education to bring common constituency issues to the attention of the Superintendent and the Board of Education.

E. School Level

PTA- Each school will have a parent organization, (PTA), that focuses work around parent involvement e.g. parenting, communicating, volunteering, learning at home, decision-making, and collaborating with community that is connected to the work of the Shared- Decision Making. Principals will work collaboratively with the PTA of their school to develop and sustain a parent organization in their school.

Shared- Decision Making Teams- Parent representatives to Shared-Decision Making teams shall be elected by the parents in each school, as per current guidelines for Shared- Decision Making. Every school in the District is required to have a planning team. Parent representatives shall be responsible for communicating with their constituencies and for representing parent opinion on the teams.

V. **Areas of Cooperation**

The Board administrative staff and shared-decision making teams shall retain their responsibilities for making decisions, and shall actively seek the input of parents in all matters relating to the following issues, identified as areas of cooperation between parents and the District:

- Shared-Decision Making
- Capital and Operating Budget
- Curriculum/ Textbooks
- Student Support Services
- Special Education
- Special Services
- English Language Instruction

Parents will be informed of all meetings and topics of the Elmont Union Free School District Board of Education in a timely manner. Board meetings will be listed on the District's Annual Calendar, which is provided to parents in the summer prior to the start of the school year. Other meetings will be publicized through the media, school parent groups, on the District's web site and school bulletin boards.

VI. **Evaluation**

The Superintendent will report annually to the Board of Education on the effectiveness of parent involvement. The report will evaluate parental involvement using the measures identified in the key result areas within the Strategic Plan and the requirements of NCLB. Such reports will be considered by the Board of Education, in determining necessity for, and parameters of periodic updates or revisions of this policy, consistent with the provisions of the parental involvement section of the Improving America's Schools Act of 1994, 2- I/S/ C 6319 (2002).

Upon receiving the Superintendent's annual report, the Board may then direct that a steering committee be convened for the purpose of identifying barriers to success, and to recommend policy changes to overcome those barriers.

Legal Reference

Policy

Adopted: 4/19/05 (Approved at 4/19/05 Board Meeting)

Amended: 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

USE OF FACILITIES

1320 (a)

BUILDING AND GROUNDS
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES

COMMUNITY RELATIONS

1. When authorized by the Board of Education by written permit, school facilities and property may be used by recognized community groups subject to the regulations detailed below. Permits are issued at the sole discretion of the Board of Education. Consideration will be given to community organizations which have traditionally used District facilities and work with the children of the Elmont Union Free School District.
2. Permits will not be issued:
 - A For any purpose which will interfere with the regular school and extracurricular use of facilities.
 - b. For any purpose which will create private or personal gain, financial or otherwise.
 - c. For any event from which the general public is excluded or unwelcome.
 - d. For any event to which admission fees are charged unless proceeds are expended entirely for an unrestricted educational or charitable purpose, or scholarships given to those in need. Intent will be verified in writing with application and followed up by the Office of Facilities and Operations.
 - e. For any event involving use of athletic fields from June 15 to September 15 when such use will render rejuvenation program invalid.
3. All applications will be submitted to the Director of Facilities and Operations on the form provided. Applications will not be accepted if the Board will have insufficient time to consider the applications prior to the date of the event. Applications may be submitted no earlier than 90 days nor later than 30 days prior to the commencement of activities.
4. Permits will be issued contingent to acceptance of the following terms and conditions by the permit holder:
 - a. Compliance with all rules and regulations of the Board of Education and the laws of towns, Nassau County, and the State of New York.
 - b. Members of the governing board of the permit holder together with the permit holder's employees and/or volunteers who will or may have contact with the District's children by reason of the use of the permit, shall, at the Board's option, be required to submit fingerprints and be subject to a criminal history background check as such requirements are set forth at 8 NYCRR 87.2(K), 87.4

- c. The Board of Education requires that all organizations or groups of individuals (permit tee) using school facilities provide proof of insurance as a condition for obtaining permission for such use and to maintain such insurance throughout the course of facilities use. The insurance requirements are:
1. The naming of Elmont UFSD as an unrestricted additional insured on the permittee's insurance policy.
 2. The policy be issued from an A.M. Best rated "secured," NY State admitted insurer.
 3. Provide for 30 days' notice of cancellation.
 4. State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.
 5. The District shall be listed as an additional insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
 6. The permittee agrees to indemnify the District for any applicable deductibles.
 7. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
 8. Commercial general liability insurance \$1,000,000 per occurrence/\$2,000,000 aggregate with coverage for athletic participants if applicable.
 9. The permittee is to provide the Elmont UFSD with a certificate of insurance, evidencing the above requirements have been met.
 10. The insurance certificate must list the following as the certificate holder: Elmont UFSD, 135 Elmont Road, Elmont, NY 11003, attention: Director of Facilities.
 11. User acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The user is to provide the District with a certificate of insurances, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.
- d. Building use
1. The issued permit is to be shown to custodian of the building upon entry the day of the activity. **NO GROUP WILL BE ADMITTED OR PERMITTED TO REMAIN IN THE BUILDING UNLESS ACCOMPANIED BY AN ADULT SUPERVISOR.**
 2. The adult supervisor for each group is responsible for administering first aid and obtaining the services of a doctor, if needed. An accident report form (obtained from the custodian on duty) must be completed by an adult supervisor for each accident.
 3. The custodian on duty is responsible for the care of the building and the organization using the building are required to cooperate with him.

4. Adult supervision satisfactory to the Board of Education must be provided for all youth activities. The supervisor of both youth and adult activities is responsible for authorizing admittance to school premises **ONLY** those persons who are entitled to attend his/her activity. Since doors must be kept locked at all times, a responsible representative of the organization must be posted at the door to admit members.
 5. For use of playground/ball fields, local organizations will be responsible for the behavior and for any damage incurred by visiting teams or spectators.
 6. Your activity may have to be cancelled if school related groups will be using the building or when attendance drops below fifteen (15) in numbers for two or more consecutive meetings.
 7. All activities in school buildings must cease and premises be vacated by 10:00 PM.
 8. Unless specifically noted, all use of interior spaces ends on May 31.
- e. Provision, when requested, of the names and addresses of participants, fifty percent of whom must be residents of the Elmont Public School District.
 - f. Fees for the use of the Elmont Union Free School District facilities are found in Section 5 of this policy.
 - g. Assurance that contributions will not be solicited nor accepted upon school premises except for purposes specified in 2d, and assurance that items will not be sold to the public without permission of the Board of Education.
 - h. Acceptance of permit modifications and revocations ordered by the Board or the Superintendent.
 - i. All requests for equipment must be included in the application. Certain items of equipment as specified in the permit can only be used under the supervision of School District personnel. The organization requesting such equipment agrees to pay the cost of such required personnel.
 - j. When two or more organizations desire to operate a joint function, only one application can be filed. One organization will make the application and will receive the permit. Said organization is responsible for making sure all other organizations are in compliance with all components of the Use of School Facilities Policy.
 - k. According to a Board of Education Resolution, when an organization is granted a permit for the use of school premises, that organization is responsible for the area used during the hours the permit is in effect. Any repair or replacement costs due to vandalism during these hours will be the responsibility of the organization. The Board of Education assumes no responsibility to prove that members or guests of the organization were those actually responsible for the vandalism.

- l. At all times, smoking is prohibited inside school buildings or on school grounds.
 - m. No alcoholic beverages are permitted on school premises.
 - n. School buildings shall not be used after 10 PM. The use of outdoor facilities will be limited on school days from 4:30 pm to dusk and on non-school days from 9:00 am to dusk.
 - o. No posters, displays, signs or other like material shall be displayed without permission of the District.
 - p. Any use of cafeteria or kitchens must be requested on the application for permit. Organizations using kitchen personnel agree to pay for these services.
 - q. Gambling in any form is prohibited.
 - r. Firearms, weapons, fireworks and other such items classified as dangerous are not permitted on school grounds.
 - s. Soft soled athletic shoes must be worn for all athletic activities in gymnasiums including the use of indoor approved soccer balls and equipment.
 - t. All permits expire on the date stipulated on the permit, but in no event later than June 30 each year.
 - u. Violation or failure of an organization to meet any provision of the Board Policy on Use of School Facilities (1320) will result in revocation of existing permits and desired approval of future applications.
 - v. Under Chapter 9 of the Laws of New York of 1991 the person in charge of any activity in a school must inform all the parties participating in that activity of the nearest exits and procedures to evacuate the building. The group granted a permit is responsible for this announcement at each meeting.
 - w. District Administration reserves the right to cancel any activity and may reassign permittees to alternate room or field accommodations as required.
5. Fees - Community use of school facilities.

Custodial

Requirements for custodial assistance for any given event are to be determined solely by District Administration. Fees for custodial service are:

- a. \$37.50/hour/custodian on Saturdays, 2 hour minimum.
- b. \$50.00/hour/custodian on Sundays or Holidays, 2 hour minimum.
- c. No fee - on day when school is in session.

Cafeteria

Should food need to be prepared on site, District cafeteria workers are to be used. Fees for cafeteria worker service are:

- a. \$20.00/hour/cafeteria worker after 3 PM on days when school is in session.
- b. \$30.00/hour/cafeteria worker on Saturdays.
- c. \$40.00/hour/cafeteria worker on Sundays and Holidays.

Security

- a. \$25.00/hour/security person if required by District for event.

Use of Building Fee

- a. On days when building must be specially opened for group, custodial fees listed above in section 5a and 5b apply.
- b. During the heating season when heat must be provided on days the building would normally be closed, a \$20/hour fee will be charged. This fee will be based on actual scheduled duration of the event plus two (2) hours (required to supply adequate heat at start of event). District Administration to determine when heating is required.
- c. Events out of the ordinary are to be assessed a fee determined by District Administration to cover the actual cost of wear and tear on facilities caused by the event.

Use of Field Fee

- a. \$20 per hour for adult groups.
 - b. Outdoor events out of the ordinary will be assessed additional fees to be determined by District Administration to cover the actual cost of wear and tear on grounds caused by the event.
- Fees for all personnel will be two hour minimums with additional billing in one hour increments.
 - All fees must be paid one week in advance. If the event is cancelled, the fee will be returned.
 - Permits for use of buildings will not be granted if previous fees for use of facilities remain outstanding.
 - Fees for PTA or other community groups will be waived if the activity is one that involves student activities approved by the District.

If the District is operating on an austerity budget the following fees will be in effect:

- For the use of the Gym or Auditorium on school days - \$50 per session.
- For the use of a classroom on a school day - \$20 per session.

Legal Reference

Policy

Adopted: 6/16/81

Amended: 12/19/90, 4/15/92, 7/8/98, 11/17/99 (Approved at Board Meeting 11/16/99)
4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05, 07/01/14

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

TRESPASSING ON AND DAMAGE
TO SCHOOL PROPERTY

1328 (a)

BUILDING AND GROUNDS
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES

COMMUNITY RELATIONS

Any District employee and School Board Trustee is authorized and directed to advise the Nassau County Police Department of any person who does not have written permission or authorization from an agent of the school to be on school property and is, therefore, trespassing. He/she is further authorized and directed to press any charges which said Nassau County Police Department may require in order to enforce this regulation.

