

THREE VILLAGE CENTRAL SCHOOL DISTRICT

COMMUNITY RELATIONS

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THREE VILLAGE CENTRAL SCHOOL DISTRICT

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COMMUNITY RELATIONS GOALS

The Board of Education strives to conduct District affairs by way of a continuing, open dialogue between the community and the schools. Given District residents' high level of interest in the education of children, the Board wishes to maintain its high level of sensitivity to the needs and desires of the community and to act expeditiously to meet changing needs and conditions.

To this end, the Board establishes the following goals for community involvement:

1. to provide a variety of means whereby residents of the school district may have the opportunity to contribute their best thinking to the orderly planning of education for children in the District;
2. to keep the community accurately informed about its schools;
3. to understand community attitudes and aspirations for the schools;
4. to encourage contributions from the parent-teacher associations of the District so that school personnel and parents cooperate to advance the educational welfare of the children;
5. to handle all complaints from the public by the administrative officer in charge of the unit of the school district organization closest to the complainant. However, such complaints may be carried to the Superintendent of Schools and/or the Board if the problem cannot be solved at that level;
6. to promote a spirit of cooperation among the Board, the schools, and the community;
7. to develop and maintain the confidence of the community in the Board and the school district staff;
8. to expand the public understanding of every aspect of the school system, and stimulate public interest in the school;
9. to facilitate dissemination of information to the community concerning issues and activities in the school using not only traditional modes of communication, such as a district newsletter, but also current modes of communication such as the District's website and social networking sites;
10. to ascertain the community's opinions and desires with respect to the operations of the school system, and to incorporate that knowledge into its actions;
11. to build relationships with local businesses, local government, health care, social service, civic and community organizations to share resources in order to meet the academic, social and emotional needs of all of our students; and
12. to develop and maintain an effective means of communication with the people of the District.

Notwithstanding the above, the final decisions in these areas will rest with the Board.

Adoption Date: December, 1991

Reviewed: November 13, 2008

Revised: April 22, 2015

THREE VILLAGE CENTRAL SCHOOL DISTRICT

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ANNUAL DISTRICT ELECTION AND BUDGET VOTE

The District shall hold an annual meeting and election at which the District's authorized voters will elect members of the Board of Education and vote on the District budget for the coming school year. The annual district meeting and election will be held on the third Tuesday in May, unless, due to a conflict with religious observance, the Board requests that the Commissioner approve changing the election date to the second Tuesday in May. The request is due to the Commissioner by March 1st.

The District Clerk shall publish a notice of the time and place of the annual meeting and election at least four times within the seven weeks prior to the meeting, in two newspapers having general circulation within the District. The first publication of the notice shall be at least 45 days prior to the meeting. The notice shall also contain notice of any other matter required by law.

Copies of the budget to be voted upon at the annual meeting election will be available in each District school building for District residents upon request at the time of the annual meeting and election and 14 days (other than Saturday, Sunday and holidays) prior to the meeting.

The Board shall appoint assistant clerks and election inspectors necessary for the annual meeting and election at a Board meeting held before the annual meeting and election.

Propositions

The Board has the authority, under the Education Law, to adopt reasonable rules and regulations concerning the submission of petitions to the Board to place propositions on the ballot which may amend the budget. Pursuant to those provisions, the Board establishes the following guidelines:

1. Unless otherwise provided by the Education Law, petitions for the submission of a proposition must contain a minimum of 5 percent of the eligible voters who voted in the previous annual election of the members of the Board of Education.
2. Petitions must be filed with the District Clerk at least 30 days prior to the annual meeting, except for petitions relating to a proposition which must be included in the notice of the annual meeting. Such petitions must be submitted 60 days in advance of the annual meeting to facilitate the preparation and printing of the ballots.
3. Propositions must include the specific appropriations necessary for the purposes listed.
4. Wording of a petition must comply with legal requirements. If the wording does not comply, it may be changed or altered by the Board, or the Board may reject a petition for failure to comply.

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Propositions received in accordance with these specifications will be placed on the ballot as amendments and will be voted upon by the voters in the same manner as the proposed budget, except that the Board shall not be required to place any proposition on the ballot which is within the exclusive province of the Board, or otherwise forbidden by law. No proposition involving the budget may be submitted to the voters more than twice.

The Board may also, on its own motion, submit propositions.

Improper Advocacy

The District may provide informational material to the voters concerning budgets, propositions, or other matters before the electorate. However, school district funds and resources may not be used to exhort voters to support a particular position. For example, the District will not engage in activities including, but not limited to, sending flyers supporting the budget home with students, providing mailing labels for materials supporting a proposition or using the District e-mail to deliver promotional material for candidates.

Ref: Education Law §§416(3); 1608(2); 1716(2); 1804(4); 1906(1); 2002(1); 2003(1)(2); 2004(1)-(7); 2009; 2021; 2022(1), (4)-(5); 2035(2); 2601-a(2)
General Construction Law §60
Matter of Hebel, 34 EDR 319 (1994)
Matter of Martin, 32 EDR 567 (1993)
Matter of Como, 30 EDR 214 (1990)

Adoption Date: December, 1991

Revised: February 10, 2009
March 22, 2011

THREE VILLAGE CENTRAL SCHOOL DISTRICT

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PUBLIC INFORMATION PROGRAM

The Board of Education believes that the District's educational program is benefited and strengthened by an informed, interested, and active citizenry.

The Board shall maintain a continuing public information program in order to promote widespread understanding of the school program, and to gain the support and participation of the community. The Board shall endeavor to keep the public fully and accurately informed of district plans, activities, and needs.

Parents and citizens wishing to obtain information should inquire first through a Principal or school official, then through the Superintendent, and finally through the Board.

Adoption Date: December, 1991

Reviewed: January 22, 2009

THREE VILLAGE CENTRAL SCHOOL DISTRICT

1100-R

PUBLIC INFORMATION PROGRAM REGULATION

Media of Communication

1. Newsletter: A regular Board information newsletter, School Report, prepared by the central office administration at the direction of the Board, shall be mailed to all District residents and distributed to all District employees on a periodic basis.
2. District Activity Calendar: A school calendar will be available for pickup at all school buildings by residents prior to the opening of school, and the calendar will be posted to the District web site. Any changes to the school calendar during the school year will be made via the district website. In addition to the school calendar, there shall be listed school events of interest to the community and informational items about school operating procedures and personnel as may be of interest to the community.
3. Budget Brochure: A budget brochure shall be mailed to each resident prior to the budget voting date.
4. Special Reports: At the discretion of the Board, special reports or brochures of district-wide interest will be prepared and distributed to all District residents and employees.
5. Minutes of the Board of Education: Copies of officially adopted minutes of the Board shall be available in the Emma S. Clark Library and at the District administration office, and will be posted to the District web site.
6. Press Coverage: Regular and special press and news releases shall be made available by the Superintendent's office to news media covering the local area. In addition, news media will be encouraged to attend all Board meetings and report independently on school matters.

Adoption date: December, 1991

Reviewed: October, 2010

Revised: August 22, 2018

THREE VILLAGE CENTRAL SCHOOL DISTRICT

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SCHOOL DISTRICT RECORDS

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to District records and submit such regulations to the Board for approval. The Superintendent shall designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

Retention and Destruction of Records

The Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein. Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein, and only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

The manner of destruction will be determined by the format and the record (i.e. paper, digital, etc.). In addition, destruction will be appropriately documented.

Litigation-Hold

The Superintendent will establish procedures in the event that the school district is served with legal papers. The Superintendent will communicate with applicable parties, including the school attorney and the records management official, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery. It is the intention of the Board of Education to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board directs the Superintendent to institute such procedures to implement this policy.

The Superintendent or his/her designee, with the assistance from the Records Management Officer, shall be responsible for developing and disseminating department-specific retention schedules and guidance to staff, as necessary, to ensure adherence to this policy.

Cross-ref: 8630, Computer Resources and Data Management
Ref: Public Officers Law §84 *et seq.* (Freedom of Information Law)
Education Law §2116
Arts and Cultural Affairs Law, Article 57-A

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Federal Rules of Civil Procedure, 26
8 NYCRR Part 185 (Appendix I)

Adoption Date: December 1991
Revised: February 24, 2009
September 3, 2014
December 9, 2002

THREE VILLAGE CENTRAL SCHOOL DISTRICT

1120-R

SCHOOL DISTRICT RECORDS REGULATION

The following comprises the rules and regulations relating to the inspection and production of school district records:

I. Designation of Officers

1. The Records Access Officer shall be the District Clerk or other designee as determined by the Superintendent of Schools and approved by the Board of Education annually. He/She shall:
 - receive requests for records of the Board of Education and make such records available for inspection or copying when such requests are granted; and
 - compile and maintain a detailed current list by subject matter, of all records in the possession of the Board, whether or not available to the public.
2. The Superintendent of Schools, with the Board's approval, shall designate a Records Management Officer for the District and he/she shall be appointed annually. The Records Management Officer will develop and oversee a program for the orderly and efficient management of District records. The Records Management Officer shall ensure proper documentation of the destruction of records, in accordance with the schedule.

