

## COMMUNITY RELATIONS GOALS

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

The community relations goals of the Board shall be:

1. to provide every possible means whereby all residents of the school district may have the opportunity to contribute their best thinking to the orderly planning of education for children in the district;
2. to keep the community accurately informed about its school;
3. to understand community attitudes and aspirations for the school;
4. to encourage contributions from the parent-teacher organization of the district so that school personnel and parents cooperate to advance the educational welfare of the children;
5. to handle all complaints from the public by the Supervisor in charge of the unit of the school district organization closest to the complainant. However, such complaints may be carried to the Superintendent and the Board once you have followed the chain of command on the organizational chart, if the problem cannot be solved at that level;
6. to promote a spirit of cooperation between the Board, the school, and the community;
7. to develop and maintain the confidence of the community in the Board and the school district staff;
8. to expand the public understanding of every aspect of the school system, and stimulate public interest in the school;
9. to facilitate dissemination of information to the community concerning issues and activities in the school;
10. to ascertain the community's opinions and desires with respect to the operations of the school system, and to incorporate that knowledge into its actions;
11. to develop arrangements among civic and community organizations for sharing of resources, especially in the creation of programs designed to benefit students; and
12. to develop and maintain the most effective means of communication possible with the people of the district.

Adoption: December 10, 1998  
Review: September 25, 2013  
Revised: August 9, 2022

## ANNUAL DISTRICT MEETING AND ELECTION

The district shall hold an annual meeting and election at which the district's authorized voters will elect members of the Board of Trustees and vote on the district budget for the coming school year. The annual district meeting and election will be held on the third Tuesday in May, or as set by the State Education Department, unless this date conflicts with religious observances on that day, in which case the annual meeting and election will be held on the second Tuesday in May.

The District Clerk shall publish a notice of the time and place of the annual meeting and election at least four times within the seven weeks prior to the meeting, in the official newspaper. The first publication of the notice shall be at least 45 days prior to the meeting. Notice of the availability of copies of the budget must be included in the notice of the annual meeting. The notice shall also contain notice of any other matter required by law.

Copies of the budget to be voted upon at the annual meeting election will be available in the district office for district residents upon request at the time of the annual meeting and election and 14 days (other than Saturday, Sunday and holidays) prior to the meeting.

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

### *Propositions*

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

1. Unless otherwise provided by the Education Law, petitions for the submission of a proposition must contain a minimum of 25 signatures of qualified voters of the district, or 5 percent of the number of voters at the last annual election, whichever is greater.
2. Petitions must be filed with the District Clerk at least 30 days prior to the annual meeting, except for petitions relating to a proposition which must be included in the notice of the annual meeting (e.g., changing the number of board members). Such petitions must be submitted 60 days in advance of the annual meeting to facilitate the preparation and printing of the ballots.
3. Propositions must include the specific appropriations necessary for the purposes listed.
4. Wording of a petition must comply with legal requirements. If the wording does not, it may be changed or altered by the Board, or the Board may reject a petition for failure to comply.

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

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

Cross-ref: 1150, School Budget and Bond Referenda Information  
2120, School Board Elections 2120.1, Candidates and  
Campaigning 6100, Annual Budget 6120, Budget  
Hearing 6130, Budget Adoption

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

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## SCHOOL DISTRICT RECORDS

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York. The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to district records, and submit such regulations to the Board for approval. Such regulations shall address ensuring applicable, confidentiality, and security of district information. The Superintendent shall designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

### Retention and Destruction of Records

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

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

Ref: Public Officers Law §84 *et seq.* (Freedom of Information Law) Education Law §2116 Arts and Cultural Affairs Law §57.11 Local Government Records Law, Article 57-A 8 NYCRR Part 185 (Appendix I)

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## SCHOOL DISTRICT RECORDS REGULATION

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

### I. Designation of Officers

1. The Records Access Officer shall be the School Business Manager. They shall: receive requests for records of the Board of Education and make such records available for inspection or copying when such requests are granted.
2. The Superintendent of Schools, with the Board's approval, shall designate a Records Management Officer for the district. The Records Management Officer will develop and oversee a program for the orderly and efficient management of district records, including maintenance of information security as it pertains to release of district records.
3. Ensure that district information that is not permitted to be released is not released (see section IV Records Exempted from Public Access).

### II. Definition of Records

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

### III. Access to Records

1. Time and place records may be inspected: Records may be requested from, and inspected or copied at, the Office of the Records Access Officer, at Edinburg Common School during the hours of 8 a.m. - 3 p.m. on any business day on which the district offices are open. Records may also be requested via email at the following address:  
**[businessoffice@EdinburgCS.org](mailto:businessoffice@EdinburgCS.org)**

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

#### IV. Records Exempted from Public Access

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

1. are specifically exempted from disclosure by state and/or federal statute;
2. if disclosed would constitute an unwarranted invasion of personal privacy;
3. if disclosed would impair present or imminent contract awards or collective bargaining negotiations;
4. are confidentially disclosed to the Board and compiled and maintained for

the regulation of commercial enterprise, including trade secrets, or for the grant or review of a license;

5. are compiled for law enforcement purposes and which, if disclosed, would:
  - a. interfere with law enforcement investigations or judicial proceedings;
  - b. deprive a person of a right to a fair trial or impartial adjudication;
  - c. identify a confidential source or disclose confidential techniques or procedures, except routine techniques or procedures; or
  - d. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
6. if disclosed would endanger the life or safety of any person;
7. are interagency or intra-agency communications, except to the extent that such materials consist of:
  - a. statistical or factual tabulations or data;
  - b. instructions to staff which affect the public;
  - c. final Board policy determinations; or
  - d. external audits, including but not limited to audits performed by the comptroller and the federal government;
8. are examination questions or answers that are requested prior to the final administration of such questions;
9. are computer access codes.

V. Prevention of Unwarranted Invasion of Privacy

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

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

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

VI. Listing of Records

Pursuant to Section 87(3) (c) of the Public Officers Law, the current records retention schedule for school districts, published by the Commissioner of Education, shall serve as the list by subject matter of all records in the possession of the school district, whether or not available under the law.

VII. The Superintendent will designate a “discovery” team comprised of the school attorney, records access officer, records management officer and other personnel as needed. The discovery team will convene in the event that litigation is commenced to plan to respond to the request for records. The Superintendent, with assistance from the records access officer will ensure that measures are put in place to preserve applicable records.

Adoption: December 10, 1998

Revised: August 9, 2022



**SCHOOL DISTRICT RECORDS EXHIBIT**

*Application for Public Access to Records*

To: Records Access Officer Board of  
Trustees Edinburg Common School  
District Edinburg, New York 12134

I hereby apply to inspect only or inspect and request reproduction of the following record @ 25 cents per page\*: \_\_\_\_\_

Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_

May the response and/or records be sent electronically to this email address? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby acknowledge receipt of the reproduction of records.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Mailing Address \_\_\_\_\_

**FOR OFFICE USE ONLY**

Approved [ ]

Denied (for the reason(s) checked below)

- Confidential disclosure
- Part of investigatory files
- Unwarranted invasion of personal privacy
- Record of which this agency is legal custodian cannot be found.
- Record is not maintained by this agency
- Exempted by statute other than the Freedom of Information Law
- Other (specify) \_\_\_\_\_

Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE:** You have a right to appeal a denial of this application to the Superintendent of Schools, Edinburg Common School District, who must fully explain his/her reasons for such denial in writing within ten days of receipt of an appeal.

I hereby appeal \_\_\_\_\_  
Signature Date

\* For documents larger than 9 x 14 inches, tape or cassette records, or computer printouts, the cost of reproduction or the program used.

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**REQUEST FOR RECORDS BY EMAIL**

Dear Records Access Officer:

1. Shall email the following records if possible [include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.]:
2. Will advise me of the appropriate time during normal business hours for inspecting the following records prior to obtaining copies [include as much detail about the records as possible, including relevant dates, names, descriptions, etc.]:
3. Will inform me of the cost of providing paper copies of the following records [include as much detail about the records as possible, including relevant dates, names, descriptions, etc.]:
4. If all the requested records cannot be emailed to me, ~~please~~ inform me by email of the portions that can be emailed and advise me of the cost for reproducing the remainder of the records requested (\$0.25 per page or actual cost of reproduction).
5. If the requested records cannot be emailed to me due to the volume of records identified in response to my request, the Records Access Officer will advise me of the actual cost of copying all records onto a CD or flash drive.
6. If my request is too broad or does not reasonably describe the records, contact me via email so that I may clarify my request, and when appropriate inform me of the manner in which records are filed, retrieved or generated. If it is necessary to modify my request, and an email response is not preferred, will contact me at the following telephone number: \_\_\_\_\_.

If for any reason any portion of my request is denied, Records Access Officer shall inform me of the reasons for the denial in writing and provide the name, address and email address of the person or body to whom an appeal should be directed.

