

**ROSLYN UNION FREE SCHOOL DISTRICT
Meeting of the Board of Education**

Thursday, February 15, 2018

8:00 P.M.

Roslyn High School – Board Room

7:00 p.m. - Executive Session

8:00 p.m. - Board of Education Meeting

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recognition: Roslyn Robotics Club

Recommendation to accept the minutes from the following meeting(s):
January 25, 2018
February 1, 2018

Board President's Comments

Superintendent's Comments

Student Delegate's Comments

Discussion Item(s):

1. Budget Presentations:
 - Transportation
 - Physical Education, Health & Athletics
 - Revisions to Budget (**Attachment DI1**)

PUBLIC COMMENT #1 Limited to Agenda Items ONLY

(Will be limited to ½ hour, no more than 2 minutes per speaker).

Though not required by law, the Roslyn Board of Education invites public comment during its meetings. Citizens will be recognized by the presiding officer. Please state your name and address before speaking and direct all comments to the Board. This is not a time for citizen to citizen exchanges. We ask that comments not include the names of students or staff members, and comments are not permitted with respect to confidential matters. Please also be reminded that Board meetings are designed by law to facilitate the school district's business and provide for public Board deliberations. Thank you

ACTION ITEMS

Action may be taken for each individual resolution or by the titled subgroups. Bracketed information following resolutions is not part of the Board's official action and does not become part of the official record.

PERSONNEL:

ALL PERSONNEL APPOINTMENTS LISTED ARE FUNDED IN THE CURRENT BUDGET UNLESS OTHERWISE NOTED

- P.1.** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:
RESOLVED, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.1 Professional)**

BUSINESS/FINANCE:

ALL ITEMS ON THE BUSINESS/FINANCE PORTION OF THE AGENDA ARE WITHIN THE BUDGET UNLESS OTHERWISE SPECIFIED

- B.1.** Recommendation to approve the following contracts and to authorize the Board of Education President to execute (those contracts marked with an asterisk have been prepared pursuant to a previous award of an RFP or bid).

- (i) Contractor: Uniondale Union Free School District
Services: Health Services for 17 students attending out of district schools for the 2017/2018 school year.
Fees: \$760.48 per student
Total estimated to be \$12,928.16

Recommendation to **amend** the following contract (ii) which was first approved by the Board of Education on October 19, 2017 (item B.1. (iii))

- (ii) Contractee: Sid Jacobson JCC – VTEC Program
Services: Vocational Internship Program for the period of 2017-2018 school year
Fees: ~~No cost to district~~ Intake Fee \$200 per student

- B.2.** Recommendation to approve Capital Budget Appropriation Transfers as per attached. **(Attachment B.2.)**

- B.3.** Recommendation to approve general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2250-472-03-9000-307	Private School Tuition	\$14,100.00
	Subtotal	\$14,100.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2250-450-03-9000-307	Special Education Supplies	\$14,100.00
	Subtotal	\$14,100.00

REASON FOR TRANSFER REQUEST: To cover the cost of Frontline Direct (formerly IEP Direct) for prior year service, maintenance, and access to Special Education web-based program.

B.4. Recommendation to approve general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
9060-800-03-9000-303	Medical Insurance	\$25,000.00
	Administration	
Subtotal		\$25,000.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
5540-430-03-5500-510	Transportation to Special	\$25,000.00
	Schools	
Subtotal		\$25,000.00

REASON FOR TRANSFER REQUEST: On October 5, 2017 the Board of Education approved the expenditure for an additional child to be transported to UCP at a cost of \$25,344 per year. There are insufficient funds in the code to pay for this service.

B.5. Recommendation to approve the following payment to KG&D Architects for professional services rendered to the district and reimbursable expenses pertaining to capital improvements at the locations indicated in the table below. [Funds will be deducted from the Capital Budget Codes indicated in the table below.]

Payment	Location/ Project	Budget	PO #S	Inv #
\$1,645.27	New Bus Facility Reimbs.	2110-245-03-1501	H15-00014	41
\$6,919.55	HTS Reimbursements	2110-245-06-1506	H15-00014	23
\$6,698.29	HH Reimbursements	2110-245-07-1507	H15-00014	35
\$15,057.96	HS Reimbursements	2110-245-08-1508	H15-00014	36
\$19.72	MS Reimbursements	2110-245-09-1509	H15-00014	22

B.6. Recommendation to approve a change order as indicated below. This change order will increase the contract with Stalco Construction in the amount of \$8,154.51 and therefore increase purchase order H17-00015 in account code H-1620-293-07-1607.

Stalco Construction Inc. (HH GC-012) represents the cost to provide the labor and material needed to saw cut the existing concrete slab, excavate, backfill, compact and restore slab at Library as required to replace existing broken storm drain piping under slab. This was first presented to the Board of Education as a pending change order in the estimated amount of \$8,200 as item B10 on the agenda of 10/19/2017.

B.7. Recommendation to approve a change order as indicated below. This change order will increase the contract with Stalco Construction in the amount of \$7,004.27 and therefore increase purchase order H17-00015 in account code H-1620-293-07-1607.

Stalco Construction Inc. (HH GC-014) represents the cost to provide labor and materials to saw cut across the width of the corridor in four locations, chip out the existing and refill to provide a wide enough strip to accept the new tile without creating a trip hazard. Stalco was requested to proceed with this work in time for the flooring to be done in time for the school re-opening. This was first presented to the Board of Education as a proposed (confirming) change order in the amount of \$7,004.27 as item B10 on the agenda of 11/16/2017.

- B.8.** Recommendation to approve a credit change order as indicated below. This change order will decrease the contract with Sipala Landscape Services, Inc. in the amount of \$2,640 and therefore decrease purchase order H18-00011 in account code H-1620-293-07-1607.

Sipala Landscape Services, Inc. (HHI GC-004). This change order represents the additional cost to hydroseed all areas not covered by sod (88,000 sq. ft. at 27¢ per sf) offset by a credit for areas not sodded (30,000 sq. ft. at 88¢ per sf). This was first presented to the Board of Education as a pending change order in the estimated amount of -\$2,640 as item B12 on the agenda of 01/25/2018.

- B.9.** Recommendation to approve a pending change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the construction manager and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

HS General Construction PCO#53: Stalco Proposed Change Order #53 (High School) for signage at a cost of no more than \$29,300. This change order represents the cost to purchase signage that is required by code to be installed in the building. Park East Construction has reviewed the proposal and asks that it be presented to the BOE for review as a not to exceed amount. There are apparently some classroom signs which do not need to be purchased because they were already a gift to the school district by the HS PFA. It should be noted that this change order will be funded through an allowance of \$35,000 which was set aside in the contract with Stalco specifically for this purpose. Upon approval and verification KG&D Architects will create a formal credit change order for the balance of the \$35,000 allowance not used and forward for signatures.

- B.10.** Recommendation to approve a pending change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the construction manager and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

HH General Construction PCO#31: Stalco Proposed Change Order #31 (Harbor Hill) for signage at a cost of no more than \$9,651. This change order represents the cost to purchase signage that is required by code to be installed in the building. It should be noted that this change order will be funded through an allowance of \$15,000 which was set aside in the contract with Stalco specifically for this purpose. Upon approval and verification KG&D Architects will create a formal credit change order for the balance of the \$15,000 allowance not used and forward for signatures.

- B.11.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Hi Tech Air Conditioning Service in the amount of \$13,535.14 which will increase purchase order H17-0014 in account code H1620.294.08.1608

Hi Tech Air Conditioning Service (HS MC-009). This change order represents the cost to provide labor and materials to install a hot water coil as per the request of KG&D Engineers BGA as the existing unit serving this room was removed and replaced with the new specified unit which didn't have provisions for heat. (This was first presented to the Board of Education as a Pending Change Order on 01/25/18 item B29 in the estimated amount of \$14,000.00).

- B.12.** Recommendation to approve a change order as indicated below. This change order will increase the contract with JNS Heating Service, Inc. in the amount of \$13,637.81 and therefore increase purchase order H17-00011 in account code H-1620-294-07-1607.

JNS Heating Service, Inc. (HH MC-004) in order to Furnish and install additional RTU-1 ductwork as per Barile Gallagher Engineers in response to JNS RFI-23 in conjunction with placement of subject unit on dunnage steel in lieu of provided unit curb This was first presented to the Board of Education as a pending change order in the estimated amount of \$14,000 as item B8 on the agenda of 12/5/17.

- B.13.** Recommendation to approve a change order as indicated below. This change order will increase the contract with JNS Heating Service, Inc. in the amount of \$8,567.87 and therefore increase purchase order H17-00011 in account code H-1620-294-07-1607.

JNS Heating Service, Inc. (HH MC-005) in order to furnish and install additional ERV-2 ductwork as per Barile Gallagher Engineers in response to JNS RFI-23 in conjunction with placement of subject unit on dunnage steel in lieu of provided unit curb. This was first presented to the Board of Education as a pending change order in the estimated amount of \$9,000 as item B9 on the agenda of 12/5/17.

- B.14.** BE IT RESOLVED, that the Board of Education of the Roslyn Union Free School District hereby approves the Agreement and the Rider to the Agreement between Hornblower, New York, LLC;

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute necessary documents to effectuate said Agreement and Rider to the Agreement on behalf of the Board of Education

- B.15.** Recommendation by Jason Lopez, Instructional and Administrative Chief Technology Officer, to declare as surplus the following computers, monitors and iPads which are no longer operational or upgradable. These items will be put up for public sale based on their salvage value. Any items not sold will be disposed of properly. **(Attachment B.15.)**
- B.16.** Recommendation by Scott Andrews, Roslyn High School Principal, to declare the following books to be discarded due to their being outdated and obsolete. **(Attachment B.16.)**
- (30) Biology Textbooks, Campbell Publishing 1996, ISBN 0-8053-1940-9
- B.17.** Recommendation by Melissa Krieger, East Hills Principal, to declare as surplus the following item which has lived its life and has been declared unusable. This item will be put up for public sale based on salvage value. If it is not sold, it will be disposed of properly. **(Attachment B.17.)**
- One (1) piano (ticket number 200394)

CURRICULUM AND INSTRUCTION:

C&I.1 Recommendation to accept the confidential stipulations of the CPSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on January 24, 2018, January 31, 2018 and February 5, 2018.

C&I.2 Recommendation to accept the confidential stipulations of the CSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on January 9, 2018, January 12, 2018, January 23, 2018, January 24, 2018, January 25, 2018, February 2, 2018 and February 5, 2018.

C&I.3 Recommendation to approve 18 students and 3 chaperones from the Science Olympiad Club to attend the Science Olympiad State Tournament in Syracuse, New York from March 9 through 11, 2018 at an estimated cost to the district of \$4,121.05. [Total cost of trip: \$7,627.25: Student contribution (including fundraising) \$3,506.20(46%); District contribution \$4,121.05(54%).]

C&I.4 Recommendation to approve 24 students and 3 chaperones from the DECA Club to attend the DECA National Conference in Atlanta, Georgia from April 20 through 25, 2018 at an estimated cost to the district of \$24,160.64. [Total cost of trip: \$47,487.20: Student contribution (including fundraising) \$23,326.56(49%); District contribution \$24,160.64(51%).]

C&I.5 Recommendation to approve Michael Brostowski to attend the New York State Athletic Administrators Association NYSAAA 2018 Conference in Saratoga Springs, New York from March 13 through 16, 2018 at an estimated cost to the district of \$1,417.00.

C&I.6 Recommendation to approve Melissa Vanco to attend college visits at Duke University and University of North Carolina in Durham and Charlotte, North Carolina from March 2 through 3, 2018 at an estimated cost to the district of \$777.00.

BOARD OF EDUCATION:

BOE.1 Recommendation to conduct the *third reading* of updated Board of Education Policy 5300 – Code of Conduct. (**Attachment BOE.1**)

BOE.2 **BE IT RESOLVED** that the Board of Education of the Roslyn Public Schools hereby ***abolishes the following policies:***

- Policy 5300 Code of Conduct
- Policy 1240 Visitors to Schools
- Policy 1520 Public Conduct on School Property
- Policy 5311 Student Rights and Responsibilities
- Policy 5312 Prohibited Student Conduct
- Policy 5312.2 Dangerous Weapons – Students
- Policy 5313 Penalties
- Policy 5313.1 Detention
- Policy 5313.2 In School Suspension
- Policy 5313.3 Suspension and Expulsions
- Policy 5313.6 Discipline of Students with Disabilities
- Policy 5314 Corporal Punishment
- Policy 5330 Student Searches and Interrogations

and hereby ***adopts the following policies in their place:***

- Policy 5300 Code of Conduct

BOE.3 Recommendation to approve the attendance of Meryl Waxman Ben-Levy at the *Mental Health Summit*, Thursday, March 15, 2018 presented by the New York School Board Association and the *2018 Policy Workshop*, Thursday, March 27, 2018 presented by the New York School Board Association at a cost not to exceed \$350.00

Public Comments #2

EXECUTIVE SESSION (if needed)

Adjournment

Program	F	O	L	P	Change	Reason
MS ELA Supplies	2110	451	09	1200	(19,166.00)	reduced need for ELA materials
HTS PACT Program	2850	157	06	6900	6,826.00	revision for PACT program
BOCES Administrative Charges	1981	490	03	9000	(36,803.00)	revised estimate of BOCES Administrative Charges
TRS	9020	800	03	9000	(169,544.00)	reduction in ECR for TRS to 10.63% as per bulletin
EH Health Educator	2110	120	04	1400	(14,000.00)	elimination of elementary health educator
HH Health Educator	2110	120	07	1400	(14,000.00)	elimination of elementary health educator
EH Science Teacher	2110	120	04	2200	(74,056.00)	breakage due to retirement resignation
MS Computer Teacher	2110	130	09	1100	(61,187.00)	breakage due to retirement resignation
MS Music Teacher	2110	130	09	1900	(69,873.00)	breakage due to retirement resignation
HS Special Education Teacher	2250	152	08	9000	(69,873.00)	breakage due to retirement resignation
MS Library Media Teacher	2610	152	08	9000	(69,873.00)	breakage due to retirement resignation
TRS	9020	800	03	9000	(31,909.00)	reduction in TRS contribution due to retirement breakage
FICA and MC Payroll Taxes	9030	800	03	9000	(104,429.00)	reduction in FICA/MC fees due to retirement breakage
Data Processing Eqpt Repairs	1680	445	03	3300	5,000.00	reallocation of funds to equipment repair
Data Processing Equipment	1680	200	03	9000	(2,500.00)	reallocation of funds to equipment repair
Data Processing Cont Svces	1680	430	03	9000	(2,500.00)	reallocation of funds to equipment repair

Total

110,732,415.00
 (727,887.00)
110,004,528.00

107,181,298.00
2.63%

2018-19 Budget
Budget as of 1/27/18
Cumulative Changes
Current 2018-19 Proposed Budget

2017-18 Budget
2018-19 Percent Change

BUDGET 2018-19 (2/15/18)

REVENUE PROJECTIONS 2018-19							
#	Account #	Item	2017-18	2018-19		\$ Change	% Change
1		Budget	\$107,181,298	\$110,004,528	1	\$2,823,230	2.63%
2	A1081	Pilots	\$3,894,759	\$3,707,191	5	(\$187,568)	-4.82%
		LIPA PILOTS	\$1,300,000	\$1,552,030	3	\$252,030	19.39%
3	A1315	Adult Education	\$300,000	\$300,000		\$0	0.00%
4	A2230	Tuition- Spec/Alt Educ	\$1,500,000	\$1,600,000		\$100,000	6.67%
5	A2401	Interest & Earnings	\$120,000	\$120,000		\$0	0.00%
6		Other Revenue	\$150,000	\$150,000		\$0	
7	A3101	Basic State Aid *	\$6,194,410	\$6,291,217	2	\$96,807	1.56%
8		Totals 2 thru 8	\$13,459,169	\$13,720,438		\$261,269	1.94%
9		Fund Balance	\$300,000	\$500,000	1	\$200,000	66.67%
10		Applied Reserves	\$1,801,250	\$2,067,600	4	\$266,350	
11	Tax Levy	1 minus (8 + 9 + 10)	\$91,620,879	\$93,716,490		\$2,095,611	2.29%

Calculating Class1 Tax Rate For 17-18				
Town	Percent	Assessed Value	Tax Levy	Tax Rate Per \$100
N.H.	99.66%	\$7,720,974	\$74,391,122	\$963.494
O.B.	0.34%	\$26,549	\$255,798	\$963.494
Total	100.00%	\$7,747,523	\$74,646,920	\$963.494