II. Definition of Records

1. A record is defined as any information kept, held, filed, produced or reproduced by, with or for the District in any physical form whatsoever, including but not limited to reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations or codes.
2. The Records Access Officer will have the responsibility for compiling and maintaining the following records:
 - a. a record of the final vote of each member of the Board on any proceeding or matter on which the member votes;
 - b. a record setting forth the name, school or office address, title and salary of every officer or employee of the District; and
 - c. a reasonably detailed current list by subject matter of all records in possession of the District, whether or not available for public inspection and copying.

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3. No record for which there is a pending request for access may be destroyed. However, nothing in these regulations shall require the District to prepare any record not possessed or maintained by it except the records specified in II(2), above.

III. Access to Records

1. Time and place records may be inspected: Records may be requested from, and inspected or copied at, the Office of the Records Access Officer, by appointment after the records have been made available and on days in which the District offices are open. Records may also be requested via e-mail. E-mail requests will be made to the Records Access Officer. This information shall be posted on the District's website.
2. Fees: The fee for documents up to 9 x 14 inches is 25 cents per page. For documents larger than 9 x 14 inches, tape or cassette records, or computer printouts, the cost will be based on the cost of reproduction or program utilized. Fees are subject to periodic review and change. However, no fee shall be charged for records sent via e-mail, the search for or inspection of records, certification of documents, or copies of documents which have been printed or reproduced for distribution to the public.
3. Procedures: Requests to inspect or secure copies of records shall be submitted in writing, either in person, by mail or via e-mail, to the Records Access Officer.
4. All requests for information shall be responded to within five business days of receipt of the request. If the request cannot be fulfilled within five business days, the Records Access Officer shall acknowledge receipt of the request and advise the approximate date when the request will be granted or denied.
5. If a request cannot be granted within 20 business days from the date of acknowledgement of the request, the District must state in writing both the reason the request cannot be granted within 20 business days, and a date certain within a reasonable period when it will be granted depending on the circumstances of the request.
6. Denial of Access: When a request for access to a public record is denied, the Records Access Officer shall indicate in writing the reasons for such denial, and the right to appeal.
7. Appeal: An applicant denied access to a public record may file an appeal by delivering a copy of the request and a copy of the denial to the Superintendent within 30 days after the denial from which such appeal is taken.

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8. The applicant and the New York State Committee on Open Government will be informed of the Superintendent's determination in writing within 10 business days of receipt of an appeal. The Superintendent shall transmit to the Committee on Open Government photocopies of all appeals and determinations.

IV. Records Exempted from Public Access

The provisions of this regulation relating to information available for public inspection and copying shall not apply to records that:

1. are specifically exempted from disclosure by state and/or federal statute;
2. if disclosed would constitute an unwarranted invasion of personal privacy;
3. if disclosed would impair present or imminent contract awards or collective bargaining negotiations;
4. are trade secrets or submitted by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise.
5. are compiled for law enforcement purposes and which, if disclosed, would:
 - a. interfere with law enforcement investigations or judicial proceedings;
 - b. deprive a person of a right to a fair trial or impartial adjudication;
 - c. identify a confidential source or disclose confidential techniques or procedures, except routine techniques or procedures; or
 - d. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
6. records which if disclosed would endanger the life or safety of any person;
7. records which are interagency or intra-agency communications, except to the extent that such materials consist of:
 - a. statistical or factual tabulations or data;
 - b. instructions to staff which affect the public;
 - c. final Board policy determinations; or
 - d. external audits, including but not limited to audits performed by the comptroller and the federal government;

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8. records which are examination questions or answers that are requested prior to the final administration of such questions;
9. records which if disclosed would jeopardize the District's capacity to guarantee the security of its information technology assets (which encompass both the system and the infrastructure).

V. Prevention of Unwarranted Invasion of Privacy

To prevent an unwarranted invasion of personal privacy, the Records Access Officer may delete identifying details when records are made available. An unwarranted invasion of personal privacy includes but shall not be limited to:

1. disclosure of confidential personal matters reported to the Board which are not relevant or essential to the ordinary work of the Board;
2. disclosure of employment, medical or credit histories or personal references of applicants for employment, unless the applicant has provided a written release permitting such disclosures;
3. sale or release of lists of names and addresses in the possession of the Board if such lists would be used for private, commercial or fund-raising purposes;
4. disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the Board; or
5. disclosure of items involving the medical or personal records of a client or patient in a hospital or medical facility.

Unless otherwise deniable, disclosure shall not be construed to constitute an unwarranted invasion of privacy when identifying details are deleted, when the person to whom records pertain consents in writing to disclosure, or when upon representing reasonable proof of identity, a person seeks access to records pertaining to him or her.

VI. Listing of Records

Pursuant to Section 87(3)(c) of the Public Officers Law, the current records retention schedule for school districts, published by the Commissioner of Education, shall serve as the list by subject matter of all records in the possession of the school district, whether or not available under the law. The subject matter list shall be updated annually and the date of the most recent update shall be indicated on the list. The subject matter list shall also be posted on the District's website. The Superintendent or his/her designee, in consultation with the Records Management Officer, shall develop and disseminate department-specific guidance so that staff can implement this policy and regulation.

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VII. Litigation-Hold

The Superintendent will designate a “discovery” team, comprised of the school attorney, Executive Director of Instructional Technology, the Records Access and Records Management Officer and other personnel as needed. The discovery team will convene in the event that litigation is commenced to plan to respond to the request for records. The Superintendent, with assistance from the Executive Director of Instructional Technology, will ensure that measures are put in place to preserve applicable records.

Adoption date: December, 1991

Revised: November, 2010

September 3, 2014

THREE VILLAGE CENTRAL SCHOOL DISTRICT

1120-E.1

APPLICATION FOR PUBLIC ACCESS TO RECORDS

(Via U.S. Mail or E-Mail)

Note to the public: This form's language is optional but may enhance your use of the Freedom of Information Law. You may choose to utilize certain portions that are most applicable to your request. You may cut and paste the entire form into a new e-mail, read all provisions, and delete and/or modify those that do not apply. The subject line of your request should be "FOIL Request".

Three Village Central School District
Records Access Officer
100 Suffolk Avenue
Stony Brook NY 11790
recordsaccess@3villagecsd.org

Dear Records Access Officer:

1. Please e-mail/mail the following records if possible [include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.]:
2. Please advise me of the appropriate time during normal business hours for inspecting the following records prior to obtaining copies [include as much detail about the records as possible, including relevant dates, names, descriptions, etc.]:
3. Please inform me of the cost of providing paper copies of the following records [include as much detail about the records as possible, including relevant dates, names, descriptions, etc.].
4. If all the requested records cannot be e-mailed/mailed to me, please inform me by e-mail/mail of the portions that can be e-mailed/mailed and advise me of the cost for reproducing the remainder of the records requested (\$0.25 per page or actual cost of reproduction).
5. If the requested records cannot be e-mailed/mailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of copying all records onto a CD or floppy disk.
6. If my request is too broad or does not reasonably describe the records, please contact me via e-mail/mail so that I may clarify my request, and when appropriate inform me of the manner in which records are filed, retrieved or generated. If it is necessary to modify my request, and an e-mail/mail response is not preferred, please contact me at the following telephone number:
_____.

THREE VILLAGE CENTRAL SCHOOL DISTRICT

7. If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name, address and e-mail address of the person or body to whom an appeal should be directed.

Adoption date: November 2010
Revised: September 3, 2014
January 10, 2019

THREE VILLAGE CENTRAL SCHOOL DISTRICT

1120-E.2

APPLICATION FOR PUBLIC ACCESS TO RECORDS

(In Person or via U.S. Mail)

TO: **RECORDS ACCESS OFFICER**
Three Village Central School District
100 Suffolk Avenue
Stony Brook NY 11790

I hereby apply to () inspect only *or* () inspect and request reproduction, of the following record(s) and understand that the request may be subject to fees outlined below (*continue on back if needed*):

- Fees for documents up to 9 x 14" = \$.25 per copy
- Pursuant to Section 87 of Public Officers Law, in the case of documents exceeding 9" x 14", this agency may charge for the agency employee time required to prepare a copy of the record requested if at least two hours of agency employee time is needed, and /or the actual cost of engaging an outside professional service to prepare a copy of a record if needed. You will be advised prior to completing the records request if a determination has been made that your request is subject to these charges.
- Fees are subject to periodic review and change as determined by Public Law.