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

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

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**AGENCY RESPONSE TO EMAIL REQUEST FOR RECORDS**

Dear Applicant for Records:

We received your request for records pursuant to the Freedom of Information Law on [fill in date received, or next business date received, if received after normal business hours]:

- 1. Attached are electronic copies of the records that you requested.
- 2. The records that you have requested to inspect will be made available for inspection on [insert date] \_\_\_\_\_ at [insert time]\_\_\_\_\_. After inspecting the records, you may request copies of selected pages, which we will provide to you on or about [insert date] \_\_\_\_\_. If paper copies are required, payment of a fee of \$.25 per photocopy will be charged.
- 3. The records requested cannot be located with reasonable effort and your request does not reasonably describe records in the possession of this agency.
- 4. This agency does not maintain or possess the records you have requested. [When possible, indicate to whom the request should be directed.]
- 5. The records sought cannot be found after a diligent search.
- 6. This agency has determined that portions of your request can be denied based on the following\_\_\_\_\_.  
Accordingly, your request for records is granted in part and denied in part, and
  - the requested records are attached. Certain portions have been redacted, and/or certain records have not been provided to you based on the explanation above.
  - D the records are not available electronically. Please remit \$ \_\_\_\_\_ .  
Copies will be provided to you on or about \_\_\_\_\_ .

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

Name: Title:  
Address: Email  
Address:

- 7. This agency has determined that the records that you requested are not required to be made available to the public based on the following \_\_\_\_\_  
\_\_\_\_\_ : Accordingly, your request is denied.

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

Name: Title:  
Address: Email  
Address:

- 8. This agency has determined that it is unable to respond to your request at this time. Accordingly, on or before [insert date within the next 20 business days] \_\_\_\_\_, we will grant and/or deny access in whole or in part.
- 9. This agency has determined that it is unable to respond to your request in full within the next twenty business days for the following reasons [provide explanation as required by the Freedom of Information Law, §89(3)]: Accordingly, on or before [insert date] \_\_\_\_\_, we will provide and/or deny access in whole or in part. Please advise by reply email if you would prefer that records be made available on a piecemeal basis if it is feasible to do so.
- 10. Because the records you have requested include a list of names and residence addresses, disclosure may constitute an unwarranted invasion of personal privacy pursuant to §89(2) (b) (iii) of the Freedom of Information Law. If you maintain that such records are not sought for commercial or fund-raising purposes, as a condition precedent to disclosure, please prepare the following statement on a separate sheet of paper, sign it, and mail it to the address indicated below.

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

[Signature]

Send to:

Name:

Title:

Mailing Address:

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

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

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

Adoption date: February 13, 2007

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## NEWS MEDIA RELATIONS

The Board of Trustees invites and welcomes the active participation of all forms of mass media in promoting the cause of well-rounded education within the school district and elsewhere. The Board encourages suggestions and advice from representatives of the media as to how best to facilitate the flow of information to them from the Board and others within the school system.

All staff desiring to release information to the media should first notify the Superintendent. The Superintendent shall establish all necessary procedures to govern day-to-day interactions between the school and the news media.

Ref: Arts and Cultural Affairs Law §61.09

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## ADVERTISING MATERIALS AND ANNOUNCEMENTS POLICY

As a service to parents and children, the School District does permit notices to be sent home with children about various activities and events taking place in our Edinburg and Northville communities and at times, outside school district boundaries. Such information includes but is not limited to little league, girls' softball, and other sports related programs; Girl/Boy Scouts; local arts and crafts activities; opportunities in the Town of Edinburg and/or Village of Northville; and a variety of cultural events in the Adirondack Region.

Documents or flyers are distributed via *backpack mail* predominantly at the elementary school level. It must be clearly noted, in writing, as part of any advertising material, flyer or announcement that the activity, event or program is not affiliated with or endorsed in any way by the School District. Upon receipt, it is the responsibility of parents/guardians to discard information that is of no interest or to inquire further about those activities they may wish to pursue for their children.

With advanced approval from the superintendent of schools or designee, information concerning activities, events, programs and other opportunities of interest to children and their families in the School District may be distributed to students provided that the activity, event, program or opportunity is conducted or sponsored by an agency of federal, state or local government, or by a not-for-profit group that can furnish documentation as a nonprofit organization by the Internal Revenue Service. Also, the Superintendent may request additional information concerning the governance structure and/or mission of the organization. Such details are requested solely for the purpose of confirming that the organization is within the coverage of this policy and its accompanying regulations.

The agency or organization seeking to distribute information to students in district schools must provide sufficient copies of the document; the District will not make copies for this purpose. The School District retains the right to withdraw approval of material from any source if it is determined that distribution would undermine the intent of this policy or cause disruption in the school.

The Superintendent is directed to develop and implement the necessary regulations to ensure that this policy is implemented throughout the school system.

Adoption: June 9, 2009  
Review: September 25, 2013  
Revised: August 9, 2022

## ADVERTISING MATERIALS AND ANNOUNCEMENTS REGULATION

The purpose of this regulation is to provide guidelines for the approval and distribution of advertising materials and/or announcements sent home with students in the elementary grades, PreK-6.

1. School related notices sent to parents will be given the highest priority and may necessitate that non-school related flyers be withheld at any given time. The District reserves the right to limit the number of flyers in a given week. Information from outside groups can be sent home, starting with the second week of school.
2. Information from not-for-profit organizations will be considered for distribution as long as the main focus is on services or activities for children. A not-for-profit group must be able to furnish Internal Revenue Service nonprofit documentation if requested by the Superintendent's office. Also, the Superintendent may request additional information concerning the governance structure and/or mission of the organization. Such information is requested solely for the purpose of confirming that the organization is within the coverage of this policy and regulations.
3. All information must be submitted to the superintendent's office for prior approval.  
Requests must be submitted at least one week in advance of the suggested distribution date. It is strongly recommended that photocopying not occur until approval from the superintendent's office is received in case changes are necessary.
4. Other than PTO entities, Northville Central School information, school sponsored activities which must be prominently titled, all flyers must include the following statement in a box format at least 12 point or higher.

***This flyer is being distributed by the Edinburg Common School District as a community service to students and parents for information purposes only. This program is not affiliated with nor endorsed in any way by the School District.***

5. Upon approval by the superintendent, the responsibility for photocopying must be assumed by the organization requesting distribution.
6. The intent of requesting to distribute any flyer as part of backpack mail is for notification purposes only. Information shall be limited to the date, time, place, program description, etc. No promotional incentives (e.g., free tickets to an amusement park, admission to a sporting event if accompanied by a paid adult

admission, etc.) may be included either as part of or as an attachment to an informational flyer. Similarly, no policy or statement presenting a viewpoint or which takes a position on an issue will be permitted.

7. Informational materials or announcements from any other organization may be approved by the superintendent for display only (not for distribution directly to students) if the activity or event concerns one of the following topics:

- a) Education services directly related to the school system's instructional program, such as test preparation courses and enrichment courses.
- b) Student health, safety or welfare.
- c) Community sports, professional, or semi-professional teams.
- d) Other organizations as determined by the Superintendent of Schools and not identified above.

8. The School District retains the right to withdraw approval of material from any source if it is determined that distribution would undermine the intent of this policy or cause disruption in the school.

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**SCHOOL BUDGET AND BOND REFERENDA INFORMATION**

The annual district budget shall be submitted for voter approval as required by law. Any voter-presented propositions shall be submitted in accordance with the procedure specified by law and district policy. The resubmission of any defeated budget or the submission of any propositions by the Board of Trustees will be done at the discretion of the Board as permitted by law.

The Superintendent shall approve all information regarding district expenditure submitted to the district voters for approval. The Superintendent shall ensure that any document, newsletter, advertisement or other communication prepared and/or distributed at district expense shall be factual in nature to the best of his/her knowledge, and shall not exhort district voters to vote to approve or disapprove any matter submitted for voter approval.

Cross-ref: 1050, Annual District Meeting and Election 6100,  
Annual Budget

Ref: Education Law § 1716  
*Phillips v. Maurer*, 67 NY2d 672 (1981)

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## COMMUNITY INVOLVEMENT

The Board of Trustees is devoted to the development and maintenance of a comprehensive year-round community relations program to assure a full appreciation of the educational program, and to provide for the broadest participation of all-Board, staff, students, and community-in seeking solutions to problems and in promoting the continuing improvement of the educational resources available to the school community.

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

1. to implement an active partnership between the school and the community, in which professional educators and laymen work together towards improvement of the total educational program;
2. to develop arrangements among civic and community organizations for sharing of resources, especially in the creation of programs designed to benefit students;
3. to promote staff interest in community needs and encourage volunteer participation by students and staff to make the community a better place to live;
4. to foster public understanding of the need for constructive change, and solicit public advice on how the district can best achieve its educational goals;
5. to involve citizens, business, and community agencies in the work of the school; and
6. to promote a genuine spirit of cooperation between the school and the community, and to establish channels for sharing the leadership in improving community life.

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

The Board of Trustees recognizes the potential benefits of community partnerships with the school district. The Board and district staff shall, therefore, cooperate with those organizations which may provide support in improving the educational, vocational, counseling, and/or extracurricular opportunities in the district.

### ***Local Governments***

The Board encourages the establishment and maintenance of a strong relationship with local government authorities whose work affects the welfare of students, including the Board of Health, social services agencies, the police, the public library, fire and recreation departments.

