PUPIL INTERVIEWS

Pupils may not be interviewed by any person except an employee of the Board of Education or a person authorized by the District without the approval of the Building Principal. The Building Principal or his/her representative(s) shall be present at any approved interview and the pupil's parent(s)/guardian(s) shall be contacted except in the case of alleged child abuse and neglect. In the case of child abuse and neglect reports, parental contacts will be made according to policy #6401.
STUDENT CELL PHONE POLICY

I. Definitions

A. "Cell phone and wireless communication devices" (hereinafter referred to as "cell phones") shall be defined to include portable two-way telecommunication devices, including but not limited to, cellular phones, walkie-talkies, personal digital assistants (PDA), pagers, laptops with two-way messaging, and other hand-held computing devices (when such is being used as a communication device). This definition will also include any new device developed for communicating, texting, picture taking or similar purposes. Excluded from this definition is any device with communication capabilities that has been approved for instructional purposes and district-issued cell phones designed for professional use.

B. "Other electronic devices" include items such as hand-held games, MP3 players, digital cameras, etc.

C. "Instructional Day" at the Senior High School shall include, but is not limited to, structured (classes) or non-structured (study halls, library, computer room, time between classes, assemblies) activity that occurs during the school day.

D. "School Day" at the Junior High School includes the hours from 7:30 AM to 2:20 PM

E. "Premises" shall include, but is not limited to, school property, school buses/vehicles, and/or any locations where school sponsored/supervised events may be taking place.

Unless specified, the policy applies to all buildings in the New Hartford Central School District.

II. School District Responsibility

Students shall be personally and solely responsible for the security of their cell phones. The New Hartford Central School District shall not assume any responsibility for theft, loss, or damage of a cell phone or for any unauthorized calls made on a cell phone.

III. Notification

Students and parent(s)/guardian(s) will receive written notification of this policy annually. The policy will also be available on the NHCS website.
POLICY

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STUDENT CELL PHONE POLICY

IV. New Hartford High School Possession/Use of Cell Phones

The use of cell phones on school grounds is permitted before school, during a student’s scheduled lunch period, and after school only, provided such use does not create a disturbance or disruption and according to the policy.

V. Perry Junior High School Possession/Use of Cell Phones

The use of cell phones on school grounds is permitted only after 2:20 in the main foyer of the building.

VI. Senior High School & Junior High School Additional Possession/Use of Cell Phones Guidelines

A. Cell phones must be kept off and in the student’s locker during instructional day (HS) or school day (JHS) except as allowed in terms of policy.

B. Cell phones are not permitted in the classroom at any time.

C. All cell phone usage is prohibited in the hallways, restrooms, locker rooms, and shower facilities during the instructional day.

D. Cell phone usage by students while riding to and from school on a bus, or on a bus during school-sponsored activities is generally allowed. However, distracting behavior that creates an unsafe environment will not be tolerated and, therefore, the cell phone may be confiscated at the discretion of the bus driver and/or the staff member in charge.

E. Cell phones may only be used on school sidewalks or school fields, as long as they do not create a distraction or disruption.

F. Parent(s)/Guardian(s) who need to contact their child/ren who have cell phones should remind him/her to turn the cell phone off during school hours, and check for messages during their scheduled lunch period (HS only) or after school is dismissed (JHS-Main Foyer) as allowed in terms of policy.

G. Students who need to make calls during instructional periods should obtain permission to utilize the phones located in the main office (JHS & HS) or the payphone located near the school bookstore (HS).

H. If there is an emergency situation where the parent or legal guardian needs to contact their child/ren, they are to contact the school’s main office, and staff will assist in contacting their child/ren.
STUDENT CELL PHONE POLICY

I. The use of a cell phone by a student to take, store, or transmit photos, video, or digital images of any kind is not allowed at any time on school premises during the instructional day (HS) or school day (JHS), without prior approval.

J. The use of a camera in restrooms, showers or locker rooms is not allowed at any time by anyone.

VII. New Hartford Elementary Schools Possession/Use of Cell Phones

A. Students are not allowed to possess cell phone or other electronic devices in school or on school buses.

B. Using a cell phone or other electronic device in school or on school buses will result in disciplinary measures described below including In – School Suspension.

VIII. Student Discipline

A. If a student is found using or possessing a cell phone when prohibited according to the policy, the faculty or staff member will confiscate the cell phone or electronic device.

B. Use of cell phone in violation of policy will result in disciplinary action in accordance with NHCS Code of Conduct as related to harassment, insubordination, etc.

C. The faculty or staff member will deliver the cell phone to the main office by the end of the school day. The faculty or staff member will attach the following written information to the cell phone when delivering the cell phone to the office: Student’s Name, Faculty or Staff Member’s Name, Reason for and Date/Time of Confiscation.

D. Penalties

1. 1st Offense

1st Offense (HS): The student’s cell phone will be confiscated and given to the school administrator. The student will receive the cell phone back at the conclusion of the school day following a meeting with the school principal or their designee where the cell phone policy will be discussed. Parent(s)/guardian(s) will be notified in writing.
STUDENT CELL PHONE POLICY

1st Offense (JHS) (Elementary): The student’s cell phone will be confiscated and given to the school administrator. Parent(s)/guardian(s) will be notified in writing. The cell phone may not be returned to the student; the parent or guardian may retrieve the cell phone from administration. The student will meet with the school principal or their designee where the cell phone policy will be discussed. In the event that the student is using the cell phone (texting, taking pictures, talking, etc.), In School Suspension (ISS)/Detention may be assigned at the discretion of the principal.

2. 2nd Offense

2nd Offense (HS): The cell phone will be confiscated by staff and given to the school administrator. Parent(s)/guardian(s) will be notified in writing. The cell phone will not be returned to the student; the parent or guardian must retrieve the cell phone from administration. A second violation will result in a one-day In-School Suspension (ISS). The student will be prohibited from possessing a cell phone on school property for a period of two (2) weeks.

2nd Offense (JHS): The cell phone will be confiscated by staff and given to the school administrator. Parent(s)/guardian(s) will be notified in writing. The cell phone will not be returned to the student; the parent or guardian must retrieve the cell phone from administration. The NHCS Code of Conduct will be followed for the offense of “Disregarding School Rules/ Insubordination”. In the event that the student is using the cell phone (texting, taking pictures, talking, etc), In School Suspension (ISS)/Detention may be assigned at the discretion of the principal. The student will be prohibited from possessing a cell phone on school property for a period of two (2) weeks.

2nd Offense (Elementary): The cell phone or electronic device will be confiscated by staff and given to the school administrator. Parent(s)/guardian(s) will be notified in writing. The cell phone will not be returned to the student; the parent or guardian must retrieve the cell phone from administration.

3. 3rd Offense and Subsequent Offenses:

3rd Offense and subsequent (HS): The cell phone will be confiscated by staff and given to the school administrator. Parent(s)/guardian(s) will be notified in writing. The cell phone will not be returned to the student; the parent or guardian must retrieve the cell phone from administration. A
third violation shall result in a one-day “Out-of-School” Suspension. The student will further be ruled ineligible for any extra-curricular activities that are scheduled during the suspension. The student shall lose cell phone privileges for the remainder of the school year and may not possess a cell phone on school property under any circumstances. Subsequent violations shall result in such disciplinary action as deemed prudent by the school administration.

3rd Offense and subsequent (JHS): The cell phone will be confiscated by staff and given to the school administrator. Parent(s)/guardian(s) will be notified in writing. The cell phone will not be returned to the student; the parent or guardian must retrieve the cell phone from administration. The NHCS Code of Conduct will be followed for the offense of “Disregarding School Rules/Insubordination”. In the event that the student is using the cell phone (texting, taking pictures), ISS may be assigned at the discretion of the principal. The student shall lose cell phone privileges for the remainder of the school year and may not possess a cell phone on school property under any circumstances. Subsequent violations shall result in such disciplinary action as deemed prudent by the school administration.

3rd Offense and Subsequent (Elementary): The cell phone will be confiscated by staff, given to the school administrator. Parent(s)/guardian(s) will be notified in writing. The cell phone will not be returned to the student; the parent or guardian must retrieve the cell phone from administration. A third violation may result an In-School Suspension.
STUDENT TRIPS

I. The Purpose of this policy is to structure a student trip procedure so that the District can:

A. Control recruitment of students by staff for the purpose of travel programs;

B. Keep travel programs restricted to purposes directly related to educational/curricular goals; and

II. Student Intra-Continental Trips:

A. Staff members applying for the opportunity to organize an intra-continental student trip shall submit a request in writing to the Building Principal clearly detailing:

1. The route and destination of the trip;
2. The date(s) and duration of the trip;
3. The itinerary for the trip and an explanation of the chaperone arrangements;
4. The purpose of the trip, the relationship that the trip will have to the curriculum and the prospective educational outcome of the trip;
5. A cost/expense accounting and budget for the trip.

B. The request shall be directed to a committee consisting of the Superintendent of Schools, the Assistant Superintendent for Curriculum & Instruction, the Building Principal, the Dean of Students, and the related Department Chairperson or Advisor. The Committee shall render a decision of approval or disapproval of the trip.

C. Reasonable efforts shall be made to restrict the tour only to students from the New Hartford Central School District. There may be exceptions to this depending upon the nature of the trip.

D. Additional sums of money may be charged by the District to the sponsored trip program to defray the costs of liability insurance.

E. The staff member(s) sponsoring an approved trip shall be authorized to announce the trip within the school(s) and use the school facilities for necessary meetings. If the trip format is disapproved, sponsors may not announce trips in school or use school facilities; nor be any implication that the School District has, in any way, authorized or approved the trip.

