

**NEWBURGH ENLARGED CITY SCHOOL DISTRICT**

**REQUIRED NOTIFICATIONS  
TO PARENTS**

**SCHOOL YEAR 2017-18**



**DR. ROBERTO PADILLA  
SUPERINTENDENT OF SCHOOLS**

SEPTEMBER 2017

**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 upper right 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

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#### 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, Mr. Michael McLymore, or Dr. Pedro Roman at 124 Grand St., Newburgh, NY 12550, telephone 845-563-3487, or email [mleimer@necsd.net](mailto:mleimer@necsd.net)

## TABLE OF CONTENTS

### A. NOTIFICATIONS *(numbers correspond to the respective District Policy #)*

Asbestos .....	8
Calculators for Secondary Students .....	8
Code of Conduct .....	8
Emergency Health Information .....	9
1900 - Parental Involvement .....	9
4326 - English Language Learner Instruction.....	9
4526 Computer Use in Instruction.....	9
5151 - Homeless Children .....	10
5100 - Comprehensive Student Attendance .....	10
5500 - Student Records.....	10, 11
8115 - Pesticide Applications .....	11, 12
8210.1- Video Surveillance.....	12
8340 - Student Privacy Rights.....	12
8530 - School Lunch Program .....	13
8630 – Computer Resources and Data Management.....	13, 14
Teacher Qualifications.....	14
9716 - Request for Release of APPR and Composite Effectiveness Scores.....	14

### B. APPENDICES *(numbers correspond to the respective District Policy #)*

A-B Right to Request and Review Information Regarding Teacher Qualification/ Sample Notification Regarding Student Assignment to a Teacher Who Is Not Highly Qualified.....	16, 17
C 1900 - Parent Involvement Policy/Sample School-Level Policy .....	18-21
D 4326 - English Language Learner Instruction Policy.....	22
E 4526 –Computer Use in Instruction/Internet Usage.....	23-26
F 5100 – Comprehensive Student Attendance.....	27-31
G 5151 – Homeless Children .....	32-34
H 5201 - Secondary Schools Course Credit Policy .....	35, 36
I 5500 – Student Records .....	37-40
J 8210.1 Video Surveillance.....	41
K 8340 - Student Privacy Rights .....	42-44
L 8464 - Use of Electronic Devices Policy.....	45-49
M 8605- Vehicle Idling Policy/Regulation .....	50, 51
N 8630 -Computer Resources and Data Management.....	52, 53
O 9176- Parental Rights to Annual Professional Performance Review Composite Scores and Quality Ratings Under Education Law Section 3012-c .....	54

**C. FORMS** (numbers correspond to the respective District Policy #)

Access to Student Records

5500-2 Consent for Third Party to Inspect/Review Education Records ..... 57  
5500-3 Parent/Guardian/Student Request for Copy of Education Records ..... 59  
5500-4 Consent to Provide Copy of Education Records to a Third Party ..... 61  
5500-5 Consent to Provide Copy of Education Records to an Agency .....63  
5500-6 Third Party or Agency Agreement to Maintain Confidentiality  
of Education Records .....65  
5500-7 Parent/Guardian/Eligible Student Request to Amend Education Records .....67  
5500-8 Objection to Release of Directory Information .....69  
9715-1 Recruitment by Outside Groups .....71

Student Privacy

8340-1 Consent for or Opt-Out of Specific Activities .....73  
8340-2 Permission to Use Photographs/Videotape Recordings .....75-83

APPR Quality Ratings and Composite Effectiveness Scores

9716 - Response to Request for Release of Annual Professional Performance Review  
Final Quality Ratings and Composite Effectiveness Scores.....85

Pesticide Applications

1L Pesticide Applications Notification Request .....87

Emergency Health Information

2L Consent to Administer Emergency Treatment .....89-96

Written Complaint and Appeals Procedures for Parents ..... 97-100

Parent Communication Logs.....101-103



## **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.

Schools annually distribute to parents and students eligible because of their age a copy of the Code of Conduct. At the beginning of the school year, you will be asked to sign and return to your child's school the statement on the tear-off page on the back cover of the Code of Conduct booklet, indicating that you received and read the revised booklet for the new school year.

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



## **EMERGENCY HEALTH INFORMATION**

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

## **1900 - PARENTAL INVOLVEMENT**

Appendix G in Section B. includes the District's Parent Involvement Policy and a sample template of the school-level parent involvement policy that each school develops annually. The District policy is intended to promote the engagement of parents and families as active partners in their child (ren)'s education and to encourage them to participate in family involvement activities at the District and school levels. You are invited to review the policy and to call or contact your child's school for more information about resources and ways in which you can join in the planning and implementation of educational services that will benefit your child and all children in the District. You are invited and welcome to join the 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. Within 5 school days of a student being identified as an English Language Learner, parents/guardians are to receive written notice in their indicated preferred language. 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](mailto: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**

In accordance with state law and regulations it is the policy of the Newburgh Enlarged City School District to ensure the maintenance of adequate attendance records verifying the attendance of all children at instruction and the creation of the means to examine attendance patterns so as to develop effective intervention strategies to improve student attendance.

## **5500 - STUDENT RECORDS**

The Board of Education recognizes that the confidentiality of student records must be maintained and, therefore, establishes procedures for the confidentiality of student records consistent with federal and state statutes and regulations. The Superintendent shall be responsible for ensuring that the requirements under all federal and state statutes and regulations shall be carried out by the School District.

