

COMMUNITY RELATIONS GOALS

The Board of Education strives to conduct district affairs 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.

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

1. to provide a variety of means whereby 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 schools;
3. to understand community attitudes and aspirations for the schools;
4. to encourage contributions from the parent-teacher associations 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 administrative officer in charge of the unit of the school district organization closest to the complainant. However, such complaints may be carried to the Superintendent of Schools and/or the Board if the problem cannot be solved at that level;
6. to promote a spirit of cooperation among the Board, the schools, 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. build relationships with local businesses, local government, health care, social service, civic and community organizations to share resources in order to meet the academic, social, and emotional needs of all of our students; and
12. to develop and maintain an effective means of communication with the people of the district.

Notwithstanding the above, the final decisions in these areas will rest with the Board.

Original Adoption Date:	July 7, 2009
Update 1, First Reading:	July 7, 2015
Update 1, Second Reading:	August 25, 2015
Update 1, Adoption Date:	August 25, 2015

ANNUAL DISTRICT ELECTION AND BUDGET VOTE

The district shall hold an annual meeting and election at which the district's authorized voters will elect members of the Board of Education 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, 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 two newspapers having general circulation within the district. The first publication of the notice shall be at least 45 days prior to the 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 each district school building 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 assistant clerks and 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 two percent of the eligible voters who voted in the previous annual election of member of the Board of Education, 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 comply, 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.

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 of Hebel, 34 EDR 319 (1994)
Matter of Martin, 32 EDR 567 (1993)
Matter of Como, 30 EDR 214 (1990)

Note: Policy added

1st Reading: September 14, 2010
2nd Reading: October 12, 2010
Adoption: October 12, 2010
Effective: October 12, 2010

DISTRICT COMMUNICATIONS

All official district communications must be approved in advance by the Superintendent of Schools or his/her designated representative. Copies of all such communications are to be kept on file in the Main Office.

Note: Prior policy, 1112

Adoption date: July 7, 2009

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 district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district 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.

Litigation-Hold

The Superintendent will establish procedures in the event that the school district is served with legal papers. The Superintendent will communicate with applicable parties, including the school attorney and the records management official, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery. It is the intention of the Board of Education to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board directs the Superintendent to institute such procedures to implement this policy.

The Superintendent or his/her designee, with assistance from the Records Management Officer, shall be responsible for developing and disseminating department-specific retention schedules and guidance to staff, as necessary, to ensure adherence to this policy.

Cross-ref: 8630, Computer Resources and Data Management

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
 Federal Rules of Civil Procedure, 16, 26
 8 NYCRR Part 185 (Appendix I) – Records Retention and Disposition

Schedule ED-1

Note: Policy added replacing prior Policy 1111

Adoption date:	July 7, 2009
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<i>Update 2, First Reading:</i>	<i>June 14, 2016</i>
<i>Update 2, Second Reading:</i>	<i>July 5, 2016 anticipated</i>
<i>Update 2, Adoption:</i>	<i>July 5, 2016 anticipated</i>

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 District Clerk. The clerk shall:
 - a. receive requests for records of the Board of Education and make such records available for inspection or copying when such requests are granted;
 - b. ensure that district information that is not permitted to be released is not released (see Section IV, Records Exempted from Public Access, below); and
 - c. compile and maintain a detailed current list by subject matter, of all records in the possession of the Board, whether or not available to the public.
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 security as it pertains to release of district records. The Records Management Officer shall ensure proper documentation of the destruction of records, in accordance with the schedule.

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 of the Hampton Bays Schools may be inspected at the Administrative Offices of the district. These offices are

located at 86 E. Argonne Road, Hampton Bays, New York. The public shall have access to records on days when the offices are open for business between the hours of 8:00 a.m. to 4:00 p.m.

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 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, in 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 or by mail, to the Records Access Officer.
4. All requests for information shall be responded to within five business days of receipt of the request. 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. 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.
6. 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 Hampton Bays Board of Education within 30 days after the denial from which such appeal is taken. Such an appeal shall be written to the School District Clerk, Argonne Road, Hampton Bays, New York. The Board shall respond to such appeal by identifying the date of the appeal; the date and location of the request; the specification of the records to which the requester was denied access; a statement as to whether such denial was by action or by failure to respond; and the name and address of the requester.
7. The applicant and the New York State Committee on Open Government will be informed of the Board's determination in writing within 10 business days of receipt of an appeal. The Board 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. records which if disclosed would endanger the life or safety of any person;
7. records which 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. records which are examination questions or answers that are requested prior to the final administration of such questions;
9. records which, if disclosed would jeopardize the district's capacity to guarantee the security of its information technology assets, which encompasses both the system and the infrastructure.

