

SUBJECT: SENECA FALLS CENTRAL SCHOOL DISTRICT WEB SITE

General Criteria

The availability of Internet access in the School District provides an opportunity for staff and students to access information and contribute to the School District's presence on the World Wide Web. The District/school/classroom Websites must relate to curriculum or instructional matters, school authorized activities, or general information of interest to the public pertaining to the District or its schools. Staff and students are prohibited from publishing personal home pages or links to personal home pages as part of the District/school/classroom Web Page(s). Similarly, no individual or outside organization will be permitted to publish personal Web Pages as part of the District/school/classroom Web Page(s).

Internet access for the creation of Web Pages is provided by the District and all information must be reviewed by the Website Manager prior to publishing it on the Web. Personnel designing information for the Web Pages must familiarize themselves with and adhere to District standards and procedures. Failure to follow District standards or responsibilities may result in disciplinary sanctions in accordance with law and/or the applicable collective bargaining agreement.

The District shall provide general training on relevant legal considerations and compliance with applicable laws and regulations including copyright, intellectual property, and privacy of student records as well as relevant District procedures to those staff members and students who are allowed to develop or place material on the District/school/classroom Web Page(s).

Content Standards

- a) Approval for posting a Web Page must be obtained from the Website Manager or his/her designee(s). If at any time, the Website Manager/designee(s) believes the proposed material does not meet the standards approved by the District, it will not be published on the Web. Decisions regarding access to active Web Pages for editing content or organization will be the responsibility of the Website Manager/designee(s).
- b) A Web Page must be sponsored by a member of the District faculty, staff or administration who will be responsible for its content, design, currency and maintenance. The sponsor is responsible for ensuring that those constructing and maintaining the Web Page have the necessary technical training and that they fully understand and adhere to District policies and regulations. The Web Page must include the name of the sponsor.
- c) Staff or student work should be published only as it relates to a school/classroom authorized project or other school-related activity.
- d) The review of a Student Web Page (if considered a school-sponsored student publication) shall be subject to prior District review as would any other school-sponsored student publication.

SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING (Cont'd.)

- e) An authorized teacher who is publishing the final Web Page(s) for himself/herself or for a student will edit and test the Page(s) for accuracy of links and check for conformance with District standards and practices.
- f) A disclaimer statement about the content of Web Pages must be part of individual sites:

Example: "The District has made every reasonable attempt to ensure that our Web Pages are educationally sound and do not contain links to questionable material or material that can be deemed in violation of the School District's Standards and Guidelines for Web Page Publishing Policy."
- g) Commercial advertising or marketing on the District/school/classroom Web Page(s) (or the use of school-affiliated Web Pages for the pursuit of personal or financial gain) shall be prohibited unless otherwise authorized in accordance with law and/or regulation. Decisions regarding Website advertising must be consistent with existing District policies and practices on this matter. School-affiliated Web Pages may mention outside organizations only in the context of school programs that have a direct relationship to those organizations (e.g., sponsorship of an activity, student community service project).
- h) Web Pages may include faculty or staff names; however, other personal information about employees including, but not limited to, home telephone numbers, addresses, e-mail addresses, or other identifying information such as names of family members may be published only with the employee's written permission.
- i) All Web Pages must conform to the standards for appropriate use found in the District's Acceptable Use Policy(ies) and accompanying Regulations regarding standards of acceptable use; examples of inappropriate behavior; and compliance with applicable laws, privacy, and safety concerns.
- j) All Web Pages must be approved through the designated process before being posted to the District/school/classroom Websites.
- k) All staff and/or students authorized to publish material on the District/school/classroom Web Page(s) shall acknowledge receipt of the District's Web Page Standards and agree to comply with same prior to posting any material on the Web.

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SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING (Cont'd.)

Release of Student Education Records/Directory Information

Release of Student Education Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), unless otherwise exempted in accordance with law and regulation, the District may release personally identifiable information contained in student education records only if it has received a "signed and dated written consent" from a parent or eligible student. Signed and dated written consent may include a record and signature in electronic form provided that such signature:

- a) Identifies and authenticates a particular person as the source of the electronic consent; and
- b) Indicates such person's approval of the information contained in the electronic consent.

Student Directory Information

Per FERPA, Districts must publish an annual public notice informing parents or eligible students of their right to refuse the release of student directory information and indicating a time period for their response. Following such public notice and a reasonable response period, the District may release such information to an outside group without individual consent.

Parental/Eligible Student Consent Required and Privacy Concerns

Written parental/eligible student consent shall be obtained by the District before education records or personally identifiable information contained therein is released to any party unless:

- a) Such release is authorized by the Family Educational Rights and Privacy Act, or its implementing regulations;
- b) The information released is "directory information" as designated by the District in accordance with FERPA. The District shall provide parents and eligible students with annual notification of their rights under FERPA and designation of directory information (i.e., disclosure of personally identifiable information contained in student records);
- c) For anything not specifically designated as "directory information" by the District, the District must receive a "signed and dated written consent" from the parent/eligible student prior to releasing such information (unless otherwise authorized per FERPA);

(Continued)

SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING (Cont'd.)