Persons playing in an orderly fashion on the ball fields and playgrounds shall be authorized to be on school property in accordance with the time limits specified for organized activities, provided they are not in conflict with current permit holders.

The front lawns of all schools are designated as restricted areas where no sports activities are permitted.

The walking or exercising of pets is prohibited on school grounds in compliance with the Code of the Town of Hempstead, Animal Shelter and Control Division, Ordinance #152-6.

Loitering, disturbing the peace, smoking, participating in posted prohibited activities or the carrying of alcoholic beverages on school property are prohibited.

Procedures

- a. When school is in session, the principal of each building, or designees, shall be responsible for the enforcement of these rules and regulations. Any violation thereof shall be immediately reported to such principal, the principal's designee, a District employee, or School Board Trustee, who shall thereupon immediately make inquiry of the facts and circumstances surrounding the complaint, and who may thereupon either direct the person(s) to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the District employee or School Board Trustee, the employee or Board Trustee is authorized and directed to make complaint to the Nassau County Police Department and sign any information as necessary charging said trespasser with the appropriate violation. A District employee other than the principal and Board Trustee shall make every effort to inform the building principal prior to making a complaint to the Nassau County Police Department and shall, in any event, make a written report on the facts and circumstances surrounding the incident.

- b. When school is not in session any District employee and School Board Trustee is authorized and directed, upon observing or being informed of any violation of these rules and regulations, to direct the person(s) to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the employee, such employee is hereby authorized and directed to make complaint to the Nassau County Police Department and sign any document necessary charging said violators with the appropriate violation. Subsequently, such school District employee at the first opportunity, shall make a written report of the facts and circumstances surrounding the enforcement of these rules and regulations to his/her immediate superior, which information shall be immediately transmitted to the Superintendent.
- c. The school District shall indemnify and save harmless the District employee and School Board Trustee who signs an authorized complaint from any personal liability including legal expenses incurred as a result of the signing of said complaint.
- d. A letter to parents containing rules and regulations relative to damage to school property shall be sent home in September and March of each year.

Legal Reference

Policy

Adopted: 7/15/74

Amended: 10/15/74, 4/13/77, 1/17/78, 6/16/81, 11/16/88, 10/17/90, 4/20/05
(Approved at Board Meeting 4/19/05), 7/05/05, 07/01/14

ELMONT UNION FREE SCHOOL DISTRICT**Elmont, New York**

September 1992

SPECIAL EDUCATION PLAN

1342 (a)

SPECIAL EDUCATION
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES

COMMUNITY RELATIONS

1992-94**I. General Statement of Philosophy**

The Elmont Union Free School District believes in and endorses the value of Special Education programs and services and is committed to the concept of helping all children to develop to their ultimate potential.

The identification, evaluation, and placement of pupils with handicapping conditions follows a well-defined sequence of events which begins with the referral of a pupil thought or known to be handicapped. This sequence initiates a continuous process, which is reviewed on an annual basis for each student involved and which ends when that student is no longer in need of special education.

It is the policy of the Elmont Union Free School District to provide appropriate, publicly supported, educational programs and related services for all individuals within the legally defined eligibility criteria as set forth in Part 200 – HANDICAPPED CHILDREN, Regulations of Commissioner of Education. (Appendix – Policy 1342)

It is recognized by the Elmont Union Free School District that children's similarities are more important than their differences. Since education is preparation for life, it is felt that both handicapped and non-handicapped students are best prepared when the environment is one of maximum peer interaction. In keeping with this concept, a full continuum of Special Education Services is provided, with an emphasis on the least restrictive environment for handicapped students. Placements are based on the following criteria:

- Levels of academic or education achievement or learning rate.
- Levels of social development
- Levels of physical development
- Management needs of students in the classroom

II. Nature and Scope of Programs and Services Available for Elmont Union Free School District Students:

In Elmont, a range of educational programs is offered to address the individual needs of students. Special education and related services are part of the total school program. The range of programs progress across a continuum from regular education to special education:

A. Regular Education Programs

- Screening programs
- Regular education classes
- Remedial programs
- ESL programs
- Gifted programs
- Extracurricular activities
- Pupil support programs such as counseling, psychological services, school health programs

Educationally Related Support Services: Crisis intervention, temporary services which are intended to maintain the student in regular education. School psychological, non-career counseling and social work services are provided to students who do not have a handicapping condition and are experiencing difficulties in school.

Speech and Language Improvement Services: Speech services provided to students who have speech impairments such as dysfluency, impaired articulation, language disorders, voice disorders that present a barrier to communication but do not adversely affect the student's educational achievement.

Declassification Support Services: Services provided to students and their teachers to assist the students when moving from special education programs and services to fully mainstreamed regular education. These services include psychological and social work services, speech and language improvement services, non-career counseling and academic remedial services. A student's need for declassification services is determined by the Committee on Special Education.

B. In-District Special Education Placements

Special Education in Elmont includes specially designed instructional settings or services to meet the unique needs of a student with a handicapping condition. These programs are listed from least restrictive to more restrictive. However, they are all part of an integrated school organization.

- **Transitional Support Services:** These services are provided to staff when a student with a handicapping condition moves from a more restrictive setting to a less restrictive setting and they are listed on the I.E.P. by the Committee on Special Education. Training and assistance is provided to regular or special education teachers and may be provided by administrators, instructional specialists, support personnel such as psychologist, social workers, nurses and/or special education staff. Specific suggestions may include modification of curriculum, individualized instruction, use of specialized methods or materials. Transitional services are not direct services to students and are limited to one year.

- **Related Services:** They assist students in special or regular education classes in a (5:1) maximum student teacher ratio. This may include counseling services, catheterization, and interpreters for the deaf, medical services for diagnostic purposes, psychological services, support services (i.e., mobility training or orientation) speech pathology, physical therapy, occupational therapy and other appropriate support services.
- **Speech/Hearing Resource Room:** Six speech/hearing resource rooms, one in each of the schools, are provided for students with speech/language impairments. Specific instruction is provided by a speech/language teacher for a minimum of two periods per week. Students are instructed in a maximum group of five and the total caseload of the teacher shall not exceed 65. The composition of instructional groups is based on the individual needs of students. Two of the speech/hearing teachers are certified as teachers of the deaf and service District students with severe hearing impairments for a maximum of 10 hours per week.
- **Consultant Teacher Service:** Students identified as handicapped and fully mainstreamed in a regular education program are provided with consultant teacher services as needed. Direct consultant teacher service is provided by a special education teacher to the student within the regular education program. Indirect consultant teacher service is provided to regular education teachers to assist them in adjusting the learning environment and/or modifying their instructional methods to meet the individual needs of a student with a handicapping condition enrolled in their classes. Direct and indirect services may be delivered in combination by a special education teacher with a maximum caseload of 20 students.
- **Resource Room Program:** Six resource rooms, one in each of the schools, are provided for students with mild handicapping conditions who can function in a regular class setting with special education assistance. Specific instruction is provided by a special education teacher for up to 50 percent of school day and a minimum, of three hours per week. Instructional groups in the resource room may not exceed five students with a total assignment not to exceed 20 students per teacher. The composition of instructional groups is based on the individual needs of students. If all special education students have been provided for, other students not classified as having handicapping conditions may be allowed to participate in the program.
- **Special Education Classes:** Students receive 60% or more of their instruction from a special education teacher with the special class as their base. Provisions are made for mainstreamed academic instruction with regular class peers on an individual basis. The students are mainstreamed for physical education, music, art, lunch and noon hour recreation. They are eligible to participate in instrumental music lessons, chorus, student government and after-school activities alongside their regular education peers. (Appendix – Policy 1341)

Each non-categorical class is organized according to similarity of needs. Special class options include:

- 12 students, 1 teacher
- 12 students, 1 teacher and 1 aide
- 12 students, 1 teacher, plus 1 staff person for every 3 students
- 8 students, 1 teacher, and 1 aide

C. Out-of-District Special Education Placements

Program options are provided in various settings:

- Public Schools in neighboring Districts
- BOCES
- Special Day Schools – State supported
- Residential Schools
- Home/Hospital settings – this is usually a temporary or short term placement except under the most unusual circumstances.
- Children’s Residential Project (CRP) – certain students have unique needs for specialized residential services. This action involves the cooperative efforts of the Committee on Special Education, parents/guardians and the Office of Mental Retardation and Development Disabilities. Referral to the Children’s Residential Program is coordinated through the New York State Education Department.

III. Special Education Placement

The Committee on Special Education and the Committee on Preschool Special Education recommend programs based on individual student needs. Starting with referral, the Committee collects information describing each student. Information in the four areas of need is used to structure a recommendation.

- Levels of Academic or Educational achievement: This includes levels of knowledge and development in subject and skills areas, including activities of daily living, levels of intellectual functioning, adaptive behavior, expected rate of progress and learning styles.
- Levels of Social Development: This includes the degree and quality of the peer and adult relationships, self-esteem, and social adjustment.
- Levels of Physical Development: This includes motor development, size, health and vitality, vision and hearing.
- Management Needs: This refers to the student’s needs for supervision, support and environmental adaptation.

The comprehensive assessment is included in the IEP. When determining an appropriate special education program, the Committee and the Board of Education consider the least restrictive environment. The student’s program must be appropriate to the student’s individual needs, provide opportunities for involvement with non-handicapped peers, and be considered for proximity to home.

The Committee provides comprehensive information to school personnel who arrange instructional groups. The IEP establishes a framework for determining an appropriate instructional group of individual students with similar needs.

The Committee may determine that certain severely handicapped students require 12-month educational programming to provide a consistent learning environment necessary to maintain developmental levels based on the severity of disability in the four areas of need.

IV. Availability of Appropriate Space for Special Education Programs

The Elmont Union Free School District assures the availability of appropriate space for special education programs through its practices and policies. Policy #1342 states that the Board will provide all resident handicapped students with appropriate special education programs and services. The Committee on Special Education shall report, at least annually, to the Board of Education on the status of programs, services and facilities made available by the school District.

This review of special education and space accessibility is part of the annual budget process, which commences in January of each year.

- A. A projection of District recommendations for student placement for the following year is discussed by the Committee on Special Education. Consideration is given to the least restrictive environment.
- B. The Superintendent meets with the Administrator of Special Education and the Administrative Cabinet and reviews the placement needs of children with handicapping conditions in District and out of District.
- C. The Superintendent then reports to the Board on the availability of District space and the anticipated need to establish District special education classes.

The Board of Education has made space available for three additional special education classes in the District from 1989-90 to 1992-93 for a total of 10 classes. Students in non-integrated out of District placements or those who would have been considered for them have been placed in these transitional learning special education classes. The number of students in non-integrated out of District school settings have been appreciably reduced. The District will continue to monitor special education placement with an emphasis on appropriate least restrictive environment. (The Board of Education has responded to the need for space for special education students by providing appropriate space.)

V. Register and Placement Data

To assure that information on each student with a handicapping condition is current, a register is maintained. The register contains a listing of all handicapped students by case number. A computer database is maintained to store and retrieve information on each student.