Calculating Estimated Class1 Tax Rate For 18-19				
Town	Percent	Assessed Value	Tax Levy	Tax Rate Per \$100
N.H.	99.66%	\$7,720,974	\$76,092,643	\$985.532
O.B.	0.34%	\$26,549	\$261,649	\$985.532
Total	100.00%	\$7,747,523	\$76,354,292	\$985.532

Estimated Increase In Tax Rate	
<u>\$963.494</u>	<u>2017-18</u>
<u>\$985.532</u>	<u>2018-19</u>

Estimated Tax Rate Calculation				
	2017-18	2018-19		
Adjusted Base Proportion	0.8147370	0.8147370	3	0.00%
Tax Levy	\$91,620,879	\$93,716,490		2.29%
Class 1 Portion	\$74,646,920	\$76,354,292		2.29%
Assessed Value	\$7,747,523	\$7,747,523	3	0.00%
Tax Rate	\$963.494	\$985.532		2.29%
Average Assessed Value				
N Hempstead (5275 homes)	\$1,484.00	\$1,484.00	3	0.00%
Oyster Bay (39 homes)	\$695.00	\$695.00	3	0.00%
Median Assessed Value				
N Hempstead (5275 homes)	\$1,430.00	\$1,430.00	3	0.00%
Oyster Bay (39 homes)	\$825.00	\$825.00	3	0.00%
Annual Taxes	2017-18	2018-19	\$ Change	% Change
North Hempstead Average	\$14,298.25	\$14,625.29	\$327.04	2.29%
North Hempstead Median	\$13,777.96	\$14,093.10	\$315.14	2.29%
Oyster Bay Average	\$6,696.28	\$6,849.45	\$153.16	2.29%
Oyster Bay Median	\$7,948.83	\$8,130.64	\$181.81	2.29%

1	determined by the Roslyn Board of Education
2	determined by the New York State Legislature
3	determined by the Nassau County Assessor
4	determined by the Roslyn Board of Education
5	determined by the Nassau County IDA

Proposed Use of Reserve Funds:

\$0	Workers Compensation Reserve - tail claims
\$25,000	Unemployment Insurance Reserve
\$250,000	ERS Pension Reserves
\$1,792,600	Debt Service Fund

Summary Table			
		Budget Effect	
\$0.01 on the Class 1	tax rate =	\$774.75	
\$1.00 on the Class 1	tax rate =	\$77,475.23	
1% change in the total	tax levy =	\$937,164.90	
\$100,000 change in the	budget =	change in tax rate =	0.11%
\$100,000 change in the	budget =	change in NH tax bill =	\$15.61

Prior School Year Tax Levy	91,620,879.00	
X Tax Base Growth Factor	1.0175	93,224,244.38
+ PILOTS Receivable 2017-18	5,194,759.31	98,419,003.69
Capital Tax Levy 2017-18 (net of aid)		
H Fund Expenses (net of Reserves)	1,250,000.00	
+ Debt Service & Lease Expense	5,278,217.52	
- Debt Service Fund Subsidy	1,801,250.00	
- State Building Aid	770,699.00	
- State Transportation Aid	73,916.00	
- Capital Levy Exclusion 2017-18	3,882,352.52	94,536,651.17
X Allowable Growth Factor	1.0200	96,427,384.20
- Pilots Receivable 2018-19	5,194,759.31	
Tax Levy Limit Before Exclusions		91,232,624.89
 + Torts in Excess of 5% of Levy	 0.00	 91,232,624.89
Capital Tax Levy 2018-19 (net of aid)		
H Fund Expenses	1,250,000.00	
+ Debt Service & Lease Expense	5,311,442.37	
- Debt Service Fund Subsidy	1,792,600.00	
- State Building Aid	840,813.00	
- State Transportation Aid	62,701.00	
+ Capital Levy Exclusion 2017-18	3,865,328.37	95,097,953.26
+ Pension Exclusion		
ERS (none for 2018-19)	0.00	
TRS (none for 2018-19)	0.00	
Tax Levy Limit With Exclusions		95,097,953.26
		3.80%

Purpose	Date of Issue	2017-18	2018-19
Refinanced Bond	May-09	1,460,250.00	1,455,375.00
Refinanced Bond	Jul-12	341,000.00	337,225.00
2014 Bond Part 1	Sep-16	1,964,243.75	1,949,443.76
2014 Bond Part 2	TBD	338,625.00	353,700.00
Energy Performance Contract	Feb-09	316,160.14	316,160.14
Parking Lease Payments (1620.4)	Annual	171,843.00	174,080.00
Bus Lease Purchase	Dec-16	177,835.80	177,566.00
Bus Lease Purchase	Dec-15	102,722.75	95,862.36
Bus Lease Purchase	Dec-17	0.00	98,689.02
Bus Lease Purchase	Oct-13	109,302.42	57,106.43
Bus Lease Purchase	Dec-14	96,234.66	96,234.66
Bus Purchase (5510.21)	2018-19	200,000.00	200,000.00
		5,278,217.52	5,311,442.37

Personnel Action Report
Professional

P.1
February 15, 2018

Item	Name	Action	Position / Replacing	Location	From	To	Certification Class / Step Salary
1	Michael Distefano	Resignation	Lunch Recreation Specialist	HH		2/2/18 (last day of employment)	
2	Samatha Mittleberg	Appointment	IPG Teaching Asst. (not to exceed 5.5 hrs./week)	MS	2/16/18	6/30/18	Per RPA Contract
3	Danielle Lopez	Appointment	IPG Teaching Asst. (not to exceed 5.5 hrs./week)	MS	2/16/18	3/23/18	Per RPA Contract
4	Danielle Lopez	Appointment	IPG Teacher (not to exceed 4 hrs./week)	MS	On or about 4/23/18	6/30/18	Per RTA Contract
5	Meaghan McCloat	Appointment	Regular Substitute/Leave Replacement English (B. Kelson)	MS	On or about 4/23/18	6/30/18	ELA 7-12, MA/Step 1, Per RTA Contract
6	Allan Grabkowitz	Substitute Appointment	Per Diem Substitute Teacher		2/19/18	6/30/18	\$130/day
7	Ellen Litman	Appointment	Leave Replacement Teaching Assistant (E. Cowley)	HH	2/26/18	6/30/18	TA Level III, Grade 1/Step 2*, Per RPA Contract
8	Stephanie Carty	Part-Time Appointment	.8 FTE School Psychologist (M. Rosenblatt)	EH	2/26/18	6/30/18	School Psychologist & Bilingual Ed, D/Step 1*, Per RTA Contract, prorated
9	Christopher Borer	Coach Appointment	JV Lacrosse Girls' II/2	HS	3/5/18	6/10/18	Per RTA Contract
10	Danielle Skene	Coach Appointment	JV Lacrosse Girls' II/2	HS	3/5/18	6/10/18	Per RTA Contract
11	Lisa Swierkowski	Coach Appointment	Softball II/1	MS	4/9/18	6/1/18	Per RTA Contract
12	Carol Murphy	Appointment Summer Academy	Principal <i>(Appointment is contingent on passage of the 2018-19 school budget on May 15, 2018 and necessary enrollment)</i>	TBD	Summer 2018	Summer 2018	Per RASA Contract

**Placement may change subject to verification of education and employment.*

**Roslyn Union Free School District Capital Budget
APPROPRIATION TRANSFERS**

Attachment B.2

Item	Transfer Dollar Amount	From Code	Previous Appropriation	Revised Appropriation	To Code	Previous Appropriation	Revised Appropriation
1	\$122,688.08	H1620 000 03 1498 Unallocated budget 13/14	\$1,567,527.80	\$1,444,839.72	H1620 293 08 1608 General Construction HS-002-041	\$12,834,597.99	\$12,957,286.07
For:	various change order hs -gc-015 to 024 excluding 018						
2	\$24,459.42	H1620 000 03 1498 Unallocated budget 13/14	\$1,444,839.72	\$1,420,380.30	H1620-296-08-1608 Electric HS-002-041	\$1,508,255.06	\$1,532,714.48
For:	internet cabling in hs library						
3	\$2,888.09	H1620 000 03 1498 Unallocated budget 13/14	\$1,420,380.30	\$1,417,492.21	H1620-294-08-1608 HVAC HS-002-041	\$3,167,854.46	\$3,170,742.55
For:	change order hs-mc-008-009 supply and install cables and disconnnet non working heating unit						
4	\$1,207.41	H1620 000 03 1498 Unallocated budget 13/14	\$1,417,492.21	\$1,416,284.80	H1620-296-09-1609 Electric MS-006-031	\$171,853.00	\$173,060.41
For:	change order ms-ec-003 supply and install new securtiy window						
5	\$27,000.00	H1620 000 03 1498 Unallocated budget 13/14	\$1,416,284.80	\$1,389,284.80	H2110 245 08 1508 Architectual Fees HS-002-041	\$997,916.23	\$1,024,916.23
For:	Architectual services for HS post construction fees						

APPROVED: Joseph C. Dragone **DATE:** _____

APPROVED: Allison Brown **DATE** _____

APPROVED: _____ **Item #:** _____



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Jason Lopez
Chief Technology Officer
Technology Department

MEMORANDUM

TO: Joseph C. Dragone
FROM: Jason Lopez
DATE: January 30, 2018

I hereby request that the computers, iPads and monitors (which are no longer operational, upgradable and have outlived their useful life) be added to our next applicable Board of Education Meeting (as per the attached lists). My hope is to sell the surpluses equipment for salvage value. If there are no prospective purchasers, we will dispose of them properly.

Thank you.

Jason Lopez

A handwritten signature in black ink, appearing to be 'J. Lopez', written over a faint, dotted line.

iPad Serial Num	iPad Model	Roslyn
DN6G7Y9DDFHY	IPAD 2	001076
DN6G7Z0KDFHY	IPAD 2	001077
DN6G7Z7UDFHY	IPAD 2	001083
DN6G7Y5KDFHY	IPAD 2	001095
DN6G7YD1DFHY	IPAD 2	001096
DN6G7R7ADFHY	IPAD 2	001108
DMPG6AGXDFHY	IPAD 2	001111
DN6G7ZS5DFHY	IPAD 2	001116
DN6G7ZGTDFHY	IPAD 2	001118
DMPG724MDFHY	IPAD2	001119
DN6G7Z2YDFHY	IPAD 2	001120
DN6G7RZ6DFHY	IPAD 2	001123
DMQJXJEPF182	IPAD4	001129
DMPG708FDFHY	IPAD 2	001140
DN6G7PPYDFHY	IPAD 2	001141
DMPG701ADFHY	IPAD 2	001147
DN6G7UPJDFHY	IPAD 2	001148
DN6GMCV1DFHY	IPAD2	001158
DN6GMBNDDFHY	IPAD 2	001162
DN6GMKFLDFHY	IPAD 2	001164
DN6G7CQRDFHY	IPAD 2	001167
DN6GMBSXDFHY	IPAD 2	001171
DN6GMDL3DFHY	IPAD 2	001178
DN6GM2E0DFHY	IPAD 2	001180
DN6GM1TVDFHY	IPAD 2	001193
DN6G3KH3DFHY	IPAD 2	001196
DN6GMJ2PDFHY	IPAD 2	001201
DN6GMD85DFHY	IPAD 2	001209
DN6GMBSGDFHY	IPAD 2	001212
DN6GMCE8DFHY	IPAD2	001213
DN6GM2RZDFHY	IPAD 2	001258
DN6GMBRDFHY	IPAD2	001267
DN6GMKVTDHY	IPAD 2	001270

DN6GMLCSDFH Y	IPAD 2	001287
DN6GM2N9DFHY	IPAD 2	001299
DN6GMM7PDFHY	IPAD 2	001305
DN6GMHTJDFHY	IPAD 2	001311
DN6GM7QDDFH Y	IPAD 2	001327
DN6GMM8SDFHY	IPAD 2	001331
DN6GMC1GDFHY	IPAD 2	001362
DN6GM30WDFHY	IPAD 2	001364
DN6GMB5LDFHY	IPAD 2	001365
DMPGLR9UDFH Y	IPAD 2	001378
DN6GMCT8DFHY	IPAD 2	001395
DN6GMCD3DFHY	IPAD 2	001400
DMPGLSRDFHY	IPAD 2	001416
DN6GM4VYDFHY	IPAD 2	001421
DMPGL5QQDFHY	IPAD2	001428
DN6GFYFADFHY	IPAD2	001481
DN6GFZ2ZDFHY	IPAD 2	001490
DMPGF6JNDFHY	IPAD2	001492
DN6G7ZWDFHY	IPAD 2	001542
DN6G7UAADFHY	IPAD2	001544
DMPHC1ZFDJ8R	IPAD 2	001552
DMPHC1ZFDJ8R	IPAD 2	001552
DMRHGQL9DFHW	IPAD 2	001568
DMRHGRC4DFHW	IPAD 2	001574
DN6HML9DFHW	IPAD 2	001685
DN6HMGYEDFW	IPAD 2	001688
DN6HMG6CDFHW	IPAD 2	001695
DN6HMJCDDFW	IPAD 2	001700
DN6HMF TDFHW	IPAD 2	001726
DN6HMN71DFHW	IPAD2	001741
DN6HMFLHDFHW	IPAD 2	001748
DN6HMMZUDFW	IPAD 2	001776
DN6HM5KXDFHW	IPAD 2	001808
DKVK41QDFHW	IPAD 2	001858

DKVK42M9DFHW	IPAD 2	001859
DKVK42M9DFHW	IPAD 2	001859
DMQJ2XTVDFHW	IPAD2	001869
DMQJ2TDLDFHW	IPAD 2	001872
DMQJ2XYLDFHW	IPAD 2	001876
DMQJ2RTBDFHW	IPAD 2	001877
DMQJ2VDGDFHW	IPAD 2	001904
DMQJ2UFKDFHW	IPAD2	001916
dmqj2tdcdfhw	IPAD 2	001917
DMQJ2Q6DDFHW	IPAD2	001920
DMQJ2XQ9DFHW	IPAD 2	001924
DMPJ2SMNDFHW	IPAD2	001928
DMQJ2EKQDFHW	IPAD2	001929
DMPJ2SOVDFHW	IPAD 2	001930
DMPJ2TR5DFHW	IPAD 2	001932
DMQJ24KQDFHW	IPAD 2	001935
DMQJ29AKDFHW	IPAD 2	001937
DMQJ226TDFHW	IPAD 2	001938
DMPJ2SMKDFHW	IPAD2	001946
DMPJ2G0CDFHW	IPAD 2	001950
DMPJ2VHJDFHW	IPAD2	001951
DMPJ2RZBDFHW	IPAD2	001952
DMQJ2024DFHW	IPAD 2	001954
DMPJ2FGQDFHW	IPAD 2	001958
DMPJ2SQ4DFHW	IPAD 2	001963
DMPJ2WUFDHFHW	IPAD 2	001964
DMPJ2RB8DFHW	IPAD 2	001988
DMQJ24Z0DFHW	IPAD 2	001990
DMQJ2VAKDFHW	IPAD 2	002002
DMQJ2WK1DFHW	IPAD 2	002005
DMQJ2TJUDFHW	IPAD 2	002007
DMQJ2W2NDFHW	IPAD 2	002008
DMQJ2M98DFHW	IPAD 2	002014
DMQJ2TEPDFHW	I PAD 2	002015

DMQJ2Q98DFHW	IPAD2	002016
DMQJ2X5XDFHW	IPAD 2	002018
DMQJ2T74DFHW	IPAD 2	002019
DMPHNW6TDFHW	IPAD2	002021
DMQJ2XEHDFFHW	IPAD2	002035
DMQJ2T88DFHW	IPAD 2	002036
DMQJ2RNWDFHW	IPAD 2	002037
DMQJ2NQVDFHW	IPAD 2	002038
dmqj2w3wdfhw	IPAD 2	002040
DMQJ2TN7DFHW	IPAD2	002041
DMQJ2UD3DFHW	IPAD 2	002047
DMQJ2V0VDFHW	IPAD 2	002051
DMQJ2TFPDFHW	IPAD 2	002052
DMQJ2R4ADFFHW	IPAD 2	002054
DMQJ2XEKDFHW	IPAD 2	002055
DMQJ2TE2DFHW	IPAD 2	002057
DMQJ2THQDFHW	IPAD 2	002058
DMQJ2TYYDFHW	IPAD 2	002061
DMQJ2KEXDFHW	IPAD 2	002064
DMQJ2KM5DFHW	IPAD 2	002071
DMQJ2SGEDFFHW	IPAD 2	002072
DMQJ2PQHDFHW	IPAD 2	002076
DMQJ2VWKDFHW	IPAD 2	002078
DMQJ2RQLDFHW	IPAD 2	002079
DMQJ2TGXDFHW	IPAD 2	002080
DMQJ2V5HDFHW	IPAD 2	002081
DMQJ2Q5ADFFHW	IPAD 2	002086
DMQJ2Q5WDFHW	IPAD 2	002090
DMQJ2VXBDFHW	IPAD 2	002091
DMQJ2UHKDFHW	IPAD2	002093
DMQJ2SZBDFHW	IPAD2	002094
DMQJ2RQTDFFHW	IPAD 2	002095
DMQJ2S69DFHW	IPAD 2	002096
DMQJ2RQ5DFHW	IPAD 2	002106

