

**Marlboro Central School District**

**COMMUNITY RELATIONS**

**(Section 3000)**

**NUMBER**

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**(Section 3000)**

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## Community Relations

**SUBJECT: SCHOOL SPONSORED MEDIA**

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

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

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

## Community Relations

**SUBJECT: RELATIONS WITH THE MUNICIPAL GOVERNMENTS**

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

Adopted: 8/19/04

## Community Relations

**SUBJECT: SENIOR CITIZENS**

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

**Silver Card**

It shall be the policy of the Board of Education to award a silver card upon request, to the residents of the District who are 60 years of age or older, entitling that person to free admission to all school sponsored events.

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

Adopted: 8/19/04

## Community Relations

**SUBJECT: FLAG DISPLAY**

The Marlboro Board of Education believes that the flag of the United States is a symbol of the values of our nation, the ideals embedded in our Constitution and the spirit that should animate our District.

The District shall purchase a United States flag, flag staff and the necessary appliances for its display upon or near every school building. There shall be a flag on display in every assembly room of every school.

The flag shall be flown at full or half-staff pursuant to law. In addition, the flag may be flown at half-staff to commemorate the death of a present or former Board member, present or former employee or student, at the discretion of the Superintendent.

Consistent with national and state law and regulations and this policy, the Superintendent of Schools shall develop rules and regulations for the proper custody, care and display of the flag.

## Community Relations

**SUBJECT: SCHOOL VOLUNTEERS**

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

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

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

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

**Volunteer Guidelines**

A school volunteer is defined as a non-paid person who assists the instructional staff in curricular, co-curricular, or extra-curricular programs. A volunteer is a person who offers to provide assistance or service of his/her own free will without legal obligation.

- a) Volunteers are expected to support the District's instructional program and extra-curricular activities.
- b) Volunteers may assist on an occasional or regularly scheduled basis.
- c) The need for volunteers will be determined by the Building Principal or Athletic Director in cooperation with the faculty. Final decision concerning selection, placement and replacement is made by the Principal. Occasional volunteers will be screened by the Principal in a manner of his/her choosing. Regularly scheduled volunteers will at a minimum complete an application, undergo a reference check and be recommended by appropriate staff to the Principal. By approving volunteers, the District accepts the liability for their actions within the scope of their authority.
- d) Orientation and inservice training will be provided by appropriate staff as determined by the Principal.

(Continued)

## Community Relations

**SUBJECT: SCHOOL VOLUNTEERS**

- e) Volunteers will work under the supervision and direction of appropriate staff and are expected to comply with all rules and regulations set forth by the District.
- f) So that appropriate recognition may be made from time to time, an accurate list of volunteers shall be kept by each Principal or supervisor and forwarded to the Superintendent.
- g) The District does not carry health/accident insurance or Workers' Compensation on volunteers. They are covered for their actions within the scope of their approved authority under the liability section of the District's umbrella policy. This is not the case for visitors.
- h) Volunteers must sign in and out in the school office or alternate area designed for this purpose, unless determined otherwise by the Building Principal.
- i) By wearing appropriate identification, volunteers will be immediately recognized as persons whose specific purpose is helping students and staff. Appropriate identification will be determined by the Superintendent, Building Principal, supervisor, or an individual designated by them.

Volunteer Protection Act of 1997,  
42 United States Code (USC) Section 14501 et seq.  
Education Law Sections 3023 and 3028  
Public Officers Law Section 18

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

Adopted: 8/19/04

**SUBJECT: CHARTER SCHOOLS**

A charter school is a public school financed through public local, state and federal funds that is independent of local school boards. Although the New York Charter Schools Act of 1998 designates certain "charter entities," only the local School District may approve the conversion of an *existing public school* to a charter school. Prior to any such conversion to a charter school, the parents/guardians of the majority of the students then enrolled in the public school must have voted in favor of the conversion.

For charter schools approved by the Board of Trustees of the State University of New York or the Board of Regents, the local School District within which the charter school is located has the right to visit, examine, and inspect the charter school for compliance with all applicable laws, regulations, and charter provisions.

