

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

**REQUIRED NOTIFICATIONS
TO PARENTS**

SCHOOL YEAR 2016-17



**DR. ROBERTO PADILLA
SUPERINTENDENT OF SCHOOLS**

NOVEMBER 2016

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

VISION

***Through the Work of All We Will Achieve
Inclusive Excellence***

MISSION

***Inspiring Students to Become Tomorrow's
Leaders Beyond Academy Field***

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Dear Parent/Guardian/Eligible Student:

The Newburgh Enlarged City School District is pleased to provide to you this booklet of required notifications to parents or guardians and to students 18 years of age or older. Please read the notifications and keep the booklet within easy reach, for continuous reference. We hope you find the booklet informative and helpful throughout the year.

Section C of this booklet includes tear-off forms that you can use in order to exercise your rights as explained in the Notifications Section. When appropriate or necessary, please complete and return a tear-off form(s) to your child's school or your school.

The District Office and each school's main office can provide additional information about the notifications included in this booklet. Please do not hesitate to call your child's school to ask for clarification, explanations, or help in understanding the contents of this booklet. In addition, please visit the District's website, at <http://www.newburghschools.org>, where the District's policies are available electronically. We also encourage you to tour the website to obtain general information about our District and schools.

Parents and families are a very important part of our decision-making process and we will continue to make every effort to collaboratively work with you to make our schools better for a brighter future. With the guidance of the District's five-year strategic plan, Vision 2020: The Way Forward, and your help, the academic achievement of all students in the District will improve significantly in the next five years. We are committed to continuing this improvement at all levels. Please join one or more of the various committees and groups available in your child's school to lend your ideas and energy to ensure that our students become tomorrow's leaders beyond Academy Field.

Sincerely,

Dr. Roberto Padilla
Superintendent of
Schools

The Newburgh Enlarged City School District offers equal educational and employment opportunities, including career and technical education opportunities, without regard to age, religion, race, creed, color, national origin, sex, disability, marital status, military status, sexual orientation, predisposing genetic characteristics, as defined in the New York State Human Rights Law. Mr. Michael McLymore, Dr. Pedro Roman, and Ms. Mary Ellen Leimer are the Compliance Coordinators for Titles VI, VII, and IX/EEOC and Mr. Michael McLymore and Dr. Pedro Roman are the Dignity Act Coordinators. Please contact your child's school administrator for information regarding the Dignity Act Liaison in the building. Mrs. Ann Hall is the Coordinator for Section 504 and the Americans with Disabilities Act. They can be reached at telephone # 845-563-3400.

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A. NOTIFICATIONS

ASBESTOS

The Newburgh Enlarged City School District has conducted the semi-annual surveillances as per the Asbestos Management Plans and the results of the surveillances are included in each plan. In addition, any response actions undertaken by the District in the preceding year are included in the Asbestos Management Plans. The District will notify you of any current or planned asbestos inspections, response actions, and post-response actions.

The Asbestos Management Plans are available for review at the Main Office at each of the District's schools, during regular school hours. They can also be reviewed in the Administrative Offices of Facilities and Operations, at 20 Chestnut Street, Newburgh, N.Y. 12550, from 8:00 am to 4:00 pm during normal school days. Copies of the plans are available at a cost of \$0.25 per page. Please call telephone # 845-568-6800 or your child's school if you would like to make arrangements to purchase a copy or copies or to review any of the plans.

PESTICIDE APPLICATIONS

Pursuant to the Pesticide Notification Law, the Newburgh Enlarged City School District is informing through this written notice all persons in parental relation to our students that, during the course of the year, it might become necessary for a school to use pesticide products. The District is required to maintain a list of persons in parental relation who wish to receive 48- hour prior written notice of certain pesticide applications.

The following pesticide applications are *not* subject to prior notification requirements:

1. anti-microbial products
2. non-volatile rodenticides in tamper-resistant bait stations in areas inaccessible to children
3. non-volatile insecticidal baits in tamper-resistant bait stations in areas inaccessible to children
4. silica gel and other non-volatile ready-to-use pastes, foams, or gels in areas inaccessible to children
5. boric acid and disodium octaborate tetrahydrate
6. the application of EPA-designated biopesticides
7. the application of EPA-designated exempt materials under 40 CFR §152.25
8. the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets

In addition, there will be no written notice of an application when a school remains unoccupied for a continuous 72 hours period following the application. In the event of an emergency application necessary to protect against an imminent threat to human health, a good- faith effort will be made to supply written notification to those on the 48-hour prior notification list.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your child's school, please complete Form 1L in Section C and return it to the school (please include your address, telephone #, e-mail address, and/or fax number).

For further information on these requirements, please feel free to contact Liberty Pest Control, the District's pesticide representative, through the Administrative Offices of Facilities and Operations, at 20 Chestnut Street, Newburgh, N.Y. 12550, telephone # 845-568-6800.

CALCULATORS FOR SECONDARY STUDENTS

All Grade 6-12 secondary school students have access to calculators for their class assignments and assessments. The District has purchased enough calculators for student use in school when required for coursework. Not every Math or Science course requires the use of calculators.

If your child needs the use of a calculator to complete coursework at home, he/she may borrow one from his/her school. An Equipment Loan Contract, which can be obtained at the school, must be signed prior to a student obtaining a calculator for use outside of school. Please contact your building principal to obtain a copy of the contract.

CODE OF CONDUCT

The Newburgh Enlarged City School District's Code of Conduct governs the conduct of students, teachers, and other school personnel, as well as visitors to schools and all other District facilities, including school buses and other school property. School property has been defined to cover a school building, structure, athletic playing field, playground, parking lot, or land contained within the boundary lines of a public elementary or secondary school, a school bus, or a school function.

The Code of Conduct, annually revised and adopted by the Board of Education, includes information about students' rights and responsibilities, prohibited student conduct, disciplinary procedures and consequences, classroom removal procedures, in-school and out-of-school suspension, due process, student dress code, public conduct on school property, and procedures and penalties for violations. The Code specifies acceptable student behavior expectations, and outlines the consequences of not meeting those expectations.

Schools annually distribute to parents and students eligible because of their age a copy of the Code of Conduct. At the beginning of the school year, you will be asked to sign and return to your child's school the statement on the tear-off page on the back cover of the Code of Conduct booklet, indicating that you received and read the revised booklet for the new school year.

Students are also provided an annual orientation to the contents of the Code of Conduct at the beginning of the school year, and asked to verify that they have received this orientation. Community members or parents new to the District can obtain a copy of the Code of Conduct at any of the schools or at the Board of Education Office, 124 Grand Street, Newburgh, NY.

EMERGENCY HEALTH INFORMATION

From time to time, the serenity of your child's school day might be interrupted by an illness, fall, or injury. During that time, in order to best assist your child to rise to his or her greatest potential, the school's Health Office needs to be able to reach you whether your child is in an elementary or secondary school. The District thanks you in advance for taking the time to complete the pink Consent to Administer Emergency Treatment Form and return it to the Health Office of the school your child attends. A sample of this form is provided in this booklet (Form 2L, in Section C.). If you have not done so, please complete and return the form as soon as possible. Working together, as a team, our children will find success through a sound mind and healthy body.

1900 - PARENTAL INVOLVEMENT

Appendix G in Section B. includes the District's Parent Involvement Policy and a sample template of the school-level parent involvement policy that each school develops annually. The District policy is intended to promote the engagement of parents and families as active partners in their child(ren)'s education and to encourage them to participate in family involvement activities at the District and school levels. You are invited to review the policy and to call or contact your child's school for more information about resources and ways in which you can join in the planning and implementation of educational services that will benefit your child and all children in the District. You are invited and welcome to join the PTA, PTO, or other parent groups functioning at the school. And you are invited to participate in Open Houses, Parent Nights, and all other activities taking place in the District and in the schools.

For additional information about and/or to obtain a copy of your child's school's Parental Involvement Policy, please contact the school's main office. If you would like to learn more about parent and family involvement activities, please call the District's Director of Family and Community Engagement at telephone # 845-563-3458.

2423 – ENGLISH LANGUAGE LEARNERS (ELLs)

Students must be enrolled in a school upon registration. Within 5 school days of a student being identified as an English Language Learner, parents/guardians are to receive written notice in their indicated preferred language. Students must be identified and placed in an appropriate ELL Program within 10 school days of enrollment. Bilingual Education is the default ELL Instructional program placement. Parents can opt out of the Bilingual Program. At a minimum, ELLs must receive English as a New Language instruction. For more information about the Parents' Rights for New York State's ELLs, please contact the New York State Education Department Office of Bilingual Education and World Languages, the ELL Parent Hotline at 1-800-469-8224, email: nysparenthotline@nyu.edu, or visit www.p12.nysed.gov/biling.

5100 - COMPREHENSIVE STUDENT ATTENDANCE

In accordance with state law and regulations it is the policy of the Newburgh Enlarged City School District to ensure the maintenance of adequate attendance records verifying the attendance of all children at instruction and the creation of the means to examine attendance patterns so as to develop effective intervention strategies to improve student attendance.

A positive academic culture is best achieved by the regular and continued exchange of ideas among peers, guided by teachers and educational leaders. This policy recognizes that school attendance is the responsibility of the student and parent/guardian, supported by the teachers and administration.

It is the objective of this policy to encourage each student to attend school on time, for the maximum number of days and instructional periods possible. The intention of this policy is encourage regular student attendance through positive rather than punitive means. In furtherance of this objective, the District shall utilize strategies such as positive attendance incentives and will utilize appropriate disciplinary and other consequences only as necessary.

Record Keeping

- A. Attendance recordkeeping shall conform to the following:
1. In Grades K-5, attendance shall be taken four times each day: during homeroom, at the end of the literacy block, at the end of the mathematics block and at the end of the science block.
 2. In secondary schools (grades 6-12), attendance shall be taken in each period of scheduled instruction.
 3. In Grades K-12, any absence for a school day or part of a school day shall be recorded as excused or unexcused as provided for in this policy.
 4. In Grades K-12, events of tardiness or early departure shall be recorded as excused or unexcused as provided for in this policy.
 5. A record shall be maintained of each scheduled day of instruction during which school is closed for all or part of the day because of extraordinary circumstances including adverse weather, failure of the heating system or water supply, fuel supply shortage or structural damage to the building, etc.
 6. A record shall be made of the date when a student withdraws from enrollment or is dropped from enrollment in accordance with §3202(3-a) of the Education Law. Students must remain in school to complete the school year in which they become 16 years of age. A student who becomes 16 on or after July 1st of any given school year must complete that school year.
 7. A student may withdraw himself/herself from enrollment only if the student is 18 years of age or older, according to procedures. No staff shall drop any student from enrollment at the request of the student or his/her parent. Any request to withdraw a student from school shall be made to the Office of Registration and Attendance.
- B. A teacher or another employee designated by the Board of Education shall make all entries in the register of attendance. Any individual authorized to make entries in the register of attendance shall, by oath or affirmation, verify the contents of the entries.
- C. Student attendance records shall be reviewed by the Principal of each school building in the District or his/her administrative designee for the purpose of initiating appropriate actions to address unexcused student absences, tardiness and early departures.
- D. The register of attendance shall consist of any written or electronic record to record attendance, absence, tardiness or early departure of a student. The register shall be maintained for every period that a student is scheduled to attend actual instruction or supervised study during the course of the school day during the school year, from July 1 through June 30. The register at every school building shall include separate notations regarding student presence, absence, tardiness and early departure. The contents of the register for each student shall contain the information prescribed in regulations of the Commissioner of Education (Part 104).
- E. The coding system will be the codes found in the District's data processing student information system.

Excused and Unexcused Absences

The Board recognizes the following as acceptable excuses for student absence, tardiness or early departure, each of which must be verified by the student's parent/guardian or school personnel, where applicable:

1. Personal illness or Family illness (student's child or parent/legal guardian).
2. Death in the family.
3. Religious observance.
4. Required attendance in court, government agency or immigration appearance (with documentation).
5. Approved school sponsored activities, including field trips, interscholastic athletics, musical and other competitions.
6. Directed or authorized presence at the Administrative Offices or Nurse's Office.
7. Quarantine.
8. Emergency dental and medical appointments.
9. Extraordinary weather conditions or other documented emergency.
10. Military obligations.
11. Approved cooperative/work study program.
12. College visitations for high school students with the prior knowledge and approval of parents and counselors, so long as it does not exceed five (5) days in a school year. The student must meet with his/her counselor prior to visit to get approval. Additional days may be granted at the discretion of the Building Principal.
13. Motor vehicle road test, with proof of scheduled road test.
14. Students whose parent/legal guardian has been called for military deployment, is on leave from, or is returning from a combat zone or combat support may be excused for an additional three (3) days, but work must be made up in accordance with this policy. Parents must notify the Building Principal at least three (3) days before the intended absences and each case will be considered on a case-by-case basis by the Building Principal.
15. Circumstances beyond the reasonable control of the parent/child as determined by the Building Principal and as documented in writing.

