

POLICY – Second reading/adoption of the following: <sup>(CA)</sup>

1. Anti-Discrimination Policy (former 2410)
2. Sexual Harassment Policy (former 2400)
3. Wellness Policy (former 7616)
4. Voter Propositions (former 1621)
5. Access to Records Under Public Officers Law Article 6 (former 7640)
6. Notification of Breach of Security (new)
7. Parental Involvement Board Policy (former 3242)
8. Interpretation Services for Parents & Persons in Parental Relationship who are Hearing Impaired (new)
9. Code of Ethics (former 6110)
10. Special Education Programs & Related Services (former 7711)
11. Significant Disproportionality by Race/Ethnicity (new)
12. Electronic Access to Individualized Education Programs (IEPs) (new)
13. Disabled Students Participating in School district Programs (former 7720)
14. Pre-Referral Intervention Strategies (new)
15. Appointment & Training of Appropriate Special Education Personnel (former 7731)

Policy # 11

**Notice of Non-Discrimination Section 504 of the Rehabilitation Act  
Title IX and Title VII Sexual Harassment Policy**

This policy applies to both students and employees.

The District does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability (including but not limited to gender dysphoria) or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et seq. known as the Americans With Disabilities Act or § 504 of the Rehabilitation Act of 1973, New York State Human Rights Law, and The Boy Scouts of America Equal Access Act of 2001.

**Grievance Procedure**

**Section 1**

If any person believes that the District or any of the District's staff or any third party has failed to apply or has inadequately applied the principles or regulations of (1) Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3), 504 of the Rehabilitation Act of 1973, or (4) The Boy Scouts of America Equal Access Act of 2001, that person may bring forward a complaint, which shall be referred to as a grievance, to the District's Compliance Officer, Section 504 Coordinator or the United States Office for Civil Rights at <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html> .

The Compliance Officer or Section 504 Coordinator will then investigate the substance of the grievance in a thorough and impartial manner. The Complainant may provide evidence or witnesses to the Compliance Office or Section 504 Coordinator as part of the investigation. If a determination is found that discrimination occurred, the District will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate.

Further, the District prohibits retaliation against any individual filing a complaint under this policy or participating in any resulting investigation. If you believe you are being retaliated against, you should contact the District's Compliance Officer or Section 504 Coordinator or the United States Office for Civil Rights as noted above.

Conduct in violation of this policy includes, but is not limited to:

- Use of ethnic slurs to insult others on the basis of race, ethnicity, or nationality.
- Unwanted physical contact.
- Willful disregard for an Individualized Educational Plan (IEP) or 504 plan.
- Mockery on the basis of accent.

- Mockery on the basis of clothing resulting from gender, religious, or ethnic bias.
- Mockery on the basis of an actual or perceived disability.

## Section 2

### **Step (a):**

The complainant shall discuss the grievance informally with the Compliance Officer or Section 504 Coordinator, or may file a written complaint with the Compliance Officer or Section 504 Coordinator. The Compliance Officer or Section 504 Coordinator will then investigate in an impartial and thorough manner the substance of the grievance in a thorough and impartial manner. The Complainant may provide evidence or witnesses to the Compliance Office or Section 504 Coordinator as part of the investigation. The Compliance Officer or Section 504 Coordinator will take necessary steps during the investigation to ensure the Complainant's safety. The Compliance Officer or Section 504 Coordinator will reply to the complainant and person alleged to be engaged in the harassment in writing within seven business days of the initiation of the complaint. If a determination is found that discrimination occurred, the District will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate. Such steps will include, as appropriate, offering counseling and academic support services to the Complainant and to the person engaging in the harassment.

### **Step (b):**

If the complainant wishes to appeal the decision of the Compliance Officer or Section 504 Coordinator, the complainant may submit a signed statement of appeal to the Superintendent within seven business days after receipt of the Compliance Officer's or Section 504 Coordinator's response. The Superintendent shall meet with the complainant and any representative and make such other inquiries which the Superintendent deems appropriate. The Superintendent will consider the appeal in an impartial manner. Thereafter, the Superintendent shall set forth a conclusion and respond in writing to the complainant and the person alleged to be engaging in the harassment within 14 business days.

