

Policy

STUDENTS

7500

EDUCATION RECORDS

- I. The Board of Education recognizes its obligation to maintain the confidentiality of student education records and to grant parents and eligible student's access to those records in accordance with the *Family Educational Rights and Privacy Act*.
- II. The Superintendent will develop regulations to implement this Policy. The regulations may be promulgated by the Superintendent or adopted by the Board of Education.

Madison Central School District

Legal Ref: 20 USC 1232(g) & (h).

Adopted: 1984

Revised: 05/19/99, 05/13/04, 12/16/15

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7500.1

EDUCATION RECORDS

I. Purpose:

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

II. Definitions and Designations:

- A. Records Access Officer: The District's Records Access Officer is the Clerk of the Board:

Madison Central School District
7303 State Rt. 20
Madison NY 13402
Telephone: (315) 893-1878

- B. Parent: The term "Parent" includes natural parent, a guardian or an individual acting as parent or guardian in the absence of the student's parent or guardian.
- C. Eligible Student: The term "Eligible Student" means a student who has reached age 18 or is attending post-secondary school.
- D. Education Records: The term "Education Records" includes records, files, documents and other materials which contain information directly related to a student and are maintained by the District or a person acting on behalf of the District.

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

1. Certain Records in the Sole Possession of the Maker: Records made by instructional, supervisory, administrative personnel or ancillary educational personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the maker of the record;
2. Employee Records: Records maintained solely with respect to a person's status as an employee rather than as a student;

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7500.1

EDUCATION RECORDS

3. Certain Medical & Psychological Records: Medical and psychological treatment records of an eligible student are not education records if they are maintained and used only in connection with treatment of the eligible student and disclosed only to individuals providing the treatment, including treatment providers in the student's school.
 4. Post Enrollment Records: Records that only contain information about an individual after he/she is no longer a student at the District (for example, records of alumni activities);
- E. Directory Information: The District designates the following information as Directory Information: student's name, parent's name, address, date and place of birth, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency attended by student, photograph, and video images of students engaged in routine activities when those images are not records of the district's law enforcement unit. Directory information will not be provided online.

III. Rights of Parents and Eligible Students:

- A. Each parent of a student has the rights described in this policy, unless the District has been provided with evidence that there is a court order, statute or legally binding document related to such matters as divorce, separation or custody that specifically revokes these rights.
- B. When a student becomes an eligible student (18 or attending a post-secondary school) all rights accorded to parents and consent required of parents, transfer from the parents to the eligible student. However, the District does not require the consent of the eligible student:
 1. To disclose the education record to the parent if the eligible student is claimed by the parent as a dependent for tax purposes.
 2. To disclose the education record to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 3. A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

IV. Confidentiality of Education Records:

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7500.1

EDUCATION RECORDS

- A. The District will not release education records, including personally identifiable information contained in Education Records, except:
1. Written Consent: The District may release the information if prior to the release of information, the District receives written consent from the parent. The written consent must specify the information to be released, the reason for the release and to whom the information may be released. The District will give the parent or student a copy of the information released, if requested by the parent.
 2. Directory Information: The District may release Directory Information if the District has properly circulated its annual FERPA notification to parents of students in attendance and eligible students in attendance, unless the parent or eligible student has submitted Regulation 7500.5 restricting the District's ability to release this information.
 3. Military Recruiters: The District will disclose to requesting military recruiters the names, addresses and telephone numbers of juniors and seniors, unless the parent or eligible student has submitted Regulation 7500.5 prohibiting such release.
 4. School Officials with a legitimate educational interest: The District may release the information to other school officials, including teachers within the District who have a legitimate educational interest in the information. The District will use reasonable methods to ensure that school officials have access only to the education records in which the school officials have a legitimate educational interest.
 - A school official is: A person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff; a person elected to the School Board; a person or company employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official may be a contractor, consultant, volunteer or other party to whom the District has outsourced instructional services and functions if that individual or entity is performing services district employees otherwise perform (is not selling products or services), is under the direct control of the district with respect to the use and

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7500.1

EDUCATION RECORDS

maintenance of the education records and is restricted from re-disclosing the education records except as permitted by FERPA.