- d) However, even if student photographs are designated as directory information per FERPA, due to privacy and safety concerns, **the District requires specific affirmative written parent/eligible student consent prior to posting student photographs on District/school/classroom Web Pages.** Whenever possible, group photographs of students and/or the use of photographs where the student is not easily identifiable is preferable to the use of individual student photographs for safety reasons;
- e) Web Pages shall not include a student's full name, telephone number, address, e-mail address or post such information of other family members or friends. Posting of student names will be limited to first name only. Permission forms from parents are strongly suggested;
- f) Online posting of school bus schedules and/or other specific activity schedules detailing dates/times/locations (e.g., field trips) is prohibited on school-affiliated Websites as such information can pose risks of child abduction or other security concerns. Password protected Websites may be authorized by the Superintendent/designee.

Use of Copyrighted Materials and "Fair Use" Exceptions/Intellectual Property and Works Made for Hire

Copyrighted Materials

All employees and students are prohibited from copying materials not specifically allowed by the copyright law, "Fair Use" guidelines, licenses or contractual agreements, or the permission of the copyright proprietor. Web Page publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials or notice that such publication is in accordance with the "Fair Use" provisions of the Copyright Law.

Fair Use of Copyrighted Materials

Pursuant to Section 107 of the Copyright Law ("Fair Use" provisions), the use of copyrighted material for criticism, comment, news reporting, teaching, scholarship, or research may be permitted under certain circumstances.

However, any appropriation of someone else's work on the Internet is a potential copyright infringement. "Fair Use" provisions may not apply when a project created by a teacher or student is accessed by others over the Internet. If there is a possibility that school-affiliated Web Page(s), which incorporate copyrighted works under the "Fair Use" provisions, could later result in broader dissemination, it will be necessary to seek the permission of the copyright holder. The complex interplay between copyright law and the "Fair Use" provisions in educational multimedia projects should be considered in development of Web Page publishing standards and reviewed by school counsel prior to District implementation for compliance with applicable law and regulations.

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SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING (Cont'd.)

- a) Unless otherwise noted, always assume that work on the web is copyrighted. It is NOT necessary that the copyright symbol -- © -- be displayed for the work to be protected by copyright laws.
- b) Proper attribution must always be given.
- c) Obtaining permission(s) from the copyright holder(s) (whether text, graphics or music) should occur during the developmental process or project, rather than waiting to seek permission upon completion of the project.
- d) Unauthorized electronic transmission of copyrighted materials is illegal.

Intellectual Property/ Works Made for Hire

All works completed by employees as part of their employment shall be considered "works made for hire" as described in the United States Code Annotated, Title 17, Copyrights to the extent permitted by law. This determination includes, but is not limited to, the following activities:

- a) Work prepared by an employee within the scope of his/her employment, whether tangible or intangible;
- b) Work specifically ordered or commissioned for use as a contribution to a collective work, as enumerated in law.

Any work created within the scope of such a relationship will be considered a work made for hire when a regular employment relationship exists.

Work covered under this policy is the property of the School District, not the creator of such work. The District shall own any and all rights to such works, or derivatives thereof, unless there is a written agreement to the contrary.

Student Work

Students are the copyright holders of their own original work. The District must receive written permission from both the parent and the student prior to publishing students' original work on the District/school/classroom Websites.

Student Free Speech Issues (School-sponsored Publications)

In general, School Districts can exercise editorial control over the style and content of student expression in school-sponsored publications, theatrical productions, and other expressive activities that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school.

(Continued)

SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING (Cont'd.)

However, the school's actions in such a case must be reasonably related to legitimate pedagogical concerns and may not amount to viewpoint discrimination.

Consequences for Non-Compliance

Web Pages that do not comply with the above criteria are subject to revocation of approval and removal from the District/school/classroom Websites.

Staff

Faculty or staff posting non-approved or inappropriate material on a school-affiliated Website are subject to the imposition of discipline, including possible suspension or revocation of access to the District's computer network, in accordance with law and applicable collective bargaining agreements. In the case that a violation may constitute a criminal offense, it will be reported to the appropriate authorities.

Students

Students posting non-approved or inappropriate material on a school-affiliated Website are subject to the imposition of discipline, including possible suspension or revocation of access to the District's computer network, in accordance with applicable due process procedures and the District Code of Conduct. In the case that a violation may constitute a criminal offense, it will be reported to the appropriate authorities.