### **Step (c):**

If the complainant is not satisfied with the conclusion of the Superintendent, the complainant may appeal through a signed, written statement to the Board within seven business days of receipt of the Superintendent's response in Step (b). In an attempt to resolve the grievance, the Board shall meet with the complainant and any representative within 30 calendar days of receipt of such an appeal. The Board's written disposition of the appeal shall be sent to the complainant within ten business days of this meeting.

### **Step (d):**

If the grievance has not been satisfactorily settled at Step (c), further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201.

### **Section 3**

The compliance officer, on request, will provide a copy of the District's grievance procedure to any employee or student of the District.

A copy of each of the acts and regulations upon which this notice is based will be made available upon written request directed to the District's Compliance Officer and Section 504 Coordinator.

The words *person* and *complainant* shall include an employee as well as a student of the District.

Inquiries concerning the non-discrimination policy may be made to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

### **Publication**

The District shall promulgate this policy and the sexual harassment policy as follows:

- A copy of this policy and the sexual harassment policy shall be inserted in the first pay envelope of each employee every school year. In relation to an employee hired during the school year, these policies shall be inserted in the first paycheck paid to the employee.
- These policies shall be published as part of the District's student handbook.
- These policies shall be published in any recruitment materials or publications containing general information made available to participants, beneficiaries, applicants, or employees and shall include the contact information for the Compliance Officer and Section 504 Coordinator.
- These policies shall be published annually in the official newspaper of the District.
- These policies shall be provided annually to the president of each bargaining unit.
- These policies shall be published on the District's Website.

Annual publications shall contain the name, business address and telephone number of the District's compliance officer and Section 504 Coordinator.

### **Employment Application**

Each employment application of the District shall contain the following language:

- The district does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity,

ethnic group, religious practice, disability or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et seq. known as the Americans With Disabilities Act or § 504 of the Rehabilitation Act of 1973, New York State Human Rights Law, and The Boy Scouts of America Equal Access Act of 2001.

First Reading: January 18, 2017  
Second Reading: February 1, 2017  
BOE Adoption:

**Policy # 12****SEXUAL HARASSMENT POLICY**

It is the policy of the District that all employees and students have a right to work or study in an environment free of discrimination on the basis of sex, sexual orientation, or gender identity, which encompasses freedom from sexual harassment. The District strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees as well as students at all levels of the District must avoid offensive or inappropriate sexual or sexually harassing behavior at school, on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the District prohibits the following:

- Unwelcome sexual advances;
- Requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship;
- Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development;
- Any verbal or physical conduct of a sexual nature or regarding orientation or that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties;
- Any verbal or physical conduct of a sexual nature that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
- Any verbal or physical conduct regarding gender or sexual orientation that has the purpose of creating a hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students, is also prohibited. This behavior includes but is not limited to commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off color language or jokes, innuendos, and displaying sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co employees, students, or visitors are urged to report

such conduct to the compliance officer so that the District may investigate and resolve the problem.

If the complaint involves the compliance officer, or if the person for any reason is uncomfortable in dealing with the compliance officer, the employee or student may go to the Superintendent or a person appointed by the Superintendent to handle the complaint.

The District will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

The District will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the State and, if applicable, the collective bargaining agreement.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the District in the investigation of a complaint.

The procedure to investigate any complaint shall be consistent with the Anti-Discrimination Policy (make reference to the policy adopted by the Board recommended, as amended, a copy of which is attached).

First Reading: January 18, 2017  
Second Reading: February 1, 2017  
BOE Adoption:



**Policy # 13**

**WELLNESS POLICY**

It is the policy of the Board of Education, pursuant to the Healthy, Hunger-Free Kids Act of 2010, that:

a) Nutrition education shall be integrated into the district health curriculum at all academic levels consistent with the State's health education standards. The curriculum shall include the following goals:

1. Increase students' nutritional knowledge, including, but not limited to, the benefits of healthy eating, essential nutrition, weight management, physical activity, safe food preparation, handling and storage.

