



**Subject: SCHOOL SPONSORED MEDIA**

**Policy: 3110**

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- The principal of each building is responsible for the preparation of news releases concerning the activities within the building, and for reviewing them with the Superintendent prior to release. Copies of all final news releases will be sent to the Superintendent's office.
- A newsletter will be prepared and mailed to each resident of the school district. Included in the newsletter will be information regarding school activities, a monthly calendar and other items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.
- As the official spokesperson, the Superintendent or his/her designee shall issue all news releases concerning the District. All statements of the Board will be released through the Office of the Superintendent and/or the District Clerk of the Board of Education
- The Superintendent will write procedures for communication with the media to include: who is responsible for news released; parent/guardian permission forms and other procedures he/she deems necessary.



**Subject: SCHOOL VOLUNTEERS**

**Policy: 3150**

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- The Board recognizes the need to develop a school volunteer program to support the District's instructional programs and extracurricular activities. A school volunteer is defined as a non-paid person who assists District staff, including but not limited to instructional personnel, in curricular, co-curricular, and extracurricular programs. A volunteer is a person who offers to provide assistance or services of his/her own free will without legal obligations.

- The purpose of the volunteer program will be to:

- Assist employees in providing more individualized and enrichment of instruction;
- Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- Strengthen school/community relations through positive participation.

- An application shall be filled out by each prospective volunteer. The Superintendent will develop procedures for the application process and approval. Final approval rests with the Board of Education.

*Volunteer Protection Act of 1977  
42 United States Code (U.S.C.) Section 14501 et seq.  
Education Law Sections 3023 and 3028  
Public Officers Law Section 18*

Note: Refer also to Policy # 6540 – Defense and Indemnification of Board Members and Employees.

**Subject: DISSEMINATION OF REGISTERED  
SEX OFFENDER INFORMATION****Policy: 3195**

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- When the school district receives a sexual offender notification from local law enforcement, such notification shall be disseminated to parents and staff as soon as possible after receipt of such information by the Superintendent. The method of dissemination will be chosen by the Superintendent. The Superintendent will disseminate such information to the Chief School Officers of neighboring districts.

*NYS Sex Offender Registration Act (Megan's Law)*



### Subject: **VISITORS TO THE SCHOOL** **Policy: 3210**

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- Parents are welcome at school. Permission must be received in advance at the office from an administrator in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

- All visitors must sign in at the office upon arrival at school and state their business. It is a Class B misdemeanor to remain unlawfully in a public school building, or to refuse to leave the premises when personally asked to by an administrator, teacher, custodian or any other person in charge.

#### **Guests**

- Students sometimes desire to bring visiting relatives or friends with them to school. Permission to have such guests should be obtained in advance from the Building Principal. Such guests are not encouraged. Such guests also are expected to comply, in every way, with the rules of the school. A Visitor's Pass may be issued to student guests from the main office. All guests in our building must sign in at our main office. Please report all uninvited guests to the main office.

#### **Board Members**

- The Board encourages its members to visit the district school and supportive school departments. However, such visits shall be made in accordance with the following guidelines:

- School visits should be scheduled with the Superintendent;
- The Superintendent should accompany the Board member on the visit if he/she so desires;
- Such visits are for the purpose of becoming acquainted with school programs, personnel, operation, and facility;
- Board members should refrain from giving directions or making evaluations of personnel or operating procedures during their visit;
- If a school visit leaves a Board member with a concern, this concern should initially be discussed with the Superintendent.

- Board members may have children in the school and therefore have parental opportunities to converse with their child's teacher, counselor, or administrator. In those instances, the Board member should make it clear that he/she is visiting as a parent and not as a member of the Board of Education.

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**Subject: VISITORS TO THE SCHOOL****Policy: 3210**

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**Parents Visiting the School**

- Parents and other residents of the School District should be welcomed to their schools. Nevertheless, they should not be allowed to interrupt the business of teaching and learning.
- Parents who wish to discuss the progress of their children should schedule a conference with the teacher through the office during non-teaching hours. Teachers have every right to courteously refuse engaging in unscheduled conferences.
- Classroom visitations must be received and approved in advance by the principal after consultation with the teacher.
- The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this district or to expel any person when he has reason to believe the presence of such person would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.
- Guidelines will be written by the Superintendent and posted in appropriate places.