Oversight

The Superintendent of Schools or his/her designee shall have the authority to approve or deny the posting of any proposed Web Pages on school-affiliated Websites based upon compliance with the terms and conditions set forth in this policy as well as applicable District practices and procedures.

Adopted: 11/07/2015

Revised: 01/07/2016

POLICY

1997

3110

Community Relations

SUBJECT: SCHOOL SPONSORED MEDIA

All publicity and/or articles concerning the Seneca Falls Central Schools written in an official capacity, except for the write-ups of athletic games and columns written regularly by individual students for the local papers, must be cleared by the building principal. Teachers are encouraged to write up school news, but these articles must go through the administrative offices for the following reasons:

- a) Avoidance of duplication of material.
- b) Maintenance of a consistent policy with regard to school publicity.
- c) Compilation of a file of releases and pictures as a protection to the school.

In addition, a monthly 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 Clerk of the Board of Education.

Publicity for Local Papers

The District shall cooperate and provide information to local newspapers (Board of Education Meetings, Special Meetings, Annual Meetings, etc.).

Adopted: 2/24/97

SENECA FALLS CENTRAL SCHOOL DISTRICT WEBSITE POLICY

Purpose of the Seneca Falls Central School District Website

The Seneca Falls Central School District website has been established to provide accurate information about the school to the community by means of its internet, to aide in the distribution of news at each building level, and to enhance the communication within the district.

The Seneca Falls Central School District will create and maintain a website and web pages for the following purposes:

- To support the District's vision and mission
- To provide the community with information about the District and its school including, but not limited to:
 - policies
 - curricular and extra-curricular programs
 - opportunities for students
 - student/staff achievements, educational projects, presentations, and learning experiences
 - calendars
 - schedules
 - operations
- To provide students and the community with support for learning
- To serve as a means of communication for students, families, District personnel, the community, and associated organizations
- To serve as a communication tool regarding classroom activities for students and their families

Certain standards will govern the posting of information on the District's web site:

- Web pages must serve one or more of the District's stated purposes;
- Web page content and construction must comply with all applicable federal, state, and local laws as well as policies established by the District;

- Web pages must reflect high standards of content, design, respectability, good taste and appropriateness for the school community;
- The District web site may not be used for any commercial and/or promotional activity. Neither staff nor students may publish personal web pages as part of the District web site.

The Seneca Falls Central School District website may consist of two sources of information:

- The Board of Education
- The Buildings

A web page on the District's website may be posted for educational, informational and/or promotional purposes by:

- A District-sanctioned student organization, extra-curricular group or athletic team;
- A District or building-level sanctioned committee;
- An instructional department;
- District administration;
- A classroom teacher for his or her classroom use; or
- A District-wide or building level steering committee or parent team

Neither District employees nor students may publish personal web pages as part of the District's web site. Outside organizations may not post web pages on the District's web site.

Criteria for the Posting of Web Pages on the District's Web Site

In addition to compliance with other Board Policies and Regulations, web pages posted on the District web site must adhere to the following criteria:

- A web page may be posted for educational, informational, and/or promotional purposes.
- Neither District employees nor students may publish personal web pages as part of the District's web site. Outside organizations may not post web pages on the District's web site.

- A web page must be sponsored by a member of the District faculty, staff, or administration who will be responsible for its content, design, currency, and maintenance. The sponsor is responsible for ensuring that those constructing and maintaining the page(s) have the necessary technical training, and that they fully understand and adhere to District policies and regulations. The page must include the name of the sponsor.
- Web pages must be designed to protect students, families, District employees, and any other persons from unwanted disclosure or personally identifying information.
- Web pages may include student, faculty, or staff names if applicable, but may not include home telephone numbers or addresses, or other identifying information such as names of family members.
- Web pages may include individual or group photographs, audio, or video clips, but individuals may not be identified by name.
- Web pages may not be used for any non-school related commercial, for profit, or not-for profit promotional activity. Web pages may mention such organizations only in the context of school programs that have a direct relationship to those organizations (e.g. sponsorship of an activity, student community service project).
- Links to non-District web sites are allowed as long as those sites are consistent with a the purposes of the District web site and District standards, however, the District link must contain a disclaimer indicating the user is leaving the District web site and that the linked material has not necessarily been reviewed or approved by the District.
- All web pages must conform to the standards for appropriate use found in the District's Acceptable Use Policy concerning safety, system, security, inappropriate language, privacy, resource limits, plagiarism, and copyright infringement, inappropriate access to materials and illegal acts.
- All student and parent web pages will include the following notice: "This is a (student or parent) generated Web page. Opinions expressed on this page do not necessarily reflect those of the District.
- All web pages must be approved through the designated process before being posted to the District's Web Site.