District Personnel with Responsibility for Special Education are:

A. Superintendent of Schools:

- Overall responsibility for District educational program.

B. Administrator of Special Education and Chairperson of Committee on Special Education and Committee on Preschool Special Education:

- Responsible for District special education program placement and reviews of placement and services.

C. **Members of the Committee on Special Education:**

Chairperson, Psychologist, Special Education Teacher, Parent of a handicapped student, District Physician.

- Evaluation of data and placement of handicapped students.

Members of the Committee on Preschool Special Education:

Chairperson, Parent of a handicapped student, Evaluator from an approved Pre-school Program, a representative appointed by the Department of Mental Health.

- Evaluation of data and placement of three and four-year-old preschool handicapped students.

D. **Building Principals:**

- Direct supervisory responsibility for Special Education teachers and programs within each building.
- Responsibility for handicapped students within each building.

E. **Special Education Teachers:**

- Direct responsibility for students within their program.
- Support services for mainstreamed transitional students.

F. **Related Service Providers:**

Psychologists, Speech/Language Teachers, Teachers of the Hearing-Impaired, Occupational Therapists, Physical Therapists, Social Workers.

- Responsibility for providing specific related service appropriate to students' needs.

G. Special Education Teacher Aides:

- Responsibility for reinforcing instruction of special education students under the direction of special education teachers.

VI. Method of Program Evaluation

To assure that all pupils with handicapping conditions, residing in the Elmont Union Free School District, are properly identified, evaluated and placed in appropriate programs, procedures for the sequence of events have been implemented. (Appendix-Sequence of Events)

VII. Evaluation of Individual Student Placement**A. Annual Review**

The Committee on Special Education or Committee on Preschool Education reviews on an annual basis, each student's progress and educational program to assess the changing needs of a student as he/she develops. A detailed report is given by the teacher(s) responsible for the child's special education program. The parent(s)/guardian(s) and the teacher(s) of the student and related service providers are invited to attend and participate in the discussion.

During the annual review, achievement of the Individualized Education Program objectives are assessed and evaluated by the following criteria: individual standardized tests, group standardized tests, informal assessments, observation.

The scheduled annual review or any other review for purposes of recommending the continuation, change, or termination of the student's program necessitates a new or modified Individualized Education Program for that student.

B. Triennial Review

A comprehensive evaluation, by qualified appropriate professionals, of each pupil with a handicapping condition is made at least every three years. This evaluation shall include a physical examination, a psychological examination, a social history, a classroom observation, an individual educational evaluation, and other suitable examination and evaluations as may be necessary to ascertain the physical, mental, and emotional status of the student.

VIII. Budget (See Appendix)

This District Plan is a commitment for the 1992-94 school years, subject to Board of Education policy and State Education Department regulations.

August 1992

The Elmont School District will have on file in the Pupil Personnel Office the District Plan, with personally identifiable pupil information deleted, on file and available for public inspection and review.

The Board of Education of the Elmont Union Free School adopted the most recent District Plan on August 13, 2003.

HA/cl
(Plan)

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

SPECIAL EDUCATION PLAN

1342 (i)

SPECIAL EDUCATION
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES

COMMUNITY RELATIONS

The Special Education District Plan, with personally identifiable pupil information deleted, will be available for public inspection and review in the Elmont School District Pupil Personnel Office.

The Board of Education of the Elmont Union Free School adopted the most recent District Plan on March 8, 2011.

Legal Reference

Policy

Adopted: 4/19/05 (Approved at Board Meeting 4/19/05)

Amended: 7/05/05, 3/17/09, 3/08/11

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

SPECIAL EDUCATION PROGRAMS

1342 (j)

SPECIAL EDUCATION
 PUBLIC ACTIVITIES INVOLVING STAFF,
 STUDENTS OR SCHOOL FACILITIES

COMMUNITY RELATIONS

The Board will provide all resident students with disabilities with appropriate special educational programs and services.

Members of the Committee on Special Education, Committee on Preschool Special Education and subcommittees shall be appointed annually and shall implement the procedures for identification, evaluation and program placement of pupils with disabilities as established in the Part 200 - of the Regulations of the Commissioner of Education.

Surrogate parents will be assigned to any foster student under one or more of the following conditions:

- no parent can be identified or,
- the school District after reasonable efforts, cannot discover the whereabouts of a parent, or
- the student is a ward of the state.

A surrogate parent will be selected from the list approved by the Board of Education. The child's foster parent may also serve as the surrogate parent.

The Committee on Special Education shall report periodically, but at least annually, to the Board on the status of programs, services and facilities made available by the school District.

Each student with a disability shall have an equal opportunity to participate in the full range of programs and services of the school District, including extracurricular programs and activities that are available to all other students enrolled in the District public schools.

Placement may be appealed by a parent/guardian to an impartial hearing officer appointed by the Board. Mediation shall be offered to such parents/guardians to resolve complaints regarding the education of students with disabilities at the same time notice of the availability of an impartial hearing is provided.

Legal Reference

Policy

Adopted: 8/10/88

Amended: 9/92, 12/15/99, 3/21/01 (Approved at Board Meeting 3/20/01), 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

INTERPRETER SERVICE

1343

SPECIAL EDUCATION
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES

COMMUNITY RELATIONS

The Board of Education shall provide interpreter services, at no charge, to parents or persons in parental relation who are hearing impaired and who attend school meetings or activities specific to their child's educational program. Parents are required to provide a written request for such services two weeks before such meeting or activity.

In the event an interpreter for the deaf is unavailable, the school District will provide reasonable accommodations which are satisfactory to the parents or guardians.

The Superintendent or his/her designee will be responsible for implementing this policy.

Policy

Adopted: 7/7/93 (approved at Board Meeting 7/6/93), 7/05/05

Amended:

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

INTERPRETER SERVICE

1343

*SPECIAL EDUCATION
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES*

COMMUNITY RELATIONS

Procedures for implementing interpreter services to parents who are hearing impaired are listed below.

- 1. Parents will be notified of the availability of the interpreter service.*
- 2. Interpreters will be arranged for through a District created list or through an interpreter referral service.*
- 3. Appropriate school personnel will be notified.*
- 4. Interpreters will be provided through agreements with the other agency to ensure that a sign language interpreter is provided for eligible parents when District students attend non-District schools or programs.*
- 5. When an interpreter is unavailable, reasonable accommodations may include written communication, decoder or telecommunication device for the deaf (TDD).*

Legal Reference

Regulation

Adopted: 7/7/93 (approved at Board Meeting 7/6/93)

Amended: 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

NON-DISCRIMINATION

1344 (a)

SPECIAL EDUCATION
 PUBLIC ACTIVITIES INVOLVING STAFF,
 STUDENTS OR SCHOOL FACILITIES

COMMUNITY RELATIONS

The Elmont School District does not discriminate on the basis of disability with regard to admission, access to programs or services, treatment, or employment in programs and activities conducted by the District or contracted for with another entity. The District will make reasonable accommodations for students, parents, and employees with disabilities and will provide appropriate educational programs for all resident students.

A person is regarded as having a disability if she/he:

- A. has a physical or mental disability that substantially limits one or more major life activities, i.e., caring for self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, or
- B. there is a record of this impairment, or
- C. is regarded as having an impairment.

Procedures for Parents, Students and Community Members

Parents of students who may be eligible for accommodations under Section 504 or the Americans with Disabilities Act may apply to the principal of the school their child attends to request an evaluation. The Child Study Team (CST) of the school will conduct an assessment that draws information from a variety of sources to determine if a disability exists.

If the CST suspects a disability that requires special education services, the student will be referred to the District Committee on Special Education (CSE) for a more comprehensive assessment. If the CSE determines the student is ineligible for special education services but may be eligible for accommodations under Section 504/ADA, the CSE will refer the student to the principal of the school for consideration by the CST. If the CST evaluation indicates there is a Section 504 disability, the team will design an accommodation plan to ensure access to the general education program. Due process rights, i.e., notice to parents of proposed actions, parental right to agreement or disagreement with the plan, parental right to request mediation or an impartial hearing, and the right to a re-evaluation prior to a significant change of placement will be afforded. The Superintendent of Schools, or designee, will make provision for the appointment of impartial hearing officers by the Board of Education, if needed for this purpose, as set forth in the administrative regulation.

When students with disabilities under Section 504 or the ADA have been recommended for suspension for more than ten days or have received a series of short-term suspensions that approach ten days, the CST should convene to determine if the conduct is related to the disability and/or if the multiple short-term suspensions effect a significant change in placement. If there appears to be a link between the student's disability and the misconduct, the student will be referred to the CSE for a more comprehensive evaluation to determine if the current educational placement is appropriate. If the behavior is found to be unrelated to the disability or related to illegal drugs or alcohol the student may be disciplined to the same extent as a non-disabled student.

Parents or community members who believe that they have been subjected to discriminatory treatment on the basis of a disability or that the District schools, its programs or services are not fully accessible may submit a complaint to the Section 504/ADA Coordinator. The Section 504/ADA Coordinator will also serve as the compliance officer when parents are dissatisfied with their child's recommended accommodation plan or believe that discrimination has occurred and cannot be resolved despite attempts to do so at the building level. The determination of the Section 504/ADA Coordinator may be appealed through mediation or an impartial hearing process, as set forth in the Administrative Regulation. The District Section 504/ADA Coordinator for parents, student and community members shall be:

Director of PPS
135 Elmont Road
Elmont, NY 11003

Procedures for Employees and Applicants for Employment

In situations where staff members or prospective employees believe there has been discrimination against them on the basis of disability, they may submit a complaint to the Section 504/ADA Coordinator for Personnel. To ensure that employment practices are equitable and do not promote discrimination against persons with disabilities, the Section 504/ADA Coordinator for Personnel will analyze and make recommendations to amend existing policies and procedures, as needed, regarding the following District employment aspects:

- A. recruiting, advertising, and processing of employment applications
- B. hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring
- C. rates of pay or any other form of compensation and changes in compensation
- D. job assignments, job classification, organizational structure, position descriptions, lines of progression, and seniority lists
- E. leaves of absence, sick leave, or any other leave
- F. fringe benefits available by virtue of employment, whether or not administered by the recipient

- G. selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection of leaves of absence to pursue training
- H. employer-sponsored activities, including social and recreational programs; and
- I. any other term, condition, or privilege of employment.

The District Section 504/ADA Coordinator for Personnel shall be:

The Director of Pupil Personnel Services
135 Elmont Road
Elmont, NY 11003
(516) 326-5500 Ext. 36

The Determination of the Section 504/ADA Coordinator for Personnel may be appealed through an impartial hearing process set forth in the Administrative Regulation.

