I. Policy

As required by State law, the Board of Education has adopted a District-Wide School Safety Plan and Building Level School Safety Plan regarding crisis intervention and emergency response and management for each building and such plans shall be reviewed and updated annually by July 1st of each succeeding year by the District-Wide Safety Committee.

II. Responsibility for Plan Development/Implementation

A. The District-Wide School Safety Plan is reviewed and updated by a District-Wide School Safety Team (appointed by the Board of Education), and shall contain all the elements required by Commissioner’s Regulation 155.17(e)(1). The Building Level Plan is reviewed and updated by a Building Level School Safety Team (appointed by the Principal), and shall contain all the elements required by Commissioner’s Regulation 155.17(e)(2).

B. A copy of the District-Wide Plan and any amendments to the Plan shall be filed with the Commissioner of Education no later than thirty (30) days after adoption. A copy of each Building-Level Plan and any amendment shall be filed with appropriate local law enforcement officials and with the State Police within thirty (30) days after adoption.

IV. Implementation

A. The Superintendent shall notify the Commissioner as soon as possible whenever the emergency plan or building level safety plan is activated and results in the closing of a school building in the district.

B. The Superintendent shall provide written information, by October 1st of each school year, to all students and staff about emergency procedures.

C. The District shall, at least once every school year, conduct one test of its emergency plan or its emergency response procedures under each of its building-level school safety plans.
SCHOOL CLOSINGS

I. Schools may be closed due to emergencies or special events.

II. Closing Procedures

A. The Superintendent of schools shall have the responsibility to close school or in his/her absence, the Assistant Superintendent shall assume this responsibility.

B. Announcements of school closing will be given to the appropriate radio and television stations.

C. All school activities occurring on or off of New Hartford Central School District property and related functions scheduled for that day and evening will be automatically suspended in the event of a cancellation. A decision will be made at noon by the Superintendent as to the advisability of holding any non-mandatory practices and adult education programs on that afternoon or evening (after school dismissal time).

III. Closing Early Due to Emergency Conditions

A. The preceding steps (Section II.) will be followed.

B. The decision to close before normal dismissal will be made at the earliest possible time in order to provide for maximum notification to parents.

C. Building Principals will be notified so that announcements can be made. The Director of Athletics will be notified so that coaches can be informed.

New Hartford Central School District
Adopted: 04/26/94
Revised: 07/01/04, 01/05/10, ___
SUPPORT OPERATIONS

SHORT-TERM WORKER ASBESTOS NOTIFICATION

I. The Asbestos Hazard Emergency Response Act (AHERA) requires schools to inform all non-school employees who perform short-term work in a school building, such as electricians, plumbers, and telephone repair workers, of the locations of any known or assumed asbestos-contained building materials (ACBM) in the school building.

II. It is the policy of the District that an individual be designated in each building to meet with short-term workers upon their arrival to inform them of the location of any known or assumed asbestos-containing building materials (ACBM).

III. A. It shall be the responsibility of the District's asbestos designee to ensure that each building has a designated person to meet with short-term workers prior to or upon their arrival.

B. Information provided to short-term workers should include a floor plan of the building, with the location of any known or assumed ACBM highlighted, and clear instruction about where work should and should not be performed.

C. The designated individual shall document that this process has taken place and the date.

D. Copies of any documentation shall be retained in the District's asbestos management plan.
SUPPORT OPERATIONS

ASBESTOS HAZARD EMERGENCY RESPONSE ACT
SHORT-TERM NOTIFICATION FORM

New Hartford Central School District: ____________________________

School Building Name: _______________________________________

Building Address: ___________________________________________

Building Telephone Number: _________________________________

LEA-Asbestos Designee Name: _________________________________

Short-Term Worker's Name and Job Title: _________________________

Short-Term Worker's Company Name and Address: ________________

Short-Term Worker's Company Telephone Number: ________________

As required by the Asbestos Hazard Emergency Response Act (AHERA) Section 763.84(d),
_________________________________________ has been notified by
(name of short-term worker)
_________________________________________ of the location of all known or assumed
(name of school employee)
asbestos-containing building material in the above-noted school building.

_________________________________________ Today's Date: ____________
Signature of the LEA-Asbestos Designee

_________________________________________ Today's Date: ____________
Signature of the Short-Term Worker

Approved by the Superintendent: ____________________________
New Hartford Central School District
SUPERINTENDENT'S REGULATION
Draft 12/19/2014

SUPPORT OPERATIONS

ACKNOWLEDGMENT OF RECEIPT OF ASBESTOS NOTIFICATION INFORMATION

I (we) certify that I (we) have received notification regarding the existence and availability of the Asbestos Management Plan for the New Hartford Central School District. I (we) understand that the Asbestos Management Plan is available for review during regular hours at the Myles, Hughes, Perry Jr. High and Oxford Road Senior High Schools Main Office.

__________________________  ____________________________
Signature                    Date

__________________________  ____________________________
Signature                    Date

__________________________  ____________________________
Signature                    Date

__________________________  ____________________________
Signature                    Date

__________________________  ____________________________
Signature                    Date

Approved by the Superintendent:  ______
I. Policy

A. The District, in accordance with Section 409-k of the NYS Education Law, prohibits the use of pesticides on playgrounds (including playground equipment), turf, athletic or playing fields, except as described in Part II of this policy.

B. The Plant Engineer is the integrated pest management coordinator. This individual also will verify to the Superintendent that the provisions of this policy have been implemented.

A. It is the policy of the District to incorporate generally accepted Integrated Pest Management (IPM) procedures, which include all exempt materials, as defined by Section 409-H of the Education Law ("Neighbor Notification") for control of structural and landscape pests whenever possible.

B. The District, in accordance with Section 409-h of the NYS Education Law, hereby establishes pesticide notification procedures in order to provide information to staff and persons in parental relation regarding pesticide applications at school facilities.

C. The application of pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act, School District policies and procedures, Environmental Protection Agency regulations, and state and local regulations.

II. Exceptions

A. This prohibition of the use of pesticides does not apply to indoor use of pesticides or pesticide application to buildings and structures (e.g. school buildings, garages).

B. Pesticides may be applied when the Board of Education has determined that emergency conditions justify use.

C. The following types of pesticides and alternatives are allowable on playing fields and playgrounds:

1. Antimicrobial pesticides and products as defined in the Federal Insecticide, Fungicide, and Rodenticide Act;

2. Aerosol products with a directed spray in containers of eighteen (18) fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects, including venous spiders, bees, wasps and hornets;

3. Non-volatile insect or rodent bait in tamper resistant containers;
POLICY

SUPPORT OPERATIONS 5004

NOTIFICATION OF PESTICIDE APPLICATION

4. Boric acid and disodium octaborate tetrahydrate;

5. Pesticides classified as exempt material by the U. S. Environmental Protection Agency (EPA) under 40 CFR part 152.25;

6. Horticultural oils and soaps that do not contain synthetic pesticides or synergists.

III. Procedure

Whenever possible, the application of non-exempt pesticides will be conducted when the building will be unoccupied for a continuous 72-hour period.

A. If it is not possible to have the building remain unoccupied for a continuous 72-hour period then a secondary option may involve an application when the building will be unoccupied for a 48-72 hour period.

B. If it is determined that extreme emergency conditions of pest infestation pose an immediate threat to the health and safety of students and staff an application may be authorized to be conducted when the building is unoccupied for less than 48-hours. The Superintendent will review an emergency condition recommendation, from the Supervisor of Buildings and Grounds, for authorization.

VI. Notification

The District assumes the responsibility to notify staff and students of upcoming pesticide applications.

A. Initial Annual Notice - At the commencement of each school year and summer school session, the District will provide the following information to all staff and persons in parental relation:

1. a statement that pesticide products may be used periodically throughout the school year or summer school session;

2. a statement that the District is required to maintain a list of staff and persons in parental relation who wish to receive forty-eight hour prior written notification of pesticide applications at relevant facilities, and instructions on how to register with the District to be on such a list for notification; and

3. the name of the District representative and contact phone number to obtain further information.
NOTIFICATION OF PESTICIDE APPLICATION

If a student enrolls after the beginning of the school year or summer school session, such written notification must be provided within one week of the student’s enrollment.

B. Pesticide Application Summary Reports - The District will provide a written summary of pesticide applications to all staff and persons in parental relation within two (2) days of the end of winter and spring recess or summer school session, and within ten (10) days of the end of the school year of any pesticide applications that occurred during the time period since the previous notice was given.

Written summary reports provide information for the period covered since the previous written summary report. Whenever possible summary reports will be part of existing communication with staff and parents. Additionally, notices will be placed in public places where staff and student notices are normally posted.

Written summary reports will contain the following information:

1. the date and location of pesticide applications at the relevant facility,

2. the product name(s) and the EPA product registration number,

3. a reminder that the District is required to maintain a list of staff and persons in parental relation who wish to receive forty-eight hour prior written notification of pesticide applications and instructions on how to register with the District to be on such a list for prior notification,

4. how to obtain further information about the products being applied, including any warnings that appear on the label of the pesticides that are pertinent to the protection of humans, animals or the environment, and

5. the name of the District’s representative and the contact phone number to obtain further information about the application.

C. 48-Hour Application Notice - The District will issue 48-hour advance notification prior to each non-exempt pesticide application, unless the building will be unoccupied for a continuous 72-hour period, as per Section 409-h of the Education Law, during the course of the school year or summer session. However, this advance notification will be issued only to staff and persons in parental relation who have requested it and who are maintained on the list relevant to the facility. Not less than forty-eight hours prior to the application of a pesticide at a facility, the District will provide to those on the list relevant to such facility, written notification which shall include, at a minimum the following information:
NOTIFICATION OF PESTICIDE APPLICATION

1. the specific date and location of the application at the relevant facility (outdoor applications may include two alternative dates in case the application cannot be made due to weather conditions);

2. the product name and EPA pesticide registration number;

3. the name and phone number of the District representative to contact for additional information;

4. This written notification must also include the following statement:

“This notice is to inform you of a pending pesticide application to a school facility. You may wish to discuss with the designated District representative what precautions are being taken to protect your child from exposure to these pesticides. For this information contact the Plant Engineer. Further information about the product(s) being applied, including any warnings that appear on the label of the pesticide(s) that are pertinent to the protection of humans, animals, or the environment, can be obtained by calling the National Pesticide Telecommunications Network Information Line at 1-800-858-7378 or npic@ace.orst.edu or the New York State Department of Health Center for Environmental Health Information Line at 1-800-458-1158.