DMQJ2RR2DFHW	IPAD 2	002107
DMQJ2VWRDFHW	IPAD 2	002112
dmqj2xthdfhw	I pad 2	002115
DMQJ2X57DFHW	IPAD 2	002116
DMQJ2TXDDFW	IPAD 2	002120
DMQJ2W3MDFHW	IPAD2	002121
DMQJ2VCZDFHW	IPAD 2	002128
DMQJ2RRDDFW	IPAD 2	002135
DMQJ2XDNDFW	IPAD2	002136
DMQJ2BVTDFHW	IPAD2	002143
DMQJ2SESDFW	IPAD2	002144
DMQJ2S6GDFHW	IPAD 2	002147
DMQJ2W39DFHW	IPAD 2	002148
DMQJ2KUKDFHW	IPAD 2	002150
DMQJ2SBWDFHW	IPAD 2	002152
DMQJ2KQWDFHW	IPAD 2	002160
DMQJ2RFPDFHW	IPAD2	002163
DMQJ2KJGDFHW	IPAD 2	002164
DMQJ2L4KDFHW	IPAD2	002173
DMQJ2LMDDFW	IPAD2	002174
DMQJ2TJDDFW	IPAD2	002178
DMQJ2QXCDFHW	IPAD2	002180
DMQJ2S2DDFW	IPAD 2	002182
DMQJ2QXEDFW	IPAD2	002183
DMQJ2KBGDFHW	IPAD 2	002184
DMQJ2R06DFHW	IPAD 2	002187
DMQJ2UP4DFHW	IPAD 2	002189
DMQJ2SXXDFHW	IPAD2	002190
DMPJ2YAQDFHW	IPAD 2	002191
DMQJ2U0ADFW	IPAD 2	002198
DMQJ2SYKDFHW	IPAD 2	002200
DMQJ2U24DFHW	IPAD2	002203
DMQJ2SYHDFHW	IPAD2	002206
DMQJ2R0UDFW	IPAD 2	002209

DMQJ2SUUDFHW	IPAD2	002210
DMQJ2W45DFHW	IPAD 2	002212
DYTHW1Z0DFHW	IPAD 2	002224
DN6HM3E4DFHW	IPAD 2	002232
DMQJ2KMGRDFHW	IPAD2	002235
DKVJJ0XLDHFY	IPAD2	002242
DMQJ2VZDDFHW	IPAD 2	002251
DN6HMLQ7DFHW	IPAD 2	002253
DMPJ30PCDFHW	IPAD 2	002258
DMQJ2TM5DFHW	IPAD2	002263
DMQJ2TY0DFHW	IPAD2	002267
DMQJ2TP5DFHW	IPAD 2	002360
F5QK6AVHDFHW	IPAD2	002366
F5QK6ATLDFHW	IPAD2	002368
F5QK6B0HDFHW	IPAD2	002374
DMPKCTHBF182	IPAD 4	002381
DMPL2FHKF182	IPAD 4	002420
DMPL2EY6F182	IPAD4	002458
DMTL15W6F182	IPAD4	002462
DMPL2KQ0F182	IPAD4	002472
DMPL2KTWF182	IPAD 4	002489
DMPL2DTSF182	IPAD 4	002519
DMPL2KKXF182	IPAD4	002535
DMRL1ASYF182	IPAD4	002559
DMPL2KFZF182	IPAD4	002571
DMPL2EJGF182	IPAD4	002575
DMPL2EQEF182	IPAD4	002608
DMPL2L8KF182	IPAD4	002638
DMPL2FBUF182	IPAD4	002641
DMPL2FS6F182	IPAD4	002654
DMPL2EHLF182	IPAD4	002662
DMPL2RGFF182	IPAD4	002673
DMPL2PVJF182	IPAD4	002675
DMPL2FRUF182	IPAD4	002681

DN6G7S4JDFHY	IPAD2	002712
DMQL1ZZCF182	IPAD4	002728
DMQMWHUEFK14	AIR	002982
DMRMVCLKFK14	IPAD AIR	003093
F6QN10PBDFHW	IPAD 2	003258
DLXQ13PRG5VY	IPAD AIR2	004612
DLXQ12VSG5VY	IPAD AIR2	005437
DMPHGFWDJ8V	IPAD 2	005595
DMP53TM6G5VW	IPAD AIR 2	006028
	AIR	006292
DMPJ2ZMZDFHW	IPAD2	01966
GB025VN3Z39	IPAD2	090689
V50223RHZ39	IPAD1	090710
GB024TFBZ39	IPAD1	090731
DLXFGA7BDKPJ	IPAD2	090865
DMQJ2XN9DFHW	IPAD 2	1912
2VPT6D1	COMPUTER	20131670
DMQJ2UG5DFHW	IPAD 2	991901
GB020846Z39	IPAD 2	999999
DQTGVMX4DFHW	IPAD 2	999999
GB0264HZZ39	IPAD2	999999
DLXH836GDVGM	IPAD2	999999
DLXV2P3DKPK	IPAD 2	

COUNT	Manf.	Item	Model	Serial Number	Roslyn Asset Tag	Date Added
1	Lexmark	Printer	E250	620R77N	007247	9/12/2017
2	Dell	CPU	Optiplex 9020 AIO	6XNHX12	003203	9/13/2017
3	Dell	CPU	Optiplex 9020 AIO	75FHX12	003634	9/13/2017
4	Dell	CPU	Optiplex 9020 AIO	75FJX12	003254	9/13/2017
5	Dell	CPU	Optiplex 9030 AIO	D6JHW52	NONE	9/13/2017
6	Dell	CPU	Optiplex 9030 AIO	G7VRT52	005328	9/13/2017
7	Dell	Monitor	1707FPT	CN0CC2807161864DA839	003520	9/13/2017
8	Dell	CPU	Optiplex 9020 AIO	6XLFX12	003209	9/13/2017
9	Lexmark	Printer	C782	940XNCG	20130570	9/15/2017
10	Lexmark	Printer	T654	7935KPF	20130295	9/20/2017
11	Lexmark	Printer	E260	72L5GC4	007305	10/2/2017
12	Lexmark	Printer	E260	72L5F5K	007311	10/2/2017
13	Lexmark	Printer	T642	791Z8Z9	20081369	10/2/2017
14	Lexmark	Printer/Copie	X658	793YGHY	20131178	10/11/2017
15	Dell	CPU	Optiplex 755	305RXH1	20131499/004790	10/11/2017
16	Dell	CPU	Optiplex 755	FM2P4H1	20131497/090814	10/11/2017
17	Dell	CPU	Optiplex 755	CYJ5BG1	005088	10/11/2017
18	Dell	CPU	Optiplex 755	1X23MG1	20130953/090294	10/11/2017
19	Dell	CPU	Optiplex 755	615RXH1	004793	10/11/2017
20	Dell	CPU	Optiplex 755	7Q2P4H1	003523	10/11/2017
21	Dell	CPU	Optiplex 755	80JVYD1	20131666/003446	10/11/2017
22	Dell	CPU	Optiplex 755	3WX27H1	20130291/003563	10/11/2017
23	Dell	CPU	Optiplex 755	BM2P4H1	003830	10/11/2017
24	Dell	CPU	Optiplex 755	HSWN3G1	20130033/003829	10/11/2017
25	Dell	CPU	Optiplex 755	G15RXH1	20130034/090199	10/11/2017
26	Dell	CPU	Optiplex 755	89XXQF1	20130110/003691	10/11/2017
27	Dell	CPU	Optiplex 755	4TM41G1	20130032/003828	10/11/2017
28	Dell	CPU	Optiplex 755	2FF3NF1	20130058/003553	10/11/2017
29	Dell	CPU	Optiplex 755	669RQH1	005087	10/11/2017
30	Dell	CPU	Optiplex 755	BBXXQF1	20130991/090298	10/11/2017
31	Dell	CPU	Optiplex 755	74G5RF1	20131201	10/11/2017
32	Dell	CPU	Optiplex 755	B9R5FH1	005106	10/11/2017
33	Dell	CPU	Optiplex 755	B15RXH1	20130020	10/11/2017
34	Dell	CPU	Optiplex 755	9H2G1J1	007153	10/11/2017
35	WYSE	CPU	Thin Client - Cx0	2NMDJ601401	none	10/11/2017
36	WYSE	CPU	Thin Client - Cx0	2NMDL803017	none	10/11/2017

37	WYSE	CPU	Thin Client - Cx0	2NMDL803521	none	10/11/2017
38	WYSE	CPU	Thin Client - Cx0	2NMDL801861	none	10/11/2017
39	WYSE	CPU	Thin Client - Cx0	2NMDL803012	none	10/11/2017
40	WYSE	CPU	Thin Client - Cx0	2NMDL803112	none	10/11/2017
41	WYSE	CPU	Thin Client - Cx0	2NMDJ601553	none	10/11/2017
42	WYSE	CPU	Thin Client - Cx0	2NMDJ601400	none	10/11/2017
43	WYSE	CPU	Thin Client - Cx0	2NMDJ601590	none	10/11/2017
44	WYSE	CPU	Thin Client - Cx0	2NMDJ603497	none	10/11/2017
45	Dell	CPU	Optiplex 760	12LCKK1	20130153/090073	10/11/2017
46	Dell	CPU	Optiplex 780	H9B8LM1	20130003/090554	10/11/2017
47	Lexmark	Printer	Lexmark E250	6210GZM	none	10/11/2017
48	Dell	Monitor	1707FPt	CN-0CC280-71618-63R-AEP7	005070	10/11/2017
49	Dell	Monitor	1708FPc	CN-0G554F-64180-84L-3MHL	005001	10/11/2017
50	Dell	Monitor	1707FPt	CN-0CC280-71618-63R-AEN8	005089	10/11/2017
51	Dell	Monitor	1707FPt	CN-0CC280-71618-64D-A985	003560	10/11/2017
52	Dell	Monitor	E198FPt	CN-0H329N-72872-93C-2ENL	003533	10/11/2017
53	Dell	Monitor	1908FPt	CN-0G434H-71618-879-R273	003690	10/11/2017
54	Dell	Monitor	1908FPt	CN-0G434H-71618-879-R296	003554	10/11/2017
55	Dell	Monitor	1909Wb	CN-04320G-74261-96E-0VHS	003837	10/11/2017
56	Dell	Monitor	1708FPt	CN-0KU789-71618-769-BF7D	005086	10/11/2017
57	Dell	Monitor	1908FPc	CN-0G554F-64180-84L-48TL	004977	10/11/2017
58	Dell	Monitor	1911b	CN-077NPN-74261-16B-0F1L	003979	10/11/2017
59	Dell	Monitor	1911b	MX-077NPN-74262-17E-1H DU	003824	10/11/2017
60	Dell	Monitor	1911b	CN-077NPN-74261-14T-5PLS	004076	10/11/2017
61	Dell	Monitor	E1910f	CN-0T437R-72872-04S-1PMM	003530	10/11/2017
62	Dell	Monitor	1911b	MX-077NPN-74262-17E-1RHU	003999	10/11/2017
63	Dell	Monitor	1911b	MX-077NPN-74262-17E-1R9U	003975	10/11/2017
64	Dell	Monitor	1909Wb	CN-0Y320G-74261-96F-202S	003838	10/11/2017
65	Dell	Monitor	P1911b	CN-077NPN-74261-14T-0DVS	003973	10/11/2017
66	Dell	Monitor	P1911b	CN-077NPN-74261-14T-5R4S	003972	10/11/2017
67	Dell	Monitor	P1911b	MX-077NPN-74262-196-17WU	003976	10/11/2017
68	Dell	Monitor	P1911b	MX-077NPN-74262-17F-2FDU	003974	10/11/2017
69	Dell	Monitor	1909Wb	CN-0Y320G-74261-96F-4JAS	none	10/11/2017
70	Dell	Monitor	1909Wb	CN-0Y320G-74261-96F-203S	003994	10/11/2017
71	Dell	Monitor	1909Wb	CN-0Y320G-74261-96E-03US	003719	10/11/2017
72	Dell	Monitor	1911t	CN-08JCGH-74445-22I-689U	003980	10/11/2017
73	Dell	Monitor	1707FPt	CN-0CC280-71618-63R-AESL	none	10/11/2017

74	Dell	Monitor	1908FPt	CN-0FP182-71618-792-GCBy	003836	10/11/2017
75	Dell	Monitor	P1911t	CN-08JCGH-74445-22D-ARGL	none	10/11/2017
76	Dell	Monitor	1908FPb	CN-0D319J-74261-92A-8PKL	005107	10/11/2017
77	Dell	Monitor	P1913t	CN-0PVGRC-74445-29B-AH7M	003743	10/11/2017
78	Dell	Monitor	E196FPb	CN-0KC147-46633-5BT-063U	003835	10/11/2017
79	Dell	Monitor	P1911b	MX-077NPN-74262-17F-2G1U	003887	10/11/2017
80	Dell	Monitor	1908FPb	CN-0DY840-74261-81O-1J2A	003430	10/11/2017
81	Dell	Monitor	1908FPt	CN-0FP182-71618-792-GC9R	003437	10/11/2017
82	Dell	Monitor	1908FPb	CN-0DY840-74261-81O-1J4A	003538	10/11/2017
83	Dell	Monitor	1908FPt	CN-0G434H-71618-879-R277	003435	10/11/2017
84	Dell	Monitor	1707FPt	CN-0CC280-71618-63R-ACRA	003436	10/11/2017
85	Dell	Monitor	1908FPt	CN-0G434H-71618-879-R269	003562	10/11/2017
86	Dell	Monitor	P1913t	CN-0PVGRC-74445-29B-AHKM	003744	10/11/2017
87	Dell	Monitor	P1913t	CN-0PVGRC-74445-29B-246M	none	10/11/2017
88	Dell	Monitor	P1913t	CN-0PVGRC-74445-29B-AHNM	003747	10/11/2017
89	Dell	Monitor	P1913t	CN-0PVGRC-74445-29B-AHQM	003745	10/11/2017
90	Dell	Monitor	1909Wb	CN-0Y320G-74261-96F-2G0S	003822	10/11/2017
91	Dell	Monitor	1908FPb	CN-0G313H-74261-884-DTUL	none	10/11/2017
92	Dell	Monitor	P1911t	CN-08JCGH-74445-14T-AYGM	003863	10/11/2017
93	HP	Monitor	Thin client LE2001W	CNT009707B	none	10/11/2017
94	HP	Monitor	Thin client LE2001W	CNT010R2F7	none	10/11/2017
95	HP	Monitor	Thin client LE2001W	CNT0097072	none	10/11/2017
96	HP	Printer	HP 2200	CNCRG64246	none	10/11/2017
97	Dell	CPU	Optiplex 755	8P9HFG1	003898	10/24/2017
98	Dell	CPU	Optiplex 755	2WBZ4H1	004043	10/24/2017
99	Dell	CPU	Optiplex 755	2ZTPVG1	004488	10/24/2017
100	Dell	CPU	Optiplex 755	8VSTZF1	004203	10/24/2017
101	Dell	CPU	Optiplex 755	8JNM9G1	003926	10/24/2017
102	Dell	CPU	Optiplex 755	CVVD4G1	003910	10/24/2017
103	Dell	CPU	Optiplex 755	CMYYRF1	004024	10/24/2017
104	Dell	CPU	Optiplex 755	B5FX9G1	003611	10/24/2017
105	Dell	CPU	Optiplex 755	FYF0TF1	004025	10/24/2017
106	Dell	CPU	Optiplex 755	FXX27H1	003913	10/24/2017
107	Dell	CPU	Optiplex 755	F0G0TF1	003914	10/24/2017
108	Dell	CPU	Optiplex 755	52MN7G1	003953	10/24/2017
109	Dell	CPU	Optiplex 755	1N40JH1	004020	10/24/2017
110	Dell	CPU	Optiplex 755	1XW72G1	004119	10/24/2017