- A school official has a legitimate educational interest if the official is: Performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.
 - The District receives services from the Madison Oneida BOCES Regional Information Center and its vendors in accordance with FERPA. A request for a complete list of current vendors may be submitted to the Records Access Officer.
5. Student seeks to enroll in a different school: The District may release student records to officials of other schools in which the student seeks or intends to enroll, provided that the student's parents are notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
 6. Certain State and Federal Officials: The District may release information to authorized officials of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education or certain State and Local Educational authorities.
 7. Financial Aid: The District may release information to appropriate parties in connection with a student's application for or receipt of financial aid.
 8. Authorized organizations performing studies: The District may release information to organizations conducting studies for or on behalf of the District to develop, validate or administer predictive tests, administer student aid programs or improve instruction, provided that appropriate safeguards are implemented in accordance with federal regulations.
 9. Accrediting Organizations: The District may release information to authorized accrediting organizations to carry out their accrediting functions.
 10. Court Order or Subpoena: The District may release information pursuant to a valid court order or subpoena, provided that the District makes a

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7500.1

EDUCATION RECORDS

reasonable effort to notify the affected parent or eligible student of the court order or subpoena in advance of the release of the information (except that in certain cases, such as in the case of certain subpoenas issued under the U.S. Patriot Act, the court order or subpoena may require release of information without advance notice to the parents).

11. Victim of Specified Crimes: In certain instances, the District may release to the victim of a specified crime, the final results of a disciplinary proceeding commenced against the alleged perpetrator, provided that the release conforms to the requirements of 34 CFR 99.39. The final results may only include the name of the student, the offense committed and the sanction imposed by the District.
12. Information Concerning Registered Sex Offenders: The District may release information provided to it under 42 USC 14071 and the applicable Federal Guidelines.
13. Child Welfare Agencies: The District may release information to an agency caseworker or other representative of a State or local child welfare agency, or tribal organization who has the right to access a student's case plan and when the agency or organization is legally responsible for the child's care and protection to provide accurate information about a child's education history and needs to make informed placement recommendations to the court.
14. Release in connection with an emergency necessary to protect health or safety: The District may release information to appropriate parties in connection with an emergency if the release is necessary to protect the health or safety of the student or other persons. The District will consider the following criteria when determining whether the information should be disclosed:
 - The seriousness of the threat to the health of the student or other individuals;
 - The need for the information to meet the emergency;
 - Whether the parties to whom the information is disclosed are in a position to deal with the emergency;
 - The extent to which time is of the essence in dealing with the emergency.

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7500.1

EDUCATION RECORDS

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

- B. If the District discloses student records to a third party as permitted by this policy, the District will:
 - 1. Advise the third party of its duty to refrain from redisclosing the information and of its obligation to maintain the confidentiality of the information in accordance with the *Family Educational Rights and Privacy Act*.
 - 2. If possible, attach to the disclosed record the following statement: "This document contains personal information from a student's education records. It is protected by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) and may not be re-released without consent of the parent or eligible student."

V. **Requests to Inspect Education Records:**

- A. **Request:** A parent who is interested in inspecting the student's education record must submit his/her request to the Records Access Officer between the hours of 9:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. on any school day. Requests should be submitted in writing, on a form provided by the District (Regulation 7500.2). Copies of the form are available in the office of the Records Access Officer. If a parent makes an oral request for access to the education record during a school conference, the District may provide the parent access to the education record even though it has not received the request in writing.
- B. **Response:** Within forty-five days of his/her receipt of a request for inspection, the Records Access Officer will determine and will advise the person making the request whether the records specified in the request are available for inspection.
 - 1. **Records Available:** If the records are available for inspection, the Records Access Officer will advise the requestor when and where the record will be available for inspection. If the records contain information about more than one student, the Records Access Officer will remove from the copy of the records shown to the requester, any information which in his/her judgment would constitute an unwarranted invasion of personal privacy of any party (other than the student for whom the inspection has been requested).