*Education Law Section 2801  
Penal Law Sections 140.10 and 240.35*



**Subject: PUBLIC EXPRESSION AT MEETINGS**

**Policy: 3220**

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- All meetings of the Board shall be conducted in public, and the public has the right to attend all such meetings. Public expression at such meetings shall be encouraged and a specific portion of the agenda shall provide for this privilege of the floor. At its discretion, the Board may invite visitors to its meetings to participate in the Board's discussion of matters on the agenda.
- The Board of Education reserves the right to enter into executive session as specified in Policy #1730.



**Subject: PUBLIC COMPLAINTS**

**Policy: 3230**

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- Complaints by citizens regarding any facet of the school operation often can be handled more satisfactorily by the administrative officer in charge of the unit closest to the source of the complaint. In most instances, therefore, complaints will be made to the building principal and/or his/her assistant if the matter cannot be resolved by the teacher, coach, or other school employee.

- If the complaint and related concerns are not resolved at this level to the satisfaction of the complainant, the complaint may be carried to the Superintendent and/or one of his/her assistants. Unresolved complaints at the building level must be reported to the Superintendent by the building principal. The Superintendent may require the statement of the complainant in writing.

- If the complaint and related concerns are not resolved at the Superintendent level to the satisfaction of the complainant, the complaint may be carried to the Board of Education. Unresolved complaints at the Superintendent level must be reported to the Board of Education by the Superintendent. The Board of Education reserves the right to require prior written reports from appropriate parties.

- All administrators will process such complaints in a thorough and expeditious manner.

- Complaints against personnel will be discussed by supervisors only with superiors or with those persons directly involved in the matter.

- Applicable provisions of all contracts with negotiating units, in addition to federal and state laws and Board of Education policies pertaining to Rights of Privacy, will be strictly observed in the processing of complaints and inquiries about DeRuyter Central School District employees.



**Subject: DISSEMINATION OF INFORMATION THROUGH  
STUDENT BODY**

**Policy: 3240**

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- The school district's administrators shall review all messages and materials prior to authorizing their dispersal through the student body.



**Subject: BOOSTER CLUBS**

**Policy: 3260**

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- Booster clubs or other related organizations may be created to promote community support and to raise funds for specific school activities or programs. These groups must receive official Board approval and may not discriminate on the basis of sex, color, national origin, ethnic background, disability, religion or any other arbitrary criteria.
  
- Rules and regulations will be established by the Superintendent to govern the activities of the booster clubs and other related organizations. The Board further requires that:
  - Financial records be maintained and made available, upon request, for Board and/or public inspection;
  
  - Fund raising activities be approved in advance by the Superintendent; and
  
  - Groups wishing to make a contribution adhere to the District's policy and regulations regarding the acceptance of gifts.
  
- Violations to District policy or regulations may result in the dissolution of the club or organization.

**Subject: SOLICITATION OF CHARITABLE DONATIONS  
FROM SCHOOL CHILDREN****Policy: 3271**

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- Direct solicitation of charitable donations from children in the District schools on school property during regular school hours shall not be permitted. It will be a violation of District policy to ask District school children directly to contribute money or goods for the benefit of a charity during the hours in which District students are compelled to be on school premises.

However, this policy does not prevent the following types of fund raising activities:

- Fund raising activities which take place off school premises, or outside of regular school hours during before-school or after-school extracurricular periods;
- Arms-length transactions, where the purchaser receives a consideration for his/her donation. For example, the sale of goods or tickets for concerts or social events, where the proceeds go to charity, shall not be prohibited as the purchaser will receive consideration - the concert or social event - for the funds expended;
- Indirect forms of charitable solicitation on school premises that do not involve coercion, such as placing a bin or collection box in a hallway or other common area for the donation of food, clothing, other goods or money. However, collection of charitable contributions of food, clothing, other goods or funds from students in the classroom or homeroom is prohibited.

- The Superintendent shall ultimately decide which organizations, groups, etc. can solicit charitable donations and for what purposes, as long as the activities comply with the terms of this policy and the Rules of the Board of Regents.

- Regulations shall be developed by the administration to implement this policy.