F. For trips outside the United States, i.e. Canada, Mexico, all students must have a current passport. Passports will be reviewed by the trip advisor prior to departure.
III. Overnight Trips:

Faculty advisors must provide copies of the District's Consent Form to all students who will be going on overnight trips so that the District will have, in writing, parental permission and an indication of emergency medical treatment.

This form is available from the Building Principal and must be used for overnight trips.

Unless the consent form is filled out by parent(s)/guardian(s), students cannot participate in overnight events. Advisors will retain copies of the form in case decisions have to be made regarding medical treatment.

IV. Student Inter-continental Trips:

a. The New Hartford Central School District does not sponsor inter-continental trips for students.

b. Staff members who request to organize an inter-continental trip related to their field of study during vacation times may be permitted to use school facilities for the purposes of determining student interest and for initial trip planning and organization.

c. With the exception of an initial meeting to determine interest as stated in (B) above, no meeting may take place in school facilities that includes travel company representation and/or involvement.
New Hartford Central School District
SUPERINTENDENT’S REGULATION
Draft 06/12/2015

STUDENTS 6501.1

OVERNIGHT TRIP CONSENT FORM

New Hartford Central School District
New Hartford, New York 13413

I give permission for my child ________________________________
(Name of Student)
to participate in ________________________________
(Event and Date)

Please sign #1 or #2, below:

1. In the event of a medical emergency involving my child, for which I cannot be easily or
readily reached, I give my permission for any emergency medical, dental and/or surgical
treatment and/or hospitalization deemed necessary by my child's physician or if he/she is
not available, the physician that can be secured. I understand that every reasonable effort
will be made to contact me first, and to contact my child's physician.

__________________________________________  ________________
(Parent/Guardian)                               (Date)

2. I do not give permission for emergency treatment and absolve the New Hartford Central
School District of any responsibility.

__________________________________________  ________________
(Parent/Guardian)                               (Date)
New Hartford Central School District
SUPERINTENDENT'S REGULATION
Draft 06/12/2015

OVERNIGHT TRIP CONSENT FORM

New Hartford Central School District
New Hartford, New York 13413

** MEDICAL DATA **

Student Name: ___________________________  D.O.B: ______________

Physician: _____________________________  Phone: ___________________

Address: ________________________________

Allergies: ______________________________________________________

Medication: ___________________________________________________

Dosage: ____________________________  Frequency: __________________

Time: ____________________________  Date: __________________________

Date of Last Tetanus: ____________________________

Signed: _______________________________  (Parent/Guardian)

Address: ________________________________

Telephone: (Home) ________________________  (Business) __________________

(Emergency) _______________________

Approved by the Superintendent: 07/07/10,
STUDENT PARKING

I. The Board of Education prioritizes student safety both in and out of the classroom and therefore encourages all parent(s)/guardian(s) and students to join the Oneida County Sheriff’s Office S.T.O.P.P.E.D. Program.

II. Any student who wishes to park a vehicle on school property must display a parking permit authorizing the student to park on school property. The procedure for securing a parking permit is as follows:

A. The student must fill out a card and obtain the District’s parking sticker.

B. The student’s parent(s)/guardian(s) must fill out the registration form signifying their agreement to participate in the Oneida County Sheriff S.T.O.P.P.E.D. Program. The completed registration form must be turned in to the main office prior to obtaining the District’s parking sticker.

C. The vehicle that the student intends to park on school property must at all times properly display the District’s parking sticker and the Oneida County Sheriff Office’s official S.T.O.P.P.E.D. sticker.

III. Additionally, any student who participates in a New Hartford Central District sponsored driver education program must submit a Oneida County Sheriff S.T.O.P.P.E.D. application form before starting class.

IV. Students who park in violation of this policy risk an immediate loss of their parking privileges and may be disciplined in accordance with the District’s Code of Conduct.
STUDENT PARKING REGULATION

1. Seniors are to use the designated parking lot only.

2. The speed limit in the parking lot is 5 miles per hour.

3. Students' vehicles are not allowed to leave or enter the parking lot at lunchtime.

4. Students are not to sit in parked cars at any time.

5. All cars must be registered in the main office with completion of the registration forms provided by the school.

6. Poor driving habits and/or violations of the parking policy may result in suspension of parking privileges.

7. A parking sticker must be affixed to the rear bumper of the vehicle on the driver's side.

8. Parking is restricted only to the designated spaces marked in the parking lot. Students are not allowed to park in visitor spots.

9. When the lot is full, it is the student’s responsibility to park in another legal parking spot that is not on school grounds.

10. The school reserves the right to deny students access to or privilege to park in the front lot during the school day.

11. Traffic flows in one direction as indicated by arrows.

Approved by the Superintendent: 07/07/10, ______
EDUCATION RECORDS

I. The Board of Education recognizes its obligation to maintain the confidentiality of student education records and to grant parents and eligible students access to those records in accordance with the *Family Educational Rights and Privacy Act*.

II. The Superintendent will develop regulations to implement this Policy.
Regulation

STUDENTS

EDUCATION RECORDS

I. Purpose:

The District implements this regulation to maintain the confidentiality of student records and to provide parents and eligible students with the opportunity to inspect and review education records, to seek to amend education records, and to consent to the disclosure of education records.

II. Definitions and Designations:

A. Records Access Officer: The District’s Records Access Officer is: Director of Student Services, Perry Junior High School, 9499 Weston Rd., New Hartford, NY 13413.

B. Parent: The term “Parent” includes natural parent, a guardian or an individual acting as parent or guardian in the absence of the student’s parent or guardian.

C. Eligible Student: The term “Eligible Student” means a student who has reached age 18 or is attending post-secondary school.

D. Education Records: The term “Education Records” includes records, files, documents and other materials which contain information directly related to a student and are maintained by the District or a person acting on behalf of the District.

Education Records may exist in any form, including but not limited to print, computer media, video or audio tape, film, microfilm, microfiche and other materials which contain confidential information directly related to a student and which are maintained by the District or a party acting on behalf of the District. Education records do not include:

1. Certain Records in the Sole Possession of the Maker: Records made by instructional, supervisory, administrative personnel or ancillary educational personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the maker of the record;

2. Employee Records: Records maintained solely with respect to a person’s status as an employee rather than as a student;

3. Certain Medical & Psychological Records: Medical and psychological treatment records of an eligible student are not education records if they are maintained and used only in connection with treatment of the eligible student
EDUCATION RECORDS
and disclosed only to individuals providing the treatment, including treatment providers in the student’s school.

4. **Post Enrollment Records:** Records that only contain information about an individual after he/she is no longer a student at the District (for example, records of alumni activities);

5. **Records of a Law Enforcement Unit:** Records of a law enforcement unit are records that are A) Created by a law enforcement unit; and B) Created for a law enforcement purpose; and C) Maintained by the law enforcement unit:
   - A record that is not created by a law enforcement unit is not a law enforcement record.
   - A record that is used exclusively for non-law enforcement purposes (such as a school discipline proceeding) is not a law enforcement record (even if created by the law enforcement unit).
   - A record that is maintained by a component of the school District that is not part of the law enforcement unit is not a law enforcement record.
   - Where a law enforcement unit also performs non-law enforcement functions, the records created and maintained by that unit are considered law enforcement unit records, even where those records were created for dual purposes. (However, the copy of the record that was disclosed to the school official who is not part of the law enforcement unit is an Education Record).
   - Education records do not lose their status as Education Records simply because they are in the possession of a law enforcement unit.

E. **Directory Information:** The District designates the following information as Directory Information: student’s name, parent’s name, address, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency attended by student, photograph, and video images of students engaged in routine activities when those images are not records of the district’s law enforcement unit.
REGULATION
STUDENTS
EDUCATION RECORDS

III. Rights of Parents and Eligible Students:

A. Each parent of a student has the rights described in this policy, unless the District has been provided with evidence that there is a court order, statute or legally binding document related to such matters as divorce, separation or custody that specifically revokes these rights.

B. When a student becomes an eligible student (18 or attending a post-secondary school) all rights accorded to parents and consent required of parents, transfer from the parents to the eligible student. However, the District does not require the consent of the eligible student:

1. To disclose the education record to the parent if the eligible student is claimed by the parent as a dependent for tax purposes.

2. To disclose the education record to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

3. A school official may generally share with a parent information that is based on that official’s personal knowledge or observation of the student.

IV. Confidentiality of Education Records:

A. The District will not release education records, including personally identifiable information contained in Education Records, except:

1. Written Consent: The District may release the information if prior to the release of information, the District receives written consent from the parent. The written consent must specify the information to be released, the reason for the release and to whom the information may be released. The District will give the parent or student a copy of the information released, if requested by the parent.

2. Directory Information: The District may release Directory Information if the District has properly circulated its annual FERPA notification to parents of students in attendance and eligible students in attendance, unless the parent or eligible student has submitted Regulation 6600.2 restricting the District’s ability to release this information.

3. Military Recruiters: The District will disclose to requesting military recruiters the names, addresses and telephone numbers of juniors and seniors, unless the parent or eligible student has submitted Regulation 6600.2 prohibiting such release.
EDUCATION RECORDS

4. **School Officials with a legitimate educational interest**: The District may release the information to other school officials, including teachers within the District who have a legitimate educational interest in the information. The District will use reasonable methods to ensure that school officials have access only to the education records in which the school officials have a legitimate educational interest.

- **A school official is**: A person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person elected to the School Board; a person or company employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist; a person who is employed by the School District Law Enforcement Unit; a parent or student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official may be a contractor, consultant, volunteer or other party to whom the District has outsourced instructional services and functions if that individual or entity is performing services district employees otherwise perform (is not selling products or services), is under the direct control of the district with respect to the use and maintenance of the education records and is restricted from re-disclosing the education records except as permitted by FERPA.