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111	Dell	CPU	Optiplex 755	J409C3J	004132	10/24/2017
112	Dell	CPU	Optiplex 755	3XSTZF1	003896	10/24/2017
113	Dell	CPU	Optiplex 755	7737TF1	003925	10/24/2017
114	Dell	CPU	Optiplex 755	6D3PCG1	004142	10/24/2017
115	Dell	CPU	Optiplex 755	7M4G1J1	003921	10/24/2017
116	Dell	CPU	Optiplex 755	645G1J1	003920	10/24/2017
117	Dell	CPU	Optiplex 755	5FV8XH1	004410	10/24/2017
118	Dell	CPU	Optiplex 755	30X72G1	004412	10/24/2017
119	Dell	CPU	Optiplex 755	D1TF1G1	003968	10/24/2017
120	Dell	CPU	Optiplex 755	BVSTZF1	003965	10/24/2017
121	Dell	Monitor	P1911b	MX-077NPN-74262-17E-1PWU	003927	10/24/2017
122	Dell	Monitor	1908FPc	CN-0G554F-64180-84L-3M7L	003950	10/24/2017
123	Dell	Monitor	1908FPt	CN-0FP182-71618-78U-G617	004123	10/24/2017
124	Dell	Monitor	1908FPt	CN-0FP182-71618-771-G266	003952	10/24/2017
125	Dell	Monitor	1908FPc	CN-0G438H-64180-86A-1QRL	003915	10/24/2017
126	Dell	Monitor	P1911t	CN-08JCGH-74445-1AR-163L	003895	10/24/2017
127	Dell	Monitor	1707FPt	CN-0CC280-71618-63R-AEN4	004021	10/24/2017
128	Dell	Monitor	1908FPc	CN-0G438H-64180-87P-AD8H	004489	10/24/2017
129	Dell	Monitor	1908FPt	CN-0FP182-71618-74M-A844	004133	10/24/2017
130	Dell	Monitor	1908FPt	CN-0FP182-71618-74M-A848	004120	10/24/2017
131	Dell	Monitor	1707FPt	CN-0CC280-71618-63R-AESN	004204	10/24/2017
132	Dell	Monitor	P1911b	MX-077NPN-74262-17F-2GLU	003924	10/24/2017
133	Dell	Monitor	1908FPt	CN-0D3073-74445-8C3-A3NL	003909	10/24/2017
134	Dell	Monitor	1908FPt	CN-0FP182-71618-74M-A824	004141	10/24/2017
135	Dell	Monitor	1909Wf	CN-0W160G-72872-93E-4HTI	004408	10/24/2017
136	Dell	Monitor	1909Wb	CN-0Y320G-74261-96E-0VFS	004411	10/24/2017
137	Dell	Monitor	P1911t	CN-08JCGH-74445-1AR-A3JL	003966	10/24/2017
138	Dell	Monitor	P190St	CN-0M39MD-74445-177-BCQL	003922	10/24/2017
139	Dell	Monitor	P190St	CN-0M39MD-74445-177-BD7L	none	10/24/2017
140	Dell	Monitor	P1911t	CN-0C730C-71623-054-2149	003967	10/24/2017
141	Dell	Monitor	P1911t	CN-08JCGH-74445-1C0-452U	003916	10/24/2017
142	Dell	Monitor	1908FPc	CN-0G438H-64180-86A-1QHL-A00	none	10/24/2017
143	Dell	CPU	Optiplex 755	25RS0G1	004041	11/6/2017
144	Dell	CPU	Optiplex 755	J4Y4QH1	004019	11/6/2017
145	Dell	CPU	Optiplex 755	7LFDXH1	003902	11/6/2017
146	Dell	Monitor	1908FPt	CN-0FP182-71618-792-GC8P	003901	11/6/2017
147	Dell	CPU	Optiplex 755	2N8K2H1	003903	11/6/2017

148	Dell	CPU	Optiplex 755	9DYTNG1	003905	11/6/2017
149	Dell	Monitor	1908FPt	CN-0G434H-71618-879-R070	003906	11/6/2017
150	Dell	Monitor	1908FPt	CN-0FP182-71618-792-GC8P	003901	11/6/2017
151	Dell	CPU	Optiplex 755	4TBZB3J	003929	11/6/2017
152	Dell	CPU	Optiplex 755	CR40JH1	003918	11/6/2017
153	Dell	Monitor	1909Wb	CN-0Y320G-74261-96F-204S	003928	11/6/2017
154	Dell	Monitor	1909Wb	CN-320G-74261-96E-0VJS	003917	11/6/2017
155	Dell	Monitor	1907FPt	CN-0CC280-71618-64D-A835	003931	11/6/2017
156	Dell	CPU	Optiplex 755	3VX27H1	003930	11/6/2017
157	Dell	CPU	Optiplex 755	GZSZCG1	003912	11/6/2017
158	Dell	Monitor	1909Wb	CN-0Y320G-74261-96F-2MPS	003932	11/6/2017
159	Dell	CPU	Optiplex 755	DVVD4G1	003933	11/6/2017
160	Dell	Monitor	1908FPt	CN-0FP182-71618-792-ABZ4	004205	11/7/2017
161	Dell	CPU	Optiplex 755	1DJ97G1	004206	11/7/2017
162	Dell	CPU	Optiplex 755	7JXSQ3J	004468	11/7/2017
163	Dell	Monitor	1908FPt	CN-0FP182-71618-792-GCDD	004467	11/7/2017
164	Dell	CPU	Optiplex 755	C34L43J	003528	11/7/2017
165	Dell	CPU	Optiplex 755	DS5HKF1	004464	11/7/2017
166	Dell	Monitor	1909Wf	CN-0W160G-72872-93E-53WI	004463	11/7/2017
167	Dell	CPU	Optiplex 755	HC2G1J1	003946	11/7/2017
168	Dell	CPU	Optiplex 755	CVX27H1	004448	11/8/2017
169	Dell	Monitor	1908FPc	CN-0G438H-64180-87G-057L	004449	11/8/2017
170	Dell	CPU	Optiplex 760	71LCKK1	090070	11/8/2017
171	Dell	CPU	Optiplex 755	J05RXH1	004457	11/8/2017
172	Dell	CPU	Optiplex 755	GC2G1J1	007155	11/8/2017
173	Dell	Monitor	1908FPc	CN-0G438H-64180-88K-0Z3L-A00	none	11/8/2017
174	Dell	CPU	Optiplex 755	BWB2CG1	20130502	11/8/2017
175	Dell	CPU	Optiplex 755	1Q2P4H1	090345	11/8/2017
176	Dell	CPU	Optiplex 755	4VBQLF1	003900	11/8/2017
177	Dell	Monitor	P190ST	CN-0M39MD-74445-179-A6QL	003899	11/8/2017
178	Dell	Monitor	1908FPt	CN-FP182-71618-74M-A849	004462	11/8/2017
179	Dell	CPU	Optiplex 755	5GYQBG1	004461	11/8/2017
180	Dell	CPU	Optiplex 755	14NGC3J	003943	11/8/2017
181	Dell	Monitor	1908FPc	CN-0G438H-641-8087G-03LL	003942	11/8/2017
182	Lexmark	printer	E260	72L5GCM	none	12/1/17
183	Lexmark	printer	E250	620R77N	007247	12/5/17
184	Dell	CPU	Optiplex 170L	FMJV591	20130888	12/5/17

185	Dell	CPU	Optiplex GX260	4CTWR11	301237/20082220	12/5/17
186	Dell	CPU	Optiplex GX260	660NP21	300921	12/5/17
187	Dell	CPU	Optiplex GX150	9QB2V01	009299	12/5/17
188	HP	CPU	Pavillion 7970	1228AB1TMBAM301161	301861	12/5/17
189	SONY	CPU	PCV7732	1QW8X-T4MQT-RWG3R-JFKMW-8Q6Q	none	12/5/17
190	Dell	CPU	Optiplex GX150	5MRTT01	300907/20081578	12/5/17
191	Dell	CPU	Dimension 4550	7J87FX21	none	12/5/17
192	Dell	CPU	Optiplex GX260	760NP21	300922/20081593	12/5/17
193	Dell	CPU	Optiplex GX1	H6TD3	006910	12/5/17
194	Dell	CPU	Optiplex GX260	B52NP21	300915	12/5/17
195	HP	CPU	Pavillion 9880	US10654312	none	12/5/17
196	HP	CPU	Pavillion 8395	US843629896	none	12/5/17
197	Dell	server	Power Edge 4600	12D8L31	300894/20081590	12/5/17
198	Dell	server	Power Edge 2650	none	300898/20081591	12/5/17
199	Dell	server	Power Edge 2650	none	300874	12/5/17
200	Compaq	server	Storage Works	7D24KT614OCJ	300897/20081592	12/5/17
201	Dell	server	Safety Marks (from NOC	4KGNR41	none	12/5/17
202	Dell	server	Safety Marks (from NOC	6WQDG51	none	12/5/17
203	Dell	server	Safety Marks (from NOC	3GNRL11	none	12/5/17
204	Dell	server	Safety Marks (from NOC	BST9N21	none	12/5/17
205	Dell	server	Safety Marks (from NOC	1KGNR41	none	12/5/17
206			Blue Socket BSC600	6002307010090	20081555	12/5/17
207	Dell	CPU		623K111	none	12/5/17
208	Dell	CPU	Power Valt 136T	J4BMR41	20081588	12/5/17
209	Dell	Server	Safety Marks (from NOC	8WQDG51	none	12/5/17
210	Dell	server	Safety Marks (from NOC	8BLDX31	none	12/5/17
211	Dell	CPU	Optiplex GX110	6P94201	300893	12/5/17
212	Dell	server	Power Valt 2205	none	300883	12/5/17
213	Dell	server	Safety Marks (from NOC	80R1521	none	12/5/17
214	Dell	server	Safety Marks (from NOC	BBY7T11	none	12/5/17
215	Dell	CPU	Optiplex GX260	775H921	300842	12/5/17
216	Dell	CPU	Optiplex GX260	G9RY331	300742	12/5/17
217	Dell	CPU	Optiplex GX260	960NP21	300918	12/5/17
218	HP	CPU	Pavillion 7965	US14353533	none	12/5/17
219	Dell	CPU	Optiplex 755	3L2P4H1	004456	12/5/17
220	Dell	CPU	Optiplex 755	3M2P4H1	004815/20131488	12/5/17
221	Dell	CPU	Optiplex 755	DB2SPD1	004836	12/5/17

222	Lexmark	printer	C782	940XNFV	20130649	12/5/17
223	Dell	CPU	Optiplex 780	GC6WLM1	090467/20130806	12/4/17
224	Dell	CPU	Optiplex 755	BMPWPH1	004452	12/4/17
225	Dell	Monitor	1909Wb	CN0Y320G7426196F2MKS	003935	12/4/17
226	Dell	Monitor	P1911b	CN077NPN7426114B514S	003948	12/4/17
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228	Dell	Monitor	1909Wf	CN0W160G7287293E4HPI	none	12/4/17
229	Dell	CPU	Optiplex 755	7WSTZF1	003908	12/4/17
230	Dell	CPU	Optiplex 780	GG7QLM1	090472	12/4/17
231	Dell	CPU	Optiplex 755	BYF2BG1	003949	12/4/17
232	Dell	CPU	Optiplex 755	4XX27H1	20130501	12/4/17
233	Dell	CPU	Optiplex 780	GG6XLM1	003934	12/4/17
234	Dell	CPU	Optiplex 780	GG7XLM1	090475	12/4/17
235	Dell	CPU	Optiplex 780	1S04MM1	090461	12/4/17
236	Dell	CPU	Optiplex 780	GG6YLM1	090469	12/4/17
237	Dell	CPU	Optiplex 780	GG7YLM1	090470	12/4/17
238	Dell	CPU	Optiplex 780	GG7VLM1	090473	12/4/17
239	Dell	CPU	Optiplex 780	GG7WLM1	090474	12/4/17
240	Dell	CPU	Optiplex 755	1YX27H1	004551	12/4/17
241	Dell	CPU	Optiplex 755	13X72G1	003752	12/6/17
242	Dell	Monitor	P1911t	CN08JCGH7444516RCMLL	004014	12/7/17
243	Dell	CPU	Optiplex 780	H998LM1	090548	12/7/17
244	Dell	CPU	Optiplex 780	H93DLM1	090514	12/7/17
245	Dell	Monitor	1908FPt	CN0G434H71618879R299	003457	12/7/17
246	Dell	Monitor	E198FPf	CN0G422H728728740AWL	003452	12/7/17
247	Dell	CPU	Optiplex 755	J2LVCG1	003451	12/7/17
248	Dell	CPU	Optiplex 755	99XXQF1	090300	12/7/17
249	Dell	CPU	Optiplex 9030 AIO	28DD842	003363	12/7/17
250	Dell	CPU	MMP	54G4W	none	12/11/17
251	Dell	Server	Poweredge 1300	FFJ830B	300908	12/11/17
252	Dell	Server	Poweredge 1300	HTN530B	300910	12/11/17
253	Dell	Server	Poweredge	8RA8G	none	12/11/17
254	Dell	Server	Poweredge	DFJB30B	300909	12/11/17
255	Dell	CPU	2421800	18FFP	none	12/11/17
256	Dell	CPU	2421800	1FFHJ	none	12/11/17
257	on Microsystem	CPU	Enterprise 250	945H12397	300901	12/11/17
258	Dell	server	Poweredge 2300	none	20081576/3003879	12/11/17

Fall 2017

259	Dell	server	Poweredge 2300	none	300881	12/11/17
260	Dell	server	Poweredge 2400	none	300900	12/11/17
261	Dell	server	Poweredge 2300	none	300902	12/11/17
262	Dell	server	Poweredge 1300	none	300880/20081577	12/11/17
263	Dell	server	Poweredge 1300	none	20081563	12/11/17
264	Dell	server	Poweredge 1300	none	300870	12/11/17
265	Dell	server	Poweredge 1300	none	20081552	12/11/17
266	Dell	server	Poweredge 1300	none	20081561	12/11/17
267	Dell	server	Poweredge 1300	none	20081550	12/11/17
268	Dell	server	Poweredge 1300	none	20081549	12/11/17
269	Lexmark	printer	X748de	752620944045G	20131221	12/11/17
270	Lexmark	printer	X678de	79G7P2T	006593	12/11/17
271	Lexmark	printer	X738de	9420C54	090206/006610	12/11/17
272	Lexmark	printer	X658de	793YGHY	20131178	12/11/17
273	Dell	server	PowerEdge U300	none	300875/20081560	12/11/17
274	Dell	server	Nortel Networks	ECWMN	200411	12/11/17
275		server	Blue Socket BSC-600	06002307010090	2008155?	12/11/17
276	Dell	server	PowerEdge 1750	none	none	12/11/17
277	Dell	server	PowerEdge 1400	BJ4K901	300912	12/11/17
278	Dell	server	PowerEdge 1300	54G62	20081587/300899	12/11/17
279	Nortel	server	ontivity external switch 26	2955	20081556/300877	12/11/17
280	Apple	CPU	iMac	RN1280CSKWH	005852/301479	12/11/17
281	Apple	CPU	iMac	YM04408ZJWQ	none	12/11/17
282	Dell	CPU	Optiplex 7440 AIO	JTJ1JB2	006616	12/13/17
283	Dell	Monitor	1908FPc	CN0C730C716230542106	003753	12/13/17
284	Dell	Monitor	1707FPt	CN0CC280-71618-63R-AEYF	004816	12/13/17
285	Dell	Monitor	1703FPs	MX0W06644760547QASMM	004919	12/13/17
286	Dell	CPU	Optiplex 755	C9XXQF1	3754/20130196	12/13/17
287	Dell	CPU	Optiplex 755	8MBQLF1	004918	12/13/17
288	Dell	CPU	Optiplex 755	CPK95G1	005072	12/13/17
289	Dell	CPU	Optiplex 755	9T1K3H1	004817	12/13/17
290	Dell	CPU	Optiplex 755	7N2P4H1	005138	12/13/17
291	Dell	Monitor	1908FPt	CNOG434H71618879R279	003802	12/18/17
292	Dell	CPU	Optiplex 755	4TWN3G1	003521	12/20/17
293	Dell	CPU	Optiplex 755	1RY3MM1	090455	12/20/17

Michael —


Attachment B.16.

