

REQUIRED NOTIFICATIONS TO PARENTS



2020-2021

**DR. ROBERTO PADILLA
SUPERINTENDENT OF SCHOOLS**

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

VISION

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

MISSION

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

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Dear Parent/Guardian/Eligible Student:

The Newburgh Enlarged City School District is pleased to provide to you this booklet of required notifications to parents or guardians and to young scholars 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 school year.

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

The District Office and each school's main office can provide additional information about the notifications included in this booklet. Please do not hesitate to call your child's school to ask for clarification, explanations, or help in understanding the contents of this booklet. In addition, please visit the District's website, at <http://www.newburghschools.org>, where the District's policies are available electronically. The Board of Education reviews policies on a consistent basis and may need to modify or align District policies for compliance or to respond to timely concerns. We invite our families to review Board of Education policies on a *regular basis*. There is a translation pulldown option to translate the District website into several languages. The translation pulldown is in the blue banner at the top of the District homepage. We also encourage you to tour the website to obtain general information about our District and schools and information about programs and services available to our young scholars and families.

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 to ensure a bright future for our young scholars. With the guidance of the District's five-year strategic plan, Vision 2020: The Way Forward, and your help, the academic achievement of all young scholars in the District will improve significantly in the next five years. We are committed to continuing this improvement at all levels. Please join one or more of the various committees and groups available in your child's school to lend your ideas and energy to ensure that our young scholars become tomorrow's leaders beyond Academy Field.

Sincerely,
Roberto Padilla
Dr. Roberto Padilla
Superintendent of Schools

NOTICE OF NON-DISCRIMINATION

The Newburgh Enlarged City School District does not discriminate on the basis of an individual's actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political affiliation, and additionally does not discriminate against students on the basis of weight, gender identity, gender expression, and religious practices or any other basis prohibited by New York State and/or federal non-discrimination laws in employment or its programs and activities. The District provides equal access to community and youth organizations. If one has questions or wants to make an inquiry regarding discrimination, including harassment, contact any one of the following: Mrs. Mary Ellen Leimer Ms. Sara Feliz or Mr. Michael McLymore at 124 Grand St., Newburgh, NY 12550, telephone 845-563-3487, or email sfeliz@necsd.net, mmclymore@necsd.net.

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**@newburghschools
newburghschools.org**

A. NOTIFICATIONS

ASBESTOS

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

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

CALCULATORS FOR SECONDARY STUDENTS

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

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

CODE OF CONDUCT

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

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

At this time, the Code of Conduct is available online in both English and Spanish only. Once students are back in schools for in-person instruction, schools will annually distribute to parents and students eligible because of their age a copy of the Code of Conduct. Parents/Guardians will be asked to sign and return to your child's school the statement on the tear-off page on the back cover of the Code of Conduct booklet, indicating that you received and read the revised booklet for the new school year.

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

EMERGENCY HEALTH INFORMATION

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

1900 - PARENTAL INVOLVEMENT

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

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

4326 - ENGLISH LANGUAGE LEARNERS INSTRUCTION (ELLs)

Students must be enrolled in a school upon registration. Students must be identified and placed in an appropriate ELL Program within 10 school days of enrollment. Bilingual Education is the default ELL Instructional program placement. Parents can opt out of the Bilingual Program. At a minimum, ELLs must receive English as a New Language instruction. For more information about the Parents' Rights for New York State's ELLs, please contact the New York State Education Department Office of Bilingual Education and World Languages, the ELL Parent Hotline at 1-800-469-8224, email: nysparenthotline@nyu.edu, or visit <http://www.nysed.gov/program-offices/office-bilingual-education-and-world-languages-obewl>

4526 - COMPUTER USE IN INSTRUCTION

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms for the purpose of advancing and promoting learning and teaching.

5151 - HOMELESS CHILDREN

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

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

5100 – COMPREHENSIVE STUDENT ATTENDANCE

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

Good attendance and class participation are essential ingredients for academic success. Good attendance also increases the opportunity for a student to participate fully in classes, athletics, extracurricular activities and other school activities. Any absence from class is detrimental to the learning process. It is the objective of this policy to encourage each student to attend school on time, for the maximum number of days and instructional periods possible.

Children between the age of six (6) (by December 1 of a school year) through the school year in which a child turns sixteen (16), must attend school regularly, either in public school or nonpublic school or be home schooled. The Board of Education, in accordance with New York State Education Law, requires students to regularly attend school full time, unless he/she has completed a four-year high school course of study. The compulsory education law is designed to require school attendance and ensure that no child is denied the opportunity to receive an education. Students in the Newburgh Enlarged City School District must attend school on time and for the maximum number of days and instructional periods possible.

Students learning remotely will need to show daily school participation, which will be recorded by teachers and entered. The participation will vary depending upon the type of remote learning taking place. This can include documented participation in online or virtual classes, completion of assignments, documentation of daily school activities and learning, or correspondence via online platform, email and telephone. If a student learning remotely does not show adequate engagement or growth, the teacher will report the situation to the Building Principal who will ensure that appropriate interventions are initiated.

5500 - STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The District will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, the District will execute agreements with third party contractors and consultants who collect, process, store, organize, manage or analyze student personally identifiable information (PII) to ensure that the contractors/consultants comply with the law in using appropriate means to safeguard the data.

The Superintendent of Schools shall be responsible for ensuring that all requirements are carried out by the district.

Annual Notification

At the beginning of each school year, the district will publish a notification that informs parents, guardians and eligible students currently in attendance of their rights under FERPA and New York State law, and the procedures for exercising those rights. A "Parents' Bill of Rights for Data Privacy and Security" ("Bill of Rights") will be posted on the District website and included in any agreements with third party contractors/consultants. The notice and "Bill of Rights" may be published in other appropriate publications as well. This notice may be published in a newspaper, handbook or other school bulletin or publication. This notice and "Bill of Rights" will also be provided to parents, guardians, and students who enroll during the school year.

The notice and Bill of Rights will include a statement that the parent/guardian or eligible student has a right:

1. To inspect and review the student's education records;
2. To request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. To consent to disclosure of personally identifiable information contained in the student's education records, except where consent is not required under FERPA ([see Regulation 5500-R](#) , at Section 5 for list of exceptions to FERPA's prior consent requirement); and
4. To file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations and/or file a complaint regarding a possible data breach by a third party contractor/consultant with the District and/or the New York State Education Department's Chief Privacy Officer for failure to comply with state law.

The annual notice and "Parents' Bill of Rights" will inform parents/guardians and students:

1. That it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests. The notice will define "school official" and "legitimate educational interest."
2. That, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. That personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance purposes.
4. That the district, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent.
5. That, upon request, the district will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent. The district will not sell directory information.
6. Of the procedure for exercising the right to inspect, review and request amendment of student records.
7. That the district will provide information as a supplement to the "Parents' Bill of Rights" with third parties with which the district contracts that use or have access to personally identifiable student data.

5710 – VIOLENT AND DISRUPTIVE INCIDENT REPORTING

The Board of Education is committed to promoting and maintaining the safety of all students, staff and visitors to the schools. Consistent with this commitment and in accordance with state law and regulation, the district shall submit an annual report to the Commissioner of Education regarding violent and disruptive incidents. In addition, the Board shall use this data to assess the safety of its schools and, where appropriate, identify and take steps to improve the safety and security of its students, staff and visitors.

Reporting Requirement

Each Building Principal shall be responsible for preparing on regular basis a report of all the violent and disruptive incidents that have occurred on school grounds, at a school function, or at a school-sponsored event and forwarding the report to the Superintendent of Schools. The Superintendent or designee shall be responsible for compiling the reports received from the Building Principals into the annual report. The Director of District Data shall be responsible for preparing and submitting the summary report to the Commissioner. The summary report shall contain all the information required by law and shall be filed with the Commissioner on or before a date set by the Commissioner. The Superintendent shall also present this summary report to the Board at its first meeting following the filing of the report with the Commissioner. The district is responsible for assuring that copies of each VADIR report, both individual and summary reports, are retained until the youngest person involved in a reported incident is 27 years old.

Confidentiality

Any violent or disruptive incident report prepared in accordance with law shall be available for inspection by the State Education Department upon request. All names and other personally identifiable information included in any report shall be confidential and shall not be disclosed to any person for use by any person for purposes other than the reporting purposes in Education Law §2802, except as otherwise authorized by law.

8115 - PESTICIDE APPLICATIONS

The Board of Education is committed to maintaining the integrity of school buildings and grounds while protecting the health and safety of students and staff and maintaining a productive learning environment.

The Board recognizes that pests can pose a significant risk to health and property and there may be significant risks inherent in using chemical pesticides in the school environment. Generally, pesticides will not be used on district playgrounds, turf, athletic or playing fields, unless there is an emergency. Emergencies will be handled in accordance with applicable law and regulations.

Provisions will be made for a least toxic approach to integrated pest management (IPM) for all school buildings and grounds in accordance with the Commissioner's regulations. Integrated pest management is a systematic approach to managing pests focusing on long term prevention or suppression with minimal impact on human health, the environment and non-targeted organisms.

Notification of Pesticide Application

All district staff and parents/guardians will be notified of pesticide applications performed at any school facility on the District website. A notice will be sent at the beginning of the school year which will include:

1. 1. Notification of periodic pesticide applications throughout school year.
2. 2. The availability of 48-hour prior written notification of pesticide applications to parents and staff who request such notice.
3. 3. Instructions on how to register with the school to receive this prior written notification.
4. 4. The name and number of the school representative who can provide further information.

A separate notice will be sent to staff and parents within two days of the end of winter and spring recess and within 10 days of the end of the school year which includes the date, location and product used for each pesticide application which required prior notification and each emergency application.

The Superintendent of Schools shall ensure the dissemination of this policy and conduct any training necessary to ensure that all staff are fully informed about pesticides and pest management.

8210.1- VIDEO SURVEILLANCE

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

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

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

8530 - SCHOOL LUNCH PROGRAM

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

During the 2020-21 school year, the District will offer a free breakfast and lunch to all students under the Community Eligibility Provision. Elementary students will be offered breakfast in the classroom to enjoy with their teachers and classmates while getting ready for the day. Secondary students will be able to grab their breakfast and take it with them to eat during homeroom periods. All menus are planned to meet USDA's guidelines for child nutrition programs. We offer a variety of whole grains and protein, fresh fruit and vegetables, and low fat milk daily.

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

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

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

8630 - COMPUTER RESOURCES AND DATA MANAGEMENT

Appendix P in Section B is the Newburgh Enlarged City School District's policy. If you have not received a Code of Conduct, please contact the Main Office of your child's school. Please read this policy thoroughly.

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

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

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

TEACHER QUALIFICATIONS

In accordance with the federal Every Student Succeeds Act (ESSA), school districts that receive federal Title I funding are required to notify parents and legal guardians of their right to be notified when their child has been assigned or taught for 4 or more consecutive weeks by an uncertified teacher at the grade level and subject area of assignment.

Requests for information about the qualifications of your child's teacher(s) should be directed to the Division of Human Resources at 845-563-3462.

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

In accordance with the provisions of Section 3012-c of the New York State Education Law, the Board of Education shall facilitate the disclosure of the Annual Professional Performance Review (APPR) composite effectiveness score for their child's current teacher(s). A teacher's composite effectiveness rating is determined by classroom observations and student growth on state exams. Parents/legal guardians may also request the composite effectiveness rating for the school principal under their supervision for the current school year. Appendix A in Section B includes a sample response to request for release of Annual Professional Performance Review (APPR) Composite Effectiveness Scores.

In the interest of protecting the privacy rights of the professional educators while facilitating parental access, the District *shall require reasonable verification of identity* prior to releasing information to parents/legal guardians. Please complete Form 9176 1920 in Section C to request information about APPR and Composite Effectiveness Scores. The form should be directed to the Division of Human Resources. To contact the Division of Human Resources, please call 845-563-3462.