For absences, the written excuse should be presented by the student on the day when returning to school following such absence but must be presented within five (5) school days after returning to school. For tardies and early departures, the written excuse should be presented to the school on the day of the tardy or early departure with the reason for the tardy or early departure.

A student who is offered home instruction for medical or disciplinary reasons by the School District, and who receives such home instruction, shall be counted as present for school attendance purposes.

Any absence, tardy or early departure not provided for on the excused list shall be deemed unexcused, including family vacations and trips, unless the Building Principal determines that the parent has presented valid exceptional circumstances to demonstrate that such absence or a portion of such absence should be deemed an excused absence. The Building Principal shall maintain a written record of the determination and the reasons therefor.

It is the responsibility of the student's parent/guardian to arrange family vacations and trips when school is not in session so that the student does not miss school.

Class Attendance Standard

- A. All students are required to attend class regularly and on time to earn course credit. Students are required to make up assignments in a timely fashion for days of excused absence, tardiness or early departure. With the approval of the Building Principal, make-up assignments may be waived or an extension of time granted in exceptional circumstances or where a §504 accommodation is warranted.

- B. All students must maintain at least 93% attendance, exclusive of excused absences, in all classes, which is defined as three (3) or fewer unexcused absences to class within a marking period. Attendance will be monitored on a daily basis.
 - 1. Students that exceed three (3) unexcused absences in a class during a quarter will be ineligible to participate in the next game, performance, contest or, if the student does not participate in extracurricular activities, a privilege event or activity as determined by the Building Principal. For each subsequent unexcused absence in a quarter, a student will not be permitted to participate in a game, performance, competition or, if the student does not participate in extracurricular activities, one privilege event or activity, as determined by the Building Principal. Privilege events and activities include but are not limited to non-curricular field trips, proms, dances, etc. The student's attendance will be monitored for the remainder of the marking period.
 - 2. Any student who accumulates a total of three (3) unexcused absences in a quarter shall be deemed a chronic attendance code violator.
 - 3. Chronic attendance code violators will be addressed on a case-by-case basis, including but not limited to meetings with guidance counselor, social worker, attendance teacher or building administrator, contact with parents/guardian, meeting with parents/guardian, as well as contact with local social services agencies, as appropriate.
 - 4. A chronic attendance code violator may be considered for placement in an alternative program.
 - 5. Students who have excessive tardies and/or early departures will be addressed by the Building Principal or other administrator, who will regularly monitor the students. A student's continued tardiness and/or early departures may result in the student being suspended from participation in extracurricular activities, including athletics, and privilege events and activities.
 - 6. Any elementary school student with excessive unexcused absences will be required to have the approval of the Building Principal to participate in extracurricular activities.

- C. Each quarter, the number of tardies, early departures and absences a student has accumulated in each class will be recorded on the student's progress report.

- D. Each marking period, the number of tardies, early departures and absences a student has accumulated in each class will be recorded on the student's report card.

E. Intervention procedures shall be utilized at all levels.

Coaches and advisors shall be responsible for monitoring student attendance of the students participating in the particular activity(ies) and ensure compliance with this policy. The Athletic Director shall monitor the coaches and the Building Administration shall monitor the advisors to ensure that this policy is being followed.

If a student exhibits a pattern of unexcused absence, tardiness and/or early departure, the parent(s)/guardian will be contacted. In addition, the student shall meet with the classroom teacher and/or a guidance counselor, social worker or attendance teacher in an effort to remediate the underlying problem. The Building Principal or designee may meet with the student and/or his/her parent(s)/guardian. All verbal, electronic and written contacts with the parent(s)/guardian will be documented by the District.

Appeals

A student or his/her parent(s)/guardian will have the right to appeal to the Building Principal or designee regarding the accuracy of the number of or type of absences for any class. Chronic illness or medical conditions which may affect a student's attendance will be considered.

The Principal's decision may be appealed to the Superintendent of Schools or designee within 10 days of the Principal's determination.

Encouraging Student Attendance

- A. With the approval of the Building Administration, in consultation with guidance services, teachers at the elementary level may utilize attendance incentives (for absences, tardiness and early departure), including recognition of students with good attendance, consideration of such students for special privileges and activities that are unavailable to all students, and commendation certificates that shall be issued to the student's parent(s)/guardian(s).
- B. At the secondary level, eligibility for extra-curricular and co-curricular activities, interscholastic sports and attendance at school-sponsored activities shall be restricted to those students whose attendance supports course credit in each of their academic subjects.
- C. At the secondary level, class cutting shall be deemed an infraction of the Code of Conduct in the nature of insubordination to the teacher and school administration. The Code shall prescribe a range of disciplinary interventions to address class cutting.
- D. In the event that the school level interventions have not improved the student's attendance, the Building Principal may recommend interventions such as a Person In Need of Supervision (PINS) petition to the Family Court and/or contact with Child Protective Services to initiate an educational neglect petition.

Oversight Responsibilities

- A. The Building Principal and/or his/her administrative designee shall be responsible for reviewing student attendance records and initiating appropriate action consistent with this policy. The Building Principal shall also be responsible for advising the Superintendent or designee if there are concerns regarding student attendance.
- B. The Board of Education shall annually review building level student attendance records to determine if the comprehensive student attendance policy is effective. If a decline in attendance is evident, the Board shall revise the policy as deemed necessary to improve student attendance.

Distribution of Policy

The Superintendent of Schools, at the direction of the Board of Education, shall publish to the community information about the District's Comprehensive Student Attendance Policy. The policy shall be available and explained at student assemblies, at assemblies on open school nights (if any). Each teacher and new teacher(s), promptly upon hire, shall be provided with a copy of or access to the policy and any amendments thereto. Copies of the policy shall also be maintained on the District's website and by the District's Records Access Officer for issuance upon request.

5116 - HOMELESS STUDENTS

All programs and services of the Newburgh Enlarged City School District are available to homeless students and unaccompanied youth. The McKinney-Vento Act defines "homeless children and youths" as any student who lacks a fixed, regular, and adequate nighttime residence. Whenever a homeless child or unaccompanied youth seeks to enroll in the District, and annually while the child is enrolled, the parent and child will be informed of their rights. Some of these are the right to attend the school they previously attended or to attend school in the district of current location, the right to be enrolled and to attend school even though the required admission documentation has not yet been provided and prior student records might not be available, the access to free school meals, and the right to transportation to and from school.

The District has a designated liaison for homeless children and youth. Please contact the liaison at telephone # 845-568-6846 for additional information or for a copy of the District's policy on the education of homeless students.

8200 – COMPUTER NETWORK SYSTEM USE

Appendix C in Section B. is the Newburgh Enlarged City School District's policy. This policy can be found as Appendix F in the District's Code of Conduct, which you should recently have received. If you have not received a Code of Conduct, please contact Main Office of your child's school. Please read this policy thoroughly.

A student's use of the school's or district's computers and educational technology signifies that the student agrees to the general principles, acceptable use terms, prohibited use terms, internet usage terms, and sanctions outlined in the Newburgh Enlarged City School District's Computer Network System Use Policy.

If you do not wish to have your child use the computer network system or the district's computer and educational technology, please write and send a letter to your child's administrator stating this request. Please call the Main Office of your child's school if you have questions.

8210.1- VIDEO SURVEILLANCE

Video surveillance is used to ensure the safety of students, staff, buildings, and assets from harm, to control school building access, and maintain and improve discipline in school buildings and on school transportation vehicles. The privacy of individuals should be protected, and therefore, the use of video surveillance is monitored and controlled to ensure protection of individual rights and compliance with federal and state laws addressing the privacy and disclosure of records. Each site or school transportation vehicle using video surveillance shall utilize procedures and instructions authorized by the Superintendent or his/her designee consistent with Board policy and federal and state laws.

Cameras will not be located in areas of heightened expectations of privacy such as individual offices, staff leisure areas, toilet facilities and locker rooms.

Recorded video is accessible by the Superintendent of Schools or his/her designees, school and school district computer technicians and administrators. Live video is also accessible to the Superintendent of Schools, his/her designees and administrators. Recording may be suspended without prior notices to students, staff and district administrators.

8330 – ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (F.E.R.P.A.) affords parents/guardians and students 18 years of age or older (eligible students) certain rights with respect to the student's education records. You have the right to:

Inspect and review the student's education records within forty-five (45) days of the day the Newburgh Enlarged City School District receives from you a request for access. You need to submit to the Building Principal a written request that identifies the record(s) you wish to inspect. The Building Principal will make arrangements for access and notify you of the time and place where the records may be inspected.

Request the amendment of the student's education records that you believe are inaccurate or misleading. You may ask the School District to amend a record that you believe is inaccurate or misleading. You should write to the Building Principal, clearly identifying the part of the record you want changed and specifying why it is inaccurate or misleading.

If the School District decides not to amend the record, as requested by you, the School District will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.

Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act of 1974 (F.E.R.P.A.) authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the Board of Education; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, insurance company, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or

grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Not to have Directory Information disclosed without your prior written consent. This District has designated the following items as Directory Information, and may disclose any of these items without your prior written consent, unless notified in writing by you not to disclose the items, by the end of the first thirty (30) days of the school year or within thirty (30) days of receipt of this notice:

Student's name, parent(s)/guardian(s)' name(s), address, telephone number (for high school students only), school of attendance, major field of study, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and photographs created in conjunction with school sponsored activities and awards for use in school district publications.

File a written complaint with the U.S. Department of Education concerning alleged failure by the Newburgh Enlarged City School District to comply with the requirements of F.E.R.P.A. Written complaints should be sent to:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-5920

For High School Students: The right not to have the student's name, address and telephone number disclosed to military recruiters and/or institutions of higher learning without your prior written consent.

The No Child Left Behind Act requires the Newburgh Enlarged City School District to disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students, unless you notify the School

8340 – STUDENT PRIVACY RIGHTS

1. Student Surveys

In accordance with the Protection of Pupil Rights Amendment (PPRA) of the No Child Left Behind Act, the School District is committed to protecting the rights and privacy interests of parents/guardians and students with regard to administering surveys to students, which include one or more of the following items:

1. Political affiliations or beliefs of students toward the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;

5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parent/guardian;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

U.S. Department of Education Funded Surveys

The District shall make instructional materials available for inspection by parents/guardians if the materials will be used in connection with a U.S. Department of Education funded survey, analysis or evaluation in which their children participate and it addresses one or more of the above issues. In addition, the School District shall obtain prior written parent/guardian consent before minor students are required to participate in any such survey, analysis or evaluation.

Surveys Funded by Other Sources

The parent/guardian has a right to inspect, upon request, a survey created by a third party (other than the U.S. Department of Education) which addresses one or more of the above issues before the survey is administered or distributed by the School to the student. Such request must be submitted by the parent/guardian to the building principal at least 10 days prior to the administration or distribution of any survey.

2. Instructional Materials

Parents/guardians shall be granted, upon request, reasonable access and the right to inspect instructional materials used as part of the educational curriculum for the student within a reasonable period of time after such request is received by the District. Requests shall be submitted by the parent/guardian, in writing, to the building principal. "Instructional Materials" is defined as instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

3. Physical Examinations or Screenings

The School District shall provide parents/guardians with the opportunity to opt their child out of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the School and scheduled by the School in advance and that is not necessary to protect the immediate health and safety of the student and/or other students. The term "Invasive Physical Examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection in the body, but does not include any physical examination or screening that is permitted or required by law (e.g., hearing, vision or scoliosis screening).

4. Collection, Disclosure or Use of Personal Information

Unless required or authorized by federal or state law and/or regulation, it is the policy of the Board of Education to not permit the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that

information for that purpose, unless otherwise exempted pursuant to law. “Personal Information” is defined as individually identifiable information including a student’s or parent/guardian’s first and last name, home address, telephone number or Social Security number).

This provision shall not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions such as:

- A. College or other post-secondary education recruitment or military recruitment;
- B. Books, clubs, magazines and programs providing access to low cost literary products;
- C. Curriculum and instructional materials used by elementary and secondary Schools;
- D. Tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. The sale by students of products or services to raise funds for school-related or education-related activities;
- F. Student recognition programs.

5. Notification to Parents

The School District shall provide parents with a copy of this policy at the beginning of each school year, and within a reasonable period of time after adoption or substantive change in this policy.

The School District shall provide parents/guardians with notification, at least annually, at the beginning of school year, of the specific or approximate dates during the school year when the above activities are scheduled or expected to be scheduled.

The School District shall provide notification to parents/guardians and offer them the opportunity to opt their child out of participation in the following activities:

- A. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information;
- B. The administration of any survey containing one or more of the items listed above.
- C. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the School and scheduled by the School in advance, and not necessary to protect the immediate health and safety of the student and/or other students.

