

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

**REQUIRED
NOTIFICATIONS TO PARENTS**

SCHOOL YEAR 2010-11



**DR. ANNETTE M. SATURNELLI
SUPERINTENDENT OF SCHOOLS**

SEPTEMBER 2010

**NEWBURGH ENLARGED CITY SCHOOL DISTRICT
NEWBURGH, N.Y.**

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September 2010

Dear Parent/Guardian/Eligible Student:

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

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

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

We look forward to a very successful 2010-11 school year. Parents and families are a very important part of our decision-making process and we will continue to make every effort to collaboratively work with you to make our schools better for a brighter future. With your help, the academic achievement of all students in the District has improved significantly in the past four years. We are committed to continuing this improvement at all levels. Please join one or more of the various committees and groups available in your child's school.

Sincerely,

Ralph A. Pizzo
Acting Superintendent

The Newburgh Enlarged City School District offers equal educational and employment opportunities, including career and technical education opportunities, without regard to age, religion, race, creed, color, national origin, sex, disability, marital status, military status, sexual orientation, predisposing genetic characteristics, as defined in the New York State Human Rights Law. Mrs. Mary Ellen Leimer and Mr. Michael McLymore are the Compliance Coordinators for Titles VI, VII, and IX/EEO and Dr. David E. Noriega is the Coordinator for Section 504 and the Americans with Disabilities Act. They can be reached at telephone #845-563-3400.

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A. NOTIFICATIONS

ASBESTOS

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

The Asbestos Management Plans are available for review at the Main Office at each of the District's schools, during regular school hours. They can also be reviewed in the Administrative Offices of Facilities and Operations, at 1001 1st Street, New Windsor, N.Y. 12553, from 8:00 am to 4:00 pm during normal school days. Copies of the plans are available at a cost of \$0.25 per page. Please call telephone # 845-568-6800 or your child's school if you would like to make arrangements to purchase a copy or copies or to review any of the plans.

CALCULATORS FOR SECONDARY STUDENTS

All Grade 7-12 secondary school students have access to calculators for their class assignments and assessments. The District has purchased enough calculators for student use in school when required for coursework. Not every Math or Science course needs the use of calculators.

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

CODE OF CONDUCT

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

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

Schools annually distribute to parents and students eligible because of their age a copy of the Code of Conduct. At the beginning of the school year, you will be asked to sign and return to

your child's school the statement on the tear-off page on the back cover of the Code of Conduct booklet, indicating that you received and read the revised booklet for the new school year.

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

EMERGENCY HEALTH INFORMATION

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

PESTICIDE APPLICATIONS

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

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

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

In addition, there will be no written notice of an application when a school remains unoccupied for a continuous 72 hours period following the application. In the event of an emergency application necessary to protect against an imminent threat to human health, a good-

faith effort will be made to supply written notification to those on the 48-hour prior notification list.

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

For further information on these requirements, please feel free to contact Liberty Pest, Inc., the District's pesticide representative, through the Buildings and Grounds Office, Stewart Annex, New Windsor, NY, telephone # 845-568-6500.

TEACHER QUALIFICATIONS

In accordance with the federal No Child Left Behind Act of 2001, parents and guardians have the right to request and review specific information about the professional qualifications of their children's classroom teachers. Appendix A in Section B. includes a notification from the Superintendent of Schools regarding teacher qualifications and a formatted letter to parents regarding the assignment of teachers who are not highly qualified.

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

2423 - LIMITED ENGLISH-PROFICIENT STUDENTS

Within thirty (30) days of the start of the school year, parents of Limited English-Proficient students will be notified if their child is participating in, or identified as eligible for, a program of bilingual education or for English-as-a-Second Language (ESL) services. Parents will also be notified within two weeks after placement if their child is placed in such program or will receive such services after the beginning of the school year. In addition, parents will be advised of their rights, including their right to decline having their child enrolled in the program.

5116 - HOMELESS STUDENTS

All programs and services of the Newburgh Enlarged City School District are available to homeless students and unaccompanied youth. Whenever a homeless child or unaccompanied youth seeks to enroll in the District, and at least twice annually while the child is enrolled, the parent and child will be informed of their rights. Some of these are the right to attend the school they previously attended or to attend school in the district of current location, the right to be enrolled and to attend school even though the required admission documentation has not yet been provided and prior student records might not be available, and the right to transportation to and from school.