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. The Superintendent of Schools or his/her designee, in consultation with the Records Management Officer, shall develop and disseminate department-specific guidance so that staff can implement this policy and regulation.

VII. Litigation-Hold

The Superintendent will designate a “discovery” team, comprised of the school attorney, the Network Systems Administrator, the Records Access and Records Management Officers 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 Network Systems Administrator, will ensure that measures are put in place to preserve applicable records.

Note: Regulation added, incorporating information from prior policy, 1111

Adoption date: July 7, 2009
 Update 1: August 12, 2014
 Update 2: July 5, 2016

NEWS MEDIA RELATIONS

The Board of Education invites and welcomes the active participation of all forms of mass media in promoting the cause of good education within the district and elsewhere.

The Board President is designated as the spokesperson for the Board when the Board is making a statement on an issue. No other member of the Board individually will speak for, or in the name of, the Board unless by explicit direction of the Board. Board members should emphasize to the media when asked to speak as a Board member that they can only speak as private citizens unless they have been empowered by the Board to speak for it.

The Superintendent of Schools is designated as the spokesperson for the district.

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

Note: Policy added

Ref: Arts and Cultural Affairs Law §61.09

1st Reading: September 14, 2010
2nd Reading: October 12, 2010
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RELATIONS WITH PARENT ORGANIZATIONS

The Board of Education recognizes the Hampton Bays Elementary School Parent Teacher Association, the Hampton Bays Middle School Parent Teacher Organization, and the Hampton Bays High School Parent Teacher Student Association as the official groups whose function is supportive of the educational system of the district. The Superintendent of Schools will meet annually with the Executive Committee of these organizations to review goals and objectives for the year. All activities involving students and staff members are subject to prior approval by the Superintendent.

Note: Prior policy, 1210

1st Reading: September 14, 2010

2nd Reading: October 12, 2010

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RELATIONS WITH BOOSTER ORGANIZATIONS

The Board of Education recognizes that extracurricular support groups or "booster" organizations such as the Athletic Booster Club and the Music Support Group provide important support to district schools, and can be a valuable means of stimulating community interest in the aims and activities of district schools.

The Superintendent of Schools will meet annually with the Executive Committee of each booster club to review goals and objectives for the year. All activities involving students and staff members are subject to prior approval by the Superintendent.

Note: Prior policies, 1211 and 1212, combined

Adoption date: July 7, 2009

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education encourages public participation on school related matters at Board meetings. To allow for public participation, a period of time shall be set aside at each board meeting for the public to address the Board of Education.

Persons wishing to address the Board may be required to advise the Board President or the Superintendent of Schools prior to the scheduled starting time of the meeting. The request may be required to be made in writing on a form provided by the district and shall include the name of the speaker, the address, telephone number, name of organization represented (if any), and a brief description of the topic to be addressed. Any group or organization wishing to address the Board must identify a single spokesperson.

Presentation should be as brief as possible. A time limit may be imposed on all speakers. Speakers may comment on any matter related to district business; or any agenda item, provided the speaker does so at the designated time.

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 manner. 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.

Original Adoption:	October 12, 2010
Update 1, 1st Reading:	June 14, 2016
Update 1, 2nd Reading:	July 5, 2016
Update 1, Adoption:	July 5, 2016

PUBLIC COMPLAINTS

The Board of Education recognizes the right of community members 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 specifically with the parties involved, whenever possible.

Public complaints about the school district will be directed to the proper administrative personnel. 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 Building Principal; if there is no resolution on this level, the Superintendent of Schools or his/her designee shall be contacted. The Superintendent shall refer the issue to the Board for final resolution, if necessary.

All matters referred to the Superintendent and/or the Board shall 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.

Note: Policy added

Adoption date: July 7, 2009

COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS

The Board of Education recognizes its responsibility for the selection of instructional materials. The Board expects district teachers and administrators to recommend 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.