*8 New York Code of Rules and Regulations  
(NYCRR) Section 19.6  
New York State Constitution Article VIII, Section 1  
Education Law Section 414*

NOTE: Refer also to Policy #7450 -- Fund Raising by Students.



### Subject: **ADVERTISING IN THE SCHOOLS**

**Policy: 3272**

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- Neither the facilities, the staff, nor the students of the School District shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual or organization, except that:
  - Schools may cooperate in furthering the work of any non-profit, community-wide, social service agency, provided that such cooperation does not restrict or impair the educational program of the schools or conflict with Section 19.6 of the Rules of the Board of Regents;
  - The schools may use films or other educational materials bearing only simple mention of the producing firm;
  - The Superintendent of Schools may, at his/her discretion, announce or authorize to be announced any lecture or other community activity of particular educational merit;
  - The schools may, upon approval of the Superintendent of Schools, cooperate with any agency in promoting activities in the general public interest that are non-partisan and non-controversial, and that promote the education and other best interests of the students.
  
- No materials of a commercial nature shall be distributed through the children in attendance in the DeRuyter Central Schools except as authorized by law or the Commissioner's Regulations.

*New York State Constitution  
Article 8, Section 1  
8 New York Code of Rules and  
Regulations (NYCRR) Section 19.6*

**Subject: SOLICITING FUNDS FROM SCHOOL PERSONNEL****Policy: 3273**

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- Soliciting of funds from school personnel by persons or organizations representing public or private organizations shall be prohibited. The Superintendent of Schools shall have the authority to make exceptions to this policy in cases where such solicitation is considered to be in the District's best interest. The Board of Education shall be notified of these instances.
- Distribution of information about worthwhile area charities may be made through the Office of the Superintendent of Schools as a service to School District personnel.

**Subject: COMMUNITY USE OF SCHOOL FACILITIES  
AND CUSTODIAL COVERAGE****Policy: 3280**

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- It shall be the policy of the Board to encourage the greatest possible use of school buildings for community-wide activities. This is meant to include use by recognized civic, social and fraternal and religious organizations. Groups wishing to use the school facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use. The Superintendent, at his/her discretion, may consult with the Board of Education. Monthly reports may be made to the Board regarding community use of the school facilities.

**Custodial Coverage**

- The District will provide custodial coverage for student and school related groups who use the school facilities. Non-school related groups will be charged a fee which covers the cost of the custodial services. The charge and/or coverage may be waived if a member of the school staff is a member of the group and is willing to assume responsibility for the use of the building.

*Education Law Section 414*

**Subject: OPERATION OF MOTOR-DRIVEN VEHICLES  
ON DISTRICT PROPERTY****Policy: 3290**

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- All motor vehicles, including cars, snowmobiles, mini-bikes, motorcycles, and other such vehicles, are restricted to operation on and parking within clearly defined driveways and parking areas.
- School parking areas are available for public use for legitimate activities other than school sponsored functions only when school classes are not in session.
- Overnight parking is prohibited.
- Motor vehicles, not licensed for highway use, are prohibited from school property.
- Non-motorized vehicles such as bicycles, roller skates/blades, are not to be operated on or within parking areas or driveways during regular business hours.
- Speed on school property is limited to 10 mph at all times.
- Vehicles in violation of this policy will be given twenty-four (24) hours to remove the vehicle before removal from school property at the owner's expense.
- All rules governing the operation of a motor vehicle on the road apply to school property.

*Vehicle and Traffic Law Section 1670*



**Subject: PUBLIC ACCESS TO RECORDS**

**Policy: 3310**

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- Access to records of the District shall be consistent with the rules and regulations established by the State Committee on Open Government and shall comply with all the requirements of the New York State Public Officers Law Section 84 et seq.
- The Superintendent will set up regulations and procedures pertaining to accessing District records.