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

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

For the purposes of the Textbook Loan Program defined in Education Law Section 701, the Library Materials Loan Program defined in Education Law Section 711, and the Computer Software Loan Program defined in Education Law Section 751, and Health and Welfare Services defined in Education Law Section 912, students attending a charter school have the same access to textbooks, software and library materials loaned by the School District as if enrolled in a nonpublic school. Within available School District inventory and budgetary appropriations for purchase of such materials, the School District is required to provide such materials on an equitable basis to all public school students and to all nonpublic school and charter school students who are residents of the District (Textbook Loan Program) or who attend a nonpublic or charter school in the School District (Software and Library materials Loan Programs). The base year enrollment of students in the charter school may be claimed by the School District for the purposes of Textbook, Software and Library Materials Aids, in the same manner as nonpublic school enrollments are claimed.

(Continued)

## Community Relations

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

For the purpose of transportation, charter schools are considered nonpublic schools, which means that students attending charter schools who reside within a fifteen (15) mile radius of the charter school [or a greater radius if the voters of the *school district of residence* have approved nonpublic transportation for more than fifteen (15) miles] will receive transportation from their *school district of residence* on the same basis from nonpublic school students; that is, subject to the applicable minimum mileage limits for transportation in the *school district of residence*, and the requirement of the timely filing of the request for transportation pursuant to Education Law Section 3635(2).

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

Special Education programs and services shall be provided to students with disabilities attending a charter school in accordance with the individualized education program recommended by the Committee or Subcommittee of Special Education of the student's *school district of residence*. The charter school may arrange to have such services provided by the *school district of residence* or by the charter school directly or by contract by with another provider.

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

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

Teachers employed by the School District may apply for a leave of absence for purposes of teaching at a charter school. Approval for such leave of absence for a period of two (2) years or less shall not be unreasonably withheld. If such approval is granted to a teacher by the District, the teacher may return to teach in the School District during such period of leave without the loss of any right of certification, retirement, seniority, salary status, or any other benefit provided by law or by collective bargaining agreement. If an appropriate position is unavailable, the teacher's name shall be placed on a preferred eligible list of candidates for appointment to a vacancy that may thereafter occur in an office or position similar to the one such teacher filled in the District immediately prior to the leave of service.

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**SUBJECT: CHARTER SCHOOLS (Cont'd.)****Charter School Finances**

Charter school financing shall be based on the number of students projected to be served by the charter school and the approved operating expenses of the *district of residence* of those students. The New York Charter Schools Act requires that the *school district of residence* forward payments to the charter school, which shall include State and Federal aid and any other pertinent aid to students with disabilities, in six (6) substantially equal installments each year beginning on the first business day of the months of July, September, November, January, March, and May. Failure by the School District to make such required payments will result in the State Comptroller deducting the required amounts from State funds due to the District and paying them to the charter school.

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

Federal and State aid attributable to students with disabilities *are* required to be paid to a charter school by the *school district of residence* for those students attending such charter school *in proportion to the services the charter school provides such students*.

Amounts payable to a charter school by the School District will be determined by the Commissioner of Education.

Neither the School District, the charter entity, nor the State is liable for the debts of the charter school.

**Notice And Hearing Requirements**

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

Before a charter is issued or renewed, the *school district in which the charter school is located* is entitled:

- a) To hold a *public hearing* to receive comments from the community, and
- b) To comment on the proposed charter to the charter entity.

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

Time limits on the charter application process will be in accordance with the Charter Schools Act.

Education Law Article 56 and  
Sections 3602(11) and 3635  
8 New York Code of Rules and Regulations  
(NYCRR) Parts 100 and 119

Adopted: 8/19/04

**SUBJECT: ADULT EDUCATION PROGRAMS**

The Marlboro Board of Education shall endeavor to establish an adult education program providing the community with a broad scope of courses. Courses will be offered to meet the intellectual, social, vocational, and recreational needs of the community.