Any criticism of instructional materials that are in the schools that cannot be resolved informally shall be submitted in writing to the Superintendent of Schools. An Instructional Material Review Committee, consisting of an administrator, a librarian, a teacher and a parent of a student enrolled in the district, will be designated by the Superintendent to investigate and judge the challenged material.

The committee shall make recommendations to the Superintendent concerning the disposition of the complaint, and the Superintendent will issue a decision. This decision may be appealed to the Board, and the decision of the Board shall be final.

Ref: Education Law §§1709(15); 1711(5)(f)
Board of Educ., Island Trees UFSD v. Pico, 457 US 853 (1982)

Adoption date: July 7, 2009

COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS REGULATION

The following procedures shall apply to the handling of complaints concerning any textbook, library book or material and any other instructional material used in district schools.

1. When a person has a complaint concerning a textbook, library book or other instructional material and protests its use in class or its availability in a school library, the Building Principal shall hold an informal meeting with the complainant and the teacher, librarian, or other staff member who is using or providing the book or material. At this meeting, the complainant will be asked to make clear his or her objection to the material; the teacher or librarian will be asked to explain the educational value of the material.
2. If the complaint is not resolved informally, the complainant may file a formal written complaint with the Superintendent of Schools on a form provided for this purpose.
3. Upon receiving a formal written complaint, the Superintendent shall designate an Instructional Review Committee, consisting of an administrator, a librarian, a teacher and a parent of a student enrolled in the district, to investigate and judge the challenged material.
4. 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, if any;
 - e. where appropriate, solicit advice or opinion from other district faculty and/or relevant professional organizations such as the American Library Association, the National Council of Teachers of English, National Council of Social Studies Teachers; and
 - f. issue a report to the Superintendent containing its recommendations concerning any complaint.
5. The Superintendent shall review the report of the committee, make a decision and notify the complainant and appropriate staff.
6. 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 final decision shall be made by the Board.

Adoption date: July 7, 2009

COMPLAINTS ABOUT SCHOOL PERSONNEL

The Board of Education believes that complaints about district personnel should be resolved by the individuals closest to the concern and that the staff should be given every opportunity to consider issues and attempt to resolve problems. Therefore, any individual who has a complaint about district personnel should present the complaint to the following persons in the following order:

1. Staff member who is the subject of the complaint.
2. Immediate supervisor of staff member who is the subject of the complaint.
3. Building Principal.
4. Superintendent of Schools.
5. Board of Education.

The Board expects prompt and considerate treatment by district personnel of all persons making complaints.

If an individual Board member receives a complaint, he/she will refrain from expressing any judgment about the complaint but will instead inform the complainant of this policy and refer the complainant to the Superintendent. The Superintendent will, in turn, refer the complainant to the appropriate staff member for resolution of the complaint.

The Board will not permit discussion of individual district personnel at its meetings, unless and until the Superintendent and the complainant have discussed the matter and attempted to resolve any complaint.

Cross-ref: 1400, Public Complaints
2342, Agenda Preparation and Dissemination
2370, Public Participation at Board Meetings

Ref: Education Law §§3012 (Tenure: certain school districts); 3020-a (Disciplinary procedures and penalties)
Civil Service Law §75 (Removal and other disciplinary action)
Public Officers Law §105 (Conduct of executive sessions)
8 NYCRR Part 84 (Access to school employee personnel records)

Note: Policy added, replacing prior policy, 1314

Adopted: July 7, 2009

PUBLIC USE OF SCHOOL FACILITIES

While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the 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. This policy is intended to identify the uses that community groups may make of those facilities.

Permitted Uses

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

- A. Instruction in any branch of education, learning or the arts.
- B. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
- C. Social, civic and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
- D. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- E. Polling places for holding primaries and elections, and for the registration of voters and for holding political meetings.
- F. Civic forums and community centers.
- G. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- H. Child-care programs when school is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.
- I. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.
- J. Classes of instruction for intellectually disabled minors operated by a private organizations approved by the Commissioner of Education.
- K. A use by a community entity, otherwise not covered by the previous designations, that is brought to the Board of Education upon the recommendation of the Superintendent of Schools.