2. Increase students' understanding of food labels, nutritional information and misinformation as well as commercial food advertising.

b) The benefits of physical activity shall be integrated into the district physical education curriculum and health curriculum at all levels and implemented within the school on a regular basis to meet the following goals:

1. Time in the elementary school day for supervised recess.

2. Opportunities and encouragement for students to voluntarily participate in the before and after school physical activity programs.

c) The district shall provide food to students in accordance with State and Federal nutritional guidelines and include:

1. A food service program that employs well prepared staff who serve appealing choices of nutritious food.

2. Opportunities for staff to model healthy eating habits.

3. A clean, safe, enjoyable meal environment for students.

d) District Nutritional Guidelines for food prepared and served in the District shall be in accordance with the Nutrition Standards for School Meals, set from time to time, by the USDA Food and Nutrition Service. It shall be the responsibility of the Food Service Manager to ensure District compliance.

e) A plan for measuring implementation of this policy shall be created and monitored by the Superintendent or designee and the Board further designates the responsibility of ensuring the



school district meets the criteria of this policy to the Superintendent. The plan shall include the following:

1. Methods of reporting on program implementation;
  2. Methods for collection and evaluation of results of the program;
  3. Strategies for identifying weak areas of the program and means for improving those areas;
  4. Means for ensuring various components of the program are integrated within the basic operation of the district and are designed to reinforce one another and present consistent messages to student learning.
  5. Method for reporting to the public the outcome of the review of implementation of the process.
- f) Local Wellness Policies and Procedures shall be developed in conjunction with parents, students, representatives of the school food authority, physical education teachers and school health officials, representatives of the school administration, and members of the public.
- g) This policy shall be published from time to time to parents and students and shall be placed upon the District website.

First Reading: January 18, 2018  
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BOE Adoption:

**Policy # 14**

**VOTER PROPOSITIONS**

Unless otherwise required by law, all propositions submitted by anyone other than the Board of Education must be submitted by written petition to the Board of Education at least 30 days prior to the meeting or election considering the proposition. The petition must include at least 25 signatures in support from those eligible to vote on the proposition.

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BOE Adoption:

**Policy # 15**

**ACCESS TO RECORDS UNDER PUBLIC OFFICERS LAW ARTICLE 6**

**1. Chief Executive's Duties.**

The Chief Executive Officer shall be responsible for insuring compliance with these regulations and shall designate one or more persons as Records Access Officer by name or by specific job title and business address who shall have the duty of coordinating the District's response to public requests for access to records.

**2. Records Access Officer.**

The Records Access Officer is responsible for assuring that District personnel:

- a. Maintain an up to date subject matter list.
- b. Assist the requester in identifying requested records, if necessary.
- c. Upon locating the records, take one of the following actions:
  - i. Make records promptly available for inspection; or,
  - ii. Deny access to the records in whole or in part and explain in writing the reasons therefor.
- d. Upon request for copies of records:
  - i. Make a copy available upon payment or offer to pay established fees, if any; or,
  - ii. Permit the requester to copy these records.
- e. Upon request, certify that a transcript is a true copy of records copied.
- f. Upon failure to locate records, certify that:
  - i. The District is not the legal custodian for such records;
  - ii. The records of which the District is a legal custodian cannot be found after diligent search.

**3. Location.**

The District records shall be available for public inspection and copying at the District Office, 40 South Canal Street, Greene, NY 13778.

**4. Hours For Public Inspection.**

The District shall accept requests for public access to records and produce records during all hours the District offices are regularly open for business.