D. Emergency Pesticide Application

   Upon the Board of Education approving emergency pesticide application, the person making the application will notify the commissioner of the department of health using the form developed by the commissioner for that purpose.

V. Pesticide Representative

A. Persons applying pesticides must be certified, licensed, trained and knowledgeable in the principals and practices of Integrated Pest Management (IPM). Applications must follow state regulations.

B. The use of pesticides must be approved by the IPM Coordinator and Superintendent of Schools.

New Hartford Central School District
Legal Ref: Section 409-h, NYS Education Law
Adopted: 07/01/04
Revised: 01/05/10,
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

I. The District recognizes its obligation to comply with applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its corresponding regulations.

II. By way of a formal board resolution adopted on November 18, 2003, the Board of Education designated itself a “hybrid entity” for the purposes of HIPAA compliance. The specific operations that are deemed to be subject to HIPAA’s privacy rules are:

   A. The self-funded health or dental plan.


III. For the purposes of this policy and HIPAA compliance, the term “protected health information” (PHI) does not include either employment records that the District maintains in its capacity as an employer, or education and certain other records subject to, or defined in, the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g.

IV. The Assistant Superintendent for Business is identified as the HIPAA Compliance Officer to ensure full HIPAA compliance. The HIPAA Compliance Officer will implement safeguards to protect the privacy of PHI and will address complaints of HIPAA violations.
AUTOMATED EXTERNAL DEFIBRILLATION (AED) POLICY

I. Introduction

A. In order to enhance the safety of staff, students and visitors at our facilities, the District adopts this policy governing the placement and use of Automated External Defibrillators (AEDs) on District property and at certain District functions.

B. This policy and its accompanying regulations are designed to assure that the District personnel who operate Automated external defibrillators ("AED") are properly trained, that all AED equipment is maintained in good operating condition, and that all New York Laws, rules and regulations are strictly adhered to by the District.

C. This policy and its accompanying regulations are deemed to be incorporated into each collaborative agreement to which the District becomes or is a party.

II. A. Training

1. Only those District employees who are trained to use AED’s in accordance with the laws of the State of New York shall be authorized to use the District AEDs. All authorized personnel shall be familiar with and trained to use the specific model of AED Units owned by the District.

2. All authorized personnel must successfully complete a training course in the operation of AED designed by a nationally recognized organization approved by the New York State Department of Health for the purpose of training people in the use of AEDs.

3. The District shall select an approved training course for designated AED users.

B. Location of AED Unit(s)

1. The New York State Education Law and Commissioner’s Regulations require that each school district or board of cooperative educational services, shall provide and maintain on-site in each instructional school facility functional cardiac automated external defibrillator equipment for use during emergencies. Each such facility shall have sufficient automated external defibrillator equipment available to ensure ready and appropriate access for use during emergencies.
AUTOMATED EXTERNAL DEFIBRILLATION (AED) POLICY

2. In determining the quantity and placement of automated external defibrillators, consideration shall be given to:

   1. the number of students, staff and other individuals that are customarily or reasonably anticipated to be within such facility; and

   2. the physical layout of the facility, including but not limited to:
      i. locations of stairways and elevators;
      ii. number of floors in the facility;
      iii. location of classrooms and other areas of the facility where large congregations of individuals may occur; and
      iv. any other unique design features of the facility.

3. The District has thirteen (13) AED Units, which are to be available at the following locations:

   1. Sr. High
   2. Jr. High
   3. Bradley Elementary
   4. Hughes Elementary
   5. Myles Elementary
   6. The District also has eight (8) AED units for use by its athletic teams for practice and home contests.

4. If the District elects to change the location or number of AEDs, this Policy shall be amended to reflect such changes.

III. AED Requirements

A. The New York State Education Law requires public school officials and administrators responsible for public school facilities to ensure the presence of at least one staff person who is trained pursuant to Public Health Law Section 3000-b(3) (a), in the operation and use of an AED:

   • Whenever an instructional school facility is used for a school-sponsored or school-approved curricular or extracurricular event or activity, or

   • Whenever a school-sponsored athletic contest or school-sponsored competitive athletic event is held at any location.
POLICY

SUPPORT OPERATIONS

AUTOMATED EXTERNAL DEFIBRILLATION (AED) POLICY

B. Where a school-sponsored athletic contest or competitive athletic event is held at a site other than a public school facility, the public school officials must assure that AED equipment is provided on-site.

C. Each automated external defibrillator device shall be approved by the Food and Drug Administration for adult use and/or for pediatric use, as appropriate for the population reasonably anticipated to be served by such device, and shall be used according to the manufacturer’s instructions with due attention provided to operating procedures, maintenance and expiration date.

IV. Emergency Health Care Provider

A. As an AED provider, the District must identify a physician or hospital knowledgeable and experienced in emergency cardiac care to serve as an emergency health care provider (EHCP) and participate in a collaborative agreement. In many instances, the District’s school physician may serve as the emergency health care provider.

B. The District has entered into a collaborative agreement with the following Medical Director:

Name: Dr. Christopher Alinea Phone Number: 315-798-1418

C. If the identity of the Medical Director changes, the District shall enter into a collaborative agreement with the new Medical Director, and shall submit the new collaborative agreement to the Mid-State Regional EMS Council.

V. Liability

Pursuant to Section 917 of the Education Law and Sections 3000-a and 3000-b of the Public Health Law, any public access defibrillation provider, or any employee or other agent of the provider who, in accordance with the law, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED to a person who is unconscious, ill or injured shall be liable only pursuant to Section 3000-a of the Public Health Law.

VI. Written Notices

A. The School District will provide written notice to 911 and/or community equivalent ambulance dispatch entities of the availability of AED services at the District.
AUTOMATED EXTERNAL DEFIBRILLATION (AED) POLICY

B. The School District will file a copy of the “Notice of Intent to Provide PAD” (DOH 4135, Regulation # 5100.3 with the Mid-State Regional Emergency Medial Services Council (REMSCO), along with a copy of the collaborative agreement with the EHCP.

VII. Quality Improvement Program

A. As required by the New York State Health Department, the School District will participate in a regionally approval quality improvement program, the details of which can be obtained from the following location:

Mid-State Regional Emergency Medical Services Council
2521 Sunset Avenue
Utica, New York 13502
(315) 738-8351 phone
(315) 738-8981 fax
(888) 225-6642 toll free
AUTOMATED EXTERNAL DEFIBRILLATION (AED)

I. Training

A. All authorized personnel must maintain on file with the District a written certification card or other written evidence satisfactory to the District, establishing such authorized person’s successful completion of an approved AED training course.

B. All such certifications must be current and still effective under the standards of the organization that has approved the course to which such certification relates, and only authorized personnel with certifications effective at the time of use of any AED may use the District’s AED.

C. The District will provide ongoing training in the use of AED’s for its authorized personnel to the extent recommended by the organization that has approved the training courses attended by District authorized personnel.

II. Maintenance and Inspection of AED Unit(s)

A. All AED Units shall be kept protected in their cases, as supplied by the manufacturer, and shall be kept in a clean, warm, and dry location at all times when not in use.

B. 1. Daily Inspections: Facilities Director shall conduct, or direct a subordinate employee to conduct, a visual inspection of each AED to determine whether any of the self-diagnostic tests and the special service indicator lights (if equipped) indicate that attention is required.

2. Monthly Inspections: At any building at which a AED unit is located shall, on the first business day of each month, inspect the AED unit stationed at such building, and shall note on a monthly safety inspection report to be submitted to Facilities Director the status of the AED location at such facility.

3. Bi-Annual Inspections: Facilities Director, and/or the District maintenance supervisor shall inspect each AED unit as part of the cost of the bi-annual safety inspections conducted by them in the ordinary course of District procedures.

C. Each inspection shall include observation of all self-diagnostic indicators on the equipment, as well as verification that each unit is complete, clean and in good operating condition.

D. If a problem is detected in any such inspection, or if some attention otherwise seems warranted, then the AED unit should be serviced or attended to immediately. The person inspecting the unit and detecting problems or any other need for attention shall
AUTOMATED EXTERNAL DEFIBRILLATION (AED)

promptly notify the Facilities Director at 315-624-1233 to report the results of the inspection, immediately upon completion of the inspection. The School Business Executive will immediately arrange for repair of the unit.

E. In the event that such service or attention so warrants, arrangements must be made immediately to have a replacement AED unit provided until the AED unit is serviced or repaired and is again fully functional.

IV. In the Event of Emergency

A. IN THE EVENT OF ANY EMERGENCY, IMMEDIATELY CALL 911.

If more than one district employee is present in the course of an emergency situation, then one employee shall contact 911 while the trained employee assists or stays with the victim.

B. An internal communication/notification system should be established to assure early notification of a cardiac arrest (victim’s collapse).

V. After the Arrival of Medical Assistance

A. After emergency medical service assistance has reached the location of the emergency, the District employee or employees who have been attending to the emergency situation shall remain at the scene to assist the emergency medical service personnel.

B. If the accident or emergency victim must be transported from the facility with the AED unit the District’s employee must determine to which hospital the victim will be taken. Inquiry should be made of the ambulance or other emergency vehicle operator. If that information is not available, then such employee shall contact the Emergency Medical Services provider’s offices to determine where that emergency vehicle or ambulance took that victim. The District’s employees shall not follow the ambulance.

C. The District and the emergency health care provider (EHCP) with which the District has entered into a collaborative agreement related to this Program must file reports with respect to each incident involving use of an AED. Therefore, it is imperative that the information be retrieved after any AED unit’s use.