Additionally, as a condition of receiving state funding, the district permits access to military recruiters to school buildings, grounds, and facilities to the same extent it provides access to those who inform students of educational, occupational, or career opportunities.

Prohibited Uses

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited.

- A. Meetings sponsored by political organizations.

- B. Meetings, entertainments, and occasions, where admission fees are charged, that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization or a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers, except and in accordance with applicable law.

Conditions of Use for District Facilities

- A. Use of district facilities may be permitted unless such facilities are in use for school purposes, or during educational programs. The district reserves exclusive and non-reviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs.
- B. To ensure that district facilities are preserved for the benefit of the greater district community, only community based groups and organizations (that is, groups which are located within the geographic area covered by the district) may be granted access to district facilities.
- C. Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee according to a schedule adopted by the district to cover the costs of heat, electricity, maintenance, custodial services and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. The district retains the right to condition use upon an applicant depositing with the district a sum equaling the estimated costs and fees associated with the proposed use 10 days in advance of the requested use. The district retains the further right to waive user fees for groups that are associated with or sponsored by the district.
- D. Where, in the judgment of the district, the requested use of district facilities requires special equipment or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees in accordance with paragraph C above. Only authorized personnel shall operate district equipment.
- E. Use of district facilities will only be permitted where the organization provides the district timely evidence of adequate insurance coverage (\$1,000,000 minimum) to save the district harmless from all liability, property damage, personal injuries and/or medical expenses. The district will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.
- F. The Board reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities:
 1. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;
 2. For any use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;
 3. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance;
 4. For any use which the Board deems inconsistent with this policy;

5. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
6. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
7. For any use prohibited by law.

Application Procedure for Use of District Facilities

- A. All applications for use of school facilities shall be made in writing and submitted to the Superintendent of Schools at least 30 days prior to the date of the requested use. A use permit application is available in the Superintendent's office.
- B. The applicant must clearly and completely described the intended use of the district facility in the application.
- C. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board policies and regulations and to use district facilities strictly in accordance with the use described in the application.
- D. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided by the applicant at least 10 days before the date of the requested use.
- E. Permits shall be valid only for the facility, use, dates and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent. Permits shall not be transferable.
- F. The Superintendent is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reason.
- G. With regard to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with or sponsored by the district.
- H. Issuance of a permit shall not limit the right of access to the facility by district staff.

Note: Policy added, replacing prior policies, 1330, 1334, 1335, 1336, 1337.1, 1337.2, 1337.3, 1339.1

Ref: Education Law §414

Adoption Date: July 7, 2009
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**HAMPTON BAYS U.F.S.D. REQUEST FOR USE OF SCHOOL
FACILITIES & GROUNDS 2016-2017**

Today's date: _____ Date(s) Requested: _____

School: Elementary – Middle – High (circle one) Time requested: _____ to _____

Rooms: _____ Event Time: _____ to _____

Purpose: _____ # of participants: _____ (Adults) _____ (Children)

Equipment, staff, or security required: _____

Individual or Organization: _____ E-mail: _____

Mailing Address: _____

Phone (Day) _____ (Night) _____ Refreshments? _____

"Day of" Contact Person _____ "Day of" Contact Phone _____

OPEN TO PUBLIC? _____ ADMISSION FEES? _____ PROCEEDS used for? _____

**Non-Refundable Application Fee \$25. Fee is for event or cluster of similar events.
RETURN THIS FORM TO: Hampton Bays Schools, 86 E. Argonne Rd. Hampton Bays, NY 11946**

Agreement: The undersigned is over 21 years of age, has read the form and attached regulations, and has agreed to comply with them. He/She agrees to be responsible to Hampton Bays School District from or against all liability, loss, damage, claims, or actions (including costs and attorneys 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 The Hampton Bays School District's property, facilities, and or services by the above named individual/organization. I HAVE READ THE BACK OF THIS FORM & AGREE TO ALL ITS TERMS

USE FEES:

Elementary School		Middle School		High School		Direct Costs	
New Gym	\$100.00	Gymnasium	\$100.00/side	Library	\$65.00	Custodial	Regular (\$20/hr)
New Café/Gym	\$75.00	Cafetorium	\$100.00	Gymnasium	\$100.00		Overtime Sat (\$30/hr)
Library	\$55.00	Library	\$55.00	Cafeteria	\$100.00		Overtime Sun (\$40/hr)
Tennis court	\$100.00			Room 9	\$50.00	Security	Regular (\$20/hr)
				Auditorium	\$75/hr (Level II-III)		Overtime (\$30/hr)
				Auditorium	\$300 + \$75/hr (Level IV)	Audio Visual	(\$60/hr)

NOTES: *CLASSROOMS \$25 *FIELDS \$50 *SEASONAL FIELD OR GYMS \$250 *PARKING LOT \$35

NO FOOD OR DRINK permitted in Libraries or Auditorium

Event organizer guarantees phone service is available in case of emergency.

All facility usages will be billed after event or events occur.

TWO-SIDED form must be approved 5 business days before scheduled event.

Signature of Organization's Representative/ Date

Insurance Policy # and Expiration

Approved: Building Principal/Date

Approved: Facilities Administrator/ Date

SCHEDULE ID#

DATE ENTERED

DATE ACTIVATED

FACILITIES USE REQUIREMENTS

District facility use is subject to the rules of the Board of Education as administered by District Administration.

1. Organizations wishing to use District facilities shall first apply to the Building Principal on the prescribed form. The Principal or his/her designee has final authority on approval.
2. A charge may be made to organizations holding meetings on days or at times when school is not in session. These charges are intended to cover the direct costs incurred.
3. If the kitchen is to be used, it will be necessary to have a member of the kitchen staff or a Suffolk County Food Handler permit holder in the kitchen to supervise the use of equipment.
4. A one-week notice is required for audio/visual. Equipment must be operated or supervised by staff at a charge.
5. All building use will terminate no later than 10:00 PM.
6. Facilities shall remain in the same condition in which it was found. Any damage to facilities shall be promptly repaired at the user's expense. Organizations must clean up and ensure doors are locked and lights out, if maintenance personnel is unavailable. If the facility use results in extra clean-up time, additional fees may be assessed. An inspection will be completed after the use and you may be contacted concerning conditions that exist.
7. Permits may be revoked at any time and usage is determined in part by the District's schedule.
8. The District shall determine the proper staffing level needed to adequately meet the demands of the event.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. Smoking, use of tobacco products, or any form of alcohol is not allowed on District property.
11. No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasiums, erecting permanent goal posts or structures, etc.) are allowed without prior approval.
12. The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its education programs or employment services.
13. NYS Education Laws limit the use of public school facilities; therefore, the Hampton Bays Board of Education reserves the right to limit the use of facilities in compliance with the NYS Education Laws and Regulations.
14. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures. For example, pointing out posted procedures, exit directions, responding to a fire alarm, etc.
15. Activities are restricted to the approved facility area. User must have approved form available at all times when using the facility and the use of the facility is under the jurisdiction of the Fire Marshal rules related to capacity.
16. If facility use is granted and then school-based conflict arises, the District will attempt to provide a comparable alternative but maintains the right to the space originally granted to the outside applicant.
17. **All users must provide the following insurance prior to using facilities:**
 - The user agrees to name the District as an unrestricted additional insured on the user's policy.
 - The policy naming the District as an additional insured shall:
 - a. be an insurance policy from an A.M. best rated "secured" New York State licensed insurer;
 - b. contain a 30 day notice of cancellation;
 - c. state that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers;
 - d. Additional insured status shall be provided with ISO endorsement CG 20 26 or its equivalent.
 - The user agrees to indemnify the District for any applicable deductibles.
 - Commercial General Liability Insurance \$1,000,000 per occurrence/ \$2,000,000 aggregate.
 - User acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The user is to provide the District with a certificate of insurance, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the district but also the NYSIR, as the district's insurer.

Level I-IV Users:

Level I: Non-profit groups, charging no admission chartered for the purpose of and/or recognized by the Board of Education as an HBUFSD partner - Application Fee only

Level II: Non-profit community groups, charging no admission based within HBUFSD - Application Fee and Usage fees.

Level III: Not for profit groups, charging admission - Application Fee, Usage fees, and Direct Costs.