- **A school official has a legitimate educational interest if the official is**: Performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

- **The District receives services from the Madison Oneida BOCES Regional Information Center and its vendors in accordance with FERPA. A request for a complete list of current vendors may be submitted to the Records Access Officer.**

5. **Student seeks to enroll in a different school**: The District may release student records to officials of other schools in which the student seeks or intends to enroll, provided that the student’s parents are notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
EDUCATION RECORDS

6. **Certain State and Federal Officials:** The District may release information to authorized officials of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education or certain State and Local Educational authorities.

7. **Financial Aid:** The District may release information to appropriate parties in connection with a student’s application for or receipt of financial aid.

8. **Authorized organizations performing studies:** The District may release information to organizations conducting studies for or on behalf of the District to develop, validate or administer predictive tests, administer student aid programs or improve instruction, provided that appropriate safeguards are implemented in accordance with federal regulations.

9. **Accrediting Organizations:** The District may release information to authorized accrediting organizations to carry out their accrediting functions.

10. **Court Order or Subpoena:** The District may release information pursuant to a valid court order or subpoena, provided that the District makes a reasonable effort to notify the affected parent or eligible student of the court order or subpoena in advance of the release of the information (except that in certain cases, such as in the case of certain subpoenas issued under the U.S. Patriot Act, the court order or subpoena may require release of information without advance notice to the parents).

11. **Victim of Specified Crimes:** In certain instances, the District may release to the victim of a specified crime, the final results of a disciplinary proceeding commenced against the alleged perpetrator, provided that the release conforms to the requirements of 34 CFR 99.39. The final results may only include the name of the student, the offense committed and the sanction imposed by the District.

12. **Information Concerning Registered Sex Offenders:** The District may release information provided to it under 42 USC 14071 and the applicable Federal Guidelines.

13. **Child Welfare Agencies:** The District may release information to an agency caseworker or other representative of a State or local child welfare agency, or tribal organization who has the right to access a student’s case plan and when the agency or organization is legally responsible for the child’s care and protection to provide accurate information about a child’s education history and needs to make informed placement recommendations to the court.

14. **Release in connection with an emergency necessary to protect health or safety:** The District may release information to appropriate parties in
EDUCATION RECORDS

connection with an emergency if the release is necessary to protect the health or safety of the student or other persons. The District will consider the following criteria when determining whether the information should be disclosed:

- The seriousness of the threat to the health of the student or other individuals;
- The need for the information to meet the emergency;
- Whether the parties to whom the information is disclosed are in a position to deal with the emergency;
- The extent to which time is of the essence in dealing with the emergency.

The District will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the information was disclosed.

E. If the District discloses student records to a third party as permitted by this policy, the District will:

1. Advise the third party of its duty to refrain from redisclosing the information and of its obligation to maintain the confidentiality of the information in accordance with the Family Educational Rights and Privacy Act.

2. If possible, attach to the disclosed record the following statement: "This document contains personal information from a student’s education records. It is protected by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) and may not be re-released without consent of the parent or eligible student."

V. Requests to Inspect Education Records:

A. Request: A parent who is interested in inspecting the student’s education record must submit his/her request to the Records Access Officer during regular business hours on any business day. Requests should be submitted in writing, on a form provided by the District (Regulation 6600.3). Copies of the form are available in the office of the Records Access Officer. If a parent makes an oral request for access to the education record during a school conference, the District may provide the parent access to the education record even though it has not received the request in writing.

B. Response: Within forty-five days of his/her receipt of a request for inspection, the Records Access Officer will determine and will advise the person making the request whether the records specified in the request are available for inspection.
1. **Records Available:** If the records are available for inspection, the Records Access Officer will advise the requestor when and where the record will be available for inspection. If the records contain information about more than one student, the Records Access Officer will remove from the copy of the records shown to the requester, any information which in his/her judgment would constitute an unwarranted invasion of personal privacy of any party (other than the student for whom the inspection has been requested).

2. **Records Not Available:** If the records are not available for inspection, the Records Access Officer will note the reason for the unavailability on the request form and will return a copy of the request form to the requesting party.

3. **Explanation of Records:** The Records Access Officer will respond to reasonable requests for explanations and interpretations of the records.

4. **Copying Fee:** The fee for copies of records is twenty-five cents per page, which is required to be paid at the time the copy is requested. The District will waive the fee if the fee effectively denies the parent an opportunity to inspect and review the education record.

5. **Maintaining a record of requests:** The Records Access Officer shall keep with the education record of each student, a record of all individuals, agencies or organizations which have requested or obtained access to the student's record (Regulation 6600.4) and a record of all re-disclosures it has authorized.
   
   - The record will indicate the parties who requested or received the information and the legitimate interest the party had in the information.
   - The District does not have to keep this record if the requester is the parent or eligible student, a school official with a legitimate educational interest in the information, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking information through certain subpoenas or court orders where the issuing court or agency has ordered that the existence or the contents of the subpoena or information not be disclosed.

VI. **Request to Amend Education Records:**

A. If a Parent believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the educational agency or institution to amend the record.
EDUCATION RECORDS

1. The request shall be directed to the Records Access Officer during regular business hours on the prescribed form. Copies of the form are available in the Superintendent's office or the office of the Records Access Officer.

2. The request shall identify, in writing, the record or records which the parent believes to be inaccurate, misleading or otherwise in violation of the student’s rights of privacy, with a statement of the reasons for the challenge to the record.

B. The Records Access Officer will make a written response to the request to amend an education record within twenty days of his/her receipt of the request. The response will indicate whether the Records Access Officer:

1. Finds that the record in question is inaccurate, misleading or an invasion of the student’s rights of privacy and that the record will be amended as requested, or

2. Finds that there is an insufficient basis to amend the record in question. If the Records Access Officer finds that there is an insufficient basis to amend the record in question, he/she will notify in writing the requesting party of the opportunity for a hearing and will provide the requesting party with a form to request the hearing.

C. Through informal meetings with the Parents, the settlement of a dispute regarding content of education records is encouraged.

VII. Request for Hearing:

A. Request: If a parent disagrees with the Records Access Officer’s finding that there is an insufficient basis to amend the education record, the parent may request a hearing. The request must be submitted to the Superintendent within ten days of the parent’s receipt of the Records Access Officer’s decision, on a form provided by the District. The hearing will be conducted within ten days of the Superintendent’s receipt of the request for a hearing.

B. Notice: The District will mail a hearing notice to the requesting party reasonably in advance of the hearing. The hearing notice will include the date, time and place of the hearing.

C. Hearing: The Hearing will be conducted by the Superintendent (or by another person designated by the Superintendent who does not have a direct interest in the outcome of the hearing). During the hearing, the requesting party may be represented by an individual or individuals (including an attorney) at his/her own expense. The requesting party will have a full and fair opportunity to present relevant evidence.
EDUCATION RECORDS

D. Decision: The Superintendent (or designee) will submit a written decision within ten days after completion of the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

1. If the Superintendent (or designee) finds that the record should be amended, he/she will amend the record and will inform the parent of the amendment in writing.

2. If the Superintendent (or designee) finds that the record should not be amended, he/she will inform the parent in writing of the right to place a statement in the record commenting on the contested information and/or stating why he/she disagrees with the decision of the District. The District will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

VIII. Notification of Rights:

A. The District shall annually disseminate a notice to parents and eligible students of their rights relative to education records. The notice will allow parents at least thirty days to ask the District not to disclose some or all of the directory information. (See Regulation No. 6600.1).

B. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA. Written complaints may be filed with: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

New Hartford Central School District
Legal Ref: The Federal Family Educational Rights and Privacy Act, 20 U.S.C. 1232(g); 34 CFR 99; October 9, 2002 Joint Memorandum from Secretary of Education Rod Paige and Secretary of Defense Donald H. Rumsfeld; February 7, 2003 Memorandum to Superintendent’s from LeRoy S. Rooker, Director of the Family Policy Compliance Office, US Dept. of Education, Uninterrupted Scholars Act

Adopted: 10/25/77
Revised: 10/17/95, 04/22/03, 03/15/05, 07/07/10, _____
Dear Parent/Guardian or Eligible Student:

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords parent(s)/guardian(s) or "eligible students" (students who are over 18 years of age or enter a postsecondary educational institution) certain rights with respect to the student's education records. The purpose of this letter is to inform you of some of those rights and to provide you with the following contact information for the District's Records Access Officer: District Clerk

Examples of FERPA rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Written requests for such access may be submitted to the Records Access Officer between 8 a.m. and 3 p.m. on any school day. Such requests should be submitted on the District's Application For Inspection of Student Records form that is located in the Office of the Records Access Officer.

2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes is inaccurate, misleading or an invasion of the student’s privacy rights. A request for an amendment may be submitted to the Records Access Officer during regular business hours. Such requests should be submitted on the District’s Request For Correction of Student Records form that is located in the Office of the Records Access Officer. If the Records Access Officer denies a properly submitted request for an amendment, the person seeking the amendment will be advised of his/her right to a hearing regarding the requested amendment.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. For example, the District may, without consent, disclose:

   a. Personally identifiable information to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist, and including entities that host and disseminate student information such as grades, homework and messages from teachers on the Internet); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official may be a contractor, consultant, volunteer or other party to whom the District has outsourced instructional services and functions if that individual or entity is performing services district employees otherwise perform (is not
b. Appropriately designated “directory information”, unless the parent/guardian or eligible student has advised the District to the contrary by filling out and returning the below attached Request To Limit Disclosure of Directory Information form. The primary purpose of directory information is to allow the District to include this type of information from the student’s education records in certain school publications such as a playbill (showing the student’s role in a drama production), an annual yearbook, an honor role or other recognition list, a graduation program, or a sports activity sheet (such as a wrestling program that discloses participants height or weight), etc. Directory information may also be disclosed to outside organizations such as companies that manufacture class rings or publish yearbooks or other companies. Additionally, Federal Law requires Districts receiving certain federal assistance to provide requesting military recruiters with secondary school names, addresses, telephone listings and possibly other directory information, unless parent(s)/guardian(s) or eligible students have advised the District that they do not want their student’s information disclosed without prior written consent.