*Education Law Section 2116  
Public Officers Law Section 84 et seq.*

**Subject: CONFIDENTIALITY OF COMPUTERIZED INFORMATION****Policy: 3320**

Adopted: 2002

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- The development of centralized computer banks of educational data gives rise to the question of the maintenance of confidentiality of such data while still conforming to the New York State Freedom of Information Law. The safeguarding of confidential data from inappropriate use is essential to the success of the District's operation. Access to confidential computerized data shall be limited only to authorized personnel of the School District.
- It shall be a violation of the District's policy to release confidential computerized data to any unauthorized person or agency. Any employee who releases or otherwise makes improper use of such computerized data shall be subject to disciplinary action.
- However, if the computerized information sought is available under the Freedom of Information Law and can be retrieved by means of existing computer programs, the District is required to disclose such information.

*Public Officers Law Sections 84 et seq.*



### Subject: **CODE OF CONDUCT ON SCHOOL PROPERTY**

**Policy: 3410**

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- The Board of Education shall adopt and amend, as appropriate, a Code of Conduct for the Maintenance of Order on School Property, including school functions, which shall govern the conduct of students, teachers and other school personnel, as well as visitors. The Board shall further provide for the enforcement of such Code of Conduct.
  
- For purposes of this policy, and the implemented Code of Conduct, school property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the District's elementary or secondary schools, or in or on a school bus; and a school function shall mean a school-sponsored extracurricular event or activity.
  
- The District Code of Conduct shall be developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other personnel.
  
- The Code of Conduct must include, at a minimum, the following:
  - Provisions regarding appropriate and acceptable conduct, dress and language on school property and at school functions; and provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property and at school functions; the appropriate range of disciplinary measures which may be imposed for violation of such Code; and the roles of teachers, administrators, other school personnel, the Board of Education and parents/persons in parental relation to the student;
  - Standards and procedures to assure security and safety of students and school personnel;
  - Provisions for the removal from the classroom and from school property, including a school function, of students and other persons who violate the Code;
  - Disciplinary measures to be taken for incidents involving the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights and threats of violence;
  - Provisions for detention, suspension and removal from the classroom of students, including provisions for continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from school;
  - Procedures by which violations are reported and determined, and the disciplinary measures imposed and carried out;
  - Provisions ensuring the Code of Conduct and its enforcement are in compliance with federal and state laws relating to students with disabilities;

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**Subject: CODE OF CONDUCT ON SCHOOL PROPERTY****Policy: 3410**

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- Provisions setting forth the procedures by which local law enforcement agencies shall be notified of Code violations which constitute a crime;
- Provisions setting forth the circumstances under and procedures by which parents/persons in parental relation to the student shall be notified of Code violations;
- Provisions setting forth the circumstances under and procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision ("PINS") petition will be filed;
- Circumstances under and procedures by which referral to appropriate human service agencies shall be made;
- A minimum suspension period for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority in the classroom (as defined in Commissioner's Regulations). However, the suspending authority may reduce the suspension period on a case by case basis consistent with federal and state law.
- A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law. However, the suspending authority may reduce the suspension period on a case by case basis consistent with federal and state law.

- The Code of Conduct will be adopted by the Board of Education only after at least one public hearing that provides for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties. Copies of the Code of Conduct shall be disseminated pursuant to law and Commissioner's Regulations.

- The District's Code of Conduct shall be reviewed on an annual basis, and updated if necessary in accordance with law. The School Board shall re-approve any updated Code of Conduct only after at least one public hearing that provides for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties.

- The District shall file a copy of its Code of Conduct with the Commissioner of Education; and all amendments to the Code of Conduct shall be filed with the Commissioner no later than thirty (30) days after their adoption.

*Education Law Sections 2801 and 3214  
8 New York Code of Rules and Regulations  
(NYCRR) Section 100.2(l)(2)*

NOTE: Refer also to Policy #7310 -- School Conduct and Discipline.

**Subject: UNLAWFUL POSSESSION OF A WEAPON  
UPON SCHOOL GROUNDS****Policy: 3411**

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- It shall be unlawful for any person to knowingly possess any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or CO2 cartridge upon school grounds or in any District building without the express written authorization of the Superintendent or his/her designee.
- The term "weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or bodily injury.
- Additionally, the possession of any weapon, as defined in the New York State Penal Code, on school property or in school buildings is prohibited, except by law enforcement personnel or upon written authorization of the Superintendent/designee.
- Unlawful possession of a weapon upon school grounds may be a violation of the New York State Penal Law, and is a violation of School District policy and the Student Discipline Code of Conduct.