Criteria for the Posting of Classroom Web Pages on the District Web Site

In addition to the above criteria, classroom web pages must comply with the following:

- Prior to gaining access to use web page technology, a classroom teacher must attend a formal training session regarding the use of technology and appropriate information to be included on classroom web pages.
- Classroom web pages posted by teachers must be approved by the appropriate building administrator prior to the initial posting on the District's web site.
- No students may be given access to a teacher's account to upload content onto a classroom web page.

Consequences for Non-Compliance

The following are the consequences for non-compliance with District policy:

- Web pages that do not comply with these criteria are subject to revocation of approval and removal from the District's web site.
- Students posting non-approved or inappropriate material on the District's web site are subject to suspension or revocation of access to the District's computer network and the imposition of discipline under the District's Code of Conduct. In the case that a violation constitutes a criminal offense, it will be reported to the appropriate authorities.
- Faculty or staff posting non-approved or inappropriate material on the District's web site are subject to suspension or revocation of access to the District's computer network and the imposition of discipline in accordance with the applicable collective bargaining agreement, if any, and applicable laws, rules, and regulations. In the case that a violation constitutes a criminal offense, it will be reported to the appropriate authorization.

Process for the Approval of Web Page Posting

The following is the process for the approval of web page posting on the District's web site:

- Sponsors should initiate the approval process by completing the form "Proposed Web Page" and submitting it and a mock-up of the proposed web page to the appropriate building administrator for preliminary approval of the general concept and content of the page and compliance with District policies and regulations.
- The building administrator shall forward the proposal to the Superintendent for approval of the content and design of the page.

- The Superintendent shall forward the proposal to the Network Administrator for review of technical aspects of the page and assistance in loading the page on the server.
- Please note that once a site has been approved for posting on the District's web site, the sponsor may make changes to keep information current and/or responsive to changing curricular or co-curricular needs as long as the general nature and content of the page remains the same. Changes to the purpose, nature, or general content of the page must be submitted through the approval process prior to the change being made. The sponsor will be responsible for ensuring that all changes in an approved page(s) are in compliance with all applicable laws and District policies.

Limitation of Liability: In no event shall the Seneca Falls Central School District be liable for any damages, whether direct, indirect, special or consequential, arising out of the use of the web page; the accuracy or correctness of information contained therein or related to, directly or indirectly; any failure or delay of access to this technology. Use of any information obtained via the web page is at the user's own risk.

The Superintendent or his/her designee shall have the authority to approve, deny, or revoke the posting of any proposed or established web page on the District's web site based upon compliance with the terms and conditions set forth in this Policy and Regulation

Requirements for Posting Student Work, Individual & Group Awards

Prior to publishing any form of student work or recognition of individual and/or group awards on the internet, including the student's picture, each student will have a parent/guardian permission form on file with the building's main office. An example of such a form is below:

Parent Permission Form for World Wide Web Publishing of Student Work and Award Recognition

Name of Student: _____ Grade: _____
(Please print or type)

School: _____

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Community Relations

Name of Parent/Guardian: _____
(Please print or type)

We understand that our child's picture or original work is under consideration for publication on the World Wide Web, a part of the internet. We further understand that the original work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to us, as parents/guardians. No student last names, home address or telephone numbers will appear with such pictures or work.

This permission will remain in effect until we request in writing that the picture or original work be removed. Such request will be submitted to the building principal. When requested, the artwork, writing, or picture will be removed within one week of receipt of the request.

We also understand that the picture or original work may be removed at the decision of the building and/or district administration.

Signature: _____ Date: _____
(Parent/Guardian)

I, the above named student, also give my permission for such publishing.

Signature: _____ Date: _____
(Student)

Requirements of Posting of Student Group Photos (Without Names)

On occasion group pictures of students participating in academic, co-curricular, and/or interscholastic events will be posted on the World Wide Web. The names of the students will not be used.

A parent/guardian not wanting his/her child in a group photo must forward such a request, in writing, to the building administrator.

ADOPTED: 11/7/05

POLICY

1997

3120

Community Relations

SUBJECT: RELATIONS WITH MUNICIPAL GOVERNMENTS\EDUCATIONAL INSTITUTIONS

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.

In addition, it is the policy of the Board of Education that strong lines of communication be maintained by the District with other districts and institutions which provide programs, training, or services to children residing in this District.

Adopted: 2/24/97

POLICY

1997

3130

Community Relations

SUBJECT: SENIOR CITIZENS

The Board of Education will consider school related programs for the elderly 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.

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

Adopted: 2/24/97

**REQUIRED POLICY

POLICY

1997

3140

Community Relations

SUBJECT: FLAG DISPLAY

In keeping with State Education Law and Executive Law, the Board of Education accepts its duty to display the United States flag upon or near each public school building during school hours, weather permitting, and such other times as the statutes may require or the Board may direct.