4. The right to know that the District has designated the following information as directory information: Directory Information: student’s name, parent/guardian name, address, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency attended by student, photograph, and video images of students engaged in routine activities when those images are not records of the district’s law enforcement unit. If you do not want the District to disclose directory information without your prior written consent, you must complete and return to the District the below attached form by __________ (insert date thirty or more days from the date of this notice).
New Hartford Central School District
SUPERINTENDENT'S REGULATION
Draft 06/12/2015

STUDENTS

6600.2

STUDENT PRIVACY – FERPA NOTICE

5. The right to file a complaint with the following office if you believe the District has violated your FERPA rights: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Additionally, please be aware that:

• It is the District’s policy to disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, and.

• The District uses video surveillance cameras on school property and in school vehicles to maintain the physical security and safety of the campus. The District has designated its building principals as its law enforcement unit and has assigned to them the responsibility of maintaining the video surveillance images.

Sincerely,

Request To Limit Disclosure of Directory Information

Director of Student Services
New Hartford Central School District
Perry Junior High School District 9499 Weston Rd.
New Hartford, NY 13413
Telephone: (315) 738-9311

Dear Records Access Officer:

_____ Please secure my written consent before releasing my child’s name, address, telephone number and directory information to military recruiters.

_____ Please secure my written consent before releasing the following directory information to anyone:

________________________________________________________________________

________________________________________________________________________

Parent/Guardian Signature __________________________ Date of Request __________________________

For District Use Only

Request Received By __________________________ Date Request Received __________________________

Approved by the Superintendent: 07/07/10, __________
New Hartford Central School District
SUPERINTENDENT'S REGULATION
Draft 06/12/2015

STUDENTS

6600.3

APPLICATION TO INSPECT FERPA RECORDS

To: Director of Student Services
New Hartford Central School District
Perry Junior High School District
9499 Weston Rd.
New Hartford, NY 13413
Telephone: (315) 738-9311

I hereby apply to inspect the following student's records: ____________________________
(Name of student)

I hereby apply to inspect the following records: ____________________________

I am the:
( ) Natural Parent
( ) Legal Guardian
( ) Individual acting as parent or guardian in the absence of student’s parent or guardian.
( ) Student over 18 years of age

________________________________________
Signature

________________________________________
Date

________________________________________
Representing

________________________________________
Address

FOR SCHOOL DISTRICT ONLY

Approved: __________
Denied: __________
( ) Requested record cannot be found
( ) Requested record has been destroyed
( ) Requested record not maintained by school

________________________________________
Signature

________________________________________
Title

________________________________________
Date

NOTICE: You have a right to request correction of the content of the school records examined if you believe such records to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student by making a request on a prescribed form directed to the above referenced Records Access Officer.

I hereby request a correction.

________________________________________
Signature

________________________________________
Date

Approved by the Superintendent: 07/07/10, ______
## New Hartford Central School District

**SUPERINTENDENT'S REGULATION**

**Draft 06/12/2015**

**STUDENTS**

**STUDENT PRIVACY – RECORD OF FERPA REQUESTS**

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Approved by the Superintendent: 07/07/10, ___
REQUEST TO CORRECT FERPA RECORD

To: Director of Student Services
   New Hartford Central School District
   Perry Junior High School
   9499 Weston Rd.
   New Hartford, NY 13413
   Telephone: (315) 738-9311

I request a correction of the content of the following school records related to: ____________________________

______________________________________________________________
______________________________________________________________
______________________________________________________________

My grounds for requesting such correction are as follows:

______________________________________________________________
______________________________________________________________
______________________________________________________________

______________________________________________________________________________________________

Signature ___________________________________________________________ Date ______________________

______________________________________________________________________________________________

Representing _________________________________________________________ Mailing Address ______________

______________________________________________________________________________________________

Approved by the Superintendent: 07/07/10, ______
RESPONSE TO REQUEST FOR RECORD CORRECTION

FERPA OF 1974

FORM IV

TO: ____________________________

Requesting Party

______________________________

Address

I have received your request for a correction of school records relating to: ____________________________

(Name of Student)

( ) I have determined that the record(s) requested to be corrected (is) (are) inaccurate, misleading and/or otherwise inappropriate and I have caused such record(s) to be corrected and/or deleted.

( ) I have determined that there is no basis for correcting the record(s) in question.

( ) You have an opportunity for a hearing on this determination if you so desire by completing the enclosed form and returning it to: Superintendent, New Hartford Central School District, New Hartford, New York 13413. You will be notified of the date, time and place for such hearing. At the hearing you may present evidence in support of your contention.

______________________________

Signature

______________________________

Date

______________________________

Title

Approved by the Superintendent: 07/07/10,
REQUEST FOR HEARING

FERPA OF 1974

FORM V

TO: Mr. Robert J. Nole, Superintendent
New Hartford Central School District
New Hartford, New York 13413

I hereby request a hearing based on the denial of my application to have certain record and data corrected or deleted.

The records and data pertain to: ____________________________.

Name of Student

My request for such correction was denied by a notice date: ____________________.

________________________

Signature

________________________

Representing

________________________

Mailing Address

________________________

Date

Approved by the Superintendent: 07/07/10, _____
NOTICE OF HEARING

FERPA OF 1974

FORM VI

TO: ____________________________
    Requesting Party

_______________________________
    Address

PLEASE TAKE NOTICE that pursuant to your request of ____________________________ (Date) for a hearing regarding correction of certain student records and data, a hearing has been scheduled for: ____________________________.

Date    Time    Place

At the hearing, you may present evidence in support of your contention and rebut any evidence submitted in support of the challenged record. You are afforded the opportunity to be presented by counsel if you so desire.

_______________________________
    Signature

_______________________________
    Date

_______________________________
    Title

Approved by the Superintendent:  07/07/10, ____
THIRD PARTY CONFIDENTIALITY AGREEMENT

FERPA OF 1974

FORM VIII

I, ___________________________________________ do hereby consent and agree that as a condition to the inspection of certain confidential student records of ________________________________

Name of Student

************

I shall give no information contained in, or learned from, such records to any other persons or organizations including persons within my own organization or institution than is necessary to accomplish the purpose for which the inspection is being made.

************

I further agree no other person or organization shall have any access to such records, data or information, unless such other person or organization shall produce a written consent to the release of such records, signed by said student or his/her parent/guardian.

__________________________________________

Signature

__________________________________________

Title

__________________________________________

Organization

__________________________________________

Date

Approved by the Superintendent: 07/07/10, _____
PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS AND MARKETING SURVEYS

I. Introduction:

A. This policy governs the District’s use and disclosure of Instructional Materials, Protected Information Surveys, Third Party Surveys and Marketing Surveys.

B. For the purposes of this policy the term “parent” means parent or legal guardian or other person standing in loco parentis to a student.

C. The District’s Records Access Officer is: Director of Student Services

II. Protected Information Surveys:

A. A “Protected Information Survey” is any survey, analysis or evaluation of students that is required by the District and concerns one or more of the following eight protected areas:

1. Political affiliations or beliefs of the student or the student’s parent;

2. Mental or psychological problems of the student or the student’s family;

3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating or demeaning behavior;

5. Critical appraisals of other individuals with whom respondents have close family relationships;

6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;

7. Religious practices, affiliations, or beliefs of the student or student’s parent;

8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

B. The District will not, without prior written consent, require as part of any applicable program, any student to submit to a Protected Information Survey if the survey is funded in whole or in part by the US Department of Education.
PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS AND MARKETING SURVEYS

C. The District will provide parents and eligible students with notice and the opportunity to opt-out of any Protected Information Surveys regardless of funding.

D. In the event that the District administers a Protected Information Survey, the District will:

1. Strictly safeguard all protected information.

2. Not use the protected information for any improper purpose;

3. Restrict the disclosure of the protected information to persons the District deems essential to the purpose of the collection.

4. Allow requesting parents an opportunity to inspect the Protected Information Survey.

III. Instructional Materials:

A. The term “Instructional Materials” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

B. The District will make available for inspection by parents all instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.

C. A parent may request the opportunity to inspect instructional materials according to the following procedure:

1. Requests for inspection of instructional materials may be submitted during regular school hours to the District’s Records Access Officer. The request should be precise enough for the appropriate teacher to find the requested materials.

2. The District Access Officer will review the request with the appropriate teacher and will determine:

   a. Whether the materials are instructional in nature, and
PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS AND MARKETING SURVEYS

b. What steps, if any, must be taken to preserve the privacy of any student who is not the legal responsibility of the requesting parent.

3. The District will respond to a parent’s request for inspection within a reasonable period of time after the District’s receipt of the request.

a. If the Records Access Officer determines that the requested materials are not instructional in nature, the Records Access Officer will notify the requesting parent of his/her determination.

b. If the Records Access Officer determines that the requested materials are instructional in nature, the appropriate teacher:

ii. Will take all steps that are necessary to preserve the privacy of any student who is not the legal responsibility of the requesting parent, and

iii. Will promptly contact and schedule a meeting with the requesting parent. The purpose of the meeting will be to provide the requesting parent the opportunity to inspect the instructional materials that he/she requested.

IV. Third Party Surveys:

A. The term “Third Party Survey” means any survey created by a third party and administered or distributed by the school district.

B. The District will notify parents of its intent to administer or distribute a third party survey before it is administered or distributed to students. A parent who submits a timely request will be granted a reasonable opportunity to inspect the third party survey before the District administers it or distributes it to students.