### ***Business Organization***

The Board encourages partnership with business organizations, which may include programs such as mentor and/or apprenticeship programs, pilot projects, grants, off-campus counseling services and volunteer services, in addition to or as part of the district curriculum.

### ***Parent Organizations***

The Board encourages the operation of the parent-teacher group in the school as a means to promote cooperation between parents and teachers, for the purpose of helping to stimulate an understanding of the district's goals and progress.

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## PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Trustees encourages public participation on school related matters at Board meetings, as outlined in this policy. To allow for public participation, a period not to exceed 30 minutes shall be set aside during the first part of each Board meeting for public comment, with priority given to comments on items on the meeting's agenda. A second 30-minute time period will be set aside at the end of each Board meeting for public comment on matters pertaining to the district but not on the agenda. These periods may be extended by a majority vote of the Board.

Persons wishing to address the board shall sign up on a form designated by the Board at the commencement of the meeting. The speaker must sufficiently complete all portions of the form prior to speaking, which will include their name, address, and telephone number or email address, and topic to be discussed. The Board President will allow speakers to address the board in the order they sign up.

The presentation should be as brief as possible. No speaker will be permitted to speak for longer than three minutes. Speakers may comment on (1) any matter related to district business; (2) any agenda item; (3) matters related to agenda items specifically or district matters generally, depending on the public participation section.

The Board will not permit in public session discussion involving individual district personnel or students. Persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the Superintendent during regular business hours.

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

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

Questions and comments from the public concerning matters which are not on the agenda will be taken under consideration and referred to the Superintendent for appropriate action. Persons wishing to have matters included on the agenda shall contact the Superintendent in accordance with Policy 2342, Agenda Preparation and Dissemination.

The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented, as outlined in this policy and applicable provisions of law and regulation, and subject to the Board's parliamentary procedure. The President shall have the right to discontinue any presentation which violates this policy.

Cross-ref: 2342, Agenda Preparation and Dissemination

Ref: Appeal of Kushner, 49 EDR 263 (2010) (boards not required to allow the public to speak)

Matter of Martin, 32 EDR 381 (1992) (boards need not permit nonresidents to speak) Appeal of Wittneben, 31 EDR 375 (1992) (boards encouraged to permit citizens to speak) Matter of Kramer, 72 St. Dept. Rep. 114 (1951) (boards may put time limits on public speaking)  
NYS Department of State, Committee on Open Government, Advisory Opinions OML-AO- #2696 (Jan. 8, 1997), OML-AO- #2717 (Feb. 27, 1997), OML-AO- #3295 (April 16, 2001), OML-AO=# 3518 (Aug. 30, 2002), OML-AO- #4141 (Feb. 24, 2006), OML-AO-#4044 (Sept. 30, 2005), OML-AO- #4292 (Dec. 6, 2006)

Adoption: December 10, 1998  
Revised: August 9, 2022

## PUBLIC COMPLAINTS

The Board of Trustees recognizes the right of community citizens to register individual or group concerns regarding instruction, district programs, materials, operations, and/or staff members. The main goal of the district is to resolve such concerns with only the parties involved, whenever possible. Public complaints about the school district will be directed to the Superintendent, who will notify the Board President or designee. Complaints about specific classroom practices shall be directed to the teacher concerned. If the matter is not settled satisfactorily, the complainant shall then contact the Superintendent. If there is no resolution on this level, the Superintendent shall refer the issue to the Board for final resolution.

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

Cross-ref: 1440, Complaints about School Personnel

Adoption: December 10, 1998  
Review: August 9, 2022

## COMPLAINTS ABOUT POLICIES

Complaints about Board of Trustees policies should be directed to the Superintendent. Complaints shall be in writing, stating the specific objections to the specific policy(ies).

The Superintendent shall review any complaint and conduct whatever study or investigation he/she deems appropriate. The Superintendent shall then submit the complaint and his/her recommendation to the Board. The Board shall then review the policy, amend or repeal the policy, if appropriate, and notify the complainant of the action taken.

Adoption: December 10, 1998  
Review: August 9, 2022

## COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS

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

All complaints concerning textbooks, library books and other instructional material shall be submitted to the Superintendent. The Superintendent shall promulgate regulations subject to Board of Trustees approval establishing a complaint procedure which shall include:

1. an opportunity for an informal conference with the complainant;
2. the submission of formal written complaints;
3. the formation of an instructional material review committee. The members of the committee shall be appointed by the Board on recommendation by the Superintendent. The committee shall make recommendations to the Superintendent concerning the disposition of any complaint;
4. a decision by the Superintendent; and
5. an appeal to the Board. The decision of the Board shall be final.

Cross-ref: 4511, Textbook Selection and Adoption  
4513, Library Materials Selection and Adoption 4524,  
School Libraries

Ref: Education Law §§1709(15); 171 l(5)(f)  
*Board of Education, Island Trees UFSD v. Pico*, 457 US 853 (1982)

Adoption: December 10, 1998

Review: August 9, 2022



## COMPLAINTS ABOUT CURRICULA INSTRUCTIONAL MATERIALS REGULATION

### *Complaint procedures concerning textbooks, library material and other instructional material*

The following procedures shall be employed in handling complaints concerning any textbook, library book or material and any other instructional material used in the district's school.

1. At the discretion of the Superintendent, an informal meeting may be held between the complainant and the Superintendent.
2. If a complaint is not resolved informally, the complainant must file a written complaint with the Superintendent.
3. Upon receipt of a formal written complaint, the Board shall appoint a committee to review the complaint. If formed, the committee shall:
  - a. read and examine the challenged materials;
  - b. consider the specific objections to the material voiced by the complainant;
  - c. weigh the values and faults of the material as a whole;
  - d. consider oral presentations made to the committee. The committee will determine whether any oral presentations will be beneficial to its deliberations;
  - e. where appropriate, solicit advice or opinion from other district faculty and staff; and
  - f. issue a report to the Superintendent containing its recommendations concerning any complaint.
4. The Superintendent shall review the report of the committee, and make a recommendation to the Board. The Board will make a final decision and notify the complainant and appropriate staff.
5. If the complainant is not satisfied with the Superintendent's decision, he/she may refer the complaint to the Board. The Superintendent will deliver a copy of his/her decision and the committee's report to the Board for its consideration. The decision of the Board shall be final. All parties concerned shall be notified by the Board of its decision.

Adoption: December 10, 1998

Review: August 9, 2022

## COMPLAINTS ABOUT SCHOOL PERSONNEL

The intent of this policy is to maintain dialogue among residents, the Board of Trustees and the administration while, at the same time, safeguarding employees from unfair criticism.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible and that the staff should be given every opportunity to consider issues and attempt to resolve problems prior to Board involvement. Therefore, the proper channeling of complaints will be as follows:

1. Teacher or staff member,
2. Superintendent, and 3  
Board of Trustees.

Exceptions will be made only when complaints concern Board action or Board operations. In addition, the Board will not act on complaints that have not been explored at the appropriate level.

Individual Board members will refer persons making complaints to the Superintendent. Board members will refrain from expressing any judgment until such complaint is submitted to the entire Board. The Superintendent shall refer complaints to other staff members when appropriate.

Cross-ref: 1400, Public Complaints

Ref: Education Law §§3012; 3020-a Civil  
Service Law §75 Public Officers Law  
§100(l)(f) 8NYCRRPart84

Adoption: December 10, 1998

Review: August 9, 2022

## USE OF SCHOOL FACILITIES

While the district's school buildings and grounds are maintained primarily for the purpose of educating students, the Board of Trustees recognizes that its buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities.

The Board of Education grants the privilege of using the public school facilities hereafter defined as buildings, playing fields, playgrounds, and associated District equipment (e.g., goal posts, tables/chairs, etc.) to those organizations or groups that will comply with the law and will benefit the general welfare of the community educationally and recreationally, as determined by the Superintendent. It is policy of the Board of Trustees that such organizations shall pay the added expense, such as costs of utilities, maintenance and custodial service, necessary to make possible the use of facilities. See Exhibit 1500E.

### 1. Restricted Activities

- a. School facilities cannot be used by an individual, group or organization for any activity that is intended to overthrow the government by force, violence, or other unlawful means.
- b. Games of chance, lotteries, or other activities classified as gambling, not allowed by law, cannot be conducted on school premises.
- c. Alcoholic beverages, tobacco, illegal drugs or drug related paraphernalia or other products considered hazards to health cannot be sold or consumed on school premises. No one shall possess a weapon on school premises, ~~without the express,~~ without the express written approval of the Superintendent of Schools or designee.
- d. No enterprise, function or activity that promotes any commercial product or results in private profit or commercial gain for any individual or business enterprise can be conducted on school property. This is not meant to preclude a school group paying or sponsoring a profit-making entity for services which have a legitimate school purpose such as student pictures. Fees may be assessed should extra expenses be generated. (See Exhibit 1500-E.)
- e. Activities in conflict with Town ordinances or State Law are not permitted.
- f. No meetings sponsored by political organizations shall be permitted unless authorized by a vote of a district meeting, held as provided by law. It shall be the duty of the Board of Trustees to call a special meeting for such purpose upon the petition of at least ten per centum of the qualified electors of the district. Authority so granted shall continue until revoked in like manner and by the Board of Trustees.