B. APPENDICES

APPENDIX A

RIGHT TO REQUEST AND REVIEW INFORMATION REGARDING TEACHER QUALIFICATIONS



Dr. Roberto Padilla

Mr. Ed Forgit
Mr. Michael McLymore
Mrs. Andrea Moriarty
Mr. Chris Bayer
Dr. Lisamarie Spindler
Dr. Pedro Roman

Superintendent of Schools

Deputy Superintendent
Asst. Superintendent, Human Resources
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Student Support Services

Date

Dear Parents/Guardians:

In accordance with the federal Every Student Succeeds Act (ESSA), 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:

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

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

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

Sincerely,

Dr. Roberto Padilla
Superintendent of Schools

c. file

APPENDIX B

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



Dr. Roberto Padilla
Mr. Ed Forgit
Mr. Michael McLymore
Mrs. Andrea Moriarty
Mr. Chris Bayer
Dr. Lisamarie Spindler
Dr. Pedro Roman

Superintendent of Schools
Deputy Superintendent
Asst. Superintendent, Human Resources
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Student Support Services

Date

Dear Parent or Guardian:

Re: Teacher Qualifications

This letter is to inform you that your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified. The

circumstances of the situation are as follows:

We hope that this will only be necessary on a temporary basis. We anticipate and appreciate your cooperation in this matter.

Sincerely,

Dr. Roberto Padilla
Superintendent of Schools
(or Superintendent's Designee)

c. file

1900 - PARENT INVOLVEMENT POLICY

The Board of Education believes that positive parent and family engagement is essential to student achievement and, thus, encourages such involvement in school educational planning and operations. Parent and family engagement may take place either in the classroom or during extracurricular activities. However, the Board also encourages parent and family engagement at home (e.g., planned home reading time, informal learning activities and/or homework “contracts” between parents, family members and children). The Board directs the Superintendent of Schools or designee to develop a home-school communications program in an effort to encourage all forms of parent and family engagement.

District Level Parent and Family Engagement Policy

Consistent with the parent and family engagement goals of Title I, Part A of the federal No Child Left Behind Act of 2001 (NCLB) and its reauthorization in the Every Student Succeeds Act of 2015 (ESSA), the Board will develop and implement programs, activities and procedures that encourage and support the participation of parents and family members of students eligible for Title I services in all aspects of their child’s education. The Board will also ensure that all of its schools receiving Title I, Part A funds develop and implement school level parent and family engagement procedures as required by federal law.

Parent and family engagement programs, activities and procedures at the District and school levels will provide opportunities for the informed participation of parents and family members (including those with limited English proficiency or disabilities), and parents and family members of migratory children.

In addition, parents and family members of students eligible for Title I services will be provided an opportunity to participate in the development of the District’s Title I Plan and to submit comments regarding any aspect of the plan that is not satisfactory to them. Their comments will be forwarded with the plan to the New York State Education Department. The District will undertake actions to ensure parent and family member involvement in the development of the Title I Plan, such as holding meetings at flexible times and accessible places.

Parents and family members will also have the opportunity to participate in the process for developing either a comprehensive or targeted “support and improvement plan” if the school their child attends is identified by the State as needing this plan.

The term “parent” refers to a natural parent, legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child’s welfare).

Development of School Level Parent and Family Engagement Approaches

In an effort to encourage parent and family engagement, the Board directs the Superintendent of Schools or designee to assist schools in planning and implementing effective parent and family engagement programs and activities that improve student achievement and school performance. As appropriate to meet local needs, the Superintendent or designee will hold meetings at flexible times and in accessible locations. This may include consultation with employers, business leaders and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

The Superintendent or designee shall develop a program that includes the six types of parent involvement outlined by the National Network of Partnership Schools and endorsed by the National PTA:

1. Parenting: Help families establish home environments to support children as students.
2. Communicating: Design effective forms of school-to-home and home-to-school communications about school programs and children’s progress.
3. Volunteering: Recruit and organize parent and family help and support.

4. Learning at Home: Provide information and ideas to families about how to help students at home with homework and other curriculum-related activities, decisions and planning.
5. Decision-Making: Include parents in school decisions, develop parent leaders and representatives.
6. Collaborating with Community: Identify and integrate resources and services from the community to strengthen school programs, family practices and student learning and development.

Communication to Parents

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

The goal of these and all communications to parents is to ensure that information related to school and parent-related programs, meetings and other activities is sent to the parents of students, including those participating in Title I programs, in an understandable and uniform format, including alternative formats, upon request, and to the extent practicable, in a language the parents can understand.

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

Coordination of Parent and Family Engagement Strategies

1. Community Agencies and Programs

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

2. District Staff Resources

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

Parent Representation

1. Building Planning Teams Every school in the District is required to have a Building Planning Team. A minimum of two (2) parent representatives shall serve on the Building Planning Team for each school. Parent representatives shall be responsible for communicating with their constituencies and for representing parent opinion on the teams.

2. Parent Teacher Organizations

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

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

Annual Evaluation

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

School-Level Parent and Family Engagement Policies

The Superintendent of Schools will ensure that all District schools are provided with technical assistance and support to assist them in planning and implementing effective parent and family engagement policies identifying programs and activities that improve student achievement and school performance. Evaluation All school-level policies will be evaluated at least every three years and, if warranted, revised. Building administrators will include all necessary constituents of the school community (e.g., administrators, Title I parents, teachers, CSEA) in the evaluation and revision of the school level parent involvement policy.

Building Capacity for Parent Involvement

1. The District and its schools will endeavor to build the capacity of parents and school professionals/staff for strong parent involvement to support the academic achievement of all students through The provision of activities at the District-level, such as workshops, classes, and materials whose goal is to assist parents in understanding such topics as the state's academic content, state and local academic assessments, Title I requirements, how to monitor their child's progress and how to work with educators to improve the achievement of their child.
2. The provision of materials and training at the School level to help parents work to improve their child's academic achievement, such as literacy training and using technology (including education about the harms of copyright piracy).
3. The development of opportunities for teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in understanding the value and utility of a parent's contributions and how to:
 - Reach out to, communicate with, and work with parents as equal partners
 - Implement and coordinate parent programs and activities; and
 - Build ties between parents and the schools.

Title I Complaints and Appeals

The District recognizes that any public or nonpublic school parent/guardian, teacher or agency may file a complaint regarding Title 1 program services. The District shall ensure all complaints are addressed in accordance with the following procedures.

1. All complaints shall be in writing, signed and submitted to the Superintendent or designee, including the name and/or school, specification of issue or concern, supporting evidence of complaint and the desired corrective action.
2. An investigation shall be conducted by the Assistant Superintendent for Instruction or designee, with the relevant parties to determine a fair and appropriate course of action.
3. A written response to the complaint shall be made and sent to the complainant within thirty (30) business days.
4. If the complaint is not resolved to the satisfaction of the complainant within thirty (30) business days, the complainant has the right to send the complaint to the New York State Education Department, Office of

Title I School and Community Services, Room 365 EBA, 89 Washington Avenue, Albany, NY 12234 within twenty (20) business days of the District's response to the original complaint.

5. If any party is dissatisfied with the State Education Department's complaint resolution, they may file an appeal directly with the United States Department of Education's Compensatory Education Program Office, 400 Maryland Avenue, SW, Room W 230, FOB #6, Washington, DC 20202-6132.
6. Any appeal must contain a copy of the original signed complaint, a copy of the District's response to the original complaint or a statement that the District failed to respond within thirty (30) business days.
7. All complaints and related documents or reports involved in the process will be maintained by the District's Human Resources Department for at least five (5) years. Records will be made available in accordance with the New York State Freedom of Information Law.

Ref: 20 USC §6318(a) (2), No Child Left Behind Act of 2001 as reauthorized by 20 USC §6318(a) (2); §7801(38); Every Student Succeeds Act (§1116 of the Elementary and Secondary Education Act) Section 9304(a) (3)(c) of Elementary and Secondary Education Act 8 NYCRR §§100.2(ee), 100.3(b)(3); 100.4(f); 100.5(d)(4); 149.3(16) U.S. Department of Education, Parental Involvement, Title I, Part A, Non-Regulatory Guidance, April 23, 2004 U.S. Department of Education & SEDL, Partners in Education: A Dual Capacity-Building Framework for Family-School Partnerships. Karen Mapp. 2013

SAMPLE SCHOOL-LEVEL PARENT INVOLVEMENT POLICY

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

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

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

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

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

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

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

Approved by the Superintendent of Schools: _____

Dr. Roberto Padilla

Date:

4326 - ENGLISH LANGUAGE LEARNER INSTRUCTION

The Board of Education believes that students who, by reason of foreign birth or ancestry, have limited English proficiency (hereinafter “English Language Learners” or ELLs), will be more effective learners of both the language and the curriculum if they receive instruction in both their native language and English. The district will therefore make every effort to ensure that ELL students are provided with an appropriate program of either Bilingual Education or English as a New Language.

Pursuant to this policy and the regulations of the Commissioner of Education, the Superintendent of Schools is directed to develop appropriate administrative regulations to ensure that students are:

1. screened to determine if the student is an ELL, in accordance with Parts 117 and 154 of the Commissioner's Regulations, a process that will include interviews and assessments, and will assign each ELL student to the appropriate subpopulation (newcomer, developing, long-term, former or inconsistent/interrupted formal education);
2. identified, as appropriate, as an ELL student with a disability;
3. annually evaluated to determine continued ELL eligibility. Included in the evaluation shall be each student's performance in English Language proficiency and academic progress in content areas;
4. assured of access to appropriate instructional and support services, including guidance programs, within the timeframes provided by the Commissioner's Regulations; and
5. assured of having equal opportunities to participate in all school programs and extracurricular activities as non-ELL students.

The Superintendent shall be responsible for ensuring that the Commissioner is provided with a comprehensive plan that describes the district's ELL program and includes all information specified in the Commissioner's Regulations, before the start of each school year. The district will also provide assurances that the district is providing appropriate school-related information to the parents/guardians of ELL students in English, or when necessary, in the language they understand. In addition, the Superintendent shall ensure that all teachers employed in any Bilingual and/or ENL program are properly certified in accordance with the Commissioner's Regulations, and that all staff receive appropriate professional development on ELL students.

The district will provide an orientation program annually for ELL parents/guardians and will meet individually with ELL parents at least once a year, in addition to regular parent/teacher meetings.

4526 – COMPUTER USE IN INSTRUCTION

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms for the purpose of advancing and promoting learning and teaching.

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

All users of the district's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility. The district reserves the right to control access to the Internet for all users of its computers and network. The district may either allow or prohibit certain kinds of online activity, or access to specific websites.

Regulations and handbooks, to be developed by the Superintendent, in consultation with the Executive Director for Information and Technology, will provide specific guidance on this, as well as rules governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and regulation. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

The Superintendent shall be responsible for designating a computer network coordinator to oversee the use of district computer resources. The computer coordinator will prepare in-service programs for the training and development of district staff in computer skills, and for the incorporation of computer use in appropriate subject areas.

The Superintendent, working in conjunction with the purchasing agent for the district, the Executive Director for Information and Technology, will be responsible for the purchase and distribution of computer software and hardware throughout district schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

5100 - COMPREHENSIVE STUDENT ATTENDANCE

Philosophy and Objectives

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

Good attendance and class participation are essential ingredients for academic success. Good attendance also increases the opportunity for a student to participate fully in classes, athletics, extracurricular activities and other school activities. Any absence from class is detrimental to the learning process. It is the objective of this policy to encourage each student to attend school on time, for the maximum number of days and instructional periods possible.

Compulsory Education Under New York State Law

Children between the age of six (6) (by December 1 of a school year) through the school year in which a child turns sixteen (16), must attend school regularly, either in public school or nonpublic school or be home schooled. The Board of Education, in accordance with New York State Education Law, requires students to regularly attend school full time, unless he/she has completed a four-year high school course of study. The compulsory education law is designed to require school attendance and ensure that no child is denied the opportunity to receive an education. Students in the Newburgh Enlarged City School District must attend school on time and for the maximum number of days and instructional periods possible.

Students learning remotely will need to show daily school participation, which will be recorded by teachers and entered. The participation will vary depending upon the type of remote learning taking place. This can include documented participation in online or virtual classes, completion of assignments, documentation of daily school activities and learning, or correspondence via online platform, email and telephone. If a student learning remotely does not show adequate engagement or growth, the teacher will report the situation to the Building Principal who will ensure that appropriate interventions are initiated.