V. Marketing Surveys:

A. The term “Marketing Surveys” means any survey used to disclose or collect individually identifiable information (including a student or parent’s first and last name, home or physical address (including street name and city/town name), telephone number or social security identification number) from students for the purpose of marketing or selling the collected information, or providing that information to others for the purpose of marketing or selling the collected information.
B. The term “Marketing Surveys” does not include any instrument used to disclose or collect such information for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students or institutions such as:

1. Colleges or other postsecondary educational recruiters or, military recruiters;

2. Book clubs, magazines, and programs providing access to low-cost literary products;

3. Curriculum and instructional materials used by elementary schools and secondary schools;

4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

5. The sale by students of products or services to raise funds for school-related or education-related activities

6. Student recognition programs.

C. The District will notify parents of its intent to administer or distribute a marketing survey before it is administered or distributed to students. A parent who submits a timely request will be granted a reasonable opportunity to inspect the marketing survey before the District administers it or distributes it to students. Requests should be submitted to the District’s Records Access Officer during regular business hours.

D. If the District uses a marketing survey to collect individually identifiable information from students, the District will:

1. Strictly safeguard all confidential student information that is collected;

2. Not use such information for any improper purpose;

3. Restrict the disclosure of such information to persons the District deems essential to the purpose of the collection.

4. Allow requesting parents an opportunity to inspect the Marketing Survey.
VI. Parental Notification:

A. The District will notify parents of the adoption or continued use of this policy at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.

B. The District will notify parents (or in the case of a student of an appropriate age, the student) annually of the specific or approximate dates when activities involving “Marketing Instruments (as defined by this regulation) are scheduled. The annual notice will offer parents the opportunity to opt their child out of such activities.

C. The District will notify parents annually of the specific or approximate dates when activities involving Protected Information Surveys are scheduled. The annual notice will:

1. Offer parents the opportunity to provide prior written consent for their child’s participation in any Protected Information Survey that is funded in whole or in part by the US Department of Education,

2. Offer parents the opportunity to opt their child out of participation in any Protected Information Survey regardless of funding.

VII. Parental Participation: This policy was developed and adopted in consultation with parents.
Dear Parent/Guardian or Eligible Student:

The Protection of Pupil Rights Amendment (PPRA) requires the New Hartford Central School District to notify you and obtain consent or allow you to opt your child out of participating in the following school activities:

1. **Certain Protected Information Surveys:** Any student survey, analysis or evaluation that is required by the District and concerns one or more of the following eight protected areas:
   
   A. Political affiliations or beliefs of the student or student’s parent/guardian;
   B. Mental or psychological problems of the student or student’s family;
   C. Sex behavior or attitudes;
   D. Illegal, anti-social, self-incriminating, or demeaning behavior;
   E. Critical appraisals of others with whom respondents have close family relationships;
   F. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
   G. Religious practices, affiliations, or beliefs of the student or parent(s)/guardian(s); or
   H. Income, other than as required by law to determine program eligibility.

2. **Certain Marketing Surveys:** In general, surveys that are used to disclose or collect individually identifiable information from students for the purpose of marketing or selling the collected information. Certain exceptions to this definition exist.

3. **Certain Non-Emergency Invasive Physical Examinations and Screenings:** Certain statutorily specified non-emergency invasive physical examinations or screenings.

The following schedule lists the activities that require parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parent(s)/guardian(s) to any student who is 18 or older or is an emancipated minor under State law):
(Sample Protected Information Survey Notice)

Date: On or about October 15, 2004.
Grades: Five and Six
Activity: ABC Survey of At-Risk Behaviors
Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parent(s)/guardian(s) and children, and use of alcohol and drugs at home.

Consent: (Use the following consent language only if the protected information survey is funded in whole or in part by US Department of Education): A parent/guardian must sign and return the attached consent form no later than (insert date) so that your child may participate in this survey.

Opt-Out: (Use the following opt-out language only if the protected information survey is not funded in whole or in part by the US Department of Education): Contact (specify a school official) at (telephone number, email, address, etc.) no later than (insert date) if you do not want your child to participate in this activity.

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(Sample Invasive Physical Exam Or Screening Notice)

Date: November 22 - 24, 2004.
Grades: One through Six
Activity: Flu Shots
Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-Out: Contact (specify a school official) at (telephone number, email, address, etc.) no later than (insert date) if you do not want your child to participate in this activity.

---

(Sample Survey That Collects Only Directory Information)

Date: 2003—2004 School Year.
Grades: Nine through Twelve
Activity: Student-Based Commercial Services
Summary: The District collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Opt-Out: Contact (specify a school official) at (telephone number, email, address, etc.) no later than (insert date) if you do not want your child to participate in this activity.
New Hartford Central School District
SUPERINTENDENT'S REGULATION
Draft 06/12/2015

STUDENTS

PPRA OPT-OUT LETTER

Note to schools: This information (names, addresses, and telephone listings) may be designated and disclosed as “directory information” under the Family Educational Rights and Privacy Act (FERPA). Instead of using this model notice format, schools may meet PPRA notice requirements for specific marketing activities that involve only designated “directory information” by allowing parent(s)/guardian(s) to opt out of “directory information” disclosure at the start of each school year, which should include all marketing activities).

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(Sample Survey That Collects More Than Directory Information)

Date: 2003—2004 School Year.
Grades: Nine through Twelve
Activity: Student-Based Commercial Services
Summary: The District collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, telephone listings and social security numbers. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.
Consent: A parent/guardian must sign and return the attached consent form no later than (insert date) so that your child may participate in this survey

Note to schools: While some of the information – names, addresses, and telephone listings may be designated and disclosed as “directory information” under the Family Educational Rights and Privacy Act (FERPA), schools that permit marketing activities that involve the collection, use, and disclosure of the students’ social security numbers may not use an opt-out procedure and must obtain prior written consent in accordance with Section 99.30 of the FERPA regulations.).

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Request To Review Certain Surveys Or Instructional Materials

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to (District Official) at (District Address). (District Official) will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.
New Hartford Central School District
SUPERINTENDENT'S REGULATION
Draft 06/12/2015

STUDENTS

PPRA OPT-OUT LETTER

Consent Form

I __________________ (parent/guardian name) give my consent for ___________________(student’s name) to take the __________________________ (specify the name and date of the activity).

Date:________________________

(______) __________________________ (Parent/Guardian signature)

Please return this form no later than (insert date) to the following school official:

Name: __________________________
Address: _________________________
Telephone: ________________________

Approved by the Superintendent: 07/07/10, _____
STUDENTS

PROVIDING A SAFE PUBLIC SCHOOL CHOICE TO STUDENTS WHO HAVE BEEN VICTIMS OF A VIOLENT CRIMINAL OFFENSE

I. Introduction

The Unsafe School Choice Option (Section 9532 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind (NCLB) Act of 2001) requires that students attending a persistently dangerous public school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, be allowed to attend a safe public school within the District (including public charter schools) if such choice is available in that public school.

Pursuant to the Unsafe School Choice Option, New York State law and Commissioner’s Regulations, the option of a safe public school will not be available in districts where there are no other safe public schools within the district at the same grade level.

II. Notification Of Parent(s)/Guardian(s) That A Student Has Been Determined To Be The Victim Of A Violent Criminal Offense:

A. The Superintendent has the responsibility to determine if a student has been the victim of a violent criminal offense.

1. Violent criminal offense means a crime that:

   a. Involves infliction of a serious physical injury\(^1\) upon another as defined in the State Penal Law;

   b. A sex offense that involves forcible compulsion; or

   c. Any other offense defined in the Penal Law that involves the use or threatened use of a deadly weapon\(^2\).

2. Before the Superintendent determines that a student is the victim of a violent criminal offense, he or she must consult with any law enforcement agency investigating the alleged violent criminal incident and consider any reports or records provided by such agency. However, the Superintendent may

---

\(^1\) Penal Law §10.00(10) defines "serious physical injury" as a "physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ."

\(^2\) Penal Law §10.00(12) defines "deadly weapon" as "any loaded weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged, or a switchblade knife, gravity knife, pilum ballistic knife, metal knuckles knife, dagger, blilly, blackjack, or metal knuckles."
determine that a student is the victim of a violent criminal offense whether or not the perpetrator is charged, convicted or acquitted by a court of law.

3. The Superintendent may also consult with the school district’s attorney prior to making a determination that a student has been the victim of a violent criminal offense.

4. The District is also required to complete and maintain a Violent and Disruptive Incident Report (VADIR) for each violent or disruptive incident that occurs. (see Policy 6701 and Regulation 6700.1).

B. 1. Where the Superintendent determines that the student is not the victim of a violent criminal offense, the parent of, or persons in parental relation to, such student shall be notified of such determination.

2. If the parent of, or persons in parental relation to, the student wish to challenge such determination they may do so by providing written notice of such appeal to the Board of Education. Delivery shall be to the Clerk of the Board of Education within ten (10) calendar days of notice of the Superintendent’s determination.

C. 1. Where the Superintendent determines that the student is a victim of a violent criminal offense, as defined above, the District shall notify the parents of, or persons in parental relation to, such student of his or her right to transfer to a public school within the District (including public charter schools) and the procedures for such transfer, if such transfer is not otherwise precluded by the NCLB Act.

2. Notification of the right to transfer shall not be required when:

   a. there are no other public schools within the District at the same grade level; or

   b. such transfer to a safe school is otherwise impossible.