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7500.1

EDUCATION RECORDS

2. Records Not Available: If the records are not available for inspection, the Records Access Officer will note the reason for the unavailability on the request form and will return a copy of the request form to the requesting party.
3. Explanation of Records: The Records Access Officer will respond to reasonable requests for explanations and interpretations of the records.
4. Copying Fee: The fee for copies of records is twenty-five cents per page, which is required to be paid at the time the copy is requested. The District will waive the fee if the fee effectively denies the parent an opportunity to inspect and review the education record.
5. Maintaining a record of requests: The Records Access Officer shall keep with the education record of each student, a record of all individuals, agencies or organizations which have requested or obtained access to the student's record (Regulation 7500.3) and a record of all re-disclosures it has authorized.
 - The record will indicate the parties who requested or received the information and the legitimate interest the party had in the information.
 - The District does not have to keep this record if the requester is the parent or eligible student, a school official with a legitimate educational interest in the information, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking information through certain subpoenas or court orders where the issuing court or agency has ordered that the existence or the contents of the subpoena or information not be disclosed.

VI. Request to Amend Education Records:

- A. If a Parent believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the educational agency or institution to amend the record.
 1. The request shall be directed to the Records Access Officer during regular business hours on the prescribed form. Copies of the form are available in the Superintendent's office or the office of the Records Access Officer. (See Regulation No. 7500.4).

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7500.1

EDUCATION RECORDS

2. The request shall identify, in writing, the record or records which the parent believes to be inaccurate, misleading or otherwise in violation of the student's rights of privacy, with a statement of the reasons for the challenge to the record.
- B. The Records Access Officer will make a written response to the request to amend an education record within twenty days of his/her receipt of the request. The response will indicate whether the Records Access Officer:
1. Finds that the record in question is inaccurate, misleading or an invasion of the student's rights of privacy and that the record will be amended as requested, or
 2. Finds that there is an insufficient basis to amend the record in question. If the Records Access Officer finds that there is an insufficient basis to amend the record in question, he/she will notify in writing the requesting party of the opportunity for a hearing and will provide the requesting party with a form to request the hearing.
- C. Through informal meetings with the Parents, the settlement of a dispute regarding content of education records is encouraged.

VII. Request for Hearing:

- A. Request: If a parent disagrees with the Records Access Officer's finding that there is an insufficient basis to amend the education record the parent may request a hearing. The request must be submitted to the Superintendent within ten days of the parent's receipt of the Records Access Officer's decision, on a form provided by the District. The hearing will be conducted within ten days of the Superintendent's receipt of the request for a hearing.
- B. Notice: The District will mail a hearing notice to the requesting party reasonably in advance of the hearing. The hearing notice will include the date, time and place of the hearing.
- C. Hearing: The Hearing will be conducted by the Superintendent (or by another person designated by the Superintendent who does not have a direct interest in the outcome of the hearing). During the hearing, the requesting party may be represented by an individual or individuals (including an attorney) at his/her own expense. The requesting party will have a full and fair opportunity to present relevant evidence.

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7500.1

EDUCATION RECORDS

- D. Decision: The Superintendent (or designee) will submit a written decision within ten days after completion of the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.
1. If the Superintendent (or designee) finds that the record should be amended, he/she will amend the record and will inform the parent of the amendment in writing.
 2. If the Superintendent (or designee) finds that the record should not be amended, he/she will inform the parent in writing of the right to place a statement in the record commenting on the contested information and/or stating why he/she disagrees with the decision of the District. The District will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