Strategies to Address the Objectives

School personnel, administration/faculty/staff will:

Maintain accurate daily recordkeeping via a Register of Attendance to record attendance, absence, tardiness, or early departure of each student for every period/day that a student is scheduled to attend instruction or supervised study and other required activities throughout the school year. Attendance data will be kept current, as well as archived, via the student information system. NYS Records Retention Schedule

- For students in grades kindergarten through 5, attendance shall be noted and recorded once per day.
- For students in grades 6 through 12, attendance shall be noted and recorded each period of scheduled instruction (and for homeroom if applicable).

Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.

Develop early intervention strategies to improve school attendance for all students.

Utilize attendanceworks.org to identify research based and effective practices to support specific intervention strategies to be considered by school/district faculty and staff.

Maintain communication with parents/guardians and inform them of all student absences, even one-day absences. A call is not necessary if the parent/guardian contacts the school. A reasonable attempt must otherwise be made to reach the child's parent/guardian.

Address unexcused absences and class cutting as an infraction of the Code of Conduct in the nature of insubordination to the teacher and school administration. The Code shall prescribe a range of disciplinary interventions to address unexcused absences and class cutting.

The Attendance Coding System

The coding system will be the codes found in the District's data processing student information system.

Excused Absence – An absence for any portion of the school day or a full school day that meets the conditions specified under "Excused Absence".

Unexcused Absence – An absence for any portion of the school day or a full school day that does not meet the conditions specified under "Excused Absence".

Absent/Exempt – An absence for a field trip, internship, visit to school nurse or other authorized school activity.

Tardy – The failure of a student to be physically present in the building at the start of the designated school day, or the designated start of a class period at the middle and secondary levels. A tardy may be excused or unexcused.

Early Departure - The failure of a student to be physically present in the building at the end of the designated school day or a class period. An early departure may be excused or unexcused.

Excused Absence

A. Requires a written notification to the school from the parent/guardian

Illness of student

Serious illness, quarantine or death in the family Observance of a religious holiday

Doctor's appointment Family emergency Military obligation

Extraordinary weather conditions

Road test (with proof of scheduled test)

B. Requires pre-approval of the school principal

Court appearance or appearance before state or federal agency School approved activity

College visits (no more than 5 days in a school year) – Upon return from the visit, the student must submit a letter from the college/university verifying attendance/participation.

Approved cooperative or work/study program

Participation in a full day(s) instructional event that aligns with the New York State Learning Standards – This requires collaboration between the Principal and the Office of Curriculum & Instruction prior to the event in order to determine approval

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

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

Any absence, tardy or early departure not provided for on the excused list shall be deemed unexcused, including family vacations and trips.

No individual is authorized to change a student's attendance record beyond five (5) school days after returning to school (e.g., changing an unexcused absence to an excused absence), unless the change is necessary to correct a data entry error on the part of the staff. The staff member recording the attendance must document, electronically, the reason for the change and the school administrator authorizing the change. This correction must be made no later than 10 days after the report card is distributed to the parent/guardian and student.

Recordkeeping and Oversight

A. Attendance recordkeeping shall conform to the following:

1. A record shall be maintained of each scheduled day of instruction during which school is closed for all or part of the day because of extraordinary circumstances including adverse weather, failure of the heating system or water supply, fuel supply shortage or structural damage to the building, etc.
2. A record shall be made of the date when a student withdraws from enrollment or is dropped from enrollment in accordance with §3202(3-a) of the Education Law. Students must remain in school to complete the school year in which they become 16 years of age. A student who becomes 16 on or after July 1 of any given school year must complete that school year.

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

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- c. A student may withdraw himself/herself from enrollment only if the student is 18 years of age or older, according to procedures. No staff member shall drop any student from enrollment at the request of the student or his/her parent/guardian. Any request to withdraw a student from school shall be made to the Office of Registration and Attendance.

B. A teacher or another employee designated by the Board of Education shall make all entries in the register of attendance. Any individual authorized to make entries in the register of attendance shall, by oath or affirmation, verify the contents of the entries.

C. The register of attendance shall consist of any written or electronic record to record attendance, absence, tardiness or early departure of a student. The register shall be maintained for every period that a student is scheduled to attend actual instruction or supervised study during the course of the school day during the school year, from July 1 through June 30. The register at every school building shall include separate notations regarding student presence, absence, tardiness and early departure. The contents of the register for each student shall contain the information prescribed in regulations of the Commissioner of Education (Part 104). The register shall be maintained for every period that a student is scheduled to attend actual instruction or supervised study during the course of the school day during the school year, from July 1 through June 30, including, but not limited to, K-12: academic intervention services, instrumental music lessons, related services such as speech, occupational therapy and physical therapy

and special area classes such as physical education, music and art.

- D. Each quarter, the number of tardies, early departures and absences a student has accumulated in each class will be recorded on the student's progress report.
- E. Each marking period, the number of tardies, early departures and absences a student has accumulated in each class will be recorded on the student's report card.
- F. Intervention procedures shall be utilized at all levels.

Analysis Process at the School Level

The Building Principal and/or his/her administrative designee shall be responsible for reviewing student attendance records and initiating appropriate action consistent with this policy. The Building Principal shall also be responsible for advising the Superintendent or designee if there are concerns regarding student attendance.

Parent/Guardian Notification of Violation

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

Annual Review Process of Attendance Data

The Board of Education shall annually review building level student attendance records to determine if the comprehensive student attendance policy is effective. If a decline in attendance is evident, the Board shall revise the policy as deemed necessary to improve student attendance.

Class Attendance Standard

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

1. Chronically absent students, defined as a student in grades 1-12 being marked absent, for any non-instructional related reason, for 10% or more of school days during the year. This only applies to students who are enrolled a minimum of 10 days. These students will be supported on a case-by-case basis, including but not limited to meetings with guidance counselor, social worker, attendance teacher or building administrator, contact with parents/guardian, meeting with parents/guardian, as well as contact with local social services agencies, as appropriate.
2. Students who have excessive tardies and/or early departures, defined as no more than three (3) excused or unexcused in a marking period will be addressed by the Building Principal or other administrator, who will regularly monitor the students. The Principal or other administrator will minimally meet with the student and contact the parent/guardian in writing. A student's continued tardiness and/or early departures may result in the student being suspended from attendance at extracurricular activities, including athletics, and privilege events and activities.
3. Any student entering after student arrival or entering a class after the beginning of period is tardy for that class. The teacher shall record the lateness as either an "excused" tardy or an "unexcused" tardy. Students who bring a valid note will be recorded as "excused" tardy. If the student does not present a note the designation shall be at the discretion of the teacher based on the reason the student is late to class.

Appeals

A student or his/her parent(s)/guardian will have the right to appeal in writing within ten (10) school days to the building principal or another administrator in the building regarding the accuracy of the number of or type of absences for any c l a s s . When any such appeal results in a change to a student's attendance record the

name of the administrator authorizing the change, the date of the change and the reason for the change must be documented in the student management system. In addition, the written document must be placed in the central attendance excused note file and maintained in each school for a period of one year. Chronic illness or medical conditions which may affect a student's attendance will be considered.

The building principal or other administrator's decision may be appealed to the Superintendent of Schools or designee within ten school days of the Principal's determination.

Community Awareness of Policy

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

COMPREHENSIVE STUDENT ATTENDANCE-Regulation

K-5 Attendance recorded at least once per day

Grades 6 - 12 - Attendance recorded each period of the day and homeroom

| Attendance Coding | Definition |
|--------------------------|---|
| Excused Absence | An absence for any portion of the school day or a full school day that meets the conditions specified under "Excused Absence". |
| Unexcused Absence | An absence for any portion of the school day or a full school day that does not meet the conditions specified under "Excused Absence". |
| Absent/Exempt | An absence for a field trip, internship, visit to school nurse or other authorized school activity. |
| Tardy | <p>The failure of a student to be physically present in the building at the start of the designated school day, or the designated start of a class period at the middle and secondary levels. A tardy may be excused or unexcused.</p> <p>Any student entering after student arrival or entering a class after the beginning of period is tardy for that class. The teacher shall record the lateness as either an "excused" tardy or an "unexcused" tardy. Students who bring a valid note will be recorded as "excused" tardy. If the student does not present a note the designation shall be at the discretion of the teacher based on the reason the student is late to class.</p> |
| Early Departure | The failure of a student to be physically present in the building at the end of the designated school day or a class period. An early departure may be excused or unexcused |

Authorization Procedures

| <p>Excused Absence after the event requiring written documentation</p> | <p>Prior Approval Required by the Principal or his/her Admin Designee</p> |
|---|---|
| <p>Documented in Student Management System</p> <p>Retention of all documents in a file for one year</p> <p>Must be presented within 5 school days after returning to school.</p> <p>For tardy and early departures, the written excuse should be presented to the school on the day of the tardy or early departure with the reason for the tardy or early departure</p> <p>Illness of student</p> <ul style="list-style-type: none"> Serious illness, quarantine or death in the family Observance of a religious holiday Doctor's appointment Family emergency Military obligation Extraordinary weather conditions Road test (with proof of scheduled test) | <p>Documented in Student Management System</p> <p>Retention of all documents in a file for one year</p> <ul style="list-style-type: none"> • Court appearance or appearance before state or federal agency • School approved activity • College visits (no more than 5 days in a school year) <ul style="list-style-type: none"> – Upon return from the visit, the student must submit a letter from the college/university verifying attendance/participation. • Approved cooperative or work/study program • Participation in a full day(s) instructional event that aligns with the New York State Learning Standards – This requires collaboration between the Principal and the Office of Curriculum & Instruction prior to the event in order to determine approval <p>For absences, the written excuse from the parent/guardian should be presented by the student on the day when returning to school following the absence but <u>must</u> be presented within 5 school days after returning to school. For tardies and early departures, the written excuse should be presented to the school on the day of the tardy or early departure with the reason for the tardy or early departure.</p> |

Any absence, tardy or early departure not provided for on the excused list shall be deemed unexcused, including family vacations and trips.

Effective: August 9, 2019

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The Building Administrators will:

- Review attendance trends and patterns on a monthly basis.
- Coordinate the provision of targeted interventions for specific students and monitor for improvement
- Develop early intervention, school wide approaches to improved attendance
- Improve overall attendance by implementing school wide effective practices found at attendanceworks.org
- Maintain communication with families and guardians for every attendance infraction and record a summary of the discussion in the student management system (PLP)
- Utilize the Code of Conduct for egregious issues of attendance in the form of insubordination
- The Building Principal and/or his/her administrative designee shall be responsible for reviewing student attendance records and initiating appropriate action consistent with this policy.
- The Building Principal shall also be responsible for advising the Superintendent or designee if there are concerns regarding student attendance.

Annual Review Process of Attendance Data

The Board of Education shall annually review building level student attendance records to determine if the comprehensive student attendance policy is effective. If a decline in attendance is evident, the Board shall revise the policy as deemed necessary to improve student attendance.

Class Attendance Standard**Appeals**

A student or his/her parent(s)/guardian will have the right to appeal in writing within ten (10) school days to the building principal or another administrator in the building regarding the accuracy of the number or type of absences for any class. When any such appeal results in a change to a student's attendance record the name of the administrator authorizing the change, the date of the change and the reason for the change must be documented in the student management system. In addition, the written document must be placed in the central attendance excused note file, to be maintained in the main office for a period of one year. Chronic illness or medical conditions which may affect a student's attendance will be considered.

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

APPENDIX G

5151 – HOMELESS CHILDREN

The Board of Education recognizes its responsibility under federal (McKinney-Vento) and state laws and regulations to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their identification, enrollment, attendance, or success in school which may exist in district practices. The Board will provide homeless children attending the district's schools with access to the same free and appropriate public education and other school programs and activities, including publicly funded preschool education, as other children.

A homeless child is a child who lacks a fixed, regular, and adequate nighttime residence or who has a primary nighttime location in a public or private shelter designed to provide temporary living accommodations, or a place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. This definition also includes a child who shares the housing of others due to loss of housing, economic hardship, or similar reason; lives in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; lives in a car, park, public space or abandoned building, substandard housing, bus or train station or similar setting; has been abandoned in a hospital; or is a migratory child who qualifies as homeless. An unaccompanied youth is a homeless child not in the physical custody of a parent or guardian.

To assist in determining eligibility for services under the McKinney-Vento Act, the district shall use a housing questionnaire for all enrolling students, and those reporting a change of address, which asks for a description of the student's current living arrangements.