Legal Reference

Policy

Adopted: 6/22/94 (Approved at Board Meeting 6/21/94)

Amended: 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

NON-DISCRIMINATION

1344 (a)

*SPECIAL EDUCATION
 PUBLIC ACTIVITIES INVOLVING STAFF,
 STUDENTS OR SCHOOL FACILITIES*

COMMUNITY RELATIONS

The following complaint procedures are intended as implementation of enforcement regulations stated in Board Policy #1344

Definitions

- A. Claimant shall mean a citizen, parent, student, employee or prospective employee who claims a school District violation of Section 504 of the Rehabilitation Act or the Americans with Disabilities Act (ADA).*
- B. Claimed violations shall mean a failure to comply with Section 504 or Americans with Disabilities Act rules and regulations prohibiting discrimination based upon disability.*
- C. The Section 504/Americans with Disabilities Act Coordinator(s) shall mean the person(s) designated by the Board of Education to coordinate activities relating to compliance with Section 504/ADA rules and regulations.*

Basic Principles

- A. It is the intent of these procedures to provide for the orderly presentation and settlement of claimed violations of Section 504 or the Americans with Disabilities Act rules and regulations.*
- B. The claimant has a right to present claimed violations of Section 504 free from coercion, interference, restraint, discrimination or reprisal.*
- C. It shall be the responsibility of the appropriate Section 504 or the Americans with Disabilities Act Compliance Officer to take such steps as may be necessary to give force and effect to these procedures.*
- D. The Elmont School District official responsible for coordination of procedures for parents, students and community members relating to the Section 504/American with Disabilities Act shall be Director of PPS, 135 Elmont Road, Elmont, New York 11003, Telephone # 326-5500, Ext. 36.*
- E. The Elmont School District official responsible for the coordination of procedures for employees and applicants for employment relating to the Section 504/Americans with Disabilities Act shall be the Director of Pupil Personnel Services, 135 Elmont Road, Elmont, New York 11003, Telephone # 326-5500, Ext. 36.*

ProceduresStep 1

- A. *The individual(s) with a complaint will discuss said complaint with the Building Principal or immediate supervisor. The complaint will be informally discussed and, if possible, a solution should be recommended.*
- B. *If a formal written complaint is filed with the Principal or immediate supervisor, the Building Principal or immediate supervisor shall provide a written decision within ten (10) school days. Copies of the written decision shall be sent to the complainant and the appropriate compliance officer.*

Step 2

- A. *If the complaint is not satisfactorily resolved at Step 1, the complainant may request in writing within five (5) school days of the Principal's decision, a resolution of the claimed violation from the appropriate Section 504/Americans with Disabilities Act Compliance Officer.*
- B. *The Compliance Officer shall, within ten (10) school days after receipt of the written request, meet with the complainant with the objective of arriving at a mutually agreeable solution.*
- C. *Within ten (10) school days after meeting with the complainant, the Compliance Officer shall notify the complainant in writing his/her decision and the reasons therefore.*

Step 3

- A. *The complainant, if still unsatisfied, may within ten (10) school-days request in writing a hearing and determination of the claimed violation by the Superintendent of Schools.*
- B. *The Superintendent shall, within ten (10) school days after receipt of the written request, meet with the complainant with the objective of arriving at a mutually agreeable solution.*

Within ten (10) school days after his meeting with the complainant, the Superintendent shall notify the complainant in writing his/her decision and the reasons therefore.

- C. If the complainant is not satisfied with the decision of the Superintendent of Schools, an appeal may be made to the Board of Education. The Board shall authorize an impartial hearing and appoint a hearing officer. The hearing officer shall be an individual who has not participated at any stage of the complaint process. The hearing shall be scheduled within five (5) school days and a written decision communicated within ten (10) school days. Appropriate notification of appeal procedures will be included in the decision.*

Regulation

Adopted: 6/22/94 (Approved at Board Meeting 6/21/94)

Amended: 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

EVALUATIONS FOR DISABLED STUDENTS

1345

SPECIAL EDUCATION
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES

COMMUNITY RELATIONS

The Board of Education will provide evaluations for disabled students using tests and protocols that are not culturally biased or racially discriminatory.

Assessments in a language other than English, equivalent to those administered in English, will be given when they are appropriate and available.

Legal Reference

Policy

Adopted: 12/14/94 (approved at Board Meeting 12/13/94)

Amended: 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

STUDENT'S INDIVIDUALIZED
EDUCATION PROGRAM

1346

SPECIAL EDUCATION
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES

COMMUNITY RELATIONS

In compliance with Chapter 408 of the Laws of 2002, the Board of Education requires that a copy of a student's Individualized Education Program (IEP) be given prior to the implementation of the program to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the implementation of a student's Individualized Education Program.

The Board further requires that any copy of a student's Individualized Education Program provided pursuant to this subdivision shall remain confidential and shall not be re-disclosed to any other person, in compliance with federal and state laws and regulations, including the Individuals with Disabilities Education Act and the Family Education Rights and Privacy Act.

The list of employees who will receive a copy of the IEP will be noted on the IEP. This will be done when the Committee on Special Education meets to determine the services the student will receive.

The chair of the Committee on Special Education will designate a professional employee of the school District with knowledge of the student's disability and education program to inform each teacher, assistant and support staff person listed on the IEP of his or her responsibility relating to the implementation of the Individualized Education Program and the specific accommodations, modifications, and supports that must be provided for the student in accordance with the Individualized Education Program. This information shall be provided prior to the implementation of the Individualized Education Program.

Legal Reference

Policy

Adopted: 12/18/02 (Approved at Board Meeting 12/17/02)

Amended: 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

IN-SERVICE

1347 (a)

SPECIAL EDUCATION
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES

COMMUNITY RELATIONS

Recognizing the need and the desirability of using adequately prepared personnel to carry out the functions identified in the Part 200 - of the Regulations of the Commissioner of Education, in-service training sessions shall be organized and implemented by the Director of Pupil Personnel Services. These sessions consistent with the District's Professional Development Plan shall include, but not be limited to, the following:

1. To ensure that only students who are truly suspected of having a disability are referred to the Committee, more intervention at the building level by District personnel prior to referral to the Committee is required. Building staff personnel shall be trained regarding the characteristics of students with handicapping conditions.
2. Well-defined procedures have been established for referring a student suspected of having a disability to the Committee on Special Education. Administrators and professional staff members shall be trained to understand and soundly implement these referral procedures to the Committee. Referral procedures shall be reviewed periodically and standards of referral shall be established with principals, psychologists, and other building personnel.
3. The Committee on Special Education reviews tests and reports submitted by school building personnel for a student with a suspected disability. In order to develop discriminating judgment to differentiate between a student who has a disability and one who does not, the Committee members shall be trained to interpret educational, psychological and medical test data and reports.
4. Students identified as students with disabilities need to function in the mainstream of school life wherever appropriate. Teachers, therefore, shall be trained in the techniques of mainstreaming students with disabilities in regular classes on a short or long term basis.
5. It is the goal of the Elmont School District to educate each student classified as a student with a disability to reach his ultimate potential. In order to achieve this goal, special education teachers and aides shall be trained in instructional strategies and management techniques for use in special education classes and resource rooms.

6. Students entering the District with a current IEP shall be offered a temporary thirty (30) day placement. The District's recommendations after the thirty (30) day temporary placement will be based on the results of the updated testing, social history, teacher reports and classroom observations.

Legal Reference

Policy

Adopted: 12/22/82

Amended: 8/10/88, 12/15/99 (Approved at Board Meeting 12/14/99), 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

MEDICAID COMPLIANCE PROGRAM

1348 (a)

SPECIAL EDUCATION
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES

COMMUNITY RELATIONS

I. Purpose

The Elmont School District herewith establishes a Medicaid Compliance Program that ensures systemic checks and balances to detect and prevent inaccurate billing and inappropriate practices in the Medicaid program. The purpose of the policy is to detect fraud, waste, and abuse in the Medicaid program.

II. Policy Objectives

By adopting and publishing this Policy, it is the intention of the Board of Education to:

- A. Notify employees and contractors of the types of conduct which constitute fraud, waste, and abuse of the Medicaid program.
- B. Inform employees, contractors, volunteers, public officers, Board of Education members and the general public of procedures established by the District which enable any person who believes they have knowledge of inappropriate behaviors to submit a complaint which will be investigated by the District.
- C. Clearly advise all supervisory staff, administrators, and employees that there will be no discriminatory treatment based upon reporting a complaint regarding the Medicaid program.
- D. Notify all employees and contractors that the District has appointed a Compliance Officer for the Medicaid Program, who has been specifically designated to receive complaints of fraud, waste, and abuse of the Medicaid program, and who will ensure compliance with this Policy.

III. Code of Conduct

The Board of Education recognizes that there are rules of ethical conduct for Board Members, public officers, employees, volunteers, and contractors, which must be observed. The District will not condone the activities of officers, employees, and/or contractors who participate in either providing services for children who are Medicaid eligible or supervising those providing services, who are in violation of the law or who engage in unethical business dealings. This includes perpetuating fraudulent billing, payments for illegal acts, indirect facilitating, and failure to report non-compliant behaviors of unethical or fraudulent behaviors.

The School District expects employees and contractors to perform their duties conscientiously, honestly, and in accordance with the best interests of the District and the laws of the State of New York.

IV. Compliance Officer

The Compliance Officer will be designated by the Superintendent and approved by the Board of Education. This Officer is responsible for overseeing the day-to-day operations of the compliance program and all aspects of the compliance program. He or she shall report directly to the Superintendent every month and report directly to the Board of Education biannually.

V. Training

All employees and contractors who service, bill, and/ or supervise those individuals, will be trained on compliance issues, expectations and the District's compliance program operations. After the first year's training, new employees (including new Board of Education Members) will be trained as part of the District's Orientation Program.

VI. Communication

The District has posted information regarding the Medicaid Compliance Officer on its website and in the yearly School Calendar that is distributed to all residents of the Elmont Community. The District has further designated an email address, District mail address, and phone number, where compliance issues may be anonymously and confidentially reported. This method of anonymous and confidential good faith reporting of potential compliance issues will be disseminated at the annual training of all employees, persons associated with providers of service, administrative and supervisory staff, community members, as well as the Board of Education members. In addition, this information about reporting will be outlined in the School Calendar and on the website.

VII. Disciplinary Policies

The Elmont School District encourages good faith participation in the Compliance Program by all employees, particularly those who work directly with Medicaid eligible students and those supervising the direct providers.

Therefore, the Board of Education has put into effect the following disciplinary policies:

- A. failure to report suspected problems will be cause for disciplinary charges which may include a forfeiture of pay, suspension or removal from office or employment.
- B. any persons who participate in behaviors that are contrary to the District's Compliance Policy and/or who are complicit in encouraging, facilitating, or permitting on –compliant behaviors will be subject to disciplinary charges which may lead to forfeiture of pay, suspension, and or removal from office or employment.

Nothing in this policy shall limit any other penalties which may be provided by law.

VIII. Identification of Compliance of Risk Areas

The Medicaid billing and compliance will be reviewed:

- A. by the District's Compliance Officer monthly.
- B. by the Director of Special Education on a quarterly basis.
- C. by the District's internal auditing process annually
- D. and when appropriate, subject to an external audit for evaluation of potential or identification of non-compliance.