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

Inspect and review the student’s education records within forty-five (45) days of the day the Newburgh Enlarged City School District receives from you a request for access. You need to submit to the Building Principal a written request that identifies the record(s) you wish to inspect. The Building Principal will make arrangements for access and notify you of the time and place where the records may be inspected.

Request the amendment of the student’s education records that you believe are inaccurate or misleading. You may ask the School District to amend a record that you believe is inaccurate or misleading. You should write to the Building Principal, clearly identifying the part of the record you want changed and specifying why it is inaccurate or misleading.

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

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

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

Upon request, the School District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Not to have Directory Information disclosed without your prior written consent. This District has designated the following items as Directory Information, and may disclose any of these items without your prior written consent, unless notified in writing by you not to disclose the items, by the end of the first thirty (30) days of the school year or within thirty (30) days of receipt of this notice:

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

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

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

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

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

## **8115 - PESTICIDE APPLICATIONS**

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

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

1. anti-microbial products

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

In addition, there will be *no written notice* of an application when a school remains unoccupied for a continuous 72 hours period following the application. In the event of an emergency application necessary to protect against an imminent threat to human health, a good-faith effort will be made to supply written notification to those on the 48-hour prior notification list.

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

For further information on these requirements, please feel free to contact Liberty Pest Control, the District's pesticide representative, through the Administrative Offices of Operations and Maintenance at 20 Chestnut Street, Newburgh, N.Y. 12550, telephone # 845-568-6800.

### **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.

### **8340 – STUDENT PRIVACY RIGHTS**

In accordance with the Protection of Pupil Rights Amendment (PPRA) of the No Child Left Behind Act, the School District is committed to protecting the rights and privacy interests of parents/guardians and students.

## **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 2017-18 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.

The District has an online pre-payment option for a'la carte items offered in the cafeteria. MySchoolBucks gives you a fast, easy, and secure way to add money to your child(ren)'s school meal accounts (using a credit or debit card, or a PayPal account), check your child(ren)'s current balances, and monitor what items your child(ren) have been purchasing at school. To create an account, please go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com).

## **8630 – COMPUTER RESOURCES AND DATA MANAGEMENT**

Appendix C in Section B is the Newburgh Enlarged City School District's policy. If you have not received a Code of Conduct, please contact 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 1718 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**

**Superintendent of Schools**

Mr. Ed Forgit  
Mr. Michael McLymore  
Ms. Sara Feliz  
Mr. Gregory Kern

Deputy Superintendent  
Asst. Superintendent, Human Resources  
Asst. Superintendent, Curriculum & Instruction  
Asst. Superintendent, Finance

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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**

**Superintendent of Schools**

Mr. Ed Forgit  
Mr. Michael McLymore  
Ms. Sara Feliz  
Mr. Gregory Kern

Deputy Superintendent  
Asst. Superintendent, Human Resources  
Asst. Superintendent, Curriculum & Instruction  
Asst. Superintendent, Finance

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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:

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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

## APPENDIX C

### **1900 - PARENT INVOLVEMENT POLICY**

The Board of Education believes that positive parent involvement is essential to student achievement and, thus, encourages such involvement in school educational planning and operations. The Board, in accordance with the parent involvement goals of Title I, Part A of the federal No Child Left Behind Act of 2001 (NCLB), specifically encourages the participation of parents of students eligible for Title I services in all aspects of their child's education.

#### **District Level Parent Involvement Policy**

In furtherance of these beliefs and goals, and with the ultimate goal of providing all families within the District with involvement in their child's education, the Board of Education will:

- Develop and implement programs, activities and procedures that encourage and support the participation of parents of students eligible for Title I services in all aspects of their child's education.
- Ensure that all of its schools including those receiving Title I, Part A funds develop and implement school level parent involvement policies.
- Develop and implement programs, activities and procedures that encourage and support the participation of parents of students who are not eligible for Title I services in all aspects of their child's education.
- Ensure that school-level parent involvement programs, activities and procedures provide opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children.

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).

As required by the NCLB, parents 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 State Education Department.

Parents will participate in the process for developing a school improvement plan when the school their child attends fails to make adequate yearly progress for two consecutive years and is identified as a school in need of improvement.

#### **Six Types of Parent Involvement**

The Board encourages parent involvement/education both in the classroom and/or during extracurricular activities as well as at home (e.g., planned home reading time, informal learning activities, and/or homework contracts between parents and children). In an effort to encourage parent involvement and support parent education, the Board directs the Superintendent of Schools to develop a Parent involvement/education program that includes the six types of parent involvement outlined by the National Network of Partnership Schools:

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

- **Decision-Making:** Include parents in school decisions, develop parent leaders and representatives.
- **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 involvement.

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 Newburgh Enlarged City School District's District-Wide Parent Involvement Policy will be made available to all families in 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 Parental Involvement Strategies**

#### **Community Agencies and Programs**

The District will coordinate and integrate strategies adopted to comply with the NCLB Title I, Part A parent involvement requirements 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.