NAME OF APPLICANT: _____ PHONE #: _____
(Please Print)

ADDRESS: _____

IN ACCORDANCE WITH PUBLIC OFFICERS LAW §89(2)(b) I CERTIFY THAT IF THE INFORMATION REQUESTED INCLUDES LIST(S) OF NAMES AND ADDRESSES, SUCH LIST(S) WILL NOT BE USED FOR SOLICITATION OR FUND RAISING PURPOSES.

SIGNATURE: _____ DATE: _____

* * * * *

I hereby acknowledge receipt of the reproduction of records.

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

() Approved

Denied (for the reason(s) below)

- | | |
|---|--|
| () Confidential disclosure | () Part of investigatory files |
| () Unwarranted invasion of personal privacy | () Record of which this agency is legal custodian cannot be found |
| () Record is not maintained by this agency | () Exempted by statute other than the Freedom of Information Act |
| () Inter agency or intra agency materials which are not; statistical or factual tabulations or data. | |
| () Other (specify) | |

SIGNATURE: _____ TITLE: _____ DATE: _____

You have 30 days from receipt of a denial of access to records or portions thereof to appeal to:

Superintendent of Schools
Three Village Central School District
100 Suffolk Avenue
Stony Brook NY 11790
recordsaccess@3villagecsd.org

Revised: September 3, 2014
January 10, 2019
November 12, 2020

THREE VILLAGE CENTRAL SCHOOL DISTRICT

1120-E.3

AGENCY RESPONSE TO REQUEST FOR RECORDS

Dear Applicant for Records:

We received your request for records pursuant to the Freedom of Information Law on [fill in date received, or next business date received, if received after normal business hours]: _____.

1. Attached are electronic copies/paper copies of the records that you requested.
2. The records that you have requested to inspect will be made available for inspection on [insert date] _____ at [insert time] _____. After inspecting the records, you may request copies of selected pages, which we will provide to you on the same day for documents consisting of 10 pages or less. For more than 10 pages an estimated time of 48 hours and/or more if the records are voluminous. If paper copies are required, payment of a fee of \$.25 per photocopy will be charged.
3. The records requested cannot be located with reasonable effort and your request does not reasonably describe records in the possession of this agency. [Indicate information necessary to locate records or the manner in which records are filed, retrieved or generated by the agency in order for the applicant to clarify the request.]
4. This agency does not maintain or possess the records you have requested. [When possible, indicate to whom the request should be directed.]
5. The records sought cannot be found after a diligent search.
6. This agency has determined that portions of your request can be denied based on the following [provide reason based on one or more exceptions appearing in §87(2) of the Freedom of Information Law]:

Accordingly, your request for records is granted in part and denied in part, and

[Choose one of the following two paragraphs, as appropriate.]

- the requested records are attached. Certain portions have been redacted, and/or certain records have not been provided to you based on the explanation above.
- the records are not available electronically. Please remit \$ _____. Copies will be provided to you on or about _____.

You have 30 days from receipt of a denial of access to records or portions thereof to appeal to:

Superintendent of Schools
Three Village Central School District
100 Suffolk Avenue
Stony Brook NY 11790
recordsaccess@3villagecsd.org

7. This agency has determined that the records that you requested are not required to be made available to the public based on the following [provide reason based on one or more exceptions appearing in §87(2) of the Freedom of Information Law]:

Accordingly, your request is denied.

You have 30 days from receipt of a denial of access to records to appeal to:

THREE VILLAGE CENTRAL SCHOOL DISTRICT

1120-E.3

**Superintendent of Schools
Three Village Central School District
100 Suffolk Avenue
Stony Brook NY 11790
recordsaccess@3villagecsd.org**

8. This agency has determined that it is unable to respond to your request at this time. Accordingly, on or before [insert date within the next 20 business days] _____, we will grant and/or deny access in whole or in part.

9. This agency has determined that it is unable to respond to your request in full within the next twenty business days for the following reasons [provide explanation as required by the Freedom of Information Law, §89(3)]:

Accordingly, on or before [insert date] _____, we will provide and/or deny access in whole or in part. Please advise by reply e-mail if you would prefer that records be made available on a piecemeal basis if it is feasible to do so.

10. Because the records you have requested include a list of names and residence addresses, disclosure may constitute an unwarranted invasion of personal privacy pursuant to §89(2)(b)(iii) of the Freedom of Information Law. If you maintain that such records are not sought for commercial or fund-raising purposes, as a condition precedent to disclosure, please prepare the following statement on a separate sheet of paper, sign it, and mail it to the address indicated below.

I [insert name] _____ certify that the requested list of names and addresses will not be used for commercial or fund-raising purposes.

[Signature]

Send to:

**Superintendent of Schools
Three Village Central School District
100 Suffolk Avenue
Stony Brook NY 11790
recordsaccess@3villagecsd.org**

11. Because the records you have requested pertain to yourself, but if released to the public would constitute an unwarranted invasion of your privacy, as a condition precedent to disclosure, please prepare the following statement on a separate sheet of paper, sign it, and mail it to the address indicated below, along with copy of your valid driver license or other acceptable form of identification.

I certify that my name is [insert name] _____,
that I reside at [insert address] _____,
and that I have attached a copy of my valid driver license or equivalent identification and that the requested records pertain to myself.

[Signature]

Adoption date: November, 2010
Revised: January 10, 2019
November 12, 2020

NEWS MEDIA RELATIONS

The Board of Education invites and welcomes the active participation of all forms of mass media, print and electronic, in educating the public and improving education within the District and the wider community. The Board and Superintendent will make every reasonable effort to cooperate with the media by providing accurate information about District operations, to the extent permissible by statute and regulation.

The Board President is designated as the spokesperson for the Board when the Board is making a statement on an issue. No other member of the Board individually will speak for, or in the name of, the Board unless by explicit direction of the Board. Board members should emphasize to the media when asked to speak as a Board member that they can only speak as private citizens unless they have been empowered by the Board to speak for it.

The Superintendent of Schools is designated as the spokesperson for the District.

All staff intending to release information to the media should first notify the Superintendent. The Superintendent of Schools shall establish all necessary procedures to govern day-to-day interactions between the schools and the news media.

Ref: Arts and Cultural Affairs Law §61.09

Adoption Date: July 7, 2009

THREE VILLAGE CENTRAL SCHOOL DISTRICT

1150

SCHOOL BUDGET AND BOND REFERENDA INFORMATION

The annual district budget shall be submitted for voter approval as required by law. Any voter-presented propositions shall be submitted in accordance with the procedure specified by law and District policy. The resubmission of any defeated budget or the submission of any propositions by the Board of Education will be done at the discretion of the Board as permitted by law.

The Superintendent of Schools shall approve all information regarding District expenditure submitted to the District voters for approval. The Superintendent shall ensure that any document, newsletter, advertisement or other communication prepared and/or distributed at District expense shall be factual in nature to the best of his/her knowledge, and shall not exhort District voters to vote to approve or disapprove any matter submitted for voter approval.

Cross-ref: 6100, Annual Budget

Ref: Education Law §1716
Phillips v. Maurer, 67 NY2d 672 (1981)

Adoption Date: December, 1991

Reviewed: January 22, 2009

THREE VILLAGE CENTRAL SCHOOL DISTRICT

1200

COMMUNITY INVOLVEMENT

The Board of Education welcomes and seeks considered views on District matters from residents and from local community groups and organizations.

The Board welcomes input from District residents to act as advisors and resource people in areas such as the following:

1. the development of broad policy statements for the guidance of the professional staff in managing the schools;
2. the identification and development of the curriculum and objectives of the course of study;
3. the assessment and evaluation of the educational program;
4. the solving of a specific problem or set of closely-related problems about which a decision must be made; and
5. the giving of active assistance to the professional staff in the actual operation of classes and services in those areas which the staff deems such aid valuable.

The Board and the staff shall give substantial weight to the advice they receive from individuals and community groups interested in the schools. The Board shall use its own best judgment in arriving at decisions consistent with the goals, current educational practice, and financial resources of the District.

Adoption Date: December, 1991

Revised: February 24, 2009

THREE VILLAGE CENTRAL SCHOOL DISTRICT

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CITIZENS ADVISORY COMMITTEES

The Board of Education recognizes that it can profitably utilize the talents, resources, and interests available among the District's residents to assist in developing the programs needed for the maintenance of a quality educational program in the schools of the District. To that end, the Board shall, at its discretion and in accordance with state law and regulation, appoint Citizens Advisory Committees of representative residents of the District to meet with the Board to provide advice and reaction about important matters before the Board which may have special significance for the community.

Each citizens' committee organized by the Board shall be appointed and discharged by official Board resolutions. Resolutions appointing such committees shall state specifically the scope of the work of the committee. Appointments to Citizens' Advisory Committees shall be on the basis of interest, experience, expertise, and concern.