ROSLYN HIGH SCHOOL

Memorandum

please add to the
2/15/18 agenda

TO: Joseph Dragone
Assistant Superintendent for Business

FROM: Scott Andrews 
Principal

DATE: January 26, 2018

RE: Science Books for Discard

We are respectfully requesting the Board of Education's approval to discard the following science books:

Biology
Campbell
1996
ISBN 0-8053-1940-9

30 copies

These books are no longer used and do not reflect the changes in the AP Bio curriculum that occurred a few years ago.

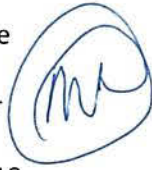
Thank you.

SA:nc

ROSLYN PUBLIC SCHOOLS
Roslyn, New York 11576

M E M O R A N D U M

TO: Joseph Dragone
FROM: Melissa Krieger
DATE: January 31, 2018
RE: District Surplus



The following item has lived its life and is declared unusable.

Please prepare a resolution and after Board of Education approval, arrangements will be made for its disposal.

PRODUCT	ROSLYN TICKET NUMBER
Piano	200394

Michael -
please add to the 2/15/18 agenda
to be declared surplus
We will try to sell/auction
before disposing

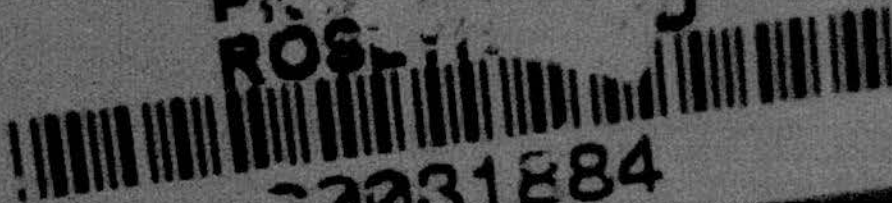
cc: Kevin Carpenter

ROSLYN UFSD

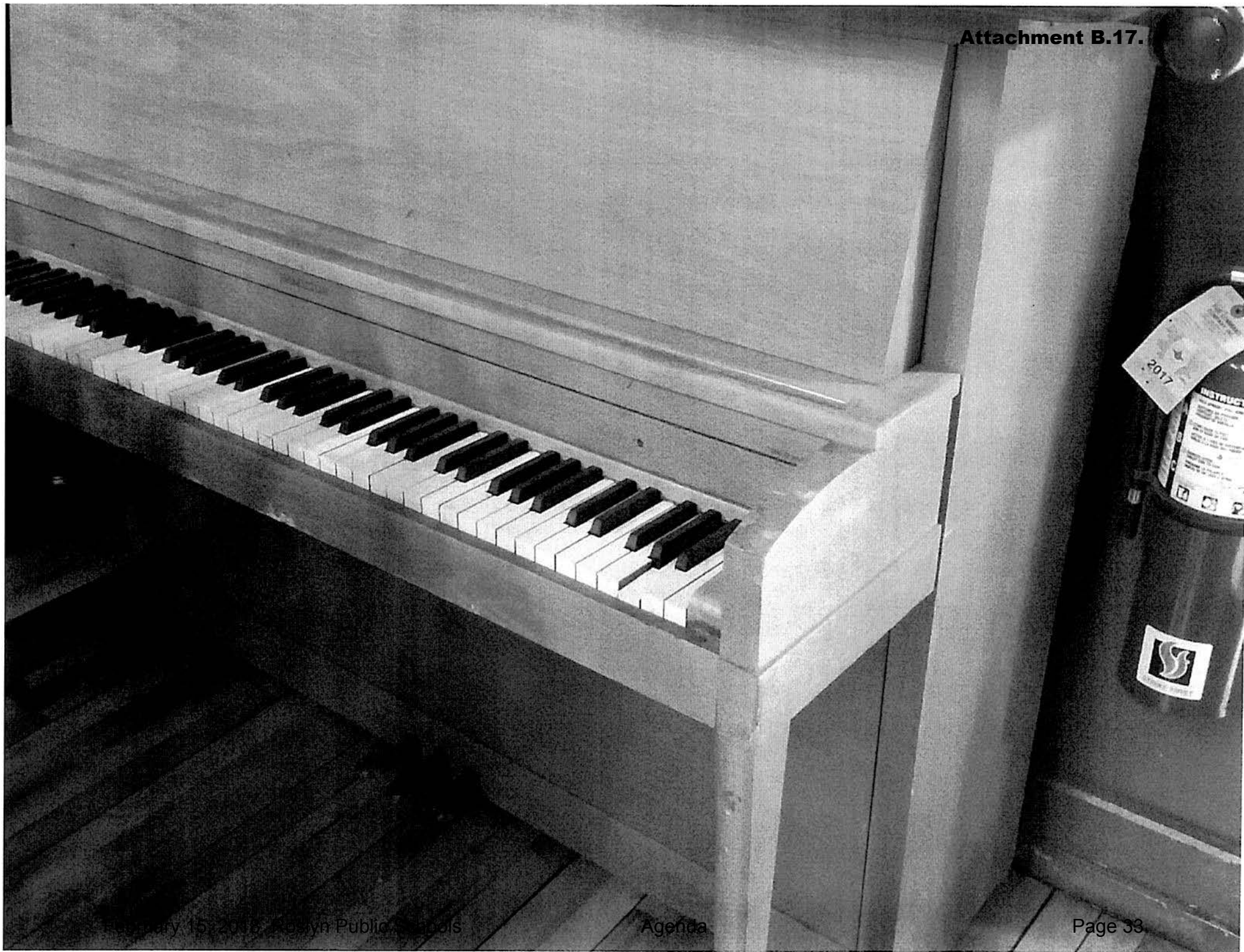


200394

ROS



20031884



POLICY 5300

Code of Conduct

3rd Reading of REVISED POLICY

Policies Being Replaced
(Policies incorporated into Code of Conduct)

Policy 1240 Visitors to Schools
Policy 1520 Public Conduct on School Property
Policy 5311 Student Rights and Responsibilities
Policy 5312 Prohibited Student Conduct
Policy 5312.2 Dangerous Weapons
Policy 5313 Penalties
Policy 5313.1 Detention
Policy 5313.2 In-School Suspension
Policy 5313.3 Suspension and Expulsion
Policy 5313.6 Discipline of Students with Disabilities
Policy 5314 Corporal Punishment
Policy 5330 Student Searches and Interrogations

Reason for Revision

(1) Addition of e-cigarettes to policy page 15 and 42

(2) Consolidation of the existing policies into one policy

(X) Required**() Local****() Notice****CODE OF CONDUCT****TABLE OF CONTENTS**

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5300.05 INTRODUCTION

The Board of Education is committed to providing a safe supportive and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

This Code of Conduct focuses on the mutual responsibilities of all groups within the school community. There is a universal set of ethical standards which can be enforced in the school district and which students are expected to follow.

The first goal in teaching ethics is to give students a sense of how important these issues are and to encourage them to give greater thought to the ramifications of their actions on a regular basis. The second is to develop an atmosphere that encourages the development of character. The third is to allow students to develop a core of shared ethical values. The final goal is to encourage students to carry these values forward and apply them broadly in their lives.

In drawing the Code, the district has been guided by a desire to be fair, to be even-handed, and to manifest the mutual respect that each member of the public school community feels for every other member.

Unless otherwise indicated, this Code applies to all students, school personnel, parents/persons in parental relation and other visitors when on school property or attending a school function.

5300.10 DEFINITIONS

For purposes of this Code, the following definitions apply.

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

“Discrimination” means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including but not limited to, discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

“Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Electronic communication” means a communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer, laptop, pager, or other hand-held device, communication transmitted through email, text message, instant message, voicemail, social networking sites, webpage, video, chat rooms, blogs, instagram, and twitter.

“Emotional Harm” in the context of “harassment or bullying” means harm to a student’s emotional well-being through the creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

“Employee” means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

“Gender” means actual or perceived sex and shall include a person’s gender identity or expression.

“Gender Expression” means the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

“Gender Identity” means one’s self-concept as being male or female, as distinguished from actual biological sex or sex assigned at birth.

“Harassment” or “Bullying” means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) ; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions. Acts of bullying and harassment that are prohibited include but are not limited to those acts based on a person’s actual or perceived race, color,

weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

“Cyberbullying” means harassment or bullying as defined above, where such harassment or bullying occurs through any form of electronic communication.

“Parent” means parent, guardian or person in parental relation to a student.

“School Bus” means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

“School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law § 142.

“School function” means any school-sponsored extra-curricular event or activity regardless of where such event or activity takes place, including those that take place in another state.

“Sexual orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality.

“Violent student” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

“Weapon” means a firearm as defined in 18 USC § 921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or

incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

5300.15 STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, supportive, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, gender, sex, or sexual orientation or disability.
2. To learn in an environment free from interruption, harassment, bullying, discrimination, intimidation and fear;
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
4. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect and dignity to other persons and to property.
2. be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Maintain behavior free from all forms of harassment, bullying or discrimination.
8. Ask questions when they do not understand.
9. Seek help in solving problems that might lead to discipline.
10. Dress appropriately for school and school functions.
11. Accept responsibility for their actions.
12. Conduct themselves as representatives of the district before, after or during school hours while on school grounds, riding on school buses or when

participating in or attending school-sponsored extracurricular events and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

5300.20 ESSENTIAL PARTNERS

A. Parents, Guardians, Custodial Caretakers

Parents, guardians or other persons entrusted with the care and supervision of a person under the age of 18 have the overall responsibility for the behavior of their children, as determined by law, and are expected to cooperate with the school authorities and participate in conferences regarding the behavior of their children.

Parents, guardians, custodial caretakers are expected to provide the foundation of respect, dignity, and self-control so that the student's behavior will be supportive of the school's educational program.

All parents, guardians and custodial caretakers are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents/guardians/custodial caretakers and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, supportive and orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends through a climate of mutual respect and dignity.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Bring any concerns of bullying, harassment or discrimination to the attention of the appropriate school official.
14. Follow school rules and regulations when on school property or attending school functions.

B. Teachers

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents, verbally, in writing and electronically (where available):
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
7. Implement behavioral intervention plans, Section 504 plans, and Individual Education Programs as they relate to discipline of students with disabilities.
8. Address issues of discrimination, bullying and harassment, or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function or which create a hostile environment.
9. Address personal biases that may prevent equal treatment of all students.
10. Promptly make an oral report of incidents of bullying, discrimination and harassment that are witnessed or otherwise brought to a teacher's attention to the school official designated to receive complaints not later than one school day after witnessing the incident or the incident being brought to their attention and file a written report with the designated school official not later than two days after making the oral report..

C. Guidance Counselors

Guidance Counselors shall:

1. Maintain a climate of mutual respect and dignity for all students, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Assist students in coping with peer pressure, bullying/cyberbullying and emerging personal, social and emotional problems.
3. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.

4. Regularly review with students their educational progress and career plans.
5. Provide information to assist students with career planning.
6. Encourage students to benefit from the curriculum and extracurricular programs.
7. Address issues of discrimination, bullying and harassment, or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function or which create a hostile environment.
8. Address personal biases that may prevent equal treatment of all students.
9. Promptly make an oral report of incidents of bullying, discrimination and harassment that are witnessed or otherwise brought to a counselor's attention to the school official designated to receive complaints not later than one school day after witnessing the incident or the incident being brought to their attention and file a written report with the designated school official not later than two days after making the oral report.

D. Other School Personnel

Other school personnel shall:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Maintain confidentiality in accordance with federal and state law.
3. Be familiar with the Code of Conduct.
4. Help children understand the district's expectations for maintaining a safe, orderly and supportive environment.
5. Participate in school-wide efforts to provide adequate supervision in all school spaces.
6. Address issues of bullying, discrimination and harassment, or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function or which create a hostile environment.
7. Address personal biases that may prevent equal treatment of all students.
8. Promptly make an oral report of incidents of bullying, discrimination and harassment that are witnessed or otherwise brought to their attention to the school official designated to receive complaints not later than one school day after witnessing the incident or the incident being brought to their attention and file a written report with the designated school official not later than two days after making the oral report.

E. Principals

Principals shall:

1. Promote a safe, supportive, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
6. Implement procedures to provide the building level procedural protections afforded to all students pursuant to federal and state law.
7. Address issues of bullying, discrimination and harassment, or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function or which create a hostile environment.
8. Address personal biases that may prevent equal treatment of all students.
9. Promptly make an oral report of incidents of bullying, discrimination and harassment that are witnessed or otherwise brought to a principal's attention to the school official designated to receive complaints not later than one school day after witnessing the incident or the incident being brought to their attention and file a written report with the designated school official not later than two days after making the oral report.

F. The Dignity Act Coordinator(s)

The Dignity Act Coordinators shall:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Oversee and coordinate the work of the district-wide and building-level bullying prevention committees.
3. Identify curricular resources that support infusing civility in classroom instruction and classroom management, and provide guidance to staff as to how to access and implement those resources.
4. Coordinate, with the Professional Development Committee, training in support of the bullying prevention committee.

5. Be responsible for monitoring and reporting on the effectiveness of the district's Dignity for All Student's Act Policy.
6. Address issues of bullying, discrimination and harassment or any situation that threatens the emotional, or physical health, or safety of any student, school employee, or any person who is lawfully on school property or at a school function or which create a hostile environment.
7. Address personal biases that may prevent equal treatment of all students.
8. If not the school official designated to receive complaints, shall promptly make an oral report of incidents of discrimination and harassment that are witnessed or otherwise brought to a Dignity Act Coordinator's attention, to the school official designated to receive complaints not later than one school day after witnessing the incident or the incident being brought to their attention and file a written report with the designated school official not later than two days after making the oral report..

G. Superintendent

The Superintendent shall:

1. Promote a safe, supportive, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
6. Address issues of bullying, discrimination and harassment, or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function or which create a hostile environment.
7. Address personal biases that may prevent equal treatment of all students.
8. If not the school official designated to receive complaints, shall promptly make an oral report of incidents of discrimination and harassment that are witnessed or otherwise brought to a superintendent's attention to the school official designated to receive complaints not later than one school day after witnessing the incident or the incident being brought to their attention and file a written report with the designated school official not later than two days after making the oral report..

H. Board of Education

The Board of Education expects all certified employees to exercise sound professional judgment in employing preventative, therapeutic and punitive measures to promote acceptable student behavior.

The Board of Education shall:

1. Promote a safe, supportive, orderly and stimulating environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Collaborate with students, teachers, administrators, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
3. Adopt and review at least annually the district's Code of Conduct to evaluate the Code's effectiveness and the fairness and consistency of its implementation.
4. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
5. Address issues of bullying, discrimination and harassment, or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function or which create a hostile environment.
6. Address personal biases that may prevent equal treatment of all students. Promptly make an oral report incidents of bullying, discrimination and harassment that are witnessed or otherwise brought to a board member's attention to the school official designated to receive complaints not later than one school day after witnessing the incident or the incident being brought to their attention and file a written report with the designated school official not later than two days after making the oral report.

5300.25 STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.

2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, or denigrate or discriminate against others on account of actual or perceived race, color, weight, religion, religious practice, national origin, ethnic group, gender, sex, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Be appropriate to a specific educational purpose and not inhibit full and safe participation in the school environment.

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

5300.30 PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the proper care of school facilities and equipment.

It is expected that all students conduct themselves in manner that supports the intent of the Dignity for All Students Act; creating a safe and supportive school environment free of discrimination, bullying/cyberbullying and harassment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

A student may be subject to disciplinary action, up to and including suspension from school, when the student engages in the following conduct on school property or at a school function:

A. Engages in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:

1. Fighting or threatening behavior.
2. Disturbing any lawful assembly or meeting of persons.
3. Creating a hazardous physically offensive condition by any act that serves no legitimate purpose.
4. Defacing school property.
5. Running in hallways.
6. Making unreasonable noise.
7. Using language or gestures that is profane, lewd, vulgar or abusive.
8. Obstructing vehicular or pedestrian traffic.
9. Engaging in any willful act which disrupts the normal operation of the school community.
10. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
11. Computer/electronic communications misuse, including any unauthorized use of personnel electronic equipment, such as, but not limited to, cell phones, iPods, iPads and computers, software, or an Internet/Intranet account; accessing inappropriate websites; or any other violation of the District's Acceptable Use Policy.
12. Using skates, skateboards, roller blades, scooters or bicycles on school grounds.
13. Violating cafeteria behavioral expectations. Food is to be eaten only in the cafeteria or designated areas. Students are expected to sit on chairs or benches and not to have their feet on tables. There is to be no throwing or misuse of food.
14. Violating traffic regulations on school property.