**5. Requests for Public Access to Records.**

a. Where request for records is required, such request may be oral or in writing. However, a written request shall not be required for records that have been customarily available without written request. Requests will be accepted by e-mail.

b. A request shall reasonably describe the record or records sought. Whenever possible, a person requesting records shall supply information regarding dates, file designations or other information that may help to describe the records sought.

c. If a record sought cannot be supplied within five business days of receipt of a request, the District shall furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within ten business days after the date of acknowledgment of receipt of the request, the request may be construed as a denial of access that may be appealed.

d. The District shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to Public Officers Law, Section 87 2.

i. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.

ii. The subject matter list shall be updated not less than twice per year. The date of the most recent updating shall appear on the first page of the subject matter list.

e. No records may be removed by the requester from the office where the record is located without the permission of the Chief Executive Officer.

**6. Denial of Access of Records.**

a. The District Board President shall hear appeals for denial of access to records under the Freedom of Information Law.

b. Denial of access shall be in writing stating the reason therefor and advising the requester of his right to appeal to the Board President, who shall be identified by name, business address and business telephone number.

c. If the District fails to provide requested records promptly as required by law, such failure shall be deemed a denial of access by the District.

d. Any person denied access to records may appeal within 30 days of denial.

e. The time for deciding the appeal by the Board President shall commence upon receipt of written appeal identifying:

i. The date and location of request for records;

ii. The records to which the requester was denied access; and

iii. The name and return address of the requester.

f. The District shall transmit to the Committee on Open Government, copies of all appeals upon receipt of an appeal. Such copies shall be addressed to:

Committee on Open Government  
Department of State  
162 Washington Avenue  
Albany, NY 12231

g. The School Board President shall inform the requester and the Committee on Open Government of the decision in writing within seven business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth in subdivision f of this section.

h. A final denial of access to a requested record shall be subject to court review, as provided in Article 78 of the Civil Practice Law and Rules.

**7. Fees.**

a. There shall be no fee charge for the following:

i. Inspection of records;

ii. Search for records; or,

iii. Any certification pursuant to this bylaw.

b. A charge for copies of records shall be as follows:

- i. The fee for copying records shall be 25 cents per page for photocopies not exceeding 9 x 14 inches.
- ii. The fee for copies of records not covered by paragraph i above shall not exceed the actual reproduction cost as defined by Public Officers Law.

**8. Public Notice.**

The District shall publicize by publication in the local newspaper having general circulation in the District:

- a. The location where public records shall be made available for inspection and copying.
- b. The name, title, business address and business telephone number of the designated Records Access Officer.
- c. The right to appeal by any requester denied access to a record for whatever reason and the name and business address of the person to whom an appeal is to be directed.

**9. The bylaw previously adopted in accordance with Article 6 of the Public Officers Law (Freedom of Information Law) is hereby revoked.**

**Greene Central School District**

**PUBLIC NOTICE IN ACCORDANCE WITH THE REGULATIONS OF THE  
COMMITTEE ON OPEN GOVERNMENT**

- I. The location where records shall be made available for inspection and copying is: District Office, 40 South Canal Street, Greene, New York, 13778.
  
- II. The Records Access Officer is – District Secretary, District Office, 40 South Canal Street, Greene, New York 13778 – (607)656-4161
  
- III. A person denied access to a record for whatever reason shall have the right to appeal in accordance with the bylaw of the District. The name and address of the Appeal Officer is: Greene Central School Board of Education President, District Office, 40 South Canal Street, Greene, NY 13778.

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Second Reading: February 1, 2017  
BOE Adoption:



**Policy # 16**

**NOTIFICATION OF BREACH OF SECURITY**

The Superintendent or his designee shall notify the owner of any private information within a reasonable time frame when the District experiences a breach of the security of its computer system. Such notification may occur by either written or electronic notice.

For purposes of this policy, private information means personal information in combination with either a person's social security number, driver's license number or non-driver identification card or account number, credit card or password which would permit access to an individual's financial account.

Breach of security means unauthorized acquisition of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the District.