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

5200 - ATTENDANCE

Students are expected to attend school on time and to attend school every day that school is in session. Recognition will be made of students who have good attendance, including certificates of achievement and participation in special privileges and activities at each school.

A student who does not attend school or who is late to school may be subject to disciplinary consequences. The only acceptable excuses for student absence are personal illness or emergency dental and medical appointments, death in the immediate family, religious observance, required attendance at court, or military obligations. A student may also be absent from school for up to five days, with prior knowledge and approval of parents and counselors, to visit colleges during their junior and senior years of high school. Disciplinary consequences for unexcused absences may lead to in-school and/or out-of-school suspension.

Parents will be notified in writing or by phone if their child develops a pattern of unexcused absences or is regularly late to class. Teachers, counselors, and administrators will work with the child and the parents to improve class attendance and, if attendance is not improved, the principal might recommend action by social service agencies and/or Family Court to make certain that the child attends regularly and on time.

A student who is absent from school must bring a written note from the parent or guardian when returning to school, explaining the reason for the absence. Students are expected to make up the school work which they missed when absent from school within a reasonable period of time upon returning to classes.

Any student who is absent more than 10% of the days on which school is open may not participate in extracurricular activities, sports, clubs, dances, and the like, for at least one month. When the student's attendance improves to fewer than 10% absences, extra-curricular privileges will be restored.

Students who fail one or more courses will not be permitted to attend the Extended School Year Program during July and August if they have been absent from class more than 20% of the days class was in session. In addition, any student who is absent from class for more than 30% of the days class is in session may be considered for placement in an Alternative Program.

Regular attendance at school and participation in all classes are very important to the academic success of your child. You, in your capacity as parents or guardians, are valuable partners in helping the district encourage your child's participation in daily classes. We have an obligation to work together to make certain that your child(ren) attend school every day.

The Comprehensive Student Attendance Policy can be found in Appendix A of the District's Code of Conduct, which your child's school sent to you at the beginning of the school year.

8200 - STUDENT USE OF COMPUTERS AND EDUCATIONAL TECHNOLOGY

Appendix C in Section B. is the Newburgh Enlarged City School District's Acceptable Use Agreement for Student Use of Computers and Educational Technology. This Agreement is a requirement of the District's Computer Network System Use Policy (No. 8200). This policy can be found as Appendix D in the District's Code of Conduct, which you should recently have received. Please read the Agreement and retain it for your records.

Form 8200-1 in Section C. is an Agreement Form for the acceptable use of computers and educational technology by students in the Newburgh Enlarged City School District. After reading the Acceptable Use Agreement, please sign Form 8200-1 and return it to the principal of your child's school as soon as possible.

A student's use of the school's or district's computers and educational technology signifies that the student agrees to the general principles, acceptable use terms, prohibited use terms, and sanctions outlined in the Newburgh Enlarged City School District Acceptable Use Agreement for Student Use of Computers and Educational Technology.

Please call the Main Office of your child's school if you have questions about the agreement.

8330 – ACCESS TO STUDENT RECORDS

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

1. Inspect and review the student's education records within forty-five (45) days of the day the Newburgh Enlarged City School District receives from you a request for access. You need to submit to the Building Principal a written request that identifies the record(s) you wish to inspect. The Building Principal will make arrangements for access and notify you of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that you believe are inaccurate or misleading. You may ask the School District to amend a record that you believe is inaccurate or misleading. You should write to the Building Principal, clearly identifying the part of the record you want changed and specifying why it is inaccurate or misleading.

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

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy

Act of 1974 (F.E.R.P.A.) authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the Board of Education; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, insurance company, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the School District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. Not to have Directory Information disclosed without your prior written consent. This District has designated the following items as Directory Information, and may disclose any of these items without your prior written consent, unless notified in writing by you not to disclose the items, by the end of the first thirty (30) days of the school year or within thirty (30) days of receipt of this notice:

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

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

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

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

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

District, in writing, that you do not want such information released by the School District without your prior written consent. The Principal of Newburgh Free Academy will send you a form letter that you can use to notify the Principal of your decision to consent or deny authorization to release this information. If you, as a parent/guardian of a high school student, or a student 18 years of age or older, wish to exercise your option to withhold your consent to the release of the above information to military recruiters and/or institutions of higher learning, you must sign, date, and return Form 9715-1 in Section C. to the Principal of Newburgh Free Academy.

Please call or contact your child's school if you have questions about this notice or would like to receive a copy of the School District's Student Records Policy.