IX. Response to Compliance Issues**Compliant Procedures:**

- A. Prompt notification of complaints or concerns is encouraged so that timely and constructive action can be taken. Reporting of all perceived non-compliant behavior, pertaining to Medicaid billing is encouraged regardless of the offender's identity or position.
- B. All complaints should be in writing, but the complainant need not give his/her name. Attached is the District's "Medicaid Compliance Form", which is also posted on the District's website. Additional forms may be obtained from the District Office, Pupil Personnel Building, the Principal's Office in each of the schools, and/or the Compliance Officer. No questions will be asked. Because an accurate record of the allegedly objectionable behavior is necessary to resolve a complaint, all complaints should be reduced in writing. If an employee has any questions or has difficulty filling out the complaint form, he/she can obtain assistance from the Compliance Officer.

Investigation Procedures:

- 1. All complaints will be promptly investigated by the District's Compliance Officer. The length of the investigation will depend upon the complexity and the particular circumstances of each complaint.
- 2. Investigations will be conducted by the District's Compliance Officer, the District's legal counsel, and/or impartial persons designated by the Superintendent of Schools. The primary purpose of all investigations under this Policy is to determine:
 - a. Did an incidence of fraud, waste, and or abuse of the Medicaid program occur?
 - b. Did a violation of this Policy occur?
 - c. What remedial or preventative steps, if any, are recommended?

X. Good Faith Policy

Any person reporting in good faith shall have immunity from civil or criminal liability. Retaliation and/or intimidation against an individual who makes a complaint or report under this Policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy and as provided under section seven hundred forty and seven hundred forty-one of the labor law (new whistleblower provisions for health care fraud).

Legal Reference

Policy

Adopted: 09/15/10 (Approved at Board Meeting 09/14/10)

Amended:

Required _____
Local _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

MEDICAID COMPLIANCE PROGRAM

1348 (a)

*SPECIAL EDUCATION
PUBLIC ACTIVITIES INVOLVING STAFF,
STUDENTS OR SCHOOL FACILITIES*

COMMUNITY RELATIONS

COMPLAINT OF ALLEGED MEDICAID FRAUD

This form is to be filed as part of the Formal Procedure in order to initiate a complaint of alleged fraud, waste, and/or abuse of the Medicaid program.

Your name (optional): _____

Address (optional): _____

City (optional): _____ *State:* _____ *Zip Code:* _____

Home Phone (optional): (____) _____

Status: circle one:

Instructional Staff *Non-Instructional Staff* *Contractor* *Volunteer*
Supervisory Staff *Community Member* *Other* _____

Describe the Alleged Incident (s):

Have you also filed charges with a Federal, State, or Local Government agency?

Yes _____

No _____

Name(s) and office address of the individual(s) who perpetrated the abuse:

Identify all persons, if any, who may have also witnessed the incidents described above:

Optional:

I swear or affirm that I have read the above complaint and that it is true to the best of my knowledge, information and belief.

Complaint's Signature

Regulation

Adopted: 09/15/10 (Approved Board Meeting 09/14/10)

Amended:

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

FLYING OF AMERICAN FLAG

1422

RELATIONS BETWEEN OTHER GOVERNMENTAL
AGENCIES AND SCHOOLS

COMMUNITY RELATIONS

The flag shall be flown at full staff at all times except it shall be flown at half-staff to commemorate the death of a personage of national or state standing or of a local servicewoman, serviceman, official or public servant who, in the opinion of the school District, contributed to the community. It may also be flown at half-staff during special periods of mourning designated by the President of the United States or the Governor of this state.

The Superintendent of Schools shall, with the approval of the President of the Board, or the Vice President if the President is not available, authorize the flying of the flag at half-staff in the buildings of the Elmont Union Free School District in those cases where such an action is not required by Section 403 (21) of the New York State Executive Law.

Legal Reference

Policy

Adopted: 2/15/84 (approved at Board Meeting 2/14/84)

Amended: 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

FREEDOM OF INFORMATION

1511 (a)

FREEDOM OF INFORMATION
RELATIONS BETWEEN
COMMUNITY AND SCHOOLS

COMMUNITY RELATIONS

Following regulation is hereby enacted by this Board of Education in accordance with Chapter 933 of the Laws of 1977, commonly known as the Free Information Act, and hereinafter referred to as the "Act".

Article I: The Superintendent or his/her designee, whose office is located at the Elmont Road School, is hereby designated as the person from whom those District records, memoranda, documents, or other written information required to be made available to the public by the Act, may be obtained.

Article II: Request for inspection or copies of such records as are required to be made available by the Act, as well as other applicable law, may be made to the Superintendent or his/her designee at such office between the hours of 9 AM and 4 PM on any school District business day.

Article III: Request to inspect records or to secure copies thereof shall be submitted to the Superintendent or his/her designee by completion of a requisition form.

- A. The requisition form shall contain the name and address of the requestor, identification of the record, document or other data required with as great a degree of clarity and specificity as may be practical.
- B. In the event a copy of the particular document, record or other data is requested and is not available in sufficient quantity, a fee payable by check or money order to the order of the school District shall be paid as follows: A check, money order or cash for \$.25 per page of copy shall be received by the Superintendent's or his/her designee's office prior to the copying process.

Article IV: The Superintendent or his/her designee shall maintain a register which shall include the date of requisition, the name, address and a description of the documents or records to be examined or copied, as well as the action taken by the Superintendent or his/her designee in response to such requisition, and a notation of the fees received.

Article V: All fees shall be turned over to the District Treasurer.

Article VI: The Superintendent or his/her designee within five business days of receipt of the request shall either:

- A. If the records are in the possession of the Superintendent or his/her designee, make the same available to the requestor for inspection.
- B. If the records are not in the possession of the Superintendent or his/her designee, either (1) requisition the document or record from the appropriate department within the District where the document is located so that such document or record will be available for inspection or copying in the office of the Superintendent or his/her designee, or (2) give the requesting citizen an appropriate written order directed to the head of the particular District department where the record is maintained, authorizing the examination of the document. In such event, the Superintendent or his/her designee shall also communicate with such District department head advising of the issuance by the principal of such authorization.
- C. In the event that in the material or the records or documents requested, a portion of such record or document is deemed by the Superintendent or his/her designee to be excludable material, the Superintendent or his/her designee is authorized and directed to delete such information from any copies made available to the requestor, or to not make available for inspection the original of such record but only a copy thereof having first deleted the unauthorized information.
- D. Upon failure to locate records, certify that the school District is not a custodian for such records or that the records cannot be found after diligent search.

Article VII: However, no record shall be made available for inspection or copying where in the judgment of the Superintendent or his/her designee the disclosure of such records:

- A. are specifically exempted from disclosure by state or federal statute;
- B. if disclosed would constitute an unwarranted invasion of personal privacy under the provisions of subdivision two of section eighty-nine of this article;
- C. if disclosed would impair present or imminent contract awards or collective bargaining negotiations;
- D. are trade secrets or are maintained for the regulation of commercial enterprise which if disclosed would cause substantial injury to the competitive position of the subject enterprise;
- E. are compiled for law enforcement purposes and which, if disclosed, would:
 - i. interfere with law enforcement investigations or judicial proceedings;
 - ii. deprive a person of a right to a fair trial or impartial adjudication;
 - iii. identify a confidential source or disclose confidential information relating to a criminal investigation; or

- iv. reveal criminal investigative techniques or procedures, except routine techniques and procedures.
- F. if disclosed would endanger the life or safety of any person;
- G. are inter-agency or intra-agency materials which are not;
- i. statistical or factual tabulations or data;
 - ii. instructions to staff that affect the public; or
 - iii. final agency policy or determinations; or
- H. are examination questions or answers which are requested prior to the final administration of such questions.
- I. Is "an unwarranted invasion of personal privacy" further defined to include, but not limited to:
- i. disclosure of employment, medical or credit histories or personal references of applicants for employment;
 - ii. disclosure of items involving the medical or personal records of a client or patient in a medical facility;
 - iii. sale or release of lists of names and addresses if such lists would be used for commercial or fund raising purposes;
 - iv. disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such information is not relevant to the work of the agency requesting or maintaining it; or
 - v. disclosure of information of a personal nature reported in confidence to an agency and not relevant to the ordinary work of such agency.
- J. "An unwarranted invasion of personal privacy" which shall not justify the denial of access to records:
- i. when identifying details are deleted;
 - ii. when the person to whom a record pertains consents in writing to disclosure;
 - iii. when upon presenting reasonable proof of identity, a person seeks access to records pertaining to him.

Article VIII: In the event of the refusal of the Superintendent or his/her designee to furnish District records or other data which the requestor determines to be entitled to, an appeal shall be directed to the Superintendent, and if necessary, to the President and the Board of Education within thirty days after the denial from which such appeal was taken. The President and the Board of Education is hereby authorized to investigate all facts surrounding the particular requisition, including an interview with the requestor for the purpose of ascertaining the exact record or document sought, the purpose for which such document is sought in the event the Superintendent or his/her designee has declined to deliver the document by virtue of a determination by the principal that such document is an excluded document under this Act or other law, and all other facts relevant to the particular requisition. A decision on such appeal shall be rendered within seven working days after the next regular school board meeting. In the event of a denial of such an appeal, the requestor shall have the right to commence an Article 78 proceeding in the Supreme Court, Nassau County, to compel the production of the particular document or record.

Article IX: The following documents and records, whether produced, filed or kept by the District prior to or subsequent to September 1, 1974, shall be available for public inspection and examination:

- a. Board of Education minutes
- b. Bid specifications
- c. Bids
- d. Purchase orders and contracts
- e. Records of District receipts, expenditures, including checks
- f. Lists of employees and their remuneration
- g. Employee organization contracts
- h. District policies of any kind or nature
- i. District regulations
- j. Textbooks, workbooks, curricula, staff minutes
- k. Insurance policies
- l. Memoranda of opinions relating to District which may have been prepared by District officers and personnel
- m. Audits, either internal or external
- n. To bona fide members of the news media, upon written notice, the Superintendent or his/her designee shall make available an itemized record setting forth name, address, title, and salary of every officer or employee which shall be compiled by each fiscal officer charged with the duty of preparing payrolls for such officers and such records shall be made available for inspection by the officer charged with the duty of certifying such payrolls.

1. Designation of Officers

a. Records Access Officer

The Records Access Officer shall be the Superintendent or his/her designee whose office is located in the Elmont Road School Building.

b. Fiscal Officer

The Fiscal Officer shall be the Business Administrator.

2. Location for Submission of Requests for Inspection or Copies of Records

The Office of the Administrative Assistant at the Elmont Road School is designated to receive requests for inspection and copies of records of Elmont Union Free School District.

3. Times When Records Are Available

Requests to inspect or secure copies of Elmont School District records may be made at the office set forth in #2 of this Part, on any school business day between the hours of 9:00 AM - 4:00 PM.