#### **District Staff Resources**

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

### **Parent Representation**

#### **Participation of parents in school-based planning and shared decision-making**

The purpose of shared decision-making shall be to improve the educational performance of all students in the school, regardless of such factors as socioeconomic status, race, sex, language background, or disability. Each public school district board of education shall develop and adopt a district plan for the participation by parents with teachers, administrators and school board members in shared decision making. The educational issues addressed by planning and shared decision-making teams will be agreed upon at the district and school level. Parent representatives shall be responsible for communicating with their constituencies and for representing parent opinion on the teams.

#### **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 involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy. This annual evaluation will include the identification of barriers to greater participation by parents and the revision of parent involvement policies necessary for more effective involvement.

### **School-Level Parent Involvement 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 involvement 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**

The District will endeavor to build parent capacity for strong parent involvement to improve their child's academic achievement, the district and its schools 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 and student achievement standards, 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.

The provision of materials and training at the Building level to help parents understand how children learn and how to work with their children to strengthen their academic achievement.

The development of opportunities for staff 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.

The Board directs the Superintendent of Schools to develop strategies, programs and communications tools to encourage parent involvement at the Building and District level.

**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:

## **APPENDIX D**

### **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.

## **APPENDIX E**

### **4526 – COMPUTER USE IN INSTRUCTION**

The Board of Education of the Newburgh Enlarged City School District is committed to the goal of improved student learning and effective teaching. The Board believes that access to computer networks, including the Internet and other technologies, can be an effective and valuable educational and research tool.

The Board further believes that the computer network system, through software applications, online databases, bulletin boards and the Internet, and emerging features and uses of an electronic network, will significantly enhance student learning, as well as provide local, statewide, national and global communications opportunities for staff and students. Therefore, it is the policy of the Board to support and encourage the use of computers and computer-related technology in order to support open research and education in the District. The use of the computer network system for other purposes, including but not limited to for-profit or commercial activity, personal business or illegal activity is prohibited.

All users of the District's computer network system, including but not limited to electronic equipment, electronic mail and the Internet, must understand that use is a privilege, not a right, and that such use entails responsibility on the part of the user. Computer access will be provided by the District to all students and staff members in accordance with this Policy. In order to assure the integrity of the computer network system in the District, each account holder must agree to act responsibly and to comply with this Policy and its implementing Regulations. Any parent/guardian who does not want his/her child to have access to the District's computer network system must notify the District in writing. The Superintendent of Schools shall develop rules and regulations governing the use and security of the District's computer network system.

#### **Teacher Web Pages**

All web pages residing on a District-supported server or service are the property of the Newburgh Enlarged City School District. Commercial use, use for the pursuit of personal or financial gain, advertising, soliciting, as well as use for any personal purpose are prohibited. The Superintendent of Schools and/or his/her designee may suspend webpage access at any time if an individual fails to adhere to the protocol or requirements stated herein. Each teacher/staff is responsible for the content posted on his/her webpage hosted on the District-supported servers/services and will follow all District procedures. Teacher web pages may link only to sites that are of educational significance and sites relating to the curriculum and activities of the District.

#### **Internet Safety**

Internet access is provided with the understanding that the District cannot control the content available on the Internet. While the vast majority of sites available provide a wealth of useful information to staff and students, some sites may contain information that is inaccurate, offensive, defamatory or otherwise inappropriate for students. The District does not condone or permit the use of such materials in the school environment and makes good faith efforts to limit access by students to such inappropriate materials.

The Board directs the Superintendent of Schools to procure and implement the use of technology protection measures that block or filter Internet access by:

1. adults to visual depictions that are obscene or child pornography, and
2. minors to visual depictions that are obscene, child pornography, or harmful to minors, as defined in the Children's Internet Protection Act.

Upon the approval of the Superintendent or his/her administrative designee, any such measures may be disabled or relaxed for staff members conducting bona fide investigations in accordance with criteria established by the Superintendent or his/her designee.

The Superintendent or his/her designee also shall develop and implement procedures that provide for the safety and security of students using direct electronic communications; monitoring the online activities of students using district computers; and restricting student access to materials that are harmful to minors.

In addition, the Board prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access or other unlawful activities; and access to inappropriate matter on the Internet and World Wide Web.<sup>1</sup> The Superintendent or his or her designee shall establish and implement procedures that enforce these restrictions.

The computer network coordinator shall monitor and examine all district computer network activities to ensure compliance with this policy and accompanying regulation. He or she also shall be responsible for ensuring that staff and students receive training on their requirements.

All users of the district's computer network, including access to the Internet and World Wide Web, must understand that use is a privilege, not a right, and that any such use entails responsibility. They must comply with the requirements of this policy and accompanying regulation, in addition to generally accepted rules of network etiquette, and the district's acceptable use policy. Failure to comply may result in disciplinary action including, but not limited to, the suspension or revocation of computer access privileges.

The district shall also provide age-appropriate instruction regarding appropriate online behavior, including:

1. interacting with other individuals on social networking sites and in chat rooms, and
2. cyberbullying awareness and response.

Instruction will be provided even if the district prohibits students from accessing social networking sites or chat rooms on district computers.

### **Privacy**

Users acknowledge that the network administrator may periodically need to review on-line activities in the course of performing routine maintenance of the system. Users further acknowledge that if there is reasonable suspicion of a user having violated this Policy or its implementing regulations, or any applicable law, the network administrator and/or appropriate school official may require access to his/her files, including private correspondence and private files, to review on-line activities. Any administrator reviewing such files in accordance with this Policy shall not be subject to any claims arising out of such review.