When ordered by the President, Governor, or local official, to commemorate a tragic event or the death of an outstanding individual, the flag shall be flown at half-staff. The Superintendent's approval shall be required for the flag to be flown at half-staff upon any other occasion. Regulations for seeking such approval shall be established in the Administrative Manual of the District.

Education Law Sections 418 and 419
Executive Law Section 403

Adopted: 2/24/97

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.

An application shall be filled out by each volunteer and forwarded to the District Office for evaluation. All persons performing volunteer services shall be screened and interviewed by one or more members of the regular school staff. A volunteer may or may not be added to the District list pending approval from the Superintendent of Schools.

The Board of Education directs the Superintendent/designee to develop regulations to implement this policy and to periodically inform the Board of Education of the progress of the school volunteer program.

Education Law Sections 3023 and 3028

Adopted: 2/24/1997

Re-typed: 09/18/2012

POLICY

1997

3210

Community Relations

SUBJECT: VISITORS TO THE SCHOOL

The District welcomes visits to school by parents, other adult residents of the community, and interested educators. Students, however, are not allowed to bring friends or relatives to school without prior permission of the principal, nor are high school students allowed to visit the elementary school without prior permission from the principal.

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: 2/24/97

POLICY

1997

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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.

Board members are requested to advise complainants to bring problems to the Board only after they have been considered by the administrative staff and a satisfactory solution is not reached.

Adopted: 2/24/97

SUBJECT: COMPLAINTS AND GRIEVANCES BY EMPLOYEES

In accordance with the provisions of General Municipal Law and the collective bargaining agreements, all District personnel shall have the opportunity to present their complaints or grievances free from interference, coercion, restraint, discrimination or reprisal. The District shall provide at least two procedural stages and an appellate stage for the settlement of any grievance.

Complaints or grievances not covered under employee contracts shall be handled and resolved, whenever possible, as close to their origin as possible. The Superintendent is responsible for implementing regulations for the redress of complaints or grievances through proper administrative channels.

Complaints and Grievances Coordinator

Additionally, the Board shall ensure compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA). The Superintendent shall act as the Title IX/Section 504/ADA Coordinator and shall implement regulations and procedures to resolve complaints of discrimination based on sex or disability.

Prior to the beginning of each school year, the District shall issue an appropriate public announcement which advises students, parents/legal guardians, employees and the general public of the District's established grievance procedures for resolving complaints of discrimination based on sex or disability. Included in such announcement will be the name, address and telephone number of the Title IX/Section 504/ADA Coordinator.

The Title IX/Section 504/ADA Coordinator shall also be responsible for handling complaints and grievances regarding discrimination based on race, color, creed, national origin, political affiliation, age, veteran or marital status.

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

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Community Relations

SUBJECT: COMPLAINTS AND GRIEVANCES BY EMPLOYEES (Cont'd.)

Title VI of the Civil Rights Act of 1964, 42 United States Code (U.S.C.) 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 (U.S.C.) Section 794 et seq.; The Americans With Disabilities Act, 42 United States Code (U.S.C.) Section 12101 et seq. - Prohibits discrimination on the basis of disability.

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

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

Age Discrimination in Employment Act, 29 United States Code (U.S.C.) Section 621.

Military Law Sections 242 and 243

Adopted: 2/24/97

SUBJECT: COMPLAINTS AND GRIEVANCES BY STUDENTS

While students have the responsibility to abide by the policies and regulations of the District, they shall also be afforded opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination or reprisal. Administration shall be responsible for:

- a) Establishing rules and regulations for the redress of complaints or grievances through proper administration channels;
- b) Developing an appeals process;
- c) Ensuring that students have full understanding and access to these regulations and procedure; and
- d) Providing prompt consideration and determination of student complaints and grievances.

Complaints and Grievances Coordinator

In addition, students and parents/legal guardians will receive annual notification of the District's established grievance procedures for resolving complaints of discrimination based on sex or disability. This notice shall include the name, address and telephone number of the Title IX/Section 504/ADA Coordinator.

The Title IX/Section 504/ADA Coordinator shall also be responsible for handling complaints and grievances regarding discrimination based on race, color, creed, national origin, political affiliation, age or marital status.

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

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

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Community Relations

SUBJECT: COMPLAINTS AND GRIEVANCES BY STUDENTS (Cont'd.)

Section 504 of the Rehabilitation Act of 1973, 29 United States Code (U.S.C.) Section 794 et seq.; The Americans With Disabilities Act, 42 United States Code (U.S.C.) Section 12101 et seq. - Prohibits discrimination on the basis of disability.

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

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

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

Adopted: 2/24/97

POLICY

1997

3240

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: 2/24/97

POLICY

1997

3250

Community Relations

SUBJECT: PARENTS TEAMS

Recognized parent groups work with the District for the educational welfare of children. The Superintendent and the principals are directed to participate in, cooperate with and give guidance to the activities of such organizations whenever requested.