The Board may accept, reject, or return committee recommendations for further study. Any action stemming from committee reports is the responsibility of the Board. Publicity, or the release of information, concerning committee findings shall be the responsibility and the prerogative of the Board. Advisory committees shall be discontinued upon completion of their assignment(s).

Cross-ref: 4315.1, AIDS Instruction
4321, Programs for Students with Disabilities

Ref: Education Law §§4402; 4601
8 NYCRR §135.3(2)

Adoption Date: December, 1991

Reviewed: January 22, 2009

RELATIONS WITH COMMUNITY ORGANIZATIONS

The Board of Education believes that District schools have the primary responsibility for the formal education of the youth of the community. The Board recognizes that many governmental agencies and community organizations not primarily concerned with education also play a role in education.

The Board shall strive to establish positive working relationships with public and private organizations which contribute to the education process and to the general welfare of the citizens of the community.

Adoption Date: December, 1991

Reviewed: January 22, 2009

RELATIONSHIP WITH LOCAL EDUCATION FOUNDATION

The Board of Education recognizes the value of the Three Village Educational Foundation and its efforts to support the District by enhancing the resources available to our schools and students.

To help ensure that the Foundation's fundraising efforts and its planning of activities are in concert with the District's mission and goals, the trustees of the Foundation are invited to meet with the Board on at least an annual basis. The Board designates the Superintendent as liaison to the Foundation.

Foundation activities, if they involve the use of District facilities or resources, must be planned in accordance with Policy 1500, Public Use of School Facilities. Donations offered by the Foundation will be considered in accordance with Policy 1800, Gifts from the Public. The Superintendent is charged with sharing the applicable policies and procedures with the trustees of the Foundation.

The Board of Education recognizes the Foundation as a separate legal entity from the school district. The Board encourages the leadership of the Foundation to coordinate its fundraising efforts with other school-community organizations.

Cross-ref: 0000, Mission and Goals
 1500, Public Use of School Facilities
 1800, Gifts from the Public
 2160, School Board Officer and Employee Ethics

Adoption Date: May 12, 2009

THREE VILLAGE CENTRAL SCHOOL DISTRICT

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PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education encourages public participation by District residents on school related matters at Board meetings, as outlined in this Policy. To allow for public participation, a period not to exceed 30 minutes shall be set aside at the end each Board meeting for public comment, with priority given to comments on items on the meeting's agenda. This period may be extended by a majority vote of the Board.

A. Resident Speakers

1. District residents wishing to address the Board shall advise the District Clerk within a reasonable time prior to the start of the public comment period of the meeting. The request shall be made in writing on a form prescribed by the District. Such form will include the resident's name, address, phone number, email address, name of organization represented, if any, and a brief description of the topic to be addressed. Any group or organization wishing to address the Board must identify a single spokesperson. All speakers must be residents of the District. Non-residents, while permitted to attend, are not permitted to speak, or address the Board of Education during public participation.
2. Presentation should be as brief as possible. No speaker will be permitted to speak for longer than three (3) minutes. Speakers may comment on any matter related to District business.
3. No speaker may speak more than once within the same Board meeting unless questioned further by the Board President or the Superintendent.

B. Decorum

The Board will not permit in public session discussion involving individual District personnel or students. Persons wishing to discuss matters involving individual District personnel (Refer to Policy 1440) or students should present their comments and/or concerns to the Superintendent during regular business hours.

1. All speakers are to conduct themselves in a civil manner. Obscene language, slanderous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice, yelling, disruptive behavior, speaking over the voices of board members, the Superintendent, or other cabinet members, will not be tolerated. Placards or banners of advocacy or protestation are not permitted in the Board of Education Room or adjoining hallways. This does not include banners or placards for student, staff, or District recognition.
2. Persons making presentations at a Board meeting will address remarks to the President of the Board of Education. No person may address or question Board members individually. The Board President, individual Board members, and the Superintendent shall have the privilege of asking questions of any person who addresses the Board.
3. Questions and comments from the public concerning matters which are not on the agenda will be taken under consideration and referred to the Superintendent for appropriate action. Persons wishing to have matters included on the agenda shall contact the Superintendent in accordance with Policy 2342, Agenda Preparation and Dissemination.

C. Board President

1. The Board President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented, as outlined in this policy and applicable provisions of the law and

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regulation, and subject to the Board's parliamentary procedure. The President shall have the right to discontinue any presentation which violates this policy. The public participation portion of the Board of Education meeting is not the appropriate forum for a question-and-answer dialogue.

2. The Board President may:
 - a. interrupt, warn, or terminate a person's statement when the statement exceeds the permitted time to speak, is abusive, offensive, obscene, irrelevant, or otherwise violates this policy;
 - b. request any individual to leave the board meeting when that person does not observe reasonable decorum;
 - c. request the assistance of District security and/or local law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly process or progress of District business;
 - d. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting or District business as to warrant such action;
 - e. waive these rules with the approval of the majority of the Board when necessary for the protection of privacy or the administration of the Board's or District's business; and
 - f. make a motion to extend the 30-minute public participation comment period, and if a majority of the board approves, extend the public comment period for an additional period of time not to exceed 30 minutes.

D. Emergency and Special Meetings of the Board of Education

1. There will be no public participation at emergency or special meetings of the Board of Education.
2. The Board may authorize a public participation portion at such meetings with the approval of the majority of the Board when, in its discretion, it is deemed necessary.

Ref: *Matter of Martin*, 32 EDR 381 (1992)
 Appeal of Wittenben, 31 EDR 375 (1992)
 Matter of Kramer, 72 EDR 114 (1951)
 Appeal of Kushner, 49 EDR 263 (2010)

Cross-ref: 1440 Complaints About School Personnel
 2342 Agenda Preparation and Dissemination

Adoption Date: December 1991

Revised: April 28, 2009
 February 10, 2016
 March 7, 2018
 August 25, 2021
 November 17, 2021

PUBLIC COMPLAINTS

The Board of Education recognizes the right of community members to register individual or group concerns regarding instruction, District programs, and materials, operations, and/or staff members. The main goal of the District is to resolve such concerns specifically with the parties involved, whenever possible.

Public complaints about the school district will be directed to the proper administrative personnel. Complaints regarding the District's implementation and administration of Title I funds are addressed in the section below. Complaints about specific classroom practices shall be directed to the teacher concerned. If the matter is not settled satisfactorily, the complainant shall then contact the teacher's immediate supervisor, and then the Building Principal; if there is no resolution on this level, the Superintendent of Schools or his/her designee shall be contacted. The Superintendent shall refer the issue to the Board for final resolution, if necessary.

All matters referred to the Superintendent and/or the Board shall be in writing. Concerns registered directly to the Board as a whole or to an individual Board member shall be referred as soon as is reasonably possible to the Superintendent for investigation, report, and/or resolution.

Complaints Regarding Title I of the ESEA or Academic Intervention Services

Any person or entity representative alleging the District has not upheld its responsibilities under Title I of the Elementary and Secondary Education Act (ESEA), as well as the District's responsibilities for Academic Intervention Services under the Commissioner's regulations section 100.2(ee), may submit a complaint in writing to the Building Principal or Title I Officer. After 30 days, any decision of the Building Principal or Title I Officer which is unsatisfactory to the complainant, or the District's lack of a response to the complaint, may be appealed to the State Education Department (SED).

All such complaints to SED must, as outlined by SED (see the following website: <http://www.p12.nysed.gov/accountability/T1/complaintappeals.htm>):

1. Be submitted in writing to New York State Education Department, Title I School & Community Services Office, Room 320 EB, 89 Washington Avenue, Albany, NY 12234;
2. Be signed by the person or agency representative filing the complaint;
3. Specify the requirement of law or regulation being violated and the related issue, problem, and/or the concern;
4. Contain information/evidence supporting the complaint;
5. State the nature of the corrective action desired;
6. Contain a copy of the original signed complaint; and
7. Contain a copy of the District's response to the original complaint, or a statement that the District failed to respond or resolve the issue within 30 business days.

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The District shall disseminate this complaint procedure to parents of students in Title I funded programs, as well as school officials at nonpublic schools for which the District administers or implements Title I funds or programs.

Ref: 20 USC §7844 (ESEA)
34 CFR §§299.10 – 299.12 [299.11(d) – LEAs must disseminate, free of charge, adequate information about the complaint procedures to parents of students, and appropriate private school officials or representatives.]
8 NYCRR §100.2(ee) (Academic Intervention Services)

Adoption date: December, 1991
Revised: April 14, 2019
December 12, 2018

COMPLAINTS ABOUT POLICIES

Complaints about Board of Education 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/she 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.