8340 - STUDENT PRIVACY

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

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

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

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

Please call or contact the principal of your child's school if you have questions about this notice.

8530 - SCHOOL LUNCH PROGRAM

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

During the 2010-11 school year, the District will offer both breakfast and lunch in every school at the following prices: \$1.25 for breakfast; \$2.00 for elementary lunch; \$2.25 for

secondary lunch; and \$0.60 for milk. However, some students will be eligible to purchase breakfast and lunch at even lower prices or to receive them at no cost at all.

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

You can find out if your child is eligible for the reduced price or no-cost breakfast or lunch by completing and submitting an application to the district's Department of Food Services. If you did not receive a blank application in the mail in early August or subsequently, please ask for one at your child's school or at the Board of Education, at 124 Grand Street, Newburgh. We urge you to submit your application as soon as you obtain it in order to ensure that it is processed in a timely manner. No child will be identifiable as a student participating in the free or reduced lunch program.

Every application submitted will help your child and all students in the District in many other ways. Higher numbers of submitted applications will allow the district to apply for extra moneys for additional programs and materials. This means that the District will have more ways to help your child succeed in school. We count on your returned application to help improve the educational services provided to all our children.

9200 - PARENTAL INVOLVEMENT

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

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

B. APPENDICES

**RIGHT TO REQUEST AND REVIEW INFORMATION REGARDING
TEACHER QUALIFICATIONS**

September 2010

Dear Parents/Guardians:

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

- if the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- whether the teacher is teaching under emergency or other provisional status through which the State qualifications or licensing criteria have been waived;
- the teacher's college major;
- whether the teacher has any advanced degrees and, if so, the subject of the degrees;
- if your child is provided services by any instructional aides or similar paraprofessionals, the services provided to your child and the aide's or paraprofessional's qualifications.

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

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

Sincerely,

Dr. Annette M. Saturnelli
Superintendent of Schools

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

September 2010

Dear Parents/Guardians:

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

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

5201 – SECONDARY SCHOOLS COURSE CREDIT POLICY

All students in grades 7-12 will be eligible to receive credit for those courses in which they have met the minimum requirements outlined below.

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

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

1. Students must obtain a final passing grade of 65. This grade will be achieved through the marking period grades and the final exam.
2. Achieve marking period grades from a combination of exams, class participation, and homework.
3. Take the course final exam. All students, except seniors who meet the exemption criteria outlined in the NFA Handbook will be required to take the final exam.

All Regents Examinations are stand-alone examinations, with no bearing on the final course average. Following are applicable requirements:

1. In a Regents course that is required for graduation, students must sit for the corresponding Regents examination in order to obtain course credit. The Regents grade will appear on the students' transcript but will not be counted towards the final average. Once students have passed the required Regents exams for graduation in a subject area, but choose to continue in Regents courses in that subject, they do not need to take any additional Regents exams in that subject area. They must complete the courses required for graduation, and all requisite coursework, but do not need to take the accompanying Regents exams. However, if students desire to receive a Diploma with Distinction, they must pass the required number of Regents exams to meet those requirements.
2. All non-Regents courses terminate in a district final exam that counts as 1/5 of the final average.
3. If an Advanced Placement (AP) course has a corresponding Regents examination, students must take either the AP or Regents examination in order to obtain course credit. If the AP course does not have a corresponding Regents examination, students must take the school final exam which counts as 1/5 of their final course grade.

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

If the student's final year grade average is 54 or lower, the student must retake the course the following school year, and may not take the course in summer school without the permission of the building principal.

These requirements will commence in September of 2005.

**8200 - ACCEPTABLE USE AGREEMENT FOR STUDENT USE
OF COMPUTERS AND EDUCATIONAL TECHNOLOGY**

General Principles

The Newburgh Enlarged City School District considers computers to be a valuable tool for education and encourages the use of computer-related technology in school classrooms to further the educational goals of the District.

Through software applications, online databases, and electronic mail, computer use will significantly enhance educational experiences and provide statewide, national, and global communication opportunities for students and staff.

When a student in the Newburgh Enlarged City School District accesses computers, the computer network, and educational technology owned or operated by the District, he or she assumes certain responsibilities and obligations. All access of this type is subject to school district policies and to local, state, and federal laws. The Newburgh Enlarged City School District expects that student use of computers provided by this District will be ethical, for educational pursuits, and will reflect academic honesty. Students must demonstrate respect for intellectual property, system security, and privacy.