The mission of the District's adult education program shall be as follows:

- a) To promote life-long learning as a component of an individual's growth;
- b) To provide activities which enable people to develop their full potential;
- c) To provide a learning environment that encourages personal growth, autonomy and self-confidence;
- d) To contribute to the development of an aware and responsible community.

The Board shall appoint a member of the staff to coordinate the adult education program. In addition, the Board shall appoint a committee composed of community residents. The coordinator and the committee shall be charged with recommending to the Board policies and programs for the effective operation of the adult education program. The program's requirements include the following:

- a) The Board's responsibility and authority for the adult education program;
- b) Individuals appointed to teach adult education classes have a valid New York State teaching certificate or an evening vocational certificate;
- c) The individual administering and supervising the adult education program has a valid New York State teaching certificate. An individual who is assigned half or more of his/her time to the administration and supervision of the adult education programs not only has a valid New York State teaching certificate, but also has completed six (6) college semester hours in approved adult education courses, 90 clock hours of which are devoted to leadership education provided by the State Education Department;
- d) The program is structured to attain educational goals. Expenditures will not be approved for courses that are social or recreational in nature, with limited educational objectives, unless they are provided to adults 60 years or older;
- e) The program is provided to individuals who are beyond the compulsory school age and not enrolled in public or private secondary school;

(Continued)

**SUBJECT: ADULT EDUCATION PROGRAMS (Cont'd.)**

- f) A level of adult attendance is maintained in the program so that effective and efficient instruction may be provided;
- g) The Superintendent and the administrator of the adult education program ensures that all individuals who participate in the program are notified of the emergency procedures to be followed in the event of fire. This notification must occur during the first class meeting and include, but not be limited to, information regarding the fire alarm system, location of exits, routes of exit, and evacuation procedures.

The adult education program will be administered by the Superintendent or his/her designee and shall be revenue-generating through the collection of appropriate fees as well as through state and federal aid.

## Community Relations

**SUBJECT: HONORARY DIPLOMAS**

It shall be the policy of the Board of Education to provide an honorary diploma to an individual who has made meaningful contributions to the School District or to the community at large in educational areas such as art, music, science, mathematics, literature and their related fields.

**Criteria**

The honorary diploma shall be conferred at the Commencement Exercises of Grade Twelve of the Senior High School.

It is not expected that an honorary diploma be awarded each year, nor would the number of honorary diplomas be restricted to any one year.

The recipient of the honorary diploma need not be a former graduate of the Marlboro High School nor even a resident of the community or School District.

Those not eligible for an honorary diploma award would be all School District officers, all School District elected officials, all School District career officials, teachers, clerical workers, cafeteria workers, custodial workers, and in general, persons in elected political offices.

The selection of persons to be recommended for the honorary diploma would be determined by a committee composed of the Superintendent, and members of the administrative and teaching staffs.

The names of committee recommended candidates shall not be released until approved by the Board of Education.

The Superintendent of Schools shall make his report to the Board of Education on or before May 1 of each year listing each candidate and his/her merits.

## Community Relations

**SUBJECT: VISITORS TO THE SCHOOL**

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

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

Education Law Section 2801  
Penal Law Sections 140.10 and 240.35

Adopted: 8/19/04

## Community Relations

**SUBJECT: PUBLIC EXPRESSION AT MEETINGS**

All meetings of the Board shall be conducted in public, and the public has the right to attend all such meetings. Public expression at such meetings shall be encouraged and a specific portion of the agenda shall provide for this privilege of the floor. At its discretion, the Board may invite visitors to its meetings to participate in the Board's discussion of matters on the agenda.

The Board of Education reserves the right to enter into executive session as specified in Policy #1730 -- Executive Sessions.

NOTE: Refer also to Policy #1730 -- Executive Sessions

Adopted: 8/19/04

## Community Relations

**SUBJECT: PUBLIC COMPLAINTS**

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

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

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

## Community Relations

**SUBJECT: STUDENT PARTICIPATION**

Students provide an important channel of communication with parents and the entire community. Information concerning the schools may be properly disseminated through students. The School District's administrators shall review all messages and materials prior to authorizing their dispersal through the student body.