A homeless child or youth has the right to attend his/her school of origin, or any school that permanently housed students who live in the attendance area in which the homeless student is actually living are eligible to attend. For homeless students, a school of origin can be:

1. the public school where he/she attended when permanently housed (i.e., before becoming homeless); or
2. the public school where he/she was last enrolled, or
3. the public school he/she was entitled or eligible to enroll in when the child became homeless, if that child became homeless after such child was eligible to apply, register, or enroll in a public preschool or kindergarten, or he/she is living with a school-age sibling who attends school in the district; or
4. the designated receiving school at the next grade level for any feeder school, where the child has completed the final grade in the feeder school.

Such schools include publicly-funded preschools administered by the district or the State Education Department (SED).

The homeless child is entitled to attend the designated school on a tuition-free basis for the duration of his or her homelessness. If the child becomes permanently housed, the child is entitled to continue attendance in the same school building until the end of the school year and for one additional year if that year constitutes the child's terminal year in such building. If a homeless child completes the final grade level in his/her school of origin, the child may also attend the designated receiving school at the next grade level for all feeder schools.

The Superintendent of Schools shall develop procedures necessary to expedite the homeless child's access to the designated school. Such procedures shall include:

1. Admission: Upon designation, the district shall immediately admit the homeless child to school, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical or immunization records (however, the district may temporarily exclude a child from attendance if there are actual symptoms of a communicable disease that poses a significant risk of transmission to others), proof of age or residency or other documentation and even if there is a dispute with the child's parents regarding school selection or enrollment. During a dispute, the student may continue attending the school until final resolution of the dispute, including all available appeals. Homeless children will have the same opportunity as other children to enroll in and succeed in the district's schools. They will not be placed in separate schools or programs based on their status as homeless. The district shall eliminate

barriers to identification, enrollment and retention of homeless children, including barriers to enrollment and retention due to outstanding fees, fines or absences.

2. Transportation: The district shall promptly provide transportation for homeless students currently attending district schools as required by applicable law, as described in the accompanying regulation. In general, the district shall ensure that transportation is provided to homeless students enrolled in the district who attend a school of origin, including a publicly funded preschool administered by the district or SED, even if the student lives outside the district's boundaries. Transportation shall be provided for the duration of homelessness, through the remainder of the school year in which the student becomes permanently housed, and one additional year if that is the student's final year in the school.
3. School Records: For homeless students attending school out of the district, the district shall, within five days of receipt of a request for records, forward a complete copy of the homeless child's records including proof of age, academic records, evaluation, immunization records and guardianship paper, if applicable. For homeless students attending school in the district, the district shall request the student's records (academic, medical, etc.) from the school the student last attended.
4. Transfer Credit: The district will award full or partial credit to a homeless student, including a homeless unaccompanied youth, who seeks to return to the district, for coursework satisfactorily completed while attending a prior school.
5. Coordination: The district shall coordinate with local social services agencies and other entities providing services to homeless children and their families for the provision of services to homeless children, and shall coordinate with other school districts on issues of prompt identification, transportation, transfer of records, and other inter-district activities. This shall include ensuring the provision of appropriate services to homeless students with disabilities who are eligible for services under either Section 504 or IDEA.

A portion of the district's Title I, Part A funds shall be set aside for homeless children and youth to provide educationally related support services and services not ordinarily provided to other students.

Information about a homeless child's living situation shall be treated as a student education record, and shall not be considered directory information under FERPA. See policy 5500, Student Records, for more information.

The Board of Education shall designate a McKinney-Vento liaison for homeless children and ensure that this person is aware of, and able to carry out, his or her responsibilities under the law. The Superintendent shall ensure that the liaison receives appropriate professional development on identifying and meeting the needs of homeless students, including the definitions of terms related to homelessness. The liaison's responsibilities shall include, but not be limited to, ensuring that:

1. parents or guardians of homeless children are informed of the educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children;
2. parents and guardians and unaccompanied youth are fully informed of all transportation services available to them, and are assisted in accessing them;
3. enrollment disputes involving homeless children are promptly mediated and resolved;
4. school personnel, through outreach and in coordination with shelters and social service agencies and other appropriate entities, identify homeless children, including homeless preschoolers;
5. homeless children receive educational services, including but not limited to Head Start and preschool services to which they are eligible, as well as referrals to health care and other appropriate services for homeless children and their families;
6. public notice of the educational rights of homeless children is disseminated in locations frequented by homeless unaccompanied youth and parents/guardians of homeless children, in a manner and form understandable to them;
7. staff who provide services to homeless students receive required professional development and support on identifying and meeting the needs of homeless students;
8. homeless unaccompanied youth are informed of their rights, are enrolled in school, and have opportunities to meet the same state standards set for all students, including receiving credit for full or partial coursework earned in a prior school pursuant to Commissioner's regulations.

In accordance with law and regulation, the district will offer a prompt dispute resolution process (described in more detail in the accompanying administrative regulation). A student shall be entitled to

continued enrollment in the district's schools, and transportation, pending resolution of the dispute and all available appeals.

In accordance with Commissioner's regulations, the district shall collect and transmit to the Commissioner information necessary to assess the educational needs of homeless children within the State.

APPENDIX H

5201 – SECONDARY SCHOOLS COURSE CREDIT

All students in grades 6 -12 will be eligible to receive credit/units 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/units 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. Obtain a final passing grade of 65. This grade will be achieved through a calculation that includes the marking period grades, the mid-term assessment (if applicable) and the final assessment (if applicable).
2. Achieve marking period grades from a combination of assessments, projects, class participation, and other achievement grading criteria. Students who meet specified criteria, are eligible for quarterly recovery, beginning the second quarter of the school year, in accordance with Board Policy #5205.
3. If a course requires a final assessment all students will be required to take the final assessment.
4. Excused absences include: leaving for a doctor's appointment, illness, court appearances, and death in the family. Excused absences from class, such as field trips, music lessons, meeting with guidance counselors, approved club meetings and college visitations do not count toward excused absences in each course. College visitations must have prior approval from the administration and are limited to five (5) college visitations per school year.

The following are applicable requirements regarding secondary school courses:

1. All students enrolled in a Regents course must sit for the corresponding Regents examination in order to obtain course credit/units. The Regents score will appear on the students' transcript. The Regents score will not be counted towards the final average. For these circumstances, the student's final grade will be calculated by averaging the four quarter grades.
2. All non-Regents secondary school courses will culminate in a District final assessment. This assessment will count as 20% of the student's final average if no common mid-term assessment is administered in the course. In the courses that include a District common mid-term assessment, both the final assessment and the mid-term assessment each count for 10% of the student's final grade.
3. For the first four marking periods of a full-year course, the lowest grade on a student's report card will be a 55. For a one semester course, the lowest grade on a student's report card will be a 50. In order to be eligible for a modified score of 55 on any of the first four marking period grades, a student must maintain a minimum attendance rate of 93% (exclusive of excused absences) for that course during each of the individual marking periods.

In order to monitor student progress towards end of course grades, each teacher must submit a 5- week report to parents/students, including assigning a Pass or Fail grade. The progress report will be available to parents and students on the parent portal.

A student with a final average grade of between 64 and 55 may retake the course and the final assessment in summer school, if offered. If the student passes the summer school course, she or he will receive credit/unit 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.

5411 - PARTICIPATION IN STUDENT EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC ATHLETICS

The Board of Education encourages students to participate in extracurricular activities including interscholastic athletics. The administration and teachers will abide by this policy when determining student eligibility. Extended day instructional support and expanded learning are not considered as extracurricular activities.

The following individuals shall be solely responsible for determining eligibility: (1) the Director of Athletics for interscholastic athletics, (2) the Fine and Performing Arts Director for middle school and high school musical and drama performances. The Director of Athletics is solely responsible for disseminating the Athletic eligibility list to all staff on a daily basis. The Director of Fine and Performing Arts is solely responsible for disseminating the Musical/Drama performance eligibility list to all staff on a daily basis. In the event the Director of Athletics/Director of Fine and Performing Arts is absent, the Superintendent will assign the task to a trained substitute. The Director of Athletics/Director of FPA shall determine eligibility by 12:00 p.m. on event days.

The External Compliance Officer, an external monitor, hired by the Board of Education, will monitor the accuracy of attendance recordkeeping and monitor staff compliance to Participation in Student Extracurricular Activities and Interscholastic Athletics. A comprehensive annual audit report will be provided to the Board of Education and Superintendent.

External Compliance Officer: Coordinates audits of eligibility and submits quarterly reports to the Superintendent of Schools and Board of Education.

Academic Eligibility for Participation in Fall Extracurricular Activities and Interscholastic Athletics

All students must maintain a high standard of academic performance

- All students must earn a total of 22 credits in order to graduate
- At the high school, all students must earn a minimum of 4.5 credits during the academic year to be eligible for participation in extra-curricular activities and/or interscholastic athletics for the following school year. Students are responsible for working with their counselor to be sure they attain 22 credits within four years at the high school
- At the middle level, all students must show academic growth, defined as 4.5 units of study in grades 7 and 8 and for grade 6, the promotion rating on their report card, during the academic year to be eligible for participation in extracurricular activities and/or interscholastic athletics for the subsequent school year
- In the event a student is able to accrue the required credits prior to the start of the athletic season or the extra-curricular event, the student will have satisfied the academic eligibility criteria.

Attendance Eligibility for Participation in Extracurricular Activities and Interscholastic Athletics

For the 2020-2021 school year:

- A student must have maintained a minimum average daily attendance rate of 91% (not including excused absences) for the 2019-2020 school year, in order to participate in any activity or event in the 2020-2021 school year.
- A student must attend school regularly and be in attendance for all classes scheduled.
- A student who has an unexcused class absence(s) or daily absence(s) on record during a school week will have five (5) school days to clear the unexcused class absence(s) or daily absence(s). If the unexcused class/daily absence is not cleared within five (5) school days, the student will be ineligible to participate in the next scheduled activity or game.

Behavior Eligibility for Participation in Extracurricular Activities and Interscholastic Athletics

- A student may be suspended from participating in extracurricular activities, including interscholastic athletics, for any infraction of the District Code of Conduct, for violating a code of conduct issued to participants in the activity by the activity supervisor or coach, or for fighting at games/activities.
- Any student placed on In-School Suspension (ISS) or given an Out-Of-School Suspension may not participate in extracurricular activities or practice and/or play in games for the duration of the suspension (including over weekends). If a student is suspended, either In-School or Out-of-School, the student must sit out at least one extracurricular or co-curricular activity or game as applicable.
- If a student has received two (2) Out-of-School Suspensions in a semester prior to or during a sports season/performance activity, the student will be ineligible to participate in extracurricular and co-curricular activities during the remainder of the semester or in interscholastic athletics for the remainder of the season.

A copy of this policy will be distributed to all student athletes, students participating in extracurricular activities and their parents/guardians; electronic access will be provided to professional staff and coaches. It will also be posted on the district website. This policy will be explained to participants in extracurricular activities and interscholastic sports prior to participation.

Regulation for Policy 5411 - Participation in Student Extracurricular
Activities and Interscholastic Sports

| Pertaining to: Interscholastic Athletics, High School Musical, & Drama Performances | | |
|--|--|---|
| Standards for Determination | | |
| Academic | Attendance | Behavior |
| Students in grades 10-12 must have earned a minimum of 4.5 credits during the previous school year. | <ul style="list-style-type: none"> A student must have maintained a minimum average daily attendance rate of 91% (not including excused absences) for the 2019-2020 school year in order to participate in any activity or event in the 2020-2021 school year | <ul style="list-style-type: none"> A student may be suspended from participating in extracurricular activities, including interscholastic athletics, for any infraction of the District Code of Conduct, for violating a code of conduct issued to participants in the activity by the activity supervisor or coach, or for fighting at games/activities. |
| Students in grades 8 and 9 must have earned a minimum of 4.5 units of study during the previous school year. | <ul style="list-style-type: none"> A student must attend school regularly and be in attendance for all classes scheduled A student who has an unexcused class absence(s) or daily absence(s) on record during a school week will have five (5) school days to clear the unexcused class absence(s) or daily absence(s). If the unexcused class/daily absence is not cleared with five (5) school days, the student will be ineligible to participate in the next scheduled activity or game. | <ul style="list-style-type: none"> Any student placed on In-School suspension (ISS) or given an Out-of-School Suspension (OOS) may not participate in extracurricular activities or practice and/or play in games for the duration of the suspension (including over the weekends). If a student is suspended, either In-School or Out- of-School, the student must sit out at least one extracurricular or co-curricular activity or game as applicable |
| Students in grade 7 must have been promoted from grade 6 | | <ul style="list-style-type: none"> If a student has received two (2) Out-of-School Suspensions in a semester prior to or during a sports season/performance activity, the student will be ineligible to participate in extracurricular and co-curricular activities during the remainder of the semester or in interscholastic athletics for the remainder of the season. |
| ** If the student was able to meet the threshold prior to the season beginning, the student shall be considered eligible | | |

5500 – STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The District will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, the District will execute agreements with third party contractors and consultants who collect, process, store, organize, manage or analyze student personally identifiable information (PII) to ensure that the contractors/consultants comply with the law in using appropriate means to safeguard the data.