Acceptable Use

As a student, you are expected to make appropriate use of computer resources provided by the school. You must:

- use computer resources only for authorized purposes following established procedures;
- be responsible for all activities on your assigned account;
- access only files and data which are your own, which are publicly available, or to which you have been given access;
- use only legal versions of copyrighted software which have been purchased by the District;
- be considerate in your use of shared resources;
- maintain the privacy of your own password.

Prohibited Use

Students must not make inappropriate use of computer resources provided by the District. The following actions are considered inappropriate:

- using computers for personal entertainment and game-playing;
- using computers for personal communications (including e-mail) unrelated to school work;
- using another person's password or revealing a personal password to another student;
- using another person's files or data without permission;
- using computer programs to decode passwords or to access control information;
- attempting to circumvent or subvert system security measures;
- copying files, data, or programs from the Internet without permission;
- engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating viruses, damaging files, or disrupting service;

- changing screensavers, wallpapers, monitor calibration, or any computer settings;
- engaging in obscene, threatening, or harassing communication over district networks;
- vandalizing or modifying in any way hardware or software components;
- making or using copies of any software, storing such copies on district systems, or sending them over networks;
- engaging in any activity that does not comply with the general principles listed at the beginning of this document.

Internet Use

Internet access is provided with the understanding that the District is not able to control the content available on the Internet. The vast majority of sites available can provide a wealth of useful information to students. However, some sites may contain information that is inaccurate, offensive, defamatory, or otherwise inappropriate for students. Parents and students should be aware that it is the responsibility of the student to monitor his/her own access and use sound judgment. The District will not be held responsible should students encounter offensive or inappropriate material on the Internet.

Materials on the Internet that are of educational value may be copied for research purposes only. Students must cite all sources when completing papers and reports. Copyrighted materials may be used as per the “Fair Use” doctrine as it applies to students. Students should assume that, unless otherwise indicated, any material found on the Internet is copyrighted.

Student work produced as part of school activities may be posted on the Newburgh Enlarged City School District’s website. In this case, the student maintains no copyright to his or her work. In addition, the staff of the Newburgh Enlarged City School District reserves the right to modify any work prior to posting on the District’s website. Only students’ first names will be used when student work is posted. Individual student photographs will not be posted. Team or group photographs will not be posted unless they are distant group photographs and no students are identifiable. No student names will be used in conjunction with photographs.

In all cases, the use of the Internet through school or District computer systems is limited to academic research for a specific course or assignment. Any use that does not comply with these guidelines is an infringement on the legitimate use by others, and is a violation of this agreement. Personal e-mail, chat, game-playing, and viewing of music videos, are examples of uses that are not acceptable.

Sanctions

The Newburgh Enlarged City School District considers any violation of these acceptable use principles to be a serious offense. The District reserves the right to monitor, copy, examine, and delete any files or information on the network that may suggest that a student is using school computer systems inappropriately. Students should have no expectation of privacy when using electronic means of communication or information storage. Violators are subject to disciplinary action by school officials, which may include in- or out-of-school suspensions and/or suspension or revocation of computer access privileges. The Building-Level Administrator or the District-Level Network Administrator may at any time suspend or revoke the computer use privileges for any actions in violation of the Guidelines above.

8340 - STUDENT PRIVACY RIGHTS POLICY

1. Student Surveys

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

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

U.S. Department of Education Funded Surveys

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

Surveys Funded by Other Sources

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

2. Instructional Materials

Parents/guardians shall be granted, upon request, reasonable access and the right to inspect instructional materials used as part of the educational curriculum for the student within a reasonable period of time after such request is received by the District. Requests shall be

submitted by the parent/guardian, in writing, to the building principal. “Instructional Materials” is defined as instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

3. Physical Examinations or Screenings

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

4. Collection, Disclosure or Use of Personal Information

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

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

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

5. Notification to Parents

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

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

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

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

6. Miscellaneous

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

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

8464 - USE OF ELECTRONIC DEVICES POLICY**Students**

Students are permitted to bring certain electronic devices such as cell phones and personal digital assistants (PDAs) to school; however, they must be kept out of sight and turned-off during the hours of the student instructional day. A student who uses a cell phone, PDA or other similar electronic device in violation of this policy will be subject to discipline in accordance with law and the District Code of Conduct. In addition, the electronic device may be confiscated pending a meeting with the student and his/her parent.