In addition, the Board of Education recognizes that the goal of the Parents Teams 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 Parents Teams at the elementary or middle school level to participate actively in its programs.

Adopted: 2/24/97

POLICY

1997

3273

Community Relations

SUBJECT: SOLICITING FUNDS FROM SCHOOL PERSONNEL

Soliciting of funds from 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.

Adopted: 2/24/97

LOAN OF DISTRICT OWNED EQUIPMENT

Description of item(s) loaned (Use district identification number or serial number if applicable):

Name, Address, phone number, E-mail of person requesting item(s):

Date(s) item to be loaned: _____

Expected date to be returned: _____

Department Head or party of interest immediately responsible for item:

Administrator authorizing the loan: _____

The above described equipment of the Seneca Falls Central School district has been loaned to the undersigned with the following understandings as outlined briefly below:

1. The undersigned agrees to indemnify and hold the Board of Education harmless by reason of any claim filed by any member of the organization, or any other individual, which originated as a result of injury directly related to the transportation or use of the equipment/property loaned.
2. The undersigned agrees to reimburse the Board of Education for any damage which results in transporting or using the aforementioned equipment/property. Reimbursement may be in the form of paying for repairs made by the district or actual repair of equipment by the borrower upon approval of the district. The undersigned also agrees to replace the equipment/property if the loaned equipment /property is damaged beyond repair.
3. The undersigned agrees to transport and return the equipment/property borrowed using a conveyance other than school district vehicles.

Name of Organization: _____

Authorized Representative: _____

Date: _____

School District Use Only:

Date Item Returned: _____

Condition of items(s) loaned: _____

Signature: _____ Print Name: _____

POLICY

1997

3282

Community Relations

SUBJECT: USE OF SCHOOL FACILITIES DURING CONTINGENCY BUDGET OPERATIONS

The use of buildings, rooms, fields, and other facilities may be granted if the application is approved and the full amount covering all costs is deposited with the treasurer of the District one week prior to the starting date of the activity. The rates will cover the costs of all facilities and will apply to the use of all buildings. These rates will include heat, light, maintenance, and any other costs necessary to protect the taxpayers from any expense.

Adopted: 2/24/97

POLICY

1997

3283

Community Relations

SUBJECT: RESERVING MEETING ROOMS

A secretary in each school will maintain a schedule of availability of school facilities.

The Office of the Superintendent will keep a master calendar. Dates should be cleared through the Superintendent's Office to avoid conflicts. One week's advance notice should be given by the person calling the meeting.

Rooms for meetings are set aside for regularly scheduled after-school meetings and should be reserved.

Adopted: 2/24/97

POLICY

1997

3290

Community Relations

SUBJECT: OPERATION OF MOTOR-DRIVEN VEHICLES ON DISTRICT PROPERTY

The use of motor-driven vehicles, including cars, snowmobiles, mini-bikes, motorcycles, all-terrain vehicles (ATV's) and other such vehicles is prohibited on any school grounds or areas except for authorized school functions or when authorized by the Superintendent of Schools in a declared emergency.

Traffic Regulations and Rules Pertaining to School Grounds

Pursuant to Section 1670(4) of the Vehicle and Traffic Law, the Seneca Falls Board of Education creates a No Passing Zone in front of the Elizabeth Cady Stanton Elementary School, Frank Knight Elementary School and Mynderse Academy when school buses are being loaded or unloaded. During that interval of time, all vehicular traffic will be prohibited from entering that loading/unloading area until the buses have left the loading area. Any movement of traffic is prohibited when school buses are in driveway.

Provisions for handicapped parking will be provided as close to school entrance as possible.

Parking areas will be designated for visitors and staff as close to the facility as possible. At Mynderse Academy, staff, visitors and handicapped parking will only be allowed in the north extreme of the traffic circle and by the middle school entrance. Traffic will be allowed to park both sides of the road to a point immediately east of the senior high gymnasium entrance. Parking will only be allowed on the eastern segment of the traffic circle, between the entrances. A fire lane has been designated along the sidewalk, east of the building. No parking will be allowed in this area.

No parking of student vehicles will be allowed at Mynderse Academy except in the student parking lots. No parking of any vehicles by students or staff will be allowed south of existing signs at rear of middle school-senior high school beyond high school cafeteria entrance.

Vehicle and Traffic Law Section 1670

Adopted: 2/24/97

POLICY

1997

3291

Community Relations

SUBJECT: USE OF BICYCLES AND MOTOR VEHICLES BY STUDENTS

The Board regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property, in the observation of safety rules and in the display of courtesy and consideration toward others.

The Board will permit the use of bicycles and motor vehicles by students in accordance with the rules of the District, provided that students using motor vehicles are licensed drivers.