The Superintendent of Schools shall be responsible for ensuring that all requirements are carried out by the district.

Definitions

Authorized Representative: an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Education Record: means those records, in any format, directly related to the student and maintained by the district or by a party acting on behalf of the district, except:

- A. records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute (e.g. memory joggers);
- B. records of the district's law enforcement unit;
- C. grades on peer-graded papers before they are collected and recorded by a teacher.

Eligible student: a student who has reached the age of 18 or is attending postsecondary school.

Legitimate educational interest: a school official has a legitimate educational interest if they need to review a student's record in order to fulfill his or her professional responsibilities.

Personally identifiable information: is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parents' name and/or address, a biometric record, etc.

School official: a person who has a legitimate education interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing his or her tasks.

Third party contractor/consultant: is any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement

for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies or audits or evaluations of publicly funded programs.

Annual Notification

At the beginning of each school year, the district will publish a notification that informs parents, guardians and eligible students currently in attendance of their rights under FERPA and New York State law, and the procedures for exercising those rights. A "Parents' Bill of Rights for Data Privacy and Security" ("Bill of Rights") will be posted on the District website and included in any agreements with third party contractors/consultants. The notice and "Bill of Rights" may be published in other appropriate publications as well. This notice may be published in a newspaper, handbook or other school bulletin or publication. This notice and "Bill of Rights" will also be provided to parents, guardians, and students who enroll during the school year.

The notice will include a statement that the parent/guardian or eligible student has a right:

1. To inspect and review the student's education records;
2. To request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. To consent to disclosure of personally identifiable information contained in the student's education records, except where consent is not required under FERPA ([see Regulation 5500-R](#), at Section 5 for list of exceptions to FERPA's prior consent requirement); and
4. To file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations and/or file a complaint regarding a possible data breach by a third party contractor/consultant with the District and/or the New York State Education Department's Chief Privacy Officer for failure to comply with state law.

The annual notice and "Parents' Bill of Rights" will inform parents/guardians and students:

1. That it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests. The notice will define "school official" and "legitimate educational interest."
2. That, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. That personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance purposes.
4. That the district, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent.
5. That, upon request, the district will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent. The district will not sell directory information.
6. Of the procedure for exercising the right to inspect, review and request amendment of student records.
7. That the district will provide information as a supplement to the "Parents' Bill of Rights" with third parties with which the district contracts that use or have access to personally identifiable student data.

The district may release student education records, or the personally identifiable information contained within, without consent, where permitted by federal law and regulation.

The district shall effectively notify parents, guardians and students who have a primary or home language other than English.

In the absence of the parent or secondary school student exercising their right to opt out of the release of information to the military and/or institutions of higher learning, the district is required to, under federal law, release the information indicated in number five (5) above.

Directory Information and Limited Directory Information

Directory information is Information that generally would not be considered harmful if released from a student's record. Limited directory information means that the District may limit disclosure of its designated directory information to specific parties, for specific purposes, or both.

The Board designates the following as "directory information":

- Student's Name

In addition to a student's name, the Board designates the following information as "limited directory information":

- Participation in school activities or sports
- Degrees and awards received
- Photographs or videotapes created in conjunction with school sponsored activities for use in school district publications.

Limited directory information may be disclosed to school-related organizations, such as the PTA/PTO and authorized booster clubs, to local municipalities for programs and activities for youth and to the news media, as well as for school-related activities such as for school photographs, the yearbook, playbills and grants.

In addition to the above limited directory information, parents' names, addresses and telephone numbers may be disclosed to local law enforcement authorities in connection with the investigation of a crime.

Social security numbers or other personally identifiable information will not be considered directory information.

Students who opt out of having directory information shared are still required to wear, display or disclose their student ID cards.

Once the proper FERPA notification is given by the district in the Parent Handbook or other similar publication, a parent/guardian or student will have 14 days to notify the district of any objections they have to the "directory information"/"limited directory information" designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or student for the release. Once the student or parent/guardian provides the "opt-out," it will remain in effect after the student is no longer enrolled in the school district.

The district may elect to provide a single notice regarding both the annual notice/directory information and information disclosed to military recruiters and institutions of higher education.

5695 – USE OF ELECTRONIC DEVICES (GRADES K – 8)

The Board of Education recognizes and respects that parents want to communicate with their young children going to and from school for safety reasons. Therefore, students in grades K-8 are permitted to bring personal electronic devices to school; however, once a student enters the school building, such devices must be turned off and kept out of sight during the hours of the student instructional day, except when such device is needed for medical reasons in accordance with a student's Section 504 plan (e.g., for diabetes management). In addition, all headphones and earbuds must be stored and kept out of sight. If such device, headphones or earbuds are seen or used during the student instructional day, except under the limited circumstances set forth in this policy, the following are the consequences:

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

A cell phone/device that is taken away by an authorized staff member must be turned off by the student or the staff member. If a student refuses to turn over the device, headphones and/or earbuds to the teacher or administrator, there will be disciplinary consequences in accordance with the District Code of Conduct.

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

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

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

Examinations

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

If a student is observed with any such device or related technology while taking a State examination, the student will be allowed to complete the examination. The incident shall be reported to the Building Principal. If the Building Principal determines that the student had a prohibited device in his/her possession during the examination, the test will be invalidated and no score will be calculated for the student. The incident must also be reported, in writing, to the New York State Education Department, Office of State Assessment.

Employees

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

Emergencies

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

Privacy

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

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

Enforcement

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

Responsibility

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

5695 – ELECTRONIC DEVICES (GRADES 9-12)

The Board recognizes that using personal electronic devices for educational and instructional technology purposes is one way of supporting the District's mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to be proactive with today's growing social and interactive digital convergence, it is the intent of this policy to increase awareness and training while putting into practice social and professional etiquette relating to electronic devices. Students in possession of

electronic devices must comply with the District's Code of Conduct, acceptable use policies and regulations and must sign an Acceptable Use Agreement.

Cyber Safety:

Building administrators will review cyber safety rules with students frequently throughout the course of the school year and will provide reminders and reinforcement about safe cell phone and electronic device behaviors. In addition to the rules outlined in this policy, students must comply with all class and school rules while using personal electronic devices. The use of a cell phone or other electronic device is a privilege, not a right. When abused, the privilege will be withdrawn.

Guidelines:

The following are the consequences for violating this policy:

- First offense: The cell phone/device will be taken away until the end of the day.
- Second offense: The cell phone/device must be picked up by a parent or guardian.
- Third offense: The cell phone/device will be taken away during school hours for five (5) consecutive school days.
- Any further infractions will result in the student not having the privilege of possessing or using a cell phone/device on school grounds during the school day. Furthermore, students who do not comply with these guidelines will be subject to other disciplinary action in accordance with the Code of Conduct.

A cell phone/device that is taken away by an authorized staff member must be turned off by the student or the staff member.

Students may not use their cell phone/device during instructional time unless otherwise given permission by the teacher. Instructional time is defined as the time from the last tone of one tardy bell to the first tone of the dismissal bell. Each teacher has the discretion to allow and regulate the use of cell phones/devices in the classroom and on specific projects.

Approved cell phones/devices must ALWAYS be in silent mode while on school campus, unless otherwise allowed by a teacher. Only one (1) Headphones/Earbuds may be used in the hallways and cafeterias, and in classrooms (with the teacher's permission).

Students may use social media as long as it is in an appropriate manner, but may not post pictures, take videos, or use Facetime.

Students will be held accountable for any electronic digital postings, pictures or statements that are threatening, intimidating, humiliating, derogatory, obscene, harassing, discriminatory, or that encourage illegal or violent behavior and/or that disrupts the educational environment. Students will also be held accountable for taking any pictures, audio or video recordings in school, in school facilities or at school-sponsored activities except with permission of a staff member or for the purpose of photographing or videotaping public events (e.g., athletic events, plays, concerts, awards ceremonies).

Students may not send, share, view, or possess pictures, text messages, emails or other material of a sexually explicit nature on their personal electronic devices while on school premises, at school-sponsored activities or on school transportation, or from off-campus and which are received at school or school activities.

Students who need to leave early for appointments or illness must follow school procedures and sign out through the attendance office or nurse's office. Students may not just call/text home and leave.

A student whose phone has been confiscated pursuant to this policy may not use another student's cell phone.

Prohibition of Cell Phones and Electronic Devices During Examinations, Quizzes and New York State Assessments

In order to ensure examination security, except as specifically required by law, the possession and/or use of any electronic devices is prohibited during any test, examination, quiz etc. In addition to being subject to discipline and

confiscation of the device, a student determined to have cheated on a quiz, test or examination through the use of an electronic device shall be given a grade of zero in that quiz, test or examination.

Students are prohibited from possessing any electronic communication device or technology during Regents Examinations either in the room where the test is administered or while on a supervised break and until the examination has been completed, handed in and the student has left the examination room. If a student is observed with any such device or related technology while taking a State examination, the student will be allowed to complete the examination and the incident shall be reported to the Building Principal. If the Building Principal determines that the student had a prohibited device in his/her possession during the examination, the test will be invalidated and no score will be calculated for the student. The incident must also be reported, in writing, to the New York State Education Department, Office of State Assessment.

Test proctors, test monitors and school officials shall have the right to collect cell phones and other electronic devices prior to the start of the examination and to hold them while the test is being administered, including break periods. Admission to the examination shall be denied to any student who refuses to relinquish a prohibited device.

Internet Safety

The District's network filters will NOT be applied to a device's connection to the Internet. Therefore, any student who accesses websites that are prohibited by the District's Acceptable Use policy and regulation or the Code of Conduct will be subject to discipline. Building administrators are authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection. Cell phones and other devices should be fully charged prior to arriving at school and run on battery power while at school. Schools will not provide "charging stations" for students to charge their cell phone/device.

Students are prohibited from:

- Bringing a cell phone/device to school that infects the network with anything designed to damage, alter, destroy, or provide access to unauthorized data or information.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies.
- Printing from cell phones/devices at school.

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own cell phone/device and should use it responsibly and appropriately. The District assumes no responsibility for stolen, lost, or damaged cell phones/devices including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones/devices.

Usage Charges:

The District is not responsible for any possible device charges (i.e. apps a student downloads during class) to your account that might be incurred during approved school-related use.

Search of Cell Phones/Devices

Cell phones/electronic devices may be searched by an authorized administrator only where there is reasonable individualized suspicion that the search will reveal evidence of a serious breach of District or school rules or the law. Any such search must be limited in scope to areas in which such evidence is likely to be stored. The Building Principal or designee must approve the search of a student's cell phone or electronic device in advance.

Network Considerations:

Student users must strive to maintain appropriate bandwidth for school-related work and communications. All student users must use the school's wireless network to access the Internet. The District does not guarantee connectivity or the quality of the connection with personal

8210.1 - VIDEO SURVEILLANCE

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

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

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

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

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

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

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

8635- INFORMATION AND DATA PRIVACY, SECURITY, BREACH AND NOTIFICATION

The Board of Education acknowledges the heightened concern regarding the rise in identity theft and the need for secure networks and prompt notification when security breaches occur. The Board adopts the National Institute for Standards and Technology Cybersecurity Framework Version 1.1 (NIST CSF) for data security and protection. The Data Protection Officer is responsible for ensuring the District's systems follow NIST CSF and adopting technologies, safeguards and practices which align with it. This will include an assessment of the District's current cybersecurity state, their target future cybersecurity state, opportunities for improvement, progress toward the target state, and communication about cyber security risk.