Adoption Date: December, 1991

Reviewed: January 22, 2009

**COMPLAINTS ABOUT CURRICULA OR
INSTRUCTIONAL MATERIALS**

The Board of Education recognizes its responsibility for the selection of instructional materials. The Board expects District teachers and administrators to recommend books and other materials in accord with sound educational principles and practices, and to use them effectively in the classrooms. However, the Board also recognizes the right of community members to voice concerns and/or complaints regarding the implementation of a particular curriculum and/or instructional material.

Any concerns regarding instructional materials that are in the schools that cannot be resolved informally shall be submitted in writing to the Superintendent of Schools. An Instructional Material Review Committee, consisting of an administrator, an information specialist, a school media specialist, a teacher and a parent of a student enrolled in the District, will be designated by the Superintendent or designee to investigate and evaluate the challenged material.

The Instructional Material Review Committee will be formed to investigate, evaluate and recommend to the Superintendent the disposition of the complaint, and the Superintendent will issue a decision. This decision may be appealed to the Board within 30 days of receipt of decision. The decision of the Board shall be final.

Ref: Education Law §§1709(15); 1711(2)(f)
Board of Educ., Island Trees UFSD v. Pico, 457 US 853 (1982)

Cross-ref: 1400, Public Complaints

Adoption Date: December, 1991

Revised: July 7, 1998
January 25, 2011

SCHOOL PERSONNEL DISCUSSIONS

The Board of Education, recognizing the complexity of school operations, understands that concerns about employees may arise. The intent of this policy is to maintain appropriate dialogue among residents, the administration, and the Board while, at the same time, safeguarding employees from unfair criticism.

The Board believes that concerns are best handled and resolved as close to their origin as possible and that the staff typically should be given every opportunity to consider issues and attempt to resolve problems prior to any Board involvement. As such, the proper channeling of complaints will normally be as follows:

1. Teacher (click here for email directory)
2. Principal or immediate supervisor (click here for email address)
3. Superintendent of Schools, or designee (click here for email address)
4. Board of Education (click here for email address)

The Board recognizes the right of each resident to bring any matter to the Board's attention at any time, but, in fairness to all, urges adherence to the aforementioned channeling sequence. The Board also recognizes that other existing open channels may be used by a resident (e.g., website, Superintendent's forum, Committee meetings, etc.) but, again, urges adherence to the channeling sequence.

Consistent with the Board's obligations under the law, the individual employee will be advised of the nature of the concern and given fair opportunity to respond, explain, and comment upon the matters at issue. Every attempt shall be made by the investigating level to obtain all pertinent facts to assure fairness both to the resident and to the affected employee.

Cross-ref: 1400, Public Complaints

Ref: Education Law §3012; 3020-a
Civil Service Law §75
Public Officers Law §100(1)(f)
8 NYCRR Part 84
Article 16, TVTA Contract

Adoption Date: December, 1991

Revised: April 28, 2009
December 15, 2021

PUBLIC USE OF SCHOOL FACILITIES

While the primary use of school facilities is for educating students, the Three Village Central School District's ("District") Board of Education, ("Board") recognizes that these facilities were built with, and are maintained by, public funds, are a valuable community resource, and should be available for community use when not conflicting with educational activities. This policy identifies the uses of District facilities by community groups and the conditions for use.

Allowable Uses

District facilities may be used for activities which are educational, cultural, social, recreational or civic in nature, primarily for the benefit of District residents, and subject to the conditions and restrictions set forth in this policy. Such uses include the following:

- a. Instruction in any branch of education, learning or the arts.
- b. PTA/Booster organizations
- c. Public library purposes, subject to provisions of the New York State Education Law.
- d. Social, civic and recreational meetings/entertainment, or other uses pertaining to the community welfare, as long as such uses are non-exclusive and open to the general public.
- e. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- f. Polling places for primaries and elections or for registration of voters.
- g. Civic forums and community centers.
- h. Recreation, physical training and athletics, including competitive athletic contests.
- i. Child-care programs under limited conditions.
- j. Graduation exercises by not-for-profit elementary/secondary schools, provided that no religious service is performed.
- k. Licensed school-based health, dental or mental health clinics as defined in Education Law §414, operated by an entity other than the school district.

In acknowledging outside use of District facilities, the Board recognizes that such usage increases annual operating costs. Use of District facilities will generally be permitted when use will not interfere with school programs and are generally intended to be at low or no cost to the user, dependent upon use and user.

Additionally, as a condition of receiving state funding, the District permits access to military recruiters to school buildings, grounds and facilities to the same extent it provides access to those who inform students of educational, occupational or career opportunities.

Groups using district facilities that are not comprised primarily of District residents, or are for-profit entities, are eligible for facility use/rental with prior approval of the Superintendent/designee.

The use of District facilities by outside organizations carries with it the responsibility to maintain the buildings and property and to leave the facilities in a condition as good as when acquired.

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The Superintendent of Schools (“Superintendent”) shall designate an administrator to schedule the use of such facilities, ensure that economical and efficient use is made of the time and space available, and issue permits for use.

Through this policy, the Board authorizes the use of District facilities, and further authorizes the Superintendent/designee to administer this policy in a manner that minimizes costs by scheduling facility use as efficiently as possible while complying with all applicable federal, State and local laws. The Superintendent shall comply with the following:

- a. Authorize use of facilities through written permits, adhering to time slots appropriate for the actual activity.
- b. Develop, for annual Board approval, a Unified Fee Schedule for facility use when there is to be a charge to the user.
 1. To the extent possible, the fee schedule should provide cost-neutral fees based upon historical costs.
 2. “Out-of-District” use should be at “prevailing rate” for comparable facilities (auditoriums, fields, etc.) as determined by annual survey conducted by Superintendent/designee.
- c. Provide that non-profit user groups having a roster of at least 75% District residents be permitted to use District facilities at “no charge” during normal weekdays until a time that is congruent with the evening custodial schedule. Latest Board-approved Unified Fee Schedule shall be used for after hour and weekend use for such groups.
- d. Provide that use of District facilities by groups that charge a tuition or fee be monitored through prescribed user budgets and actual result documents with verified amounts for donations to the District associated with the event.
- e. Provide that use of District facilities by for-profit groups be charged a fee commensurate with income generated.
- f. Assure protection of school property by users.
- g. Provide that users maintain the health and safety of all people involved in the activity.
- h. Require payment for any damage or loss, whether or not a fee for use has been charged.
- i. Require that the user provide proof of adequate insurance coverage naming the District as an additional insured.
- j. Develop a policy, approved by the Board of Education, for school personnel that request use of school facilities for conducting pay-for-service workshops, clinics, etc.

The Superintendent/designee shall take the necessary steps to assure receipt of the following information when a permit application is submitted by a user:

- a. Constitution of the organization.
- b. By-laws currently in effect.
- c. Names of officers and liaison person

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- d. List of members
- e. Proof of not-for-profit status, if applicable

Public Use of School Facilities

In the event of conflicting requests for use of District facilities by not-for-profit groups, a ranking by the following criteria for each activity/event shall be made, with those receiving the highest ranking receiving preference:

- a. Having highest percentage of District residents participating
- b. Serving the largest number of participants
- c. Having broadly advertised, open and non-selective enrollment
- d. Having no alternate facility available
- e. Having a history of safe and respectful use of District facilities

Consideration will also be given to community groups' use of District facilities that have had a long-standing relationship with the Three Village Central School District.

All permits for the use of any District facility shall be issued for specified hours, shall be non-transferable, and shall be restricted to the specific purposes for which issued. The Superintendent/designee may revoke any permit at any time.

The Superintendent may make interim changes in the regulations in appropriate situations, and provide notice to the Board.

Prohibited Use

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited:

- a. Meetings sponsored by political organizations.
- b. Meetings, entertainments and occasions, where admission fees are charged, that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers.

Conditions of Use for District Facilities

- A. Use of district facilities may be permitted unless such facilities are in use for school purposes, or during educational programs. The district reserves exclusive and non-reviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs.
- B. To ensure that district facilities are preserved for the benefit of the greater district community, only community based groups and organizations (that is, groups which are located within the geographic area covered by the district) may be granted access to district facilities.

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- C. Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee according to a schedule adopted by the district to cover the costs of heat, electricity, maintenance, custodial services and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. The district retains the right to condition use upon an applicant depositing with the district a sum equaling the estimated costs and fees associated with the proposed use 10 days in advance of the requested use. The district retains the further right to waive user fees for groups that are associated with or sponsored by the district.
- D. Where, in the judgment of the district, the requested use of district facilities requires special equipment or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees in accordance with paragraph C above. Only authorized personnel shall operate district equipment.
- E. Use of district facilities will only be permitted where the organization provides the district timely evidence of adequate insurance coverage (\$1,000,000 minimum) to save the district harmless from all liability, property damage, personal injuries and/or medical expenses. The district will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.
- F. The Board reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities:
 - 1. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;
 - 2. For any use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;
 - 3. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance;
 - 4. For any use which the Board deems inconsistent with this policy;
 - 5. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
 - 6. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
 - 7. For any use prohibited by law.