3. Such notice shall occur within twenty-four hours of the Superintendent’s determination.

4. Such notice shall be, to the extent practicable, provided in the dominant language or mode of communication used by the parents or persons in parental relationship to such student.
STUDENTS

PROVIDING A SAFE PUBLIC SCHOOL CHOICE TO STUDENTS WHO HAVE BEEN VICTIMS OF A VIOLENT CRIMINAL OFFENSE

D. The District’s Code of Conduct for the Maintenance of Public Order on School Property has established procedures governing the notification of law enforcement officials of code violations that constitute crimes.

E. Notwithstanding any other provision of law to the contrary, the determination of the Superintendent shall not have collateral estoppel effect in any student disciplinary proceeding brought against the alleged victim or perpetrator of the alleged offense.

III. Designating a Safe Public School or Schools

A. When a student has been determined to be a victim of a violent criminal offense that occurred on the grounds of a public elementary or secondary school that the student attends, it shall be the responsibility of the District to designate a safe public school or schools within the District (including public charter schools) to which such student may transfer.

B. However, a District is not required to designate a safe public school where there are no other public schools within the District at the same grade level or such transfer to a safe public school within the District is otherwise impossible; or if the District has only one public school within the District or only one public school at each grade level.

C. A safe public school is defined as a public school that has not been designated by the Commissioner of Education as a persistently dangerous public elementary or secondary school.

D. 1. In designating a safe public school or schools the district shall utilize objective criteria. The District may also take into account the needs and preferences of the affected student and parents/persons in parental relation.

2. Such school or schools must be at the same grade level as the school from which the student is transferring. To the extent possible, students should be transferred to schools that are making adequate yearly progress and have not been identified as requiring school improvement, corrective action or restructuring.

E. The District shall make every reasonable effort to offer the parents of, or persons in parental relation to, a student who has been determined to be a victim of a violent criminal offense an opportunity to transfer the child to a safe public school within the District within ten (10) calendar days of such determination.
PROVIDING A SAFE PUBLIC SCHOOL CHOICE TO STUDENTS WHO HAVE BEEN VICTIMS OF A VIOLENT CRIMINAL OFFENSE

F. The parent of, or persons in parental relation to, the student who has been determined to be the victim of a violent criminal offense and who has been offered the choice to transfer to a safe public school within the District may accept such transfer or elect to have the student continue at his or her present school.

G. A student who transfers to a safe public school pursuant to this policy shall be enrolled in the classes and other activities of the public school in the same manner as all other children at such school.

H. Any student who transfers to a safe public school pursuant to this policy shall be permitted to remain in such safe public school until the student has completed the highest grade level in such school, or for such other period prescribed by the United States Department of Education, whichever is less.

I. The District shall provide transportation for any student permitted to transfer to the safe public school with the District it has designated, within the transportation limits established pursuant to Section 3635 of the Education Law.

IV. Documentation

The Superintendent shall maintain appropriate documentation regarding consultations with law enforcement officials and procedures utilized for parental notification and student transfer.
VIOLENT AND DISRUPTIVE INCIDENT REPORT (VADIR) FORM  
Last Revised, October 2006

Make additional copies of this form as needed. Do not send copies of this form to SED. Annual summary results for all reportable incidents occurring during the school year, between July 1 and June 30, should be reported on the SED Electronic VADIR System.

SCHOOL NAME

DESCRIPTION OF INCIDENT:

1. CATEGORY OF INCIDENT - If the incident involves multiple categories, one category choice is determined by the building official(s)/police handling the matter. The bold characters to the right of each item indicate the sections for annual reporting on the Summary of Violent and Disruptive Incidents Report where tallies of the corresponding incidents will be entered. (Check \( \checkmark \) all columns that apply.) Category definitions are summarized in this document and detailed in the Glossary of Terms.

<table>
<thead>
<tr>
<th>Category</th>
<th>With Weapon</th>
<th>Without Weapon</th>
<th>Involving Alcohol or Drugs</th>
<th>On School Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Homicide (1a): conduct that results in the death of another person.</td>
<td></td>
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<tr>
<td>2.1 Forcible Sex Offenses (2.1a): involving forcible compulsion.</td>
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<tr>
<td>2.2 Other Sex Offenses (2.2a): involving inappropriate sexual contact (no forcible compulsion)</td>
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</tr>
<tr>
<td>3. Robbery (3a): forcible stealing of property from a person by threatening the immediate use of physical force</td>
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</tr>
<tr>
<td>4. Assault with Serious Physical Injury (4a): intentionally or recklessly causing physical injury which creates substantial risk of death or serious or protracted disfigurement or protracted impairment of health or protracted loss or impairment of the function of any bodily organ</td>
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<tr>
<td>5. Arson (5a): deliberately starting a fire with intent to damage or destroy property.</td>
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<tr>
<td>6. Kidnapping (6a): to abduct a person or restrain a person with intent to prevent his or her liberation.</td>
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<tr>
<td>7. Assault with Physical Injury (7a): intentional or reckless act causing impairment of physical condition or substantial pain. (In violation of the school district code of conduct)</td>
<td></td>
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<tr>
<td>8. Reckless Endangerment (8a): subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious injury but no actual physical injury</td>
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<tr>
<td>9. Minor Altercations (9a): involving physical contact and no physical injury</td>
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</tr>
<tr>
<td>10. Intimidation, Harassment, Menacing or Bullying (10a): no physical contact - intentionally placing another person in fear of imminent physical injury. Incidents that do not result in a consequence (i-o) are reported in Item 2 page 3.</td>
<td></td>
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</tr>
<tr>
<td>11. Burglary (11a): entering or remaining unlawfully on school property with intent to commit a crime.</td>
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<tr>
<td>12. Criminal Mischief (12a): Intentional or reckless damaging of school property or the property of another person, including but not limited to vandalism and the defacing of property with graffiti.</td>
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<tr>
<td></td>
<td>With Weapon</td>
<td>Without Weapon</td>
<td>Involving Alcohol or Drugs</td>
<td>On School Transportation</td>
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<tr>
<td>13. Larceny, or Other Theft Offense (13a): unlawful taking and carrying away of personal property with intent to deprive the rightful owner of property. Permanently or unlawfully withholding property from another.</td>
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<td>14. Bomb Threat (14a): a telephoned, written or electronic message that a bomb, explosive or chemical or biological weapon has been or will be placed on school property.</td>
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<tr>
<td>15. False Alarm (15a): falsely activating a fire alarm or other disaster alarm.</td>
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<tr>
<td>16. Riot (16a): four or more persons simultaneously engaging in tumultuous and violent conduct and thereby intentionally or recklessly causing or creating a grave risk of physical injury or substantial property damage or causing public alarm.</td>
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<tr>
<td>*17.1 Weapons Possession: Weapons Confiscated through Routine Security Checks at Building Entrances (17a)</td>
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</tr>
<tr>
<td>*17.2 Weapons Possession Only: Weapons Found through other Means (17a) (Incidents where weapons were found other than through a routine security check at a building entrance.)</td>
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<tr>
<td>18. Use, Possession, or Sale of Drugs Only (18a)</td>
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<tr>
<td>19. Use, Possession, or Sale of Alcohol Only (19a)</td>
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<tr>
<td>20. Other Disruptive Incidents (20a): incidents involving disruption to the educational process serious enough to lead to one or more consequences listed in (i-o).</td>
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</tbody>
</table>

* For the 2005-06 reporting cycle, the combined totals of 17.1 and 17.2 must be reported in the 2005-06 VADIR Summary Form. In 2006-07, however, weapons possession incidents where weapons were confiscated through security checks at the building entrance will be reported separately from other weapons possession incidents.

2. Incident involved intimidation, harassment menacing or bullying of students or staff reported to the school principal or other school administrator responsible for student discipline by any source, such as a staff member, student, parent or other concerned citizen. Incident was not reported in Category 10 and did not result in a disciplinary action listed in the summary form (Columns j-o).

3. DATE AND TIME OF INCIDENT ____________________________

4. LOCATION OF INCIDENT ____________________________

5. INCIDENT OCCURRED (Check one item under each column)

<table>
<thead>
<tr>
<th>Location</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>(a) On school property</td>
<td>(c) During regular school hours</td>
</tr>
<tr>
<td>(b) At school-sponsored function off school grounds</td>
<td>(d) Before or after regular school hours, or on a day when school is not in session.</td>
</tr>
</tbody>
</table>

6. INCIDENT WAS (Check all that apply)

| (a) Gang related | (e) |
| (b) Bias Related | (f) |
7. VICTIMS (Duplicate this page as necessary)

<table>
<thead>
<tr>
<th>Enrolled Students 1(e)</th>
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<tbody>
<tr>
<td>Name</td>
<td>Grade</td>
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<tr>
<td>10</td>
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<table>
<thead>
<tr>
<th>School Personnel 1(f)</th>
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<tbody>
<tr>
<td>Name</td>
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<td>8</td>
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</table>

<table>
<thead>
<tr>
<th>Others (Include Unknown) 1(g)</th>
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<tbody>
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<td>8</td>
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</tr>
</tbody>
</table>

8. OFFENDERS (Duplicate this page as necessary)

<table>
<thead>
<tr>
<th>Enrolled Student 1(h)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Grade</td>
<td>Age</td>
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</tr>
</tbody>
</table>

Check all that apply. Report duration in school days.