The Board will designate a Data Protection Officer to be responsible for the implementation of the policies and procedures required in Education Law §2-d and its accompanying regulations, and to serve as the point of contact for data security and privacy in the District. This appointment will be made at the annual organizational meeting.

I. Student and Classroom Teacher/Building Principal "Personally Identifiable Information" under Education Law §2-d

A. Definitions

In accordance with Education Law §2-d and/or its implementing regulations, the following terms as used in this policy, are defined as follows:

"Biometric record," as applied to student Personally Identifiable Information ("PII"), means one or more measurable biological or behavioral characteristics that can be used for automated recognition of a person, which includes fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

"Breach" means the unauthorized acquisition, access, use, or disclosure of student PII and/or classroom teacher or building principal PII by or to a person not authorized to acquire, access, use, or receive the student and/or classroom teacher or building principal PII.

"Directory Information" means information that generally would not be considered harmful if released from a student's record. "Limited directory information" means that the District may limit disclosure of its designated directory information to specific parties, for specific purposes, or both. Directory information and limited directory information, as set forth in Policy 5500, is not personally identifiable information, as defined below.

"Disclose" or "Disclosure" means to permit access to, or the release, transfer, or other communication of PII by any means, including oral, written, or electronic, whether intended or unintended.

"Personally Identifiable Information" (PII), as applied to students, means the following information as concerns District students:

1. Student's name;
2. Name of the student's parent or other family members;
3. Address of the student or student's family;
4. A personal identifier, such as the student's social security number, student number, or biometric record;
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. Information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

"Personally Identifiable Information" (PII) as applied to classroom teachers and building principals means results of Annual Professional Performance Reviews that identify the individual classroom teachers and building

principals, which are confidential under Education Law §§3012- c and 3012-d, except where required to be disclosed under state law and regulations.

“Third-Party Contractor” means any person or entity, other than an educational agency (i.e., a school, school District, BOCES or State Education Department), that receives student or classroom teacher/building principal PII from the educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This includes an educational partnership organization that receives PII from a school District to carry out its responsibilities pursuant to Education Law §211-e (for persistently lowest-achieving schools or schools under registration review) and is not an educational agency. This also includes a not-for-profit corporation or other nonprofit organization, other than an educational agency.

For a complete list of statutory and regulatory definitions, please see Education Law §2-d(1)(a)-(k) and the Part 121 Commissioner’s Regulations at §121.1.

B. General Provisions

PII as applied to student data is as defined in the Family Educational Rights and Privacy Act (Policy 5125.2), which includes certain types of information that could identify a student, as set forth in Section 1(A) above.

PII as applied to classroom teacher and building principal data, means results of Annual Professional Performance Reviews that identify the individual classroom teachers and building principals, which are confidential under Education Law §§3012-c and 3012-d, except where required to be disclosed under state law and regulations.

The Data Protection Officer will see that every use and disclosure of PII by the District benefits students and the District (e.g., improve academic achievement, empower parents and students with

information, and/or advance efficient and effective school operations). However, PII will not be included in public reports or other documents.

The District will protect the confidentiality of student and classroom teacher/building principal PII while stored or transferred using industry standard safeguards and best practices, such as encryption, firewalls, and passwords. The District will monitor its data systems, develop incident response plans, limit access to PII to District employees and third-party contractors who need such access to fulfill their professional responsibilities or contractual obligations, and destroy PII when it is no longer needed.

Certain federal laws and regulations provide additional rights regarding confidentiality of and access to student records, as well as permitted disclosures without consent, which are addressed in Policy 5125.2 and Regulation 5125.2R, Student Records – Confidentiality and Parental Access to Student Records.

Under no circumstances will the District sell PII. It will not disclose PII for any marketing or commercial purpose, facilitate its use or disclosure by any other party for any marketing or commercial purpose, or permit another party to do so. Further, the District will take steps to minimize the collection, processing, and transmission of PII.

Except as required by law or in the case of enrollment data, the District will not report the following student data to the State Education Department:

1. Juvenile delinquency records;
2. Criminal records;
3. Medical and health records; and
4. Student biometric information.

The District has created and adopted a Parent’s Bill of Rights for Data Privacy and Security. It is posted on the District’s website at www.newburghschools.org and can be requested from the District Clerk.

C. Third-party Contractors

The District will ensure that contracts with third-party contractors reflect that confidentiality of any student and/or classroom teacher or building principal PII be maintained in accordance with federal and state law and regulations, and this policy.

Each third-party contractor that will receive student data or classroom teacher or building principal data must:

1. Adopt technologies, safeguards and practices that align with the NIST CSF;
2. Comply with the District's data security and privacy policy and applicable laws impacting the District;
3. Limit internal access to PII to only those employees or subcontractors that need access to provide the contracted services;
4. Not use the PII for any purpose not explicitly authorized in its contract;
5. Not disclose any PII to any other party without the prior written consent of the parent or eligible student (i.e., students who are eighteen years old or older):
 - a. except for authorized representatives of the third-party contractor to the extent they are carrying out the contract; or
 - b. unless required by statute or court order and the third party contractor provides notice of disclosure to the District, unless expressly prohibited.
6. Maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of PII in its custody;
7. Use encryption to protect PII in its custody while in motion or at rest; and
8. Not sell, use, or disclose PII for any marketing or commercial purpose, facilitate its use or disclosure by others for marketing or commercial purpose, or permit another party to do so. Third party contractors may release PII to subcontractors engaged to perform the contractor's obligations, but such subcontractors must abide by data protection obligations of state and federal law and regulations, and the contract with the District.

If a third-party contractor has a breach or unauthorized release of PII, it will promptly notify the District in the most expedient way possible without unreasonable delay, but no more than seven calendar days after the breach's discovery.

D. Third-Party Contractors' Data Security and Privacy Plan

The District will ensure that contracts with all third-party contractors include the third-party contractor's data security and privacy plan. This plan must be accepted by the District.

At a minimum, each third party contractor's data security and privacy plan will:

1. Outline how all state, federal, and local data security and privacy contract requirements over the life of the contract will be met, consistent with this policy;
2. Specify the safeguards and practices it has in place to protect PII;
3. Demonstrate that it complies with the requirements of Section 121.3(c) of the Commissioner's Regulations concerning the supplement to the Bill of Rights;
4. Specify how those who have access to student and/or classroom teacher or building principal data receive or will receive training on the federal and state laws governing confidentiality of such data prior to receiving access;
5. Specify if the third-party contractor will utilize subcontractors and how it will manage those relationships and contracts to ensure personally identifiable information is protected;
6. Specify how the third-party contractor will manage data security and privacy incidents that implicate personally identifiable information including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the District;
7. Describe if, how and when data will be returned to the District, transitioned to a successor contractor, at the District's direction, deleted or destroyed by the third-party contractor when the contract is terminated or expires.

E. Training

The District will provide annual training on data privacy and security awareness to all employees who have access to student and classroom teacher/building principal PII.

F. Reporting

Any breach of the District's information storage or computerized data which compromises the security, confidentiality, or integrity of student or classroom teacher/building principal PII maintained by the District will be promptly reported to the Data Protection Officer, the Superintendent and the Board of Education.

G. Complaints of Breaches or Unauthorized Releases of PII

If a parent/guardian, eligible student, classroom teacher, building principal or other District employee believes or has evidence that student or classroom teacher/building principal PII has been breached or released without authorization, they must submit a complaint in writing to the District. Complaints shall generally be received by the Data Protection Officer, but if a complaint is received by another District employee, such employee must immediately notify the Data Protection Officer. This complaint process will be communicated to parents, eligible students, classroom teachers, building principals, and other District employees.

The District will promptly acknowledge receipt of written complaints, commence an investigation, and take the necessary precautions to protect PII.

Following its investigation of the complaint, the District will provide the complainant with its findings within a reasonable period of time, generally no more than 60 calendar days from the date of receipt of the complaint.

If the District requires additional time, or if the response may compromise security or impede a law enforcement investigation, the District will provide the individual who filed a complaint with a written explanation that includes the approximate date when the District will respond to the complaint.

The District will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies, including the Retention and Disposition Schedule for New York Local Government Records (LGS-1).

H. Notification of a Breach or Unauthorized Release of PII

If a third-party contractor has a breach or unauthorized release of PII, it will promptly notify the Data Protection Officer in the most expedient way possible, without unreasonable delay, but no more than seven calendar days after the breach's discovery.

The Data Protection Officer will then notify the State Chief Privacy Officer of the breach or unauthorized release no more than 10 calendar days after it receives the third-party contractor's notification using a form or format prescribed by the State Education Department.

The Data Protection Officer will report every discovery or report of a breach or unauthorized release of student, classroom teacher or building principal data to the Chief Privacy Officer without unreasonable delay, but no more than 10 calendar days after such discovery.

The District will notify affected parents, eligible students, classroom teachers and/or principals in the most expedient way possible and without unreasonable delay, but no more than 60 calendar days after the discovery of a breach or unauthorized release or third-party contractor notification.

However, if notification would interfere with an ongoing law enforcement investigation or cause further disclosure of PII by disclosing an unfixed security vulnerability, the District will notify parents, eligible students, classroom teachers and/or building principals within seven calendar days after the security vulnerability has been remedied or the risk of interference with the law enforcement investigation ends.

Notifications will be clear, concise, use language that is plain and easy to understand, and to the extent available, shall include:

- a brief description of the breach or unauthorized release, the dates of the incident and the date of discovery, if known;
- a description of the types of PII affected;
- an estimate of the number of records affected;
- a brief description of the District’s investigation or plan to investigate; and
- contact information for representatives who can assist parents or eligible students with additional questions.

Notification must be directly provided to the affected parent, eligible student, classroom teacher or building principal by first-class mail to their last known address, by email or by telephone.

Where a breach or unauthorized release is attributed to a third-party contractor, the third-party contractor will pay for or promptly reimburse the District for the full cost of such notification.

The unauthorized acquisition of student social security numbers, student ID numbers, or biometric records, when in combination with personal information such as names or other identifiers, may also constitute a breach under State Technology Law §208 if the information is not encrypted, and the acquisition compromises the security, confidentiality, or integrity of personal information maintained by the District. In that event, the District is not required to notify affected people twice, but must follow the procedures to notify state agencies under State Technology Law §208 as outlined in section II below.

II. “Private Information” under State Technology Law §208

A. Definition of “Private Information”

“Private information” is defined in State Technology Law §208, to mean either:

1. Personal information consisting of any information in combination with any one or more of the following data elements, when either the data element or the personal information plus the data element is not encrypted or encrypted with an encryption key that has also been accessed or acquired:

- Social security number;
- Driver’s license number or non-driver identification card number;
- Account number, credit or debit card number, in combination with any required security code, access code, password or other information which would permit access to an individual’s financial account;
- account number or credit or debit card number, if that number could be used to access a person’s financial account without other information such as a password or code; or
- biometric information (data generated by electronic measurements of a person’s physical characteristics, such as fingerprint, voice print, or retina or iris image) used to authenticate or ascertain a person’s identity; or

2. A user name or email address, along with a password, or security question and answer, that would permit access to an online account.

“Private information” does not include information that can lawfully be made available to the general public pursuant to federal or state law or regulation.

“Breach of the security of the system” means unauthorized acquisition or acquisition without valid authorization of physical or computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the District. Good faith acquisition of personal information by an officer or employee or agent of the District for the purposes of the District is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

Any breach of the District’s information storage or computerized data which compromises the security, confidentiality, or integrity of “private information” maintained by the District must be promptly reported to the Superintendent and the Board of Education.

B. Procedure for Identifying Security Breaches

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the District will consider:

1. Indications that the information is in the physical possession and control of an unauthorized person, such as removal of lost or stolen computer, or other device containing information;
 2. Indications that the information has been downloaded or copied;
 3. Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported; and/or
 4. Any other factors which the District shall deem appropriate and relevant to such determination.
- C. Notification of Breaches to Affected Persons

Once it has been determined that a security breach has occurred, the District will take the following steps:

1. If the breach involved computerized data owned or licensed by the District, the District will notify those New York State residents whose private information was, or is reasonably believed to have been accessed or acquired by a person without valid authorization. The disclosure to affected individuals will be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and to restore the integrity of the system. The District will consult with the New York State Office of Information Technology Services to determine the scope of the breach and restoration measures.
2. If the breach involved computer data maintained by the District, the District will notify the owner or licensee of the information of the breach immediately following discovery, if the private information was or is reasonably believed to have been accessed or acquired by a person without valid authorization.