4. Procedures

The following procedures shall be followed in connection with requests to inspect or secure copies of Elmont School District records:

- a. Requests to inspect or secure copies of records shall be submitted to the Records Access Officer on a form prescribed by the Elmont Union Free School District Board of Education, copies of which are available in the office of the Records Access Officer.
- b. The Records Access Officer will determine and advise the requester whether the records specified in the request are available for inspection and copying within five business days of receipt of a written request or to furnish an acknowledgement of the request within that time and give the approximate date the request will be answered.
- c. With respect to records which are determined to be available, the Records Access Officer will direct the requester to the place where the requested records may be inspected and will arrange for the preparation and certification of copies upon tender of the required fee.
- d. With respect to records which are determined not to be available, the Records Access Officer will note the reason for unavailability on the request form and return one copy of the form to the requester.

- e. Place of Inspection - Records may be inspected only at the office of the Records Access Officer or when so directed, at the location where they are regularly maintained.
- f. Requests by Mail - Requests by mail for copies of available records may be addressed to the Records Access Officer, and will be honored, upon payment of the required fee, provided the requester and the record of which a copy is requested are sufficiently identified to make compliance practicable.

5. Appeals

- a. Appeals shall be directed to the Superintendent of Schools on forms prescribed by the Board, copies of which are available at the office of the Records Access Officer.
- b. All such appeals shall be delivered to the Records Access Officer within thirty days after the denial from which such an appeal is taken.
- c. Decisions on such appeals shall be made within seven business days of receipt of an appeal and must either grant the request or fully explain in writing the reasons for denial.
- d. Copies of all such appeals and appeal decisions shall be immediately forwarded to the Committee on Public Access to Records, Department of State, 162 Washington Avenue, Albany, New York 12231.
- e. A final denial of access to a requested record shall be subject to court review as provided in Article 78 of the Civil Practice Law and Rules.

6. Fees

- a. The fees for copies of available records shall be 25 cents per page of copying when not available in sufficient quantity.
- b. Fees shall be paid by check or money order payable to Elmont Union Free School District and received by the Superintendent or his/her designee prior to the copying process.
- c. Fees shall be waived for copies of District records, consistent with Freedom of Information Act officially requested by any organization affiliated with the School District or cooperating with the School District, so long as no more than one copy of each document is requested.
(This section replaces policy 1512)

REQUISITION FORM FOR PUBLIC ACCESS TO RECORDS

RECORDS ACCESS OFFICER: Administrative Assistant

ELMONT UNION FREE SCHOOL DISTRICT
ELMONT ROAD SCHOO, ELMONT ROAD, ELMONT, NEW YORK 11003

I HEREBY APPLY _____ To inspect the following:
_____ For _____ copies of the following: Cost of Copies: _____

Signature Date

Representing

Mailing Address Town Telephone

FOR AGENCY USE ONLY

_____ APPROVED
_____ DENIED (for reason(s) checked below)

Confidential Disclosure Part of Investigatory Files

- _____ Unwarranted Invasion of Personal Privacy
- _____ Record of Which This Agency is Legal Custodian Cannot Be Found
- _____ Record if Not Maintained by This Agency
- _____ Exempted by Statute Other Than the Freedom of Information Act
- _____ Other (specify)

Signature Title Date

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLCIATION TO THE BOARD OF EDUCATION

Superintendent of Schools Elmont Road School, Elmont, New York 11003
Business Address

WHO MUST FULLY EXPLAIN HIS REASONS FOR SUCH DENIAL IN WRITING WITHIN SEVEN BUSINESS DAYS FOLLOWING RECEIPT OF AN APPEAL.

I HEREBY APPEAL:

Signature Date

AC 375 (EFF. 9/1/74)
Print code Z

NOTICE OF INTENTION TO EXAMINE PUBLIC EMPLOYMENT RECORD

*For use by members of the news media, pursuant to the
Freedom of Information Law of the State of New York*

THIS FORM MAY
BE REPRODUCED

FOR AGENCY USE ONLY <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	Signature: Title: Date:	TO: The payroll officer or the public information officer of the unit named below. PLEASE TAKE NOTICE that on the day specified (during your regular business hours, and subject to the rules of your agency) I intend to examine, with the privilege of copying, the particular records specified below. I CERTIFY that the only purpose of the examination is to gather information as a member of the news media and that it will not be used for any private, commercial, fund raising or other purpose.		
	RECORDS <input type="checkbox"/> Names <input type="checkbox"/> Titles SOUGHT* <input type="checkbox"/> Addresses <input type="checkbox"/> Salaries		DATE TO BE EXAMINED	
	UNIT OR AGENCY (AND ANY OTHER PARTICULARS)			
	SIGNATURE OF APPLICANT		Date <input type="checkbox"/> Mailed or <input type="checkbox"/> Submitted.....	
	TITLE OF APPLICANT		EMPLOYER	
*Check appropriate items. But note that names and addresses of officers and employees of law enforcement agencies may not be released (Public officers law, § 88(1) g				

INFORMATION AND INSTRUCTIONS

The full text of the Freedom of Information law may be found in new Article 6 of the Public Officers Law (chapter 933 of the Laws of 1977, State of New York).

The law requires that the New York State Committee on Public Access to records (Tower Building, Empire State Plaza, Albany, N.Y, 12223) advise agencies and municipalities by means of guidelines, advisory opinions and regulations.

The law also requires that each agency and municipality adopt confirming rules and regulations. Before the written notice required by a 88(1)g of the law is submitted, the applicable rules and regulations should be consulted.

Only "bona fide members of the news media" may make use of the notice. A separate notice should be submitted for each member of a news team intending to take part in the examination of records.

In the event the written notice is disapproved by the agency concerned, a duplicate copy should be prepared and retained by the applicant. The law contains provisions for appeals in the case access to public records is denied.

SUBJECT MATTER LISTINSPECTION AND COPYING OF SCHOOL DISTRICT RECORDSDescription of RecordADMINISTRATION

1. Report of Audit.

BOARD OF EDUCATION

2. Application to Board of Education or trustees for appointment as school District officer.
3. Designation of depository by the governing body of a school District: designating the bank or other depository in which public funds are to be deposited.
4. Minutes of meetings of Board of Education or trustees and minutes of annual and special school District meetings.

BUDGET

5. Copy of annual budget.
6. Statistical data pertaining to cost of insurance by type and by department or activity insured used as worksheets in preparation of the annual budget of a public corporation.
7. Annual estimate of revenues and expenditures submitted for inclusion in annual budget.

CENSUS

8. Census and enrollment annual report.
9. Annual school census list prepared from various source documents including machine tabulating cards (punch-cards), when source documents are not retained.

CIVIL DEFENSE

10. Copy of bomb shelter drill report made to State Education Department.

ELECTION

11. Register of voters for annual or special meeting.
12. Poll list of voters.
13. Statement of canvass of vote.
14. Written statement of qualifications of a voter whose name has been omitted from the poll list.
15. Written sworn statement of voter showing his correct residence.
16. Written challenge of the qualifications as an elector of a person whose name appears on the register of voters.
17. Notice by clerk that register of voters has been filed and is available for inspection.
18. Petition nominating a candidate for Board of Education.
19. Notice of appointment of inspectors of election.

FINANCE

20. Copy of annual or supplemental debt statement, submitted to the comptroller of the State of New York by a school District.
21. Annual financial statement on extra classroom activities fund.
22. Report of extra classroom activity fund made periodically to Board of Education.
23. Distribution ledger showing itemized receipts and payments.
24. Voucher register showing numerical listing of vouchers.
25. Register of checks.
26. Deposit book for a closed checking account.
27. Deposit book for checking account when a succeeding book is being used.
28. Canceled savings bank pass (deposit) book.
29. Duplicate deposit slip, where account is in a commercial bank.

30. Canceled check or other instrument of payment, such as bank check, warrant check, order check, and order to fiscal officer to pay when used as a negotiable instrument (except for trust funds), where account is in a commercial bank.
31. Bank Statement, where account is in a commercial bank.
32. Duplicate deposit slip, where account is in a savings bank.
33. Bank statement, where account is in a savings bank.
34. Canceled check or other instrument of payment, such as bank check, warrant check, order check, and order to fiscal officer to pay when used as a negotiable instrument (except for trust funds), where account is in a savings bank.
35. Bank certification statement.
36. Machine tabulating cards (punched cards), punched paper tapes, magnetic tapes or other intermediary information carrier used in automated data processing when intermediary is prepared from a source document and used as an intermediate working tool to produce fiscal records or other types of reports or statistical tabulations provided that all information recorded on the intermediary has been fully transcribed to the final records produced.
37. Treasurer's cashbook.
38. Cash register roll showing detailed transactions.
39. Cafeteria tickets (used), ticket stubs, cash register tapes or other record of admission or meals sold - maintained as supporting data for daily cash record.
40. Receipt issued for cash payment other than for taxes.
41. Daily cash record including adding machine tapes.
42. Copy of annual report of financial condition of municipal corporation made to State comptroller pursuant to Section 30, General Municipal Law.
43. Copy of annual financial report of the Board of Education or trustees.

INCOME

44. Schedule of indebtedness for Districts issuing bond anticipation notes.

45. Bond register book of canceled obligations.
46. Preparation of a bond issue including, but not restricted to, data relating to bond attorney, the preparation of the prospectus, prospectus distribution to bond buyers, bond printing, bids, and buyers.
47. Notice of sale of bonds.
48. All records, including but not restricted to applications, advisements, eligible pupil survey forms, final reports, statements of payment, and memorandums of instruction in connection with Federal assistance.
49. Bid for sale of used equipment.
50. State aid application for difference.
51. Copy of annual worksheet for computing State aid (any formula).
52. Copy of annual application of transportation quota.
53. Application for, or worksheet used to compute additional, special, or emergency State aid.
54. Non-resident tuition claim for State aid.
55. Letter of transmittal from State Education Department accompanying check paid from State or Federal funds.
56. Certificate of average daily attendance.
57. Certified statement of valuation of business property and special franchises apportioned to school or special District, furnished by town clerk to Districts, county treasurer, and companies.
58. Copy of receipts issued by school District treasurer.
59. Clerks copy of receipts issued by school District treasurer.

PURCHASING AND PAYING

60. Contract for purchase of materials used in capital construction.
61. Specifications for materials to be used in capital construction.
62. Bid, successful, in connection with purchase of materials used in capital construction.

63. Contract for purchase of materials, supplies, and services not connected with capital construction.
64. Specifications for materials, supplies, and services not connected with capital construction.
65. Bid, successful, in connection with purchase of materials, supplies, and services.
66. Bid, unsuccessful, in connection with purchase of materials, supplies, and services.
67. Purchasing office's copy of purchase request, requisition, estimate, or similar record used to submit purchase requirement.
68. Request requisition, estimate, or similar record used to submit purchase requirement except purchasing office's copy.
69. Schedule, or similar record created by purchasing office to list invoices or similar records received by purchasing office.
70. Paying office's copy of purchase order or similar record used to obtain materials, supplies, or services.
71. Copy of purchase order or similar record used to obtain materials, supplies, or services.
72. Order or similar record used to obtain materials, supplies, or services, except copy retained by paying office and one copy retained by purchasing office.
73. Record notifying purchasing office of materials or supplies shipped or sent.
74. Copy of bill of lading or similar record transmitted or packaged with shipment of materials or supplies.
75. Claim for payment, including claim, vendor's voucher and bill.
76. Claim for payment.
77. Order on fiscal officer to pay moneys, including order to pay and warrant to pay.
78. Receipted tax bill for taxes and/or assessments paid by school District on school District property.
79. Copy of check or check stub.
80. Schedule of bills for payment.