D. In any situation in which any District AED remains at the scene after it is used, personnel should immediately secure it. When a unit is removed from the premises, the employee involved in the incident and assisting EMS and the victim should provide all relevant information to the District Administrative Offices, so that the administrative office personnel may retrieve the AED unit.
AUTOMATED EXTERNAL DEFIBRILLATION (AED)

E. All incidents involving the use of AED shall be reviewed by the EHCP.

III. Documentation Requirements

A. In the event that any AED is used, the following steps are required:

1. The authorized personnel using same should complete an incident report;

2. The District's Medical Director must be notified promptly, and provided with all relevant data;

3. The employee must prepare a report to submit the data to the Mid-State Regional Emergency Medical Services Council, 1750 Genesee Street, Utica, New York 13502, (315) 738-8351.
New Hartford Central School District
SUPERINTENDENT’S REGULATION
NEW 12/19/2014

SUPPORT OPERATIONS

AUTOMATED EXTERNAL DEFIBRILLATION COLLABORATIVE AGREEMENT (AED)

Collaborative Agreement pursuant to Public Health Law §3000-b
Between the New Hartford Central School District and ____________ , MD

Dear Dr. ____________:

When signed by you and the Superintendent of Schools below, this letter will constitute our agreement with respect to the matters set forth below. We agree as follows:

As you know, our school district, in connection with its proposed Public Access Defibrillation (“PAD”) Program, is required by law to have a “collaborative agreement” with an “emergency health care provider” (which we will refer to as “Medical Director”), as those terms are used in Section 3000-b of the Public Health Law and Section 917 of the New York State Education Law.

The New Hartford Central School District believes that its proposed PAD Program is an extremely important service to provide to its staff, students, and visitors and is pleased that you have expressed an interest in serving as the Medical Director for the PAD Program.

Annexed hereto, and incorporated into this agreement by this reference, are the written practice protocols, policies, and procedures that will govern the New Hartford Central School District’s proposed PAD Program.

You have represented to the District that you have knowledge and experience in the delivery of emergency cardiac care, and that you will participate in the regional quality improvement program pursuant to Subdivision 1 of Section 3004-a of the Public Health Law, and will otherwise satisfy your obligations as the Medical Director under relevant provisions of the Public Health Law.

The New Hartford Central School District hereby retains you, and you agree to be retained by the District, as the Medical Director for the PAD Program. Either party may terminate this agreement at any time, upon thirty (30) days’ prior written notice; provided however, that the District may terminate the Agreement immediately in the event that you cease to qualify for any reason as the Medical Director under applicable laws, rules and regulations.

Kindly acknowledge your understanding of and agreement to the foregoing by signing the space provided below.

We greatly appreciate your assistance.

Sincerely,

Superintendent

Acknowledged and agreed to by:

______________________________, MD
License #

Approved by the Superintendent: _____

Page 1 of 1
Notice of Intent to Provide Public Access Defibrillation

Entity Providing PAD

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>( ) Telephone Number</th>
</tr>
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<tbody>
<tr>
<td>Name of Primary Contact Person</td>
<td>E-Mail Address</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>( ) Fax Number</td>
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Type of Entity (please check the appropriate boxes)

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<thead>
<tr>
<th>Business</th>
<th>Fire Department/District</th>
<th>Private School</th>
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<tbody>
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<td>Police Department</td>
<td>College/University</td>
</tr>
<tr>
<td>Health Club/Gym</td>
<td>Local Municipal Government</td>
<td>Physician's Office</td>
</tr>
<tr>
<td>Recreational Facility</td>
<td>County Government</td>
<td>Dental Office or Clinic</td>
</tr>
<tr>
<td>Industrial Setting</td>
<td>State Government</td>
<td>Adult Care Facility</td>
</tr>
<tr>
<td>Retail Setting</td>
<td>Public Utilities</td>
<td>Mental Health Office or Clinic</td>
</tr>
<tr>
<td>Transportation Hub</td>
<td>Public School K-6</td>
<td>Other Medical Facility (specify)</td>
</tr>
<tr>
<td>Restaurant</td>
<td>Public School 6-12</td>
<td>Other (specify)</td>
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</tbody>
</table>

PAD Training Program (Indicate the training program chosen. Only the approved programs may be used. Please see Policy Statement 08-03 [http://www.health.state.ny.us/nysdoh/ema/policy08-03.html])

Automated External Defibrillator

<table>
<thead>
<tr>
<th>Manufacturer of AED Unit</th>
<th>Model of AED Pediatric Capable</th>
<th>Is the AED Pediatric Capable?</th>
<th>Yes</th>
<th>No</th>
<th>Number of Trained PAD Providers</th>
<th>Number of AEDs</th>
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Emergency Health Care Provider

<table>
<thead>
<tr>
<th>Name of Emergency Health Care Provider (Hospital or Physician)</th>
<th>Telephone Number</th>
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<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
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Name of Ambulance Service and 911 Dispatch Center

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<th>Name of Ambulance Service and Contact Person</th>
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<tr>
<td>Name of 911 Dispatch Center and Contact Person</td>
<td>County</td>
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Authorization Names and Signatures

<table>
<thead>
<tr>
<th>CEO or Designee (Please print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician or Hospital Representative (Please print)</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

DCH-4155(4/20) Complete this form and send it with your completed Collaborative Agreement to the REMSCO for your area

Approved by the Superintendent: _____
SUPPORT OPERATIONS

HEALTH SUPPLIES

I. Purchasing of Health Supplies

I. Purchase and budget requests are channeled by the individual nurse through the Head Nurse. The purchase and the budget are completed in accordance with the policies in the Board of Education Policy Handbook.

II. Health supplies, when received, are checked out and distributed to the individual nurses. Several items, such as the otoscope, sphygmomanometer and color vision test, which are jointly used by all, are sent around to each nurse as needed.

New Hartford Central School District
Adopted: 3/78
Revised: 01/05/94, 05/21/96, 04/07/98, 09/01/98, 11/21/00, 07/15/03, 11/02/04, 01/05/10,
SCHOOL WELLNESS POLICY

I. Policy

The District promotes wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

II. Goals for Nutrition Education, Physical Activity and other School Based Activities

A. Nutrition Education

1. Students in kindergarten through 12 receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.

2. Nutrition education is offered in the cafeteria as well as in the classroom. Nutrition information is to be posted in the cafeteria and on the school menu.

3. Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community and media.

4. District health education curriculum standards and guidelines include both nutrition and physical education.

5. Nutrition is integrated into the health education or core curricula.

6. The District links nutrition activities with the coordinated school health program.

7. Staff who provide nutrition education have proper training.

8. The Schools conduct nutrition education activities and promotions that involve parents, students and the community.

B. Physical Activity

1. Students are given opportunities for physical activity during the school day through physical education classes, recess periods for elementary students and the integration of physical activity into the academic curriculum.
POLICY
SUPPORT OPERATIONS

SCHOOL WELLNESS POLICY

2. Students are given opportunities for physical activity through a range of before and/or after school programs including, but not limited to, intramurals, interscholastic athletics and physical activity clubs.

3. The District encourages parents and guardians to support their children’s participation in physical activity, to be physically active role models, and to include physical activity in family events.

4. The District provides training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.

C. Other School-Based Activities

1. Dining Environment
   a. Provides clean, safe and enjoyable meal environment for students.
   b. Provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
   c. Drinking fountains are available in schools, so that students can get water at meals and throughout the day.
   d. Encourage all students to participate in the school meal program and protect the identity of students who eat free and reduced price meals.

2. Time to Eat
   a. Provide adequate time for students to enjoy eating healthy foods with friends in school.
   b. A snack time will be included in schools in grades K-6.
   c. Schedule lunch time as near the middle of the school day as possible.

3. Consistent School Activities and Environment
   a. Provide opportunities for on-going professional training and development for foodservice staff and teachers in the areas of nutrition and physical education.
   b. Make efforts to keep school or district-owned physical activity facilities open for use by students outside school hours.
   c. Encourage parents, teachers, school administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
POLICY
SCHOOL WELLNESS POLICY

D. Nutritional Guidelines

Nutritional guidelines shall conform to the Healthy, Hunger-Free Kids Act of 2010.

1. Nutritional guidelines shall be established for all foods and beverages available on school campus during the school day, focusing on maximizing nutritional value by decreasing fat and added sugars, increasing nutrition density and moderation of portion size of each individual food or beverage sold within the school environment including:

a. School meals.
b. Foods and beverages in a la carte sales in the food service program on school grounds.
c. Foods and beverages sold in vending machines.

2. Restriction of Sweets in Schools

a. The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period.
b. Sweetened foods consist of sweetened soda, water, chewing gum, candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated pеперам, and water ices except those which contain fruit or fruit juices.

III. Guidelines for Reimbursable School Meals

The District must ensure that reimbursable school meals meet the program requirements and nutrition standards set forth under 7 CFR Part 210 and Part 220.

IV. Implementation and Evaluation of Policy

Evaluation and feedback are very important in maintaining this policy. The Assistant Superintendent for Curriculum and Instruction is charged with operational responsibility to:

A. Develop annual goals and report on progress biannually.
B. Reinforce the policy goals with school staff if necessary.
C. Review and update nutrition standards.
D. Assess student, parent, teacher, and administration satisfaction with the new policies.
E. Seek resources including grant opportunities to promote wellness activities.
SCHOOL WELLNESS POLICY

V. Community Involvement in Policy Development and Review

Parents, students, representatives of the school food service program, board members, administrators and the public will be involved in the development and review of the District’s School Wellness policy.

New Hartford Central School District
Legal Ref: Education Law Sections 915, 1709 and (23); National School Lunch Act of 1946 as amended (42 USC 1751-1760); Child Nutrition Act 1966; Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 (PL 108-265)
Adopted: 07/11/06
Revised: 01/05/10,
FREE AND REDUCED MEALS POLICY

I. The New Hartford Central School District will administer the free and reduced meals program, in accordance with the regulations prescribed by New York State and the federal government. The administration will develop specific procedures and guidelines in accordance with these regulations.

II. The administration will communicate information on the free and reduced meals program to all the parents of students in the School District.

III. The District is committed to ensuring that federal reimbursements, children’s payments and other non-designated nonprofit food service revenues do not subsidize meals for adults. The District therefore adheres strictly to a “no charge” meal purchase policy for adults. Adults must pay for school meals in advance of or at the time of their receipt of the school meal.