- Referred for counseling or treatment program 1(j)
- Removed by teacher (section 3214) 1(k)
- Suspension from class or activities 1(l)
- Received out-of-school suspension 1(m)
- Transferred to alternative education program 1(n)
- Referred to law enforcement or juvenile justice 1(o)

Other non-punitive referrals (not to be reported on annual summary form)
Enrolled Student 1(b)

Name: ____________________________ Grade ________ Age ________

Check all that apply. Report duration in school days. Duration

- Referred for counseling or treatment program 1(j)
- Removed by teacher (section 3214) 1(k)
- Suspension from Class or Activities 1(l)
- Received out-of-school suspension 1(m)
- Transferred to alternative education program 1(n)
- Referred to law enforcement or juvenile justice 1(o)

Other non-punitive referrals (not to be reported on annual summary form)

-------------------

Enrolled Student 1(b)

Referred for counseling or treatment program 1(j)
- Removed by teacher (section 3214) 1(k)
- Suspension from Class or Activities 1(l)
- Received out-of-school suspension 1(m)
- Transferred to alternative education program 1(n)
- Referred to law enforcement or juvenile justice 1(o)

Other non-punitive referrals (not to be reported on annual summary form)

-------------------

Enrolled Student 1(b)

Name: ____________________________ Grade ________ Age ________

Check all that apply. Report duration in school days. Duration

- Referred for counseling or treatment program 1(j)
- Removed by teacher (section 3214) 1(k)
- Suspension from Class or Activities 1(l)
- Received out-of-school suspension 1(m)
- Transferred to alternative education program 1(n)
- Referred to law enforcement or juvenile justice 1(o)

Other non-punitive referrals (not to be reported on annual summary form)

-------------------

OFFENDERS (Duplicate this page as necessary) (Continued)

School Personnel 1(c)

Name: ____________________________ Position ____________

Check all that apply:

- Referred to law enforcement or criminal justice system 3(a)

Other disciplinary action 3(a)

-------------------

School Personnel 1(c)

Name: ____________________________ Position ____________

Check all that apply:

- Referred to law enforcement or criminal justice system 3(a)

Other disciplinary action 3(a)
Other (Include Unknown) 3(b)
Name: __________________________ Age (if student) ___ Position __________
Check all that apply:
| Referred to school of enrollment 3(b) |
| Referred to law enforcement or criminal justice 3(b) |
| Other disciplinary action 3(b) |

Other (Include Unknown) 3(b)
Name: __________________________ Age (if student) ___ Position __________
Check all that apply:
| Referred to school of enrollment 3(b) |
| Referred to law enforcement or criminal justice 3(b) |
| Other disciplinary action 3(b) |

9. If the incident involved the use of one or more weapons, indicate the number of weapons used in each weapon type listed below.

   ___ (a) Handguns 5A(1)
   ___ (b) Rifles/shotguns 5A(2)
   ___ (c) Other firearms 5A(3) (specify __________________________)
   ___ (d) Knives 5A(4)
   ___ (e) Chemical or Biological Agents 5A(5)
   ___ (f) Other weapons 5A(6) (specify: __________________________)

10. If the incident involved bringing a firearm to or possessing a firearm at a public school, indicate the number of students suspended and the number transferred to alternative education programs.

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Number of Students</th>
<th>Number of Students with Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Suspended for one year from the date of suspension (5b)</td>
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<tr>
<td>(b) Suspension shortened to less than one year (5c)</td>
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<tr>
<td>(c) How many students reported in Item 10(a) were transferred to an alternative education program? (5d)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) How many students reported in Item 10(b) were transferred to an alternative education program? (5e)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report prepared by __________________________
Date __________________________

Retain this form in the school. (Do not send to SED).

Approved by the Superintendent: 07/07/10, _______
UNIFORM VIOLENT INCIDENT REPORTING

I. PURPOSE

A. The 2000 Project SAVE legislation and implementing Section 100.2(gg) of the Regulations of the commissioner of Education require School Districts to record information on “violent or disruptive incidents” beginning with the 2001-02 school year.

B. Pursuant to the provisions of N.Y.S. Education Law, Section 2802, entitled “Uniform Violent Incident Reporting System,” the Commissioner of Education has been directed by the State Legislature to establish a statewide uniform violent incident reporting system, as well as promulgate regulations defining “violent or disruptive incidents.”

C. The Violent and Disruptive Incident Report (VADIR) Form implemented by the Department of Education serves two purposes:

1. To provide documentation of each incident to be used by school administrators and Department staff (when warranted to discern patterns and prevent future incidents of violent and disruptive behavior, and

2. To assist schools in compiling the summary data that must be reported on the BEDS School Data Form.

II. DEFINITIONS

A. “Violent or disruptive incident” shall mean one of the categories of incidents listed on the Violent and Disruptive Incident Report (VADIR) form that occurs on the property of the District. (Regulation #6700.1)

B. School “property,” as set forth in N.Y.S. Education Law Section 2801(1), entitled “Codes of Conduct on school property,” shall be defined to mean “...in or within any building, structure, athletic playing field, playground, parking lot and land contained within the real property line of a public elementary or secondary school; or in or on a school bus as defined in Section 142 or the N.Y.S. Vehicle and Traffic Law; and a school function which shall include a school-sponsored or school-authorized extracurricular event or activity, regardless of where such activity or event takes place.(see also: 8 NYCRR Section 100.2 (gg))

III. VIOLENT & DISRUPTIVE BEHAVIORS

A. An incident must be reported if it meets the following criteria; (1) it involved physical injury or the threat of physical injury, or (2) it disrupts the educational process and is serious enough to lead to disciplinary or referral action.
B. Incidents involving physical injury, with or without the use of a weapon; involving weapons, involving the "use or possession of drugs or alcohol," and involving bomb threats or false alarms, all must be reported regardless of the type of disciplinary or referral action that results. Such incidents must be reported even if they do not result in any disciplinary or referral action. Finally, such incidents must be reported regardless of whether or not the perpetrator(s) is identified.

C. Alleged incidents of Intimidation, Harassment, Menacing or Bullying that are reported to a building principal or other school administrator responsible for school discipline must be reported, regardless of whether the complaint is subsequently determined to be deemed unfounded.

D. Incidents defined in Categories 1-8, 14-15, and 17-19 of the VADIR Form that occur on school property or during school-sponsored or school-authorized extracurricular events or activities, are reportable in all circumstances, regardless of both the time when they occurred, and whether or not the person committing the act was an enrolled student.

E. Incidents in categories 9-13, 16 and 20 of the VADIR Form that occur on school property or during school-sponsored or school-authorized extracurricular events or activities, are reportable if the incident resulted in one or more of the disciplinary responses listed on the Summary Form, or would have resulted in one or more of the disciplinary response listed on the Summary form, in the case of an unknown perpetrator, regardless of the time when the incident occurred and whether or not the person committing the act was an enrolled student.

IV. STATE REPORTING AND RECORD KEEPING

A. Each The District/BOCES is required to complete the VADIR form submit the date to the Department for each reportable violent or disruptive incident using the NYSED applicable business portal.

B. A school The district must report incidents that occur in common areas or on school property that are under the control of the school district or on school buses that the school district operates or provides by contract.

C. In addition, each The District must provide a summary of all reportable incidents on the Basic Educational Data System (BDES) School Data Form the following school year.

D. Violent and Disruptive Incident Report Forms must be kept on file in the School District for six (6) years and must be made available to State Education
UNIFORM VIOLENT INCIDENT REPORTING

Department staff on request until the youngest person involved in the incident reaches the age of 27.
TO: Robert Nole
FROM: Mark E. Benson
DATE: October 28, 2015
RE: Additional Advisor for Winter 2015

I recommend Daniel Fabbio as Drum Tech/Pit adviser for Winterguard/Drumline. He is a recent addition; the rest of the staff was approved at the August 17, 2015 Board of Education Meeting. His pay would be $500 for the season.

Thank you for your consideration.
2015-2016 NEW HARTFORD WINTER COACHES

I have reviewed the following list of coaches, they are deemed compliant (certified) in accordance with New York State coaching license requirements.

Director of Athletics

Date

WRESTLING

Varisty
Unpaid Volunteer Assistant - Jeremy Kozak
Unpaid Volunteer Assistant - Sean McKenna

BASKETBALL – GIRLS

Head 7th Grade - Tom Bronk

SWIMMING - BOYS

Modified
Assistant - Shaun Hadity

11.17.2015 BOE Mtg
# COACHING CERTIFICATIONS - WINTER 2015-2016

<table>
<thead>
<tr>
<th>COACH</th>
<th>DOH</th>
<th>1ST AID</th>
<th>CPR</th>
<th>Phil/Prin.</th>
<th>Hilth Sci</th>
<th>Theory/Tech</th>
<th>Child Abuse</th>
<th>Viol Prev</th>
<th>CertTeach</th>
<th>Temp Lic</th>
<th>DASA</th>
<th>Conc Mgmt</th>
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<tbody>
<tr>
<td>WRESTLING</td>
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<tr>
<td>Kozak, Jeremy</td>
<td>Nov-09</td>
<td>exp11/16</td>
<td>exp11/16</td>
<td>Oct-10</td>
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<td>Oct-10</td>
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<td>x</td>
<td>exp 11/16</td>
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<td>exp 8/17</td>
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<td>May-97</td>
<td>Jan-02</td>
<td>Mar-03</td>
<td>Jun-02</td>
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<td>x</td>
<td>Aug-14</td>
<td>exp 11/16</td>
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<td>exp 1/16</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>PE</td>
<td>n/a</td>
<td>x</td>
<td>exp 9/17</td>
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<td>1ST AID</td>
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<td>Phil/Prin.</td>
<td>Hlth Sci</td>
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<td>DASA</td>
<td>Conc Mgmt</td>
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<td>exp11/16</td>
<td>Oct-10</td>
<td>Oct-10</td>
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<td>x</td>
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<td>n/a</td>
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<td>exp 11/16</td>
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<td>McKenna, Sean</td>
<td>Nov-15</td>
<td>exp 8/17</td>
<td>exp 8/17</td>
<td>TBC</td>
<td>TBC</td>
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<td>Aug-15</td>
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<td>Aug-15</td>
<td>exp 7/17</td>
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<td>Bronk, Tom</td>
<td>Nov-14</td>
<td>exp 8/17</td>
<td>exp 8/17</td>
<td>May-00</td>
<td>May-97</td>
<td>Jan-02</td>
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<td>x</td>
<td>Aug-14</td>
<td>exp 11/16</td>
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NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Jeremy Kozak