6. Miscellaneous

The provisions of PPRA and this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA). In addition, PPRA does not supersede any of the requirements of the Family Educational Rights and Privacy Act (FERPA).

The rights provided to parents/guardians under PPRA transfer to the student when he/she turns 18 years of age or is an emancipated minor under applicable state law.

8530 - SCHOOL LUNCH PROGRAM

The Newburgh Enlarged City School District is committed to providing all students the opportunity to access and enjoy nutritious meals. To facilitate this, the District participates in the National School Lunch Program, School Breakfast Program, and After School Snack Program.

During the 2016-17 school year, the District will offer a free breakfast and lunch to all students under the Community Eligibility Provision. Elementary students will be offered breakfast in the classroom to enjoy with their teachers and classmates while getting ready for the day. Secondary students will be able to grab their breakfast and take it with them to eat during homeroom periods. All menus are planned to meet USDA's guidelines for child nutrition programs. We offer a variety of whole grains and protein, fresh fruit and vegetables, and low-fat milk daily.

While the Community Eligibility Provision benefits all students regarding meal service, it is still vitally important that we continue to collect eligibility applications to continue other services offered by the District. You may access the Household Income Eligibility form on the food service department page of the District website. There are many competitive grants that use the financial information collected from the Household Income Eligibility Form.

Annually, the Newburgh Enlarged City School District sends out an application to all parents or guardians of students attending the District requesting the application be completed and returned. If you have received a request to complete a Household Income Eligibility form, please complete one application for all family members. This assists in getting all of the information on one application and eliminates the need to complete an application for each child. The application is valid only during the current school year.

If you feel you do not qualify you may complete the application by stating that you do not qualify across the body of the application. Please identify the students at the top of the application and sign at the bottom. No other information is necessary. If you are unsure whether you will qualify, a household income chart is included with the request for application. If your income, based on your family size, falls below the income listed in the income chart you qualify and we request that you fill out the application completely and return it.

The District has an online pre-payment option for a'la carte items offered in the cafeteria. MySchoolBucks gives you a fast, easy, and secure way to add money to your child(ren)'s school meal accounts (using a credit or debit card, or a PayPal account), check your child(ren)'s current balances, and monitor what items your child(ren) have been purchasing at school. To create an account, please go to www.MySchoolBucks.com

9716 - REQUEST FOR RELEASE OF ANNUAL PROFESSIONAL PERFORMANCE REVIEW (FINAL RATINGS AND COMPOSITE EFFECTIVENESS SCORES)

In accordance with the provisions of Section 3012-c (10)(b) of the Education Law, the Board of Education shall facilitate the disclosure of the Annual Professional Performance Review original quality ratings and numerical composite effectiveness scores of the classroom teachers and building principals to the parents/legal guardians of students under their supervision for the current school year. Appendix A in Section B includes a sample response to request for release of Annual Professional Performance Review (APPR) Final Quality Rating and Composite Effectiveness Scores.

In the interest of protecting the privacy rights of the professional educators while facilitating parental access, the District *shall require reasonable verification of identity* prior to releasing information to parents/legal guardians. Please complete Form 9176 1617 in Section C to request information about APPR and Composite Effectiveness Scores. The form should be directed to the Division of Human Resources telephone # 845-563-3462.

TEACHER QUALIFICATIONS

In accordance with the federal Education Transformation Act of 2015, parents and guardians have the right to request and review specific information about the professional qualifications of their children's classroom teachers. Appendix A in Section B includes a notification from the Superintendent of Schools regarding teacher qualifications and a formatted letter to parents regarding the assignment of teachers who are not highly qualified.

Requests for information about the qualifications of your child's teacher(s) should be directed to the Main Office of your child's school or to the Division of Human Resources, telephone # 845-563-3462.

B. APPENDICES

APPENDIX A

RIGHT TO REQUEST AND REVIEW INFORMATION REGARDING TEACHER QUALIFICATIONS

September 2017

Dear Parents/Guardians:

In accordance with the federal No Child Left Behind Act of 2001, parents/guardians of students have the right to request specific information about the professional qualifications of their children's classroom teachers. As the parent/guardian of a student in the Newburgh Enlarged City School District, you have the right to request the following information about your child's/children's teachers:

- if the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- whether the teacher is teaching under emergency or other provisional status through which the State qualifications or licensing criteria have been waived;
- the teacher's college major;
- whether the teacher has any advanced degrees and, if so, the subject of the degrees;

If your child is provided services by any instructional aides or similar paraprofessionals, the services provided to your child and the aide's or paraprofessional's qualifications.

Requests for information about the qualifications of your child's/children's teacher(s) should be directed to Main Office of the school of attendance.

Thank you for your continued support and interest in your child's/children's education.

Sincerely,

Dr. Roberto Padilla
Superintendent of Schools

SAMPLE NOTIFICATION REGARDING STUDENT ASSIGNMENT TO A TEACHER WHO IS NOT HIGHLY QUALIFIED

September 2017

Dear Parents/Guardians:

In accordance with the federal No Child Left Behind Act of 2001, you are being informed that your child has been assigned to or has been taught for four or more consecutive weeks by a teacher who is not highly qualified in _____ class.

If you would like more information about the qualifications of your child's/children's teachers, please forward your request to the Main Office of the school of attendance.

APPENDIX B

0115-R - STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION REGULATION

The Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing, intimidation and bullying on school grounds, school buses and at all school-sponsored activities, programs and events.

Definitions

Bullying

In order to facilitate implementation, provide meaningful guidance and prevent behaviors from rising to a violation of law, this policy will use the term bullying (which is usually subsumed under the term “harassment”), which is understood to be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. Bullying may be premeditated or a sudden activity. It may be subtle or easy to identify, done by one person or a group. Bullying often includes the following characteristics:

1. **Power imbalance** - occurs when a bully uses his/her physical or social power over a target.
2. **Intent to harm** - the bully seeks to inflict physical or emotional harm and/or takes pleasure in this activity.
3. **Threat of further aggression** - the bully and the target believe the bullying will continue.
4. **Terror** - when any bullying increases, it becomes a “systematic violence or harassment used to intimidate and maintain dominance.”

(Barbara Coloroso, *The Bully, The Bullied & The Bystander*, 2003)

There are at least three kinds of bullying: verbal, physical and social/relational.

- Verbal bullying includes name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications (“cyberbullying”), anonymous notes, etc.
- Physical bullying includes poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, or threatening gestures.
- Social or relational bullying includes excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares, etc.

The New York State Education Department provides further guidance on bullying and cyberbullying prevention on the following website:

http://www.p12.nysed.gov/technology/internet_safety/documents/cyberbullying.html

Discrimination

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as listed under *Harassment* as defined below).

Harassment

Harassment has been defined in various ways in federal and state law (including the penal law) and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent behaviors from escalating to violations of law and, instead, to promote a positive school environment and limit liability. The Dignity for All Students Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

- race,
 - color,
 - weight,
 - national origin,
 - ethnic group,
 - religion,
 - religious practice,
 - disability,
 - sex,
 - sexual orientation, or
 - gender (including gender identity and expression).
-
- Gender identity is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.
 - Gender expression is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.

Hazing

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Prevention

Prevention is the cornerstone of the district's effort to address bullying and harassment. The components of such an effort involve the following:

- Following the principles and practices of "*Educating the Whole Child Engaging the Whole*

School: Guidelines and Resources for Social and Emotional Development and Learning (SEDL) in New York State – Adopted by the Board of Regents July 18, 2011.” District curriculum will emphasize developing empathy, tolerance and respect for others.

- Learning about and identifying the early warning signs and precursor behaviors that may lead to bullying.
- Gathering information about bullying at school directly from students (through surveys and other mechanisms); analyzing and using the data
- gathered to assist in decision-making about programming and resource allocation.
- Establishing clear school wide and classroom rules about bullying consistent with the district’s code of conduct.
- Training adults in the school community to respond sensitively and consistently to bullying.
- Raising awareness among adults, through training, of the school experiences of marginalized student populations (as enumerated in the *Definitions* section above), social stigma in the school environment, gender norms in the school environment, and strategies for disrupting bullying, intimidation, harassment or other forms of violence.
- Providing adequate supervision, particularly in less structured areas such as in the hallways, cafeteria, school bus and playground.
- Raising parental awareness and involvement in the prevention program and in addressing problems.
- Using educational opportunities or curriculum, including, if applicable, the Individual Educational Program (IEP), to address the underlying causes and impact of bullying.

Role of the Bullying Prevention Coordinator (BPC)

The Board of Education will annually designate a staff member, who has been thoroughly trained in human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression), and sex, as the Bullying Prevention Coordinator (BPC) for each school building, accountable for implementation of this policy. The BPC will be responsible for coordinating and enforcing this policy and regulation in each school building, including but not limited to coordination of:

- the work of the building-level committees;
- professional development for staff members and, □ the complaint process, and
- management of the Dignity Act’s civility curriculum components.

Reporting and Investigation

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all targets and persons with knowledge of bullying report such behavior immediately to the principal, the principal’s designee or the Bullying Prevention Coordinator as soon as possible after the incident so that it may be effectively investigated and resolved. The district will also make a bullying complaint form available on its website to facilitate reporting and located in this notification manual. The district will collect relevant data from written and verbal complaints to allow reporting to the Board on an annual basis.

The Building Principal shall maintain a log of bullying incidents as a record for the purpose of tracking repeat offenders, as well as identifying trends. Specifically, all reported incidents of bullying must be documented in the file of student being accused of the conduct. Written records should also capture what action, if any, was taken, or why no action was taken. These reports shall remain in the student’s file and will travel with the student from elementary school to high school.

The district will promptly and equitably investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner, although limited disclosure may be necessary to complete a thorough investigation.

In order to assist investigators, individuals should document the bullying as soon as it occurs and with as much detail as possible including: the nature of the incident(s); dates, times, places it has occurred; name of perpetrator(s); witnesses to the incident(s); and the target's response to the incident.

If, after appropriate investigation, the district finds that a student, an employee or a third party has violated this policy, prompt corrective and possibly disciplinary action will be taken in accordance with the code of conduct, applicable collective bargaining agreement, district policy and state law. If the reported behavior constitutes a civil rights violation, the complaint procedure associated with that policy will be followed, as applicable. If either of the parties disagrees with the findings of the initial investigation, an appeal may be made to the Superintendent in accordance with the process described below.

Confidentiality

It is district policy to respect the privacy of all parties and witnesses to bullying. To the extent possible, the district will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. However, because an individual's desire for confidentiality must be balanced with the district's legal obligation to provide due process to the accused, to conduct a prompt and thorough investigation, and/or to take necessary action to resolve the complaint, the district retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation shall inform the complainant that:

1. the request may limit the district's ability to respond to his/her complaint;
2. district policy and federal law prohibit retaliation against complainants and witnesses;
3. the district will attempt to prevent any retaliation; and
4. the district will take strong responsive action if retaliation occurs.

If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the district from responding effectively to the bullying and preventing the bullying of other students.

Investigation and Resolution Procedure

A. Initial (Building-level) Procedure

Whenever a complaint of bullying is received whether verbal or written, it will be subject to a preliminary review and investigation. Except in the case of severe or criminal conduct, the principal, the principal's designee or the Bullying Prevention Coordinator shall make all reasonable efforts to resolve complaints

informally at the school level. The goal of informal procedures is to end the bullying, prevent future incidents, ensure the safety of the target and obtain a prompt and equitable resolution to a complaint.

As soon as possible, but no later than three working days following receipt of a complaint, the principal, the principal's designee or the Bullying Prevention Coordinator should begin an investigation of the complaint by:

- Reviewing any written documentation provided by the target(s).
- Conducting separate interviews of the target(s), alleged perpetrator(s), and witnesses, if any, and documenting the conversations.
- Providing the alleged perpetrator(s) a chance to respond and notify him/her that if objectionable behavior has occurred, it must cease immediately. The individual will be made aware of remediation opportunities as well as potential disciplinary consequences.
- Determining whether the complainant needs any accommodations to ensure his/her safety, and following up periodically until the complaint has been resolved. Accommodations may include, but are not limited to:
 - A "permanent" hall pass that allows the student to visit a designated adult at any time;
 - Access to private bathroom facilities; ○ Access to private locker room facilities; ○ An escort during passing periods;
 - If the student feels unsafe in a specific class, an opportunity for individual tutoring or independent study until the case is resolved;
 - An opportunity for independent study at home with district-provided tutor until the case is resolved;
 - Permission to use personal cell phone in the event that the student feels threatened and needs immediate access to parent or guardian;
 - Assignment of a bus monitor.

The district recognizes that there is a need to balance accommodations which enhance student safety against the potential to further stigmatize the targeted student. Therefore, each case will be handled individually, and the student, parent/guardian, and school administration will collaborate to establish safety provisions that best meet the needs of the targeted student. Follow-up discussion and/or meetings will be scheduled, as needed, to ensure that safety concerns have been adequately addressed and to determine when and if accommodations need to be changed or discontinued.