New Hartford Central School District
Legal Ref: National School Lunch Act of 1946, 42 USC § 1751 et seq.; NYS Education Law Section 1709(23); 8 NYCRR 114; May 2006 Memorandum from SED Coordinator Frances N. O’Donnell to Food Service Directors-Managers.
Adopted: 05/01/07
Revised: 01/05/10
Reviewed: _______
SUPPORT OPERATIONS

INFORMATION SECURITY BREACH POLICY

I. This policy is consistent with §208 of the New York State Technology Law. School districts are required to notify any New York State resident when there has been or is reasonably believed to have been a compromise of the individual’s private information, in compliance with the Information Security Breach and Notification Act and this policy.

II. A. 1. The definition of “private information” shall mean personal information in combination with any one or more of the following data elements, when either (1) the personal information or the data element is not encrypted or (2) encrypted with a corresponding encryption key that has also been acquired:

   a. Social Security Number.
   b. Driver’s license number or non-driver identification card number; or
   c. Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual’s financial account.

2. Private Information does not include publicly available information that is lawfully made available to the general public from federal, state, or local governmental records.

3. This policy also applies to information maintained on behalf of a District by a third party.

III. Notification:

A. The District shall notify an individual when it has been determined that there has been, or is reasonably believed to have been a compromise of private information through unauthorized disclosure.

B. The District will notify the affected individual. Such notice shall be directly provided to the affected persons by one of the following methods:

1. written notice;
2. electronic notice, provided that the person to whom notice is required has expressly consented to receiving said notice in electronic form; a log of each such notification shall be kept by the District;
3. telephone notification; a log of each such notification shall be kept by the District;
INFORMATION SECURITY BREACH POLICY

4. substitute notice, if the cost of providing notice would exceed two hundred fifty thousand dollars, or the affected class of persons to be notified exceeds five hundred thousand, or the District does not have sufficient contact information. Substitute notice shall consist of all of the following:
   a. e-mail notice when the District has an e-mail address for the subject persons;
   b. conspicuous posting of the notice on the District’s web site page, if the District maintains one; and
   c. notification to major statewide media.

C. The notice must include the District’s contact information, a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which elements of private information were, or are reasonably believed to have been, so acquired.

D. Notification may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The notification required shall be made after such law enforcement agency determines that such notification does not comprise such investigation.

IV. When notification is necessary, the District must also notify the following agencies as to the timing, content and distribution of the notices and approximate number of affected persons:

   A. NYS Attorney General

   B. NYS Office of Cyber Security & Critical Infrastructure Coordination

   C. Consumer Protection Board

   D. Consumer Reporting Agencies (ONLY if more than 5,000 New York State residents are notified at one time.)

New Hartford Central School District


Adopted: 01/05/10
Reviewed: ________
NEW YORK STATE SECURITY BREACH REPORTING FORM
Pursuant to the Information Security Breach and Notification Act
(General Business Law §899-aa; State Technology Law §208)

Name and address of Entity that owns or licenses the computerized data that was subject to the breach:

Street Address: ____________________________________________
City: ________________________________ State: ________ Zip Code: __________

Submitted by: __________________________ Title: __________________________ Dated: __________
Firm Name (if other than entity): __________________________________________
Telephone: __________________________ Email: __________________________
Relationship to Entity whose information was compromised: __________________________

Type of Organization (please select one): [ ] Governmental Entity in New York State; [ ] Other Governmental Entity;
[ ] Educational; [ ] Health Care; [ ] Financial Services; [ ] Other Commercial; [ ] Not-for-profit

Number of Persons Affected:
Total (Including NYS residents): __________ NYS Residents: __________
If the number of NYS residents exceeds 5,000, have the consumer reporting agencies been notified? [ ] Yes; [ ] No.

Dates: Breach Occurred: __________ Breach Discovered: __________ Consumer Notification: __________

Description of Breach (please select all that apply):
[ ] Loss or theft of device or media (e.g., computer, laptop, external hard drive, thumb drive, CD, tape);
[ ] Internal system breach; [ ] Insider wrongdoing; [ ] External system breach (e.g., hacking); [ ] Inadvertent disclosure;
[ ] Other (specify): __________________________

Information Acquired: Name or other personal identifier in combination with (please select all that apply):
[ ] Social Security Number
[ ] Driver's license number or non-driver identification card number
[ ] Financial account number or credit or debit card number, in combination with the security code, access code, password, or PIN for the account

Manner of Notification to Affected Persons - ATTACH A COPY OF THE TEMPLATE OF THE NOTICE TO
AFFECTED NYS RESIDENTS:
[ ] Written; [ ] Electronic; [ ] Telephone; [ ] Substitute notice.
List dates of any previous (within 12 months) breach notifications: __________________________

Identify Theft Protection Service Offered: [ ] Yes; [ ] No.
Duration: __________ Provider: __________________________
Brief Description of Service: __________________________
PLEASE COMPLETE AND SUBMIT THIS FORM TO EACH OF THE THREE STATE AGENCIES LISTED BELOW:

Fax or E-mail this form to:
New York State Attorney General's Office
SECURITY BREACH NOTIFICATION
Consumer Frauds & Protection Bureau
120 Broadway - 3rd Floor
New York, NY 10271
Fax: 212-416-6003
E-mail: breach.security@ag.ny.gov

New York State Office of Cyber Security
SECURITY BREACH NOTIFICATION
1220 Washington Avenue
State Office Campus
Building 7A, 4th Floor
Albany, NY 12242
Fax: 518-322-4976
E-mail: OCS.Info@dhses.ny.gov

New York State Department of State Division of Consumer Protection
Attention: Director of the Division of Consumer Protection
SECURITY BREACH NOTIFICATION
99 Washington Avenue, Suite 650
Albany, New York 12231
Fax: (518) 473-9055
E-mail: security_breach_notification@dos.ny.gov

Approved by the Superintendent:_______

Rev 11/29/2011
USE OF COPYRIGHTED MATERIALS

I. Policy

It is the policy of the District to follow the United States Copyright Law of 1976, as amended. Any use of computer or duplicating facilities by employees or students for infringing use of copyrighted materials is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties that may be provided under federal law.

II. Copyrighted Materials

Only copyrighted materials are subject to the restrictions of this policy. Uncopyrighted materials may be copied freely and without restriction. As a copyright notice is not required for copyright protection of works published on or after March 1, 1989, most works (except those authored by the US Government) should be presumed to be copyright-protected, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain. Works published prior to March 1, 1989 generally require a copyright notice in order to be protected.

III. Computer Software

Copyrighted software may be copied without the copyright owner's permission only in accordance with the Copyright Act. Section 117 of the act permits making an archival back-up copy. Most software, however, is licensed to the user and the terms of the license agreement may give the user permission to make copies of the software in excess of the archival copy permitted by the Copyright Act. Each software license agreement is unique. As a result, the user’s right to copy licensed software beyond that permitted under the Copyright Act may only be determined by reading the user’s license agreement. Any copying or reproduction of copyrighted software on District or system computing equipment must be in accordance with the Copyright Act and the pertinent software license agreement. Further, employees and students may not use unauthorized copies of software on District or system computers or networks.

IV. Fair Use

A. The "fair use" doctrine provides for limited use of copyrighted materials without the copyright owner’s permission for such purposes as teaching, scholarship or research as well as criticism, comment, news reporting and parody.
USE OF COPYRIGHTED MATERIALS

B. “Fair use” is not a blanket exception and each use must be analyzed by applying the four standards to the desired use:

1. The purpose and character of the use.

The use must be for such purposes as teaching or scholarship and must be nonprofit.

2. The nature of the copyrighted work.

Use of a work that is factual in nature weighs toward a finding of fair use. Use of imaginative works is more likely to require permission.

3. The amount and substantiality of the portion used.

Using only a small portion of a copyrighted material tips toward fair use, while using large portions indicates a need for permission.

4. The effect of the use upon the potential market for or value of the copyrighted work.

Where a work is available for purchase or license from the copyright owner, copying all or a significant portion of the work (in lieu of purchasing or licensing a sufficient number of “authorized” copies) would likely be unfair.

C. Even if a copyright infringement occurs, a court may refuse to award damages if the infringer reasonably believed that the use was fair. Regulation 5305.1 §014.1 establishes general guidelines for applying the four factors, adapted from the Conference on Fair Use (CONFU) guidelines.

V. Permitted Performances and Displays/Teaching

Copyright law also provides educators with a separate set of rights in addition to “fair use”, to display (show) and perform (show or play) others’ works in the classroom.

1. An educator may show or perform any work related to the curriculum, regardless of medium face-to-face in the classroom.

2. The Technology, Education and Copyright Harmonization Act (TEACH Act) provides for the use of non dramatic literary works in distance learning courses.
VI. Off-air Recording

Specific guidelines have been established for the off-air recording of broadcast programming for educational purposes.

1. Such videotaping must generally be by teacher request and the use of such videotape shall be limited within the first ten (10) days of the broadcast.

2. Additional use of the videotape shall be permitted for reinforcement and/or evaluation.

3. The videotape should be erased within 45 days of the broadcast.

VII. Library Copyright Exemption

The Copyright Act establishes certain exemptions for libraries and archives to reproduce copyrighted works.

VIII. Obtaining Permission to Use Copyrighted Material

A. In the event that a material is copyrighted and the use would exceed that permitted by any exception, license or "fair use", it is likely that such use would be unfair and permission should be obtained from the copyright owner.

B. Before forwarding a request for permission, check with the appropriate library to see if there is a blanket permission covering the material to be used.

C. A request to use copyrighted material should be sent to the permission department of the publisher of the work. Permission requests should include:

- Title, author/editor and edition
- Exact material to be used
- Number of copies to be made
- Intended use of material e.g. educational
- Form of distribution e.g. hard copy, posted on Internet
- Whether material is to be sold e.g. as part of a coursepack

D. Written permission should be obtained and kept by the department or individual receiving permission. If oral permission only is obtained, a written record should be kept of the oral permission.
POLICY

SUPPORT OPERATIONS

USE OF COPYRIGHTED MATERIALS

IX. Works Made for Hire

The District is the holder of the copyright for works made for hire (materials prepared by an employee within the scope of his/her employment, including instructional texts, tests, answer sheets, etc., and materials specifically commissioned). The District shall be considered the author unless there is an agreement that the employee will own the copyright. Any material created during school hours and/or on school machinery, shall be the property of the District, which will own the copyright. When a work is specially commissioned and the author is not an employee of the District, there should be a written agreement providing that the commissioned work shall be considered a "work for hire," and that the District shall be considered the author for copyright purposes.