B. Engages in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:

1. Direct and deliberate refusal to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.

3. Skipping detention.
4. Lying to school personnel.
5. Disrespect to students.
6. Attendance violations.

C. Engages in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Inappropriate public sexual contact.
3. Creating a disturbance.
4. Falsely reporting a fire, bomb or other threat (Please note: false reporting of threats may also result in criminal prosecution).
5. Use of water guns or improper use of water containers of any kind.
6. Conduct disruptive to the educational process.

D. Engages in conduct that is violent. Examples of violent conduct include, but are not limited to:

1. Committing an act of violence (such as, but not limited to, hitting, kicking, punching, pushing/shoving and/or scratching) upon a teacher, another student, administrator or other school employee, or any other person lawfully on school property or at a school function, or attempting or threatening to do so.
2. Possessing, using, distributing or selling a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
6. Intentionally vandalizing, damaging or destroying school district property, including graffiti or arson.
7. Assaulting or willfully injuring another person or threatening to do so, including fighting and/or engaging in violent behavior while on school property or at a school function.

E. Engages in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:

1. Bullying, as defined in the “Definitions” section of this Code of Conduct.

- Bullying may involve, but is not limited to: unwanted teasing, threatening, intimidating, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of school or personal property, social exclusion, including incitement and/or coercion, and rumor or spreading of falsehoods.
2. Lying or committing forgery.
 3. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
 4. Stealing or attempting to steal, or participating in the theft of money, or the property of other students, school personnel or any other person lawfully on school property or attending a school function, including the knowledgeable receipt of stolen goods.
 5. Cyberbullying, as defined in the “Definitions” section of this Code of Conduct.
 6. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals, that harm the reputation of the person or the identifiable group by demeaning them.
 7. Discrimination, as defined in the “Definitions” section of this Code of Conduct.
 8. Harassment, as defined in the “Definitions” section of this Code of Conduct.
 9. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 10. Violation of an individual’s civil rights.
 11. Selling, using, possessing, creating or distributing obscene material.
 12. Using vulgar, harassing, discriminatory or abusive language, cursing or swearing.
 13. Smoking a cigarette, cigar, pipe, e-cigarette, ~~or~~ using chewing or smokeless tobacco and/or smoking or using other tobacco/nicotine products.
 14. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, possession of drug paraphernalia or being under the influence of alcoholic beverages or illegal substances. “Illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, synthetic cannabinoids (Marijuana), and any substances commonly referred to as “designer drugs.”
 15. Inappropriately possessing, using, distributing, attempting to distribute, or sharing prescription and/or over-the-counter drugs, or possessing prescription drugs without prior notification to the school nurse.
 16. Gambling.

17. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
18. Initiating a report warning of fire, bomb or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
19. Vandalizing, willfully damaging or destroying or attempting to cause damage to school or personal property, or willfully removing or using public or private property without authorization.
20. Selling, using, possessing or distributing fireworks or other dangerous instruments or contraband capable of inflicting physical injury, or causing damage to property.
21. Extorting money, goods, or favors from any member of the school community.
22. Reckless driving.
23. Sexual harassment.

F. Engages in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, fighting, damaging property, refusing to obey the driver, causing persistent disruption and/or other violations of the Code of Conduct will not be tolerated. Students are expected be seated while the bus is in motion.

G. Engages in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

1. Lateness for missing or leaving school or class or homeroom without permission or excuse.
2. Plagiarism. — using ideas, data or language of another without specific or proper acknowledgment.
3. Cheating — including, but not limited to, copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test taker and other forms of unauthorized collusion.
4. Fabrication — intentional and unauthorized falsification or invention of any information or citation.
5. Altering records.
6. Forging the names of parents, teachers or other students.
7. Assisting another student in any of the above actions.

H. Engages in off-campus misconduct that endangers the health and safety of students or staff within the school or at a school function; or that creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the misconduct might reach school property. Examples of such misconduct include, but are not limited to:

1. Cyberbullying as defined in the “Definitions” section of this Code of Conduct.
2. Using message boards to convey threats, derogatory comments or post pornographic pictures of students or school personnel, unauthorized access to the district’s computer network, threats made via the telephone, inappropriate behavior at school bus stops.

I. Inciting or conspiring with another person to commit or attempt any of the acts enumerated above.

5300.35 REPORTING VIOLATIONS

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance or with knowledge of a violation on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal’s designee or the Superintendent of Schools.

All district staff that are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral to the local law enforcement agency for prosecution.

The Principal or his/her designee must notify the appropriate local law enforcement agency of those code violations, including but not limited to incidents of harassment, bullying and/or discrimination, which may constitute a crime, and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

Reporting Incidents of Discrimination, Harassment and Bullying

Students who have been bullied, harassed and/or discriminated against, parents whose children have been bullied, harassed and/or discriminated against, or other students who observe bullying, harassing and/or discriminating behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel.

Staff members must promptly make an oral report of all complaints of bullying, harassment, and discrimination that they receive from students or others, whether oral or written, as well as any instances of bullying, harassment or discrimination that they are aware of, to the **Principal of the school where the incident occurred** not later than one school day after receipt of a report or witnessing an incident and shall file a written report with the **Principal of the school where the incident occurred** not later than two school days after making the oral report.

Reports of bullying, harassment and discrimination will be promptly investigated in accordance with District policies and procedures.

Retaliation by any school employee or student against any individual who, in good faith, reports or assists in the investigation of harassment, bullying and/or discrimination is prohibited under law.

Dignity Act Coordinator Contact Information

The name and contact information for each school building's Dignity Act Coordinator(s) is provided below:

<u>Name</u>	<u>School Building</u>	<u>Contact Information</u>
Regina Colardi	Heights	801-5500
Michelle Hazen	Heights	801-5500
Jessica Kemler	Harbor Hill	801-5400
Mary Wood	Harbor Hill	801-5400
Nichole Lewis	East Hills	801-5300
Melissa Krieger	East Hills	801-5300
Craig Johanson	Middle School	801-5200
Claire Scordo	Middle School	801-5200
Dave Lazarus	Middle School	801-5200
Scott Andrews	High School	801-5100
Jay Pilnick	High School	801-5100
Carol Murphy	High School	801-5100
Christopher Roth	High School	801-5100

This information shall also be posted on the District's web site and included in the plain language summaries of the code of conduct provided to parents and students and shall be further disseminated in accordance with law and regulations.

5300.40 DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, disciplinary action will be progressive. Thus, a student's first violation may merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and disciplinary action, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning — any member of the district staff.
2. Written warning — bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent.
3. Notification to parent — bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent.
4. Reprimand.
5. Detention — teachers, Principal, Superintendent.
6. Teacher Conference.
7. Parent Conference.
8. Referral to police or legal action.
9. Suspension from transportation — Director of Transportation, Principal, Superintendent.
10. Suspension from athletic participation — coaches, Principal, Superintendent.

11. Suspension from social or extracurricular activities — activity director, Principal, Superintendent.
12. Suspension of other privileges — Principal, Superintendent.
13. In-school suspension — Principal, Superintendent.
14. Removal from classroom by teacher — teachers, Principal.
15. Short-term (five days or less) suspension from school — Principal, Superintendent, Board.
16. Long-term (more than five days) suspension from school — Superintendent, Board
17. Permanent suspension from school — Superintendent, Board.
18. Probation.
19. Restitution.
20. Referral to department chairperson.

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. Detention

Teachers, Principals and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. When a student is assigned detention, the district should attempt to notify the parent of the student. Furthermore, the district will ensure that the student has transportation home.

2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Principal's or his/her designee's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or the Superintendent or their designees.

In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Principal or the Principal's designee to discuss the conduct and the penalty involved.

3. Suspension from athletic participation, extra-curricular activities and other privileges

A student subjected to a suspension from athletic participation, extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

4. In-school Suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes Principals and the Superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension." The in-school suspension teacher will be a certified teacher or teaching assistant.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

5. Teacher Disciplinary Removal of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student to the Principal's office for the remainder of the class time only; or (3) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this Code.

On occasion, a student's behavior may become disruptive. For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for the remainder of the class and for up to two additional days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24- hours.

The teacher must complete a district-established disciplinary removal form and meet with the Principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the Principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal the Principal or another district administrator designated by the Principal must notify the student's parent, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal or the Principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parent. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The Principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the Principal or the Principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal.

The Principal or the Principal's designee may overturn the removal of the student from class if the Principal finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the district's Code of Conduct.

3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The Principal or his/her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his/her class. The Principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the Principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

6. Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Principals.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or Principal upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and if necessary record them for subsequent presentation.

a. Short Term Suspension (Five (5) school days or less)

When the Superintendent or Principal (the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student of the charge misconduct. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the

student's parent(s) in writing that the student **may** be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parent(s) of the right to request an immediate informal conference with the Principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parent(s). At the informal conference, the parent(s) shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish.

The notice and opportunity for an informal conference shall take place **before** the student is suspended **unless** the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the informal conference, the Principal shall promptly advise the parent(s) in writing of his or her decision. The Principal shall advise the parent(s) that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parent(s) are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the District Clerk within 10 business days of the date of the Superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

b. Long Term Suspension (more than Five (5) school days)

When the Superintendent determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parent(s) of their right to a fair hearing pursuant to Education Law § 3214. Notice and a hearing must be completed prior to imposition of the suspension. Such notice shall include that, at the hearing, the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the

proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and, recommendations as to guilt or innocence of the student and the appropriate measure of discipline, if any, to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof. Upon conclusion of the hearing, the Superintendent shall provide the parent(s) with his/her written decision.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 10 business days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within thirty (30) days of the decision.

c. Permanent Suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

d. Procedure after Suspension

The Board may condition a student's early return from a suspension on the student's voluntary participation in counseling or specialized classes, such as anger management or dispute resolution. The Board retains discretion in offering this opportunity. If and when the student and/or parent agree to this option, the terms and conditions shall be specified in writing.

C. Minimum Periods of Suspension

1. Students who bring or possess a weapon on school property

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.

4. The Superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing or possessing a weapon on school property

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five (5) days. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five (5) days. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law § 3214 (3-a) and this code on four (4) or more occasions during a semester, or three (3) or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

D. Disciplinary and Remedial Consequences for Bullying, Harassment and Discrimination

The district supports the development of measured, balanced and age-appropriate responses to the bullying, harassment and/or discrimination of students by students on school property, including school functions, with remedies and procedures focusing prevention, intervention, education and discipline. Remedies will be measured, balanced, progressive and age-appropriate and will take into consideration the nature and severity of the offending student's behavior, the developmental age of the student, the previous disciplinary record of the student and other extenuating circumstances, and the impact the offending student's behaviors had on the individual who was physically injured or emotionally harmed. Responses will be reasonably calculated to end the harassment, bullying and/or discrimination, prevent recurrence, and eliminate the hostile environment. Successful intervention **may** involve remediation.

Remedial responses to bullying, harassment and/or discrimination include measures designed to correct the problem behavior, prevent another occurrence of the behavior and protect the target of the act. Appropriate remedial measures **may** include, but are not limited to:

- Restitution and restoration
- Peer support groups
- Corrective instruction or other relevant learning or service experience
- Changes in class schedule
- Supportive intervention
- Behavioral assessment or evaluation
- Behavioral management plans with benchmarks that are closely monitored
- Student counseling; or
- Parent conferences.
-

Beyond these individual-focused remedial responses, school-wide or environmental remediation can be an important tool to prevent bullying, harassment and/or discrimination. Environmental remediation may include, but is not limited to:

- Supervisory systems which empower school staff with prevention and intervention tools to address incidents of bullying, harassment and/or discrimination;
- School and community surveys or other strategies for determining the conditions contributing to the relevant behavior
- Modification of schedules
- Adjustment in hallway traffic and other student routes of travel
- Targeted use of monitors
- Staff professional development
- Parent education seminars/workshops
- Peer support groups

If appropriate, disciplinary action will be taken by the administration in accordance with this policy, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

Staff is expected, when aware of bullying, to either refer the student to designated resources for assistance, or to intervene in accordance with this policy.

E. Referrals

1. Counseling

- The Guidance Office shall handle all referrals of students to counseling.

2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42).

The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

5300.45 ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

5300.50 DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities who violate the district's student Code of Conduct, and/or to temporarily remove a student with disabilities from his or her current placement because maintaining the student in that placement is substantially likely to result in injury to the student or to others. The Board also recognizes that students with disabilities deemed eligible for special education services under the IDEA and Article 89 of New York's Education Law enjoy certain procedural protections that school authorities must observe when they decide to suspend or remove them. Under certain conditions those protections extend, as well, to students not currently deemed to be a student with a disability but determined to be a student presumed to have a disability for discipline purposes.

Therefore, the Board is committed to ensuring that the district follows suspension and removal procedures that are consistent with those protections. The Code of Conduct for students is intended to afford students with disabilities and students presumed to have a disability for discipline purposes the express rights they enjoy under applicable law and regulations.

Definitions

For purposes of this portion of the Code of Conduct, and consistent with applicable law and regulations, the following definitions will apply:

1. *Behavioral intervention plan* (BIP) means a plan that is based on the results of a functional behavioral assessment and that, at a minimum, includes a description of the problem behavior, global and specific hypotheses as to why the problem behavior occurs, and intervention strategies that include positive behavioral supports and services to address the behavior.
2. *Controlled substance* means a drug or other substance abuse identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 USC § 812(c)).
3. *Disciplinary change in placement* means a suspension or removal from a student's current educational placement that is either:
 - a. For more than 10 consecutive school days; or
 - b. For a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year, because the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals, and because of such additional factors as the length of each suspension or removal, the total amount of time the

student has been removed and the proximity of the suspensions or removals to one another.

4. *Illegal drug* means a controlled substance, but does not include a controlled substance legally possessed or used under the supervision of a licensed health-care professional, or a substance that is otherwise legally possessed or used under the authority of the Controlled Substances Act or under any other provision of federal law.
5. *Interim alternative educational setting* (IAES) means a temporary educational placement, determined by the Committee on Special Education (CSE), other than the student's current placement at the time the behavior precipitating the IAES placement occurred. An IAES must allow a student to continue to receive educational services that enable him or her to continue to participate in the general curriculum and progress toward meeting the goals set out in the student's individualized education program; as well as to receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.
6. *Manifestation determination* means a review of the relationship between the student's disability and the behavior subject to disciplinary action required when the disciplinary action results in a disciplinary change of placement, and conducted in accordance with requirements set forth later in this policy.
7. *Manifestation team* means a district representative knowledgeable about the student and the interpretation of information about child behavior, the parent, and relevant members of the CSE as determined by the parent and the district.
8. *Removal* means a removal of a student with a disability for disciplinary reasons from his or her current educational placement, other than a suspension; and a change in the placement of a student with a disability to an IAES.
9. *School day* means any day, including a partial day, that students are in attendance at school for instructional purposes.
10. *Serious bodily injury* means bodily injury which involves a substantial risk of death, extreme physical pain, protracted obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.
11. *Student presumed to have a disability for discipline purposes* means a student who, under the conditions set forth later in this policy, the district is deemed to have had knowledge was a student with a disability before the behavior that precipitated the disciplinary action.
12. *Suspension* means a suspension pursuant to §3214 of New York's Education Law.
13. *Weapon* means the same as the term "dangerous weapon" under 18 USC § 930(g)(2) which includes a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of

causing death or serious bodily injury, except a pocket knife with a blade of less than two and one-half inches in length.

Authority of School Personnel to Suspend or Remove Students with Disabilities

The Board, District Superintendent, Superintendent of Schools or a Building Principal with authority to suspend students under the Education Law may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five (5) consecutive school days and the amount of time that a non-disabled student would be subject to suspension for the same behavior.

The Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability into an appropriate IAES, another setting or suspension for a period not to exceed ten (10) consecutive school days, inclusive of any period in which the student has been suspended or removed for the same behavior pursuant to the above paragraph, if the Superintendent determines that the student's behavior warrants the suspension. The duration of the Superintendent's suspension may not exceed the time a non-disabled student would be subject to suspension or removal for the same behavior. The Superintendent also may order additional suspensions of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as the suspensions do not constitute a disciplinary change of placement.

In addition, the Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for a period in excess of ten (10) consecutive school days if the manifestation team determines that the student's behavior was not a manifestation of the student's disability. In such an instance, the Superintendent may discipline the student in the same manner and for the same duration as a non-disabled student.