The Board of Education prohibits the use of electronic devices that may distract from or disrupt the educational process and/or that may be used as weapons (including but not limited to laser pointers, light pointers, pagers, ipods, MP3 players, walkmen, boom boxes). The Board of Education also prohibits the possession and/or use of electronic devices with recording capabilities by students on school property, except for the purpose of photographing or videotaping public events (e.g., athletic events, plays, concerts, awards ceremonies). A student who uses any such device in violation of this policy will be subject to discipline in accordance with law and the District Code of Conduct. In addition, the electronic device may be confiscated pending a meeting with the student and his/her parent.

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

Students may not possess or use a cell phone, other electronic communication device or technology or wear headphones during Regents Examinations either in the room where the test is administered or while on a supervised break and until the examination has been completed, handed in and the student has left the examination room. If any such communication device or related technology is used for any reason and under any circumstances in violation of this Policy, the examination will be invalidated and no score will be calculated for the student.¹

Employees

Employees must keep cell phones, PDAs, ipods and similar devices turned off during student instructional time, except when using a PDA for the purpose of calendaring and calculating. Failure to do so may subject the employee to discipline in accordance with law and any applicable collectively negotiated agreement.

¹Section 225 of the Education Law makes fraud in examinations, such as obtaining aid from or giving aid to another person during a Regents Examination, a misdemeanor.

Emergencies

During health and safety emergencies, such as fire drills, bomb threats and evacuations, no electronic devices may be used by students, staff or any third party, for the safety of students and staff.

Privacy

The Board of Education prohibits any form of photography, tape recording or video recording of any individual on school property or in school facilities without that individual's knowledge, as well as the dissemination of any photograph or recording without the individual's permission. In no event shall any individual photograph or record in a zone where an individual has a reasonable expectation of privacy, including but not limited to locker rooms, lavatories, Nurse's office. In addition, the Board prohibits possessing, viewing, sending or sharing pictures or text having sexual content ("sexting") in school or at school activities, or from off-campus and which are received at school or school activities. A student who violates this policy shall be subject to discipline in accordance with law and the District Code of Conduct. An employee who violates this policy shall be subject to discipline in accordance with law and any applicable collectively negotiated agreement.

Enforcement

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

Responsibility

The decision to bring electronic devices to school or school sponsored events rests with the individual student and his/her parents/guardians or the individual employee, respectively, and therefore the responsibility for such devices rests solely with the individual student or employee. The School District discourages bringing electronic devices to school. The School District assumes no responsibility or liability whatsoever in the event that an electronic device is damaged, misplaced or stolen during the school day, when on school property or when in attendance at a school sponsored event, whether on or off of school property. The School District further assumes no responsibility or liability for any communication bill associated with the authorized or unauthorized use of said devices.

8605 - VEHICLE IDLING POLICY

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

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

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

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

VEHICLE IDLING - REGULATION

School Buses

1. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.
2. At school bus depots, the idling time to warm up the school buses in the early morning shall be for the time recommended by the manufacturer (generally three to five minutes) except in the coldest weather.
3. To the extent possible in order to maintain interior vehicle warmth, during cold weather months, school buses should be driven to the school as close to the scheduled pick-up time as possible, then turned off while waiting for students to load. Bus idling to maintain interior warmth shall be at a very minimum and shall occur outside of the school zone. The schools shall provide a space inside the school building where bus drivers can arrive early and wait.
4. The following are considered exceptions to the above rules and extraordinary circumstances that implicate health and safety and are beyond the bus driver's control:
 - a. waiting in traffic
 - b. while loading/unloading students with special needs, if necessary (e.g., wheelchair lifts whose operation requires the engine to be running)
 - c. for traffic, safety or emergency situations
 - d. for maintenance or mechanical inspections or repair
 - e. during extreme weather conditions for the purpose of warming the interior of the bus.
5. School buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported to locations off of school grounds.
6. Transportation Operations shall revise bus schedules so that school bus caravanning can be avoided and the cleanest buses assigned to the longest routes.
7. All bus drivers shall receive a copy of this Policy and Regulation at the beginning of every school year.

Other Vehicles

1. All service delivery vehicles shall turn off the engines while making deliveries to school buildings and shall not park in areas where there are intake vents to the school buildings.
2. Parents/guardians who drop off or pick up their children at school should do so quickly and at the area designated for drop off or pick up. Parents should turn off the vehicle engine while waiting to drop off or pick up a student, or when parked.
3. This Policy and Regulation shall be posted on the District's website.