FREEDOM OF INFORMATION

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81. Informational record received from vendor by purchasing office.
82. All State Aid forms filed with the State Education Department including ST-3, SBM-1, SA-100, SA-129 and SA-19.

INSURANCE

83. Machinery inspection report made by insurance company or made at the request of an insurance company or the school District.
84. Insurance appraisal and/or survey when superseded or out of date.
85. Fire insurance policy, when no outstanding claims are involved.
86. Water damage insurance policy, when no outstanding claims are involved.
87. Burglary and theft insurance policy, when no outstanding claims are involved.
88. Glass insurance policy, when no outstanding claims are involved.
89. Boiler and machinery insurance policy, when no outstanding claims are involved.
90. Collision insurance policy, when no outstanding claims are involved.
91. Motor vehicle and aircraft insurance policy, when no outstanding claims are involved.
92. Property damage liability insurance policy, when no outstanding claims are involved.
93. Personal injury liability insurance policy, when no outstanding claims are involved.
94. Workmen's compensation and employer's liability insurance policy, when no outstanding claims are involved.
95. Title insurance policy, when no outstanding claims are involved.
96. Property policy, when no outstanding claims are involved.
97. Records relating to workmen's compensation case of a professional or non-professional employee.
98. Accident record and related material, other than for student, where no litigation or workmen's compensation case was involved.

99. Accident record and related material, other than for student, where litigation was involved but workmen's compensation was not involved.

LEGAL

100. Contract made between two school Districts providing for the instruction of children residing in one District by the second District.
101. Lease wherein a school District either rents or leases quarters from outside owners.
102. Lease wherein a school District rents or leases property to individuals.
103. Lease where no litigation is involved.
104. Agreement between a school District and second party providing for payment of stipulated sum of money in consideration of services rendered, when no litigation or outstanding claim is involved.
105. Copy of Annual Report to the New York State Teachers Retirement System showing list of teachers who are members of the system, salaries, and rates of contribution.
106. Information extracted from the payroll and furnished the New York State Employees Retirement System each payroll period.
107. Quarterly report of wages paid prepared for social security purposes filed on magnetic tape.
108. Report of adjustments correcting wage information previously reported for social security purposes.
109. Federal determination of error in wage reports.
110. Payroll report for payroll period showing absences and substitutes where information regarding absence is posted to individual's cumulative leave record and information regarding substitute is recorded on substitute's personal earnings record.
111. Employee's personal earnings record used to prove at end of year total earnings, retirement deductions, and taxes withheld.
112. Employee's Withhold Exemption Certificate (Form W-4 U.S. Treasury Department, Internal Revenue Service).
113. Withholding Tax Statement (Federal taxes withheld from wages), (Form W-2, Copy D. U.S. Treasury Department, Internal Revenue Service).

FREEDOM OF INFORMATION

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114. Annual Federal Tax Return of Employers (Form 940 U.S. Treasury Department, Internal Revenue Service).
115. U.S. Information Return for Calendar Year (Form 1099 U.S. Treasury Department, Internal Revenue Service).
116. Quarterly Federal Tax Return (Form 941 U.S. Treasury Department, Internal Revenue Service).
117. Employer's Copy of New York State income tax records relating to employees.
118. Original copy of the payroll.

PERSONNEL

119. Application for employment for professional or non-professional position when applicant was not hired.
120. Professional or non-professional personnel record.
121. Oath or statement prescribed by Section 3002 of the Education Law to be taken by every teacher, instructor and professor relating to the support of the Federal and State Constitutions and the faithful discharge of his duties.
122. District principal's recommendation to District superintendent of teacher to be hired.
123. District superintendent's recommendation to Board of Education or trustees of teacher to be hired.
124. Positions and Applications for Excuse of Default (form TC-50).
125. Annual Report of Substitute Teachers (form TC-51).
126. Report to the Commissioner of Education Subversive Activities.
127. Civil Service eligibility list.
128. Employee's timecards, sheets, or books when information is posted to a summary record.
129. Periodic report of employee's absences where data have been posted to employee's individual cumulative leave card.
130. Weekly, semi-monthly, or monthly cumulative employees time summary record.

FREEDOM OF INFORMATION

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131. Contract for personnel services - professional and non-professional, between employee and Board of Education, trustee or trustees.

HEALTH INSURANCE

132. Enrollment form for municipal employees' health insurance program (PS-503).
133. Request to change health insurance enrollment status of municipal employee (PS-503).
134. Weekly Health Insurance Transmittal Forms (PS-516).
135. Coordination of Benefits Transmittal Notice (PS-601). (PS-506).
136. New York State Employees Health Insurance Coordination of Benefits Form (PS-600).
137. Statement of Disability Dependent (PS-451).
138. Continuation of Health Coverage Forms (COBRA).

SCHOOL BUILDING USE

139. Form requesting use of school facilities (building, equipment, or grounds).
140. List of community organizations granted use of school buildings by month and school.

SCHOOL DISTRICT

141. File copy of posted or published notice of annual or special meeting of school District.
142. Copy of agenda of business to come before annual or special school District meeting.
143. Notice of appointment or election to a school District office made by Board of Education or trustees to person appointed or elected.
144. Resignation of school District officer.

SCHOOL LUNCH

145. Copy of school lunch program agreement.
146. Free and/or reduced price school lunch policy that relates to the school lunch program agreement.
147. Annual application for participation in the National School Lunch Program.

FREEDOM OF INFORMATION

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148. Monthly claim for reimbursement for National School Lunch Program and special milk program.
149. Summer financial statement - for National School Lunch Program and previous form used for similar purpose.
150. Periodic cafeteria food inventory.
151. Copy of menu for school cafeteria.
152. Annual approval - Board of Education, special milk program for kindergarten children.
153. Agreement for direct distribution (including any attachment thereto) used for distribution of Federal foods.

STATISTICAL REPORTS

154. Copy of annual statistical report of the Board of Education and forms previously used for this purpose.
155. Machine ledger cards.

SUPERVISORY AND OFFICER RECORDS

156. Annual, monthly, or special reports made by supervising principal or superintendent of schools to Board of Education when reports are copied into or made a permanent part of the Board's minutes.
157. Copy of informational bulletins prepared by superintendent of schools or supervising principal for the Board of Education or trustees.
158. Report of school clerk to the town clerk of the names and post office addresses of school District officers.
159. Notice to county treasurer of the names and addresses of persons elected to offices of school District treasurer and collector.
160. Treasurer's monthly report to Board of Education.
161. Annual, monthly, or special reports of school District treasurer to Board of Education.

TRANSPORTATION

162. Transportation request made to Board of Education by parents of children attending non-public schools.
163. Transportation contract between Board of Education and private carrier which is approved by Division of Educational Management Services and used as a basis for apportionment of State aid, including affidavit of publication of notice regarding transportation contract, notice to bidders, and proposal or bid for described transportation.
164. Annual transportation data chart ceiling worksheet.
165. Transportation routing data (District owned buses).
166. Application for approval of bus capacity and bus purchase and forms previously used for like purposes.
167. Gasoline and oil consumption report for vehicle.
168. Driver's daily report for vehicle.
169. Maintenance report made periodically or on a mileage basis for a vehicle.
170. Bus drill reports.

INSTRUCTION

171. Grade or marking sheets submitted by teacher and used for posting to the individual permanent academic record card.
172. Teacher's class-book containing class grades.
173. Report card when information regarding subjects taken and final grades received is posted to the pupil's cumulative academic achievement record card.
174. Promotion list showing those pupils eligible for promotion.
175. Individual pupil cumulative academic achievement record card.

ATTENDANCE

176. Affidavit of Board of Education regarding prevalence of infectious or contagious disease.

FREEDOM OF INFORMATION

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177. Parent's signed consent for pupil to participate in a specific activity or parent's signed request for pupil to be excused from participation in a specific activity.
178. Written excuse from parent explaining absence of pupil.
179. Register of attendance.
180. District Annual Attendance Report (AT-6).
181. Machine tabulating cards (punched cards) or other media that are used for the preparation of absence lists, attendance reports, attendance registers, and similar records, when attendance registers and attendance reports have been completed and are maintained the length of time prescribed by their specific legal retention periods.
182. Attendance sheets for each attendance period showing names of pupils with daily attendance and absence.
183. Attendance supervisor's daily check-sheet of work done.
184. Exemption certificate including request for renewal of exemption certificate and exemption transfer or termination notice (Guidance forms AT-1, AT-2, AT-3).
185. Exemption ease record relating to minor granted a certificate of exemption.
186. Pupil registration card.
187. Registration of pupils who are attending religious observance and education.
188. Transfer or discharge notice.
189. Notice of transfer of pupil from one school District to another.
190. Certificate of average daily attendance.

CURRICULUM

191. Course outline submitted for State Education Department approval of special course of study.
192. State Education Department approval of special course of study.
193. State physical fitness test class record sheet.

GUIDANCE

194. Pupil personnel inventory folder (guidance folder).

HANDICAPPED CHILDREN

195. Certificate of approval for State aid for educational services for a handicapped child as ordered by the judge of a family court (HC-5).
196. Summary program report for physically handicapped children (PHC-1) or report on special classes for mentally handicapped children (MHC-1) and all superseded forms used for similar purposes and forms used for obsolete procedures relating to these programs.

HEALTH SERVICE

197. Notification of parent or guardian that a health - dental examination has been made.
198. Notification of fitness for readmission to school.
199. Referral memorandum used in health service internal procedure.
200. Copy of annual health service personnel records.
201. Periodic report of school health service.
202. Cumulative pupil health record.
203. Health examination form completed by other than school physician, whether or not information on form is copied or abstracted and posted to pupil's cumulative health record card
204. Health history forms where data have been posted to cumulative pupil health record.
205. Supplementary health records where data have been posted to cumulative pupil health record.
206. Audiometer testing forms and worksheets where data have been posted to cumulative pupil health record.
207. Teacher's record of observation of individual pupil's health status where data have been posted to cumulative pupil health record.

FREEDOM OF INFORMATION

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208. Immunization statement furnished at time of school admission by parent or physician specifying types and dates of immunization administered to a child or a statement by physician why a child should not receive a particular immunization, as required by provisions of Section 2164 of the Public Health Law.
209. Hearing report of child for special educational adjustment.
210. Vision report of child for special educational adjustment.
211. Pupil health certificate as required by Section 903, Education Law.
212. Physician's signed recommendation that a pupil not participate or participate only on a modified basis in physical education class activities or sports.
213. Cumulative 12-year dental hygiene record.
214. Nurse-teacher's analysis of absence known to be due to illness.
215. Nurse's log of accidents and illnesses of pupils during school day.
216. Monthly report of school nurse-teacher to local school administrator.
217. Contract with physician, dentist or other medical personnel for services.