Adopted: 8/19/04

## Community Relations

**SUBJECT: PARENT-TEACHER ASSOCIATION**

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

Adopted: 8/19/04

## Community Relations

**SUBJECT: BOOSTER CLUBS**

Booster clubs or other related organizations may be created to promote community support and to raise funds for specific school activities or programs. These groups must receive official Board approval and may not discriminate on the basis of sex, sexual orientation, color, national origin, ethnic background, disability, religion or any other arbitrary criteria.

Rules and regulations will be established to govern the activities of booster clubs and other related organizations. The Board further requires that:

- a) Financial records be maintained and made available, upon request, for Board and/or public inspection;
- b) Fund raising activities be approved in advance by the Superintendent; and
- c) Groups wishing to make a contribution adhere to the District's policy and regulations regarding the acceptance of gifts.

Violations to District policy or regulations may result in the dissolution of the club or organization.

New York State Civil Rights Law Section 40-c  
Prohibits discrimination on the basis of race, creed,  
color, national origin, sex, marital status, sexual  
orientation or disability.

## Community Relations

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

Direct solicitation of charitable donations from children in the District schools on school property during regular school hours shall not be permitted. It will be a violation of District policy to ask District school children directly to contribute money or goods for the benefit of a charity during the hours in which District students are compelled to be on school premises.

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

- a) Fund raising activities which take place off school premises, or outside of regular school hours during before-school or after-school extracurricular periods;
- b) Arms-length transactions, where the purchaser receives a consideration for his/her donation. For example, the sale of goods or tickets for concerts or social events, where the proceeds go to charity, shall not be prohibited as the purchaser will receive consideration - the concert or social event - for the funds expended;
- c) Indirect forms of charitable solicitation on school premises that do not involve coercion, such as placing a bin or collection box in a hallway or other common area for the donation of food, clothing, other goods or money. However, collection of charitable contributions of food, clothing, other goods or funds from students in the classroom or homeroom is prohibited.

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

Regulations shall be developed by the administration to implement this policy.

8 New York Code of Rules and Regulations  
(NYCRR) Section 19.6  
New York State Constitution Article VIII, Section 1  
Education Law Section 414

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

Adopted: 8/19/04

## Community Relations

**SUBJECT: ADVERTISING IN THE SCHOOLS**

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

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

No materials of a commercial nature shall be distributed through the children in attendance in the Marlboro Central School District except as authorized by law or the Commissioner's Regulations.

New York State Constitution Article 8, Section 1  
8 New York Code of Rules and Regulations  
(NYCRR) Section 19.6

Adopted: 8/19/04

## Community Relations

**SUBJECT: SOLICITING FUNDS FROM SCHOOL PERSONNEL**

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

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

## Community Relations

**SUBJECT: PUBLIC SALES ON SCHOOL PROPERTY**

The Board of Education prohibits commercial sales on school property except when the proceeds of such sales benefit an educational or charitable purpose. In such instances, a permit may be requested from the Superintendent of Schools for the use of school property for public sales.

School organizations and parent associations may earn money through fund raising activities or sales on school property subject to the approval of the building principal.

Rules and regulations for public sales on school property shall be developed by the administration.

New York State Constitution  
Article 8, Section 1  
Education Law Section 414

Adopted: 8/19/04

## Community Relations

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES**

The Board of Education recognizes that district buildings and grounds are community assets. District facilities exist primarily for the education and recreation of the school children of the district. All uses of facilities shall be governed by and consistent with Section 414 of the Education Law of New York State.

District activities will have first priority on the use of district facilities, and the Board shall have the final decision concerning any use of all district facilities.

District facilities may be made available to the community as polling places for holding primaries and elections and for the registration of voters.