Application Procedure for Use of District Facilities

- A. All applications for use of school facilities shall be made in writing and submitted to the Superintendent of Schools at least 30 days prior to the date of the requested use. A use permit application is available in the Superintendent's office.
- B. The applicant must clearly and completely describe the intended use of the district facility in the application.

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- C. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board policies and regulations and to use district facilities strictly in accordance with the use described in the application.
- D. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided by the applicant at least 10 days before the date of the requested use.
- E. Permits shall be valid only for the facility, use, dates and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent. Permits shall not be transferable.
- F. The Superintendent is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reason.
- G. With regard to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with or sponsored by the district.
- H. Issuance of a permit shall not limit the right of access to the facility by district staff.

Implementation

The Superintendent shall establish appropriate Regulations (and associated procedures) to implement this policy.

Ref: NY State Education Law Section 414

Adoption Date: December, 1991

Revised: February 10, 2009
December 9, 2020

PUBLIC SALES ON SCHOOL PROPERTY

The Board of Education believes that fund drives and/or materials drives should be conducted only when there is some educational benefit for the student. The administration should approve and schedule these activities so as to eliminate the possibility of many drives being conducted simultaneously.

Any fund drive must be sponsored by the school district, or a school-related organization (i.e., the Parent-Teacher Association). However, fund drives for school related organizations must receive the prior approval of the office of the Building Principal.

Funds raised through school-sponsored activities must be deposited and accounted for in the extra-curricular fund. Accounting for funds raised by school-related groups are the responsibility of such groups.

Soliciting Funds from Staff

No solicitor, salesman or agent shall come into any school building or upon any school property and solicit business other than school business, from any school employee. In the case of school business, he/ she shall receive permission from the Superintendent, or his/her designee, before soliciting any school employee in any building.

Adoption Date: December, 1991

Reviewed: November 13, 2008

ADVERTISING IN THE SCHOOLS

Posting of advertising is prohibited within the schools unless, in the opinion of the Superintendent of Schools/designee, such advertising is for the benefit of a student organization or the general student body.

The Superintendent/designee is hereby granted the authority to approve activities in cooperation with any individual or organization in promoting activities of general public interest which promote the education or other best interests of the students.

In the case of colleges, universities, armed service agencies, corporations, business and public service agencies, access to schools shall be permitted to bring career and occupational information to students. The Superintendent/designee shall ensure that such activities are carefully monitored to restrict any commercial advertisement.

Adoption Date: December, 1991

Revised: May 26, 2009

SMOKING AND OTHER TOBACCO USE ON SCHOOL PREMISES

Due to the health hazards associated with smoking, and in accordance with federal and state law, the Board of Education prohibits smoking and all other tobacco use, and use of an electronic cigarette or e-cigarette, in all school district buildings, on school grounds, and in any vehicle used to transport students or personnel. Smoking or tobacco use is also prohibited within 100 feet of all school entrances, exits and outdoor areas, except where that is a residence or residential property. “Electronic cigarette” or “e-cigarette” means an electronic device that delivers vapor which is inhaled by an individual user (including vaporizers, vapor pipes, and vape pens), and shall include any refill, cartridge and any other component of such a device.

The District's smoking policy shall be prominently posted in each building, at designated outdoor locations on school premises (e.g. athletic fields) and in all district vehicles. The Board designates the Superintendent of Schools or his/her designee as an agent responsible for informing individuals smoking cigarettes or e-cigarettes, or using tobacco unlawfully that they are in violation of Article 13-E of the Public Health Law and/or Section 409 of the Education Law and/or the federal Pro-Children Acts of 1994 and 2001. Persons in violation of this policy will be asked to stop. Students and staff may be subject to consequences outlined in the Code of Conduct, and visitors or contractors may be asked to leave school property.

Cross-ref: 5300, Code of Conduct

Ref: Education Law §§409(2)
Public Health Law Article 13-E
Public Health Law §§206; 340; 347; 1399-aa
The Pro-Children Act of 2001, 20 U.S.C. §§1781 *et seq.*
The Pro-Children Act of 1994, 20 U.S.C. §§6081 *et seq.*

Adoption Date: December, 1991

Revised: May 26, 2009
September 3, 2014
March 7, 2017

RELATIONS WITH LAW ENFORCEMENT AGENCIES

The Board of Education recognizes that law enforcement agencies play an important role in our protection of students, for maintaining a safe environment in District schools, and for safeguarding all school property.

Cooperation with law enforcement agencies is therefore essential. This cooperation must recognize the functions of the schools, as well as the extent of the District's legal responsibility for students during the school day.

The Board also recognizes the potential enrichment that law enforcement agencies can make in the educational program.

Adoption Date: December, 1991

Reviewed: February 9, 2009

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RELATIONS WITH EASTERN SUFFOLK BOCES

The Three Village Central School District is located within Eastern Suffolk BOCES, First Supervisory District of, Suffolk County, which serves as an intermediate unit between the District and the State Education Department. This larger territorial region is administered by a District Superintendent of Schools.

The Eastern Suffolk Board of Cooperative Educational Services which provides this District with certain services is co-extensive with the First Supervisory District, of Suffolk County.

Eastern Suffolk BOCES derives its powers and duties solely from the legislation which created it, and is limited to actions authorized by that statute. The District is required by law to pay its share of Eastern Suffolk BOCES administrative costs. Should the Board of Education elect to participate in all or some of the services provided by Eastern Suffolk BOCES, the District is then responsible for its share in the costs of those services.

Ref: Education Law § 1950

Adoption Date: December, 1991

Revised: March 10, 2009

RELATIONS WITH OTHER EDUCATION AGENCIES

The Board of Education shall cooperate fully with other school districts, with BOCES, and with other local, state, and regional agencies and organizations in the solution of educational problems of common concern. This cooperation shall extend to such areas as research, exchange of information and data, coordination of curricula, coordination of school calendars and activities, and construction of facilities which may be effectively utilized on a cooperative basis, such as television facilities, special facilities for the performing arts, and any other facility which may serve a broader area than this District would be able to with a single facility.

In carrying out this policy, the Superintendent of Schools shall include in his/her recommendations to the Board an evaluation of the desirability and feasibility of cooperation with other agencies in endeavors which could benefit the District.

Adoption Date: December, 1991

Reviewed: February 9, 2009

STUDENT TEACHING AND INTERNSHIPS

The Board of Education, recognizing its responsibility to improve the quality of teacher training and the contributions student teachers can make to the schools, encourages and authorizes the Superintendent of Schools to arrange for the supervision and training of a reasonable number of such teachers in the schools each year.

The importance of the teacher training function to the future of education and the need to assure high quality performance in our schools require student teachers to be placed with experienced teachers of demonstrated competence. While no staff members will be required to supervise a practice teacher(s), it is felt that professionally interested teachers will volunteer to do so from time to time. Teachers new to the District and those having three years or less of teaching experience normally will not be asked to undertake such responsibilities. Only exceptionally qualified teachers will be permitted to take the responsibility of supervising student teachers for more than one semester in a school year.

Recognizing the special skills and expertise of the teacher training institutions and their staff, the Board authorizes the Superintendent to honor those reasonable rules, regulations, and training guidelines of the teacher training institution.

The teacher training institution will be expected to provide liaison personnel who will discuss with the Building Principal and with the teacher to whom the student is assigned the broad objectives which the institution believes should be sought for the student. Such personnel are free to visit the classrooms to observe the practice teacher at work.

It is expected that the teacher training institution will arrange the schedule of the student teacher to provide sufficient time in the classroom in order that continuity of experience for the practice teacher and the students is assured.

Adoption Date: December, 1991

Reviewed: February 26, 2009

RELATIONSHIP WITH NONPUBLIC SCHOOLS

In recognition of its responsibility under state law and regulation the Board of Education shall make available required public school materials, equipment and services to resident students who attend nonpublic schools.

Textbook Loan

The Board recognizes that section 701 of the Education Law requires all Boards to purchase and to loan, upon individual request, textbooks to all children residing in the District who are attending grades kindergarten through twelve in any public or nonpublic school which complies with the compulsory education law.

It is also understood that the textbooks must be "loaned free" to the children, but Boards may make reasonable rules and regulations regarding such loan(s).

Therefore, the following rules and regulations shall govern the loan of textbooks to residents of the District attending nonpublic schools:

1. The textbooks shall remain the property of the District.
2. The textbooks shall be returned at the end of the nonpublic school year.
3. If lost or destroyed, the textbooks shall be paid for in the same fashion as the students attending District schools.