Parents of student targets and accused students should be notified within one school day of allegations that are serious or involve repeated conduct.

Where appropriate, informal methods may be used to resolve the complaint, including but not limited to:

- a. discussion with the accused, informing him or her of the district's policies and indicating that the behavior must stop;
- b. suggesting counseling, skill building activities and/or sensitivity training;
- c. conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
- d. requesting a letter of apology to the target;
- e. writing letters of caution or reprimand; and/or
- f. separating the parties.

Appropriate disciplinary action shall be recommended and imposed in accordance with district policy, the applicable collective bargaining agreement or state law. School districts should make every effort to attempt to first resolve the misconduct through non-punitive measures.

The investigator shall report back to both the target and the accused, within one week notifying them in writing, and also in person, as appropriate, regarding the outcome of the investigation and the action taken to resolve the complaint. The actions taken will be in conformance with the *Remediation/Discipline/Penalties* section of this regulation. The target shall report immediately if the objectionable behavior occurs again or if the alleged perpetrator retaliates against him/her.

If a complaint contains evidence or allegations of serious or extreme bullying, or a civil rights violation, the complaint shall be referred promptly to the Superintendent. The complainant will also be advised of other avenues to pursue their complaint, including contact information for state and federal authorities.

In addition, where the principal, the principal's designee or the Bullying Prevention Coordinator has a reasonable suspicion that the alleged bullying incident involves criminal activity, he/she should immediately notify the Superintendent, who shall then contact the school attorney, appropriate child protection and, if appropriate, law enforcement authorities.

Any party who is not satisfied with the outcome of the initial investigation may request a district-level investigation by submitting a written complaint to the Superintendent within 30 days.

B. District-level Procedure

The Superintendent or his/her designee shall promptly investigate and equitably resolve all bullying complaints that are referred to him/her, as well as those appealed to the Superintendent following an initial investigation. In the event the complaint involves the Superintendent, the complaint shall be filed with or referred to the Board President, who shall refer the complaint to an appropriate independent individual for investigation.

The district level investigation should begin as soon as possible but not later than three working days following receipt of the complaint by the Superintendent or Board President.

In conducting the formal district level investigation, the district will endeavor to use individuals who have received formal training regarding such investigations or that have previous experience investigating such complaints.

If a district level investigation results in a determination that bullying did occur, prompt corrective action will be taken to end the misbehavior in accordance with the *Remediation/Discipline/Penalties* section of this regulation.

No later than 30 days following receipt of the complaint, the Superintendent (or in cases involving the Superintendent, the Board-appointed investigator) will notify the target and alleged perpetrator, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or take appropriate action, the Superintendent or Board-appointed investigator will provide all parties with a written status report within 30 days following receipt of the complaint.

Any party who is not satisfied with the outcome of the district-level investigation may appeal to the Board of Education by submitting a written request to the Board President within 30 days.

C. Board-level Procedure

When a request for review by the Board has been made, the Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.

The Board shall notify all parties concerned of the time and place when a hearing will be held. Such hearing will be held within 15 school days of the receipt of the request of the complainant.

The Board shall render a decision in writing within 15 days after the hearing has been concluded.

The district shall retain documentation associated with complaints and investigations in accordance with Schedule ED-1.

Retaliation Prohibited

Any act of retaliation against any person who opposes bullying behavior, or who has filed a complaint, is prohibited and illegal, and therefore subject to disciplinary action. Likewise, retaliation against any person who has testified assisted, or participated in any manner in an investigation, proceeding, or hearing of a bullying complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action up to and including suspension or termination.

Remediation/Discipline/Penalties

Any individual who violates this policy by engaging in bullying will be subject to appropriate action, which may include disciplinary action. Remedial responses to bullying include measures designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act. Appropriate remedial measures may include, but are not limited to:

- Restitution and restoration;
- Peer support group;
- Corrective instruction or other relevant learning or service experience;
- Changes in class schedule
- Supportive intervention;
- Behavioral assessment or evaluation;
- Behavioral management plan, with benchmarks that are closely monitored;
- Student counseling;
- Parent conferences; or
- Student treatment or therapy.

Environmental remediation may include, but is not limited to:

- School and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
- Modification of schedules;
- Adjustment in hallway traffic and other student routes of travel;
- Targeted use of monitors;
- Parent education seminars/workshops; Peer support groups.

Disciplinary measures available to school authorities include, but are not limited to the following:

Students: Discipline may range from a reprimand up to and including suspension from school, to be imposed consistent with the Code of Conduct and applicable law.

Employees: Discipline may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.

Volunteers: Penalties may range from a warning up to and including loss of volunteer assignment.

Vendors: Penalties may range from a warning up to and including loss of district business.

Other individuals: Penalties may range from a warning up to and including denial of future access to school property.

Policy Dissemination

All students and employees shall be informed of this policy in student and employee handbooks, on the district website and student registration materials. A poster summarizing the policy shall also be posted in a prominent location at each school.

All employees shall receive information about this policy and regulation at least once a year.

Principals in each school shall be responsible for informing students and staff on a yearly basis of the terms of this policy, including the procedures for filing a complaint and information about the impact of bullying on the target and bystanders.

Training

Training needs in support of this bullying prevention and intervention program will be reflected in the district's annual professional development plan, new teacher orientation, in curriculum and will be considered in the budget process. The bullying prevention coordinator, administrative employees and other staff, such as counselors or social workers who have specific responsibilities for investigating and/or resolving complaints of bullying shall receive yearly training to support implementation of this policy, regulation and on related legal developments.

HARASSMENT AND/OR BULLYING COMPLAINT FORM

The purpose of this form is to inform the district of an incident or series of incidents of bullying and/or harassment so we can investigate and take appropriate steps. **If you feel unsafe, or if your child feels that way, fill out this form, but we urge you to speak directly with (insert name _____) by either visiting room ___ or calling _____ as soon as possible so we can address your concerns.**

Student Name: _____ Student ID: _____

Grade: _____ School: _____

Describe the incident(s). Please include when and where it happened.

List the name(s) of the individual(s) accused of bullying and/or harassment.

Were there any witnesses? ___Yes ___No If yes, please list the names of the individual(s).

I certify that all statements on this form are accurate and true to the best of my knowledge.

Signature

Date

Please attach any supporting documentation (i.e., copies of emails, notes, photos, etc.).

Return this form to: *(insert applicable name and address of school staff)*

Note on confidentiality:

In order to investigate the complaint, the district will disclose the content of the complaint only to those persons who have a need to know. This form will not be shown to the accused student(s)/staff.

Dignity Act Coordinators –Michael McLymore & Pedro Roman

Dignity Act Liaisons –Assistant Principals in All Buildings

APPENDIX C

1900 - PARENT INVOLVEMENT POLICY

The Board of Education believes that positive parent involvement is essential to student achievement and, thus, encourages such involvement in school educational planning and operations. The Board, in accordance with the parent involvement goals of Title I, Part A of the federal No Child Left Behind Act of 2001 (NCLB), specifically encourages the participation of parents of students eligible for Title I services in all aspects of their child's education.

District Level Parent Involvement Policy

In furtherance of these beliefs and goals, and with the ultimate goal of providing all families within the District with involvement in their child's education, the Board of Education will:

- Develop and implement programs, activities and procedures that encourage and support the participation of parents of students eligible for Title I services in all aspects of their child's education.
- Ensure that all of its schools including those receiving Title I, Part A funds develop and implement school level parent involvement policies.
- Develop and implement programs, activities and procedures that encourage and support the participation of parents of students who are not eligible for Title I services in all aspects of their child's education.
- Ensure that school-level parent involvement programs, activities and procedures provide opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children.

The term "parent" 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).

As required by the NCLB, parents 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 will participate in the process for developing a school improvement plan when the school their child attends fails to make adequate yearly progress for two consecutive years and is identified as a school in need of improvement.

Six Types of Parent Involvement

The Board encourages parent involvement/education both in the classroom and/or during extracurricular activities as well as at home (e.g., planned home reading time, informal learning activities, and/or homework contracts between parents and children). In an effort to encourage parent involvement and support parent education, the Board directs the Superintendent of Schools to develop a Parent involvement/education program that includes the six types of parent involvement outlined by the National Network of Partnership Schools:

- **Parenting:** Help families establish home environments to support children as students.
- **Communicating:** Design effective forms of school-to-home and home-to-school communications about school programs and children's progress.
- **Volunteering:** Recruit and organize parent help and support.
- **Learning at Home:** Provide information and ideas to families about how to help students at home with homework and other curriculum-related activities, decisions and planning.

- **Decision-Making:** Include parents in school decisions, develop parent leaders and representatives.
- **Collaborating with Community:** Identify and integrate resources and services from the community to strengthen school programs, family practices and student learning and development.

Communication to Parents

The Superintendent is authorized and encouraged to develop parent-friendly materials to communicate this policy to District parents and members of the community in an effort to promote and sustain parent involvement.

The goal of these and all communications to parents is to ensure that information related to school and parent-related programs, meetings and other activities is sent to the parents of students, including those 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.

The Newburgh Enlarged City School District's District-Wide Parent Involvement Policy will be made available to all families in written form in each school's main office as well as on the District website and printed in the Community Calendar sent to homes at the beginning of the school.

Coordination of Parental Involvement Strategies

Community Agencies and Programs

The District will coordinate and integrate strategies adopted to comply with the NCLB Title I, Part A parent involvement requirements with parent involvement strategies adopted in connection with existing community partners such as the Center for Youth Development Liberty Partnerships Program, Head Start of Eastern Orange County, 21st Century programs, Boys and Girls Clubs of Newburgh, Cornell Cooperative Extension of Orange County, Literacy Orange of New York, Best Resource Center, Inc., etc. The District shall demonstrate its compliance with this project by participating both in resource and information sharing as well as in joint initiatives.

District Staff Resources

The Board recognizes the need to dedicate staff resources to the coordination of the District's parent involvement efforts including providing for the creation of and funding for a liaison to parents.

Parent Representation

Participation of parents in school-based planning and shared decision-making

The purpose of shared decision-making shall be to improve the educational performance of all students in the school, regardless of such factors as socioeconomic status, race, sex, language background, or disability. Each public school district board of education shall develop and adopt a district plan for the participation by parents with teachers, administrators and school board members in shared decision making. The educational issues addressed by planning and shared decision-making teams will be agreed upon at the district and school level. Parent representatives shall be responsible for communicating with their constituencies and for representing parent opinion on the teams.

Parent Teacher Organizations

Schools will support parent-teacher organizations. Principals will work collaboratively with the parent-teacher organizations of their school to develop and sustain parent involvement in their school.

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

Annual Evaluation

The Board, along with its Superintendent of Schools and other appropriate staff will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy. This annual evaluation will include the identification of barriers to greater participation by parents and the revision of parent involvement policies necessary for more effective involvement.

School-Level Parent Involvement Policies

The Superintendent of Schools will ensure that all District schools are provided with technical assistance and support to assist them in planning and implementing effective parent involvement policies identifying programs and activities that improve student achievement and school performance.

Evaluation

All school-level policies will be evaluated at least every three years and, if warranted, revised. Building administrators will include all necessary constituents of the school community (e.g., administrators, Title I parents, teachers, CSEA) in the evaluation and revision of the school-level parent involvement policy.

Building Capacity for Parent Involvement

The District will endeavor to build parent capacity for strong parent involvement to improve their child's academic achievement, the district and its schools through:

The provision of activities at the District-level, such as workshops, classes, and materials whose goal is to assist parents in understanding such topics as the state's academic content and student achievement 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.

The provision of materials and training at the Building level to help parents understand how children learn and how to work with their children to strengthen their academic achievement.

The development of opportunities for staff in understanding the value and utility of a parent's contributions and how to:

- Reach out to, communicate with, and work with parents as equal partners
- Implement and coordinate parent programs and activities; and
- Build ties between parents and the schools.

The Board directs the Superintendent of Schools to develop strategies, programs and communications tools to encourage parent involvement at the Building and District level.

SAMPLE SCHOOL-LEVEL PARENT INVOLVEMENT POLICY

(name)_____ School believes that the education of its children is a joint responsibility, one it shares with the parents of the school community. (name)_____ School also believes that the involvement of parents in their children's education is a very important factor in the students' achievement of high standards. The (name)_____ School supports school-wide parent involvement activities and the judicious utilization of resources to ensure that these activities take place.

(name)_____ School feels that, to ensure that the best interests of each child are served in the educational process, a strong program of collaboration between home and the school must be maintained. This program will include an annual and other, more frequent, meetings with parents; appropriate parent involvement in program planning, review, and improvement; and notification, information, reporting, and ongoing communication to parents regarding their children and the school's progress toward meeting the State's learning and performance standards.