9200 - PARENT INVOLVEMENT POLICY

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

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

The Board also feels that district staff and parents benefit from training to facilitate both home-school-district communication and parent involvement. The Board directs that the following activities be implemented to encourage parent-school-district collaboration:

- a. Parent-teacher conferences to permit two-way communication between home and school.
- b. Open houses conducted annually in District schools to provide parents with the opportunity to see the school facilities, meet the faculty and sample the program on a first hand basis.
- c. Meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or difficulties.
- d. Allocation of funds for parent involvement and parent involvement initiatives as required.
- e. Dissemination of district and school profiles to staff, parents, and the community, on the progress of the whole district and the whole school.
- f. Involvement of parents in the joint development of the District's Title I plan. If the plan is not satisfactory to such parents, the District will submit any parent comments to the State Education Department along with its plan.
- g. Involvement of parents in the process of school review and improvement, including explaining to parents how they can become involved in addressing the academic issues that caused their child's school to be identified as a school in need of improvement; consulting with parents in the development of a school improvement plan, and including strategies in such plan to promote effective parental involvement.
- h. Provision to parents of adequate opportunity to participate in the development of a restructuring plan whenever their child's school is identified for restructuring, and to comment before the District implements an alternative governance arrangement.
- i. Provision of coordination, technical assistance, and other support necessary to assist participating schools in their own planning and implementation of effective parent involvement activities to improve student academic achievement and school performance; build the capacity of its schools and parents for parental involvement;

coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under other programs such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters, and state-run preschool programs; conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of Title I schools, including the identification of barriers to greater participation by parents in activities under the policy, and revision of parent involvement policies necessary for more effective parent involvement.

The Board also directs that, in schools participating in Title I, either as Targeted Assistance Schools or as School-Wide Program Schools, the following activities be implemented:

- a. Annual meeting for participating parents to notify parents of their child's participation in the program and to explain Title I elements.
- b. Flexible-schedule and special request parent meetings.
- c. Organized involvement of parents in the Title I program planning, review, and improvement.
- d. Dissemination of school performance profiles that show the school's progress toward meeting the State's learning and performance standards.
- e. Provision of descriptions and explanation of curriculum, assessments, and expected proficiency levels.
- f. Periodic meetings of the building Compact Committees established in the schools of the District pursuant to the 1994 Compact Plan, and discharge of the building Compact functions approved by the Board in June 2000.
- g. Development and dissemination of a periodically updated School Parent Involvement Policy describing how the participating school will carry out the steps outlined above.
- h. Joint development with parents of a school-parent compact, as part of the parent involvement policy, that outlines how parents, the entire school staff, and students, will share the responsibility for improved student achievement, and the means by which the school and parents will build and develop a partnership to help children achieve the New York State standards.
- i. Provision of information and school reports in a format and, to the extent practicable, in a language parents understand.

SAMPLE SCHOOL-LEVEL PARENT INVOLVEMENT POLICY

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

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

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

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

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

- a. An annual meeting for participating parents to notify them of their child(ren)'s participation in the program and to explain Title I elements.
- b. Flexible-schedule and special-request parent meetings.

- c. Organized involvement of parents in the school's Title I program planning, review, and improvement.
- d. Dissemination of school performance profiles that show the school's progress toward meeting the State's learning and performance standards.
- e. Provision of descriptions and an explanation of the curriculum, assessments, and expected proficiency levels.
- f. Periodic meetings of the school's Compact Building Committee established pursuant to the NECSD 1994 District Plan for Implementing C.R. 100.11 (the Compact Plan), and discharge of the Compact Building Committee functions amended by the Newburgh Board of Education on January 26, 2010.
- g. Joint development with parents of a School-Parent Compact, as part of (name)_____ School's parent involvement policy, outlining how parents, the entire school staff, and students, will share the responsibility for improved student achievement, and the means by which the school and parents will build and develop a partnership to help children achieve the New York State standards.

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

Approved by the Acting Superintendent: _____

Ralph A. Pizzo

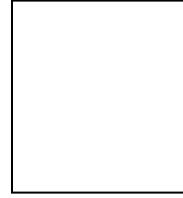
October 29, 2010

C. FORMS

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

Acceptable Use Agreement for Student Use of Computers and Educational Technology

Agreement Form – 2010-11 School Year



FIRST LETTER OF LAST NAME

Student

I have read, understand, and will abide by the Acceptable Use Agreement for Student Use of Computers and Educational Technology of the Newburgh Enlarged City School District. I further understand that any violation of the agreement may result in suspension or revocation of use privileges, school disciplinary action, and legal action.