The School District, however, prohibits the unauthorized disclosure, use and dissemination of personal information regarding minors by its officers, employees or agents.

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<sup>1</sup> In accordance with the Children's Internet Protection Act,

- *Child pornography* refers to any visual depiction, including any photograph, film, video, picture or computer or computer generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct. It also includes any such visual depiction that (a) is, or appears to be, of a minor engaging in sexually explicit conduct; or (b) has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (c) is advertised, promoted, presented, described, or distributed in such a manner than conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
- *Harmful to minors* means any picture, image, graphic image file, or other visual depiction that (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (b) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.



Failure by any user to comply with District policy or regulations regarding the use of the computer network system may result in suspension and/or revocation of computer access and/or related privileges. Further, a breach in the terms of this Policy and Regulations may be considered an act of insubordination, which may result in disciplinary action in accordance with law, and applicable collectively negotiated agreements and legal action where appropriate.

#### **4526.1 - INTERNET SAFETY**

The Board of Education is committed to undertaking efforts that serve to make safe for children the use of district computers for access to the Internet. To this end, although unable to guarantee that any selected filtering and blocking technology will work perfectly, the Board directs the Superintendent of Schools to procure and implement the use of technology protection measures that block or filter Internet access by:

6. adults to visual depictions that are obscene or child pornography, and
7. minors to visual depictions that are obscene, child pornography, or harmful to minors, as defined in the Children's Internet Protection Act.

Subject to staff supervision, however, any such measures may be disabled or relaxed for adults conducting bona fide research or other lawful purposes, in accordance with criteria established by the Superintendent or his or her designee.

The Superintendent or his or her designee also shall develop and implement procedures that provide for the safety and security of students using electronic mail, chat rooms, and other forms of direct electronic communications; monitoring the online activities of students using district computers; and restricting student access to materials that are harmful to minors.

In addition, the Board prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access by students, including hacking and other unlawful activities; and access by students to inappropriate matter on the Internet. The Superintendent or his or her designee shall establish and implement procedures that enforce these restrictions.

The computer network coordinator designated under the district's policy on the acceptable use of district computers shall monitor and examine all district computer network activities to ensure compliance with this policy and accompanying regulation. He or she also shall be responsible for ensuring that staff and students receive training on their requirements.

All users of the district's computer network, including access to the Internet, must understand that use is a privilege, not a right, and that any such use entails responsibility. They must comply with the requirements of this policy and accompanying regulation, in addition to generally accepted rules of network etiquette, and the district's policy on the acceptable use of computers and the internet. Failure to comply may result in disciplinary action including, but not limited to, the revocation of computer access privileges.

As part of this policy, and the district's policy on acceptable use of district computers, the district shall also provide age-appropriate instruction regarding appropriate online behavior, including:

- interacting with other individuals on social networking sites and in chat rooms, and
  - cyberbullying awareness and response.
- Instruction will be provided even if the district prohibits students from accessing social networking sites or chat rooms on district computers.

Cross-ref: 4526, Computer Use in Instruction

## **APPENDIX F**

### **5100 – COMPREHENSIVE STUDENT ATTENDANCE**

In accordance with state law and regulations it is the policy of the Newburgh Enlarged City School District to ensure the maintenance of adequate attendance records verifying the attendance of all children at instruction and the creation of the means to examine attendance patterns so as to develop effective intervention strategies to improve 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 the teachers and administration.

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. The intention of this policy is encourage regular student attendance through positive rather than punitive means. In furtherance of this objective, the District shall utilize strategies such as positive attendance incentives and will utilize appropriate disciplinary and other consequences only as necessary.

#### **Record Keeping**

- A. Attendance recordkeeping shall conform to the following:
1. In Grades K-5, attendance shall be taken four times each day: during homeroom, at the end of the literacy block, at the end of the mathematics block and at the end of the science block.
  2. In secondary schools (grades 6-12), attendance shall be taken in each period of scheduled instruction.
  3. In Grades K-12, any absence for a school day or part of a school day shall be recorded as excused or unexcused as provided for in this policy.
  4. In Grades K-12, events of tardiness or early departure shall be recorded as excused or unexcused as provided for in this policy.
  5. 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.
  6. 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<sup>st</sup> of any given school year must complete that school year.
  7. A student may withdraw himself/herself from enrollment only if the student is 18 years of age or older, according to procedures. No staff shall drop any student from enrollment at the request of the student or his/her parent. 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. Student attendance records shall be reviewed by the Principal of each school building in the District or his/her administrative designee for the purpose of initiating appropriate actions to address unexcused student absences, tardiness and early departures.