(name)_____ School also feels that school staff and parents benefit from training to facilitate both home-school communication and parent involvement. The following activities will be implemented at the school to encourage parent-school collaboration:

1. Parent-teacher conferences to permit two-way communication between home and the school.
2. An open house conducted annually in the school to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first-hand basis.
3. Meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or difficulties.
4. Allocation and judicious utilization of funds for parent involvement and parent involvement initiatives as required.
5. Dissemination of school profiles on the progress of the whole school to staff, parents, and the community.

In addition, as a Title I participating school, designated as a School-wide Program School, the activities listed on the following page will be implemented:

1. An annual meeting for participating parents to notify them of their child(ren)'s participation in the program and to explain Title I elements.
2. Flexible-schedule and special-request parent meetings.
3. Organized involvement of parents in the school's Title I program planning, review, and improvement.
4. Dissemination of school performance profiles that show the school's progress toward meeting the State's learning and performance standards.
5. Provision of descriptions and an explanation of the curriculum, assessments, and expected proficiency levels.
6. Joint development with parents of a School-Parent Compact, as part of (name)_____ School's parent involvement policy, outlining how parents, the entire school staff, and students, will share the responsibility for improved student achievement, and the means by which the school and parents will build and develop a partnership to help children achieve the New York State standards.

<u>Constituency</u>	<u>Name</u>	<u>Signature</u>
Administrator Representative:	_____	_____
Principal:	_____	_____
Teacher Representative:	_____	_____
CSEA Representative:	_____	_____
Parent Representative:	_____	_____

Approved by the Superintendent of Schools: _____

Dr. Roberto Padilla
Date:

APPENDIX D

5201 – SECONDARY SCHOOLS COURSE CREDIT POLICY

All students in grades 6-12 will be eligible to receive credit for those courses in which they have met the minimum requirements outlined below.

The Newburgh Enlarged City School District Board of Education will support students in meeting the requirements pursuant to this policy. The Superintendent of Schools, the Central Administration, School Administration and the Instructional Staff will provide all students with the necessary opportunities and avenues to receive course credit in accordance with this policy.

A student who desires to earn high school course credit in any course that she or he takes in an academic program leading to graduation must meet the following course requirements, prior to receiving credit:

Obtain a final passing grade of 65. This grade will be achieved through a calculation that includes the marking period grades, the mid-term assessment (if applicable) and the final assessment.

Achieve marking period grades from a combination of assessments, projects, class participation, and other achievement grading criteria.

Take the course final assessment. All students, except seniors who meet the exemption criteria outlined in the NFA Handbook will be required to take the final assessment (effective through June 30, 2013).

Beginning September 2013, students who meet the achievement criteria outlined in the NFA Handbook (formerly “exemption criteria”) will be required to take the final assessment but his/her score on the final assessment will count only if it enhances the student’s grade.

The following are applicable requirements regarding secondary school courses:

Beginning September 2012, all students enrolled in a Regents course must sit for the corresponding Regents examination in order to obtain course credit. The Regents grade will appear on the students’.

All secondary school courses terminate in a District final assessment. This assessment will count as 20% of the student’s final average if no mid-term assessment is administered in the course. In the courses that include a District common mid-term assessment, both the final assessment and the mid-term assessment each count for 10% of the student’s final grade.

For the first marking period only, the lowest grade on a student report card will be 50 (for a half-year course) and 55 (for a full-year course).

A student with a final average grade of between 64 and 55 may retake the course and the final assessment in summer school, if offered. If the student passes the summer school course, she or he will receive credit for the course. If the student does not pass the summer school course, she or he must retake the course for credit during the following school year.

APPENDIX E

8200 – COMPUTER NETWORK SYSTEM USE

The Board of Education of the Newburgh Enlarged City School District is committed to the goal of improved student learning and effective teaching. The Board believes that access to computer networks, including the Internet and other technologies, can be an effective and valuable educational and research tool.

The Board further believes that the computer network system, through software applications, online databases, bulletin boards and the Internet, and emerging features and uses of an electronic network, will significantly enhance student learning, as well as provide local, statewide, national and global communications opportunities for staff and students. Therefore, it is the policy of the Board to support and encourage the use of computers and computer-related technology in order to support open research and education in the District. The use of the computer network system for other purposes, including but not limited to for-profit or commercial activity, personal business or illegal activity is prohibited.

All users of the District's computer network system, including but not limited to electronic equipment, electronic mail and the Internet, must understand that use is a privilege, not a right, and that such use entails responsibility on the part of the user. Computer access will be provided by the District to all students and staff members in accordance with this Policy. In order to assure the integrity of the computer network system in the District, each account holder must agree to act responsibly and to comply with this Policy and its implementing Regulations. Any parent/guardian who does not want his/her child to have access to the District's computer network system must notify the District in writing. The Superintendent of Schools shall develop rules and regulations governing the use and security of the District's computer network system.

Teacher Web Pages

All web pages residing on a District-supported server or service are the property of the Newburgh Enlarged City School District. Commercial use, use for the pursuit of personal or financial gain, advertising, soliciting, as well as use for any personal purpose are prohibited. The Superintendent of Schools and/or his/her designee may suspend webpage access at any time if an individual fails to adhere to the protocol or requirements stated herein. Each teacher/staff is responsible for the content posted on his/her webpage hosted on the District-supported servers/services and will follow all District procedures. Teacher web pages may link only to sites that are of educational significance and sites relating to the curriculum and activities of the District.

Internet Safety

Internet access is provided with the understanding that the District cannot control the content available on the Internet. While the vast majority of sites available provide a wealth of useful information to staff and students, some sites may contain information that is inaccurate, offensive, defamatory or otherwise inappropriate for students. The District does not condone or permit the use of such materials in the school environment and makes good faith efforts to limit access by students to such inappropriate materials.

The Board directs the Superintendent of Schools to procure and implement the use of technology protection measures that block or filter Internet access by:

1. adults to visual depictions that are obscene or child pornography, and
2. minors to visual depictions that are obscene, child pornography, or harmful to minors, as defined in the Children's Internet Protection Act.

Upon the approval of the Superintendent or his/her administrative designee, any such measures may be disabled or relaxed for staff members conducting bona fide investigations in accordance with criteria established by the Superintendent or his/her designee.

The Superintendent or his/her designee also shall develop and implement procedures that provide for the safety and security of students using direct electronic communications; monitoring the online activities of students using district computers; and restricting student access to materials that are harmful to minors.

In addition, the Board prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access or other unlawful activities; and access to inappropriate matter on the Internet and World Wide Web.¹ The Superintendent or his or her designee shall establish and implement procedures that enforce these restrictions.

The computer network coordinator shall monitor and examine all district computer network activities to ensure compliance with this policy and accompanying regulation. He or she also shall be responsible for ensuring that staff and students receive training on their requirements.

All users of the district's computer network, including access to the Internet and World Wide Web, must understand that use is a privilege, not a right, and that any such use entails responsibility. They must comply with the requirements of this policy and accompanying regulation, in addition to generally accepted rules of network etiquette, and the district's acceptable use policy. Failure to comply may result in disciplinary action including, but not limited to, the suspension or revocation of computer access privileges.

The district shall also provide age-appropriate instruction regarding appropriate online behavior, including:

1. interacting with other individuals on social networking sites and in chat rooms, and
2. cyberbullying awareness and response.

Instruction will be provided even if the district prohibits students from accessing social networking sites or chat rooms on district computers.

Privacy

Users acknowledge that the network administrator may periodically need to review on-line activities in the course of performing routine maintenance of the system. Users further acknowledge that if there is reasonable suspicion of a user having violated this Policy or its implementing regulations, or any applicable law, the network administrator and/or appropriate school official may require access to his/her files, including private correspondence and private files, to review on-line activities. Any administrator reviewing such files in accordance with this Policy shall not be subject to any claims arising out of such review.

The School District, however, prohibits the unauthorized disclosure, use and dissemination of personal information regarding minors by its officers, employees or agents.

Failure by any user to comply with District policy or regulations regarding the use of the computer network system may result in suspension and/or revocation of computer access and/or related privileges. Further, a breach in the terms of this Policy and Regulations may be considered an act of insubordination, which may result in disciplinary action in accordance with law, and applicable collectively negotiated agreements and legal action where appropriate.

APPENDIX F

8210.1 - VIDEO SURVEILLANCE

The Board of Education recognizes its responsibility to maintain and improve discipline and to insure the safety and welfare of its students and staff on school transportation vehicles and in school buildings.

After considering and balancing the rights of privacy with the District's duty to ensure discipline, health, welfare and safety of students and staff, the Board of Education supports the use of video cameras on school buses and in its buildings to enhance the health, welfare and safety of students and staff on District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent of Schools. Video cameras may be used to monitor student behavior on school buses, whether going to and from school, extra-curricular activities or events, as well as in school buildings.

Students in violation of the District's Code of Conduct shall be subject to disciplinary action in accordance with law and policy.

Staff determined to be in violation of Board policies and the District's Code of Conduct shall be subject to discipline in accordance with law and any applicable collectively negotiated agreement.

The District shall comply with all applicable state and federal laws applicable to student records when such recordings are considered for retention as part of the student's record.

Video recordings may be used for the purpose of evidence for disciplining of students.

The Superintendent of Schools is directed to development regulations governing the use of video cameras.

APPENDIX G

8330 – STUDENT RECORDS

The Board of Education recognizes that the confidentiality of student records must be maintained and, therefore, establishes procedures for the confidentiality of student records consistent with federal and state statutes and regulations. The Superintendent shall be responsible for ensuring that the requirements under all federal and state statutes and regulations shall be carried out by the School District.

Student Directory Information

The Board designates the following items as Student Directory Information: student's name, parents'/guardians' name(s), address, telephone number (for high school students only), school of attendance, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and photographs created in conjunction with school sponsored activities for use in school district publications. The School District shall publish an annual public notice informing parents/guardians or eligible students of their right to refuse the release of Student Directory Information and indicating their time period for response. The School District may disclose any of these items without prior written consent, unless notified to the contrary, in writing, by the parent or eligible student by end of the first thirty (30) days of the school year or within thirty (30) days of receipt of the notice.

The School District's policy regarding release of Student Directory Information shall apply equally to military recruiters, the media, colleges and universities, and prospective employers.

Definitions

For the purposes of this Regulation, the School District has used the following definitions of terms:

Student – any person who attends or has attended the School District.

Eligible Student – a student or former student who has reached age 18 or is attending a post- secondary school.

Parent – either natural parent of a student, a guardian or an individual designated to act as a parent or guardian in the absence of the student's parent or guardian.

Education Records – any record (in handwriting, print, tapes, film or other medium) maintained by the School District or an agent of the School District, which is directly related to a student, except:

1. A personal record kept by a school staff member if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
2. An employment record which is used only in relation to a student's employment by the School District and which is maintained in the normal course of business.
3. Alumni records, which contain information about a student after he or she is no longer in attendance at the School District and the records do not relate to the person as a student.

In addition, an eligible student may be refused access to psychiatric or treatment records; however, an eligible student may designate a physician or other appropriate professional who the school must permit to inspect the records.

FERPA – Family Educational Rights and Privacy Act of 1974, as amended.

Annual Notification

Parents and eligible students in attendance at the School District will be notified of their FERPA rights and the District's policy and procedures governing access to records, annually, by publication in their child's student handbook. In addition, the School District shall send home a bulletin listing these rights, which will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year. This notice shall include:

1. The right of the student's parent or eligible student to inspect and review the student's education records within 45 days from the date of the District's receipt of the request;
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading;
3. The right to receive notice of any decision by the School District not to amend a student's education records, as requested by the parent or eligible student, and the right to a hearing regarding the School District's denial of a request for an amendment;
4. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (e.g., directory information, upon request to another school district in which a student seeks or intends to enroll);
5. The information that has been designated by the District as Student Directory Information and the parent's right to refuse such disclosure, in writing, within a reasonable response period;
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA;
7. The right to obtain a copy of this policy and the locations where they may be obtained.

This notice may also inform parents of high school students and students over the age of 18 that student names, addresses and telephone numbers will be provided to military recruiters and institutions of higher learning, upon request, unless the parent or eligible student submits a written request to the District not to release such information.

Upon request, this notice shall be provided to non-English speaking parents in their native language.

Inspection of Education Records

Parents of students or eligible students may inspect and review the student's education records upon request. Such request shall be in writing, to the Superintendent of Schools or designee, identifying as precisely as possible, the record or records which s/he wishes to inspect. The student's records will be made available for review promptly, and in any event within 45 days of such written request. The parent or eligible student will be notified of the time and place where the records may be inspected. The School District may require that an official be present during such inspection. No documents may be removed from school premises.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record, which pertains to other students.

Refusal to Provide Copies

The School District will not provide a parent or eligible student with a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records.

If the record involves answers to a standardized test, the School District will not provide a parent or eligible student a copy of standardized test questions.