Level IV: Profit groups – Application fee, Level III charges, plus \$300.00 flat fee for Auditorium (followed by \$75/hr)

TOBACCO-FREE SCHOOL ENVIRONMENT

The Hampton Bays School District recognizes its responsibility to promote the health, welfare and safety of students, staff and others on school property and at school-sponsored activities. In light of scientific evidence that the use of tobacco is hazardous to health, and to be consistent with school curriculum and federal and state law, it is the intent of the Hampton Bays School District to establish a tobacco-free environment.

Definitions

Tobacco: includes but is not limited any cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, including electronic cigarettes; as well as spit tobacco, also known as smokeless, dip, chew, and snuff, and any other spit tobacco produce in any form.

School Property: means any building, structure or vehicle owned, leased, or contracted by the Hampton Bays School District.

School Grounds: means property surrounding buildings and structures, athletic grounds, parking lots, or any other outdoor property owned, leased, or contracted by the Hampton Bays School District.

Tobacco Use Prohibited

Due to the health hazards associated with smoking, and in accordance with federal and state law, the Board of Education prohibits smoking and all other tobacco use in all school buildings, on school grounds, and in any vehicle used to transport children or personnel, or at any off-campus, school sponsored event. In addition, 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.

Tobacco Education

Instruction to discourage the use and misuse of tobacco shall be included in the health education provided for all elementary school pupils taught by the classroom teacher or by teachers certified to teach health education.

Instruction shall also be an integral part of a required health education at the junior and senior high school levels and taught by teachers certified to teach health education. Related courses in the secondary school curriculum shall be taught in a manner supportive of health education regarding tobacco. Staff responsible for teaching tobacco-use prevention shall have adequate training and participate in ongoing professional development activities to effectively deliver the education program as planned.

Tobacco Distribution

Distribution or sale of tobacco products of any kind, including any smoking device is prohibited on school property, grounds, and at any school-sponsored event, whether on or off campus.

Tobacco Promotion

Tobacco advertising is prohibited on school property, grounds, and at any school-sponsored event, whether on or off campus.

Tobacco Cessation

Referrals and access to community resources and program to help students and staff overcome tobacco addiction shall be provided to staff and students.

Notice

Signs communicating this policy shall be prominently posted and properly maintained where tobacco use and smoking are regulated by this policy. Signs shall include “No Smoking” or the international “No Smoking” symbol, which consists of a pictorial representation of a burning cigarette enclosed in a circle with a bar across it.

Enforcement

Enforcement of this policy shall be equitable and consistent in accordance with the Tobacco-Free School Policy Enforcement Procedures, student code of conduct, and employee personnel policies.

Student violations of this policy will lead to disciplinary action up to and including suspension from school where a student is insubordinate. Student participation in a tobacco cessation program and/or tobacco education class may be allowed as an alternative to discipline in an appropriate case. Parents will be notified of violations involving their child and subsequent action taken by the school.

Employee violations of this policy will lead to disciplinary action in accordance with law, personnel policies and any applicable collective bargaining agreements.

Violation by others will result in appropriate sanctions as determined and imposed by the Superintendent or Board, which may include banning any such person from school property. The Board designates the Superintendent of Schools or his/her designee as agent responsible for informing individuals smoking or using tobacco 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.

Administrative Rules

The superintendent will develop administrative regulations as necessary to implement this policy, including provisions for notifications of the District’s policy; disciplinary consequences and procedures for filing and handling complaints about violations of the District’s policy.

Ref: Education Law §§409(2)
 Public Health Law Article 13-E
 Public Health Law §§206; 340; 347
 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.*

Original, Adoption Date: May 12, 2009

Update 1, Adoption: March 11, 2014
Update 2, First Reading: July 8, 2014
Update 2, Second Reading: August 12, 2014
Update 2, Adoption: August 12, 2014

HOME INSTRUCTION

The Board of Education 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 schools.

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 of Schools 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.

Note: Policy added

Ref: Education Law §3202(4)
8 NYCRR §100.10
Matter of Abookire, 33 EDR 473 (1994)

Adoption date: July 7, 2009

GIFTS FROM THE PUBLIC

The Board of Education welcomes and appreciates gifts and donations from the public. Gifts and donations of money, property, equipment and materials may be accepted by the Board of Education and must be acknowledged by inclusion of notation in the official minutes of the Board and by letter of acknowledgment to the donor, except that the Superintendent of Schools may accept on behalf of the Board gifts and donations having a value less than one hundred (\$100.00) dollars.