District facilities may be made available to non-school organizations for the pursuit of social, cultural, educational and recreational activities. Generally such activities shall serve other needs of children and/or promote the welfare of the district and/or community. Such uses shall be non-exclusive and open to the general public. In no case shall such use of district facilities disrupt or interfere with the primary purpose of the facilities or disturb other school-related activities taking place on the premise.

Any group that wishes to use district facilities and plans to charge an admission fee or raise funds will be considered only if the net proceeds are to be applied for educational or charitable purposes as is required by law (examples: Elementary School Fairs/Carnivals, Community Society Benefit Concert, Women's Club Event).

Any group that wishes to use district facilities and plans to charge a tuition or instructional fee will be considered only if such fee is reasonable in the context of the activity provided.

The Board will not investigate, assume responsibility for, or exercise censorship over the speakers any group invites or the content of any related presentation or performance, and such group is solely responsible for all such speakers and/or presentations. Granting use of district facilities shall not be deemed an endorsement by the Board or the district of the activity or purpose for which the facilities are used. Reasonable care must be taken by such organization to distinguish the organization from any implication of district sponsorship or endorsement.

Approvals for the use of any district facility will be:

- a) issued for specified hours;
- b) restricted to the specified purpose for which issued;
- c) confined to those facilities requested by the applicant and approved on the application; and

(Continued)

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)**

- d) limited to the sole use of the applicant (is non-transferable and may not be assigned or sublet to any third party group or individual).

Entities wishing to provide (donate), at minimal or no cost to the district or the user, a "third-party" activity, speaker or presentation involving the use of any district facilities must obtain the Superintendent's prior approval before:

- a) applying for permission to use district facilities;
- b) entering into any contract where the use of district facilities is contemplated and/or
- c) advertising or publicizing any such activity, speaker or presentation.

The Superintendent shall prescribe procedures (including an application form and fee schedule), subject to Board approval, for the use of any district facility.

It shall be the policy of the Marlboro Board of Education that the following is prohibited on school premises:

- a) Horseback riding;
- b) Unlicensed motorized vehicles of all kinds;
- c) Unauthorized parties or picnics of any kind;
- d) Unauthorized use of grounds;
- e) Unauthorized use of buildings;
- f) Unauthorized building entry;
- g) Cars on lawns areas or playing field areas;
- h) Unauthorized parking;
- i) Skateboarding, in line roller blades, and scooters;
- j) Snowmobiles;
- k) No walking of dogs.

(Continued)

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)****Use of Keys to the Building**

It shall be the policy of the Board of Education that keys or access cards to buildings or any part of the buildings (including cabinets, etc.) shall not be given, loaned or otherwise distributed to any pupil or anyone not in the employ of the District without approval of the Superintendent or designee.

Education Law Section 414

NOTE: Refer also to Policies #3410 – Code of Conduct on School Property  
#5640 – Smoking/Tobacco Use  
#7310 – School Conduct and Discipline  
#7320 – Alcohol, Tobacco, Drugs and Other Substances (Students)  
*District Code of Conduct on School Property*

Adopted: 8/19/04

## Community Relations

**SUBJECT: USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT**

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

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

Administrative regulations will be developed to assure the lender's responsibility for, and return of, all such materials and equipment.

Education Law Section 414

Adopted: 8/19/04

## Community Relations

**SUBJECT: OPERATION OF MOTOR-DRIVEN VEHICLES ON DISTRICT PROPERTY**

All motor-driven vehicles, including cars, snowmobiles, mini-bikes, motorcycles, all-terrain vehicles (ATV's) and other such vehicles including go carts, and scooters, or horses are prohibited from using any school grounds or areas except for authorized school functions or purposes.

**Motor Vehicle Regulations**

It shall be the policy of the Board of Education that all speed limits and traffic signs on school property will be adhered to and enforced in accordance with the provisions of Motor Vehicle Regulations Section 1670 and State Law.

All student vehicles are to be registered with the high school principal and parked in authorized areas only.

Vehicle and Traffic Law Section 1670

Adopted: 8/19/04

## Community Relations

**SUBJECT: PUBLIC ACCESS TO RECORDS**

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

A records access officer shall be designated by the Superintendent, subject to the approval of the Board of Education, who shall have the duty of coordinating the School District's response to public request for access to records.