D. 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).

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

### **Excused and Unexcused Absences**

The Board recognizes the following as acceptable excuses for student absence, tardiness or early departure, each of which must be verified by the student's parent/guardian or school personnel, where applicable:

1. Personal illness or Family illness (student's child or parent/legal guardian).
2. Death in the family.
3. Religious observance.
4. Required attendance in court, government agency or immigration appearance (with documentation).
5. Approved school sponsored activities, including field trips, interscholastic athletics, musical and other competitions.
6. Directed or authorized presence at the Administrative Offices or Nurse's Office.
7. Quarantine.
8. Emergency dental and medical appointments.
9. Extraordinary weather conditions or other documented emergency.
10. Military obligations.
11. Approved cooperative/work study program.
12. College visitations for high school students with the prior knowledge and approval of parents and counselors, so long as it does not exceed five (5) days in a school year. The student must meet with his/her counselor prior to visit to get approval. Additional days may be granted at the discretion of the Building Principal.
13. Motor vehicle road test, with proof of scheduled road test.
14. Students whose parent/legal guardian has been called for military deployment, is on leave from, or is returning from a combat zone or combat support may be excused for an additional three (3) days, but work must be made up in accordance with this policy. Parents must notify the Building Principal at least three (3) days before the intended absences and each case will be considered on a case-by-case basis by the Building Principal.
15. Circumstances beyond the reasonable control of the parent/child as determined by the Building Principal and as documented in writing.

For absences, the written excuse should be presented by the student on the day when returning to school following such 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, unless the Building Principal determines that the parent has presented valid exceptional circumstances to demonstrate that such absence or a portion of such absence should be deemed an excused absence. The Building Principal shall maintain a written record of the determination and the reasons therefor.

It is the responsibility of the student's parent/guardian to arrange family vacations and trips when school is not in session so that the student does not miss school.

Only building administrators are authorized to change a student's attendance record (e.g., changing an unexcused absence to an excused absence). When any such change is made 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, if possible, or in a written document placed in the student's file.

### **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.
  
- B. All students must maintain at least 93% attendance, exclusive of excused absences, in all classes, which is defined as three (3) or fewer unexcused absences to class within a marking period. Attendance will be monitored on a daily basis.
  - 1. Students that exceed three (3) unexcused absences in a class during a quarter will be ineligible to participate in the next game, performance, contest or, if the student does not participate in extracurricular activities, a privilege event or activity as determined by the Building Principal. For each subsequent unexcused absence in a quarter, a student will not be permitted to participate in a game, performance, competition or, if the student does not participate in extracurricular activities, one privilege event or activity, as determined by the Building Principal. Privilege events and activities include but are not limited to non-curricular field trips, proms, dances, etc. The student's attendance will be monitored for the remainder of the marking period.
  - 2. Any student who accumulates a total of three (3) unexcused absences in a quarter shall be deemed a chronic attendance code violator.
  - 3. Chronic attendance code violators will be addressed 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.
  - 4. A chronic attendance code violator may be considered for placement in an alternative program.
  - 5. Students who have excessive tardies and/or early departures will be addressed by the Building Principal or other administrator, who will regularly monitor the students. A student's continued tardiness and/or early departures may result in the student being suspended from participation in extracurricular activities, including athletics, and privilege events and activities.
  - 6. Any elementary school student with excessive unexcused absences will be required to have the approval of the Building Principal to participate in extracurricular activities.
  
- C. 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.

- D. 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.
- E. Intervention procedures shall be utilized at all levels.

Coaches and advisors shall be responsible for monitoring student attendance of the students participating in the particular activity(ies) and ensure compliance with this policy. The Athletic Director shall monitor the coaches and the Building Administration shall monitor the advisors to ensure that this policy is being followed.

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 remediate 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 the parent(s)/guardian will be documented by the District.

#### Appeals

A student or his/her parent(s)/guardian will have the right to appeal to the Building Principal or designee regarding the accuracy of the number of or type of absences for any class. Chronic illness or medical conditions which may affect a student's attendance will be considered. The Principal's decision may be appealed to the Superintendent of Schools or designee within 10 days of the Principal's determination.

#### **Encouraging Student Attendance**

- A. With the approval of the Building Administration, in consultation with guidance services, teachers at the elementary level may utilize attendance incentives (for absences, tardiness and early departure), including recognition of students with good attendance, consideration of such students for special privileges and activities that are unavailable to all students, and commendation certificates that shall be issued to the student's parent(s)/guardian(s).
- B. At the secondary level, eligibility for extra-curricular and co-curricular activities, inter-scholastic sports and attendance at school-sponsored activities shall be restricted to those students whose attendance supports course credit in each of their academic subjects.
- C. At the secondary level, class cutting shall be deemed 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 class cutting.
- D. In the event that the school level interventions have not improved the student's attendance, the Building Principal may recommend interventions such as a Person In Need of Supervision (PINS) petition to the Family Court and/or contact with Child Protective Services to initiate an educational neglect petition.

#### **Oversight Responsibilities**

- A. 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.
- B. 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.

## Distribution 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.

## **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 determine 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. 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.

Cross-ref:            5150, School Admissions  
                             5420, Student Health Services

## APPENDIX H

### **5201 – SECONDARY SCHOOLS COURSE CREDIT POLICY**

All students in grades 6 -12 will be eligible to receive credit for those courses in which they have met the minimum requirements outlined below.

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

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

1. 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.
3. Take the course final assessment (if applicable). All students in grades 9-12, except seniors who meet the exemption criteria outlined in the NFA Handbook, will be required to take the final assessment.  
Students who meet the achievement criteria outlined in the NFA Handbook (formerly “exemption criteria”) will be required to take the final assessment but his/her score on the final assessment will count only if it enhances the student’s grade.

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. The Regents score will appear on the students’ transcript. The Regents score will not be counted towards the final average. If a course culminates in a Regents examination, there will be no additional District final assessment.
2. All non-Regents secondary school courses will terminate 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 three marking periods of a full-year course, the lowest grade on a student’s report card will be a 50. 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 50 on any of the first three 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.**

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 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.