The Board reserves the right to refuse to accept any gift which does not contribute towards the achievement of the district's goals, or the ownership of which would deplete the resources of the district. In accepting or rejecting gifts and donations, 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 in conformance with federal and state law.
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 to a particular school in the district, or
 - b. it is for a purpose for which the district could legally expend its own funds, or
 - c. it is for the purpose of awarding scholarships to graduating district students.

All items donated items of property must be listed on appropriate district inventories. 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.

Soliciting and Accepting Gifts, Grants or Donations

Prior to seeking any grant or donation, the applicant must obtain prior approval from the district. Teachers seeking grants or donations for their classroom must obtain approval from the Building Principal. Other staff or administrators seeking grants or donations to benefit an entire school or the district as a whole must obtain approval from the Superintendent or his/her designee. Grant applications for funding of more than \$100,000 require prior approval by the Board of Education.

Approval shall depend on factors including, but not limited to: compatibility with the district's educational program and standards; availability of existing district resources; whether ownership would deplete district resources; and its impact on the equitable distribution of district resources.

All grants and donations must benefit the district and be congruent with the following principles:

1. The district's mission, vision, core values and beliefs.
2. The district's instructional priorities and strategies.
3. Equity in funding.
4. Conform to district governance and decision-making procedures.
5. Provide a value or benefit that is greater than the obligation under the grant award.
6. Not violate management and/or bargaining unit rights and responsibilities.
7. Not carry any conditions that would divert school or district efforts away from the district's primary mission.

The Board reserves the right to deny approval of solicitation of any funding or grant application which does not contribute towards the achievement of the district's goals, or which would deplete the resources of the district. The Board may approve seeking grants which require a match of district funds or resources when the initiative has been identified as a priority by the Board and when such funds are planned as part of the district budget process or can be accommodated by the current budget.

Coordinating with Support Organizations

The district encourages independent support organizations (e.g., booster clubs, parent-teacher associations, education foundations) seeking to make a contribution of money or property to first meet with the Superintendent of Schools, or designee, to identify the terms and conditions of the proposed gift and the needs of the district.

Accounting for, and Oversight of, all Donations, Gifts, and Grants

All gifts, donations, grants, funds, property, and materials received by the district become the property of the district. Such items may not be returned without the approval of the Board. All items are subject to the same controls and regulations as other district property, and shall be deposited or inventoried accordingly.

Cross-ref: 1222, Relationship with Booster Organizations
 1225, Relationship with Local Educational Foundations
 2160, School District Officer and Employee Code of Ethics
 5251, Student Fund Raising Activities
 6640, Inventories

Ref: Education Law §1709(12)

Original Adoption Date: July 7, 2009
 Update 1, First Reading: July 7, 2015
 Update 1, Second Reading August 25, 2015
 Update 1, Adoption Date: August 25, 2015

PARENT AND FAMILY ENGAGEMENT

The Board of Education 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 directs the Superintendent of Schools to develop a home-school communications program in an effort to encourage all forms of parent and family engagement.

Title I Parent and Family Engagement- District Level Policy

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 Education 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 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 both the district and individual school 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 stepparent 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 to 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 by the State as needing this plan.

Parent **and family member** participation in development of district wide Title I plan

The Board, along with its 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:

- The policy will be reviewed throughout the year and adjustments will be made as needed.
- Meeting with PTA representatives.
- General PTA meetings with bilingual teacher available.

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:

- Provide access to teacher websites
- Send notices to parents (translated)
- Provide email account to all employees
- Conduct PTA evening meetings
- Utilize E-School’s Parent Portal
- Utilize School Messenger system

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 a 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 will:

- Conduct Parent workshops:
 - NYS Assessment Workshop
 - ELL Informal Dinner
 - Common Core Informational Session
 - Bilingual Parenting Support Group meetings

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:

- Author\Illustrator Night
- Book fair
- Public Library Partnership

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:

- Utilize Site Based Management team.
- Administrative & teacher trainings to emphasize the importance of parent involvement.
- Implement and coordinate parent programs; and build ties between parents and the schools.

4. Ensure that information related to school and parent-related programs, meetings and other activities is 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.