Copies of student education records shall be provided, upon a parent's request, when:

1. Records are transferred to another school;
2. Information is released to a third party designated by the parent or eligible student;
3. Failure to do so would effectively deny the right of inspection.

A parent or eligible student may permit any third person to inspect the student's educational records. Such consent must be in writing, signed and dated, and must specify:

1. Which records are to be disclosed?
2. The purpose or purposes of disclosure; and
3. The individual(s) or group(s) to whom disclosure should be made.

Any third party to whom such records have been made available shall sign a written statement that s/he will not further release such records without the consent of the parent or eligible student.

Fees for Copies of Records

The fee for copies will be 25 cents per page (or actual cost of reproduction), and postage, if any.

Disclosure of Education Records

The School District shall disclose information from a student's education records only with the written consent of the parent or eligible student, except:

1. To school personnel (including administrators, teachers, support staff, board members and persons employed by or under contract with the School District to perform a special task, such as school attorney, auditor, medical consultant, therapist) within the School District who have a legitimate educational interest in the records. A legitimate educational interest shall include performing a task which is specified in his or her job description or by contract, performing a task related to a student's education or the discipline of a student, or providing a service of benefit related to the student or student's family, such as health care, counseling or job placement.
2. To school officials of another school in which a student seeks or intends to enroll, upon request of such school official.
3. To certain officials of the U.S. Department of Education, the U.S. Comptroller General, and the State and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary, to determine the eligibility, amount or conditions of the financial aid, or to enforce and terms and conditions of aid.
5. If required by a State law requiring disclosure that was adopted prior to November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the School District for the purpose of developing, validating or administering predictive tests, student aid programs and instruction.
7. To accrediting organizations to carry out their accrediting functions.
8. To parents of a dependent student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena, provided that a reasonable effort is made to notify the parent or eligible student prior to compliance.
10. To appropriate parties in a health or safety emergency.

Record of Requests for Disclosure

The School District shall maintain a record of all requests for and/or disclosure of information from a student's education records, excluding requests of school officials and requests for student directory information. The record will indicate the name of the party making the request, any additional parties to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parent or eligible student.

Correction of Education Records

A parent or eligible student has the right to challenge the contents of the student's education records and to ask to have the records corrected:

1. The parent or eligible student shall submit a request to the Superintendent of Schools, in writing, to amend the record. The record or part of record sought to be amended shall be identified and the reason why s/he believes the record is inaccurate, misleading or violates the privacy or other rights of the student, shall be specified.
2. The School District may comply with the request or decide not to comply. The Superintendent shall provide a written response within ten (10) working days of receipt of the written challenge, indicating whether or not the challenged material will be corrected or deleted. If the request is denied, the Superintendent shall advise the parent or eligible student of their right to a hearing to challenge the decision.
3. Upon request, the School District will arrange for a hearing before an impartial hearing officer and notify the parent or eligible student, reasonably in advance, of the date, place and time of the hearing. The hearing officer may be an official of the School District.
4. The parent or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parent or eligible student may be assisted by one or more individuals, including an attorney.
5. The hearing officer will prepare a written decision based solely on the evidence presented at the hearing, summarizing the evidence presented and stating the reasons for the decision.
6. If the hearing officer decides that the challenged information is inaccurate, misleading or in violation of the student's right of privacy, the School District will amend the record and notify the parent or eligible student, in writing, that the record has been amended.
7. If the hearing officer decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, the School District will notify the parent or eligible student of his/her right to place a statement in the student's education record explaining the challenged information and/or setting forth reasons for disagreeing with the decision. This statement shall be maintained as part of the student's education records as long as the contested portion is maintained. If the School District discloses the contested portion of the records, it will also disclose the statement.

Complaint Procedure

A person may file a complaint with the U.S. Department of Education if s/he feels that the School District has violated FERPA, by sending a written complaint to:

Family Policy Compliance Office
U.S. Department of Education 600
Independence Avenue, S.W.
Washington, D.C. 20202-4605

APPENDIX H

8340 - STUDENT PRIVACY RIGHTS POLICY

Student Surveys

In accordance with the Protection of Pupil Rights Amendment (PPRA) of the No Child Left Behind Act, the School District is committed to protecting the rights and privacy interests of parents/guardians and students with regard to administering surveys to students which include one or more of the following items:

- Political affiliations or beliefs of students toward the student's parent/guardian;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom the student has close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
- Religious practices, affiliations or beliefs of the student or the student's parent/guardian;
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

U.S. Department of Education Funded Surveys

The District shall make instructional materials available for inspection by parents/guardians if the materials will be used in connection with a U.S. Department of Education funded survey, analysis or evaluation in which their children participate and it addresses one or more of the above issues. In addition, the School District shall obtain prior written parent/guardian consent before minor students are required to participate in any such survey, analysis or evaluation.

Surveys Funded by Other Sources

The parent/guardian has a right to inspect, upon request, a survey created by a third party (other than the U.S. Department of Education) which addresses one or more of the above issues before the survey is administered or distributed by the school to the student. Such request must be submitted by the parent/guardian to the building principal at least ten (10) days prior to the administration or distribution of any survey.

Instructional Materials

Parents/guardians shall be granted, upon request, reasonable access and the right to inspect instructional materials used as part of the educational curriculum for the student within a reasonable period of time after such request is received by the District. Requests shall be submitted by the parent/guardian, in writing, to the building principal. "Instructional Materials" is defined as instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Examinations or Screenings

The School District shall provide parents/guardians with the opportunity to opt their child out of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance and that is not necessary

to protect the immediate health and safety of the student and/or other students. The term “Invasive Physical Examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection in the body, but does not include any physical examination or screening that is permitted or required by law (e.g., hearing, vision or scoliosis screening).

Collection, Disclosure or Use of Personal Information

Unless required or authorized by federal or state law and/or regulation, it is the policy of the Board of Education to not permit the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information for that purpose, unless otherwise exempted pursuant to law. “Personal Information” is defined as individually identifiable information including a student’s or parent/guardian’s first and last name, home address, telephone number or Social Security #).

This provision shall not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions such as:

- A. College or other post-secondary education recruitment or military recruitment;
- B. Books, clubs, magazines and programs providing access to low cost literary products;
- C. Curriculum and instructional materials used by elementary and secondary Schools;
- D. Tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. The sale by students of products or services to raise funds for school-related or education-related activities;
- F. Student recognition programs.

Notification to Parents

The School District shall provide parents with a copy of this policy at the beginning of each school year, and within a reasonable period of time after adoption or substantive change in this policy.

The School District shall provide parents/guardians with notification, at least annually, at the beginning of the school year, of the specific or approximate dates during the school year when the above activities are scheduled or expected to be scheduled.

The School District shall provide notification to parents/guardians and offer them the opportunity to opt their child out of participation in the following activities:

- Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information;
- The administration of any survey containing one or more of the items listed above;
- Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student and/or other students.

Miscellaneous

The provisions of PPRA and this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA). In addition, PPRA does not

supersede any of the requirements of the Family Educational Rights and Privacy Act (FERPA).

The rights provided to parents/guardians under PPRA transfer to the student when he/she turns 18 years of age or is an emancipated minor under applicable state law.

STUDENT PRIVACY

The Protection of Pupil Rights Amendment (P.P.R.A.) of the No Child Left Behind Act affords parents/guardians and students 18 years of age or older (eligible students) certain rights with regard to student surveys, instructional materials, physical examinations or screenings, and the collection, disclosure, or use of personal information.

Appendix D in Section B. includes a copy of the District's policy on student privacy rights. We will inform you within a reasonable period of time of any substantive changes to this policy. We will also provide you the specific or approximate dates during the school year when any of the following are scheduled or expected to be scheduled:

Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information;
The administration of any survey containing one or more of the items listed above.
Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by a school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student and/or other students.

You will have the opportunity to exclude your child from participating in any of the above activities, by completing Form 8340-1 in Section C.

APPENDIX I

8464 - USE OF ELECTRONIC DEVICES POLICY

Students

The Board of Education recognizes and respects that parents want to communicate with their children going to and from school for safety reasons. Therefore, students are permitted to bring personal electronic devices to school; however, once a student enters the school building, such devices must be turned off and kept out of sight during the hours of the student instructional day. In addition, all headphones and earbuds must be stored and kept out of sight. If such device, headphones or earbuds are seen or used during the student instructional day, except under the limited circumstances set forth in this policy, the following are the consequences:

First offense - the device (defined to include headphones and/or earbuds) will be confiscated until the parent/guardian (“parent”) comes to school to pick it up. The parent must also sign a document acknowledging that if there is a second offense the device will be confiscated until the end of the quarter and if there is a third offense, the device will be confiscated until the end of the school year.

Second offense - the device will be confiscated until the end of quarter.

Third offense - the device will be confiscated until the end of the school year.

If a student refuses to turn over the device, headphones and/or earbuds to the teacher or administrator, there will be disciplinary consequences in accordance with the District Code of Conduct.

For purpose of this policy, personal electronic devices may include but are not limited to:

- Existing and emerging mobile communication systems and smart technologies (e.g., cellular phones, iPhones, Smartphones, Internet enabled phones);
- Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs etc.)
- Handheld entertainment systems (MP3 players, iPods, ear buds, etc.)
- Current or emerging wireless technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing etc.
- Accessories such as headphones and earbuds.

The Board of Education prohibits the use of electronic devices that may distract from or disrupt the educational process and/or that may be used as weapons (including but not limited to laser pointers, light pointers. The Board of Education also prohibits audiotaping, videotaping or photographing on school property, except with permission of a staff member or for the purpose of photographing or videotaping public events (e.g., athletic events, plays, concerts, awards ceremonies). A student who violates this paragraph will be subject to discipline in accordance with law and the District Code of Conduct.

Examinations

In order to ensure examination security, except as specifically required by law, the possession and/or use of any such electronic devices is prohibited during any test, examination, quiz etc. In addition to being subject to discipline and confiscation of the device, a student determined to have cheated on a quiz, test or examination through the use of an electronic device shall be given a grade of zero in that quiz, test or examination.

Students may not possess any electronic communication device or technology during Regents Examinations either in the room where the test is administered or while on a supervised break and until the examination has been completed, handed in and the student has left the examination room. If a student is observed with any such device or related technology while taking a State examination, the student will be allowed to complete the examination. The incident shall be reported to the Building Principal. If the Building Principal determines that the student had a prohibited device in his/her possession during the

examination, the test will be invalidated and no score will be calculated for the student.² The incident must also be reported, in writing, to the New York State Education Department, Office of State Assessment.

Employees

Employees must keep electronic devices turned off during student instructional time. Failure to do so may subject the employee to discipline in accordance with law and any applicable collectively negotiated agreement.

Emergencies

During health and safety emergencies, such as fire drills, bomb threats and evacuations, no electronic devices may be used by students, staff or any third party, for the safety of students and staff, unless express permission is given by the Building Administration or staff member in charge.

Privacy

Personal electronic devices shall not be used in any way that threatens, humiliates, harasses or intimidates students, staff or visitors, or otherwise violates District policies and regulations or state or federal laws. Students are prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexually explicit nature on their personal electronic devices while on school premises, at school-sponsored activities or on school transportation, or from off-campus and which are received at school or school activities.

The Board of Education prohibits any form of photography, tape recording or video recording of any individual on school property, in school facilities or at school-sponsored activities without that individual's knowledge, as well as the dissemination of any photograph or recording without the individual's permission. In no event shall any individual photograph or record in a zone where an individual has a reasonable expectation of privacy, including but not limited to locker rooms, bathrooms, and Nurse's office. A student who violates this policy shall be subject to discipline in accordance with law and the District Code of Conduct. An employee who violates this policy shall be subject to discipline in accordance with law and any applicable collectively negotiated agreement. Law enforcement authorities will be contacted in an appropriate case.

Enforcement

It shall be the responsibility of District staff members (including but not limited to administrators, teachers, teaching assistants, teacher aides and security guards) to strictly enforce the provisions of this policy and to report violations to the building administration.

Responsibility

The decision to bring electronic devices to school or school sponsored events rests with the individual student and his/her parents/guardians or the individual employee, respectively, and therefore the responsibility for such devices rests solely with the individual student or employee. The School District discourages bringing electronic devices to school. The School District assumes no responsibility or liability whatsoever for investigating, repairing or replacing an electronic device in the event that an electronic device is damaged, misplaced or stolen during the school day, when on school property or when in attendance at a school sponsored event, whether on or off of school property. The School District further assumes no responsibility or liability for any claims, losses, damages, suits, expenses or costs (including but not limited to communication bills, data usage bills) of any kind arising out of or related to the use or possession of a personal electronic device.

² Section 225 of the Education Law makes fraud in examinations, such as obtaining aid from or giving aid to another person during a Regents Examination, a misdemeanor.