*Penal Law Sections 220.00(14), 265.01, 265.02(4),  
265.03, 265.05, and 265.06*

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



### Subject: **THREATS OF VIOLENCE IN SCHOOL**

**Policy: 3412**

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- The School District is committed to the prevention of violence against any individual or property in the schools or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day.
- Any acts and/or threats of violence, including bomb threats, whether made orally, in writing, or by e-mail, shall be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as the Code of Conduct for the Maintenance of Order on School Property and collective bargaining agreements, as may be necessary.
- While acknowledging an individual's constitutional rights, including applicable due process rights, the District refuses to condone acts and/or threats of violence which threaten the safety and well being of staff, students and the school environment. Employees and students shall refrain from engaging threats or physical actions which create a safety hazard for others.
- All staff who is made aware of physical acts and/or threats of violence directed to students or staff is to report such incidents to the building principal/designee, who shall report such occurrences to the Superintendent. Additionally, the building principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and/or Director of Special Education if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent/designee.
- Students are to report all acts and/or threats of violence, including threats of suicide, of which they are aware, by reporting such incidents to an administrator, a faculty member, or the building principal.
- The District reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.
- This policy will be enforced in accordance with applicable laws and regulations, as well as collective bargaining agreements and the Code of Conduct as may be necessary. Additionally, this policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request.
- Regulations will be developed to address safety concerns in the schools, and appropriate sanctions for violations of this policy by students will be addressed in the Code of Conduct.

**Subject: ANTI-HARASSMENT IN THE SCHOOL DISTRICT****Policy: 3420**

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- The Board of Education affirms its commitment to nondiscrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation.

Harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, age, marital or veteran status, or disability by employees, school volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District. The Board also prohibits harassment based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes. This policy of nondiscrimination and anti-harassment will be enforced on School District premises and in school buildings; and at all school-sponsored events, programs and activities, including those that take place at locations off school premises.

- It is intended that this policy apply to the dealings between or among employees with employees; employees with students; students with students; employees/students with vendors/contractors and others who do business with the School District, as well as school volunteers, visitors, guests and other third parties. All of these persons are hereinafter referred to collectively as "the named group."

- For purposes of this policy, harassment shall mean communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, age, marital or veteran status, or disability that:

- Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or is used as a basis for employment decisions (including terms and conditions of employment) affecting such individual; and/or creates an intimidating, hostile or offensive work environment;
- Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit;
- Otherwise adversely affects the employment and/or educational opportunities and benefits provided by the District.

- The School District will act to promptly investigate all complaints, either verbal or written, formal or informal, of allegations of harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassment as per Standard Operating Procedure 3420.

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**Subject: ANTI-HARASSMENT IN THE SCHOOL DISTRICT****Policy: 3420**

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- This policy should not be read to abrogate other District policies and/or regulations prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within this District. It is the intent of the District that all such policies and/or regulations be read consistently to provide the highest level of protection from unlawful discrimination in the provision of employment/educational services and opportunities. However, different treatment of any member of the above named group which has a legitimate, legal and nondiscriminatory reason shall not be considered a violation of District policy.

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

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

*Section 504 of the Rehabilitation Act of 1973,  
29 United States Code (U.S.C.) Section 794 et seq.  
Prohibits discrimination on the basis of disability.*

*The Americans With Disabilities Act,  
42 United States Code (U.S.C.) Section 12101 et seq.  
Prohibits discrimination on the basis of disability.*

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

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

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

*Military Law Sections 242 and 243*

NOTE: Refer also to Policies #6121 -- Sexual Harassment of District Personnel, #6122 -- Complaints and Grievances by Employees, #7550 -- Complaints and Grievances by Students, and #7551 -- Sexual Harassment of Students.



**Subject: EMERGENCY CLOSINGS**

**Policy: 3510**

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- In the event it is necessary to close school for the day due to inclement weather or other emergency reasons, announcement thereof shall be made over local radio stations designated by the Board of Education.
- When school is closed, all related activities, including athletic events and student activities, will ordinarily be suspended for that day and evening at the discretion of the Superintendent or designee.
- The attendance of personnel shall be governed by their respective contracts.