The required notice will include (a) District contact information, (b) a description of the categories information that were or are reasonably believed to have been accessed or acquired without authorization, (c) which specific elements of personal or private information were or are reasonably believed to have been acquired and (d) the telephone number and website of relevant state and federal agencies that provide information on security breach response and identity theft protection and prevention. This notice will be directly provided to the affected individuals by either:

1. Written notice
2. Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and that the District keeps a log of each such electronic notification. In no case, however, will the District require a person to consent to accepting such notice in electronic form as a condition of establishing a business relationship or engaging in any transaction.
3. Telephone notification, provided that the District keeps a log of each such telephone notification.

However, if the District can demonstrate to the State Attorney General that (a) the cost of providing notice would exceed \$250,000; or (b) that the number of persons to be notified exceeds 500,000; or (c) that the District does not have sufficient contact information, substitute notice may be provided. Substitute notice would consist of all of the following steps:

1. E-mail notice when the District has such address for the affected individual;
2. Conspicuous posting on the District's website, if they maintain one; and
3. Notification to major media.

However, the District is not required to notify individuals if the breach was inadvertently made by individuals authorized to access the information, and the District reasonably determines the breach will not result in misuse of the information, or financial or emotional harm to the affected persons. The District will document its determination in writing and maintain it for at least five years, and will send it to the State Attorney General within 10 days of making the determination.

Additionally, if the District has already notified affected persons under any other federal or state laws or regulations regarding data breaches, including the federal Health Insurance Portability and Accountability Act (HIPAA), the federal Health Information Technology for Economic and Clinical Health (HI TECH) Act, or New York

State Education Law §2-d, it is not required to notify them again. Notification to state and other agencies is still required.

D. Notification to State Agencies and Other Entities

Once notice has been made to affected New York State residents, the District shall notify the State Attorney General, the State Department of State, and the State Office of Information Technology Services as to the timing, content, and distribution of the notices and approximate number of affected persons.

If more than 5,000 New York State residents are to be notified at one time, the District will also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. A list of consumer reporting agencies will be furnished, upon request, by the Office of the State Attorney General.

If the District is required to notify the U.S. Secretary of Health and Human Services of a breach of unsecured protected health information under the federal HIPAA or HI TECH Act, it will also notify the State Attorney General within five business days of notifying the Secretary.

III. Employee "Personal Identifying Information" under Labor Law § 203-d

Pursuant to Labor Law §203-d, the District will not communicate employee "personal identifying information" to the general public. This includes:

1. Social security number;
2. Home address or telephone number;
3. Personal email address;
4. Internet identification name or password;
5. Parent's surname prior to marriage; and
6. Drivers' license number.

In addition, the District will protect employee social security numbers in that such numbers will not be:

1. Publicly posted or displayed;
2. Visibly printed on any ID badge, card or time card;
3. Placed in files with unrestricted access; or
4. Used for occupational licensing purposes.

Employees with access to such information will be notified of these prohibitions and their obligations.

8414.6 - 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.

APPENDIX O

8630 - COMPUTER RESOURCES AND DATA MANAGEMENT

The Board of Education recognizes that computers are a powerful and valuable education and research tool and as such are an important part of the instructional program. In addition, the district depends upon computers as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the Boards expectations in regard to these different aspects of the district's computer resources.

General Provisions

The Superintendent shall be responsible for designating an Executive Director for Information and Technology who will oversee the use of district computer resources. The Executive Director for Information and Technology will coordinate in-service programs for the training and development of district staff in computer skills, appropriate use of computers and for the incorporation of computer use in subject areas.

The Superintendent, working in conjunction with the designated purchasing agent for the district and Executive Director for Information and Technology, will be responsible for the purchase and distribution of computer software and hardware throughout the schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

The Superintendent, working with the Executive Director for Information and Technology shall establish regulations governing the use and security of district's computer resources (computer resources include all devices that process data, including but not limited to, laptops, fax machines, copiers, and scanners). The security and integrity of the district computer network and data is a serious concern to the Board and the district will make every reasonable effort to maintain the security of the system. All users of the district's computer resources shall comply with this policy and regulation, as well as the district's computer acceptable use policy #4526. Failure to comply may result in disciplinary action, as well as suspension and/or revocation of computer access privileges.

All users of the district's computer resources must understand that use is a privilege, not a right, and that use entails responsibility. Users of the district's computer network must not expect, nor does the district guarantee, privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

Management of Computer Records

The Board recognizes that since district data is managed by computer, it is critical to exercise appropriate control over computer records, including financial, personnel and student information. The Superintendent, working with the Executive Director for Information and Technology, the Network Specialist and the Assistant Superintendent for Finance, shall establish procedures governing management of computer records.

The procedures will address:

- passwords,
- system administration,
- separation of duties,
- remote access,
- encryption,
- data back-up (including archiving of e-mail),
- record retention, and
- disaster recovery plans and notification plans.

If the district contracts with a third-party vendor for computing services, the Superintendent, in consultation with the Executive Director for Information and Technology, the Assistant Superintendent for Finance and the School Attorney, will ensure that all agreements address the procedures listed above, as applicable.

Review and Dissemination

Since computer technology is a rapidly changing area, it is important that this policy be reviewed periodically by the Board and the district's internal and external auditors. The regulation governing appropriate computer use will be distributed annually to staff and students and will be included in both employee and student handbooks.

Cross-ref: 1120, School District Records
4526, Computer Use for Instruction 4526.1, Internet Safety
6600, Fiscal Accounting and Reporting 6700, Purchasing
8635, Information Security Breach and Notification

APPENDIX P

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

In accordance with the provisions of Section 3012-c of the New York State Education Law, the Board of Education shall facilitate the disclosure of the Annual Professional Performance Review (APPR) composite effectiveness score for their child's current teacher(s). A teacher's composite effectiveness rating is determined by classroom observations and student growth on state exams. Parents/legal guardians may also request the composite effectiveness rating for the school principal under their supervision for the current school year. Appendix A in Section B includes a sample response to request for release of Annual Professional Performance Review (APPR) Composite Effectiveness Scores.

In the interest of protecting the privacy rights of the professional educators while facilitating parental access, the District *shall require reasonable verification of identity* prior to releasing information to parents/legal guardians. Please complete Form 9176 1920 in Section C to request information about APPR and Composite Effectiveness Scores. The form should be directed to the Division of Human Resources. To contact the Division of Human Resources, please call 845-563-3462.

C. FORMS

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CONSENT FOR THIRD PARTY TO INSPECT/REVIEW EDUCATION RECORDS

Date: _____

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

Dear Mr. McCoy:

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

I authorize that the following records be inspected/reviewed:

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

The purpose of the records inspection/review is:

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

Sincerely,

Notarized Signature of
Parent/Guardian/Eligible Student

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PARENT/GUARDIAN/STUDENT REQUEST FOR COPY OF EDUCATION RECORDS

Date: _____

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

Dear Mr. McCoy:

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

I request copies of the following records:

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

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

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

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

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

Signature of Parent/Guardian/Eligible Student

Printed Name:

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

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CONSENT TO PROVIDE COPY OF EDUCATION RECORDS TO A THIRD PARTY

Date: _____

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

Dear Mr. McCoy:

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

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

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

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

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

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

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

Sincerely,

Notarized Signature of Parent/Guardian/Eligible Student

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

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CONSENT TO PROVIDE COPY OF EDUCATION RECORDS TO AN AGENCY

Date: _____

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

Dear Mr. McCoy:

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

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

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

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

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

Sincerely,

Signature of Parent/Guardian/Eligible Student Printed Name

Date

Authorized Agency Representative

Date

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THIRD PARTY OR AGENCY AGREEMENT
TO MAINTAIN CONFIDENTIALITY OF EDUCATION RECORDS

Date: _____

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

Dear Mr. McCoy:

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

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

Sincerely,

Authorized Third Party

This form must be completed, signed, and attached to FORM 5500-4 1920 or FORM 5500-5 1920

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PARENT/GUARDIAN/ELIGIBLE STUDENT REQUEST TO AMEND EDUCATION RECORDS

Date: _____

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

Dear Dr. Padilla:

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

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

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

I understand that the district has ten (10) working days from receipt of this request to respond in writing. I also understand that the procedure for appealing the decision of the Superintendent of Schools may be found in the regulations pertaining to Policy No. 5500.

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

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OBJECTION TO RELEASE OF DIRECTORY INFORMATION

Date: _____

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

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RECRUITMENT BY OUTSIDE GROUPS

Date: _____

Dear Parent/Guardian or Eligible Student:

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

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

Sincerely,

Co- Principal
Newburgh Free Academy, Campus

Date: _____

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

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

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

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

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CONSENT FOR OR OPT-OUT OF SPECIFIC ACTIVITIES

Date: _____

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 2018-19 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

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Newburgh Enlarged City School District Media Policy Form

At the Newburgh Enlarged City School District, we believe highlighting our schools, programs, students, faculty, and staff through the use of pictures, videos, audio recordings, and stories is essential toward fostering a great sense of community that promotes our district in a positive way.

The NECSD maintains the right to use photos, videos, audio, names, and/or quotes from our students on the district's websites, social media networks, and in print materials, including stories the district supplies to the media and circumstances in which the media is on school grounds for approved visits or school related functions off school grounds, unless formally notified by a parent or guardian.

The NECSD is offering this form as a notice to opt-out of such releases for your student(s). **Parents or guardians who do not wish to opt-out do not need to take any further action at this time.**

As the parent or guardian of the student identified below, I understand that if I **opt-out**, my child will be excluded from content posted on the district website, social media accounts, or print materials, including stories supplied by the district to local media.

Note: This opt-out policy does not apply to district yearbooks, or videotaping by security cameras in schools, on school grounds, or on school buses.

If you **do not** want your child to be featured in district media, please complete the form below and return it to your child's teacher/homeroom teacher. You can also use the form below to rescind a previously submitted opt-out request.

| OPT-OUT/RESCIND FORM FOR STUDENTS | |
|---|--|
| I, the undersigned parent/guardian of (name of student) _____, ID# _____, a student in the Newburgh Enlarged City School District: | |
| <input type="checkbox"/> | do not want my child featured on the district website, social media accounts, or print materials, including stories supplied by the district to local newspapers. |
| Or | |
| <input type="checkbox"/> | would like to rescind my previously submitted opt-out submission. |
| _____ | _____ |
| Parent/Guardian/Eligible Student (18+) Signature | Date |
| This form should be returned to your child's teacher as soon as possible. | |

**This is a districtwide policy and is not contingent on a specific grade level or school year.
A parent can opt-out or opt back in at any time.**

To view some of these stories, please visit www.newburghschools.org or @NewburghSchools on Facebook, Twitter, Instagram, or LinkedIn.

NECSD policy reference : 5500 Student Records

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NECSD policy reference : 5500 Student Records

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**REQUEST FOR RELEASE OF ANNUAL PROFESSIONAL PERFORMANCE
REVIEW (APPR) COMPOSITE EFFECTIVENESS SCORES PURSUANT TO
EDUCATION LAW SECTION 3012-c**

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

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

Grade level of student(s): _____

Please write in the spaces provided below the name of the teacher(s) and Grade level/ subject area of instruction each teacher currently provides to the above-named student(s) for each teacher to whom the student is assigned for the current school year for whom you would like to receive the APPR composite effectiveness score and final quality rating:

Name: _____ **Subject Area/Grade Level:** _____

Name: _____ **Subject Area/Grade Level:** _____

Name: _____ **Subject Area/Grade Level:** _____

Name: _____ **Subject Area/Grade Level:** _____

Name: _____ **Subject Area/Grade Level:** _____

Please write in the space provided below the name of the building principal in the building to which the student is assigned for the current school year if you are also requesting his/her final quality rating and composite effectiveness score:

Name: _____ **Building:** _____

I would like to receive the information requested above via (check whichever is applicable):

Regular Mail and my address is: _____

Telephone and my telephone number is: _____

In person [Note: If this option is selected, please provide your telephone number in the space above and the District will contact you shortly after its receipt of this Form to schedule a date and time for a conference.]