- Provide language translation of all mailed correspondences
- Have translators present and or available during school meetings and functions

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. It will do this by:

- Universal Pre-K.
- Partnership with local pre-schools and church programs to learn about the common core.
- Mentoring program to encourage literacy.

Review of district wide parent and family engagement policy

The Board, along with its 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 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.

Cross-ref: 4010, Equivalence in Instruction

Ref: 20 USC §§6318(a)(2); 7801(38), Every Student Succeeds Act (~~§1118~~ §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

Original Adoption:	May 11, 2004
Update 1, Adoption Date:	January 10, 2012
Update 2, First Reading:	August 16, 2016
Update 2, Second Reading:	August 16, 2016
Update 2, Adoption Date:	August 16, 2016

PARENT AND FAMILY ENGAGEMENT

Title I Parent and Family Engagement - School Level Approach

The Hampton Bays Union Free School District 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 federal 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 Principal and appropriate staff 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 via the school's Shared Decision Making Team.

Student Achievement School-Parent Compact

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

School Responsibilities

The school will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment;
 - Students will learn in a setting that is structured and supportive. This will occur during literacy and math blocks that is uninterrupted.
 - Students will be receiving additional support of Tier 2 and 3 interventions in reading and math, in addition to their Core instruction.
2. Hold parent-teacher conferences during these conferences, this compact will be discussed as it relates to your child's academic achievement;
 - Conferences will be held in November and again in the spring
 - Parents are always welcome to call, send in notes with their children or email teachers at any time to discuss an issue or to schedule a meeting time
3. Provide parents with frequent reports on their child's progress;
 - Report cards are distributed four times during the school year
 - Mid-term reports are given during parent-teacher conferences
 - Individual teachers distribute information in various ways either through email or by sending it home with students
 - Teachers invite parents in for meetings whenever necessary
 - Parents are always welcome to schedule time with teachers when they have a concern
 - The eSchoolData Parent Portal is a tool for families to access report cards, progress reports, and individual assignment grades for a specific student online.
4. Provide parents reasonable access to staff; and
 - Every teacher in the district has an email address that is checked regularly
 - In addition, teachers all have a phone in the classroom that is voicemail accessible. Parents can leave a message for the teacher to return a call or phone conferences can be scheduled for free periods in the day.
 - Teachers have classroom websites that are linked to the district site, www.hbschools.us. Parents are encouraged to visit these sites to see any updates for the class.
5. Provide parents with opportunities to volunteer and participate in their child's class and to observe classroom activities.
 - Parents can volunteer to be a class parent
 - Parents are able to volunteer and offer their experiences to the school
 - Parents are always welcome to attend field trips

- Parents are encouraged to actively join the Parent-Teacher Association
 - Parents can volunteer to run fundraising events that take place through the PTA
 - Parents are welcome to be guest readers
6. 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

Parents' Responsibilities

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

- Reading with, and to, children every day.
- Assisting children with homework.
- Checking student agendas and assignments daily.
- Monitoring attendance and limiting the number of days in which a child misses school or arrives to school late.
- Making sure that homework is completed and done to the child's best ability
- Monitoring the amount of television and video games a child watches.
- Volunteering in classrooms.
- Participating, as appropriate, in decisions relating to the education of the child.
- Promoting positive use of the child's extracurricular time.
- Stay informed about my child's education and communicate with the school regularly.

Student Responsibilities

As a student, I will share the responsibility to improve my grades, and agree to:

- Do 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.
- Do my best everyday!

School	Parent	Student
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Date	Date	Date
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Please note that signatures are not required for this compact to be in effect.

Update: August 16, 2016

INTERPRETERS FOR HEARING-IMPAIRED PARENTS

The Board of Education 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 an appropriate amount of time 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., note taker, 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 of Schools 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.

Ref: Americans with Disabilities Act of 1990, 42 U.S.C. §§12131-12134
 Rehabilitation Act of 1973, 29 U.S.C. §794
 Education Law §3230
 8 NYCRR §100.2(aa)
Rothschild v. Grottenthaler, 907 F.2d 286 (2d Cir. 1990)

1st Reading: September 14, 2010
 2nd Reading: October 12, 2010
 Adoption: October 12, 2010
 Effective: October 12, 2010