First Reading: January 18, 2017  
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BOE Adoption:

**Policy # 17**

**PARENTAL INVOLVEMENT BOARD POLICY**

The Board of Education encourages participation of parents of students eligible for Title I services in all aspects of their child's education. In order to facilitate parental participation, the District will:

1. Involve parents in the joint development of the Title I plan. If the plan is not satisfactory to the parents of children participating in Title I programs, the District will submit any parent comments to the State Education Department at the time the Title I plan is filed;
2. Provide necessary coordination, technical assistance, or other support needed to assist each Title I school in planning and implementing effective parental involvement activities in each building to improve student academic achievement and school performance;
3. Build each Title I school's and parent's capacity for strong parental involvement through implementing and encouraging participation in appropriate parental involvement activities;
4. Coordinate and integrate parental involvement strategies with parental involvement strategies under other programs including but not limited to the Headstart Program, Reading First Program, Early Reading First Program, Even Start Program, Parents as Teachers Program, and Home Instruction Program for Preschool Youngsters and state run preschool programs;
5. Conduct, in conjunction with parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of Title I schools. The evaluation shall include identifying barriers to greater participation by parents in the District and using the findings of the evaluation to improve and to revise the parental involvement policies of the District;
6. Involve parents in school activities of Title I schools;
7. Involve parents of children in Title I programs in decisions regarding how funds designated for parental involvement activities are to be spent.
8. Direct each school building receiving Title I funds within the District to develop jointly with parents, a written parental involvement plan for the building. Each plan and policy will be distributed to parents on an annual basis in an understandable format and in a language parents can understand when possible. Building level plans will be consistent with the District parental involvement policy in all respects;
9. Make all parental involvement policies and plans available to the local community and update them periodically to meet the changing needs of schools and parents. Updates are to be done jointly with parents;

10. Assist parents of children in Title I schools in understanding such topics as the state's academic content, student achievement standards, state and local academic assessments, Title I requirements and how to monitor a child's progress and work with educators to improve the achievement of their children;
11. Provide materials and training to help parents of children in Title I schools work with their children to improve their children's academic achievement, such as literacy training and using technology as appropriate to foster parental involvement;
12. Educate teachers, pupil services personnel, principals and other staff in Title I schools with the assistance of parents about the value and use of parent contributions and in how to reach out, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and school;
13. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities in Title I schools with Headstart, Reading First, Early Reading First, Even Start, the Home Instruction Program for Preschool Youngsters, the Parents as Teachers Program and public preschool and other programs;
14. Conduct other activities in Title I schools such as parent resource centers that encourage and support parents in more fully participating in the education of their children.

The Board of Education hereby directs each building principal of a Title I school to ensure that a building level parental involvement plan is generated with the participation of that building's parents. In addition to those goals stated above, each such building level plan will describe the details for:

1. Convening an annual meeting at a convenient time to inform parents of their school's participation in Title I programs and explain Title I requirements and rights of parents to be involved. All parents of children participating in Title I programs will be invited to the meeting;
2. Offering a flexible number of meetings including morning or evening. Each building level plan may provide, with funds available under Title I, for transportation, child care, or home visits as such services relate to parental involvement;
3. Involving parents in an organized, ongoing and timely way in the planning, review and improvement of Title I programs including the planning, review and improvement of the school's parent involvement policy;
4. Providing parents of participating children with timely information about programs, a description and explanation of the curriculum in use in Title I programs, the forms of academic assessment used to measure student progress, the proficiency levels the students are expected to meet, and, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate as appropriate in decisions relating to the education of their children or respond to any such suggestions as soon as practicable;

5. Developing a school-parent compact jointly with parents that outlines how the parents, school staff and students will share responsibility for improved student academic achievement and detailing the means by which the school and parents will build and develop a partnership to help all children achieve the state's standards.

6. The compact must include:

(a) a description of the school's responsibility to provide high quality learning curriculum and instruction in a supportive and effective learning environment that enables children served in Title I schools to meet the State's student academic achievement standards;

(b) describe the ways in which each parent will be responsible for supporting their child's learning such as monitoring attendance, homework completion, television watching, volunteering in their child's classroom and participating as appropriate in decisions relating to the education of their child and the positive use of extracurricular time;

(c) addressing the importance of communication between teachers and parents on an ongoing basis including, but not limited to, annual parent teacher conferences including a discussion of how the compact relates to the individual child's achievement, frequent reports to parents on their child's progress, reasonable access to staff, opportunities to volunteer and participate in the child's class, and observation of classroom activities.