APPENDIX J

8605 - VEHICLE IDLING POLICY

The Board of Education recognizes that emissions that accumulate from school buses and other vehicles on school property can be harmful to students, staff and the environment. The Board further recognizes that unnecessary idling by school buses and other District vehicles wastes fuel and financial resources. Idling is defined as the operation of the engine of a vehicle while the vehicle is not in motion and not being used to operate auxiliary equipment that is essential to the basic operation of the vehicle.

The Board, therefore, prohibits unnecessary idling by school buses and other District owned, contracted for or leased vehicles on school property and at school activities. The Board also discourages visitors from unnecessary idling of vehicles on school property and at school activities.

The Superintendent of Schools shall develop procedures consistent with this policy and shall ensure that school bus drivers and other appropriate school personnel receive training to implement this policy. The Superintendent shall also ensure that parents are notified annually of this policy.

“No idling” signs will be posted to alert bus drivers, other employees and parents to turn off vehicles when waiting to drop off or pick up students or when parked.

VEHICLE IDLING - REGULATION

School Buses

When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.

At school bus depots, the idling time to warm up the school buses in the early morning shall be for the time recommended by the manufacturer (generally three to five minutes) except in the coldest weather.

To the extent possible in order to maintain interior vehicle warmth, during cold weather months, school buses should be driven to the school as close to the scheduled pick-up time as possible, then turned off while waiting for students to load. Bus idling to maintain interior warmth shall be at a very minimum and shall occur outside of the school zone. The schools shall provide a space inside the school building where bus drivers can arrive early and wait.

The following are considered exceptions to the above rules and extraordinary circumstances that implicate health and safety and are beyond the bus driver’s control:

- waiting in traffic
- while loading/unloading students with special needs, if necessary (e.g., wheelchair lifts whose operation requires the engine to be running)
- for traffic, safety or emergency situations
- for maintenance or mechanical inspections or repair
- During extreme weather conditions for the purpose of warming the interior of the bus.

School buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported to locations off of school grounds.

Transportation Operations shall revise bus schedules so that school bus caravanning can be avoided and the cleanest buses assigned to the longest routes.

All bus drivers shall receive a copy of this Policy and Regulation at the beginning of every school year.

Other Vehicles

All service delivery vehicles shall turn off the engines while making deliveries to school buildings and shall not park in areas where there are intake vents to the school buildings.

Parents/guardians who drop off or pick up their children at school should do so quickly and at the area designated for drop off or pick up. Parents should turn off the vehicle engine while waiting to drop off or pick up a student, or when parked.

This Policy and Regulation shall be posted on the District's website.

APPENDIX K

9716 - PARENTAL RIGHTS TO ANNUAL PROFESSIONAL PERFORMANCE THE ORIGINAL REVIEW COMPOSITE SCORES & QUALITY RATINGS AND THE TRANSITIONAL COMPOSITE SCORES AND RATINGS UNDER EDUCATION LAW SECTION 3012-c

In accordance with the provisions of Section 3012-c of the Education Law, the Board of Education shall facilitate the disclosure of the Annual Professional Performance Review final quality ratings and numerical composite effectiveness scores of the classroom teachers and building principals to the parents/legal guardians of students under their supervision for the current school year.

In the interest of protecting the privacy rights of the professional educators while facilitating parental access, the District shall require reasonable verification of identity prior to releasing information to parents/legal guardians.

The Superintendent of Schools shall develop a parental notice and information access form that shall be exhibits to this policy and an integral part hereof. The parental notice shall be posted in conspicuous locations within the District and the notice and form shall be made available on the District website. Please use Form 9176 1617 in Section C to request APPR Review final quality ratings and numerical composite scores. Forms should be returned to Human Resources at the Board of Education, 124 Grand Street, Newburgh, NY. The phone number for the Division of Human Resources is 845-563-3462.

C. FORMS

CONSENT FOR THIRD PARTY TO INSPECT/REVIEW EDUCATION RECORDS

Date: _____

Mr. Matthew McCoy Records Access Officer
Newburgh Enlarged City School District
124 Grand Street
Newburgh, NY 12550

Dear Mr. McCoy:

I authorize (name of third party) _____ to review and inspect the education records identified below, for (name of student) _____, who is (please circle one) my son / my daughter / myself as eligible student. I understand that the records will be made available within forty-five (45) days of the date stated above and that the authorized third party will be notified of the time and place where the records may be inspected. I also understand that the district may require that a district official be present during the inspection and that no documents may be removed from school premises. I further understand that I will not be able to view any portion of any record pertaining to another student. I further understand that, at my request, I will be furnished with a copy of the records reviewed by the third party, at a cost of 25 cents per page.

I authorize that the following records be inspected/reviewed:

- 1) _____
- 2) _____
- 3) _____

The purpose of the records inspection/review is:

The authorized third party can be reached at telephone #_____. I can be reached at my home telephone #_____, or at my cellular phone #_____. Thank you for your attention to this request.

Sincerely,

Notarized Signature of
Parent/Guardian/Eligible Student

Cut or fold and tear off along this line or copy the form

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PARENT/GUARDIAN/STUDENT REQUEST FOR COPY OF EDUCATION RECORDS

Date: _____

Mr. Matthew McCoy Records Access Officer
Newburgh Enlarged City School District
124 Grand Street
Newburgh, NY 12550

Dear Mr. McCoy:

The purpose of this letter is to request copies of the education records identified below, for (name of student), who is (please circle one) my son / my daughter / myself as eligible student. I understand that, if the records include answers to a standardized test(s), the district will not provide a copy of the standardized test questions.

I request copies of the following records:

- 1) _____
- 2) _____
- 3) _____

I am making this request because of the reason(s) indicated below with an X:

- The student's records are being transferred to another school.
- Information is being released to a third party I have designated.
- District failure to provide copies will effectively deny my right to inspect the records (for example, if the parent lives far away and cannot come in to review/inspect them).

I understand that, unless one of these reasons is indicated, district policy states that copies of records shall not be provided. I also understand that I will reimburse the district a fee of 25 cents per page (or actual cost of reproduction), and postage, if any.

I can be reached at my home telephone # _____, or at my cellular phone # _____.
Thank you for your attention to this request.

Signature of Parent/Guardian/Eligible Student

Printed Name: _____

Student's DOB: _____ Current school: Last school attended: Year of graduation:

Cut or fold and tear off along this line or copy the form

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CONSENT TO PROVIDE COPY OF EDUCATION RECORDS TO A THIRD PARTY

Date: _____

Mr. Matthew McCoy Records Access Officer
Newburgh Enlarged City School District 124 Grand Street
Newburgh, NY 12550

Dear Mr. McCoy:

The purpose of this letter is to authorize to receive copies of the education records identified below, for (name of student) _____, who is (please circle one) my son / my daughter / myself as eligible student. I understand that, if the records include answers to a standardized test(s), the district will not provide a copy of the standardized test questions.

I consent to have copies of the following education records provided:

- 1) _____
- 2) _____
- 3) _____

I am making this request because of the reason(s) indicated below with an X:

- The student's records are being transferred to another school.
- District failure to provide copies will effectively deny my right to inspect the records (for example, if the parent lives far away and cannot come in to review/inspect them).

I understand that, unless one of these reasons is marked, district policy states that copies of records shall not be provided. I also understand that the designated third party will reimburse the district a fee of 25 cents per page (or actual cost of reproduction), and postage, if any.

The authorized third party can be reached at telephone # _____. I can be reached at my home telephone # _____, or at my cellular phone # _____. Thank you for your attention to this request.

Sincerely,

Notarized Signature of Parent/Guardian/Eligible Student

Student's	DOB: _____
Current school:	_____
Last school attended:	
Year of graduation:	_____

Cut or fold and tear off along this line or copy the form

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CONSENT TO PROVIDE COPY OF EDUCATION RECORDS TO AN AGENCY

Date: _____

Mr. Matthew McCoy Records Access Officer
Newburgh Enlarged City School District 124 Grand Street
Newburgh, NY 12550

Dear Mr. McCoy:

The purpose of this letter is to authorize _____ to receive copies of the education records identified below, for (name of student) _____, ID # _____, who is (please circle one) my son / my daughter / myself as eligible student. I understand that, if the records include answers to a standardized test(s), the district will not provide a copy of the standardized test questions.

I consent to have copies of the following education records provided:

- 1) _____ 2) _____
- 3) _____ 4) _____
- 5) _____ 6) _____

I am making this request because the agency needs the records to prepare a report to the State Education Department or to an agency that provides monies for a program in which my child is participating. **As confirmed by the signature of the agency representative below, the agency hereby agrees that it will not release to any unnamed parties any information contained in the copies of the education records identified above unless I consent to such further release.**

I understand that the designated agency will pay the district a fee of 25 cents per page (or actual cost of reproduction) unless waived by the district, and postage, if any. The designated agency's telephone # is _____. Thank you for your attention to this request.

Sincerely,

Signature of Parent/Guardian/Eligible Student Printed Name Date

Authorized Agency Representative Date

Cut or fold and tear off along this line or copy the form

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THIRD PARTY OR AGENCY AGREEMENT
TO MAINTAIN CONFIDENTIALITY OF EDUCATION RECORDS

Date: _____

Mr. Matthew McCoy Records Access Officer
Newburgh Enlarged City School District 124 Grand Street
Newburgh, NY 12550

Dear Mr. McCoy:

I hereby agree that I or the agency I represent will not further release the information contained within the education records and/or copies of the education records identified below, for (name of student) _____, ID# _____, which I have reviewed and/or received from the district with parental/student consent, unless the parent/guardian or eligible student consent to such further release.

I understand that the release of education records without the consent of the parent/guardian or eligible student is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended.

Sincerely,

Authorized Third Party

Cut or fold and tear off along this line or copy the form

This form must be completed, signed, and attached to FORM 8330-4 1617 or FORM 8330-5 1617

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PARENT/GUARDIAN/ELIGIBLE STUDENT REQUEST TO AMEND EDUCATION RECORDS

Date: _____

Dr. Roberto Padilla
Superintendent of Schools
Newburgh Enlarged City School District 124 Grand Street
Newburgh, NY 12550

Dear Dr. Padilla:

The purpose of this letter is to request that the education records or parts of the education records identified below, for (name of student)_____, who is (please circle one) my son / my daughter / myself as eligible student, be amended. Next to each record or part of the record, I have indicated the reason why I believe it is inaccurate, or misleading, or violates the privacy or other rights of the student.

I wish to have the following records or parts of the record amended for the reasons indicated below:

- 1) _____
- 2) _____
- 3) _____

I understand that the district has ten (10) working days from receipt of this request to respond in writing. I also understand that the procedure for appealing the decision of the Superintendent of Schools may be found in the regulations pertaining to Policy No. 8330.

I can be reached at my home telephone # _____, or at my cellular phone # _____.
Thank you for your attention to this request.

Sincerely,

Notarized Signature of
Parent/Guardian/Eligible Student

Cut or fold and tear off along this line or copy the form

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OBJECTION TO RELEASE OF DIRECTORY INFORMATION

September 2016

Dear Parent/Guardian/Eligible Student:

The Newburgh Enlarged City School District has designated the following items as Directory Information, and may disclose any of the items without your prior written consent, unless notified in writing by you not to do so:

Student's name, parent(s)/guardian(s)' name(s), address, telephone number (for high school students only), school of attendance, major field of study, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and photographs created in conjunction with school sponsored activities and awards for use in school district publications.

If you object to the release of any or all of the directory information listed above, you must notify the district in writing by the end of the first thirty (30) days of the school year or within thirty (30) days of receipt of this notice. For your convenience, you may note your objections to the release of directory information on this form and return it to the principal of your child (ren)'s school.

Please do not release directory information without my prior consent.

(Parent/Guardian or Eligible Student Signature)

(Date)

Please return this form to the school if you object to the release of directory information

Cut or fold and tear off along this line or copy the form

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RECRUITMENT BY OUTSIDE GROUPS

September 2016

Dear Parent/Guardian or Eligible Student:

Pursuant to the No Child Left Behind Act (NCLB), the Newburgh Enlarged City School District must disclose to military recruiters and/or institutions of higher learning, upon request, the names, addresses, and telephone numbers of high school students. The District must also notify you, as parent/guardian or eligible student, of your right, and the right of a student who is 18 years of age or older, to request that the District not release such information without prior written parental/eligible student consent.

Therefore, if you, as a parent/guardian of a high school student, or as an eligible student, wish to exercise your option to withhold your consent to the release of the above information to military recruiters and/or institutions of higher learning, you must sign, date and return the form below to the Acting Principal of the respective NFA Campus as soon as possible.

Sincerely,

Co- Principal
Newburgh Free Academy, Campus

Date: _____

TO: Mr. Raul Rodriguez, Co-Principal, NFA Main Campus
 Mr. Matteo Doddo, Co-Principal, NFA North Campus
 201 Fullerton Avenue or 301 Robinson Avenue Newburgh, New York 12550

I, the parent/guardian of (name of student) _____, or I, _____, a student at Newburgh Free Academy 18 years of age or older, do not consent to the release of the name, address and telephone number of the student named above/my name to (check all that apply) _____ military recruiters and/or _____ institutions of higher education.