- g. The use of kitchen facilities is prohibited unless express written approval is secured from the Business Manager. The using group must agree to leave the facilities in a clean condition appropriate for the preparation of student meals the next day, to return all utensils to their proper place and to not allow abuse of cafeteria equipment. It may be required that outside groups hire the services of a district food service worker when using kitchen facilities. Fees may be assessed should extra expenses be generated. (See Exhibit 1500-E.)
- h. Religious instruction is prohibited.
- i. Use of motorized vehicles (e.g., off road recreational vehicles, snowmobiles, ATV's), model airplanes, rockets, and skateboards are prohibited (when not part of the approved school curriculum).
- j. Golf Practice: Golf practice on school grounds is prohibited except when it is part of the regular school program.
- k. Smoking and profanity are prohibited on school grounds and in school buildings.
- l. Animals: Owners are prohibited from allowing their animals on playgrounds, athletic fields, and within the buildings, except as identified below. Service animals, with district approval, are exempted.  
Animals, defined as those of domestic nature are allowed on district property, under the following conditions:
  - 1. For instructional purposes connected with specific school curriculum.
  - 2. Trained and being used in a "service" capacity to assist an individual on school property.
  - 3. Other than the conditions identified in numbers 1 and 2 in this section, animals are allowed use of the property ONLY between sunrise and sunset, animals are allowed use of school buildings/grounds, or group of building/grounds ~~are not an easy session.~~
  - 4. Animals must be on a leash and under the positive control of the owner at all times.
  - 5. Use of playground or playing fields.
  - 6. The owner is responsible for removing and disposing of animal waste off use district property.
  - 7. The Superintendent is authorized to restrict the use of district property by animal owners when it is deemed in the best interest of the district.

2. Priority of Use

Priority of use will generally be Class I, II, III, and IV as designated below and as is reasonably determined by the Superintendent to provide availability to as many as possible. In the event of any conflict with school activities, the school function will take precedence. If school is needed as a Red Cross Shelter, then that would take precedence over all scheduled functions.

**CLASS I**      Activities of:

- A. 1. Students of the School District (e.g. student clubs and teams).
- 2. School District Staff Organizations
- B. Organizations directly affiliated with the schools. (e.g. P.T.O., Staff, Wellness Groups, and Booster Clubs.
- C. Tax supported units located within the district. (E.g. fire district, water district, Town Meetings.)

Charges: No charges unless extra costs are incurred. Extra costs are those costs which would not have been incurred in the normal operation of the buildings or grounds. Such would arise through the use of extra labor, utilities, etc. (See Exhibit 1500-E)

**CLASS II** Activities of:

- A. Educational, recreational and cultural activities which parallel those of the school and which are sponsored by local volunteer community groups, defined as one who has a majority of its membership within the boundaries of the district, has a tax-free status, and is supported by voluntary contributions of the people (e.g. Boy Scouts, Girl Scouts, 4-H, and P.T.O.)
- B. State/Federal Agencies

Charges: No charges unless extra costs are incurred. Extra costs are those costs which would not have been incurred in the normal operation of the buildings or grounds. Such would arise through the use of extra labor, utilities, etc. (See Exhibit 1500-E)

**CLASS III** Activities of local community groups, defined as non-profit, tax exempt organization whose headquarters or the majority of its membership is located within the boundaries of the district.

Charges: Rental charges and extra labor and utility charges may be incurred. (See Exhibit 1500-E)

**CLASS IV** Activities of non-profit, tax exempt organizations or profit organizations whose headquarters are not located within the boundaries of the district. (E.g. Soccer/Travel Ball.)

Charges: Rental charges and extra labor and utility charges may be incurred. (See Exhibit 1500-E)

Cross-ref: 1511, Advertising in the School

Ref: Education Law §414

Adoption: December 10,1998  
 Review: August 9, 2017  
 Revised: August 9, 2022

## **PUBLIC USE OF SCHOOL FACILITIES REGULATION**

### Supervision

It is the responsibility of the applicant/designee for the organization using district facilities to assure adequate responsible adult supervision and security for all organization participants using the facility. It is understood that children will be supervised AT ALL TIMES. This requirement includes brothers, sisters, friends, etc. of all student participants and children of adult participants. Children are not allowed to access any portion of the building not specifically signed out for by the organization. Unacceptable behavior of organization participants or guests of organization participants may result in loss of future use of facilities.

Further it is the responsibility of the organization to pay for appropriate supervision, security and custodial services if deemed necessary by the Administration.

The following procedures shall be followed concerning Public Use of School Facilities: (Regulations also listed on Building Use Form)

1. School activities shall have first preference.
2. The custodian on duty is to be regarded as the representative of the Board of Trustees.
3. There shall be no use, possession, sale or distribution of alcohol or controlled substances as defined in Board Policy 5312.1, Drug and Alcohol Abuse, or of intoxicating beverages at any time in the school building or on school property.
4. There shall be no intoxicants/illegal drugs and paraphernalia: Alcoholic beverages and illegal drugs and paraphernalia are forbidden on school property and shall not be in the possession of any person at any time on any of the school grounds or in any school building.
5. Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors.
6. Profanity is prohibited on school grounds and in building.
7. Only authorized personnel shall operate kitchen equipment. A minimum charge, established by the Board, per hour per person employed will be charged when use of the kitchen is required and an hourly rate will be charged separately for kitchen use.
8. Only authorized personnel shall operate stage, sound, and projection equipment. If a member of the professional staff is required to be present, he/she shall be paid as per contract.
9. Responsibility for order and safety must be assured by the applicant. Any damage to school property shall be reimbursed by the organization/individual.
10. The space used shall be vacated not later than 9 p.m. unless specific exception is granted in the Building Use Form.

11. A detailed financial statement showing total receipts and expenses for each use of the building or grounds for which an admission or fee was charged must be available on request.
12. It shall be understood that the Superintendent or designee has sole authority to grant or reject requests for the use of school facilities and equipment.
13. Any group using school facilities may be required to present evidence of liability insurance, with the district named as an additional insured.
14. In case of an emergency, all buildings will be available to the American Red Cross, taking priority over any other scheduled functions.
15. All individuals shall act in a manner consistent with all applicable federal and state laws and regulations, as well as all policies, regulations, and/or the rules of the school district including policy and regulations, 1520 and 1520-R, Public Conduct on School Property.
16. An AED/CPR certified adult must be present at all times.
17. The proceeds of admissions received from groups classified as I-IV, while using school facilities, must be dedicated to educational, recreational, charitable, cultural, or community purposes, and may not be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization. User groups must provide a complete report of proceeds and their disposition, if so requested.
18. It is the responsibility of the renting organization to complete, within three business days, a District "Incident Report" Exhibit #E-10 in the event of personal injury/accident occurring on school property during the course of the organization's use of facilities. Such report shall be submitted to the Building administrator.
19. Restriction to Facilities Rented: Rental use shall be limited to the facilities specified in the rental agreement and shall, under no circumstances, extend to other rooms, areas, fields or equipment. Otherwise, additional charges and/or revocation of use of facilities may be incurred should additional spaces or time be utilized.
20. Care of Property: No alteration is to be made to any school property or equipment unless approved in advance by the Administrator in the initial application. Care shall be taken not to mar, deface, or in any way damage school walls, floors, fixtures, furniture, equipment or fields. Fields are not to be marked, striped, painted, mowed or altered without the express written permission of the Superintendent. The renting organization shall be liable for any damages (including labor, materials and supplies) to school property occurring during the time of rental and/or as a result of that rental.

#### Uses Encouraged for District Residents

In accordance with State Education Law, the following uses of the school building and grounds are acceptable:

1. for instruction in any "branch of education, learning or the arts;"

2. for "social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community;"
3. as polling places for holding primaries and elections and for the registration of voters; and
4. for "civic forums and community centers."

#### Prohibited Uses of School Building and Property

State Education Law and the Constitution of New York State specifically prohibit the following uses of school buildings and property:

1. for any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
2. by any person or profit-making organization for personal or private gain, financial or otherwise;
3. for holding a social, civic or recreational meeting or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the general public;
4. for a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or for a charitable purpose approved by the board; and/or
5. for a meeting, entertainment or occasion where admission fees are charged, if such meeting, entertainment or occasion is under the exclusive control and the proceeds are to be applied for the benefit of a society, association, or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than any organization of veterans, volunteer fire fighters or volunteer ambulance workers.
6. Edinburg Common School shall not deny equal access or a fair opportunity to meet, or discriminate against any group affiliated with the Boy Scouts of America or any other Title 36 patriotic youth group that requests to conduct a meeting within the covered entity's designated open forum or limited public forum.
  - a. A designated open forum exists when the school designates a time and place for one or more outside youth community groups to meet on school premises or in school facilities, including during the hours in which attendance at the school is compulsory, for reasons other than to provide the school's educational program.
  - b. A limited public forum exists when the school allows one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which attendance at the school is compulsory.
  - c. No covered entity shall deny access or opportunity or discriminate for reasons including the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the Title 36 patriotic youth group.
  - d. Access to facilities and the ability to communicate using school-related means of communication must be provided to any group



officially affiliated with the Boy Scouts of America or any other Title 36 patriotic youth group on terms that are no less favorable than the most favorable terms provided to other outside youth or community groups.