Instructional Computer Hardware and Software Loan

The Board recognizes its responsibility to loan instructional computer hardware and software, upon request, to all pupils legally attending nonpublic elementary or secondary schools located in the school district. The District shall loan instructional computer hardware and software on an equitable basis to students for school use, however software and hardware purchased with any local, federal or state funds, other than Instructional Computer Hardware or Software Aid funds, are not required to be loaned to nonpublic school students.

The Board recognizes its responsibility to comply with the requirements of the Smart Schools Bond Act of 2014 with respect to loaning classroom technology obtained as part of the Act to nonpublic schools. The amount allowed in the Smart Schools Bond Act is equivalent to one hundred forty eight dollars (\$148) multiplied by the nonpublic school enrollment for the 2014-2015 school year. The District must receive all requests for the purchase and loan of Smart Schools Bond Act classroom technology no later than June 1 of the school year prior to that for which the technology is being requested. All nonpublic schools within the District's boundaries will be provided with notice of this request on or before March 1.

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In addition, the District will only purchase and loan software programs that do not contain material of a religious nature.

The Board authorizes the Superintendent of Schools to establish any and all rules, regulations and procedures necessary to implement and maintain this policy. The Superintendent will specify the date by which requests must be received by the District and provide notice to all nonpublic schools within the District of that date.

Ref: Education Law §§701; 751-754; 1709; 3204; 3602-c
8 NYCRR §175.25; 21.3
Mitchell v. Helms, 530 U.S. 793 (2000)
Russman v. Sobol, 85 F.3d 1050 (2d Cir. 1996)
Zobrest v. Catalina Foothills Sch. Dist., 509 U.S. 1 (1993)
Aguilar v. Felton, 473 U.S. 402 (1985)
Board of Educ. v. Allen, 392 U.S. 236 (1968)

Adoption Date: December, 1991

Revised: July 7, 2009
September 13, 2017

HOME SCHOOLED STUDENTS

The Board of Education shall ensure that children instructed at home are taught by a competent instructor and receive an education substantially equivalent to that offered in the district's schools.

Parents/Guardians who wish to educate their children at home must submit to the District an individual home instruction plan (IHIP), outlining the educational goals to be met and the course materials and syllabi to be used each year for the child's learning process. The District may accept or deny an IHIP. Parents/Guardians must submit quarterly reports which will provide the District with the necessary information to make determinations of substantial equivalency and competency of instruction on an ongoing basis. Information to be included in an IHIP is outlined by the New York State Education Department, including: subjects, textbooks, assessments and other relevant information.

Parents/Guardians may appeal to the Board following a determination by the Superintendent of Schools or designee that an IHIP is not in compliance with the Regulations of the Commissioner of Education. Parents/Guardians shall have the right to appeal the final determination of the Board to the Commissioner of Education within 30 days of receipt of such determination.

Special Education

A student with an IHIP, who is a resident of the District and has a disability, or is suspected of having a disability, is eligible to receive services from the District, in accordance with law, regulation and District policy (4321 et. seq.). A parent/guardian must request special education services in writing to the Board by June 1st, unless the child is first identified or moves into the District after June 1st. In that case, the parent/guardian must request the services within 30 days of being identified, or of moving into the District.

Special education services will be provided on an equitable basis compared to programs and services provided to other students with disabilities attending public or nonpublic schools within the District. The Board will determine the location where services will be available to home schooled students.

Participation in Extracurricular Activities

Students instructed at home by their parents are not entitled to participate in interscholastic or intramural sports. Students instructed at home by their parents are not permitted to participate in

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district activities, extracurricular clubs, or use district facilities. Use of district facilities is subject to district policy 1500, Public Use of School Facilities.

Instructional Materials

The Board authorizes the Superintendent to loan instructional materials, if available, to students receiving home instruction. The Superintendent or his/her designee shall determine the availability of resources and develop appropriate procedures.

Cross-ref: 4321, Programs for Students with Disabilities, *et.seq.*

Ref: Education Law §§ 3204(2); 3210(2)(d); 3602-c (2-c)

8 NYCRR §100.10

Appeal of Ponte, 41 EDR 174 (2001)

Matter of Abookire, 33 EDR 473 (1994)

State Education Department Memorandum, “New Requirements for the Provision of Special Education Services to Home-Instructioned (“Home-Schooled”) Students, July 2008

Adoption Date: March 10, 2009

Revised: January 25, 2011

September 13, 2017

April 1, 2020

GIFTS FROM THE PUBLIC

Only the Board of Education may accept for the school district any bequest or gift or money, property or goods, except that the Superintendent of Schools may accept on behalf of the Board any such gift of less than \$75 in value.

The Board reserves the right to refuse to accept any gift which does not contribute towards the achievement of the District's goals or the ownership of which would tend to deplete the resources of the District.

Any gift accepted by the Board or the Superintendent shall become the property of the District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District.

It shall be the policy of the District to accept a gift, provided it is made within the statutory authority granted to school districts and has received the approval of the Board of Education.

In granting or withholding its consent, the Board will review the following factors:

1. The terms of the gift must identify:
 - a. the subject of the gift
 - b. the purpose of the gift
 - c. the beneficiary or beneficiaries if any
 - d. all conditions or restrictions that may apply.
2. The gift must not benefit a particular or named individual or individuals.
3. If the purpose of the gift is an award to a single student, the determination of the recipient of such award shall be made on the basis that all students shall have an equal opportunity to qualify for it in conformance with federal and state law.
4. If the gift is in trust, the obligation of the investment and reinvestment of the principal shall be clearly specified and the application of the income or investment proceeds shall be clearly set forth.
5. No gift or trust will be accepted by the Board unless:
 - a. it is in support of and a benefit to all or to a particular public school in the District, or
 - b. it is for a purpose for which the school district could legally expend its own funds, or
 - c. it is for the purpose of awarding scholarships to students graduating from the District.

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Any gift rejected by the Board shall be returned to the donor or his/her estate within 60 days together with a statement indicating the reasons for the rejection of such gift.

Cross-ref: 2160, School Board Officer and Employee Ethics

Ref: Education Law §1709(12)

Adoption Date: December, 1991

Revised: April 28, 2009
February 14, 2012

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GIFTS TO SCHOOL PERSONNEL

No officer or employee of the Three Village Central School District shall directly or indirectly receive any gift having a value of seventy-five dollars (\$75) or more, whether in the form of money, services, loans, travel, entertainment, hospitality, etc., under circumstances in which it could reasonably be inferred that the gift was intended to influence the performance of his/her duties.

Ref: General Municipal Law § 805a

Adoption Date: December, 1991

Reviewed: February 26, 2009

PARENTAL INVOLVEMENT

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

Title I Parent and Family Engagement- District Level Policy

Consistent with the parent and family engagement goals of Title I, Part A of the federal No Child Left Behind Act of 2001 (NCLB) and its reauthorization in the Every Student Succeeds Act (ESSA), the Board of Education will develop and implement programs, activities and procedures that encourage and support the participation of parents and family members of students eligible for Title I services in all aspects of their child’s education. The Board also will ensure that all of its schools receiving Title I, Part A funds develop and implement school level parent and family engagement procedures, as further required by federal law.

For purposes of this policy, parental involvement refers to the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities.

At a minimum, parent and family engagement programs, activities and procedures at both the District and individual school level must ensure that parents and family members:

- Play an integral role in assisting their child’s learning;
- Are encouraged to be actively involved in their child’s education at school; and
- Are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

The federal definition of the term “parents” refers to a natural parent, legal guardian or other person standing in *loco parentis* (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child’s welfare).

District and school level Title I parent and family engagement programs, activities and procedures will provide opportunities for the informed participation of parents and family members (including those who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children).

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As further required by federal law, parents and family members of students eligible for Title I services will be provided an opportunity to participate in the development of the District's Title I plan, and to submit comments regarding any aspect of the plan that is not satisfactory to them. Their comments will be forwarded with the plan to the State Education Department.

Parents and family members also will participate in the process for developing either a comprehensive or targeted "support and improvement plan" when the school their child attends is identified by the State as needing this plan.

Parent and family member participation in development of District wide Title I plan

The Board, along with its superintendent of schools and other appropriate District staff will undertake the following actions to ensure parent and family member involvement in the development of the District wide Title I plan:

- The Joint PTA Council President will participate in the development of the policy
- Parent representatives from each of the Title I Schools are invited to assist in the development of the Parent Compact
- Input is requested from all parents through building PTAs
- Parents are encouraged to participate in the Parental Involvement Plan through day and evening Parent-Teacher Conferences, Infinite Campus-Parent Portal, School Messenger messages and the District website.