First Reading: January 18, 2017

Second Reading: February 1, 2017

BOE Adoption:

**Policy # 18**

**INTERPRETATION SERVICES FOR PARENTS AND PERSONS IN PARENTAL RELATIONSHIP WHO ARE HEARING IMPAIRED**

1. **DEFINITIONS:** For purposes of this subdivision:

(i) **HEARING IMPAIRED** shall include any hearing impairment, whether permanent or fluctuating, the result of which prevents a meaningful participation in school district meetings or activities.

(ii) **MEETING OR ACTIVITY** shall mean those school-initiated meetings or activities attended by parents or persons in parental relationship who are hearing impaired, which are specific to the academic and/or disciplinary aspects of their child's educational program, including, but not limited to, parent-teacher conferences; child study or building level team meetings; planning meetings with school counselors regarding educational progress and career planning; suspension hearings or any conference with school officials relating to disciplinary actions.

2. **SCHOOL DISTRICT MEETINGS AND ACTIVITIES:** At any meeting or activity which is conducted by the board of education, trustees, school district or a district school and attended by parents or persons in parental relationship who are hearing impaired, such board of education or trustees shall provide interpreter services at no charge to such parents or persons in parental relationship, provided that a written request therefore is received by the superintendent at least three business days prior to the event at which the interpreter is needed. In the event that an interpreter of the deaf is unavailable, the school district shall make other reasonable accommodations which are satisfactory to the parents or guardians.

Examples of other potential reasonable accommodations include: adjourning the meeting until an interpreter is available, providing amplification or other equipment to assist the hearing impaired individual or providing the individual with a written summary of the meeting within a reasonable time after the meeting.

First Reading: January 18, 2017

Second Reading: February 1, 2017

BOE Adoption:

**Policy # 19**

**CODE OF ETHICS**

A local code establishing standards of conduct for officers and employees of the School District.

BE IT RESOLVED by the Board of Education of the School District as follows:

**SECTION 1.**

Pursuant to the provisions of section eight hundred six of the General Municipal Law, the Board of Education of the School District recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our school system. It is the purpose of the local code to promulgate these rules of ethical conduct for the officers and employees of the School District. These rules shall serve as a guide for official conduct of the officers and employees of the School District. The rules of ethical conduct of this local code as adopted, shall not conflict with, but shall be in addition to, any prohibition of article eighteen of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

**SECTION 2.**

**DEFINITION:**

- (a) Municipal Officer or Employee means an officer, board of education member, teacher, or employee of the School District, whether paid or unpaid, including members of any administrative board, committee, or other unit thereof.
- (b) Interest means a pecuniary or material benefit accruing to an officer, teacher, or employee unless the context otherwise requires.

**SECTION 3.**

**STANDARD CONDUCT**

Every officer, teacher or employee of the School District shall be subject to and abide by the following standards of conduct:

- (a) GIFTS - They shall not directly or indirectly solicit any gifts; or accept or receive any gift having a value of seventy-five dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be inferred that the gift was intended to influence him, in the performance of his official duties or was intended as reward for any official action on his part.

(b) **CONFIDENTIAL INFORMATION** - They shall not disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interest.

(c) **INVESTMENTS IN CONFLICT WITH OFFICIAL DUTIES** - They shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transactions, which creates a conflict with his official duties.

(d) **PRIVATE EMPLOYMENT** - They shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interest when such employment or service creates a conflict with or impairs the proper discharge of his official duties.

#### **SECTION 4.**

**DISTRIBUTION OF CODE OF ETHICS** - The Superintendent of the School District shall cause a copy of this Code of Ethics to be distributed to every officer, board of education member, teacher and employee employed or appointed thereafter shall be furnished a copy before entering upon the duties of his office of employment.

#### **SECTION 5.**

**PENALTIES** - In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be suspended or removed from office or employment, as the case may be, in the manner provided by law.