### Fire Prevention

All basic fire safety regulations shall be observed. No open flames for lighting effects, such as candles, flame lamps, pyrotechnics, or fog/smoke machines shall be used inside any facility. The Superintendent shall notify the Director of Health and Safety when it is anticipated that a large audience will be using the gymnasium or other areas. Outside use of such lighting effects noted above may be utilized if prior appropriate authorization by the Director of Health and Safety is provided.

It is the responsibility of the applicant/designee of the organization to identify all emergency exits for the portion of the facility being used for all organization participants and guests each time the facility is used. The organization must be capable of accounting for all organization members and guests in the event of an emergency.

### Liability

User groups shall hold the Edinburg Common School District harmless from any liability for damages to person(s) or property except those resulting from the negligence of the ECSD, its agents or employees.

Unless exempted, or reduced coverage is granted, user groups must furnish liability and property damage insurance with an aggregate limit of \$20,000,000 and a combined single limit of at least \$1,000,000 for bodily injury and property damage prior to authorization of use of the facility. Such insurance must designate the Edinburg Common School District as insured and must be filed with the Business Manager before the use takes place. A thirty-day note of cancellation clause must appear within the policy.

Exemptions:

- A. Superintendent may exempt activities where less than twenty-five persons are expected to attend, provided that each person provides the school with a signed copy of the *School Use Release Form*.
- B. The Business Manager may exempt or reduce the coverage requirement when more than twenty-five persons are expected to attend based on the recommendation of the Superintendent. In this regard, the Business Manager should determine what coverage is available from the user groups.

## Use of School Facilities by School Personnel

Any use of school facilities for school-related activities will be scheduled through the Superintendent or designee.

Recognized collective bargaining units may use school facilities to conduct meetings as specified in the collective bargaining agreement(s).

No students are allowed to use any part of the school building unless supervised by a teacher, coach or staff member.

Scheduling in advance will ensure that the space requested is available and not given to outside groups.

Adoption date: December 10, 1998

Reviewed: August 9, 2017

Revised: August 9, 2022

**PUBLIC USE OF SCHOOL FACILITIES EXHIBIT  
Edinburg Common School**

The Board of Trustees is responsible for the use of all facilities. Please complete the form below:

- I. SCHOOL RELATED - Fill out section A & C only**
- II. NON-PROFIT ORGANIZATION/INDIVIDUAL - Fill out section A, B, & C**
- III. EMERGENCY WORKERS AND VETERANS - Fill out section A&C**
- IV. FOR PROFIT ORGANIZATION/INDIVIDUAL- Fill out Section A, B, & C**

**Section A.**

- Teacher/Staff member present \_\_\_\_\_
- CPR/AED Certified - Name \_\_\_\_\_ (submit copy of certification)
- Use of Kitchen needed (hourly fee applies)
  - Fill Out 1500-E-2 Form
- Paid or Volunteer cleaner (if needed, must have worked for ECS for more than two years)  
\_\_\_\_\_ (applicant must contact employee)

**Section B.**

- Is there an admission charge or fee? YES / NO
  - If yes, 25% of the proceeds will go to what school group?

**Section C. BUILDING USE REQUEST**

The \_\_\_\_\_ requests the use of the school \_\_\_\_\_  
 (ORGANIZATION/INDIVIDUAL) (ROOM/ AREA)

for the purpose of \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 (DAY) (TIME)

**\*SUPERVISOR IN CHARGE OF ACTIVITY:** \_\_\_\_\_

**V. INSURANCE INFORMATION**

Do you (the requesting organization/individual) have an in-force general liability policy (\$1,000,000) on file in our district? \_\_\_\_ YES \_\_\_\_ NO (PLEASE ATTACH POLICY)

▶ **RULES GOVERNING USE OF FACILITIES:**

- A. The supervisor in charge of the activity shall be present before the activity is to start and shall remain until everyone has left school property.
- B. No use of these substances in building or on school property: alcohol, tobacco, steroids or any illegal substance.
- C. The activity will be restricted to that area for which permission is granted.
- D. The activity shall not extend beyond the hours approved in the request.

- E. All programs will be scheduled so that they do not interfere with the regular school program.
- F. The organization/individual shall be responsible for getting equipment in and out of the building.
- G. A school district food service employee will be present during the time kitchen appliances are used.
- H. In the absence of administrative personnel, the custodian is charged with the responsibility of the building.
- I. The building is to be left in the same condition it was found. If not, a fee will be charged for cleanup costs.
- J. Any loss or damage occurring to property shall be a charge against the using organization/individual.
- K. No school property or equipment is to be altered or removed from the building or premises.
- L. The using organization/individual is required to have proof of general liability insurance in the school file.
- M. Building use permission is revocable at any time without notice.
- N. The organization/individual shall be responsible for making the provisions for a CPR/AED certified operator to be present with a copy of the certification attached to this form.
- O. Profanity & smoking are prohibited on school property as per policy.
- P. Prior to the start of any event, an announcement must be made regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, use of fire alarms, etc.

**VI. AGREEMENT**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_  
 (Organization Name) do hereby covenant and agree to defend indemnify and hold harmless the District from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of District's property, facilities and/or services by Organization.

My signature below indicates that I have received a copy of Edinburg Common School District's policy on "Use of School Facilities" and that I and my organization agree to abide by all the provisions, rules and regulations contained therein.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_ (Work)  
 \_\_\_\_\_ (Home)

\*\*\*\*\*

*OFFICE USE*

**DOCUMENTATION: (check all information received)**

- a. CPR/AED Certification - \_\_\_\_\_ Name of CPR/AED Certified Person \_\_\_\_\_
- b. General Liability Policy (\$ 1,000,000) - N/A \_\_\_\_\_
- c. Cafeteria Form (1500-E-2) - N/A \_\_\_\_\_
- d. Required Staff Assigned \_\_\_\_\_
- e. No Conflict with School Activity Schedule \_\_\_\_\_
- f. School Use Release Form 1500-E-3

DENIED: \_\_\_\_\_ REASON: \_\_\_\_\_

APPROVED: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Superintendent)

Rate For: Custodian- as per contract \$ _____	Adoption Date: December 10, 1998
Rate For: IT/AV operator- as per contract \$ _____	Reviewed: September 25, 2013
Rate For: Food Service Employee- as per contract \$ _____	Revised: August 9, 2022
Fee For: Kitchen Use: \$10 per hour	

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Business Manager)

**SCHOOL USE RELEASE**

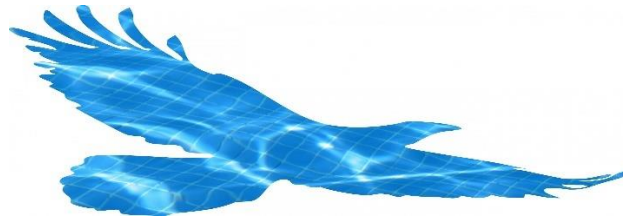
**Edinburg Common School District  
4 Johnson Road  
Edinburg, NY 12134**

I, \_\_\_\_\_,  
Understand and agree that, in consideration for being granted access to and the use of the property and facilities of Edinburg Common School District, I assume any and all risk with respect to such access and use, and hereby release said Edinburg Common School District, its representatives, agents, servants, and employees from liability for any injuries sustained or damaged incurred in the course of such access and use resulting from any cause whatsoever which may be sustained.

\_\_\_\_\_ Dated: \_\_\_\_\_, 20 \_\_\_\_

**Note: Prior Exhibit, School Use Release 1330(e)**

Reviewed: August 9, 2022



**EDINBURG COMMON SCHOOL**  
**4 Johnson Rd.**  
**Edinburg, New York 12134**

The Edinburg Common School Board of Trustees hereby establishes the following guidelines for all Organizations that use the district building or grounds for meetings as well as the planning and implementation of events taking place on school property.

- Swearing and yelling are not permitted in the school or on school grounds.
- Concerns or complaints are to be shared privately with the Superintendent or Board of Trustees after first being addressed with the individual staff member(s).
- The Organization's cannot conduct business during the hours that school is in operation except for implementation events that are scheduled and approved by administration.
- All Organizations need to fill out a Cafeteria request two weeks in advance of any cafeteria needs.
- Events will be added to the district calendar by the District Secretary following administration approval of the written request.
- All correspondence to staff and families must be approved by the Superintendent and distributed to classrooms by the district office – the Organization must provide the paper for copying to the District Secretary and they will copy and distribute to classrooms following Superintendent approval.

We very much want to continue to work together and support our organizations such as Scouts (boys and girls), PTO, and Youth Sports, so that you can continue to provide these extra experiences for our students. In return, we ask nothing less than the Organization's support of our students, staff and district.

If and Organization fosters negativity and is unable to follow the guidelines above, the Organization will no longer be able to use district building, grounds, or have access to the student's during the day.