**Cross-Reference: Policy 5100 (Comprehensive Student Attendance)**

## **APPENDIX I**

### **5500 – STUDENT RECORDS**

The Board of Education recognizes that the confidentiality of student records must be maintained and, therefore, establishes procedures for the confidentiality of student records consistent with federal and state statutes and regulations. The Superintendent shall be responsible for ensuring that the requirements under all federal and state statutes and regulations shall be carried out by the School District.

#### **Student Directory Information**

The Board designates the following items as Student Directory Information: student's name, parents'/guardians' name(s), address, telephone number (for high school students only), school of attendance, major field of study, participation in officially recognized 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 for use in school district publications. The School District shall publish an annual public notice informing parents/guardians or eligible students of their right to refuse the release of Student Directory Information and indicating their time period for response. The School District may disclose any of these items without prior written consent, unless notified to the contrary, in writing, by the parent or eligible student by end of the first thirty (30) days of the school year or within thirty (30) days of receipt of the notice.

The School District's policy regarding release of Student Directory Information shall apply equally to military recruiters, the media, colleges and universities, and prospective employers.

#### **Definitions**

For the purposes of this Regulation, the School District has used the following definitions of terms:

Student – any person who attends or has attended the School District.

Eligible Student – a student or former student who has reached age 18 or is attending a post- secondary school.

Parent – either natural parent of a student, a guardian or an individual designated to act as a parent or guardian in the absence of the student's parent or guardian.

Education Records – any record (in handwriting, print, tapes, film or other medium) maintained by the School District or an agent of the School District, which is directly related to a student, except:

1. A personal record kept by a school staff member if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
2. An employment record which is used only in relation to a student's employment by the School District and which is maintained in the normal course of business.
3. Alumni records, which contain information about a student after he or she is no longer in attendance at the School District and the records do not relate to the person as a student.

In addition, an eligible student may be refused access to psychiatric or treatment records; however, an eligible student may designate a physician or other appropriate professional who the school must permit to inspect the records.

FERPA – Family Educational Rights and Privacy Act of 1974, as amended.

## **Annual Notification**

Parents and eligible students in attendance at the School District will be notified of their FERPA rights and the District's policy and procedures governing access to records, annually, by publication in their child's student handbook. In addition, the School District shall send home a bulletin listing these rights, which will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year. This notice shall include:

1. The right of the student's parent or eligible student to inspect and review the student's education records within 45 days from the date of the District's receipt of the request;
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading;
3. The right to receive notice of any decision by the School District not to amend a student's education records, as requested by the parent or eligible student, and the right to a hearing regarding the School District's denial of a request for an amendment;
4. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (e.g., directory information, upon request to another school district in which a student seeks or intends to enroll);
5. The information that has been designated by the District as Student Directory Information and the parent's right to refuse such disclosure, in writing, within a reasonable response period;
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA;
7. The right to obtain a copy of this policy and the locations where they may be obtained.

This notice may also inform parents of high school students and students over the age of 18 that student names, addresses and telephone numbers will be provided to military recruiters and institutions of higher learning, upon request, unless the parent or eligible student submits a written request to the District not to release such information.

Upon request, this notice shall be provided to non-English speaking parents in their native language.

## **Inspection of Education Records**

Parents of students or eligible students may inspect and review the student's education records upon request. Such request shall be in writing, to the Superintendent of Schools or designee, identifying as precisely as possible, the record or records which s/he wishes to inspect. The student's records will be made available for review promptly, and in any event within 45 days of such written request. The parent or eligible student will be notified of the time and place where the records may be inspected. The School District may require that an official be present during such inspection. No documents may be removed from school premises.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record, which pertains to other students.

## **Refusal to Provide Copies**

The School District will not provide a parent or eligible student with a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records.

If the record involves answers to a standardized test, the School District will not provide a parent

or eligible student a copy of standardized test questions.

Copies of student education records shall be provided, upon a parent's request, when:

1. Records are transferred to another school;
2. Information is released to a third party designated by the parent or eligible student;
3. Failure to do so would effectively deny the right of inspection.

A parent or eligible student may permit any third person to inspect the student's educational records. Such consent must be in writing, signed and dated, and must specify:

1. Which records are to be disclosed?
2. The purpose or purposes of disclosure; and
3. The individual(s) or group(s) to whom disclosure should be made.

Any third party to whom such records have been made available shall sign a written statement that s/he will not further release such records without the consent of the parent or eligible student.

### **Fees for Copies of Records**

The fee for copies will be 25 cents per page (or actual cost of reproduction), and postage, if any.

### **Disclosure of Education Records**

The School District shall disclose information from a student's education records only with the written consent of the parent or eligible student, except:

1. To school personnel (including administrators, teachers, support staff, board members and persons employed by or under contract with the School District to perform a special task, such as school attorney, auditor, medical consultant, therapist) within the School District who have a legitimate educational interest in the records. A legitimate educational interest shall include performing a task which is specified in his or her job description or by contract, performing a task related to a student's education or the discipline of a student, or providing a service of benefit related to the student or student's family, such as health care, counseling or job placement.
2. To school officials of another school in which a student seeks or intends to enroll, upon request of such school official.
3. To certain officials of the U.S. Department of Education, the U.S. Comptroller General, and the State and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary, to determine the eligibility, amount or conditions of the financial aid, or to enforce and terms and conditions of aid.
5. If required by a State law requiring disclosure that was adopted prior to November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the School District for the purpose of developing, validating or administering predictive tests, student aid programs and instruction.
7. To accrediting organizations to carry out their accrediting functions.
8. To parents of a dependent student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena, provided that a reasonable effort is made to notify the parent or eligible student prior to compliance.
10. To appropriate parties in a health or safety emergency.