Regulations and procedures pertaining to accessing District records shall be as indicated in the School District Administrative Manual.

Education Law Section 2116  
Public Officers Law Section 87  
21 New York Code of Rules and Regulations  
(NYCRR) Part 9760

## Community Relations

**SUBJECT: CONFIDENTIALITY OF COMPUTERIZED INFORMATION**

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

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

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

Family Educational Rights and Privacy Act of 1974  
20 United States Code (USC) 1232(g)  
34 Code of Federal Regulations (CFR) Part 99  
Public Officers Law Section 84 et seq.

Adopted: 8/19/04

## Community Relations

**SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY**

The District has developed and will amend, as appropriate, a written Code of Conduct for the Maintenance of Order on School Property, including school functions, which shall govern the conduct of students, teachers and other school personnel, as well as visitors. The Board of Education shall further provide for the enforcement of such Code of Conduct. The District refers the public to the Code of Conduct in the Administrative Regulations.

Education Law Sections 2801 and 3214  
Family Court Act Articles 3 and 7  
Vehicle and Traffic Law Section 142  
8 New York Code of Rules and Regulations  
(NYCRR) Section 100.2(1)(2)

NOTE: Refer also to Policy #7310 -- School Conduct and Discipline  
*District Code of Conduct on School Property*

Adopted: 8/19/04

## Community Relations

**SUBJECT: UNLAWFUL POSSESSION OF A WEAPON UPON SCHOOL GROUNDS**

It shall be unlawful for any person to knowingly possess any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or CO2 cartridge upon school grounds or in any District building without the express written authorization of the Superintendent or his/her designee.

Additionally, the possession of any weapon, as defined in the New York State Penal Code, on school property or in school buildings is prohibited, except by law enforcement personnel or upon written authorization of the Superintendent/designee.

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

Penal Law Sections 220.00(14), 265.01, 265.02(4),  
265.03, 265.05, and 265.06

NOTE: Refer also to Policies #7360 -- Weapons in School  
#7361 -- Gun-Free Schools

Adopted: 8/19/04

## Community Relations

**SUBJECT: THREATS OF VIOLENCE IN SCHOOL**

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

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

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

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

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

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

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

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

Adopted: 8/19/04

**SUBJECT: ANTI-HARASSMENT IN THE SCHOOL DISTRICT**

The Board of Education affirms its commitment to nondiscrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation. Harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, or disability by employees, school volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District.

Sexual orientation is defined as heterosexuality, homosexuality, bisexuality, or asexuality, whether actual or perceived.

The Board also prohibits harassment based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes. This policy of nondiscrimination and anti-harassment will be enforced on School District premises and in school buildings; and at all school-sponsored events, programs and activities, including those that take place at locations off school premises.

It is intended that this policy apply to the dealings between or among employees with employees; employees with students; students with students; employees/students with vendors/contractors and others who do business with the School District, as well as school volunteers, visitors, guests and other third parties. All of these persons are hereinafter referred to collectively as "the named group."

For purposes of this policy, harassment shall mean communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, or disability that:

- a) Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or is used as a basis for employment decisions (including terms and conditions of employment) affecting such individual; and/or creates an intimidating, hostile or offensive work environment;
- b) Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit;
- c) Otherwise adversely affects the employment and/or educational opportunities and benefits provided by the District.

(Continued)

## Community Relations

**SUBJECT: ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont'd.)**

The School District will act to promptly investigate all complaints, either verbal or written, formal or informal, of allegations of harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassment.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee, student, or other member of the above named group who believes he/she has been a victim of harassment in the school environment and/or at programs, activities and events under the control and supervision of the District, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence of harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated complaint officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the complaint officer is the alleged offender, the report will be directed to the next level of supervisory authority.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, even in the absence of an informal/formal complaint, if the District has knowledge of any occurrence of harassment, the District will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis.