\_\_\_\_\_  
Board President's Signature    Date

\_\_\_\_\_  
Organization's Signature

\_\_\_\_\_  
Date

## PUBLIC SALES ON SCHOOL PROPERTY

The Board of Trustees believes that fund drives and/or materials drives should be conducted only when there is some educational benefit for the student. The administration should approve and schedule these activities so as to eliminate the possibility of many drives being conducted simultaneously.

Any fund drive must be sponsored by the school district or a school-related organization (i.e., PTO).

Funds raised through school-sponsored activities must be deposited and accounted for in the extra-curricular fund. Accounting for funds raised by school-related groups are the responsibility of such groups.

Fund drives sponsored by the school district requiring door-to-door solicitation should be kept to a minimum and approved in advance by the Superintendent. Such drives should include a training program for the solicitors.

### *Soliciting Funds from Staff*

No solicitor, salesman or agent shall come into any school building or upon any school property and solicit business other than school business, from any school employee. In the case of school business, he/ she shall receive permission from the Superintendent before soliciting any school employee in any building.

Cross-ref:        1511, Advertising in the School  
                      5660, Student Gifts and Solicitations

Adoption:        December 10, 1998  
Review:         August 9, 2022



## ADVERTISING IN THE SCHOOL

School facilities, staff, and school children shall not be employed in any manner for advertising or otherwise promoting any commercial, political, or non-school agency, individual or organization in the school.

Canvassing, soliciting of funds or selling of any items by any outside agency shall not be permitted on the school premises. School personnel may not participate, during school hours or on school grounds, in the solicitation of orders, the distribution of advertising materials, or the collection of charges. The Superintendent is authorized to issue a list of suggested vendors to meet district-prescribed standards, e.g., for photographs or musical instruments, while allowing parents to make their own arrangements on any terms they wish, where the arrangement does not involve the use of school personnel.

A commercial photographer who is taking school photographs on school premises for a school purpose may advise students, by means of a card, brochure or other appropriate device, that copies may be purchased directly from the photographer.

The Superintendent is hereby granted the authority to approve activities in cooperation with any individual or organization in promoting activities of general public interest which promote the education or other best interests of the students. Exhibitions in the school of any books or articles or apparatus, or films or other educational material shall be adjudged on the basis of their actual educational values.

In the case of colleges, universities, armed service agencies, corporations, business and public service agencies, it is the policy of the Board of Trustees that access to the school shall be encouraged to bring career and occupational information to students. The Superintendent shall ensure that such activities are carefully monitored to restrict any commercial advertisement.

Contracts which purport to authorize private individuals or corporations to promote the sale of products and services through commercial advertisements aimed at public school students are expressly prohibited.

Nothing in this policy shall be construed to limit the authority of the Board of Trustees under law to authorize the broadcast of high school games and other events by radio and TV stations even though the broadcast is commercially sponsored.

Cross-ref: 1500, Public Use of School Facilities  
1510, Public Sales on School Property

Ref: New York State Constitution Article 8 § 1  
Education Law §414 8NYCRRPart23  
Arts and Cultural Affairs Law §61.09 *Matter of Gary Credit Corp.*, 26 EDR 414 (1987) *Matter of Gary Credit Corp.*, 25 EDR 385 (1986) *Matter of Taftegaard*, 25 EDR 238 (1986) *Matter of Taftegaard*, 23 EDR 405 (1984) *Matter of Hoyt*, 20 EDR 316 (1980) *Matter of Puis*, 17 EDR 324 (1978) *Matter of Gordon*, 14 EDR 358 (1975)

Adoption date: December 10, 1998  
Review date: August 9, 2022

## SMOKING AND OTHER TOBACCO USE ON SCHOOL PREMISES

Public Health Law §1399-o was recently amended to prohibit the use of electronic cigarettes or e-cigarettes (as defined by Public Health Law §1399-aa) on school grounds. Smoking, other herbal cigarettes and tobacco is prohibited by law in school buildings, on school grounds, and in school vehicles. Public Health Law Article 13-E further prohibits smoking within 100 feet of all school entrances, exits and outdoor areas, except for residences and residential property. This policy reflects the requirements of law, except that we have included examples of e-cigarettes such as vaporizers and vape pens).

Due to the health hazards associated with smoking and in accordance with federal and state law, the Board of Trustees prohibits smoking and all other tobacco use, use of herbal cigarettes, and use of electronic cigarette or e-cigarette, in all school district buildings, on school grounds, and in any vehicle use to transport children or personnel. Smoking or tobacco use is also prohibited within 100 feet of all school entrances, exits and outdoor areas, except where that is a residence or residential property. "Electronic cigarette" or "e-cigarette" means an electronic device that delivers vapor which is inhaled by an individual user (including vaporizers, vapor pipes, and vape pens), and shall include any refill, cartridge and any other component of such a device.

The Board may designate any member of the staff as the agent responsible for informing individuals they are in violation of the Public Health Law. We have developed this policy to designate the Superintendent (see below). If the Board wishes to designate another staff member, please modify the policy accordingly.

The district's smoking policy shall be prominently posted in each building, The Board designates the Superintendent or his/her designee as agent responsible for informing individuals smoking cigarettes or e-cigarettes, using tobacco or herbal cigarettes unlawfully that they are in violation of Article 13-E of the Public Health Law and/or Section 409 of the Education Law and/or the federal Pro-Children Acts of 1994 and 2001. Persons in violation of this policy will be asked to stop. Students and staff may be subject to consequences outlined in the Code of Conduct, and visitors or contractors may be asked to leave school property.

Cross-ref: 5300, Code of Conduct

Ref: Education Law §§409(2)

Public Health Law Article 13-E

Public Health Law §§206;340;347;1399-aa

The Pro- Children Act of 2001, 20 U.S.C. §§7181 et seq.

The Pro- Children Act of 1994, 20 U.S.C. §§6081 et seq.

Adoption: October 2017

Revised: August 9, 2022

**RELATIONS WITH OTHER LOCAL GOVERNMENT  
AUTHORITIES**

The Board of Trustees recognizes that local governmental authorities have a variety of specific duties in relation to school districts and schools. Because of these mutual concerns, there is a necessity for close cooperation between the two entities. To maintain close relationships with the local governmental authorities, the district shall work in concert with police, fire, and health authorities to facilitate the delivery of services by these agencies.

Adoption: December 10, 1998

Review: August 9, 2022

**RELATIONS WITH BOCES**

The Board of Trustees supports the availability of vocational education for students of the Edinburg Common School. The Board, in order to provide a comprehensive program of instruction, may provide vocational services through district operated programs or through contact with the Board of Cooperative Educational Services (BOCES).

Adoption: December 10,1998  
Review: August 9, 2022

## RELATIONS WITH NONPUBLIC SCHOOLS

In recognition of the educational, cultural, and economic values which parochial and private schools provide to parents, citizens, and community taxpayers, the Board of Trustees shall make available required public school services to resident students who attend nonpublic schools.

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

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

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

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

The Board authorizes the Superintendent to establish any and all rules, regulations and procedures necessary to implement and maintain this policy.

Adoption: December 10, 1998  
Review: September 25, 2013  
Revised: August 9, 2022

## HOME –SCHOOLED STUDENTS

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

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

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

### Special Education

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

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

### Participation in Extracurricular Activities

Students instructed at home by their parents are not entitled to participate in interscholastic or intramural sports. However, the Board shall permit such students to participate in other school-sponsored extracurricular activities as long as they can provide either documentation of immunization to, or a medical exemption for immunization from, the same communicable diseases required for entry into the public schools. Specifically, the Board will permit home-schooled students to:

participate in non-credit-bearing organized school activities such as clubs that are not open to the general public; participate in band and/or receive music lessons only if these activities are considered to be extra-curricular (not credit-bearing or graded or required for class); and use school facilities such as the library, career information center and gymnasium if there is mutual agreement on

the part of all involved parties.

### Instructional Materials

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

*Cross-ref:*

*4321, Programs for Students with Disabilities, et seq.*  
*5420, Student Health Services*

*Ref:*

*Education Law §§ 3204(2); 3210(2)(d); 3602-c (2-c)*  
*Public Health Law § 2164 (as amended by Chapter 35 of the Laws of 2019)*  
*8 NYCRR §§ 100.10; 135.1; 135.4*  
*Appeal of Ponte, 41 EDR 174 (2001)*  
*Matter of Abookire, 33 EDR 473 (1994)*  
*State Education Department Memorandum, "New Requirements for the Provision of Special Education Services to Home-Instructed ("Home-Schooled") Students, July 2008*  
*State Education Department Memorandum, "Home Instruction Questions and Answers,"*  
*<http://www.p12.nysed.gov/sss/homeinstruction/homeschoolingqanda.html>, Sept. 2016*

Adoption: December 10, 1998  
Revised: December 10, 2019  
Review: August 9, 2022

## HOME INSTRUCTION REGULATION

### *Parent's Responsibilities*

#### 1. **Notification**

Parents or persons in parental relation to a student of compulsory school attendance age, who are residents in this district, shall annually provide written notice to the Superintendent of their intention to educate their child at home by July 1 of each school year. If such instruction is to begin after the start of the school year, parents must provide such written notice within 14 days after beginning such instruction within the school district.