X. Notice

The District shall post a notice reflecting this policy at all computer and photocopying stations that may be used for reproducing copyrighted materials e.g. copying rooms and at or near computer stations.
PERMITTED

- single copy: chapter of book
- single copy: article from magazine or newspaper
- single copy: short story, short essay, short poem
- single copy: chart, graph, diagram, picture or non-syndicated, non-copyrighted cartoon

NOT PERMITTED

- copying several chapters per book
- copying several articles per magazine
- copying consumables: workbooks, copyrighted
- exercise sheets, tests
- photocopying worn ditto masters

PERMITTED

- complete poem less than 250 words (not more than 2 pages)
- excerpt from long poem not to exceed 250 words
- article, story, or essay less than 2,500 words
- excerpt (from above) less than 1,000 words or 10% of total, whichever is less
- one chart, graph, diagram, picture, or non-syndicated, non-copyrighted cartoon per book or periodical
- works combining prose, poetry, etc., less than 10% of whole
- IF.....
  - copying is for one course only
  - insufficient time to request permission
  - one work from a single author
  - less than 3 authors from collective work
  - 9 or less instances of multiple copying per term
  - copying not used to create or replace anthologies
  - same copying not repeated next term
  - students not charged beyond photocopying fees
- classroom quantities of current news articles if individual articles not copyrighted
- All multiple copying must be at the inspiration of the individual teacher and the decision to use the material so close to the date needed for instruction as to preclude securing copyright permission from the copyright holder

NOT PERMITTED

- using/making multiple copies of same material semester after semester
- creating "anthologies"
- copying workbooks and other works meant to be used once by one student
- copying shall not be directed by higher authority
- copying more than one or two excerpts from a single author during one class term
- copying from workbooks, tests, or other consumables. copying a black lined master.
PERMITTED

- one illustration per book
- two pages per book as long as they don't comprise more than 10% of the book
- \textit{Note:} Occasionally publishers of big books have given the District permission to copy that exceeds the normal fair use guidelines. Any letters granting additional permission will be kept on file by the library information specialist.

NOT PERMITTED

- copying "just" the text from a big book or picture book
- making an audio-tape of someone narrating a big book or picture book

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PERMITTED

- creating slide sets from books, magazines, etc., as long as only one per source used
- making one overhead transparency of one page of one workbook
- converting a damaged filmstrip to a slide set, keeping same order minus damaged frames
- enlarging a map with an opaque projector for tracing but not duplicating color scheme, symbols, etc.
- copying non-dramatic literary, audiovisual works for use by blind or deaf individuals

NOT PERMITTED

- copying audio tapes or video tapes for archival or backup purposes
- reproducing musical works or converting from one form to another (record to cassette)
- copying any audiovisual work in its entirety (except off-air taping)
- converting from one medium format to another
- recording the text of a book or textbook onto an audiocassette

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PERMITTED

- emergency copies for performance provided copies are later purchased
- for study or teaching, single or multiple copies of excerpts
- \textbf{IF.....}
  - excerpts do not constitute a performable unit such as a movement or aria
- editing purchased copies for simplification
- \textbf{IF.....}
  - character of work is not changed

NOT PERMITTED

- copying for performances
- copying to create anthologies
- copying to avoid purchasing
- copying but excluding copyright notice
- performing a work without a license or paying royalty fees
New Hartford Central School District
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COPYRIGHT GUIDELINES

- lyrics are not changed
- single copy of performances by students made for evaluation or rehearsal purposes
- copy of recording for purposes of aural testing
- portion of commercial music played as background in student media production

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Video (Educational/Instructional OFF-AIR Taping)

PERMITTED

- may record program OFF-AIR
- IF.....
  - program is used for instructional purposes, or face-to-face teaching, not for entertainment or filler
  - program is requested by a teacher
  - program is shown once and repeated once per class by individual teacher during first 10 consecutive school days after broadcast
  - program is not retained beyond 45 calendar days
  - program is recorded in its entirety (need not be used in its entirety)
  - after first 10 consecutive school days, program is used only for evaluation by teacher

NOT PERMITTED

- videotaping in anticipation of requests
- retaining a program longer than 45 days
- showing a program after ten days
- showing for motivation, filler, or entertainment purposes
- taping a program at home, using in the classroom, and subsequently retaining in personal collection

---

Video (OFF-AIR Taping at Home)

PERMITTED

- may tape program at home and bring to school to use but all educational guidelines must be followed
- may show "home" tape if above criteria are followed and if tape legally made

NOT PERMITTED

- Individual who taped program may not retain it

---

Video (Cable)

PERMITTED

- may tape programs being simultaneously broadcast (see OFF-AIR educational/instructional guidelines)
- may show videos or motion pictures via cable within

NOT PERMITTED

- may not tape programs not being broadcast simultaneously (CNN, Discovery, Disney, HBO, etc.) unless prior approval or license obtained from cable
New Hartford Central School District
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SUPPORT OPERATIONS

COPYRIGHT GUIDELINES

a building as long as programs are used in face-to-face teaching and are of an instructional nature
network
• may not show programs of a musical, dramatic, or entertainment nature
• may not copy cable or satellite programs without permission. Note: Educators may use cable magazines, like Cable in the Classroom for varying copying/retention rights of individual programs.

Video (purchased or rented)

PERMITTED
• showing purchased or rented videotape for curriculum-supported, face-to-face teaching activities

NOT PERMITTED
• showing purchased or rented videotape for entertainment, rewards, rainy days, filler, or non-instructional purposes.
• Note: Performance rights may be acquired at time of purchase; then it's legal to show such videos for non-instructional events.

Video (Satellite Transmissions)

PERMITTED
• copying from a satellite transmission will depend on the contractual agreement with the satellite company.

NOT PERMITTED
• copies of motion pictures, other AV works, choreographic works and pantomimes
• copies of broadcasts that are of a “general cultural nature” or intended for transmission as part of an information storage and retrieval system

Software

PERMITTED
• copying into RAM if copying is necessary to use the program
• one copy for archival purposes
• probably may make a 3.5” disk from a 5 1/4” disk if the 5 1/4” disk is considered the archival copy
• back up copies of hard drives as long as they are not used to run another drive
• library lending of public domain software

NOT PERMITTED
• circulation of archival copy
• “networking” software without license or permission
• loading a single copy of a software program onto several computers for simultaneous use
• making copies of copyrighted software for student use

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SUPPORT OPERATIONS

COPYRIGHT GUIDELINES

Database:

PERMITTED

• may download searches

NOT PERMITTED

• downloaded searches should not be retained
• downloaded material may not be used to create a derivative work

CD-ROM:

PERMITTED

• printing out pages of reference or other works for study or teaching

NOT PERMITTED

• printing out large section of work

Musicals, Dramatic, and Non-Dramatic Performance:

PERMITTED

• school chorus performance open to the public

NOT PERMITTED

• school drama club performing copyrighted play broadcast over cable to classes
• recording of choral or instrumental concerts and then giving or selling recording to parents

Multimedia:

PERMITTED

• teacher or student-developed multimedia program of copyrighted programs for use in classroom only
• Note: Students may keep their work indefinitely; teachers may keep their work for only two years.
• IF: the following limitations are observed:
  o Motion media
    • use of up to 10% or 3 min., whichever is less, of an individual program
  o Text
    • up to 10% or 1000 words, whichever is less; short poems

NOT PERMITTED

• teacher or student-developed multimedia program of copyrighted works for use in displays, festivals, parent meetings or other public events
COPYRIGHT GUIDELINES

- less than 250 words may be used in their entirety;
  - Music
    * Up to 10% but no more than 30 sec. From a single work (or combined from separate extracts of a work);
  - Illustrations, cartoons, photographs
    * no more than 5 images from a single artist or photographer, no more than 10% or 15 images from a single collective work;
  - Numerical data sets
    * up to 10% or 2,550 fields or cells whichever is less

Internet

PERMITTED
- downloading public domain software

NOT PERMITTED
- uploading copyrighted software to Internet for downloading
- collecting materials off the Internet and compiling into a new work
- forwarding material off the Internet to friends, co-workers

Digital

PERMITTED
- digitizing a copyrighted slide collection
- scanning copyrighted materials (magazine photograph, cartoon illustration, etc.) for school newspaper

NOT PERMITTED

PERMITTED

- one graphic per book or periodical;
- multiple copies of a single graphic
- IF...
  - copying is at the instance/inspiration of teacher; copy is for only one course in the school;
  - there are not more than nine occurrences of multiple copying for that course; and not more than one graphic is copied per book or periodical.

NOT PERMITTED

- adaptation of a popular cartoon character for the school mascot;
- copying an image from a coloring book for a worksheet;
- making stuffed animals of popular picture book characters;
- scanning a cartoon into school newsletter;

Approved by the Superintendent: __________
SUPPORT OPERATIONS

TRANSPORTATION

I. Legal Mileage Responsibility

Central school districts are legally responsible for students being transported, from the time they board school vehicles in the morning until they are discharged at drop points again at the close of school. If, on the other hand, students arrive at or leave the school grounds by means other than school vehicles, it becomes the individual parent(s) responsibility.

Transportation must be provided for all children who live more than two (2) miles (if elementary pupils, K-8) or three (3) miles (if high school pupils, 9-12) from the school they legally attend.

II. Local Mileage Policy (Mileage Limitation)

A. The District has not established a district-wide mileage limitation, except to say that we do carry children living less than the two (2) and three (3) mile limits, where hazardous walking conditions exist in specific school locations. According to local practice and state limitations, only the number of children being transported over one and one-half (1 & 1/2) miles are counted when qualifying for annual transportation aid.