(Parent/Guardian Signature) (Printed Name of Parent/Guardian)

(Eligible Student Signature) (Printed Name of Eligible Student)

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CONSENT FOR OR OPT-OUT OF SPECIFIC ACTIVITIES

September 2016

The Protection of Pupil Rights Amendment (P.P.R.A.), 20 U.S.C. § 1232h, requires the Newburgh Enlarged City School District to notify you and obtain consent or allow your child to opt out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

- 1) Political affiliations or beliefs of the student or student’s parent(s);
- 2) Mental or psychological problems of the student or student’s family;
- 3) Sex behavior or attitudes;
- 4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- 5) Critical appraisals of others with whom respondents have close family relationships;
- 6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- 7) Religious practices, affiliations, or beliefs of the student or parent(s); or
- 8) Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The school will send you a schedule of activities requiring parental notice and consent or opt-out for the 2016-17 school year. The list might not be exhaustive and, for surveys and activities scheduled after the school year starts, the school will provide you, as the parent, guardian, or eligible student, notification of the surveys and activities and give you, within a reasonable period of time prior to the date the surveys and activities will be administered, the opportunity to opt your child or yourself out, as well as an opportunity to review the surveys.

If you wish your child to participate in the surveys or activities, you will be asked to sign and return a form similar to this form, no later than ten (10) days of the date at the top of the form. If you wish to review any survey instrument or instructional materials used in connection with any protected information or marketing survey, you will be able to contact the principal of your child(ren)’s school. You have the right to review surveys and/or instructional materials before they are administered to your child or to yourself.

I, (parent/guardian or eligible student’s name) _____,
 ____ Give my consent or ____ do not give my consent (mark one of the two) for my child
 (Student’s name) _____ or my participation in the survey
 _____, on or about (date) _____.

 Parent/Guardian/Eligible Student Signature Date

Cut or fold and tear off along this line or copy the form

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PERMISSION TO USE PHOTOGRAPHS/VIDEOTAPE RECORDINGS

Date: _____

For students under the age of 18 years:

I, the undersigned parent/guardian of (name of student) _____, ID # _____, a student in the Newburgh Enlarged City School District, give my permission for the Newburgh Enlarged City School District to use photographs and/or videotape recordings of my child, as well as the following types of information regarding my child, in articles about the District in local newspapers, District newsletter(s), the Yearbook, on the District's Webpage on the Internet, and local television stations, during the 2016-17 school year.

- Name (but not on the Webpage)
- Participation in activities and sports
- Degrees, honors and awards received
- Student's work
- Photographs of child participating in school and school-related activities
- Videotape recordings of child participating in school and school-related activities.

I release the Newburgh Enlarged City School District, its officers, employees, agents, and successors, from any and all claims, demands, actions, causes of action, suits, damages and judgments as a result of the use of the above information about my child in the publications and other activities described above.

Parent/Guardian

Printed Name

Date

For students 18 years of age or older:

I am 18 years of age or older, I have read the above information, I understand the conditions of the above agreement, and I will be bound by its terms on my own behalf.

Printed Name of Student

ID#

Signature

Date

OR, PLEASE COMPLETE THE SECTION BELOW

I do not want the types of information described above regarding my child or myself (name of student) _____, ID# _____, given to local newspapers, used in District newsletters, the Yearbook, or on the Website, or given to local television stations, during the 2016-17 school year.

Parent/Guardian/Eligible Student

Signature

Date

This form should be returned to the school as soon as possible

Cut or fold and tear off along this line or copy the form

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RESPONSE TO REQUEST FOR RELEASE OF ANNUAL PROFESSIONAL PERFORMANCE REVIEW ORIGINAL QUALITY RATINGS AND COMPOSITE EFFECTIVENESS SCORES AND THE TRANSITIONAL COMPOSITE SCORES AND RATINGS PURSUANT TO EDUCATION LAW SECTION 3012-c FORM

Name of Parent(s)/Legal Guardians(s): _____

Name and ID number(s) of student(s): _____

Grade level of student(s): _____

Teacher's Name(s): _____

2016-17 Composite Score(s): _____

2016-17 HEDI Rating: _____

If you have questions regarding the information provided to you, please contact the Human Resources Department at 845-563-3462.

***Note: Pursuant to Education Law Section 3012-c, classroom teachers and building principals are entitled to strict privacy rights with respect to the disclosure of the District of the information that will be furnished to you. We are confident that you will respect those privacy rights.**

Cut or fold and tear off along this line or copy the form

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PESTICIDE APPLICATIONS NOTIFICATION REQUEST

Date: _____

TO: _____, Principal
_____, School

Address: _____
_____, NY 1255_

School: _____

School Address: _____
New _____, NY 1255_

I, _____ the parent/guardian of (name of student) _____, a
student at _____ School, would like to receive written notification of any future pesticide
applications at the school.

My mailing address is:

Thank you,

(Parent/Guardian Printed Name)

(Parent/Guardian Signature)

Cut or fold and tear off along this line or copy the form

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CONSENT TO ADMINISTER EMERGENCY TREATMENT

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

Dear Parent/Guardian:

This card provides the school with:

- Emergency Medical Information
- Emergency Consent
- Release of Health Information to appropriate personnel

It is very important that you provide the school with this information for your child.

In the event of an **emergency situation** (illness, injury, etc.), working phone numbers are necessary to make parent/guardian contact.

.....
It is your responsibility to keep the school up to date with any changes that may occur during the school year – change of phone numbers, address, medication, health problems.

- Medications needed in school must come through the Health Office with the appropriate paperwork
- Any medical/health excuse for Physical Education (Gym), Sports Activities or Recess must be brought to the Health Office

If you have any questions concerning this card, contact the Health Office at your child's school.

Go to the back of this card to complete the information

Cut or fold and tear off along this line or copy the form

CONSENT TO ADMINISTER EMERGENCY TREATMENT

I give permission for this information to be shared with appropriate personnel.

Health Problems: _____
 Allergies: _____
 Medication for allergies: _____
 Daily medication taken at home: _____
 Medicaid #: _____
 Health Insurance Carrier & #: _____
 Child's physician or health care provider: _____
Name Address Phone #

To assure that my child _____ will receive adequate medical attention, I hereby give my consent in the event that an emergency situation arises for the school nurse or other properly trained personnel to activate the Emergency Medical System. This may include transportation via ambulance to the nearest hospital where emergency medical care will continue. I understand that all reasonable attempts to contact me will be made.

Date: _____
Parent/Guardian Signature
Relationship

School ID Number: _____

Student's Name: _____ M__ F__ Date of Birth: _____ Date: _____
Last name First Name

School: _____ Grade: _____ Teacher/Homeroom: _____

Home Address: _____ Home Phone: _____
Street City/Town

Mother: _____ | _____ Work # _____ Cell # _____
Name Work name

Father: _____ | _____ Work # _____ Cell # _____
Name Work name

Guardian or other person to contact in case of emergency:

Name Address Phone #

Name Address Phone #

Siblings (brothers/sisters)
 Name School Attending Grade Date of Birth

CONSENT TO ADMINISTER EMERGENCY TREATMENT

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

Dear Parent/Guardian:

This card provides the school with:

- Emergency Medical Information
- Emergency Consent
- Release of Health Information to appropriate personnel

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- Medications needed in school must come through the Health Office with the appropriate paperwork
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CONSENT TO ADMINISTER EMERGENCY TREATMENT

I give permission for this information to be shared with appropriate personnel.

Health Problems: _____
 Allergies: _____
 Medication for allergies: _____
 Daily medication taken at home: _____
 Medicaid #: _____
 Health Insurance Carrier & #: _____
 Child's physician or health care provider: _____
Name Address Phone #

To assure that my child _____ will receive adequate medical attention, I hereby give my consent in the event that an emergency situation arises for the school nurse or other properly trained personnel to activate the Emergency Medical System. This may include transportation via ambulance to the nearest hospital where emergency medical care will continue. I understand that all reasonable attempts to contact me will be made.

Date: _____
Parent/Guardian Signature
Relationship

School ID Number: _____

Student's Name: _____ M__ F__ Date of Birth: _____ Date: _____
Last name First Name

School: _____ Grade: _____ Teacher/Homeroom: _____

Home Address: _____ Home Phone: _____
Street City/Town

Mother: _____ | _____ Work # _____ Cell # _____
Name Work name

Father: _____ | _____ Work # _____ Cell # _____
Name Work name

Guardian or other person to contact in case of emergency:

Name Address Phone #

Name Address Phone #

Siblings (brothers/sisters)

Name	School Attending	Grade	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____

CONSENT TO ADMINISTER EMERGENCY TREATMENT

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

Dear Parent/Guardian:

This card provides the school with:

- Emergency Medical Information
- Emergency Consent
- Release of Health Information to appropriate personnel

It is very important that you provide the school with this information for your child.

In the event of an **emergency situation** (illness, injury, etc.), working phone numbers are necessary to make parent/guardian contact.

.....
It is your responsibility to keep the school up to date with any changes that may occur during the school year – change of phone numbers, address, medication, health problems.

- Medications needed in school must come through the Health Office with the appropriate paperwork
- Any medical/health excuse for Physical Education (Gym), Sports Activities or Recess must be brought to the Health Office

If you have any questions concerning this card, contact the Health Office at your child's school.

Go to the back of this card to complete the information

Cut or fold and tear off along this line or copy the form

CONSENT TO ADMINISTER EMERGENCY TREATMENT

I give permission for this information to be shared with appropriate personnel.

Health Problems: _____
 Allergies: _____
 Medication for allergies: _____
 Daily medication taken at home: _____
 Medicaid #: _____
 Health Insurance Carrier & #: _____
 Child's physician or health care provider: _____
Name Address Phone #

To assure that my child _____ will receive adequate medical attention, I hereby give my consent in the event that an emergency situation arises for the school nurse or other properly trained personnel to activate the Emergency Medical System. This may include transportation via ambulance to the nearest hospital where emergency medical care will continue. I understand that all reasonable attempts to contact me will be made.

Date: _____
Parent/Guardian Signature
Relationship

School ID Number: _____

Student's Name: _____ M__ F__ Date of Birth: _____ Date: _____
Last name First Name

School: _____ Grade: _____ Teacher/Homeroom: _____

Home Address: _____ Home Phone: _____
Street City/Town

Mother: _____ | _____ Work # _____ Cell # _____
Name Work name

Father: _____ | _____ Work # _____ Cell # _____
Name Work name

Guardian or other person to contact in case of emergency:

Name Address Phone #

Name Address Phone #

Siblings (brothers/sisters)
 Name School Attending Grade Date of Birth

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Name	School Attending	Grade	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____

HARASSMENT AND/OR BULLYING COMPLAINT FORM

The purpose of this form is to inform the district of an incident or series of incidents of bullying and/or harassment so we can investigate and take appropriate steps. **If you feel unsafe, or if your child feels that way, fill out this form, but we urge you to speak directly with (insert name _____) by either visiting room ____ or calling _____ as soon as possible so we can address your concerns.**

Student Name: _____ Student ID: _____
Grade: _____ School: _____

Describe the incident(s). Please include when and where it happened.

List the name(s) of the individual(s) accused of bullying and/or harassment.

Were there any witnesses? ___ Yes ___ No If yes, please list the names of the individual(s).

I certify that all statements on this form are accurate and true to the best of my knowledge.

Signature

Date

Please attach any supporting documentation (i.e., copies of emails, notes, photos, etc.).

Return this form to: *(insert applicable name and address of school staff)*

Note on confidentiality:

In order to investigate the complaint, the district will disclose the content of the complaint only to those persons who have a need to know. This form will not be shown to the accused student(s)/staff.

Dignity Act Coordinators –Michael McLymore & Pedro Roman

Dignity Act Liaisons –Assistant Principals in All Buildings

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DEAR PARENT/GUARDIAN/ELIGIBLE STUDENT

UPON RECEIPT OF THIS BOOKLET OF NOTIFICATION TO PARENTS, PLEASE SIGN THIS FORM IN THE LINE PROVIDED BELOW, WRITE THE DATE, TEAR THE FORM OFF, AND RETURN IT TO YOUR CHILD'S/YOUR SCHOOL.

THANK YOU.

2016 - 2017

I requested a hardcopy of the required parent notification booklet for the School Year 2016 – 2017. I also understand that the parent notification booklet is available online at newburghschools.org on the Family and Community Engagement webpage. I will read the booklet. I will discuss it with my child as appropriate.

I understand that the information included in this booklet is important. If I have questions or need clarification about its contents, I will call the Main Office at my child's/my school or contact the Director of Family and Community Engagement at 845-563-3458.

Signed,

Parent, Guardian, or Student 18 Years of Age or Older

Date