Student name: _____

Date: _____

Student signature: _____

Grade: _____

School: _____

Parent

As the parent or guardian, I have read and understand the Acceptable Use Agreement for Student Use of Computers and Educational Technology of the Newburgh Enlarged City School District. I have discussed the agreement with my child and, where necessary, helped him/her understand it. I understand that the District is not able to restrict access to all controversial materials that may be available to students on the Internet, and will not hold the District responsible should my child acquire such materials. I further understand, and have discussed with my child, that he/she is responsible for his/her own actions in this regard.

Parent name: _____

Date: _____

Parent signature: _____

Phone #: _____

This form should be completed and returned to the principal of your child's school

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

REQUEST TO INSPECT/REVIEW EDUCATION RECORDS

Date: _____

Dr. Annette M. Saturnelli
Superintendent of Schools
Newburgh Enlarged City School District
124 Grand Street
Newburgh, NY 12550

Dear Dr. Saturnelli:

The purpose of this letter is to request that the education records identified below, for (name of student) _____, who is (please circle one) my son / my daughter / myself as eligible student, be made available to me for inspection and review. I understand that the records will be made available within forty-five (45) days of the date stated above and that I will be notified of the time and place where the records may be inspected. I also understand that the district may require that a district official be present during the inspection and that no documents may be removed from school premises. I further understand that I will not be able to view any portion of any record pertaining to another student.

I wish to inspect the following records:

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

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

Sincerely,

Parent/Guardian/Eligible Student

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

CONSENT FOR THIRD PARTY TO INSPECT/REVIEW EDUCATION RECORDS

Date: _____

Dr. Annette M. Saturnelli
Superintendent of Schools
Newburgh Enlarged City School District
124 Grand Street
Newburgh, NY 12550

Dear Dr. Saturnelli:

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

I authorize that the following records be inspected/reviewed:

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

The purpose of the records inspection/review is: _____
_____.

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

Sincerely,

Notarized Signature of
Parent/Guardian/Eligible Student

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

PARENT/GUARDIAN/STUDENT REQUEST FOR COPY OF EDUCATION RECORDS

Date: _____

Ms. Mary Lou Botsford
Records Access Officer
Newburgh Enlarged City School District
124 Grand Street
Newburgh, NY 12550

Dear Ms. Botsford:

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

I request copies of the following records:

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

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

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

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

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

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

Sincerely,

Signature of Parent/Guardian/Eligible Student

Printed Name: _____

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

CONSENT TO PROVIDE COPY OF EDUCATION RECORDS TO A THIRD PARTY

Date: _____

Ms. Mary Lou Botsford
Records Access Officer
Newburgh Enlarged City School District
124 Grand Street
Newburgh, NY 12550

Dear Ms. Botsford:

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

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

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

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

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

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

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

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

Sincerely,

Notarized Signature of Parent/Guardian/Eligible Student

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

THIRD PARTY OR AGENCY AGREEMENT
TO MAINTAIN CONFIDENTIALITY OF EDUCATION RECORDS

Date: _____

Ms. Mary Lou Botsford
Records Access Officer
Newburgh Enlarged City School District
124 Grand Street
Newburgh, NY 12550

Dear Ms. Botsford:

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

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

Sincerely,

Authorized Third Party

THIRD PARTY OR AGENCY AGREEMENT
TO MAINTAIN CONFIDENTIALITY OF EDUCATION RECORDS

Date: _____

Ms. Mary Lou Botsford
Records Access Officer
Newburgh Enlarged City School District
124 Grand Street
Newburgh, NY 12550

Dear Ms. Botsford:

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

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

Sincerely,

Authorized Third Party

**PARENT/GUARDIAN/ELIGIBLE STUDENT REQUEST
TO AMEND EDUCATION RECORDS**

Date: _____

Dr. Annette M. Saturnelli
Superintendent of Schools
Newburgh Enlarged City School District
124 Grand Street
Newburgh, NY 12550

Dear Dr. Saturnelli:

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

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

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

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

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

Sincerely,

Notarized Signature of
Parent/Guardian/Eligible Student

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

OBJECTION TO RELEASE OF DIRECTORY INFORMATION

September 2010

Dear Parent/Guardian/Eligible Student:

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

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

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

Please do not release directory information without my prior consent.