Furthermore, the Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability to an IAES to be determined by the CSE for a period of up to forty-five (45) school days if the student either:

1. Carries or possesses a weapon to or at school, on school premises or to a school function under the district's jurisdiction, or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function under the district's jurisdiction, or
3. Has inflicted serious bodily injury upon another person while at school, on school premises or at a school function under the district's jurisdiction.

The Superintendent may order the placement of a student with a disability to an IAES under such circumstances, whether or not the student's behavior is a manifestation of the student's disability. However, the CSE will determine the IAES.

Procedures for the Suspension or Removal of Students with Disabilities by School Personnel

1. In cases involving the suspension or removal of a student with a disability for a period of five (5) consecutive school days or less, the student's parents or persons in parental relation to the student will be notified of the suspension and given an opportunity for an informal conference in accordance with the same procedures that apply to such short term suspensions of non-disabled students.
2. The suspension of students with disabilities for a period in excess of five (5) school days will be subject to the same due process procedures applicable to non-disabled students, except that the student disciplinary hearing conducted by the Superintendent or a designated hearing officer shall be bifurcated into a guilt phase and a penalty phase. Upon a finding of guilt, the Superintendent or the designated hearing officer will await notification of the determination by the manifestation team as to whether the student's behavior was a manifestation of his or her disability. The penalty phase of the hearing may proceed after receipt of that notification. If the manifestation team determined that the behavior was not a manifestation of the student's disability, the student may be disciplined in the same manner as a non-disabled student, except that he or she will continue to receive services as set forth below. However, if the behavior was deemed a manifestation of the student's disability, the hearing will be dismissed, unless the behavior involved concerned weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, in which case the student may still be placed in an IAES.

Limitation on Authority of School Personnel to Suspend or Remove Students with Disabilities

The imposition of a suspension or removal by authorized school personnel may not result in a disciplinary change of placement of a student with a disability that is based on a pattern of suspensions or removals as set forth above in the *Definitions* section of this Code of Conduct, unless:

1. The manifestation team determines that the student's behavior was not a manifestation of the student's disability, or
2. The student is removed to an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury as set forth above.

School personnel will consider any unique circumstances on a case-by-case basis when determining whether a disciplinary change in placement is appropriate for a student with a disability who violates the district's Code of Conduct.

In addition, school personnel may not suspend or remove a disability in excess of the amount of time that a non-disabled student would be suspended for the same behavior.

Parental Notification of a Disciplinary Change of Placement

The district will provide the parents of a student with a disability notice of any decision to make a removal that constitutes a disciplinary change of placement because of a violation of the student Code of Conduct. Such notice will be accompanied by a copy of the procedural safeguards notice.

Authority of an Impartial Hearing Officer to Remove a Student with a Disability

An impartial hearing officer may order the placement of a student with a disability to an IAES for up to forty-five (45) school days at a time if he or she determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others. This authority applies whether or not the student's behavior is a manifestation of the student's disability.

Manifestation Determination

A review of the relationship between a student's disability and the behavior subject to disciplinary action to determine if the conduct is a manifestation of the student's disability will be made by the manifestation team immediately, if possible, but in no case later than ten (10) school days after a decision is made by:

1. The Superintendent to change the placement of a student to an IAES;
2. An impartial hearing officer to place a student in an IAES; or
3. The Board, the Superintendent, or Building Principal to impose a suspension that constitutes a disciplinary change in placement.

The manifestation team must determine that the student's conduct was a manifestation of the student's disability if it concludes that the conduct in question was either:

1. Caused by or had a direct or substantial relationship to the student's disability, or
2. The direct result of the district's failure to implement the student's individualized education program.

The manifestation team must base its determination on a review of all relevant information in the student's file including the student's individualized education program, any teacher observations, and any relevant information provided by the parents.

If the manifestation team determines that the student's conduct is a manifestation of the student's disability, the district will:

1. Have the CSE conduct a functional behavioral assessment of the student and implement a Behavioral Intervention Plan (BIP), unless the district had already done so prior to the behavior that resulted in the disciplinary change of placement. However, if the student already has a BIP, the CSE will review the plan and its implementation, and modify it as necessary to address the behavior.
2. Return the student to the placement from which he or she was removed, unless the change in placement was to an IAES for conduct involving weapons, illegal drugs

or controlled substances or the infliction of serious bodily injury, or the parents and the district agree to a change in placement as part of the modification of the BIP.

If the manifestation team determines that the conduct in question was the direct result of the district's failure to implement the student's individualized education program, the district will take immediate steps to remedy those deficiencies.

Services for Students with Disabilities during Periods of Suspension or Removal

Students with disabilities who are suspended or removed from their current educational setting in accordance with the provisions of this policy and applicable law and regulation will continue to receive services as follows:

1. During suspensions or removals for periods of up to ten (10) school days in a school year that do not constitute a disciplinary change in placement, the district will provide alternative instruction to students with disabilities of compulsory attendance age on the same basis as non-disabled students. Students with disabilities who are not of compulsory attendance age will receive services during such periods of suspension or removal only to the same extent as non-disabled students of the same age would if similarly suspended.
2. During subsequent suspensions or removals for periods of up to ten (10) school days that in the aggregate total more than ten (10) school days in a school year but do not constitute a disciplinary change in placement, the district will provide students with disabilities services necessary to enable them to continue to participate in the general education curriculum and to progress toward meeting the goals set out in their respective individualized education program. School personnel, in consultation with at least one of the student's teachers, will determine the extent to which services are needed to comply with this requirement.

In addition, during such periods of suspension or removal the district will also provide students with disabilities services necessary for them to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

3. During suspensions or removals in excess of ten (10) school days in a school year that constitute a disciplinary change in placement, including placement in an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury the district will provide students with disabilities services necessary to enable them to continue to participate in the general curriculum to progress toward meeting the goals set out in their respective individualized education program, and to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so it does not recur.

In such an instance, the CSE will determine the appropriate services to be provided.

Students Presumed to Have a Disability for Discipline Purposes

The parent of a student who is facing disciplinary action but who was not identified as a student with a disability at the time of misconduct has the right to invoke any of the protections set forth in this policy in accordance with applicable law and regulations, if the district is deemed to have had knowledge that the student was a student with a disability before the behavior precipitating disciplinary action occurred and the student is therefore a student presumed to have a disability for discipline purposes.

If it is claimed that the district had such knowledge, it will be the responsibility of the Superintendent, Building Principal or other authorized school official imposing the suspension or removal in question for determining whether the student is a student presumed to have a disability for discipline purposes. The district will be deemed to have had such knowledge if:

1. The student's parent expressed concern in writing to supervisory or administrative personnel, or to a teacher of the student that the student is in need of special education. Such expression may be oral if the parent does not know how to write or has a disability that prevents a written statement; or
2. The student's parent has requested an evaluation of the student; or
3. A teacher of the student or other school personnel has expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the district's director of special education or other supervisory personnel.

Nonetheless, a student will not be considered a student presumed to have a disability for discipline purposes if notwithstanding the district's receipt of information supporting a claim that it had knowledge the student has a disability,

1. The student's parent has not allowed an evaluation of the student by the Committee on Special Education (CSE); or
2. The student's parent has refused services; or
3. The District conducted an evaluation of the student and determined that the student is not a student with a disability.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors. However, if the district receives a request for an individual evaluation while the student is subjected to a disciplinary removal, the district will conduct an expedited evaluation of the student in accordance with applicable law and regulations. Until the expedited evaluation is completed, the student shall remain in the educational placement determined by the district which can include suspension.

Expedited Due Process Hearings

The district will arrange for an expedited due process hearing upon receipt of or filing of a due process complaint notice for such a hearing by:

1. The district to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it

is dangerous for the student to be in his or her current educational placement;

2. The district during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings;
3. The student's parent regarding a determination that the student's behavior was not a manifestation of the student's disability; or
4. The student's parent relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.

The district will arrange for, and an impartial hearing officer will conduct, an expedited due process hearing in accordance with the procedures established in Commissioner's regulations. Those procedures include but are not limited to convening a resolution meeting, and initiating and completing the hearing within the timelines specified in those regulations.

When an expedited due process hearing has been requested because of a disciplinary change in placement, a manifestation determination, or because the district believes that maintaining the student in the current placement is likely to result in injury to the student or others, the student will remain in the IAES pending the decision of the impartial hearing officer or until the expiration of the period of removal, whichever occurs first unless the student's parent and the district agree otherwise.

Referral to Law Enforcement and Judicial Authorities

Consistent with its authority under applicable law and regulations, the district will report a crime committed by a student with a disability to appropriate law enforcement and judicial authorities. In such an instance, the Superintendent will ensure that copies of the special education and disciplinary records of the student are transmitted for consideration to the appropriate authorities to whom the crime is reported, to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act (FERPA).

5300.55 CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.

3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

In all cases, the employee is expected to use the minimum amount of force necessary.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

5300.60 STUDENT SEARCHES AND INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district Code of Conduct.

School officials questioning students shall advise each student why he/she is being questioned. However, parent(s) and students should be aware that school officials are under no obligation to contact a student's parent(s) prior to questioning the student nor are the students entitled to be advised of their legal rights, i.e. "Miranda"-type warning, before being questioned by school officials as such rights only apply to situations where an individual is being questioned while in the custody of police.

An authorized school official, including, but not limited to, the Superintendent of Schools, Building Principals, the school nurse and district security officials may conduct a search of students and/or his/her belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district Code of Conduct, or get the student to voluntarily

consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

Student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. Accordingly, the rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places.

B. Strip searches

A strip search is a search that requires a student to remove any or all of his/her clothing. For purposes of this provision, “clothing” does not include an outer coat or jacket. Searching a student’s shoes, socks and sweatshirt, and the exposure of a student’s ankles and waistband does not constitute a strip search where the student is not asked to remove his/her shirt or pants.

Strip searches are intrusive in nature and are not permissible. If school authorities believe there is an emergency situation that could threaten the health or safety of others, the student under reasonable suspicion of having engaged or engaging in unlawful or otherwise proscribed activity shall, to the extent practicable, be isolated and secured. Police and parents will be contacted immediately.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The Principal or the Principal’s designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The Principal or his or her designee

shall be responsible for personally delivering dangerous or illegal items to police authorities.

D. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the Principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

E. Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to Principal or his or her designee. The Principal or designee shall set the time and place of the interview. The Principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the

interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

5300.65 VISITORS TO THE SCHOOLS

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the Welcome Desk. Before a visitor may enter a school they must state their name and display their driver's license toward the camera located at the front of the building. If a license cannot be produced, the visitor will not be buzzed in without the authority of an administrator. First time visitors will have their picture taken which registers them in our data base. Their license will be scanned and kept until they exit. A visitor's pass will be issued and must be displayed at all times.
3. The visitor must return the identification badge to the Welcome Desk before leaving the building.
4. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
5. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
6. Teachers are expected not to take class time to discuss individual matters with visitors.
7. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
8. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.
9. Student visitors to school must apply for permission from appropriate official in accordance with the building Code of Conduct.

5300.70 PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, “public” shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this Code is to maintain public order and prevent abuse of the rights of others. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner, are expected to be properly attired for the purpose they are on school property and must adhere to the guidelines of this Code of Conduct.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, are discriminatory or are disruptive to the school program.
5. Intimidate, harass, bully or discriminate against any person on the basis of actual or perceived race, color, creed, weight, national origin, ethnic group, religion, religious practice, age, gender, sex, sexual orientation, disability, marital status, military status, predisposing genetic characteristics or domestic violence victim status.
6. Engage in acts of bullying/cyberbullying, harassment and/or discrimination.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.

12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this Code.
15. Smoking a cigarette, cigar, pipe, e-cigarette, using chewing or smokeless tobacco and/or smoking or using other tobacco/nicotine products Engage in the use of tobacco products on district properties.
16. Make or cause to be made bomb threats, false alarms or false reports of school closings or cancellation of school events.
17. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with this Code of Conduct, applicable law and regulations and School District policies, and the due process requirements thereof.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law § 75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law § 75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 3 and 4. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The Principal or his/her designee shall be responsible for enforcing the conduct required by this Code.

When the Principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or designee shall have the individual removed

immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the “Penalties” section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the Code.

5300.75 DISSEMINATION AND REVIEW

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this Code of Conduct by:

1. Providing copies of a summary of the Code to all students, in an age-appropriate version, written in plain-language, at a school assembly to be held at the beginning of each school year.
2. Posting a complete copy of the Code of Conduct, including any annual updates or amendments thereto, on the District’s website.
3. Mailing a summary of the Code of Conduct written in plain language to all parents of district students before the beginning of each school year and making this summary available later upon request.
4. Providing all teachers and other staff members with a complete copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
5. Providing all new teachers with a complete copy of the current Code of Conduct when they are first hired.
6. Making complete copies of the Code available for review by students, parents or other persons in parental relation to students, other school staff and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of school policy on school conduct and discipline, including, but not limited to, guidelines on promoting a safe and supportive school climate while discouraging, among other things, discrimination, harassment or bullying against students by students and/or school employees; and including safe and supportive school climate concepts in the curriculum and classroom management. The Superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students. On-going professional development will be included in the district’s professional development plan, as needed.

B. Review of Code of Conduct

The Board will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the Code’s provisions have been and whether the Code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the Code and the district's response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the Code, the Board will hold at least one (1) public hearing at which school personnel, parents, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner of Education, in a manner prescribed by the Commissioner, no later than thirty (30) days after adoption.

Adopted: 12/1989,

Revised: 6/28/12 , 9/12/13

6/14 Updated Dignity Act Coordinators

8/15 Updated Dignity Act Coordinators

8/16 Updated Dignity Act Coordinators

7/17 Updated Dignity Act Coordinators

EXISTING POLICIES

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #1240

VISITORS TO THE SCHOOL

The Board of Education encourages parents to visit the schools. Each visitor to a school is requested to sign in at the Principal's office upon entering the school and, in elementary schools, receive a pass. Groups of visitors should make such requests several days or weeks in advance so that adequate arrangements can be made.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #1520

PUBLIC CONDUCT ON SCHOOL PROPERTY

These rules and regulations shall apply to all schools in the District. The rules and regulations hereby adopted shall govern the conduct of students, teachers and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon any property owned by the School District and also upon or with respect to any other premises or property under the control of such District and used by it in its programs and activities.

PROHIBITED CONDUCT

No person, either singly or in concert with others, shall:

- a. Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing any other person to perform or refrain from performing any act.
- b. Engage in threats, intimidation and/or extortion of any other person.
- c. Physically restrain or detain any other person, nor remove such person from any place where he is authorized to remain.
- d. Willfully damage or destroy property of the District or property under its jurisdiction nor remove or use such property without authorization.
- e. Engage in theft of, or damage to or defacement of any property of the School District or any other person.
- f. Enter upon and remain in any building, facility, office or room for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others.

- g. Obstruct the free movement of persons and vehicles in any place to which these rules apply.
- h. Without authorization, remain in any building facility after it is normally closed.
- i. Refuse to leave any building or facility after being required to do so by any person responsible for the maintenance of order in a building or facility.
- j. Loiter in school buildings or on school grounds (under Section 240.35 of the State Penal Law, a person is guilty of loitering when he loiters or remains in or about a school building or grounds, not having any reason or relationship involving custody of, or responsibility for, a student or any other specific legitimate reason for being there and not having written permission from anyone authorized to grant the same).
- k. Willfully set fire to School District property, tamper with or obstruct any safety measures such as fire extinguishers, alarm systems, posted fire regulations, water sprinklers, fire doors, fail to conform to fire drill procedure, or tamper with any communications, heating, lighting, or power systems.
- l. Make or cause to be made bomb threats, false alarms or false reports of school closings or cancellation of school events.
- m. Deliberately disrupt or prevent the peaceful and orderly conduct of classes and meetings, administration, disciplinary procedures or other School District activities or deliberately interfere with the freedom of any person to express his views, including invited speakers.
- n. Use any profane or obscene language.
- o. Gamble on School District property.
- p. Violate District rules and regulations concerning the use of motor vehicles on School District property and School District parking regulations.

- q. Cause disruption on or interfere with the operation of School District buses.
- r. Fail to comply with directions of District officials acting in the performance of their duties.
- s. Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
- t. Picket or demonstrate contrary to the concept of acceptable conduct set forth in this policy.