### **Record of Requests for Disclosure**

The School District shall maintain a record of all requests for and/or disclosure of information from a student's education records, excluding requests of school officials and requests for student directory information. The record will indicate the name of the party making the request, any additional

parties to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parent or eligible student.

### **Correction of Education Records**

A parent or eligible student has the right to challenge the contents of the student's education records and to ask to have the records corrected:

1. The parent or eligible student shall submit a request to the Superintendent of Schools, in writing, to amend the record. The record or part of record sought to be amended shall be identified and the reason why s/he believes the record is inaccurate, misleading or violates the privacy or other rights of the student, shall be specified.
2. The School District may comply with the request or decide not to comply. The Superintendent shall provide a written response within ten (10) working days of receipt of the written challenge, indicating whether or not the challenged material will be corrected or deleted. If the request is denied, the Superintendent shall advise the parent or eligible student of their right to a hearing to challenge the decision.
3. Upon request, the School District will arrange for a hearing before an impartial hearing officer and notify the parent or eligible student, reasonably in advance, of the date, place and time of the hearing. The hearing officer may be an official of the School District.
4. The parent or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parent or eligible student may be assisted by one or more individuals, including an attorney.
5. The hearing officer will prepare a written decision based solely on the evidence presented at the hearing, summarizing the evidence presented and stating the reasons for the decision.
6. If the hearing officer decides that the challenged information is inaccurate, misleading or in violation of the student's right of privacy, the School District will amend the record and notify the parent or eligible student, in writing, that the record has been amended.
7. If the hearing officer decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, the School District will notify the parent or eligible student of his/her right to place a statement in the student's education record explaining the challenged information and/or setting forth reasons for disagreeing with the decision. This statement shall be maintained as part of the student's education records as long as the contested portion is maintained. If the School District discloses the contested portion of the records, it will also disclose the statement.

### **Complaint Procedure**

A person may file a complaint with the U.S. Department of Education if s/he feels that the School District has violated FERPA, by sending a written complaint to:

Family Policy Compliance Office  
U.S. Department of Education 600  
Independence Avenue, S.W.  
Washington, D.C. 20202-4605



## **APPENDIX J**

### **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.

## **APPENDIX K**

### **8340 - STUDENT PRIVACY RIGHTS POLICY**

#### **Student Surveys**

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

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

#### **U.S. Department of Education Funded Surveys**

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

#### **Surveys Funded by Other Sources**

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

#### **Instructional Materials**

Parents/guardians shall be granted, upon request, reasonable access and the right to inspect instructional materials used as part of the educational curriculum for the student within a reasonable period of time after such request is received by the District. Requests shall be submitted by the parent/guardian, in writing, to the building principal. "Instructional Materials" is defined as instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

#### **Physical Examinations or Screenings**

The School District shall provide parents/guardians with the opportunity to opt their child out of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance and that is not necessary to protect the immediate health and safety of the student and/or other students. The term "Invasive

Physical Examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection in the body, but does not include any physical examination or screening that is permitted or required by law (e.g., hearing, vision or scoliosis screening).

### **Collection, Disclosure or Use of Personal Information**

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

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

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

### **Notification to Parents**

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

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

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

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

### **Miscellaneous**

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

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

## **STUDENT PRIVACY**

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

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

Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information;

The administration of any survey containing one or more of the items listed above.

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by a school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student and/or other students.

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

## **APPENDIX L**

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

#### **Students**

The Board of Education recognizes and respects that parents want to communicate with their children going to and from school for safety reasons. Therefore, students 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. 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.

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);
- Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs etc.)
- Handheld entertainment systems (MP3 players, iPods, ear buds, 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, , 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.

Students may not possess 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. 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.<sup>2</sup> The incident must also be reported, in writing, to the New York State Education Department, Office of State Assessment.

### **Employees**

Employees must keep electronic devices turned off 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, or possessing 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.

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 an appropriate case.

### **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.

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<sup>2</sup> *Section 225 of the Education Law makes fraud in examinations, such as obtaining aid from or giving aid to another person during a Regents Examination, a misdemeanor.*

## **5696 - SECONDARY SCHOOLS ELECTRONIC DEVICE**

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 devices. The District is not responsible for maintaining or troubleshooting student electronic devices. Any violation is unethical and may result in the loss of network and/or cell phone/device privileges as well as other disciplinary action.

Cross-ref:            Policy 0115 Student Bullying Prevention and Intervention  
                         Policy 4526 Computer Use in Instruction  
                         Policy 8464 Use of Electronic Devices

## **APPENDIX M**

### **8605 - VEHICLE IDLING POLICY**

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

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

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

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

### **VEHICLE IDLING - REGULATION**

#### **School Buses**

When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.

At school bus depots, the idling time to warm up the school buses in the early morning shall be for the time recommended by the manufacturer (generally three to five minutes) except in the coldest weather.

To the extent possible in order to maintain interior vehicle warmth, during cold weather months, school buses should be driven to the school as close to the scheduled pick-up time as possible, then turned off while waiting for students to load. Bus idling to maintain interior warmth shall be at a very minimum and shall occur outside of the school zone. The schools shall provide a space inside the school building where bus drivers can arrive early and wait.

The following are considered exceptions to the above rules and extraordinary circumstances that implicate health and safety and are beyond the bus driver’s control:

- waiting in traffic
- while loading/unloading students with special needs, if necessary (e.g., wheelchair lifts whose operation requires the engine to be running)
- for traffic, safety or emergency situations
- for maintenance or mechanical inspections or repair
- During extreme weather conditions for the purpose of warming the interior of the bus.

School buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported to locations off of school grounds.

Transportation Operations shall revise bus schedules so that school bus caravanning can be avoided

and the cleanest buses assigned to the longest routes.

All bus drivers shall receive a copy of this Policy and Regulation at the beginning of every school year.

### **Other Vehicles**

All service delivery vehicles shall turn off the engines while making deliveries to school buildings and shall not park in areas where there are intake vents to the school buildings.

Parents/guardians who drop off or pick up their children at school should do so quickly and at the area designated for drop off or pick up. Parents should turn off the vehicle engine while waiting to drop off or pick up a student, or when parked.

This Policy and Regulation shall be posted on the District's website.

## APPENDIX N

### **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 (c o m p u t e r 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 O**

### **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 1718 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 1718 or FORM 5500-5 1718**

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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 2017-18 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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**PERMISSION TO USE PHOTOGRAPHS/VIDEOTAPE RECORDINGS**

Date: \_\_\_\_\_

**For students under the age of 18 years:**

I, the undersigned parent/guardian of (name of student) \_\_\_\_\_, ID # \_\_\_\_\_, a student in the Newburgh Enlarged City School District, give my permission for the Newburgh Enlarged City School District to use photographs and/or videotape recordings of my child, as well as the following types of information regarding my child, in articles about the District in local newspapers, District newsletter(s), the Yearbook, on the District's Webpage on the Internet, and local television stations, during the 2017-18 school year.

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

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

_____	_____	_____
Parent/Guardian	Printed Name	Date

**For students 18 years of age or older:**

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

_____	_____	_____	_____
Printed Name of Student	ID#	Signature	Date

**OR, PLEASE COMPLETE THE SECTION BELOW**

I do not want the types of information described above regarding my child or myself (name of student) \_\_\_\_\_, ID# \_\_\_\_\_, given to local newspapers, used in District newsletters, the Yearbook, or on the Website, or given to local television stations, during the 2017-18 school year.

_____	_____	_____
Parent/Guardian/Eligible Student	Signature	Date

**This form should be returned to the school as soon as possible**

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**PERMISSION TO USE PHOTOGRAPHS/VIDEOTAPE RECORDINGS**

Date: \_\_\_\_\_

**For students under the age of 18 years:**

I, the undersigned parent/guardian of (name of student) \_\_\_\_\_, ID # \_\_\_\_\_, a student in the Newburgh Enlarged City School District, give my permission for the Newburgh Enlarged City School District to use photographs and/or videotape recordings of my child, as well as the following types of information regarding my child, in articles about the District in local newspapers, District newsletter(s), the Yearbook, on the District's Webpage on the Internet, and local television stations, during the 2017-18 school year.

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

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

_____	_____	_____
Parent/Guardian	Printed Name	Date

**For students 18 years of age or older:**

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

_____	_____	_____	_____
Printed Name of Student	ID#	Signature	Date

**OR, PLEASE COMPLETE THE SECTION BELOW**

I do not want the types of information described above regarding my child or myself (name of student) \_\_\_\_\_, ID# \_\_\_\_\_, given to local newspapers, used in District newsletters, the Yearbook, or on the Website, or given to local television stations, during the 2017-18 school year.

_____	_____	_____
Parent/Guardian/Eligible Student	Signature	Date

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Parent/Guardian	Printed Name	Date

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Printed Name of Student	ID#	Signature	Date

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

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

I do not want the types of information described above regarding my child or myself (name of student) \_\_\_\_\_, ID# \_\_\_\_\_, given to local newspapers, used in District newsletters, the Yearbook, or on the Website, or given to local television stations, during the 2017-18 school year.

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

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_____	_____	_____
Parent/Guardian/Eligible Student	Signature	Date

**This form should be returned to the school as soon as possible**

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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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**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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Street City/Town

Mother: \_\_\_\_\_ | \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_  
Name Work name

Father: \_\_\_\_\_ | \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_  
Name Work name

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Name School Attending Grade Date of Birth  
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Name Address Phone #

\_\_\_\_\_  
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Siblings (brothers/sisters)

Name School Attending Grade Date of Birth  
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Last name First Name

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher/Homeroom: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Street City/Town

Mother: \_\_\_\_\_ | \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_  
Name Work name

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Name Address Phone #

\_\_\_\_\_  
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.





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.

2017 - 2018

I have received a hardcopy of the required parent notification booklet for the School Year 2017 – 2018, per my request. I also understand that the parent notification booklet is available online at [newburghschools.org](http://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