(Parent/Guardian or Eligible Student Signature)

(Date)

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

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

RECRUITMENT BY OUTSIDE GROUPS

September 2010

Dear Parent/Guardian or Eligible Student:

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

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

Sincerely,

Peter Copeletti, Principal
Newburgh Free Academy

Date: _____

TO: Mr. Peter Copeletti, Principal
Newburgh Free Academy
201 Fullerton Avenue
Newburgh, New York 12550

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

(Parent/Guardian Signature)

(Printed Name of Parent/Guardian)

(Eligible Student Signature)

(Printed Name of Eligible Student)

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

CONSENT FOR OR OPT-OUT OF SPECIFIC ACTIVITIES

September 2010

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

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

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

The school will send you a schedule of activities requiring parental notice and consent or opt-out for the 2010-11 school year. The list might not be exhaustive and, for surveys and activities scheduled after the school year starts, the school will provide you, as the parent, guardian, or eligible student, notification of the surveys and activities and give you, within a reasonable period of time prior to the date the surveys and activities will be administered, the opportunity to opt your child or yourself out, as well as an opportunity to review the surveys.

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

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

Parent/Guardian/Eligible Student Signature

Date

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

PERMISSION TO USE PHOTOGRAPHS/VIDEOTAPE RECORDINGS

Date: _____

For students under the age of 18 years:

I, the undersigned parent/guardian of (name of student) _____, ID# _____, a student in the Newburgh Enlarged City School District, give my permission for the Newburgh Enlarged City School District to use photographs and/or videotape recordings of my child, as well as the following types of information regarding my child, in articles about the District in local newspapers, District newsletter(s), the Yearbook, on the District's Webpage on the Internet, and local television stations, during the 2010-11 school year.

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

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

Parent/Guardian	Printed Name	Date
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For students 18 years of age or older:

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

Printed Name of Student	ID#	Signature	Date
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OR, PLEASE COMPLETE THE SECTION BELOW

I do not want the types of information described above regarding my child or myself (name of student) _____, ID# _____, given to local newspapers, used in District newsletters, the Yearbook, or on the Website, or given to local television stations, during the 2010-11 school year.

Parent/Guardian/Eligible Student	Signature	Date
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This form should be returned to the school as soon as possible

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

FORM 1L 1011

PESTICIDE APPLICATIONS NOTIFICATION REQUEST

Date: _____

TO: _____, Principal

_____ School

Address: _____

New _____, NY 1255_

I, _____ the parent/guardian of (name of student)

_____, a student at _____ School,

would like to receive written notification of any future pesticide applications at the school.

My mailing address is:

Thank you,

(Parent/Guardian Printed Name)

(Parent/Guardian Signature)

**Please complete and return this form to the principal of your child's school
if you would like to be notified of future pesticide applications**

CONSENT TO ADMINISTER EMERGENCY TREATMENT

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

Dear Parent/Guardian:

This card provides the school with:

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

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

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

.....

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

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

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

Go to the back of this card to complete the information

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

FORM 2L 1011

CONSENT TO ADMINISTER EMERGENCY TREATMENT

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

Health Problems: _____
Allergies: _____ Medication for allergies: _____
Daily medication taken at home: _____
Medicaid #: _____ Health Insurance Carrier & #: _____

Child's physician or health care provider: _____
Name Address Phone #

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

Date: _____
Parent/Guardian Signature _____
Relationship _____

School ID Number: _____

Student's Name: _____ M _ F _ Date of Birth: _____ Date: _____

School: _____ Last name First Name Grade: _____ Teacher/Homeroom: _____

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

Mother: _____ Name Work name Work # Cell #

Father: _____ Name Work name Work# Cell#

Guardian or other person to contact in case of emergency:

Name Address Phone #

Name Address Phone #

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

DEAR PARENT/GUARDIAN/ELIGIBLE STUDENT:

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

THANK YOU.

September 2010

Affix Label Here

I have received a copy of the booklet Newburgh Enlarged City School District Required Notifications to Parents - School Year 2010-11. I will read the booklet. I will discuss it with my child as appropriate.

I understand that the information included in this booklet is important. If I have questions or need clarification about its contents, I will call the Main Office at my child's/my school or contact the Board of Education.

Signed,

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

Date: _____

Fold and tear off along this line