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BOE Adoption:



**Policy # 20**

**SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES**

The Board of Education recognizes its responsibility for providing special education and related services which are appropriate for the individual disabled student needs and allow the student to be involved and progress in the general education curriculum. In an effort to achieve this goal, the Board shall determine an appropriate special education program for each disabled student upon receiving from the Committee on Special Education (CSE) recommendations for special education services. The CSE shall provide the Board with a written evaluation for each disabled student which includes:

- (a) classification of a student's disabling condition;
- (b) recommendations for a special education program and related services;
- (c) a summary of tests or reports upon which recommendations are based.

The Board of Education shall also ensure adequate space is allocated in the District for special education programs.

Ref: 8 NYCRR 200.2(b)(4)  
8 NYCRR 200.2(6)(a)

First Reading: January 18, 2017  
Second Reading: February 1, 2017  
BOE Adoption:

**Policy # 21**

**SIGNIFICANT DISPROPORTIONALITY BY RACE/ETHNICITY**

It is the policy of the Board of Education to publicly report on any revisions to its policies, procedures or practices after a finding by the State Education Department that the District has inappropriate policies, procedures or practices resulting in a significant disproportionality by race/ethnicity in the suspension, identification, classification or placement of students with disabilities.

First Reading: January 18, 2017  
Second Reading: February 1, 2017  
BOE Adoption:

**Policy # 22**

**ELECTRONIC ACCESS TO INDIVIDUALIZED EDUCATION PROGRAMS (IEPS)**

The Board of Education hereby permits each regular education teacher, special education teacher, related service provider and other service provider who is responsible for the implementation of a student's IEP, prior to implementation of the IEP, electronic access to the IEP. Prior to accessing electronically IEPs, individuals responsible for implementation of an IEP shall be notified and properly trained on how to access IEPs electronically. The Superintendent is hereby requested to have regulations developed to implement this policy.

Reference: Commissioner's Regulations § 200.2 (b) (11) (i); § 200.4 (e) (3) (i).

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Second Reading: February 1, 2017

BOE Adoption:

**Policy # 23**

**DISABLED STUDENTS PARTICIPATING IN  
SCHOOL DISTRICT PROGRAMS**

All students with disabling conditions residing in the District shall have the opportunity to participate in School District programs including extracurricular programs and activities which are available to all other pupils enrolled in the public schools of the District. The Board directs the CSE Chairperson to develop procedures implementing 8 NYCRR § 200.6 (a) in the District.

Ref: 8 NYCRR 200.2(b)(1)

First Reading: January 18, 2017  
Second Reading: February 1, 2017  
BOE Adoption:

**Policy # 24**

**PREREFERRAL INTERVENTION STRATEGIES  
and RESPONSE TO INTERVENTION**

Prior to referral to the Committee on Special Education (CSE), a student suspected of having a disability must be provided with appropriate interventions to allow a reasonable opportunity for remediation of the student's performance prior to referral for special education. The Superintendent is directed to develop appropriate pre-referral interventions and develop and implement school wide approaches which may include a response to intervention process pursuant to Section 100.2(ii) of the Commissioner's Regulations.

Ref: 8 NYCRR §200.2(b)(7)

First Reading: January 18, 2017  
Second Reading: February 1, 2017  
BOE Adoption:

**Policy # 25**

**APPOINTMENT AND TRAINING  
OF APPROPRIATE SPECIAL EDUCATION PERSONNEL**

The Board of Education shall appoint and train only appropriately qualified personnel including members and chairpersons of the Committee on Special Education (CSE) and the Committee on Preschool Special Education (CPSE) as well as special education teachers and services providers to carry out functions identified in Part 200 of the Commissioner's Regulations and under § 504 of the Rehabilitation Act and IDEA. Administrative procedures shall be developed pursuant to this Policy.

Ref: 8 NYCRR 200.2 (b) (3)

First Reading: January 18, 2017  
Second Reading: February 1, 2017  
BOE Adoption: