

Required  
 Local  
 Notice

### COMMUNITY RELATIONS GOALS

The Board of Education strives to conduct district affairs by way of a continuing, open dialogue between the community and the schools. Given district residents' high level of interest in the education of children, the Board wishes to maintain its high level of sensitivity to the needs and desires of the community and to act expeditiously to meet changing needs and conditions.

To this end, the Board establishes the following goals for community involvement:

1. provide a variety of means whereby residents of the school district may have the opportunity to contribute their best thinking to the orderly planning of education for children in the district;
2. keep the community accurately informed about its schools;
3. understand community attitudes and aspirations for the schools;
4. encourage contributions from the parent-teacher associations of the district so that school personnel and parents cooperate to advance the educational welfare of the children;
5. handle all complaints from the public by the administrative officer in charge of the unit of the school district organization closest to the complainant. However, such complaints may be carried to the Superintendent of Schools and/or the Board if the problem cannot be solved at that level;
6. promote a spirit of cooperation among the Board, the schools, and the community;
7. develop and maintain the confidence of the community in the Board and the school district staff;
8. expand the public understanding of every aspect of the school system, and stimulate public interest in the school;
9. facilitate dissemination of information to the community concerning issues and activities in the school using not only traditional modes of communication, such as a district newsletter, but also current modes of communication such as the District's website and social networking sites;
10. ascertain the community's opinions and desires with respect to the operations of the school system, and to incorporate that knowledge into its actions;
11. build relationships with local businesses, local government, health care, social service, civic and community organizations to share resources in order to meet the academic, social and emotional needs of all of our students; and
12. develop and maintain an effective means of communication with the people of the district.

Notwithstanding the above, the final decisions in these areas will rest with the Board.

Adoption date: May 2019

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### **ANNUAL DISTRICT ELECTION AND BUDGET VOTE**

The district shall hold an annual election and budget vote at which the district's authorized voters will elect members of the Board of Education and vote on the district budget for the coming school year. The annual district election and budget vote will be held on the third Tuesday in May, unless, due to a conflict with religious observance, the Board requests that the Commissioner approve changing the election date to the second Tuesday in May. The request is due to the Commissioner by March 1<sup>st</sup>.

The District Clerk shall publish a notice of the time and place of the annual election and budget vote at least four times within the seven weeks prior to the election, in two newspapers having general circulation within the district. The first publication of the notice shall be at least 45 days prior to the election. The notice shall also contain notice of any other matter required by law.

Copies of the budget to be voted upon at the annual election and budget vote will be available upon request in each district school building, at the school district offices, and at the public library within the district, for district residents at the time of the annual election and budget vote and the 14 days preceding (other than Saturday, Sunday and holidays), as well as on the school district's website.

The Board shall appoint election inspectors necessary for the annual election and budget vote at a Board meeting held before the annual election and budget vote.

#### Propositions

The Board has the authority, under the Education Law, to adopt reasonable rules and regulations concerning the submission of petitions to the Board to place propositions on the ballot which may amend the budget. Pursuant to those provisions, the Board establishes the following guidelines:

1. Unless otherwise provided by the Education Law, petitions for the submission of a proposition must contain a minimum of 25 signatures of qualified voters of the district or 5 percent of the eligible voters who voted in the previous annual election of the members of the Board of Education, whichever is greater.
2. Petitions must be filed with the District Clerk at least 30 days prior to the annual election, except for petitions relating to a proposition which must be included in the notice of the annual election (e.g., changing the number of board members). Such petitions must be submitted 60 days in advance of the annual election to facilitate the preparation and printing of the ballots.

3. Propositions must include the specific appropriations necessary for the purposes listed.
4. Wording of a petition must comply with legal requirements. If the wording does not comply, it may be changed or altered by the Board, or the Board may reject a petition for failure to comply.

Propositions received in accordance with these specifications will be placed on the ballot as amendments and will be voted upon by the voters in the same manner as the proposed budget, except that the Board shall not be required to place any proposition on the ballot which is within the exclusive province of the Board, or otherwise forbidden by law. No proposition involving the budget may be submitted to the voters more than twice within a twelve month period.

The Board may also, on its own motion, submit propositions.

#### Improper Advocacy

The district may provide informational material to the voters concerning budgets, propositions, or other matters before the electorate. However, school district funds and resources may not be used to exhort voters to support a particular position. For example, the district will not engage in activities including, but not limited to, sending flyers supporting the budget home with students, providing mailing labels for materials supporting a proposition or using the district e-mail to deliver promotional material for candidates.

Ref: Education Law §§416(3); 1608(2); 1716(2) 1804(4); 1906(1); 2002(1); 2003(1)(2); 2004(1)-(7); 2009; 2021;2022(1), (4)-(5); 2035(2); 2601-a(2)  
 General Construction Law §60  
*Matter of Hebel*, 34 EDR 319 (1994)  
*Matter of Martin*, 32 EDR 567 (1993)  
*Matter of Como*, 30 EDR 214 (1990)

Adoption date: May 2019

**(X) Required** Local Notice

## **SCHOOL DISTRICT RECORDS**

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to district records, and submit such regulations to the Board for approval. The Superintendent shall designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

### Retention and Destruction of Records

The Board hereby adopts the Records Retention and Disposition Schedule ED-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for district records. In accordance with Article 57-A, the district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

The manner of destruction will be determined by the format of the record (i.e., paper, digital, etc.). In addition, destruction will be appropriately documented.

### Litigation-Hold

The Superintendent will establish procedures in the event that the school district is served with legal papers. The Superintendent or his/her designee will communicate with applicable parties, including the school attorney and the records management official, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery.

It is the intention of the Board of Education to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board directs the Superintendent to institute such procedures to implement this policy.

The Superintendent or his/her designee, with assistance from the Records Management Officer, shall be responsible for developing and disseminating department-specific retention schedules and guidance to staff, as necessary, to ensure adherence to this policy.

Cross-ref: 8630, Computer Resources and Data Management

Ref: Public Officers Law §84 *et seq.* (Freedom of Information Law)  
Education Law §2116  
Arts and Cultural Affairs Law §57.11  
Local Government Records Law, Article 57-A  
Federal Rules of Civil Procedure, 16, 26  
8 NYCRR Part 185 (Appendix I) – Records Retention and Disposition  
Schedule ED-1

Adoption date: May 2019

## SCHOOL DISTRICT RECORDS REGULATION

The following comprises the rules and regulations relating to the inspection and production of school district records:

### I. Designation of Officers

1. The Records Access Officer shall be the Assistant Superintendent for Business. He/She shall:
  - a. receive requests for records of the Board of Education and make such records available for inspection or copying when such requests are granted; and
  - b. compile and maintain a detailed current list by subject matter, of all records in the possession of the Board, whether or not available to the public.
2. The Superintendent of Schools, with the Board's approval, shall designate a Records Management Officer for the district. The Records Management Officer will develop and oversee a program for the orderly and efficient management of district records. The Records Management Officer shall ensure proper documentation of the destruction of records, in accordance with the schedule.

### II. Definition of Records

1. A record is defined as any information kept, held, filed, produced or reproduced by, with or for the district in any physical form whatsoever, including but not limited to reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations or codes.
2. The Records Access Officer will have the responsibility for compiling and maintaining the following records:
  - a. a record of the final vote of each member of the Board on any proceeding or matter on which the member votes;
  - b. a record setting forth the name, school or office address, title and salary of every officer or employee of the district; and a reasonably detailed current list by subject matter of all records in possession of the district, whether or not available for public inspection and copying.
3. No record for which there is a pending request for access may be destroyed. However, nothing in these regulations shall require the district to prepare any record not possessed or maintained by it except the records specified in II(2), above.

### III. Access to Records

1. Time and place records may be inspected: Records may be requested from, and inspected or copied at, the Office of the Records Access Officer, at Administrative Offices, 3301 Beltagh Avenue, Wantagh, New York 11793 during the hours of 9:00 a.m. and 3:00 p.m. on any business day on which the district offices are open. Records may also be requested via e-mail at the following address: records@wantaghschools.org. This information shall be posted on the district's website.]
2. Fees: The fee for documents up to 9 x 14 inches is 25 cents per page. For documents larger than 9 x 14 inches, tape or cassette records, or computer printouts, the cost will be based on the cost of reproduction or program utilized. Fees are subject to periodic review and change. However, no fee shall be charged for records sent via e-mail, the search for or inspection of records, certification of documents, or copies of documents which have been printed or reproduced for distribution to the public. The number of such copies given to any one organization or individual may be limited, in the discretion of the Records Access Officer.
3. Procedures: Requests to inspect or secure copies of records shall be submitted in writing, either in person, by mail or via e-mail, to the Records Access Officer. [Forms are provided (1120-E.1-2) for written and e-mail requests, but are not required.]
4. All requests for information shall be responded to within five business days of receipt of the request. If the request cannot be fulfilled within five business days, the Records Access Officer shall acknowledge receipt of the request and provide the approximate date when the request will be granted or denied.
5. If a request cannot be granted within 20 business days from the date of acknowledgement of the request, the district must state in writing both the reason the request cannot be granted within 20 business days, and a certain date within a reasonable period when it will be granted depending on the circumstances of the request.
6. Denial of Access: When a request for access to a public record is denied, the Records Access Officer shall indicate in writing the reasons for such denial, and the right to appeal.
7. Appeal: An applicant denied access to a public record may file an appeal by delivering a copy of the request and a copy of the denial to the Superintendent within 30 days after the denial from which such appeal is taken.
8. The applicant and the New York State Committee on Open Government will be informed of the Superintendent's determination in writing within 10 business days of receipt of an appeal. The Superintendent shall transmit to the Committee on Open Government photocopies of all appeals and determinations.



#### IV. Records Exempted from Public Access

The provisions of this regulation relating to information available for public inspection and copying shall not apply to records that:

1. are specifically exempted from disclosure by state and/or federal statute;
2. if disclosed would constitute an unwarranted invasion of personal privacy;
3. if disclosed would impair present or imminent contract awards or collective bargaining negotiations;
4. are confidentially disclosed to the Board and compiled and maintained for the regulation of commercial enterprise, including trade secrets, or for the grant or review of a license;
5. are compiled for law enforcement purposes and which, if disclosed, would:
  - a. interfere with law enforcement investigations or judicial proceedings;
  - b. deprive a person of a right to a fair trial or impartial adjudication;
  - c. identify a confidential source or disclose confidential techniques or procedures, except routine techniques or procedures; or
  - d. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
6. records which if disclosed would endanger the life or safety of any person;
7. records which are interagency or intra-agency communications, except to the extent that such materials consist of:
  - a. statistical or factual tabulations or data;
  - b. instructions to staff which affect the public;
  - c. final Board policy determinations; or
  - d. external audits, including but not limited to audits performed by the comptroller and the federal government;
8. records which are examination questions or answers that are requested prior to the final administration of such questions;
9. records which if disclosed would jeopardize the district's capacity to guarantee the security of its information technology assets (which encompasses both the system and the infrastructure).

#### V. Prevention of Unwarranted Invasion of Privacy

To prevent an unwarranted invasion of personal privacy, the Records Access Officer may delete identifying details when records are made available. An unwarranted invasion of personal privacy includes but shall not be limited to:

1. disclosure of confidential personal matters reported to the Board which are not relevant or essential to the ordinary work of the Board;
2. disclosure of employment, medical or credit histories or personal references of applicants for employment, unless the applicant has provided a written release permitting such disclosures;
3. sale or release of lists of names and addresses in the possession of the Board if such lists would be used for private, commercial or fund-raising purposes;
4. disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the Board; or
5. disclosure of items involving the medical or personal records of a client or patient in a hospital or medical facility.

Unless otherwise deniable, disclosure shall not be construed to constitute an unwarranted invasion of privacy when identifying details are deleted, when the person to whom records pertain consents in writing to disclosure, or when upon representing reasonable proof of identity, a person seeks access to records pertaining to him or her.

VI. Listing of Records

Pursuant to Section 87(3)(c) of the Public Officers Law, the current records retention schedule for school districts, published by the Commissioner of Education, shall serve as the list by subject matter of all records in the possession of the school district, whether or not available under the law. The Superintendent or his/her designee, in consultation with the Records Management Officer, shall develop and disseminate department-specific guidance so that staff can implement this policy and regulation.

VII. Litigation-Hold

The Superintendent will designate a “discovery” team, comprised of the school attorney, the Director of Information Technology, the Records Access and Records Management Officer and other personnel as needed. The discovery team will convene in the event that litigation is commenced to plan to respond to the request for records. The Superintendent, with assistance from the Director of Informational Technology, will ensure that measures are put in place to preserve applicable records.

Adoption date: May 2019

**APPLICATION FOR PUBLIC ACCESS TO RECORDS**  
(Via Mail or E-Mail)

*Note to the public: This form's language is optional but may enhance your use of the Freedom of Information Law. You may choose to utilize certain portions that are most applicable to your request. You may cut and paste the entire form into a new e-mail, read all provisions, and delete and/or modify those that do not apply. The subject line of your request should be "FOIL Request".*

Wantagh UFSD Administrative Offices  
3301 Beltagh Avenue  
Wantagh, New York 11793  
Attn: Records Access Officer

[records@wantagschools.org](mailto:records@wantagschools.org)

Dear Records Access Officer:

1. Please e-mail/mail the following records if possible [include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.]:
2. Please inform me of the appropriate time during normal business hours for inspecting the following records prior to obtaining copies [include as much detail about the records as possible, including relevant dates, names, descriptions, etc.]:
3. Please inform me of the cost of providing paper copies of the following records [include as much detail about the records as possible, including relevant dates, names, descriptions, etc.].
4. If all the requested records cannot be e-mailed/mailed to me, please inform me by e-mail/mail of the portions that can be e-mailed/mailed and advise me of the cost for reproducing the remainder of the records requested (\$0.25 per page or actual cost of reproduction).
5. If the requested records cannot be e-mailed/mailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of copying all records onto a CD or floppy disk.

6. If my request is too broad or does not reasonably describe the records, please contact me via e-mail/mail so that I may clarify my request, and when appropriate inform me of the manner in which records are filed, retrieved or generated. If it is necessary to modify my request, and an e-mail/mail response is not preferred, please contact me at the following telephone number: phone # \_\_\_\_\_.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name, address and e-mail address of the person or body to whom an appeal should be directed.

Name: \_\_\_\_\_

Address [if records are to be mailed]: \_\_\_\_\_

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## AGENCY RESPONSE TO REQUEST FOR RECORDS

Dear Applicant for Records:

We received your request for records pursuant to the Freedom of Information Law on \_\_\_\_\_.

*NOTE: For each records request to which the requested information will be provided, choose the appropriate response(s) from items 1-6 below and fill in the necessary information (see blanks and bracketed text).*

1. Attached are electronic copies/paper copies of the records that you requested.
2. The records that you have requested to inspect will be made available for inspection on [insert date]\_\_\_\_\_at [insert time]\_\_\_\_\_. After inspecting the records, you may request copies of selected pages, which we will provide to you on or about [insert date]\_\_\_\_\_. If paper copies are required, payment of a fee of \$.25 per photocopy will be charged.
3. The records requested cannot be located with reasonable effort and your request does not reasonably describe records in the possession of this agency. [Indicate information necessary to locate records or the manner in which records are filed, retrieved or generated by the agency in order for the applicant to clarify the request.]
4. This agency does not maintain or possess the records you have requested. [When possible, indicate to whom the request should be directed.]
5. The records sought cannot be found after a diligent search.
6. This agency has determined that portions of your request can be denied based on the following [provide reason based on one or more exceptions appearing in §87(2) of the Freedom of Information Law]:

Accordingly, your request for records is granted in part and denied in part, and

*NOTE: Choose one of the following two paragraphs, as appropriate.*

The requested records are attached. Certain portions have been redacted, and/or certain records have not been provided to you based on the explanation above.

The records are not available electronically. Please remit \$\_\_\_\_\_. Copies will be provided to you on or about\_\_\_\_\_.

You have 30 days from receipt of a denial of access to records or portions thereof to appeal to:

Superintendent  
Wantagh School District, 3301 Beltagh Avenue, Wantagh, NY

*NOTE: For each records request to which the requested information will not be provided, or which will be only partially provided, choose the appropriate response(s) from items 7-11 below and fill in the necessary information (see blanks and bracketed text).*

7. This agency has determined that the records that you requested are not required to be made available to the public based on the following [provide reason based on one or more exceptions appearing in §87(2) of the Freedom of Information Law]:

Accordingly, your request is denied.

You have 30 days from receipt of a denial of access to records to appeal to:

Superintendent  
Wantagh School District, 3301 Beltagh Avenue, Wantagh, NY

8. This agency has determined that it is unable to respond to your request at this time. Accordingly, on or before [insert date within the next 20 business days] \_\_\_\_\_, we will grant and/or deny access in whole or in part.
9. This agency has determined that it is unable to respond to your request in full within the next twenty business days for the following reasons [provide explanation as required by the Freedom of Information Law, §89(3)]:

Accordingly, on or before [insert date] \_\_\_\_\_, we will provide and/or deny access in whole or in part. Please advise if you would prefer that records be made available on a partial basis if it is feasible to do so.

10. Because the records you have requested include a list of names and residence addresses, disclosure may constitute an unwarranted invasion of personal privacy pursuant to §89(2)(b)(iii) of the Freedom of Information Law. If you maintain that such records are not sought for commercial or fund-raising purposes, as a condition precedent to disclosure, please prepare the following statement on a separate sheet of paper, sign it, and mail or email it to the address indicated below.

I [insert name]\_\_\_\_\_certify that the requested list of names and addresses will not be used for commercial or fund-raising purposes.

\_\_\_\_\_  
[Signature]

Send to:

Name:

Title:

Mailing Address:

11. Because the records you have requested pertain to yourself, but if released to the public would constitute an unwarranted invasion of your privacy, as a condition precedent to disclosure, please prepare the following statement on a separate sheet of paper, sign it, and mail or email it to the address indicated below, along with copy of your valid driver license or other acceptable form of identification.

I certify that my name is [insert name]\_\_\_\_\_,  
that I reside at [insert address]\_\_\_\_\_, and  
that I have attached a copy of my valid driver license or equivalent  
identification and that the requested records pertain to me.

\_\_\_\_\_  
[Signature]

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## NEWS MEDIA RELATIONS

The Board of Education invites and welcomes the active participation of all forms of mass media, print and electronic, in educating the public and improving education within the district and the wider community. The Board and Superintendent will make every reasonable effort to cooperate with the media by providing accurate information about district operations, to the extent permissible by statute and regulation.

The Board President is designated as the spokesperson for the Board when the Board is making a statement on an issue. No other member of the Board individually will speak for, or in the name of, the Board unless by explicit direction of the Board. Board members should emphasize to the media when asked to speak as a Board member that they can only speak as private citizens unless they have been empowered by the Board to speak for it.

The Superintendent of Schools is designated as the spokesperson for the district. All staff intending to release information to the media should first notify the Superintendent. The Superintendent of Schools shall establish all necessary procedures to govern day-to-day interactions between the schools and the news media.

The Board and the Superintendent agree that a blog posted on the World Wide Web which may be accessed from the district's homepage, and a presence on social media sites can be beneficial mechanisms for communicating with the community. All postings to the blog and social media sites will be treated with the same care and consideration as any other communication which the Superintendent or his/her designee generates on behalf of the district. Postings will adhere to the standards set in the Board's "acceptable use of computers" policy.

If Board members choose to blog on their own or if the member maintains a social networking presence, the Board member must ensure that is clear that the postings do not represent the Board as a whole.

Cross-ref: 4526, Computer Use in Instruction  
8630, Computer Resources and Data Management

Ref: Arts and Cultural Affairs Law §61.09

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### **RELATIONS WITH COMMUNITY AND BUSINESS ORGANIZATIONS**

The Board of Education recognizes the potential benefits of community and business partnerships with school districts. The Board and district staff shall therefore cooperate with those organizations which may provide support in improving the educational, vocational, counseling, and/or extra-curricular opportunities in the district. Board members shall seek to maintain regular interaction with community and business leadership, both on a formal and informal basis.

Partnerships with these organizations may include mentor and/or apprenticeship programs, pilot projects, grants, off-campus counseling services, and volunteer services, in addition to or as part of the district curriculum.

Adoption date: June 25, 1992

Revised: May 9, 2019

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### **RELATIONSHIP WITH BOOSTER ORGANIZATIONS**

The Board of Education recognizes that extracurricular support groups, or "booster" organizations, provide important support to district schools, and can be a valuable means of stimulating community interest in the aims and activities of district schools. Booster organizations may be defined in two ways:

1. an organization which is created to foster community support and raise funds for a specific extracurricular activity (e.g., athletics, speech and debate, and/or musical groups); or
2. an organization which is created to foster community support and raise funds for the school's general extracurricular program.

Parents and other interested members of the community who wish to organize a booster club for the purpose of supporting a specific school program are encouraged to do so, as long as the activities of such organizations do not interfere unduly with the total educational program, or disrupt district operations in any way. To this end, booster organizations must follow these guidelines:

1. membership in the organization must be voluntary;
2. submit an activity schedule in advance to the Superintendent of Schools or designee for prior approval. (Note: any time the booster club uses the name of the school district, or any language suggesting that the district has endorsed, sponsored or otherwise approved of the club's activities, there must be prior approval by the Superintendent.);
3. seek advance approval for any use of school facilities and/or equipment, following the policy and procedures outlined in policy 1500, Public Use of School Facilities and its accompanying regulation;
4. avoid interference with the decision-making of any student group;
5. understand and respect the authority of district employees in the administration of their duties; and
6. assume all financial responsibility for their organization, including but not limited to the provision of adequate insurance coverage, as appropriate.

If a booster organization wishes to make a contribution of money, service time, or tangible property (e.g., equipment or supplies), a representative of the organization should submit a letter to the Superintendent describing their intended donation. The Superintendent must identify the district's terms and conditions of accepting such gifts, pursuant to Board policy 1800.

Booster-proposed plans, projects and other activities must be evaluated and promoted in light of their stated contribution to the academic as well as the extra-curricular school programs. Careful consideration should be given to the total value of the contribution to all students, and not just to specific student groups.

Cross-ref: 1500, Public Use of School Facilities  
1800, Gifts from the Public

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### **RELATIONSHIP WITH LOCAL EDUCATION FOUNDATION**

The Board of Education recognizes the value of the Wantagh Foundation for Educational Excellence (“Foundation”) and its efforts to support the district by enhancing the resources available to our schools and students.

To help ensure that the Foundation’s fundraising efforts and its planning of activities are in concert with the district’s mission and goals, the trustees of the Foundation are invited to meet with the Board on an annual basis. The Board designates the Superintendent as liaison to the Foundation.

Foundation activities, if they involve the use of district facilities or resources, must be planned in accordance with policy 1500, Public Use of School Facilities. Donations offered by the Foundation will be considered in accordance with policy 1800, Gifts from the Public. The Superintendent is charged with sharing the applicable policies and procedures with the trustees of the Foundation.

The Board of Education recognizes the Foundation as a separate legal entity from the school district. The Board encourages the leadership of the Foundation to coordinate its fundraising efforts with other school-community organizations.

Cross-ref:      0000, Mission and Goals  
                      1500, Public Use of School Facilities  
                      1800, Gifts from the Public  
                      2160, School Board Officer and Employee Ethics

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### **PUBLIC PARTICIPATION AT BOARD MEETINGS**

Meetings of the Board of Education are conducted for the purpose of carrying on the business of the schools, and therefore, are not public meetings, but meetings held in public. Meetings are closed to the public only during executive sessions. Under the Open Meetings Law, the specific reasons are spelled out for such executive sessions. All action, however, is taken in public.

The Board, as a representative body of the district, wishes to provide an avenue for any citizen to express interest in and concerns for the schools. Accordingly, the public is cordially invited to attend meetings of the Board.

The Board encourages public participation on school related matters at Board meetings. To allow for public participation during Board of Education Planning Sessions, a period of time shall be set aside at the beginning and conclusion of each Planning Session for comments by the public in attendance.

To allow for public participation during Board of Education Business Meetings, a period of time shall be set aside at the conclusion of the meeting for public comment. Speakers may comment on any matter related to district business.

Persons wishing to address the Board shall state their name, town of residence, and name of organization represented (if any). Any group or organization wishing to address the Board must identify a single spokesperson.

Presentations should be as brief as possible to allow for full public participation. The Board will not permit in public session discussion involving individual district personnel or students. Persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the Superintendent during regular business hours. Complaints shall be handled according to Board policy 1400, Public Complaints.

All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated.

Persons making presentations at a Board meeting will address remarks to the President and may direct questions or comments to Board members or other district officials only upon the approval of the President. Board members and the Superintendent shall have the privilege of asking questions of any person who addresses the Board.

The Board President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The Board President shall have the right to discontinue any presentation which violates this policy.

Ref: *Matter of Martin*, 32 EDR 381 (1992)  
*Appeal of Wittenben*, 31 EDR 375 (1992)  
*Matter of Kramer*, 72 EDR 114 (1951)  
NYS Department of State, Committee on Open Government,  
OML-AO-#2696 (Jan. 8, 1997) and OML-AO-#2717 (Feb. 27, 1997)

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## PUBLIC COMPLAINTS

The Board of Education recognizes the right of community members to register individual or group concerns regarding instruction, district programs, materials, operations, and/or staff members. The main goal of the district is to resolve such concerns specifically with the parties involved, whenever possible.

Public complaints about the school district will be directed to the proper administrative personnel. Complaints about specific classroom practices shall be directed to the teacher concerned. At the Elementary School level, if the matter is not settled satisfactorily, the complainant shall then contact the Building Principal. At the Secondary School level, if the matter is not settled satisfactorily, the complainant shall then contact the Director or Supervisor in the teacher's department, and then the Building Assistant Principal and/or Building Principal. If there is no resolution on these levels, then the Superintendent of Schools or his/her designee shall be contacted. The Superintendent shall refer the issue to the Board of Education for final resolution, if necessary.

All matters referred to the Superintendent and/or the Board shall be in writing. Concerns registered directly to the Board as a whole or to an individual Board member shall be referred as soon as is reasonably possible to the Superintendent for investigation, report, and/or resolution.

### *Complaints Regarding Title I of the ESEA or Academic Intervention Services*

Any person or entity representative alleging the district has not upheld its responsibilities under Title I of the Elementary and Secondary Education Act (ESEA), as well as the district's responsibilities for Academic Intervention Services under the Commissioner's regulations section 100.2(ee), may submit a complaint in writing to the Building Principal. If the complaint is not settled satisfactorily, then the complainant may submit a complaint in writing to the Superintendent. The Superintendent should notify the Board of Education of this complaint. After thirty (30) days, any decision of the Superintendent which is unsatisfactory to the complainant, or the district's lack of a response to the complaint, may be appealed to the State Education Department (SED).

All such complaints to SED must, as outlined by SED (see the following website: <http://www.p12.nysed.gov/accountability/T1/complaintappeals.htm>):

1. Be submitted in writing to New York State Education Department, Title I School & Community Services Office, Room 320 EB, 89 Washington Avenue, Albany, NY 12234;

2. Be signed by the person or agency representative filing the complaint;
3. Specify the requirement of law or regulation being violated and the related issue, problem, and/or the concern;
4. Contain information/evidence supporting the complaint;
5. State the nature of the corrective action desired;
6. Contain a copy of the original signed complaint; and
7. Contain a copy of the district's response to the original complaint, or a statement that the district failed to respond or resolve the issue within thirty (30) business days.

The district shall disseminate this complaint procedure to parents of students in Title I funded programs, as well as school officials at nonpublic schools for which the district administers or implements Title I funds or programs.

Ref: 20 USC §7844 (ESEA)  
34 CFR §§299.10 – 299.12 [299.11(d) – LEAs must disseminate, free of charge, adequate information about the complaint procedures to parents of students, and appropriate private school officials or representatives.]  
8 NYCRR §100.2(ee) (Academic Intervention Services)

Adoption date: May 2019



Required  
 Local  
 Notice

### COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS

The Board of Education recognizes its responsibility for the selection of instructional materials. The Board expects district teachers and administrators to recommend books and other materials in accord with sound educational principles and practices, and to use them effectively in the classrooms. However, the Board also recognizes the right of community members to voice concerns and/or complaints regarding the implementation of a particular curriculum and/or instructional material.

Any criticism of instructional materials that are in the schools that cannot be resolved with the teacher or at the building level shall be submitted in writing to the Superintendent of Schools.

The Superintendent will investigate the complaint and make a determination on the material in question. This decision may be appealed to the Board, and the decision of the Board shall be final.

Ref: Education Law §§1709(15); 1711(2)(f)  
*Board of Educ., Island Trees UFSD v. Pico*, 457 US 853 (1982)

Adoption date: May 2019

**COMPLAINTS ABOUT CURRICULA OR  
INSTRUCTIONAL MATERIALS REGULATION**

The following procedures shall apply to the handling of complaints concerning any textbook, library book or material and any other instructional material used in district schools.

1. When a person has a complaint concerning a textbook, library book or other instructional material and protests its use in class or its availability in a school library, the Building Principal shall hold an informal meeting with the complainant and the teacher, librarian, or other staff member who is using or providing the book or material. At this meeting, the complainant will be asked to make clear his or her objection to the material; the teacher or librarian will be asked to explain the educational value of the material.
2. If the complaint is not resolved informally, the complainant may file a formal written complaint with the Superintendent of Schools.
3. The Superintendent shall review the complaint, make a decision and notify the complainant and appropriate staff.
4. If the complainant is not satisfied with the Superintendent's decision he/she may refer the complaint to the Board. The Superintendent will deliver a copy of his/her decision in a report to the Board for its consideration. The final decision shall be made by the Board.

Adoption date: May 2019

Required  
 Local  
 Notice

## **PUBLIC USE OF SCHOOL FACILITIES**

While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the district's buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. The district reserves exclusive and non-reviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs. This policy establishes reasonable regulations and fees for proper community use of district facilities.

### Permitted Uses

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

- A. Instruction in any branch of education, learning or the arts.
- B. Public library purposes, subject to provisions of the Education Law.
- C. Social, civic and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
- D. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- E. Polling places for holding primaries and elections and for the registration of voters.
- F. Civic forums and community centers.
- G. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- H. Child-care programs when school is not in session.

### Prohibited Uses

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited.

- A. Meetings sponsored by political organizations, except as otherwise authorized by law.
- B. Meetings, entertainments and occasions that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer firefighters or volunteer ambulance workers.

Application Procedure for Use of District Facilities

- A To ensure that district facilities are preserved for the benefit of the greater district community, only community based groups and organizations (that is, groups which are located within the geographic area covered by the district or groups that have a majority of participants residing in Wantagh though operating outside district boundaries) may be granted access to district facilities. A roster of participants and their addresses must be provided, if requested.
- B. All applications for use of school facilities shall be made in writing and submitted to the Director of Facilities at least 30 days prior to the date of the requested use. A use permit application is available on the district website or from the Director of Facilities' office.
- C. The applicant must clearly and completely describe the intended use of the district facility in the application.
- D. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board policies and regulations and to use district facilities strictly in accordance with the use described in the application.
- E. No applicant shall deny to any person participation in the use of District facilities on the grounds of: age, ancestry, color, disability, ethnic group, gender, genetic predisposition, marital status, national origin, parental status, race, religion, religious practice, sex, sexual orientation or weight and shall so state in its application for use of facilities.
- F. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided by the applicant at least ten (10) days before the date of the requested use.
- G. Permits shall be valid only for the facility, use, dates and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Director of Facilities and/or Building Principal. Permits shall not be transferable.
- H. The Superintendent is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reasons.
- I. With regard to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with or sponsored by the district.
- J. Issuance of a permit shall not limit the right of access to the facility by district staff.
- K. No event shall be publicized until a permit is granted.

Facilities Usage Fees

- A. Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee according to a schedule adopted by the district to cover the costs of heat, electricity, maintenance, custodial services and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. The district retains the right to condition use upon an applicant depositing with the district a sum equaling the estimated costs and fees associated with the proposed use 10 days in advance of the requested use.
- B. The district retains the right to waive user fees for groups that are associated with or sponsored by the district and for non-profit groups that satisfy the conditions of use as stated above in item A of the Application Procedure.
- C. Usage fees shall be reviewed annually at the Reorganization Meeting of the Board of Education for all activities on school property.

Ref: Education Law §414

Adoption date: May 2019

## PUBLIC USE OF SCHOOL FACILITIES REGULATION

District facilities and equipment must be requested for school related functions by filling out the designated Use of Facilities form available on the district website. The person designated on the form is responsible for the facilities and the equipment.

### Conditions

Use of school premises for other than school purposes may be granted in accordance with the provisions of law and the following guidelines:

1. The design and processing of permits and/or requisition forms shall be the responsibility of the Superintendent of Schools or his/her designee.
2. A permit shall not be issued:
  - a. for any purpose that will in any way interfere with the use of school buildings, grounds or other school property by the schools;
  - b. for holding a social, civic or recreational meeting or entertainment or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the general public;
  - c. for a meeting, entertainment or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose unless the event is expressly approved by the Board;
  - d. for a meeting, entertainment or occasion where admission fees are charged if such meeting, entertainment or occasion is under the exclusive control, and the proceeds are to be applied for, the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer firefighters or volunteer ambulance workers.;
  - e. for holding political meetings except such as are authorized by law; or
3. The Board must be satisfied that the proposed activity on school premises will be adequately supervised, and that the applicant will see to the proper conduct of such activity. The applicant may be held responsible for any damage which the activity may cause to school property.
4. The Board and its administrators must have free access to the building at all times and the right to revoke a permit at any time.
5. Only the facility requested is approved for use. One organization may not "bump" another's already reserved use of a facility. The only exception to this is a school district program.

Fees

1. If an organization has its base in Wantagh (or a majority of its participants are residents), and is not-for-profit, no charge shall be assessed for its traditional and appropriate use of school facilities. All other organizations shall pay for the use of school facilities in accordance with the Wantagh Schools Facilities' Use Fees, Attachments 1 and 2. The organization shall additionally be responsible for charges related to the use of audio-visual personnel, cafeteria personnel, and/or custodial overtime. Custodial overtime will be billed at the average contractual overtime rate plus benefits.

If an organization is renting the facilities for four (4) or more consecutive days, they will be subject to a separate contract with fees negotiated outside of the Wantagh Schools Facilities' Use Fees, Attachments 1 and 2, in accordance with law.

An annual CPI increase will be applied effective July 1 of each year. A recalculation of the average overtime cost per custodian will be performed annually, and an adjustment will be made accordingly.

2. When the school district is not operating on an austerity budget, the following organizations shall be exempt from the charges set forth in Item 8 above except as otherwise set forth herein: PTAs, 6-12 Association, SEPTA, PTA Council, Wantagh Sports Booster Club, Wantagh Bandwagon, Wantagh Drama Parents and Alumni Association and the Wantagh Foundation for Educational Excellence, Boy Scouts, Girl Scouts and/or their affiliates, and Wantagh chartered youth organizations as determined by the Board of Education.
3. Where, in the judgment of the district, the requested use of district facilities requires special equipment or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees in accordance with all provisions of the "Fees" section. Only authorized personnel shall operate district equipment.
4. The use of any school facility which extends beyond the normal working hours of our custodial or maintenance crew will carry with it the obligation of the renting organization to cover the cost of all district employees who receive overtime. PTAs, 6-12 Association, SEPTA, PTA Council, Wantagh Sports Booster Club, Wantagh Bandwagon, Wantagh Drama Parents and Alumni Association and the Wantagh Foundation for Educational Excellence, Boy Scouts, Girl Scouts and/or their affiliates, and Wantagh chartered youth organizations as determined by the Board of Education are exempt from these charges on Monday through Friday evenings and on Saturday morning.

5. A security deposit of \$300 must be posted by any organization using the high school auditorium and track and artificial turf field. A security deposit of \$100 must be posted by any organization using any other facility. The Superintendent may waive, at his or her discretion, the deposit of the following organizations: PTAs, 6-12 Association, SEPTA, PTA Council, Wantagh Sports Booster Club, Wantagh Bandwagon, Wantagh Drama Parents and Alumni Association and the Wantagh Foundation for Educational Excellence, Boy Scouts, Girl Scouts and/or their affiliates, and Wantagh chartered youth organizations as determined by the Board of Education.

Application

1. Use of district facilities will only be permitted where the organization provides the district timely evidence of adequate insurance coverage (\$1,000,000 minimum) to save the district harmless from all liability, property damage, personal injuries and/or medical expenses. The district will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.
2. Any group using any facility of the school district will be required to provide proof of insurance holding the district harmless.
  - a. The user hereby agrees to effectuate the naming of the school district as an additional insured on the user's policy.
  - b. The policy naming the school district as an additional insured shall be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer.
  - c. The user agrees to indemnify the school district for any applicable deductibles.
  - d. Required Insurance:  
Commercial General Liability Insurance  
\$1,000,000 per occurrence/\$2,000,000 aggregate
  - e. User acknowledges that failure to obtain such insurance on behalf of the school district constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The user is to provide the District with a certificate of insurance, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the school district.
3. The Board reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities:
  - a. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;



- b. For any use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;
- c. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance;
- d. For any use which the Board deems inconsistent with this policy;
- e. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
- f. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
- g. For any use prohibited by law.

Use of School Equipment

- 1. As determined by the Board of Education, school equipment shall be used exclusively for the instruction and benefit of the students.
- 2. Use of such equipment for other than instructional purposes by members of the faculty is permitted with the consent of the administration.
- 3. Under no circumstances shall any equipment be removed from the school for any purpose other than for the instruction or benefit of pupils without written approval from the Board or its designated agent.

Use of Specialized Areas and Equipment

- 1. Equipment -

School equipment and specialized areas such as kitchens, science rooms, etc., are not normally available for public use. If kitchen appliances are used; i.e., stoves, ovens, refrigerators, by a public group and its use is granted for any reason whatsoever, the group must retain the services of at least one cafeteria employee at the expense of the group.

- 2. Lighting and Sound -

Under all circumstances, the operation of the lighting dimmer system and/or sound board equipment in the high school auditorium may only be done by a district designated person trained in the use of such equipment. In that such personnel will be required to be present at all times when such items are in use, it will be necessary for the organization using the auditorium facilities to reimburse the person for their time. These fees must be paid by all organizations including the PTAs, 6-12 Association, SEPTA, PTA Council, Wantagh Sports Booster Club, Wantagh Bandwagon, Wantagh Drama Parents and Alumni Association, and the Wantagh Foundation for Educational Excellence, Boy Scouts, Girl Scouts and/or their affiliates, and Wantagh chartered youth organizations as determined by the Board

of Education even if their use of the auditorium itself is carrying no charge. These fees are payable by the organization directly to the individual at a rate commensurate with the fee schedule for chaperoning events in the high school, if the person is an adult. If the person operating the lighting and/or sound equipment is a student, they will be reimbursed at the New York State minimum wage per hour.

3. Cafeterias -

School cafeterias are areas where children's lunches are served and may be used for customary functions of the Parent-Teachers Association, 6-12 Association, or other quasi-school groups or other functions under the following regulations:

- a. There shall be no charge under ordinary circumstances.
- b. Arrangements must be specially made for the use of the cafeteria when kitchen facilities are to be utilized.
- c. No district-owned food will be used.
- d. A member of the school cafeteria staff must be on duty whenever the kitchen is in use. The cafeteria staff employee will be paid at the expense of the organization.
- e. Any damage of any nature to equipment, or breakage of any kitchen utensil, must be paid for by the group involved.
- f. In the event the organization's committee for cleanup fails to function and the kitchen must be cleaned by the staff member on duty, the District Office will contact the person to whom the permit was issued to arrange for appropriate compensation for the staff member.
- g. No banquets, luncheons or serving of food by any group may be held unless special, specific arrangements are approved by the Board or its designee. The organization's representative must meet in advance with the Superintendent of Schools or designee to discuss plans and facilities.

Responsibilities

1. All state, town and local regulations affecting the use of public buildings must be complied with.
2. The applicant must assume responsibility promptly for any loss or damage to buildings or grounds while being used by the group or organization.
3. Responsibility for preservation of order and safety must be assumed by applicant.
4. Any applicant desiring or requiring police, fire, medical or other public services must make their own arrangements.
5. All functions attended by minors must be adequately chaperoned and supervised by adults. Names of chaperones must be listed on this application.



( ) Required  
(X) Local  
(X) Notice

### SMOKING AND OTHER TOBACCO USE ON SCHOOL PREMISES

Due to the health hazards associated with smoking, and in accordance with federal and state law, the Board of Education prohibits smoking and all other tobacco use in all school district buildings, on school grounds, and in any vehicle used to transport children or personnel. Smoking or tobacco use is also prohibited within 100 feet of all school entrances, exits and outdoor areas, except where that is a residence or residential property. The Board also prohibits the use of e-cigarettes in these locations.

No smoking /use of tobacco signs shall be prominently posted in each building, at designated outdoor locations on school premises (e.g. athletic fields) and in all district vehicles. The Board designates the Superintendent of Schools or his/her designee as agent responsible for informing individuals smoking or using tobacco unlawfully that they are in violation of Article 13-E of the Public Health Law and/or Section 409 of the Education Law and/or the federal Pro-Children Acts of 1994 and 2001. Persons in violation of this policy will be asked to stop or leave school property. Students and staff may be subject to consequences outlined in the Code of Conduct, and visitors or contractors may be asked to leave school property.

Ref: Education Law §§409(2)  
Public Health Law Article 13-E  
Public Health Law §§206; 340; 347  
The Pro-Children Act of 2001, 20 U.S.C. §§7181 *et seq.*  
The Pro-Children Act of 1994, 20 U.S.C. §§6081 *et seq.*

Adoption date: May 2019

- Required  
 Local  
 Notice

## RELATIONSHIP WITH NONPUBLIC SCHOOLS

In recognition of its responsibility under state law and regulation the Board of Education shall make available required public school materials, equipment and services to resident students who attend nonpublic schools.

### Textbook Loan

The Board recognizes that section 701 of the Education Law requires all Boards to purchase and to loan, upon individual request, textbooks to all children residing in the district who are attending grades kindergarten through twelve in any public or nonpublic school which complies with the compulsory education law.

It is also understood that the textbooks must be "loaned free" to the children, but Boards may make reasonable rules and regulations regarding such loan(s).

Therefore, the following rules and regulations shall govern the loan of textbooks to residents of the district attending nonpublic schools:

1. The textbooks shall remain the property of the district.
2. The textbooks shall be returned at the end of the nonpublic school year.
3. If lost or destroyed, the textbooks shall be paid for in the same fashion as the students attending district schools.

### Instructional Computer Hardware and Software Loan

The Board recognizes its responsibility to loan instructional computer hardware and software, upon request, to all pupils legally attending nonpublic elementary or secondary schools located in the school district. The district shall loan instructional computer hardware and software on an equitable basis, however software and hardware purchased with any local, federal or state funds, other than Instructional Computer Hardware or Software Aid funds, are not required to be loaned to nonpublic school students.

In addition, the district will only purchase and loan software programs that do not contain material of a religious nature.

The Board authorizes the Superintendent of Schools to establish any and all rules, regulations and procedures necessary to implement and maintain this policy. The Superintendent will specify the date by which requests must be received by the district and provide notice to all nonpublic schools within the district of that date.

Ref: Education Law §§701; 751-754; 1709; 3204; 3602-c  
8 NYCRR §175.25; 21.3  
Mitchell v. Helms, 530 U.S. 793 (2000)  
Russman v. Sobol, 85 F.3d 1050 (2d Cir. 1996)  
Zobrest v. Catalina Foothills Sch. Dist., 509 U.S. 1 (1993)  
Aguilar v. Felton, 473 U.S. 402 (1985)  
Board of Educ. v. Allen, 392 U.S. 236 (1968)

Adoption date: May 2019

- Required  
 Local  
 Notice

## HOME-SCHOOLED STUDENTS

The Board of Education shall ensure that children instructed at home are taught by a competent instructor and receive an education substantially equivalent to that offered in the district's schools.

Parents/Guardians who wish to educate their children at home must submit to the district an individual home instruction plan (IHIP), outlining the educational goals to be met and the course materials and syllabi to be used each year for the child's learning process. The district may accept or deny an IHIP. Parents/Guardians must submit quarterly reports which will provide the district with the necessary information to make determinations of substantial equivalency and competency of instruction on an ongoing basis.

Parents/Guardians may appeal to the Board a determination by the Superintendent of Schools or designee that an IHIP is not in compliance with the Regulations of the Commissioner of Education. Parents/Guardians shall have the right to appeal the final determination of the Board to the Commissioner of Education within 30 days of receipt of such determination.

### Special Education

A student with an IHIP, who is a resident of the school district and has a disability, or is suspected of having a disability, is eligible to receive services from the school district, in accordance with law, regulation and district policy (4321 et. seq.). A parent/guardian must request special education services in writing to the Board by June 1<sup>st</sup>, unless the child is first identified or moves into the district after June 1<sup>st</sup>. In that case, the parent/guardian must request the services within 30 days of being identified or of moving into the district.

Special education services will be provided on an equitable basis compared to programs and services provided to other students with disabilities attending public or nonpublic schools within the district. The Board will determine the location where services will be available to home schooled students.

### Instructional Materials

The Board authorizes the Superintendent to loan instructional materials, if available, to students receiving home instruction. The Superintendent or his/her designee shall determine the availability of resources and develop appropriate procedures.

Cross-ref: 4321, Programs for Students with Disabilities, *et.seq.*

Ref: Education Law §§ 3204(2); 3210(2)(d); 3602-c (2-c)  
8 NYCRR §100.10  
*Appeal of Ponte*, 41 EDR 174 (2001)  
*Matter of Abookire*, 33 EDR 473 (1994)  
State Education Department Memorandum, “New Requirements for the  
Provision of Special Education Services to Home-Instructed (“Home-  
Schooled”) Students, July 2008

Adoption date: May 2019



- Required  
 Local  
 Notice

### GIFTS FROM THE PUBLIC

Only the Board of Education may accept for the school district any bequest or gift or money, property or goods, except that the Superintendent of Schools may accept on behalf of the Board any such gift of less than \$100 in value.

The Board reserves the right to refuse to accept any gift which does not contribute towards the achievement of the district's goals or the ownership of which would tend to deplete the resources of the district.

Any gift accepted by the Board or the Superintendent shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district.

It shall be the policy of the district to accept a gift, provided it is made within the statutory authority granted to school districts and has received the approval of the Board of Education.

In granting or withholding its consent, the Board will review the following factors:

1. The terms of the gift must identify:
  - a. the subject of the gift
  - b. the purpose of the gift
  - c. the beneficiary or beneficiaries if any
  - d. all conditions or restrictions that may apply.
2. The gift must not benefit a particular or named individual or individuals.
3. If the purpose of the gift is an award to a single student, the determination of the recipient of such award shall be made on the basis that all students shall have an equal opportunity to qualify for it in conformance with federal and state law.
4. If the gift is in trust, the obligation of the investment and reinvestment of the principal shall be clearly specified and the application of the income or investment proceeds shall be clearly set forth.
5. No gift or trust will be accepted by the Board unless:
  - a. it is in support of and a benefit to all or to a particular public school in the district, or
  - b. it is for a purpose for which the school district could legally expend its own funds, or
  - c. it is for the purpose of awarding scholarships to students graduating from the district.

Any gift rejected by the Board shall be returned to the donor or his/her estate within 60 days together with a statement indicating the reasons for the rejection of such gift.

Cross-ref: 2160, School Board Officer and Employee Ethics

Ref: Education Law §1709(12)

Adoption date: May 2019

**(X) Required**

() Local

() Notice

## PARENTAL INVOLVEMENT

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

### Title I Parental Involvement - District Level Policy

Consistent with the parent involvement goals of Title I, Part A of the federal No Child Left Behind Act of 2001 (NCLB), 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. The Board also will ensure that all of its schools receiving Title I, Part A funds develop and implement school level parental involvement procedures, as further required by federal law.

For purposes of this policy, parental involvement refers to the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities. At a minimum, parental involvement programs, activities and procedures at both the district and individual school level must ensure that parents:

- Play an integral role in assisting their child's learning;
- Are encouraged to be actively involved in their child's education at school; and
- Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

The term parents 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).

District and school level Title I parental involvement programs, activities and procedures will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.

As further required by federal law, 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 also 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.

#### Parent participation in development of district wide Title I plan

The Board, along with its superintendent of schools and other appropriate district staff will undertake the following actions to ensure parent involvement in the development of the district wide Title I plan:

- Post AIS Plan on the district website
- Encourage parental involvement at public meetings (Board of Education, PTA, budget, etc.)
- Parent-teacher conferences

#### Development of school level parental involvement approaches

The Superintendent will ensure that all district schools receiving federal financial assistance under Title I, Part A are provided technical assistance and all other support necessary to assist them in planning and implementing effective parental involvement programs and activities that improve student achievement and school performance. As appropriate to meet individual local needs, the superintendent will:

- Invite parents to public meetings
- Provide opportunity for parent-teacher two way communication
- Provide ongoing support and resources for home-school connection

#### Building capacity for parental involvement

To build parent capacity for strong parental involvement to improve their child's academic achievement, the district and its Title I, Part A schools will, at a minimum:

1. 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. To achieve this objective, the district and its Title I schools will:

- Provide multiple progress monitoring reports
  - Hold annual meetings
  - Provide information both in writing and on the district website
2. Provide materials and training to help parents work to improve their child's academic achievement. To achieve this objective, the district and its Title I schools will:
- Sponsor P.A.R.P. (Parents as Reading Partners)
  - Sponsor Summer Reading Program
  - Provide resources on district website
  - Hold annual meetings
3. Educate its teachers, pupil services personnel, principals, and other staff in understanding the value and utility of a parent's contributions and on how to:
- reach out to, communicate with, and work with parents as equal partners;
  - implement and coordinate parent programs; and
  - build ties between parents and the schools.
- To achieve this objective, the district and its Title I schools will:
4. Ensure that information related to school and parent-related programs, meetings and other activities is sent to the parents of children 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.

#### Coordination of parental involvement strategies

Should students in the district be eligible for services in any of the following programs: Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs, the district will coordinate and integrate strategies to comply with Title I, Part A parental involvement requirements. It will do this by:

- reach out to, communicate with, and work with parents as equal partners;
- implement and coordinate parent programs; and
- build ties between parents and the schools.

#### Review of district wide parental involvement policy

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 this parental involvement policy in improving the academic quality of Title I schools, including the identification of barriers to greater

participation by parents in activities under this policy, and the revision of parent involvement policies necessary for more effective involvement. To facilitate this review, the district will conduct the following activities:

- reach out to, communicate with, and work with parents as equal partners;
- implement and coordinate parent programs; and
- build ties between parents and the schools.

Cross-ref: 4010, Equivalence in Instruction

Ref: 20 USC §6318(a)(2), No Child Left Behind Act of 2001 (§1118 of the Elementary and Secondary Education Act)  
8 NYCRR §§100.3(b)(3); 100.4(f); 100.5(d)(4); 149.3(16)  
U.S. Department of Education, Parental Involvement, Title I, Part A, *Non-Regulatory Guidance*, April 23, 2004

Adoption date: May 2019

### SCHOOL-PARENT COMPACT

To help our children achieve, we agree to abide by the following conditions during the present school year:

#### School Responsibilities

The school will:

- \* Provide high-quality curriculum and instruction in a supportive and effective learning environment;
- \* Hold parent-teacher conferences; during these conferences, this compact will be discussed as it relates to your child’s academic achievement;
- \* Provide parents with frequent reports on their child’s progress;
- \* Provide parents reasonable access to staff; and
- \* Provide parents with opportunities to volunteer and participate in their child’s class and to observe classroom activities.

#### Parent Responsibilities

We, as parents, will support our children’s learning in the following ways:

- \* Monitor my child’s attendance;
- \* Make sure that homework is completed;
- \* Limit amount of television and mobile device screen time my child watches;
- \* Volunteer in my child’s school;
- \* Participate in decisions regarding my children’s education;
- \* Promote positive use of my child’s extracurricular time; and
- \* Stay informed about my child’s education and communicate with the school regularly.

#### Student Responsibilities

As a student, I will share the responsibility to improve my grades, and agree to:

- \* Do homework every day and ask for help when needed;
- \* Read at least 20 minutes a day outside of school; and
- \* Give to my parents all notices and information received by me from my school every day.

\_\_\_\_\_

School

\_\_\_\_\_

Parent

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Date

\_\_\_\_\_

Date

**(X) Required**

() Local

() Notice

**INTERPRETERS FOR HEARING-IMPAIRED PARENTS**

The Board of Education recognizes that those district parents with hearing impairments which prevent meaningful participation in their child's educational program must be afforded an opportunity equal to that afforded other parents to participate in meetings or activities pertaining to the academic and/or disciplinary aspects of their child's education. Accordingly, and pursuant to law, the school district will provide an interpreter for hearing-impaired parents for school-initiated academic and/or disciplinary meetings or activities including, but not limited to:

- Parent/teacher conferences
- Child/study or building level team meetings
- Planning meetings with school counselors regarding educational progress
- Career planning
- Suspension hearings or other conferences with school officials relating to disciplinary actions

The school district will provide an interpreter for the hearing-impaired parent if a written request for the service has been submitted to and received by the district within 10 working days prior to the scheduled meeting or activity. If an interpreter is unavailable, the district will then make other reasonable accommodations which are satisfactory to the parents (e.g., notetaker, transcript, decoder, or telecommunication device for the deaf). These services will be made available by the district at no cost to the parents.

The Board directs the Superintendent of Schools to maintain a list of available interpreters and to develop procedures to notify parents of the availability of interpreter services, the time limitation for requesting these services, and of the requirement to make other reasonable accommodations satisfactory to the parents should an interpreter not be available.

Hearing-impaired parents are requested to submit the attached form to request accommodation of their disability.

Ref: Americans with Disabilities Act of 1990, 42 U.S.C. §§12131-12134  
 Rehabilitation Act of 1973, 29 U.S.C. §794  
 Education Law §3230  
 8 NYCRR §100.2(aa)  
*Rothschild v. Grottenthaler*, 907 F.2d 286 (2d Cir. 1990)

Adoption date: May 2019



**INTERPRETERS FOR HEARING-IMPAIRED PARENTS**

**Accommodation Request**

Parents in need of interpreter services are asked to complete this form:

TO: Superintendent of Schools

Wantagh Union Free School District

FROM: \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

Please identify the type of interpreter needed:

\_\_\_ Interpreter for the Hearing Impaired: ( ) American Sign; ( ) English

In the event an interpreter is not available, please identify the type of alternative service preferred:

\_\_\_ Written Communication

\_\_\_ Transcripts

\_\_\_ Decoder

\_\_\_ Telecommunication Device for the Deaf (TDD)

\_\_\_ Other (please specify) \_\_\_\_\_

Adoption date: May 2019

**INTERPRETERS FOR HEARING-IMPAIRED PARENTS EXHIBIT**

**Response to requests for accommodation**

FROM: Superintendent of Schools

\_\_\_\_\_ School District

TO:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

The \_\_\_\_\_ School District hereby:

\_\_\_\_\_ grants your request for accommodation of a hearing disability in accordance with Board Policy 1925;

\_\_\_\_\_ denies your request for accommodation of a hearing disability for the following reason: \_\_\_\_\_

Adoption date: May 2019