B. The District shall provide transportation to all students attending public and nonpublic schools within the district to a maximum of twenty (20) miles and shall provide transportation to students attending nonpublic schools from a centralized pick-up point to a maximum of fifteen (15) miles. Eligibility for school transportation is as follows:

1. Hughes Elementary School - All students attending Hughes Elementary School are eligible for transportation.

2. Myles Elementary School - All students attending Myles Elementary School are eligible for transportation.

3. Bradley Elementary School - All students attending Bradley Elementary School are eligible for transportation.

4. Parochial Schools (Elementary)

   a. Students are transported directly as requested by parents prior to April 1st of the preceding school year; i.e. Lady of Lourdes and St. Mary's School (Clinton).
TRANSPORTATION

b. Public schools are required to transport to parochial schools within fifteen (15) miles of the residence of the student.

C. Students who are placed by the Committee on Special Education shall have no mileage restrictions as is permitted in law.

D. Students who are participating in district sponsored programs at any Board of Cooperative Educational Service shall have no mileage restriction.

E. Students not placed by the Committee for Special Education but who have a medical diagnosis that would meet the intent of Part 200 of the Commissioner's Regulation, and who would benefit under Section 504 of the Rehabilitation Act of 1973 but who do not technically qualify, as determined by a multidisciplinary team, shall have no mileage restriction if such transportation is approved by the Board of Education. All information shall be treated in strict confidence.

III. Educational Trips

Trips planned during the school day must return in time to meet regular tripping schedule. (Availability of drivers presents a continual problem in scheduling special trips).

IV. Activity Buses

A. The District will provide students with transportation to school-sponsored, off-campus meetings, activities or events, unless:

1. The activity or event requires the use and/or transportation of equipment that cannot be safely transported or stored on an available school vehicle (such as skis for a skiing event), or

2. The distance to the meeting, activity or event exceeds one hundred ten miles or two hours of driving time.

B. If the District provides transportation to a student enrolled in the District to a school-sponsored, off-campus meeting, activity or event, the District must provide return transportation for that student to the original point of departure or to an appropriate school in the district, unless the student's parent/legal guardian signs the student out of the off-campus meeting, activity or event. If intervening circumstances make such return transportation impractical, a representative of the school district will remain with the student until the student's parent or legal guardian has been contacted and informed of the intervening circumstances making the return transportation impractical and the student has been delivered to his or her parent or legal guardian.
TRANSPORTATION

C. When the services of a private transportation service are to be used, pre-approval must be requested of the Assistant Superintendent for Business Affairs two weeks prior to the event. Proposed contracts for vehicle rental and insurance certificates must be submitted to the Business Office. All contracts must be approved by the Business Office. Payments must be processed through the Business Office. Private transportation services will be approved with the condition that there will be no cost to the District. Students or parents must not be charged for the trip. All students going on the same trip must have equal access.

V. Spectator Buses

New Hartford Athletic Team schedules are designed to compete with area schools so student spectators are able to attend away games by furnishing their own transportation. The Superintendent will consider for approval only those spectator bus requests involving scheduling emergencies and tournament competition. The number of buses scheduled will be determined by the advance sale of admission tickets. If the District provides a spectator student with transportation to school-sponsored, off-campus meetings, activities or events, the District must provide the spectator student with return transportation as if he/she were a participant in the meeting, activity or event (and therefore in accordance with Section IV (B) of this policy).

VI. Cancellation of Late Runs

Cancellation of late runs requires only enough time for Building Principals to notify all students in advance of regular daily dismissal.

VII. Special Trips

A. Advisors and coaches are responsible for the prompt arrival, supervision and discipline of all students being transported.

Building access and supervision is the responsibility of the coach or activities advisor. Students are to be confined to the building area involved and be required to use assigned exits. Upon return from trips, the advisor or coach should allow students to use school phone facilities to call parents if necessary.

Since the use of rear exits is being required for all activities, students should ask parents to drop and pick them up in the parking area by the swimming pool.

Coaches and activities advisors shall assume the responsibility of being the last person to leave the building, after checking lights and door exits of assigned area.
TRANSPORTATION

B. Departure time is to be determined by the Transportation Supervisor. The legal speed limit must be observed on all activity trips including the Thruway.

C. The vehicle used will be determined by the Transportation Supervisor since information on road conditions and vehicle performance is his/her responsibility.

VIII. Shuttle Buses

A. Students riding shuttle buses on a daily basis shall ride the same number bus in the afternoon as in the morning.

B. Students who miss the shuttle bus shall follow the same procedure applied to missing the bus at pick-up points. (Call parents using pay phone in Jr. High and Sr. High Schools.)

IX. Loading Points

Special trips from Elementary and Junior High buildings will load and unload using main entrance drives.

Special trips from Oxford Road, Grades K-12, will load and unload in the parking area by the swimming pool.

X. Drop Points

A. Students shall remain seated until bus stops.

B. Exit bus, using caution on step well.

C. Wait for driver's signal before crossing street at least ten (10) feet in front of the bus.

XI. Bus Routes

A. Daily bus routes are designed by the Transportation Supervisor and Assistant Superintendent.

B. The location of bus stops and time schedules are planned to ensure student and traffic safety while maintaining a reasonably consistent time schedule.

The bus stops approved to coincide with the pickup regulations will be those itemized on the District transportation map. Any change in stops must be reviewed and approved by the Transportation Supervisor, Building and Grounds Committee.
TRANSPORTATION

Requests for changes in routes, stops or time schedules are to be reviewed by the Transportation Supervisor, if improvements in safety or efficiency are indicated. (Individual convenience will only be considered in the case of a chronic physical or mental health problem.)

XII. Use of Transportation Vehicles

A. School District buses and wagons are utilized and maintained to furnish transportation for K-12 District children from home to school and return.

B. Every effort will be made to supply vehicles and drivers for approved activity trips.

1. Only approved and certified bus drivers are allowed to drive school vehicles carrying students.

2. Passenger buses are available school days between 9:00 a.m. and 2:00 p.m. for one way distances not to exceed fifty miles.

3. Suburbanation wagons are sometimes available on school days for short trips between 9:00 a.m. and 2:00 p.m. (Employees may drive vehicle with regular license providing he/she has proper certification and has passed an examination given by the School Physician.)

C. School District employees are prohibited from transporting students in their personal vehicles unless so authorized by the Superintendent or his/her designee.

XIII. Safety Policies

A. Traffic Regulations

All drivers are individually responsible for any negligence regarding road and traffic regulations.

B. Accident Reporting

1. Accident Reporting Involving Employees and Students

All accidents involving employees and students are to be reported to the Health Office. Injury cases requiring medical attention should be assisted to the Health Office by another student or employee, if necessary.
POLICY

SUPPORT OPERATIONS

TRANSPORTATION

The School Nurse will prescribe the appropriate medical attention, refer student accident claims, and complete school accident forms and the Employees' Report of Injury form when required.

Responsibility for after hour accident care and reporting must be assumed by the supervisor in charge until regular procedures can be followed.

2. Accident Reporting Involving School Vehicles
   a. Every bus is equipped with the informational cards below for quick reference.

      **In Case of Emergency or Accident Call:**

      Bus Garage 624-1239 724-9861 Extension 239

      After 5:00 p.m., Saturdays, or Holidays – 368-4796 724-7381

      State Police 736-0124 911
      Oneida County Sheriff 736-0144 911
      New Hartford Police 733-6666 911
      Fire Department 732-4775 911
      Ambulance 737-7657 911

   b. Bus drivers should be completely familiar with and adhere to the Accident Reporting Procedures established by the District.

C. Transportation of Musical Instruments and Other Items on Buses

   1. If the student can keep the instrument with him/her so as not to obstruct the aisle or vision of the driver, the instrument may be carried on the bus. If there is an available seat, not taking a seat away from a student and causing that student to stand, the instrument must be strapped or fastened securely to the seat.

   2. Instruments excluded from transportation on the buses are: baritone, tuba, cello and bass.

   3. It is suggested that trombones be allowed on the bus with the bell end down on the floor and supported between the legs.
TRANSPORTATION

The French Horn is to be allowed also if it can be kept on the lap of the student so as not to obstruct the aisle or vision of the driver or strapped or fastened securely to a seat providing it does not cause a student to stand.

4. All pets are excluded because of health rules.

5. All school projects are allowed if they fit on the lap of the student and do not obstruct the aisle or vision of the driver.

6. Hockey sticks (other than for hockey team) are excluded.

D. Traffic and Parking

Because of limited space, the Oxford Road parking areas are reserved for employees and/or students displaying stickers issued by the Building Principal's office.

All parking areas become extremely dangerous during winter months because of ice and loss of parking area due to snow removal. Cooperation in following revised regulations during this period will control traffic and ensure student safety.

E. Bus Emergency Drills

According to law, each child is to experience three (3) Emergency Drills each school year, the first to be conducted during the first week of the fall term; the second between November 1st and December 1st; and the third between March 1st and April 30th. The drills shall include instruction in the use of windows, roof hatches, fire extinguishers and emergency doors as a means of escape in case of fire or accident.

School Bus Emergency Evacuation Drill Procedure:

1. Conduct drill in a safe place.

2. Stop bus engine, place transmission in gear, lock emergency brake and remove key.

3. Instruct students in evacuation of bus (leave coats, hats, books in the bus; rear half cut back door, front half out entrance door.)

4. Instruct students in the use and operation of emergency windows and doors and roof hatches.

5. Instruct students to wait a safe distance from the bus.
6. Check door and windows to make sure they are properly secured.

7. Reload students on bus.

F. Driver Responsibility for Road Conditions

Drivers are sometimes forced to make an individual decision because of hazardous road conditions and return to garage before completing or continuing regularly scheduled trips.

Bus students living on roads officially closed because of hazardous conditions will be picked up and dropped at the barricade or nearest intersection of the road or section of the road in question. Building Principals and bus drivers will be asked to keep students informed of their responsibilities.

XIV. Transportation Policy for Students with Disabilities

A. Students with disabilities will be transported in accordance with IEP requirements as established by the Committee on Special Education.

B. In accordance with the Americans with Disabilities Act and upon receipt of a physician’s recommendation, the Superintendent may grant special transportation for physically handicapped youth who are school age residents.