Development of school level parent and family engagement approaches

The superintendent of schools will ensure that all District schools receiving federal financial assistance under Title I, Part A are provided coordination, technical assistance and all other support necessary to assist them in planning and implementing effective parent and family engagement programs and activities that improve student achievement and school performance. As appropriate to meet individual local needs, the superintendent will:

- Provide an opportunity for parents to provide input and review the parent and family engagement approaches through PTA meetings
- Provide a draft policy on the District website and through the Infinite Campus Parent Portal. Parents will be encouraged to provide feedback and comment
- Provide parents and families an opportunity to provide comment on the parent and family engagement approaches during day and evening Parent-Teacher conferences and junior high school Parent Breakfasts
- Make translations available upon request

Building capacity for parental involvement

To build parent capacity for strong parental involvement to improve their child's academic achievement, the District and its Title I, Part A schools will, at a minimum:

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1. Assist parents in understanding such topics as the state's academic content challenging academic standards, state and local academic assessments, Title I requirements, how to monitor their child's progress and how to work with educators to improve the achievement of their child. To achieve this objective, the District and its Title I schools will:
 - Conduct Open Houses and encourage feedback and comment
 - Present information at Shared Decision/Site-Based Team Meetings
 - Present information at building and District level PTA meetings
 - Provide information at day and evening Parent-Teacher Conferences
 - Provide information at flexibly scheduled Parent-Teacher Conferences
 - Post information to the District website
 - Post information to the Infinite Campus Parent Portal
 - Utilize the School Messenger (global telephone communication messaging system) to keep parents informed
 - Provide information through parent mailings and the District calendar
 - Offer parent workshops and disseminate information on community parent programs
 - Utilize report cards, progress reports, and e-mail blasts as additional sources to keep parents of their integral role in assisting their child(ren)

2. Provide materials and training to help parents work to improve their child's academic achievement such as literacy training and using technology (including education about the harms of copyright piracy). To achieve this objective, the District and its Title I schools may offer activities, such as the following:
 - Distribute literacy information during Open Houses, Parent-Teacher Conferences, general school correspondence
 - Conduct elementary *Milk and Cookie Programs; Parents as Reading Partners Night*
 - Provide STEM
 - Offer *Book Club Programs*
 - Implement a *Visiting Author Program*
 - Provide a *Summer Reading Program*
 - Offer the *Cultural Arts in Education Program*
 - Provide a PTA – School Report Card Review
 - Post information to the District Website and Infinite Campus Parent Portal
 - Utilize School Messenger messaging and emails
 - Offer Parent Training and workshops
 - Provide parent community forums
 - Provide information through the Board of Education Meetings
 - Extra Help

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3. Educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in understanding the value and utility of a parent's contributions and on how to:
 - reach out to, communicate with, and work with parents as equal partners;
 - implement and coordinate parent programs; and
 - build ties between parents and the schools.

To achieve this objective, the District and its Title I schools will:

Actively involve parents in this training through such forums as the PTA and Shared Decision Making/Site Based Teams. In addition, parent training will be offered through parent workshops, as offered through the office of School and Community Partnerships.

4. Ensure that information related to school and parent-related programs, meetings, and other activities is sent to the parents of children participating in Title I programs in an understandable and uniform format, including alternative formats, upon request, and to the extent practicable, in a language the parents can understand.

Coordination of parental involvement strategies

The District will coordinate and integrate strategies adopted to comply with Title I, Part A parental involvement requirements with parental involvement strategies adopted in connection with other Federal, State, and local programs, including public preschool programs. It will do this by:

Review of District wide parent and family engagement policy

The Board, along with its superintendent of schools and other appropriate staff will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of Title I schools, including the identification of barriers to greater participation by parents in activities under this policy, and the revision of parent and family engagement policies necessary for more effective involvement. To facilitate this review, the District will conduct the following activities:

- Provide an opportunity for parents to provide input and review of this policy through PTA meetings
- Make this policy available on the District website and through I-Campus parent portal where parents will be encouraged to provide feedback and comment.
- Provide translation services where needed

Cross-ref: 4010, Equivalence in Instruction

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Ref: 20 USC §§6318(a)(2); 7801(38), Every Student Succeeds Act (§1116 of the Elementary and Secondary Education Act)
U.S. Department of Education, *Parental Involvement, Title I, Part A, Non-Regulatory Guidance*, April 23, 2004

Adoption date: January 29, 2004

Revised: March 9, 2010

March 7, 2018

December 9, 2020

THREE VILLAGE CENTRAL SCHOOL DISTRICT

1900-E.1

Title I Parent and Family Engagement - School Level Approach

The Three Village Central School District recognizes that parents and family members play an integral role in assisting their child's learning. We encourage parents and family members to be actively involved in their child's education at school and to become full partners in school educational planning and operations. Consistent with the parent involvement goals of Title I, Part A of the federal Elementary and Secondary Education Act, reauthorized by the No Child Left Behind Act of 2001 (NCLB) and the Every Student Succeeds Act of 2015 (ESSA):

1. The Building Principal and appropriate staff shall convene an annual meeting, at a convenient time, to inform parents of the school's participation in Title I programs, and to explain Title I requirements and the right of the parents to be involved. All parents of children participating in a Title I program will be invited to the meeting.
2. The school staff shall offer a flexible number of meetings to provide parents the opportunity to meet with school staff and otherwise participate in their child's education. These meetings shall be held at flexible times (e.g., morning or evening) and/or in highly accessible places such as public housing projects, etc.
3. The school will provide parents with timely information about Title I programs. School staff will also describe and explain the curriculum in use at the school, the types of academic assessment that will be used to measure student progress and the proficiency levels the students are expected to meet. Parents may also request regular meetings with school staff to make suggestions and to participate, as appropriate in decisions relating to the education of their child. The school will respond to any such suggestions as soon as practical.
4. The school staff shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent and family engagement policy.

INTERPRETERS FOR HEARING-IMPAIRED PARENTS

The Board of Education recognizes that those District parents with hearing impairments which prevent meaningful participation in their child's educational program must be afforded an opportunity equal to that afforded other parents to participate in meetings or activities pertaining to the academic and/or disciplinary aspects of their child's education. Accordingly, and pursuant to law, the school district will provide an interpreter for hearing-impaired parents for school-initiated academic and/or disciplinary meetings or activities including, but not limited to:

- Parent/teacher conferences
- Child/study or building level team meetings
- Planning meetings with school counselors regarding educational progress
- Career planning
- Suspension hearings or other conferences with school officials relating to disciplinary actions

The school district will provide an interpreter for the hearing-impaired parent if a written request for the service has been submitted to and received by the District within three school days prior to the scheduled meeting or activity. If an interpreter is unavailable, the District will then make other reasonable accommodations which are satisfactory to the parents (e.g., notetaker, transcript, decoder, or telecommunication device for the deaf). These services will be made available by the District at no cost to the parents.

The Board directs the Superintendent of Schools to maintain a list of available interpreters and to develop procedures to notify parents of the availability of interpreter services, the time limitation for requesting these services, and of the requirement to make other reasonable accommodations satisfactory to the parents should an interpreter not be available.

Ref: Americans with Disabilities Act of 1990, 42 U.S.C. §§12131-12134
Rehabilitation Act of 1973, 29 U.S.C. §794
Education Law §3230
8 NYCRR §100.2(aa)
Rothschild v. Grottenthaler, 907 F.2d 286 (2d Cir. 1990)

Adoption Date: November 25, 1997

Revised: April 28, 2009

THREE VILLAGE CENTRAL SCHOOL DISTRICT

1925-E.1

INTERPRETERS FOR HEARING-IMPAIRED PARENTS

Three Village Central School District
E.Setauket, NY 11733-9050

Accommodation Request

Parents in need of interpreter services are asked to complete this form:

TO: Superintendent of Schools

FROM: _____
Name

Address

Please identify the type of interpreter needed:

___ Interpreter for the Hearing Impaired: () American Sign; () English

In the event an interpreter is not available, please identify the type of alternative service preferred:

___ Written Communication

___ Transcripts

___ Decoder

___ Telecommunication Device for the Deaf (TDD)

___ Other (please specify) _____

Date of Request: _____

Date Service Required: _____

Adoption date: December, 1997

Reviewed: November, 2010

THREE VILLAGE CENTRAL SCHOOL DISTRICT

1925-E.2

**INTERPRETERS FOR HEARING-IMPAIRED
PARENTS EXHIBIT**

Three Village Central School District
E.Setauket, NY 11733-9050

Response to requests for accommodation

FROM: Superintendent of Schools

TO: _____
Name

Address

The Three Village Central School District hereby:

_____ grants your request for accommodation of a hearing disability on _____ in accordance with Board Policy 1925;

_____ denies your request for accommodation of a hearing disability on _____ for the following reason:

Adoption date: December, 1997

Reviewed: November, 2010