#### 2. **Individualized Home Instruction Plan (IHIP)**

Within 10 days of receipt of the above- mentioned notice, the district will send to the parents a copy of § 100.10 of the Regulations of the Commissioner, and a form on which to submit an individualized home instruction plan (IHIP). One such IHIP must be submitted for each child of compulsory attendance age who is to be taught at home. The IHIP forms must be submitted to the district office within four weeks of receipt. If requested, the district will provide assistance in preparing the forms.

Each child's IHIP will contain:

- a. the child's name, age, and grade level;
- b. a list of the syllabi, curriculum materials, textbooks, or plan of instruction to be used in each of the required subjects listed 5A;
- c. the dates for submission to the school district of the parents' quarterly reports; and
- d. the names of the individual(s) providing instruction.

#### 3. **Determination of compliance/noncompliance**

The Superintendent shall review each IHIP, and notify the parents within 10 business days of receipt as to whether the forms comply with the requirements listed in (2) above, or if there is any deficiency. The district will provide written notice of such deficiency (ies). Parents must submit a revised IHIP, correcting any deficiency (ies), within 15 days of such notice.

The Superintendent will then review the revised IHIP and notify the parents of its compliance or noncompliance with the above requirements within 15 days of receipt of the revised IHIP.

#### 4. **Appeals**

If the IHIP is determined not to be in compliance, written notice of noncompliance (including the reasons for such determination) shall be sent to the parents. This notice will contain the date of the next regularly scheduled meeting of the Board, and inform parents that if they wish to contest the determination of noncompliance, they must notify the Board at least three business days prior to the meeting. At the Board meeting, the parents have the right to present proof of compliance, and the Board shall make the final determination of compliance/noncompliance.

Parents have the right to appeal the final determination of the Board to the Commissioner of Education within 30 days of receipt of such determination.

If parents do not contest the determination of noncompliance by either the



administration or the Board, or if the Commissioner of Education upholds the final school district determination of noncompliance, then the parents must immediately provide for the instruction of their children in a public school or elsewhere in compliance with Education Law §§3204 and 3210.

## 5. **Required Courses**

Instruction in the following subjects shall be required:

- a. For grades one through six: arithmetic, reading, spelling, writing, the English language, geography, United States history, science, health education, music, visual arts, physical education, bilingual education and/or English as a second language where the need is indicated.
- b. [For the purposes of this and the following subdivisions, a unit means 6480 minutes of instruction per school year.]
- c. All other subjects mandated by the Education Law to be covered during grades K-6.

## 6. **Attendance Requirements**

Each child shall attend upon instruction as follows:

- a. The substantial equivalent of 180 days of instruction shall be provided each year.
- b. The cumulative hours of instruction for grades 1 -6 shall be 900 hours per year.
- c. Absences shall be permitted on the same basis as provided in policy 5160, Student Absences, and in the Regulations of the Commissioner and the Education Law.
- d. Records of school attendance shall be maintained by the parent and shall be made available to the school district upon request;
- e. Instruction provided at a site other than the primary residence of the parents shall be provided in a building which has not been determined to be in violation of the local building code.

## 7. **Quarterly Reports**

On or before the dates specified in the IHIP, parents must furnish the district with a quarterly report for each child receiving instruction at home. Such report shall contain the following information:

- a. the number of hours of instruction during the quarter;
- b. a description of material covered in each subject listed in the IHIP;
- c. either a grade for the child in each subject or a written narrative evaluating the child's progress; and
- d. in the event that less than 80% of the amount of the course materials as set forth in the IHIP has been covered in any subject for that quarter, a written explanation.

## 8. **Annual Assessment**

Parents must submit an annual assessment at the time of filing their fourth quarterly report. Such annual assessment shall include the results of a commercially published norm-referenced achievement test which meets the requirements outlined in § 100.10(h) of the Regulations of the Commissioner. Such test will be provided by the school district upon request. An alternative form of evaluation may be permitted if it meets the requirements outlined in §100.10(h) of the Regulations of the Commissioner.

The test will be administered at the public school, by its professional staff, or at a registered nonpublic school, by its professional staff, provided that the consent of the chief school officer of such nonpublic school is obtained. The test may be administered at a nonregistered nonpublic school by its professional staff, with the prior consent of both the public school Superintendent and the chief school officer of

the nonpublic school.

If the test is to be administered at the parents' home or any other reasonable location, by a New York State certified teacher or another qualified person, the Superintendent must consent to having such person administer the test. The cost of any testing facilities, transportation, and/or personnel for testing conducted at a location other than the public school shall be borne by the parents.

The test shall be scored by the persons administering the test or by other persons who are mutually agreeable to the parents and the Superintendent. A student's score shall be deemed adequate if he/she has a composite score above the 33 percentile on national norms, or if his/her score reflects one academic year of growth as compared to a test administered during or subsequent to the prior school year. If a score on the test is determined to be inadequate, the home instruction program shall be placed on probation.

#### **9. Probation**

If a child's annual assessment fails to comply with the above requirements, the home instruction program shall be placed on probation for a period of up to 2 years. The parent(s) must submit a plan of remediation which addresses the deficiencies in the child's achievement. The plan will be reviewed by the Superintendent, who may require the parent(s) to make changes prior to acceptance.

The program will be removed from probation only if, after the end of any semester of the probationary period, the child has progressed to the level specified in the remediation plan. If the child does not attain at least three-quarters (75%) of the objectives specified in the remediation plan at the end of any given semester, or if after two years of probation 100% of such objectives have not been satisfied, the program will be deemed not in compliance. The Superintendent shall then serve written notice of noncompliance as specified in (3) above.

#### **10. Home Visits by the Superintendent**

If during the period of probation the Superintendent has reasonable grounds to believe that the home instruction program is in substantial noncompliance with this policy and/or regulation, the Superintendent may require one or more home visits. Such visit(s) shall be made only after three days' written notice. The purpose of such visit(s) will be to ascertain the areas of noncompliance and to determine methods of remediating any deficiency(ies). The home visits shall be conducted by the Superintendent or his/her designee; the Superintendent may include members of a home instruction peer review panel as part of a "home visit team."

Adoption: December 10, 1998  
Review: September 25, 2013  
Revised: August 9, 2022

## GIFTS FROM THE PUBLIC

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

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

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

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

Cross-ref: 5800, Student Awards and Scholarships

Ref: Education Law §1709(12)

Adoption: December 10, 1998

Review: August 9, 2022

## **GIFTS TO SCHOOL PERSONNEL**

No district officer or employee shall directly or indirectly receive any gift having a value of seventy-five dollars (\$75) or more, whether in the form of money, services, loans, travel, entertainment, hospitality, etc., under circumstances in which it could reasonably be inferred that the gift was intended to influence the performance of his/her duties. However, the Board of Trustees welcomes the writing of letters or notes to staff members expressing gratitude or appreciation.

Nothing herein should be construed as prohibiting the traditional exchange of holiday gifts provided discretion is used to ensure that gifts of value are not accepted by staff employees or officers. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

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

Ref: General Municipal Law §805-a

Adoption: December 10, 1998

Review: August 9, 2022

## **TITLE I PARENT AND FAMILY ENGAGEMENT**

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

### **PARENT AND FAMILY ENGAGEMENT – DISTRICT POLICY TITLE I**

Consistent with the parent and family engagement goals of Title I, Part A of the federal No Child Left Behind Act of 2001 (NCLB) and its reauthorization in the Every Student Succeeds Act (ESSA), the Board of Trustees will develop and implement programs, activities and procedures that encourage and support the participation of parents and family members of students eligible for title I services in all aspects of their child’s education. The Board of Trustees also will ensure that all of its schools receiving Title I, Part A funds develop and implement school level parent and Family engagement procedures, as further required by Federal Law.

For purposes of this policy, parental involvement refers to the participation of parents in regular, two-way, and meaningful communication, involving student academic learning and other school activities.

At a minimum, parent and family engagement programs, activities and procedures at the district and building level must ensure that parents and family members:

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

The federal definition of the term “parents” refers to a natural parent, legal guardian or other person standing in *loco parentis* (such as a grandparent or step parent with whom the child lives, or a person who is legally responsible for the child’s welfare).

District and school level Title I parent and family engagement programs, activities and procedures will provide opportunities for the informed participation of parents and

family members (including those who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children).

As further required, by federal law, parents and family members of students eligible for Title I services will be provided an opportunity to participate in the development of the district's Title I plan, and submit comments regarding any aspect of the plan that is not satisfactory to them. Their comments will be forwarded with the plan to the State Education Department.

Parents and family members also will participate in the process for developing either a comprehensive or targeted "support and improvement plan" when the school their child attends is identified by the State as needing this plan.

#### PARENT AND FAMILY PARTICIPATION IN THE DEVELOPMENT OF DISTRICT WIDE TITLE I PLAN:

The Board of Trustees, along with the Superintendent of schools and other appropriate district staff will undertake the following actions to ensure parent and family member involvement in the development of the district wide Title I plan: See Parent Involvement Policy Exhibit 1900-E1.