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New Hartford Central School District
Legal Ref: Sections 3602 and 3635, New York State Education Law; Matter of Zakrzewski, 22 Ed. Dept. Rep. 381; Section 19-A, New York State Vehicle and Traffic Law; 8 N.Y.C.R.R., Section 156.3(h)
Adopted: 03/78
Revised: 02/10/81, 07/02/91, 11/18/97, 09/01/98, 01/05/10,
INTERNAL CONTROLS OVER FUEL INVENTORY

I. The Board of Education recognizes the necessity of having basic controls over the purchase and storage of diesel and gasoline fuels. Fuel is to be used only for school district business, or by other governmental agencies approved by the Board of Education.

II. Regulation 5401.1_5410.1 is attached to this policy and sets forth the basic fuel purchasing and storage controls utilized by the District. The Superintendent shall have the discretion to update this regulation without further board action to ensure best practices and to ensure compliance with the expectations of the NYS Comptroller and the Department of Environmental Conservation (DEC). The Superintendent shall notify the Board of Education within thirty days of regulation updates.
INTERNAL CONTROLS OVER FUEL INVENTORY

I. Fuel purchases and control are the combined responsibility of the transportation and building and grounds departments. The Director of Transportation and the Superintendent of Buildings and Grounds shall agree upon the designation of a systems administrator for the electronic fueling system who shall be the only person capable of adding or deleting authorized users and vehicles as well as establishing system parameters for the dispensing and reporting of fuel. A backup systems administrator will also be identified.

II. Some of the basic controls over fuel purchasing and storage are as follows:

1. Purchasing responsibility must be segregated from tracking responsibility.

2. Systems editing capability will be limited to one systems administrator and one backup systems administrator.

3. Delivery and receipt of fuel should have a written acknowledgement provided by the supplier to a New Hartford Central School District employee. Fuel tank level readings should be taken and recorded before and after the delivery, and the difference compared to the fuel receipt provided by the supplier.

4. Adherence to all Department of Environmental Conservation (DEC) rules and regulations is the overall responsibility of the Director of Transportation.

5. Inventory measurements in conformance with DEC regulations shall be taken and recorded per DEC requirements (currently every 10 days). These records shall be maintained by the Department of Transportation for a minimum of five years.

6. System readings of fuel levels may be relied upon but at least monthly a stick measurement shall be performed and compared to the system readings. Any differences shall be reported to the Director of Transportation and investigated as to cause.

7. Monthly, a listing of all authorized employees and vehicles shall be reviewed by the Director of Transportation who shall review for appropriateness of the authorized users and vehicles.

8. Monthly, a Fuel Master Report which provides a listing of all fuel usage shall be provided to the Director of Transportation who shall review for appropriateness of fuel consumption.
INTERNAL CONTROLS OVER FUEL INVENTORY

9. Any discrepancies noted or suspicion of loss or theft shall be investigated by the Director of Transportation. Results of these investigations shall be provided to the Assistant Superintendent for Business Affairs.

III. Someone other than the person who purchases the fuel should validate receipt of the fuel when delivered by the distributor. Whenever fuel is delivered, receipt must be validated and a signed delivery slip obtained from the vendor. In addition, readings must be taken before and after delivery to ensure the stated quantity of delivery is correct. A record of these readings must be maintained for audit purposes and the delivery slip should be forwarded to the accounts payable department to allow payment of the fuel invoice.

New Hartford Central School District
Adopted: 01/20/09
Revised: 01/05/10, _____
SUPPORT OPERATIONS

PATRIOTIC CEREMONIES AND OBSERVANCES

Appropriate patriotic ceremonies and observances shall be conducted in the schools in the light of sound educational goals and practices and in compliance with the letter and spirit of State laws and regulations.

I.  Flag Salute and Pledge of Allegiance

   A.  There shall be a daily salute to the flag and Pledge of Allegiance to the flag. The following pledge will be given while standing with the right hand over the heart:

   "I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation, under God, indivisible, with liberty and justice for all."

   B.  If a student or teacher has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, said student or teacher shall maintain a respectful attitude throughout the ceremony.

II.  Patriotic Anthems

   "The Star Spangled Banner", "America, the Beautiful", "America", or other officially espoused anthems, which are part of our national heritage, should be used in appropriate educational activities.

III. Observance of Special Holidays

   In compliance with State Law, Lincoln's birthday, Washington's birthday, Memorial Day, Flag Day, Veteran's Day, Columbus Day and Martin Luther King Day shall be observed in the schools. Each school may observe these holidays in its own way. Such observances shall be directed toward a deeper understanding of our own nation and to the ideal of world peace.

IV.  Instruction Relating to the Flag

   In compliance with the State Law, students shall receive instruction in the correct use and display of the flag, its meaning and its symbolism. This shall not be construed to authorize military instruction or drill.

V.  Display of the Flag
A. In keeping with the State Education Law and Executive Law, the Board of Education accepts its duty to display the United States flag upon or near the school building during school hours, weather permitting, and such other times as the statutes may require or the Board may direct.

B. The flag must be flown at half-mast on September 11th Remembrance Day and December 7th Pearl Harbor Day and when ordered by the President, Governor, or local official to commemorate a tragic event or the death of an outstanding individual. The Superintendent’s approval shall be required for the flag to be flown at half-staff upon any other occasion.
SUPPORT OPERATIONS

SOCIAL MEDIA & ELECTRONIC DEVICE POLICY

I. PURPOSE

A. Social media has become a communications, entertainment and learning tool. The Board recognizes that employees, students and Board members utilize social media for a wide variety of communications and social interaction endeavors.

B. The Board encourages the proper, appropriate use of electronic devices and social media by District employees, students and members of the Board of Education. Simultaneously, it seeks to prevent use of social media in a manner which disrupts the educational environment of the school or jeopardizes the safety, health and well-being of employees and students. While the Board has established these goals it does not intend to monitor employees’ use of social media during off-duty hours.

C. This policy is aimed at fostering these goals and establishing guidelines for social media use by District employees, students and Board members. This policy is to be read in conjunction with applicable law (statutory and case law) and existing District policies and regulations including but not limited to the District’s Use of Computerized Information Resources Policies 7102 and 7103; Internet Safety Policy 7101, Code of Conduct 1010. This policy supplements but does not supplant existing policies.

II. DEFINITIONS

A. The definitions set forth below shall apply throughout this policy. Additionally, recognizing social media changes regularly, the Superintendent is hereby authorized to provide further definitions in regulation with respect to terms applicable to social media use.

1. “Blog” is a website or portion of a website where individuals may provide comment, description or opinion on a matter related to (or not) subject matter otherwise found on that site.

2. “District” shall mean the New Hartford Central School District including all “school property”.

3. “Employee” shall mean any person employed by the District in a full or part time capacity and shall include temporary workers in the District.

4. “Electronic Communications Device” shall mean and include cellular telephones, pagers and other devices meant to transmit audio, video and/or
SOCIAL MEDIA & ELECTRONIC DEVICE POLICY

text from one or more electronic medium to one or more other electronic medium.

5. **“District Representative”** shall mean the Superintendent or someone appointed or designated by the Superintendent.

6. **“Sexting”** refers to the act or process of a person taking a sexually-explicit digital photograph of himself or herself or of someone else and transmitting it as an MMS and SMS via an electronic communications device. These images can then be posted on the Internet or forwarded electronically to other people. Sexting may also include transmission of images and text which are sexually explicit. Such materials may include, but are not limited to, digital photographs, language text, and links to such content.

7. **“Social Media”** refers to content generally created by individuals using accessible and scalable technologies through the Internet. Popular examples of social media include (but are not limited to): Facebook, Twitter, Flicker, Wiki, YouTube, MySpace, LinkedIn and blogs. These examples are not all inclusive and this policy is intended to cover all social media platform options even those not specifically listed.

8. **“Student”** means any elementary or secondary student of the District including any out-of-district student being educated in the New Hartford Central School District.

9. **“Text Message,”** a colloquial term, refers to brief written messages, between mobile phones over wireless networks.

10. **“Tweet”** is a term coined from the Twitter website (www.twitter.com). A tweet is a blog post of sorts, traditionally limited to 140 characters. Sending a tweet is tweeting.

11. **“Wiki”** is effectively a web-based encyclopedia which any person may add an entry or edit. www.Wikipedia.org is one of the most popular Wikis.

12. **E-mail** policies apply when used as social media.

(Source: Some of the above definitions are adapted in whole or part from www.wikipedia.com)

### III. SOCIAL MEDIA GUIDELINES OF USE
SOCIAL MEDIA & ELECTRONIC DEVICE POLICY

A. **Privilege**: The Board determines that social media is a privilege, not a right and requires responsibility. Failure to adhere to this policy or the regulations promulgated hereunder may result in discipline which may include prohibition of social media.

B. **Applicability of Policy**:

1. This policy applies to social media activity which takes place in the school building(s), on District grounds or at District events.

2. This policy applies to social media use accessed through school resources.

3. Recognizing certain legal limitations with respect to application of this policy to off-campus, private activity of employees and staff the Board encourages and expects appropriate use of social media at all times, including off school grounds.

4. This policy applies to District employees, students and Board members.

C. **General Rules**: District employees, students and board members shall:

1. Use social media in an educationally responsible and appropriate manner;

2. Use social media in a manner which does not create a risk of substantial disruption or threat of violence within the school environment; and,

3. Use social media in a manner which avoids invasion of the privacy of rights of students, employees and members of the District community.

D. **Anti-Harassment or Discrimination**:

1. Under no circumstances may any voicemail, email, or other electronic communication or posting originating at the District, created on District equipment, created by District Representatives; or intentionally received at the District be in violation of the District’s policies concerning equal employment opportunity, discrimination, harassment or be of a nature that may create a hostile or inappropriate work environment or be in violation of anti-fraternization rules. District Representatives who encounter such material on District computers or elsewhere should immediately report it to the District’s Title IX Officer or the Superintendent.

2. Electronic communication systems, personal electronic devices, including cell phones and PDAs, and social/business networks should not be used to
SOCIAL MEDIA & ELECTRONIC DEVICE POLICY

transmit material likely to embarrass, harass or offend other persons, either inside or outside of the District.

3. The District strictly prohibits the use of its systems/equipment or public networks to communicate sexually offensive material, comments or anything which might offend or disparage another on the basis of gender, race, disability, sexual orientation, age, national origin, religion, political belief, or other characteristic protected by law.