The Board is not responsible for bicycles or motor vehicles which are lost, stolen, or damaged.

The building principal shall develop rules and regulations for the operation and parking of bicycles and motor vehicles and shall disseminate those rules to all students so affected.

Adopted: 2/24/97

POLICY

1997

3410

Community Relations

SUBJECT: MAINTENANCE OF PUBLIC ORDER ON SCHOOL PROPERTY

The Board of Education of the Seneca Falls Central School District expects that students, teachers and other staff members and visitors and other licensees or invitees will conduct themselves in a manner so as to provide a good educational environment. To insure this objective, the Board of Education is committed to the maintenance of public order on school property and to the establishment of provisions for such enforcement and further, emphasizes its determination to protect freedom of speech and peaceful assembly upon the school premises but that it will not tolerate lawlessness in any form.

The Seneca Falls Central School District Board of Education shall approve and/or adopt the appropriate rules and regulations for maintenance of public order on school property and shall file with the Regents and the Commissioner of Education such rules and regulations, and any amendments thereto, to the extent required by the law. Administration shall include a copy of these rules and regulations in their Administrative Handbook.

Education Law Section 2801

Adopted: 2/24/97

POLICY

1997

3411

Community Relations

SUBJECT: UNLAWFUL POSSESSION OF A WEAPON UPON SCHOOL GROUNDS

It is 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.

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 265.05 and 265.06

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

Adopted: 2/24/97

POLICY

1997

3412

Community Relations

SUBJECT: PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools of the District and acknowledges its duty to maintain order to preserve the facilities of the District during the conduct of such events.

The District may bar the attendance of any person at a school event whose conduct may constitute a disruption. The District prohibits the possession or consumption of alcoholic beverages or illegal drugs at any function sponsored by the District, and, further, prohibits wagering on school premises. The following additional rules shall also apply:

- a) No tobacco products shall be used.
- b) Resident senior citizens of the District 62 years of age or older shall be admitted without charge to all school events.
- c) Free passes to school events will be available to each Board member.
- d) The Board will honor athletic passes for all districts that are members of conferences in which teams of this District compete.

A schedule of fees for all school events shall be prepared by the Superintendent in accordance with conference rules.

Adopted: 2/24/97

POLICY

1997

3413

Community Relations

SUBJECT: PERSONAL PROPERTY

The School District is not responsible for lost, stolen or damaged personal property of staff, students, or visitors.

Adopted: 2/24/97

POLICY

1997

3414

Community Relations

SUBJECT: STUDENT DEMONSTRATIONS

The right of a school aged child to attend our schools and receive a suitable education is determined under the state law. The Board will not tolerate any disruption or interference that violates this right by violence, vandalism, seizure of any area of school property, sit-ins, walk-outs, or other methods of disruption.

While students have a constitutional right to demonstrate peacefully during school hours, demonstrations that disrupt or interfere with the normal operation of the school will not be permitted. Students involved in demonstrations which are disruptive and/or interfere with the normal operation of the school shall be suspended out of school for each class period involved up to 5 school days (1 day per instructional period) within Commissioner's Regulations for suspension from school.

Adopted: 2/24/97

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 and/or vendors. The Board of Education shall further provide for the enforcement of such Code of Conduct.

For purposes of this policy, and the implemented Code of Conduct, school property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the District's elementary or secondary schools, or in or on a school bus; and a school function shall mean a school-sponsored extracurricular event or activity regardless of where such event or activity takes place, including those that take place in another state.

The District Code of Conduct has been developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

The Code of Conduct shall include, at a minimum, the following:

- a) Provisions regarding conduct, dress and language deemed appropriate and acceptable on school property and at school functions, and conduct, dress and language deemed unacceptable and inappropriate on school property; provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property and at school functions; the appropriate range of disciplinary measures which may be imposed for violation of such Code; and the roles of teachers, administrators, other school personnel, the Board of Education and parents/persons in parental relation to the student;
- b) Provisions prohibiting discrimination and harassment against any student, by employees or students on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact and/or verbal threats, intimidation or abuse, of such a severe nature that:
 1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or
 2. Reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety.

Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender as defined in Education Law Section 11(6), or sex; provided that nothing in this subdivision shall be construed to prohibit a denial of admission into, or exclusion from, a course of instruction based on a

(Continued)

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)

person's gender that would be permissible under Education Law Sections 3201-a or 2854(2) (a) and Title IX of the Education Amendments of 1972 (20 USC Section 1681, et seq.), or to prohibit, as discrimination based on disability, actions that would be permissible under 504 of the Rehabilitation Act of 1973;

- c) Standards and procedures to assure security and safety of students and school personnel;
- d) Provisions for the removal from the classroom and from school property, including a school function, of students and other persons who violate the Code;
- e) Provisions prescribing the period for which a disruptive student may be removed from the classroom for each incident, provided that no such student shall return to the classroom until the Principal (or his/her designated School District administrator) makes a final determination pursuant to Education Law Section 3214(3-a)(c) or the period of removal expires, whichever is less;
- f) Disciplinary measures to be taken for incidents on school property or at school functions involving the use of tobacco, the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights, harassment and threats of violence;
- g) Provisions for responding to acts of discrimination and harassment against students by employees or students on school property or at a school function pursuant to clause (b) of this subparagraph;
- h) Provisions for detention, suspension and removal from the classroom of students, consistent with Education Law Section 3214 and other applicable federal, state and local laws, including provisions for school authorities to establish procedures to ensure the provision of continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from school, which shall include alternative educational programs appropriate to individual student needs;
- i) Procedures by which violations are reported and determined, and the disciplinary measures imposed and carried out;
- j) Provisions ensuring the Code of Conduct and its enforcement are in compliance with state and federal laws relating to students with disabilities;
- k) Provisions setting forth the procedures by which local law enforcement agencies shall be notified of Code violations which constitute a crime;

(Continued)

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)

- l) Provisions setting forth the circumstances under and procedures by which parents/persons in parental relation to the student shall be notified of Code violations;
- m) Provisions setting forth the circumstances under and procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision ("PINS") petition as defined in Articles 3 and 7 of the Family Court Act will be filed;
- n) Circumstances under and procedures by which referral to appropriate human service agencies shall be made;
- o) A minimum suspension period for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. For purposes of this requirement, as defined in Commissioner's Regulations, "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom" shall mean engaging in conduct which results in the removal of the student from the classroom by teacher(s) pursuant to the provisions of Education Law Section 3214(3-a) and the provisions set forth in the Code of Conduct on four (4) or more occasions during a semester, or three (3) or more occasions during a trimester, as applicable;
- p) A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a)(a). However, the suspending authority may reduce the suspension period on a case-by-case basis consistent with any other state and federal law;
- q) A Bill of Rights and Responsibilities of Students which focuses upon positive student behavior and a safe and supportive school climate, which shall be written in plain-language, ~~and which shall be~~ publicized and explained in an age-appropriate manner to all students on an annual basis; and
- r) Guidelines and programs for in-service education programs for all District staff members to ensure effective implementation of school policy on school conduct and discipline, including but not limited to, guidelines on promoting a safe and supportive school climate while discouraging, among other things, discrimination or harassment against students by students and/or school employees; and including safe and supportive school climate concepts in the curriculum and classroom management.

The District's Code of Conduct shall be adopted by the Board of Education after the District Steering Committee review that provided for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties.

(Continued)

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)

The District's Code of Conduct shall be adopted by the Board of Education after the District Steering Committee review that provided for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties.

The Code of Conduct shall be reviewed on an annual basis by District Steering Committee, and updated as necessary in accordance with law. The District may establish a committee pursuant to Education Law Section 2801(5)(a) to facilitate review of its Code of Conduct and the District's response to Code of Conduct violations. The School Board shall reapprove any updated Code of Conduct or adopt revisions only after at least one (1) public hearing that provides for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties. The District shall file a copy of its Code of Conduct and any amendments with the commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.

The Board of Education shall ensure community awareness of its Code of Conduct by:

- a) Posting the complete Code of Conduct on the Internet website, if any, including any annual updates and other amendments to the Code;
- b) Providing copies of a summary of the Code of Conduct to all students in an age-appropriate version, written in plain language, at a school assembly to be held at the beginning of each school year;
- c) Providing a plain language summary of the Code of Conduct to all parents or persons in parental relation to students before the beginning of each school year and making the summary available thereafter upon request;
- d) Providing each existing teacher with a copy of the complete Code of Conduct and a copy of any amendments to the Code as soon as practicable following initial adoption or amendment of the Code. New teachers shall be provided a complete copy of the current Code upon their employment; and
- e) Making complete copies available for review by students, parents or persons in parental relation to students, other school staff and other community members.

Privacy Rights

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

POLICY

2012

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Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)

Education Law Sections 801-a, 2801 and 3214

Family Court Act Articles 3 and 7

Vehicle and Traffic Law Section 142

8 NYCRR Section 100.2(1)(2)

NOTE: Refer also to *District Code of Conduct on School Property*

**Required Policy

Adoption Date:

POLICY

1997

3510

Community Relations

SUBJECT: EMERGENCY CLOSINGS

In the event it is necessary to delay or close school for the day due to inclement weather or other emergency reasons, announcement thereof shall be made over local radio and TV stations designated by the Board of Education (to include WFSW, Seneca Falls; and TV Channel 3 in Syracuse).

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.

Adopted: 2/24/97