A person who shall violate any of the provisions of these rules and regulations shall:

- a. If he/she is a licensee or invitee, have his/her authorization to remain upon the school premises withdrawn and shall be directed to leave the premises. In the event of his/her failure or refusal to do so he shall be subject to ejection.
- b. If he/she is a trespasser or visitor without specific license or invitation, be subject to ejection.
- c. If he/she is a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant including suspension, exclusion from extracurricular activities, reprimand or warning. Suspension proceedings shall be conducted in accordance with the requirements of §3214 of the Education Law.
- d. If he/she is a tenured teacher or professional staff member, be deemed guilty of conduct unbecoming a teacher, and be subject to dismissal or termination of his employment pursuant to the proceedings provided in Section 3020-a of the Education Law or such lesser disciplinary action as the facts may warrant including censure, suspension without pay, fine or reprimand.

- e. If he/she is a staff member in the classified service of the civil service, described in Section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in said section.
- f. If he/she is a non-tenured teacher or professional staff member, or a staff member other than one described in subdivisions (d) and (e) above, be subject to dismissal, suspension without pay, fine or reprimand.

PROCEDURE

- a. The chief administrative officer or his/her designee shall inform any licensee or invitee who shall violate any provisions of these rules that his/her license or invitation is withdrawn and shall direct him/her to leave the school property. In the event of failure or refusal to do so, such officer shall cause his ejection from such property.
- b. In the case of any other violator, who is neither a student nor teacher, other professional staff member, or other staff member, the chief administrative officer or his/her designee shall inform him that he/she is not authorized to remain on District property and direct him to leave such premises. In the event of failure or refusal to do so such officer shall cause his/her ejection from such property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation or to affect his liability to prosecution for trespass or loitering as prescribed in the Penal Law.
- c. In the case of a student, charges for violation of any of these rules shall be presented and shall be heard and determined in the manner provided in the Discipline Code of the Roslyn Public Schools.

- d. In the case of a tenured teacher, charges of misconduct in violation of these rules shall be made, heard and determined in accordance with Section 3020-a of the Education Law. In the case of a non-tenured teacher the provisions of Section 3031 of the Education Law, if applicable, shall be observed.
- e. In the case of any staff member who holds a position in the classified civil service, described in Section 75 of the Civil Service Law, charges of misconduct in violation of these rules shall be made, heard and determined as prescribed in that section.
- f. Any other employee, staff member or administrator, who shall violate any provision of these rules shall be dismissed, suspended, fined or reprimanded by the Superintendent subject to any applicable law, rule or regulation.

ENFORCEMENT PROGRAM

- a. The chief administrative officer shall be responsible for the enforcement of these rules and he/she shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.
- b. It is not intended by any provision herein to curtail the right of students, teachers, or staff to be heard upon any matter affecting them in their relations with the school. In the case of any apparent violation of these rules by such persons which, in the judgment of the chief administrative officer or his/her designee does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented.

In doing so such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any school premises where their continued presence and conduct is in violation of these rules.

- c. In any case where violation of these rules does not cease after such warning and in other cases of willful violation of such rules, the chief administrative officer or his/her designee shall cause the ejection of the violator from any premises which he occupies in such violation and shall initiate disciplinary action as hereinbefore provided.
- d. The chief administrative officer or his/her designee may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules and he may request the school attorney to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of such rules.

CRIMINAL CHARGES

Many of the acts prohibited by these rules and regulations also constitute violations of the Penal Law. In such cases, the chief school officer and his/her designee may initiate criminal charges in addition to initiating the disciplinary procedures provided for herein or in place of such disciplinary procedure.

:FPB

Adopted: 12/1989

Ref: Education Law §2801

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5311

STUDENTS' RIGHTS AND RESPONSIBILITIES

In accordance with State Education Department regulations, a full accounting of students' rights and responsibilities is included in the Discipline Code for the Roslyn School District.

The Code was developed by a committee of administrators, staff, students and parents and it is expected that teachers will review the Code with all students at the start of the school year.

Copies of the Discipline Code are available from the main office in each school building.

:FPB

Adopted: 12/1989

Ref: District Discipline Code
8 NYCRR §100.2 (1)1

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5312

PROHIBITED CONDUCT

For pertinent information, refer to the Discipline Code of the Roslyn Public Schools.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5312.2

DANGEROUS WEAPONS IN SCHOOL: STUDENTS

The Roslyn Union Free School District recognizes that possession of a weapon in a school building, facility, bus, on school grounds, or involved in a school-related activity (collectively "school premises"), poses a clear and present danger to students and staff. No student shall knowingly have in his or her possession upon any school premises any rifle, shotgun, pistol, revolver, other firearm, explosive, BB gun, pellet gun, air rifle, dangerous chemical, knife or any object which is not necessary for school activities and which could be used as a weapon.

An administrator has the right to search a student based on a reasonable suspicion that he/she is in possession of a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm. The disciplinary action resulting from the possession or use of other weapons or objects which could be used as weapons is subject to the discretion of the Superintendent, except that the Gun-Free Schools Act of 1994, requires that a student found guilty of bringing a firearm to school, shall be suspended for not less than one year.

However, said penalty may be modified by the Superintendent after reviewing the student's prior school record and the unique facts and circumstances of each case. If the Superintendent believes a one-year suspension penalty to be excessive, he/she may modify the penalty based on criteria including but not limited to:

1. the age of the student;
2. the student's grade in school;

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3. the student's prior disciplinary record;
4. the Superintendent's belief that other forms of discipline may be more effective;
5. input from parents, teachers and/or others; and
6. other extenuating circumstances.

A "firearm" is defined by Federal Law as a type of dangerous weapon which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such a weapon; any firearm muffler or firearm silencer; or any other destructive device.

Suspended students within the age of compulsory attendance as defined by Education Law §3205 will be provided appropriate 'alternative instruction outside the school from which the student has been suspended for the duration of the suspension. Where a student has been classified as disabled pursuant to the Individuals with Disabilities Education Act (IDEA), in addition to the hearing required by Education Law §3214, such student shall not be suspended in excess of 10 days unless the district extends such student the additional procedural protections required by IDEA in connection with a change of placement.

School authorities shall report violations to law enforcement agencies where a violation of the law may have occurred. In all cases, weapon(s) will be confiscated and parents notified. The weapon(s) will be retained as evidence in any subsequent criminal prosecution or suspension hearing.

New York State and federal peace officers and police officers acting in their official capacity or as required by law are the only people permitted on school property to have a weapon in their possession.

:FPB

Adopted: 12/1989

Revised: 11/1994

POLICY #5312.2

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Ref: Goals 2000, Educate America Act P.L. 103-227
(Gun-Free Schools Act of 1994)
18 USC §921
Roslyn Public Schools Discipline Code

Cross-ref: 1910 Dangerous Weapons in School
(Community)
5313.3 Suspension and Expulsion
5330 Searches and Investigations
9150.1 Dangerous Weapons in School (Staff)

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5313

PENALTIES

For pertinent information, refer to the Discipline Code of the Roslyn Public Schools.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5313.1

DETENTION

For pertinent information, refer to the Discipline Code of the Roslyn Public Schools.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5313.2

IN-SCHOOL SUSPENSION

For pertinent information, refer to the Discipline Code of the Roslyn Public Schools.

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Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5313.3

SUSPENSION AND EXPULSION

For pertinent information, refer to the Discipline Code of the Roslyn Public Schools.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5313.6

**DISCIPLINE OF STUDENTS WITH DISABILITIES
UNDER IDEA AND ARTICLE 89**

The Board of Education of the Roslyn Union Free School District recognizes that the need to address disruptive or problem behavior within its schools may result in the suspension, removal or other discipline of students with disabilities eligible for services under the Individuals with Disabilities Education Act (IDEA) and Article 89 of the Education Law (Article 89) and their implementing regulations. It also recognizes that these students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them.

Accordingly, it shall be the Board's policy that the procedures followed for suspending, removing or otherwise disciplining students with disabilities eligible for services under IDEA and Article 89 will conform with the procedural safeguards required by applicable laws and regulations.

This policy incorporates by reference the Procedural Safeguards for Students with Disabilities Subject to Discipline set forth in Part 201 of the Regulations of the Commissioner of Education, which implement the procedural protections provided under New York's Education Law and which coordinate the state's general procedures for suspension of students with disabilities with the requirements of IDEA and its implementing regulations.

The Superintendent of Schools is directed to ensure, on an ongoing basis, that a copy of the most current version of the Procedural Safeguards for Students with Disabilities Subject to Discipline, Part 201 of the Regulations of the Commissioner of Education, is attached as an exhibit to this policy.

This policy affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

Authorized Suspensions or Removals of Students with Disabilities

In accordance with the procedural protections applicable to the discipline of students with disabilities:

1. A suspension means a suspension pursuant to Education Law Section 3214.

A removal means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself/herself or others.

An IAES means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current IEP, that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:
 - a. The Board, the District (BOCES) Superintendent of Schools or a Building Principal delegated the authority to suspend students may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a nondisabled student would be subject to suspension for the same behavior.
 - b. The Superintendent of Schools may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time nondisabled students would be subject to suspension for the same behavior.
 - c. The Superintendent of Schools may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.

- d. The Superintendent of Schools may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
 - (1) The term weapon means the same as "dangerous weapon" under 18 U.S.C. §930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except...[for] a pocket knife with a blade of less than 2 ½ inches in length."
 - (2) Controlled substance means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
 - (3) Illegal drugs means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed

or used under any other authority under the Controlled Substances Act or any other federal law.

3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
 - a. for more than 10 consecutive school days; or
 - b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal which would otherwise result in a disciplinary change in placement based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The district's Committee on Special Education shall:
 - a. conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary. If one or more members of the

CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

- b. conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.
2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
 - a. It shall be the responsibility of the Superintendent, Building Principal or other school official imposing a suspension or removal to determine whether the student is a student presumed to have a disability.

- b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
 - (1) conducted an individual evaluation and determined that the student is not a student with a disability, or
 - (2) determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other nondisabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such nondisabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the nondisabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his or her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The notice of disciplinary removal shall be accompanied by the procedural safeguards notice prescribed by the Commissioner of Education.

4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of nondisabled students under the Education Law.
5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Regulations of the Commissioner of Education incorporated into this policy.
6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of nondisabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in

a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Regulations of the commissioner of Education incorporated into this policy.

Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Regulations of the Commissioner of Education incorporated into this policy, if:
 - a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
 - b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
 - (1) During the pendency of an expedited due process hearing or appeal regarding

the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.

- (2) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.
2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

Referral to Law Enforcement and Judicial Authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

:FPB

Adopted: 9/2000

Ref: Education Law §§3214(3), 4404(1)
8 NYCRR Part 201
20 U.S.C.1415(k)
34 C.F.R. §300.519 et. seq.

Cross-Ref: 5312.1, Drug and Alcohol Abuse
5312.2, Dangerous Weapons in School
5313.3, Student Suspension

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5314

CORPORAL PUNISHMENT COMPLAINTS

No teacher, administrator, officer or other employee of the Roslyn School District shall use corporal punishment against a pupil.

Corporal punishment means any act of physical force upon a pupil for the purpose of punishing that pupil.

In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:

- a. To protect oneself from physical injury.
- b. To protect another pupil or teacher or any other person from physical injury.
- c. To protect the property of the school or others.
- d. To restrain or remove a pupil whose behavior is interfering with the ordinary exercise and performance of school district functions, powers and duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.

No teacher or other employee is permitted to inflict an assault on any child or any other person.

Notwithstanding the prohibition on corporal punishment in the event that corporal punishment is used the following reporting procedure will be observed:

1. If a teacher or administrator has administered corporal punishment, the Principal must notify the Superintendent immediately.

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2. The report shall relate all applicable details of the incident, including what action was taken, why the action was taken, and what measures, if any, have been taken to prevent the need for such action.
3. The report will be kept on file and made available to the parent upon request.
4. The parent will be afforded the opportunity to request a conference with the student, teacher, and administrator(s) involved in the incident to discuss the situation.

:FPB
Adopted: 12/1989

Ref: 8 NYCRR §100.2

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5330

SEARCHES AND INTERROGATIONS

The Board of Education recognizes the sensitive nature of student searches and interrogations and suggests all staff apply a heightened sensitivity when following these guidelines for searches of school property assigned to a specific student:

1. The right of inspection of students' school lockers is inherent in the authority given school boards and administrators over school property.
2. General housekeeping inspection of school property may be conducted at any time.
3. School authorities may seize illegal items or any item that may reasonably pose a threat to the safety or security of others.
4. Police must have a search warrant to search a student's personal property on school grounds but if they have reason to believe delaying the search would result in an immediate threat to safety the officers may conduct their search.

Interrogations by Police

The Board recognizes the custodial duties to students while at school and attempts to protect all students while in school. In the case of student involvement in criminal activity the school administration should notify the proper law enforcement authorities. Interrogation by police on school premises should follow the guidelines below:

1. School authorities should encourage the police to interrogate outside the school, preferably the home or with a parent present or at least previously notified.

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Page 2

2. The police must have a warrant for arrest before questioning the student in school. The only exception will be if the crime being investigated occurred on school property.
3. A school official will request to be present when an interrogation occurs in school.
4. If a student is taken from school by the police, law enforcement authorities should inform the student's parent(s) but if the situation makes this impossible school authorities shall notify the parent(s).

:FPB

Adopted: 12/1989

Ref: People v. Overton, 24 N.Y. 2d 522
People v. Scott D., 23 N.Y. 2d 483
People v. Ronald B., 61 A.D. 2d 204

**ROSLYN PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING**

**AGENDA ADDENDUM
Thursday, February 15, 2018**

PERSONNEL:

P.1 Professional

Item	Name	Action	Position / Replacing	Location	From	To	Certification / Class / Step / Salary
13	Michelle Cawley	Childcare Leave	Health & Physical Education	MS	7/1/18	6/30/19	
14	Liza Mancia	Childcare Leave	Family & Consumer Sciences	MS	7/1/18	6/30/19	
15	Diana Zabaleta Grasso	Additional Assignment	Special Ed Testing Coordinator Midterm / Final Exams	HS	3/1/18	6/30/18	Per RTA Contract
16	Barbara Schwartz	Appointment Spec Ed 12 Month Program	Special Education Summer Program Supervisor (not to exceed 10 days)	TBD	Summer 2018	Summer 2018	Per RASA Contract
17	Melissa Krieger	Appointment Spec Ed 12 Month Program	Special Education Summer Program Supervisor (not to exceed 10 days)	TBD	Summer 2018	Summer 2018	Per RASA Contract
18	Jessica Kemler	Appointment Spec Ed 12 Month Program	Special Education Summer Program Supervisor (not to exceed 10 days)	TBD	Summer 2018	Summer 2018	Per RASA Contract
19	Brianna Jacobs	Substitute Appointment	Per Diem Substitute Teacher		2/26/18	6/30/18	Visual Arts, \$130/day

BUSINESS & FINANCE:

B.1. Recommendation to approve the following contracts and to authorize the Board of Education President to execute (those contracts marked with an asterisk have been prepared pursuant to a previous award of an RFP or bid).

- (iii) Contractor: The Summit School (Upper Nyack)
- Services: Educational/ Residential services for one student
- Fees: February 27, 2018 to June 30, 2018
\$34,088.00 - 10-month program tuition prorated \$14,013.96
\$3,408.80 for Dormitory Authority prorated \$1,391.20
Total estimated to be \$15,405.16

- (iv) Contractee: Sewanhaka Central School District
Services: One (1) student from Sewanhaka to attend
The Hilltop Academy for the 2017-2018 school year
(February 14, 2018 through June 22, 2018)
Fees: Total est. to be \$33,000.00 (Prorated) (Roslyn to receive)

B.18. Recommendation to approve a pending change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the construction manager and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

HTS Electrical Contract PCO #2: Palace Electric Proposed Change Order PCO# 2 for additional work at an estimated cost of \$1,400. This change order represents the cost to provide labor and materials to relocate existing lighting circuits discovered in the way of the new attic access staircase which require relocation as discussed with KG&D. This is an unforeseen existing condition concealed and not visible prior to work beginning in the area. Park East Construction Corp. along with KG&D Architects have reviewed the proposal and finds it to be fair based on the scope of work. Upon BOE approval the office of KG&D will create a formal change order and forward for signature.

CURRICULUM & INSTRUCTION:

C&I.2 Recommendation to accept the confidential stipulations of the CSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on January 9, 2018, January 12, 2018, January 23, 2018, January 24, 2018, January 25, 2018, February 2, 2018 and February 5, 2018 **and February 12, 2018.**