INSTRUCTIONAL PROGRAM

218. Elementary and Secondary Education Act of 1965 project applications, evaluations, periodic reports and summaries, but not including fiscal and personnel records that are to be retained the same periods of time as similar records held by the school District.
219. Manpower Development and Training Act, Area Redevelopment Act, Redevelopment Area Retraining, On the Job Training, Work Incentive Program, Concentrated Employment Program and other Federally and State aided vocational training program records including notification of need, project applications, evaluations, periodic reports, attendance sheets, trainee reports, and summaries.
220. National Defense Education Act project applications, evaluations, periodic reports and summaries.

PSYCHOLOGICAL SERVICES

221. Psychological report regarding a pupil's ability, personality, family, and environmental influences prepared by the school psychologist for the school staff.

SUMMER SCHOOL

222. Attendance report for summer elementary or summer high school.

TEXTBOOKS

223. Textbook application for non-public school use.

BUILDINGS

224. School fire inspection report.

225. Fire drill instructions setting forth specific directions and rules of conduct to be observed during fire drills by teachers and pupils, when no investigation or litigation involving a fire is pending.

226. Fire drill report showing date of drill, time of drill, total length of time to evacuate building, and any other pertinent information, when no investigation or litigation involving a fire is pending.

227. Vandalism report - internal report with or without cost figures.

228. Copy of work order for scheduled or emergency maintenance and repairs.

229. Asbestos management plans by building.

230. OSHA Right-to-Know Compliance Documents and MDSA Safety Sheets.

231. Building maintenance schedule.

EQUIPMENT

232. Performance guarantee, written warranty of vendor or similar record covering materials or supplies purchased.

EQUIPMENT INVENTORIES

233. Property inventory card or sheet covering item of movable equipment.

234. Property inventory.

235. Perpetual property inventory.

FREEDOM OF INFORMATION

1511 (x)

236. Requisition for supplies from stockroom.
237. Periodic inventory of stockroom supplies.
238. Charge-back or other record used for charging stockroom supplies against departments.

Legal Reference

Policy

Adopted: 12/17/74

Amended: 2/18/75, 4/18/78, 10/17/90, 4/20/05 (Approved at Board Meeting 4/19/05),7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

PHOTOGRAPHING, RECORDING AND BROADCASTING 1512 (a)
PUBLIC MEETINGS AND AVAILABILITY OF
DOCUMENTS PRIOR TO BOARD MEETINGS

FREEDOM OF INFORMATION RELATIONS BETWEEN COMMUNITY AND SCHOOLS
RELATIONS BETWEEN COMMUNITY AND SCHOOLS COMMUNITY RELATIONS

Recording and Broadcasting Public Portions of Meetings:

- A. The public portion of any meeting of the Board of Education may be photographed, recorded and broadcast in accordance with this Policy.
- B. The Board adopts the following rules governing the location of equipment and personnel used to photograph, record or broadcast the public portion of a meeting in order to ensure that the use of such equipment does not detract from or interfere with the deliberative process.
- C. There is no privacy interest in statements made during public portions of meetings of public bodies.

Rules for Recording and Broadcasting Public Portions of Meetings:

- A. Operation of equipment to photograph, record or broadcast a meeting is permitted unless it is obtrusive, disruptive, or interferes with the deliberative process or the right of persons in attendance to observe or listen to the proceedings.
- B. Use of equipment necessary to photograph, record or broadcast is permitted without notice to or express permission from the Board, except that such use is subject to the procedures etc. set forth in this policy.
- C. Use of special lighting or large equipment necessary to photograph, record or broadcast a meeting is permitted unless it is obtrusive or disruptive, or interferes with the deliberative process or the right of persons in attendance to observe or listen to the proceedings.
- D. Persons who operate equipment necessary to photograph, record and/or broadcast a meeting shall remain in a designated location unless authorized by the Board to move about the room, and further provided that such movement does not disrupt or interfere with the deliberative process or with those in attendance at the meeting.

PHOTOGRAPHING, RECORDING AND BROADCASTING
PUBLIC MEETINGS AND AVAILABILITY OF
DOCUMENTS PRIOR TO BOARD MEETINGS

1512 (b)

- E. Use of equipment necessary to photograph, record and/or broadcast a meeting shall be limited to a location from which such equipment is reasonably capable of photographing, recording and/or broadcasting and from which it does not disrupt block or interfere with the public in attendance, the deliberative process, the staff or the Board.

Availability of Certain Library Records and Proposed Resolutions, Regulations and Policies prior to Board meetings:

- A. The Board shall, upon request, make available prior to and at each Board meeting, open session copies of records scheduled to be the subject of discussion at the open session, together with copies of proposed Resolutions, Policies and Regulations scheduled to be the subject of discussion at the open session.
- B. Copies of records scheduled to be the subject of discussion at the open session, together with copies of proposed Resolutions, Policies and Regulations scheduled to be the subject of discussion at the open session will be posted on the District's website at such time(s) as it is determined that it is practicable to do so.
- C. Copies of the District's records and proposed Resolutions, Regulations and Policies shall be available for a reasonable fee, determined in the same manner as provided under the Freedom of Information Law Policy and Article "6" of the Public Officers Law.

*Note: Portions of the foregoing are adopted from the Model Rules of the Committee on Open Government
wmc 1-14-12*

Policy

Adopted: 03/14/12 (approved at Board Meeting 03/13/12)

Amended:

Required ____
Local _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

COMPLAINTS RELATING TO TEXTBOOKS, LIBRARY
BOOKS AND OTHER INSTRUCTIONAL MATERIALS

1515

FREEDOM OF INFORMATION
RELATIONS BETWEEN
COMMUNITY AND SCHOOLS

COMMUNITY RELATIONS

It is recognized that opinions may differ among students, parents, and residents of the school District in general concerning the propriety, appropriateness, and value of certain textbooks, library books, films, and other instructional materials presented or made available to students within the schools.

In order to provide residents of the District an orderly means for voicing complaints, and at the same time to establish ways for evaluating any charge or complaint relative to instructional materials in the schools, the Board of Education authorizes the Superintendent to prepare administrative regulations to accomplish these objectives.

These regulations shall be conspicuously posted in all schools of the District.

Legal Reference

Policy

Adopted: 7/5/78

Amended: 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

*COMPLAINTS RELATING TO TEXTBOOKS, LIBRARY
BOOKS AND OTHER INSTRUCTIONAL MATERIALS*

1515 (a)

*FREEDOM OF INFORMATION
RELATIONS BETWEEN
COMMUNITY AND SCHOOLS*

COMMUNITY RELATIONS

1. Standardized Request Forms

The District shall prepare standardized forms for residents to use in requesting an investigation of a textbook, resource book, library book, film, or other instructional material. Such forms shall be prepared by professional personnel designated by the Superintendent of Schools.

The statement shall include specific information as to the author, title, publishers or producers; reason(s) for objection; lines and page numbers(s) or scene(s) to which objection is being made.

*It shall be signed and identification given which will allow proper reply.
A sample form is provided.*

2. Registry of Request

Requests for an investigation may be submitted to either a building principal or the Superintendent of Schools. Those received at the building level will be transmitted to the Superintendent.

3. Evaluation Committee

The Superintendent has discretion to appoint a committee of school personnel to reevaluate the materials being questioned and make recommendations.

- A. The questioned materials shall be examined and reevaluated by a committee composed of members selected by the Superintendent and will include at least an instructional materials specialist or librarian and one teacher who is a specialist in the subject area in question. The report of this committee shall be completed promptly, and the substance of the report shall govern the disposition of the materials in question.*
- B. The Superintendent will advise the Board of Education of the committee findings and recommendations.*
- C. An administrator or librarian shall not remove from the schools questioned or challenged materials unless so directed by resolution of the Board of Education.*

Legal Reference

Regulation

Adopted: 7/5/78

Amended: 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

Required _____
Local _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

*COMPLAINTS RELATING TO TEXTBOOKS, LIBRARY
BOOKS AND OTHER INSTRUCTIONAL MATERIALS*

1515 (b)

REQUEST FOR INVESTIGATION OF NON-PRINTED INSTRUCTIONAL MATERIALS

This form is to be used by any individual who wishes to register a complaint relative to any type of non-printed material (films, records, art reproductions, filmstrips, posters, dioramas, etc.)

Author _____ *Type of Material* _____
(novel, play, etc.)

Title _____ *Type of Media* _____
(film, filmstrip, record, etc.)

Publisher (if known) _____

Request initiated by _____

Telephone _____ *Address* _____

City, Town or Village _____ *Zip Code* _____

_____ *himself*
_____ *name of organization* _____
_____ *other (identify)* _____

1. *To what do you object in this material? (Please be specific, cite sections, frames, etc.)*

2. *What do you feel might be the result of using this material?* _____

3. *Did you review the entire item?* _____ *What parts?* _____

4. *Are you aware of the judgment of this material by professional critics?*

5. *What do you believe is the theme of this material?* _____

6. *What would you like the school District to do about this material?*

_____ *Do not present it to my child.*

_____ *Have the Board of Education investigate this claim by
establishing a committee to evaluate the material.*

7. *What better quality material would you recommend in its place?*

Signature of Complainant

(Date)

Required _____
Local _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

*COMPLAINTS RELATING TO TEXTBOOKS, LIBRARY
BOOKS AND OTHER INSTRUCTIONAL MATERIALS*

1515 (c)

REQUEST FOR INVESTIGATION OF A BOOK

This form is to be used by any individual who wishes to register a complaint relative to any type of printed material used in the school for instruction purposes (textbooks, library books, resource books, etc.).

Title of book _____ **Author** _____

Publisher (if known) _____

Request initiate by _____

Address _____

Telephone _____

Complaint represents:

Himself _____

Organization (name) _____

Other (please identify) _____

1. *To what in the book do you object? (Please be specific; cite pages)* _____

2. *What do you feel might be the result of reading this book?* _____

3. *For what age group would you recommend this book?* _____

4. *Is there anything good about this book?* _____

5. *Did you read the entire book?* _____ *What parts?* _____

6. *Are you aware of the judgment of this book by literary critics?* _____

7. *What do you believe is the theme or purpose of this book?* _____

8. *What would you like the school to do about this book?*

_____ *Do not assign it to my child.*

_____ *Have the Board of Education investigate this claim by
establishing a committee to evaluate the book.*

9. *In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject in question?* _____

10. *Remarks* _____

(Signature of Complainant)

(Date)

Required ____
Local _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

COMPLAINTS ABOUT POLICIES

1516

FREEDOM OF INFORMATION
RELATIONS BETWEEN
COMMUNITY AND SCHOOLS

COMMUNITY RELATIONS

Complaints about school board policies should be directed to the Superintendent of Schools. Complaints shall be in writing, stating the specific objections to the specific policy(ies).

The Superintendent shall review any complaint and conduct whatever study or investigation he deems appropriate. The Superintendent shall then submit the complaint and his/her recommendation to the Board. The Board shall then review the policy, amend or repeal the policy, if appropriate, and notify the complainant of the action taken.

Legal Reference

Policy

Adopted: 4/20/05 (Approved at Board Meeting 4/19/05)

Amended: 7/05/05