Address: 

Phone: 

Position: Coach: Unpaid Volunteer JV/Varsity Wrestling

Educational Background: BA Sociology – Hamilton College

Experience:
4 yr. Varsity player @Hamilton College
All State Football Player New Hartford CSD
New Hartford CSD Wrestling Team MVP
2 yr. Asst. Coach Modified Football – New Hartford CSD
1 yr. JV Head Wrestling Coach
2009-12 – V Wrestling Coach NHCSKD
2013-14 – JV Wrestling Coach NHCSKD
2014 – Present – Unpaid Volunteer Wrestling - NHCSKD

Certification Status: Students w/Disabilities (Grades 5-9) Professional Certificate
First Aid/CPR/AED

Salary Justification: Unpaid volunteer

11/2015
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Thomas Bronk

Address:

Phone:

Position: Coach: 7th Grade Girls Basketball

Educational Background: Retired from USPS – 33 years

Experience:
1982-1988 – Girls CYO Basketball coach
1999-2013 – Girls Softball Coach (12 years – Modified; 2 years JV; 1 year Varsity) - Sauquoit
2003 – Girls Varsity Basketball Coach – Frankfort
1989-2006 – Girls Varsity Soccer Coach – Notre Dame
2014 – Present – Girls 7th Gr. Basketball - NHCSD

Certification Status: FA/CPR/AED
Temporary Coaching License

Salary Justification: Step 14  Coach Salary Scale 4%
Approximately $1,918

11.2015
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Sean McKenna

Address:

Phone:

Position: Coach: Unpaid Volunteer varsity Assistant

Educational Background: 2014 – NHCSD Graduate
                         2016 – AAS - MVCC

Experience: 9/2010 – Present – Volunteer various youth wrestling groups

Certification Status: Temporary Coaching License

Salary Justification: Unpaid Volunteer

11.2015
Name: Shaun Hadity

Position: Coach: Modified Assistant Boys Swim

Educational Background: MS Education – SUNY Cortland – Anticipated – May 2016
BS Education – SUNY Cortland – May 2014
AAS – HCCC – May 2012

Experience: 2012 – 2015 – HCCC Soccer Camp Coach
2014 – Boys Modified Basketball Asst. - Westmoreland
2014 – Boys Varsity Asst. – Westmoreland
2015 – Present – Girl’s Modified Soccer - volunteer

Certification Status: Certified PE Teacher - NHCSD

Salary Justification: Step: 4 Coach Salary Scale: 5%
Approximately: $2,106

11.2015
Cc: Sheila Shaheen
NAME: Bonnie Murling

ADDRESS: 

PHONE: 

EFFECTIVE DATE OF PROVISIONAL APPOINTMENT: November 23, 2015

HOURLY RATE: $9.12

JOB TITLE: Temporary school monitor

CIVIL SERVICE TITLE: 

SCHOOL TITLE (if different): 

SCHOOL BUILDING ASSIGNMENT: Junior High

REPLACEMENT FOR: Sue Jones

HOURS PER DAY: 6 hours (11/23/15 – 1/8/16)

BACKGROUND: Ms. Murling is currently a substitute teacher aide and school monitor in the District

C: Sharie Arnold
NEW HARTFORD CENTRAL SCHOOL DISTRICT
NEW HARTFORD, NEW YORK 13413
Business Office
Phone: 315/624-1280
Fax: 1-315/624-1265

NAME: Michael Cornmire

ADDRESS: 

PHONE: 

EFFECTIVE DATE OF PROBATIONARY APPOINTMENT: November 18, 2015

HOURLY RATE: $11.80

JOB TITLE: Part time cleaner weekends

CIVIL SERVICE TITLE: 

SCHOOL TITLE (if different): 

SCHOOL BUILDING ASSIGNMENT: Junior High/ Oxford Road

REPLACEMENT FOR: Andrew Krumbach

HOURS PER DAY: 11 hours per weekend

BACKGROUND: Mr. Cornmire has been employed as night crew stocker at Home Depot and as a clerk at a local pharmacy.

C: Sharie Arnold
NEW HARTFORD CENTRAL SCHOOL DISTRICT
NEW HARTFORD, NEW YORK 13413
Business Office
Phone: 315/624-1280
Fax: 1-315/624-1255

NAME: Judy Tartaglia

ADDRESS:

EFFECTIVE DATE OF PROBATIONARY APPOINTMENT: November 18, 2015

HOURLY RATE: $9.12

JOB TITLE: part time school monitor

CIVIL SERVICE TITLE:

SCHOOL TITLE (if different):

SCHOOL BUILDING ASSIGNMENT: Hughes

REPLACEMENT FOR:

HOURS PER DAY: ½ hour per day

BACKGROUND: Mrs. Tartaglia was the only employee who bid on this position.

C: Sharie Arnold
To: Robert Nole  
Superintendent

FROM: Mark E. Benson  
Principal

DATE: November 3, 2015

RE: New Hartford Ski and Snowboard Club

It is my pleasure to recommend the creation of the New Hartford Ski and Snowboard Club to be advised by Kelly Ann Nugent. In accordance with Board Policy 6101 - Introduction of Extra-Curricular Activities in the School System, there is a qualified advisor and a substantial interest from the student body. The club aligns with the Vision of the New Hartford Central School District and the curriculum of the Physical Education department. Our students, school, and community will benefit from this opportunity.

Detailed information about the club may be found on the attached proposal.

If you have any questions, please do not hesitate to contact me. Thank you.

Cc: Allen Hyde  
Kelly Ann Nugent
**Ski and Snowboard Club Proposal**

Prepared by Kelly Ann Nugent  
English Teacher  
New Hartford Senior High

“They need to understand the importance of working hard and contributing to their communities **while at the same time**, maintaining a high level of personal wellness. Additionally, they need to develop creative talents and **unique interests** characteristic of well-rounded, educated individuals. We can ensure these goals by increasing student involvement in service activities, **health and fitness programs** and the arts” *(New Hartford CSD Vision Statement)*.

**Purpose of Club**
- The Ski and Snowboard Club would provide a healthy, fun activity for students who do not participate in winter sports.
- Skiing and snowboarding promote lifelong health, fitness, and psychological well-being in our CNY climate.
- Some skiers and snowboarders do not have the **financial or family resources** to participate in their sport regularly. A school club gives them this opportunity by defraying costs and providing supervision and transportation.
- Students—some of whom have no other extracurricular attachment to school—will have positive experiences and make friends.

**Activities**
- The club would visit Woods Valley every Wednesday after school for the entirety of the ski and snowboard season, approximately December through the end of March.
- *If and only if* the club developed the necessary momentum and the funds were available, we would like to add 2-4 Saturday trips to Gore.

**Costs, Transportation, and Liability**
- The school district would provide weekly transportation. *(Approximately $250 per bus per week)*
- **Students** would purchase their own season passes at $150 each.
- **Buses** are available on Wednesdays after 4:00 p.m. We would wait until these buses are available to depart so as not to interfere with athletics.
- Woods Valley requires students to sign waivers and codes of conduct.

**Interest**
- Approximately 50 students have expressed interest.

**Advisors & Chaperones**
- I have over eight years of experience coaching boys’ and girls’ teams, and I am used to supervising large groups on trips.
- Ms. Katie Sullivan (Art Teacher) and I are interested in co-advising. We both understand we would not be paid the first year.
- Mr. Jarrod Williams (English), Mr. Charles Rogan (Science), Mr. Jon Vaughn (Art), Mr. Kroll (Science), and Mrs. Beth Guzki are also available to chaperone.
TO:                   Robert J. Nole
FROM:                Mary Mandel
ISSUE:               Surplus of Stadium Digital Clock and Scoreboard
DATE:                October 28, 2015

It is recommended that the stadium digital clock and scoreboard per attached
description be declared surplus item for disposal or sale as per the request of Mr.
Andrew Morgan, Plant Engineer.
NEW HARTFORD CENTRAL SCHOOL DISTRICT
New Hartford, NY 13413

ASSET INVENTORY
2015-16

HIGH SCHOOL - STADIUM
School

10 - 27 - 15
Today's Date

STADIUM SCOREBOARD
Asset Description

DAKTRONICS
Manufacturer

KITTER & PARATORE - SITE CONTRACTOR
Vendor

DIGITAL CLOCK & SCOREBOARD
Model

N-A
Serial Number

Fall 2004
Acquisition Date

± $21,000
Original Cost

H/S STADIUM FIELD
Site/Building Description

N-A
Room

Requested by:

Signature

ANDREW MORGAN PLANT ENGINEER
Print Name

Choose One:

☐ Above Asset Being Transferred To:
(Please attach sheet with detail information as to its new location.)

☐ Requesting Above Asset to be Disposed
(Need approval by the Board of Education.)

NOTE:
Please send this sheet to:
Diana Jaworski, Business Office
TO: Robert J. Nole  
Superintendent of Schools

FROM: Mary B. Mandel  
Assistant Superintendent for Business Affairs

RE: Board Agenda

DATE: October 22, 2015

I am enclosing the Budget Transfers effective September 30, 2015.

It is recommended the Board of Education approve these transfers at their next meeting.

MBM:rak  
Enclosure
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<th>DESCRIPTION</th>
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<td>Software</td>
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Transfer from contractual code to salary code to cover Tax Collector Salary within tax collection budget.
Set aside funds (encumbered) for the remainder of the year for unanticipated emergency repairs.
Set aside budgetary funds (encumbered) for safety officers salaries.
Transfer from salary code to contractual code.

To maximize state aid/part of curriculum cycle.