E. Personal Use:

1. The incidental personal use of electronic communication tools comes with the express understanding that the District reserves the right to restrict access to sites, and/or to review all use of, and to inspect all material created by, stored or transmitted on, electronic communication tools, and with the express understanding that such use may not interfere with job performance/duties.

2. Certain networks may be blocked by the District, such as “Facebook” and “YouTube.” No District business may be conducted or shared on personal “Hotmail”, “Facebook”, “Twitter” or like accounts, unless it is within the job duties of the person(s) posting on such sites.

3. Only official District accounts may be used by authorized District Representatives, as defined in this policy, to conduct communications via social networks such as “Facebook”, “MySpace”, “Twitter”, or any others.

4. Consistent with this policy, personal conduct and postings on social networks must remain professionally appropriate when the District is referenced, identified or identifiable.

F. Electronic Mail Use:

1. Electronic mail is not private. It is expected that email communications should be written with proper grammar and decorum. E-mail should also be drafted in the same manner as would for the sending of hard copy communications.

2. It is important for all employees and Board members to remember that although e-mail is convenient, e-mail is not a mechanism for communicating to staff unless such communication is for professional, work related reasons. Employees should refrain from sending all staff or large group e-mails without express permission. It is understood and
SOCIAL MEDIA & ELECTRONIC DEVICE POLICY

accepted that staff may send emails providing notice of meetings such as union meetings but not for concerted union activities.

3. Personnel matters should never be discussed in public Internet spaces, social media or through group e-mails. Any concerns about personnel matters should be addressed to the Business Office and/or Superintendent.

4. E-mail may never be used for solicitation purposes.

G. Monitoring Use:

1. The District’s electronic resources are the property of the District. The District may periodically monitor use of its electronic equipment.

2. The use of District’s tools constitutes permission by the user – employees and students – for the District to monitor/access files including personal use.

3. The District may from time to time monitor social media prepared by or referring to the District, employees, students or Board members. The fact that an employee, student or Board member may be permitted to choose his/her own password does not imply they have any justifiable privacy expectations in the material protected by password. District, employees, students or Board members do not have a privacy right to personal information transmitted or stored on the District’s equipment.

4. Employee, student and Board member use of the District’s tools constitutes permission for the District to monitor communications and to access files/postings/data made on or with these tools, whether or not made/posted during your regular hours of work.

5. Posting on social media sights of any content that reveals information and/or identity of students that breaches confidentiality is strictly prohibited. If such postings do occur, the person(s) responsible will be subject to discipline and/or termination.

6. Electioneering, lobbying and campaigning on websites, or social media sites through District electronic communication devices or on school time shall be prohibited.

H. Unacceptable Uses: The Internet, including social media, may not be used on school computers or resources for any of the following purposes:
SOCIAL MEDIA & ELECTRONIC DEVICE POLICY

1. Sexting - Sexting is prohibited by employees, students and Board members. Those determined to have engaged in sexting shall be subject to discipline and possible criminal prosecution in accordance with all applicable laws;

2. To carry defamatory, discriminatory or obscene material;

3. In connection with any infringement of another person’s intellectual property rights (e.g., copyrights);

4. In a manner that violates the terms of any applicable telecommunications license or any laws governing the trans-border dataflow (e.g., laws dealing with data collection, protection, privacy, confidentiality and security);

5. In connection with any attempt to penetrate computer or network security of any computer or other system or to gain unauthorized access (or attempted access) to any other person’s computer, e-mail or voice-mail accounts or equipment; or

6. In connection with the violation or attempted violation of any other law, rule, or regulation.

IV. SUPERINTENDENT RULES

The Superintendent of Schools is authorized to establish rules governing the specific use of social media by employees and staff. Such rules shall be consistent with this policy and the guidelines of use herein.

V. CONSEQUENCES FOR NON-COMPLIANCE

A. All users of social media shall comply with this policy and superintendent rules. Failure to comply may result in disciplinary action including but not limited to suspension.

B. An employee’s failure to adhere to this policy can result in disciplinary action up to and including termination. Such action shall be consistent with collective bargaining agreements, Education and Civil Service Laws as applicable.

C. A student who fails to adhere to this policy and superintendent rules risks discipline consistent with the District Code of Conduct and any such further discipline consistent with Board policies and law.
POLICY

SUPPORT OPERATIONS

SOCIAL MEDIA & ELECTRONIC DEVICE POLICY

D. Members of the Board of Education are subject to the terms of this policy and expected to adhere to it. Failure to adhere to the policy could lead to action, consistent with existing law, against any particular Board member.

VI. EMPLOYEE ELECTRONIC COMMUNICATIONS USE

A. In addition to and consistent with this policy, to maximize efficiency and ensure against unwanted disruption and distraction, District employees may communicate with one another during school hours so long as such communication is to further the educational mission of the school district and is not in any manner disruptive to the learning environment. Employees shall not engage in use of electronic communication devices during class except when such use is pursuant to a lesson or part of the instructional program.

B. Employees shall be cautious about divulging confidential information and shall seek prior authorization before posting any content that is in the District’s name, states the District’s opinion or could be reasonably attributable to the District.

C. The Board prohibits employees from using electronic communication devices to communicate with students except for educational purposes or those directly related to instruction and learning. For purposes of this policy, the Board includes as permissible communications between employees and student athletes insofar as such communication is necessary for training, scheduling and practice.

VII. STUDENT ELECTRONIC COMMUNICATIONS USE

A. It is the policy of the District to permit the use of approved electronic communication devices for approved educational purposes. Specific policies governing the use of electronic communication devices at each grade level shall be as follows:

1. Elementary School – It shall be the policy of the District to:

   a. Restrict, during the school day, the use of personal electronic communications devices by elementary grade students except for approved educational purposes.

   b. Disallow elementary grade students from carrying personal electronic communications devices during the school day. Students are required to immediately turn off and place personal electronic communications devices in their school lockers.
SOCIAL MEDIA & ELECTRONIC DEVICE POLICY

c. Students found in possession or using personal electronic communications device without permission, shall be subject to the Code of Conduct Policy 1010.

First Offense: The student shall be required to turn over any personal electronic communication devices to the principal or designee, parent/guardian will be contacted and such device will be returned to the student at the end of the day.

Second Offense: The student shall be required to turn over any personal electronic communication devices to the principal or designee, parent/guardian will be contacted and required to retrieve such device from the principal or designee.

2. Jr. High School – It shall be the policy of the District to:

a. Restrict, during the school day, the use of personal electronic communication devices by Jr. High students except for approved educational purposes.

b. Permit Jr. High students to bring personal electronic communication devices to school. Devices must be turned off during the school day (7:40 a.m. – 2:20 p.m.) and put away in the students’ hall lockers.

c. Students found in possession or using personal electronic communications device without permission shall be subject to the Code of Conduct Policy 1010.

First Offense: The student shall be required to turn over any personal electronic communication device to the principal or designee, parent/guardian will be contacted and such device will be returned to the student at the end of the day.

Second Offense: The student shall be required to turn over any personal electronic communication device to the principal or designee, parent/guardian will be contacted and required to retrieve such device from the principal or designee.

3. High School - It shall be the policy of the District to:
SOCIAL MEDIA & ELECTRONIC DEVICE POLICY

a. Permit use of personal electronic communication devices, consistent with this policy, by high school students for approved educational purposes.

b. Permit use of personal electronic communications devices, consistent with this policy, by high school students before and after the school day, during the school day in designated Centrals, during the school day during study hall, lunch and during the eight (8) minute hall time passing.

c. Restrict use of personal electronic communication devices, consistent with this policy, at any time or for any purpose other than as prescribed by this policy.

d. Students found in possession or using personal electronic communications device without permission shall be subject to the Code of Conduct Policy 1010.

First Offense: The student shall be required to turn over any personal electronic communication device to the administrator/teacher, the teacher turns the device over to the principal or designee and such device will be returned to the student at the end of the day.

Second Offense: The student shall be required to turn over any personal electronic communication device to the principal or designee, student will receive detention and the parent/guardian will be required to retrieve such device from the principal or designee.

Third Offense: The student shall be required to turn over any personal electronic communication device to the principal or designee, student will receive in school suspension and the parent/guardian will be required to retrieve such device from the principal or designee.

B. Electronic devices may not be used at any time in the school library. Electronic communication devices are strictly prohibited from use during state testing periods, mid-term exams or official District testing days.

C. Students are prohibited from making any electronic or digital video or audio recording(s) of another student or adult in the school unless specifically related to the educational program or officially designated activity of the school.
SOCIAL MEDIA & ELECTRONIC DEVICE POLICY

D. Students who act in violation of this policy may have their electronic devices confiscated and may be subject to discipline under the Code of Conduct and/or police action.

E. Devices confiscated in accordance with this policy shall be held with reasonable care by District representatives and only be returned to a parent or guardian. The District is not responsible for damage to such devices confiscated consistent with this policy.

F. Exceptions to this policy may be granted at the discretion of building administrators for emergency situations.
SOCIAL MEDIA & ELECTRONIC DEVICE POLICY

EMPLOYEE AGREEMENT ON USE OF DISTRICT TECHNOLOGY DEVICES, NETWORK, E-MAIL AND THE INTERNET

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the District's electronic communications equipment and services. I understand that I have no expectation of privacy when I use any of the District’s telecommunication/computer equipment or services.

I am aware that violations of this guideline on appropriate use of the systems and services may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of New Hartford Central School District and that I have responsibility to maintain a positive representation of the District. Furthermore, I understand that this policy may be amended at any time and I am responsible for complying with this policy at all times.

My use of the tools and your return of the sign-off page attached to this policy constitutes my permission to allow the District to monitor, inspect, and/or intercept all materials/files/information described above whether stored or in transmission on District owned equipment. Note, however, even absent my signature, my use of the District’s equipment or equipment funded by the District, or my mention of the District in any communication which violates this policy, constitutes my permission to monitor, inspect, duplicate, etc. my electronic communication. I agree any potential violations of this policy provide the District a reasonable basis to search or seize District owned equipment and/or data.

Name ___________________________ Print ___________________________

Signature ___________________________

Date ___________________________

New Hartford Central School District
Cross Ref: 6500, Student Cell Phone Policy
Adopted: _____