PLEASE RETURN THIS FORM TO: **Mr. Michael McLymore**
Assistant Superintendent, Human Resources
Board of Education
124 Grand Street
Newburgh, NY 12550

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

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FORM 1L 2021

PESTICIDE APPLICATIONS NOTIFICATION REQUEST

Date: _____

TO: _____, Principal

_____, School

Address: _____

_____, NY 1255_

School: _____

School Address:

New _____, NY 1255_

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

student at _____ School, would like to receive written notification of any future pesticide

applications at the school.

My mailing address is:

Thank you,

(Parent/Guardian Printed Name)

(Parent/Guardian Signature)

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CONSENT TO ADMINISTER EMERGENCY TREATMENT

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

Dear Parent/Guardian:

This card provides the school with:

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

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

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

.....

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

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

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

Go to the back of this card to complete the information

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

School ID Number: _____

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

School: _____ Grade: _____ Teacher/Homeroom: _____

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

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

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

Guardian or other person to contact in case of emergency:

Name Address Phone #

Name Address Phone #

Siblings (brothers/sisters)

Name School Attending Grade Date of Birth

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Date: _____

Parent/Guardian Signature

School ID Number: _____

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

School: _____ Grade: _____ Teacher/Homeroom: _____

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

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

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

Guardian or other person to contact in case of emergency:

Name Address Phone #

Name Address Phone #

Siblings (brothers/sisters)

Name School Attending Grade Date of Birth

CONSENT TO ADMINISTER EMERGENCY TREATMENT

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

Dear Parent/Guardian:

This card provides the school with:

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

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

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

.....

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

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

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

Go to the back of this card to complete the information

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

School ID Number: _____

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

School: _____ Grade: _____ Teacher/Homeroom: _____

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

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

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

Guardian or other person to contact in case of emergency:

Name Address Phone #

Name Address Phone #

Siblings (brothers/sisters)

Name School Attending Grade Date of Birth

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Street City/Town

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

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Name Address Phone #

Siblings (brothers/sisters)

Name School Attending Grade Date of Birth

Written Complaint and Appeals Procedures

For Title I, Parts A, C, and D Or Section 100.2(ee) of Commissioner's Regulations Regarding Academic Intervention Services

As required by Title IX, General Provisions of the Elementary and Secondary Education Act (ESEA), the New York State Education Department (NYSED) has adopted the following procedures for receiving and resolving complaints and for reviewing appeals from decisions of local educational agencies (*LEAs/School Districts and its' schools*). Complaints concerning violations of ESEA Title I, Parts A, C, and D, or of the General Education Provisions Act; or of Section 100.2(ee) Academic Intervention Services of the Regulations of the Commissioner are covered by these procedures.

LEAs must disseminate free of charge, adequate information about the State Complaint and Appeal Procedures to parents of students, and appropriate private school officials or representatives. [General Provisions Regulations, 34 CFR Sections 299.10-299.12]

Procedures for Filing Complaints/Appeals with a LEA:

Who may submit a complaint?

Any public or nonpublic school parent or teacher, other interested person, or agency may file a complaint.

What must a complaint contain?

All complaints must:

- be written;
- be signed by the person or agency representative filing the complaint;
- specify the requirement of law or regulation being violated and the related issue, problem, and/or the concern;
- contain information/evidence supporting the complaint; and
- state the nature of the corrective action desired.

What must an appeal from a LEA's response contain?

An appeal must contain:

- a copy of the original signed complaint

- a copy of the LEA's response to the original complaint or a statement that the LEA failed to respond in 30 business days.

In New York City or rest of State outside of New York City, a copy of the LEA and the Department of Education's response to the original complaint or a statement that the Department of Education failed to respond within 30 business days; and a statement identifying those parts of the LEA's response which the party wishes to appeal.

Where should a complaint/appeal to the LEA be sent?

Complaints/appeals regarding the LEA's administration and implementation of its ESEA Title I Grant or Academic Intervention Services for students identified under Commissioner's Regulations Part 100 should be sent first to the School Superintendent of the LEA against whom the complaint is made. The LEA has a 30 business day period in which to resolve a complaint.

Procedures for Filing Complaints/Appeals with the New York State Education Department

The State Education Department will review complaints when the complaint pertains to:

- the State's administration of the ESEA Title I Basic Grant, Migrant Education, or Neglected or Delinquent Program;
- an appeal from the decision of an LEA regarding an action by the LEA.

Complaints that *do not* meet any of the above criteria, including complaints concerning the LEA's administration of its Title I Program, will be referred for possible resolution to the LEA against whom the complaint is made.

What timelines pertain to the State Education Department's review of complaints/appeals from an LEA action?

Within 60 business days of the receipt of the complaint/appeal, Department staff will complete an on-site review (if necessary) and/or records examination and will notify all parties of its findings. An extension of the 60-day complaint resolution period is permitted under CFR Part 299.11 (b), for exceptional circumstances.

Complaints/appeals regarding Title I for LEAs outside of New York City local school districts/schools should be sent to:

New York State Education Department
Title I School & Community Services Office
Room 320 EB
89 Washington Avenue
Albany, NY 12234

How long does a public or nonpublic teacher, parent, or agency have to file an appeal from a decision of a LEA or the New York City Department of Education?

An appeal must be requested and postmarked within 20 business days of receipt of the LEA's response to the original complaint.

Who shall conduct the review of complaints or appeals?

The Title I representative in the State Education Department office who is assigned as the program manager for the LEA against which the complaint is made and other Department staff as may be appropriate shall conduct the review of complaints or appeals.

What shall the State Education Department's response to the complaint contain?

The Department's response shall contain:

- the names of persons interviewed;
- the records or other evidence examined;
- relevant dates/times/locations/events;
- summary of findings; and
- nature of corrective action to be taken including applicable timelines.

How will State Education Department staff monitor the timely and appropriate implementation of the corrective actions called for in the complaint/appeal resolution?

Failure of the LEA to take corrective action within the time period stipulated in the complaint resolution shall be cause to withhold all, or a portion of, the ESEA Title I allocation to the LEA.

Does the State Education Department maintain a record of all complaints/appeals?

Yes. Copies of correspondence, related documents, investigative reports, and summary reports involved in the complaint/appeal resolution will be maintained by the State Education Department for five years. Records will be made available to interested parties in accordance with the provisions of the New York State Freedom of Information Law (Public Officers Law Sections 84-89).

What shall constitute exceptional circumstances for extending the 60-day limit for State Education Department review of complaints and appeals for relief from an LEA action?

The State Education Department has determined that exceptional circumstances may include, but need not be limited to, such occurrences as:

- illness of involved parties;
- cancellation of scheduled on-site reviews due to unscheduled school closings;

- the need for extended review activities beyond those specified in the written notification; and/or
- any other mutual agreement to changes in review scope or activity.

When exceptional circumstances are identified, the revised date for the completion of the complaint review will be provided in writing to all parties involved in the complaint or appeal. All parties to the complaint have the right to initiate a request for an extension beyond the 60 business day complaint resolution period based on exceptional circumstances. All such requests must be presented to the State Education Department.

Procedures for Adjudicating Appeals from the Decision of the State Education Department

May a person/agency dissatisfied with the State Education Department's complaint resolution file an appeal?

Yes, parties dissatisfied with the State Education Department's complaint resolution may file an appeal directly with the United States Department of Education at:

United States Department of Education
Compensatory Education Programs
400 Maryland Avenue, S.W.
Room 3W230, FOB #6
Washington, D.C. 20202-6132

Parents/Guardians,

Please use the Parent Communication logs on the following pages to record and document phone conversations or meetings with school personnel in Newburgh Enlarged City School District schools and sites.

The log is a simple but powerful tool to help you track school conversations, resolve school matters, and monitor the progress of outcomes.

Tracking times, dates, and identifying the personnel you contacted can support faster resolutions and help parents acquire information and answers as it pertains to their child(ren) and school programs and services in a timely fashion.

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STEVEN M. NEUHAUS
COUNTY EXECUTIVE

DR. IRINA GELMAN, DPM, MPH, PhDc
COMMISSIONER

COUNTY OF ORANGE
DEPARTMENT OF HEALTH
OFFICE OF THE COMMISSIONER

July 23, 2019

Dear Parents/Guardians:

The Orange County Department of Health and the Orange County Medical Society want you to be aware that Influenza (flu) season is on its way. Flu is a serious contagious respiratory illness that can be mild to severe, and can sometimes lead to death. Some people are considered to be at high risk of developing serious flu-related complications including young children, pregnant women, people with chronic health conditions such as asthma, diabetes, heart disease, lung disease, and people 65 years of age and older. The Centers for Disease Control and Prevention (CDC) recommends that everyone six months of age and older without contraindications receive seasonal flu vaccine. Vaccination is the best protection.

We would also like to take this opportunity to emphasize everyday preventive actions to help you stay healthy and avoid spreading germs.

- Wash your hands often with soap and warm water for 20 seconds
- If you are sick, stay home from school or work and limit contact with others
- Remain home until fever free for 24 hours without the use of fever-reducing medication
- Cover your nose and mouth with a tissue when you cough or sneeze
- Avoid touching your eyes, nose and mouth
- Clean and disinfect surfaces and objects that may be contaminated with germs

We strongly encourage you to speak with your physician or health care provider regarding flu vaccination for you and your family. We urge you to be vaccinated before flu begins spreading in our communities.

Sincerely,

Dr. Irina Gelman, DPM, MPH, PhDc
Commissioner of Health

Mark Stamm, MD
President
Orange County Medical Society



STEVEN M. NEUHAUS
COUNTY EXECUTIVE

DR. IRINA GELMAN, DPM, MPH, PhDc
COMMISSIONER

COUNTY OF ORANGE
DEPARTMENT OF HEALTH
OFFICE OF THE COMMISSIONER

23 de Julio de 2019

Estimado Padre o Tutor:

El Departamento de Salud del Condado de Orange y la Sociedad Médica del Condado de Orange quieren que usted sepa que la temporada de influenza (gripe) está en camino. La gripe es una enfermedad respiratoria contagiosa que puede ser leve o grave y, a veces, puede causar la muerte. Se considera que algunas personas corren un alto riesgo de desarrollar complicaciones graves relacionadas con la gripe, incluidos niños pequeños, mujeres embarazadas, personas con enfermedades crónicas como asma, diabetes, enfermedades del corazón, enfermedades pulmonares y personas de 65 años o más. Los Centros para el Control y la Prevención de Enfermedades (CDC) recomiendan que todas las personas de seis meses de edad en adelante sin contraindicaciones reciban la vacuna contra la gripe cada temporada. La vacunación es la mejor protección.

También nos gustaría aprovechar esta oportunidad para enfatizar las acciones preventivas diarias para ayudarlo a mantenerse sano y evitar la propagación de gérmenes.

- Lávese las manos frecuentemente con jabón y agua tibia por 20 segundos
- Si está enfermo, quédese en casa y no vaya a la escuela o al trabajo y limite el contacto con los demás para evitar contagiarlos
- Permanecer en casa hasta que no tenga fiebre por 24 horas sin el uso de medicamentos para reducir la fiebre
- Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar
- Evitar tocarse los ojos, la nariz y la boca
- Limpiar y desinfectar superficies y objetos que pueden estar contaminados con gérmenes

Le recomendamos que hable con su médico o proveedor de atención médica sobre la vacuna contra la gripe para usted y su familia. Le recomendamos que se vacune antes de que la gripe comience a propagarse en nuestras comunidades.

Sinceramente,

Dr. Irina Gelman, DPM, MPH, PhDc
Comisionada de Salud

Mark Stamm, MD
Presidente del Comité de Salud Pública
Sociedad Médica del Condado Orange

DEAR PARENT/GUARDIAN/ELIGIBLE STUDENT

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

THANK YOU.

2020 - 2021

I have received a hardcopy of the required parent notification booklet for the School Year 2020 – 2021, per my request. I also understand that the parent notification booklet is available online at newburghschools.org on the Family and Community Engagement webpage. I will read the booklet. I will discuss it with my child as appropriate.

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

Signed,

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

Date