#### Development of school level parent and family engagement approaches

The superintendent of schools will ensure that all district schools receiving federal financial assistance under Title I, Part A are provided coordination, technical assistance and all other support necessary to assist them in planning and implementing effective parent and family engagement programs and activities that improve student achievement and school performance. As appropriate to meet individual local needs, the superintendent will ensure access to Professional Development and through faculty meetings and long-range planning will develop a plan to further engage families in planning, curriculum implementation, involvement in the school setting, in planning and in following the parent compact regarding parent, student and school responsibilities.

#### Building capacity for parental involvement

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

1. Assist parents in understanding such topics as the state's academic content challenging academic standards, state and local academic assessments, Title I requirements, how to monitor their child's progress and how to work with educators to improve the achievement of their child. To achieve this objective, the district and its Title I schools: See Exhibit 1900-E.1 and Parent Compact
2. Provide materials and training to help parents work to improve their child's academic achievement such as literacy training and using technology (including education about the harms of copyright piracy). To achieve this objective, the district and its Title I schools will offer materials and support in regard to ELA

and Math curriculum tips, Homework help tips, on-line resources and specific student resources will be outlined in marking period reports to parents. Those requiring help with accessing on-line materials, the web site, parent portal, etc.... We will offer them the opportunity to come in for guidance and training to ensure access to all of our families.

3. Educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in understanding the value and utility of a parent's contributions and on how to:
  - Reach out to, communicate with, and work with parents as equal partners;
  - Implement and coordinate parent programs; and
  - Build ties between parents and the schools.

To achieve this objective the district and its Title I schools will build these opportunities into our long-range plan and shared decision-making committees ensuring the opportunity for parent involvement: Our Title I Intervention plan and long-range plan will both address this further.

4. Ensure that information related to school and parent-related programs, meetings and other activities are sent to the parents of children participating in Title I programs in an understandable and uniform format, including alternative formats, upon request, and to the extent practicable, in a language the parents can understand.

#### Coordination of parental involvement strategies

The district will coordinate and integrate strategies adopted to comply with Title I, Part A parental involvement requirements with parental involvement strategies adopted in connection with other Federal, State, and local programs, including public preschool programs. The District will do this by ensuring in our handbook and annual meetings that parents understand that they play an integral role in assisting their child's learning that they are encouraged and will be provided frequent opportunities through attending conferences, Intervention planning, classroom activities to be actively involved in their child's education at school. That they will receive all required parent notices as well as minutes from any Title IA Intervention meetings. Parents will be invited to be a member of our Title I/RTI team and contribute to the development of the plans as well as the Intervention process, Parent Compact and Parent Involvement policy reviews.

#### Review of district wide parent and family engagement policy

The Board, along with the superintendent of schools and other appropriate staff will conduct with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of the Title I schools, including the identification of barriers to greater participation by parents in activities under this policy, and the revision of parent and family engagement policies necessary for more effective involvement. To facilitate this review, the district will: See the Parent Compact and Parent Involvement Policy Exhibit 1900 – E-1.

Cross-ref

4010, Equivalence in Instruction

Ref

20 USC §§6318(a)(2); 7801(38), Every Student Succeeds Act (§1116 of the Elementary and Secondary Education Act)

U.S. Department of Education, *Parental Involvement, Title I, Part A, Non-Regulatory Guidance*, April 23, 2004.

**PARENT NOTICE REQUIREMENTS:**

Annual Report Cards will be disseminated to parents and the public with aggregate information, including student achievement (disaggregated by category), performance of LEA, teacher qualifications etc. . .

Individual Student State Assessment reports will be provided to parents and reviewed at fall conferences.

If the school is identified for school improvement, corrective action, restructuring will provide required information to parents as required by regulation.

Parent's Right to Know and Complaint Procedures will be published annually in the Parent Handbook and on the District's website.

Each of our four quarters, parents will be provided with a detailed report of their child's goals, progress or lack of progress toward goals, grade specific targets and specific strategies for at home practice and support.

An informational meeting will be held annually regarding the district's Title I A/Response to Intervention Plan.

**Adoption: December 10, 1998**  
**Reviewed: September 25, 2013**  
**Revised: August 9, 2022**



## TITLE I PARENTAL INVOLVEMENT POLICY

### Title I Parent and Family Engagement – School Level Approach

The Edinburg Common School recognizes that parents and family members play an integral role in assisting their child's learning. We encourage parents and family members to be actively involved in their child's education at school and to become full partners in school educational planning and operations. Consistent with the parent involvement goals of Title I, Part A of the deferral Elementary and Secondary Education Act, reauthorized by the No Child Left Behind Act of 2001 (NCLB) and the Every Student Succeeds Act of 2015 (ESSA)

1. The Building Superintendent, Title I Coordinator and appropriate staff and parent team members shall convene an annual meeting, at a convenient time, to inform parents of the school's participation in Title I programs, and to explain Title I requirements and the right of the parents to be involved. All parents of children participating in a Title I program will be invited to the meeting.
2. The school staff shall offer a flexible number of meetings to provide parents the opportunity to meet with school staff and otherwise participate in their child's education. These meetings shall be held at flexible times (e.g., morning or evening) and/or in highly accessible places such as public housing projects, etc.
3. The school will provide parents with timely information about Title I programs. School staff will also describe and explain the curriculum in use at the school, the types of academic assessment that will be used to measure student progress and the proficiency levels the students are expected to meet. Parents may also request regular meetings with school staff to make suggestions and to participate, as appropriate in decisions relating to the education of their child. The school will respond to any such suggestions as soon as practical.
4. The school staff shall involve parents, in an organized, ongoing and timely way, in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent and family engagement policy.

## **SCHOOL - PARENT COMPACT**

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

### **School Responsibilities**

The Edinburg Common School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment;
- Hold parent-teacher conferences; during these conferences, this compact will be discussed as it relates to your child's academic year.
- Provide parents with frequent reports on their child's progress;
- Provide parents reasonable access to staff; and
- Provide parents with opportunities to volunteer and participate in their child's class.
- Ensure regular two-way, meaningful communication between parents and family members and school staff, and, to the extent practicable, in a language that the parents and family members can understand.
- Involve parents in planning and reviewing the parental involvement policy, in an ongoing, timely way
- Involve parents in the joint development of any schoolwide program, in an organized, ongoing and timely way
- Hold an annual meeting to inform parents of the school's participation in Title I Part A programs, and to explain Title I Part A programs. The school will convene the meeting at a convenient time for parents, and will also post the meeting slide show on the school web page as well as provide alternate times to those requesting another meeting time. All parents will be invited and encouraged to attend regardless if their child is currently participating in a Title I part A program.
- We will provide information to parents in a timely manner about Title I, part A programs that includes a description, explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Title I Providers and Teachers will provide each parent with an individual student report about the performance of their child on State assessments in Math and ELA.
- Parents will be notified in a timely manner when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002)

**Parents' Responsibilities**

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

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

**Student Responsibilities**

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

*/ have read and understand the ideas in this plan. I understand that by following the plan I can positively make a difference in my child's education.*

_____	_____	_____
School	Parent	Student
_____	_____	_____
Date	Date	Date

Adoption: June 13, 2006  
Reviewed: September 25, 2013  
Revised: August 9, 2022

**RELATIONS WITH PERSONS WITH DISABILITIES**

The Board of Trustees is committed to providing opportunities for participation in the services, programs and activities of the district to persons with disabilities, equal to that of other persons. The district will fulfill all the requirements of federal and state law and regulation in ensuring access to persons with disabilities.

Ref: Americans with Disabilities Act, 42 U.S.C. § 12132, et seq.  
Rehabilitation Act of 1973, §504 (29 USCA §794) *Rothschild v. Grottenthaler*, 907 F2d 286 (2d Cir., 1990)

Adoption: December 10, 1998  
Review: August 9, 2022

## **INTERPRETERS FOR HEARING-IMPAIRED PARENTS**

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

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

The school district will provide an interpreter for the hearing-impaired parent if a written request for the service has been submitted to and received by the district within 21 days prior to the scheduled meeting or activity. If an interpreter is unavailable, the district will then make other reasonable accommodations which are satisfactory to the parents (e.g., notetaker, transcript, decoder, or telecommunication device for the deaf). These services will be made available by the district at no cost to the parents.

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

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

Adoption: December 10, 1998  
Review: August 9, 2022

**INTERPRETERS FOR HEARING-IMPAIRED PARENTS EXHIBIT**

Accommodation Request

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

TO: Superintendent  
Edinburg Common School District

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

Please identify the type of interpreter needed:

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

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

\_\_\_ Written Communication

\_\_\_ Transcripts

\_\_\_ Decoder

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

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

Adoption: December 10,1998

Review: August 9, 2022

**INTERPRETERS FOR HEARING-IMPAIRED PARENTS EXHIBIT**

Response to requests for accommodation

FROM: Superintendent  
Edinburg Common School District

TO: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address

The Edinburg Common School District hereby:

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

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

Adoption: December 10, 1998  
Review: August 9, 2022