Based upon the results of this investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with applicable laws and/or regulations, District policy and regulation, and the District Code of Conduct. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations and/or the Code of Conduct, will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the District does not preclude the filing of civil and/or criminal charges as may be warranted.

(Continued)

**SUBJECT: ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont'd.)**

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of harassment. Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the harassment complaint have not suffered retaliation.

Regulations will be developed for reporting, investigating, and remedying allegations of harassment based on the characteristics described above. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable complaint officer(s). Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of harassment with all employees and students, express the District's condemnation of such conduct, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to harassment in the schools, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for the investigation of harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on anti-harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks, and/or school calendars.

This policy should not be read to abrogate other District policies and/or regulations or the District Code of Conduct prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within this District. It is the intent of the District that all such policies and/or regulations be read consistently to provide the highest level of protection from unlawful discrimination in the provision of employment/educational services and opportunities. However, different treatment of any member of the above named group which has a legitimate, legal and nondiscriminatory reason shall not be considered a violation of District policy.

Title VII of the Civil Rights Act of 1964,  
42 United States Code (USC) Section 2000-e et seq.  
Prohibits discrimination on the basis of race, color,  
religion, sex or national origin.

(Continued)

## Community Relations

**SUBJECT: ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont'd.)**

Title VI of the Civil Rights Act of 1964,  
42 United States Code (USC) Section 2000-d et seq.  
Prohibits discrimination on the basis of race, color or  
national origin.

Section 504 of the Rehabilitation Act of 1973,  
29 United States Code (USC) Section 794 et seq.  
Prohibits discrimination on the basis of disability.

The Americans With Disabilities Act,  
42 United States Code (USC) Section 12101 et seq.  
Prohibits discrimination on the basis of disability.

Title IX of the Education Amendments of 1972,  
20 United States Code (USC) Section 1681 et seq.  
Prohibits discrimination on the basis of sex.

New York State Civil Rights Law Section 40-c  
Prohibits discrimination on the basis of race, creed,  
color, national origin, sex, sexual orientation, marital  
status or disability.

New York State Executive Law Section 290 et seq.  
Prohibits discrimination on the basis of age, race, creed,  
color, national origin, sex, sexual orientation, disability,  
military status, or marital status.

Age Discrimination in Employment Act,  
29 United States Code (USC) Section 621.

Military Law Sections 242 and 243

NOTE: Refer also to Policies #6121 -- Sexual Harassment of District Personnel  
#6122 -- Complaints and Grievances by Employees  
#7540 -- Complaints and Grievances by Students  
#7541 -- Sexual Harassment of Students

Adopted: 8/19/04

## Community Relations

**SUBJECT: STATEWIDE UNIFORM VIOLENT INCIDENT REPORTING SYSTEM  
(UVIRS)**

In compliance with the Uniform Violent Incident Reporting System, the District will record each violent or disruptive incident that occurs on school property or at a school function. On or before September 30 of each year (commencing 2002), the District will submit an annual report of violent or disruptive incidents to the Commissioner of Education in the manner prescribed.

The District will establish local procedures for the reporting of violent or disruptive incidents by each building and/or program under its jurisdiction. Copies of such incident reports will be retained for the time prescribed by the Commissioner in the applicable records retention schedule. These reports will be available for inspection by the State Education Department upon request.

All personally identifiable information included in a violent or disruptive incident report will be confidential and will not be disclosed to any person for any purpose other than that specified in Section 2802 of the Education Law, except as otherwise authorized by law.

Beginning with the 2002-2003 school year, the District will include a summary of the District's annual violent or disruptive incident report in its School District Report Card in the format prescribed by the Commissioner.

Education Law Section 2802  
8 New York Code of Rules and Regulations  
(NYCRR) Section 100.2 (gg)

## Community Relations

**SUBJECT: EMERGENCY CLOSINGS**

In the event it is necessary to close school for the day due to inclement weather or other emergency reasons, announcement thereof shall be made over local radio stations designated by the Board of Education.

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

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