VIII. Notification of Rights:

- A. The District shall annually disseminate a notice to parents and eligible students of their rights relative to education records. The notice will allow parents at least thirty days to ask the District not to disclose some or all of the directory information. (See Regulation No. 7500.5).
- B. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA. Written complaints may be filed with: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

Approved by the Superintendent: 12/16/15

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

Adopted: 1984

Revised: 05/19/99, 05/13/04, 04/26/11

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7500.2

APPLICATION TO INSPECT FERPA RECORDS

To: Student Records Access Officer

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

I hereby apply to inspect the following records: _____

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

Signature

Date

Representing

Address

FOR SCHOOL DISTRICT ONLY

Approved: _____

Denied: _____

- Requested record cannot be found
- Requested record has been destroyed
- Requested record not maintained by school

Signature

Title

Date

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

I hereby request a correction.

Signature

Date

Approved by the Superintendent: 12/16/15

Adopted: 05/19/99

Revised: 05/13/04

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7500.3

STUDENT PRIVACY – RECORD OF FERPA REQUESTS

Name of Person, Agency or Organization Seeking Access	Date Requested	Records Requested	Reason for Request	Access Granted/ Denied	Disposition of Request	Remarks

Approved by the Superintendent: 12/16/15

Adopted: 05/19/99

Revised: 05/13/04

Madison Central School District
SUPERINTENDENT'S REGULATION

STUDENTS

7500.4

REQUEST TO CORRECT FERPA RECORDS

To: Student Records Access Officer

I request a correction of the following school records related to: _____
(Name of Student)

My grounds for requesting such correction are as follows:

Signature

Date

Representing

Mailing Address

Approved by the Superintendent: 12/16/15
Adopted: 05/19/99
Revised: 05/13/04

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7500.5

STUDENT PRIVACY FERPA NOTICE

Date: _____

Dear Parent or Eligible Student:

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

District Clerk
Madison School District
7303 State Rt. 20
Madison NY 13402
Telephone: (315) 893-1878

Examples of *FERPA* rights include:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Written requests for such access may be submitted to the Records Access Officer between **9:00 a.m. to 12 noon and 1:00 p.m. to 4:00 p.m.** on any school day. Such requests should be submitted on the District's *Application for Inspection of Student Records* form that is located in the Office of the Records Access Officer.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading or an invasion of the student's privacy rights. A request for an amendment may be submitted to the Records Access Officer during regular business hours. Such requests should be submitted on the District's *Request For Correction of Student Records* form that is located in the Office of the Records Access Officer. If the Records Access Officer denies a properly submitted request for an amendment, the person seeking the amendment will be advised of his/her right to a hearing regarding the requested amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that *FERPA* authorizes disclosure without consent. For example, the District may, without consent, disclose:
 - a. Personally identifiable information to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person elected to the School Board; a person or company with whom the School has contracted to perform a special task, (such as an attorney,

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7500.5

STUDENT PRIVACY FERPA NOTICE

auditor, medical consultant, or therapist and including entities that host and disseminate student information such as grades, homework and messages form teachers on the Internet); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official may be a contractor, consultant, volunteer or other party to whom the District has outsourced instructional services and functions if that individual or entity is performing services district employees otherwise perform (is not selling products or services), is under the direct control of the district with respect to the use and maintenance of the education records and is restricted from re-disclosing the education records except as permitted by FERPA. A school official has a legitimate educational interest if the official performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus. The District receives services from the Madison Oneida BOCES Regional Information Center and it's vendors in accordance with FERPA. A request for a complete list of current vendors may be submitted to the Records Access Officer.

- b. Appropriately designated "directory information", unless the parent or eligible student has advised the District to the contrary by filling out and returning the below attached *Request to Limit Disclosure of Directory Information* form. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications such as a playbill (showing the student's role in a drama production), an annual yearbook, an honor roll or other recognition list, a graduation program, or a sports activity sheet (such as a wrestling program that discloses participants height or weight), etc. Directory information may also be disclosed to outside organizations such as companies that manufacture class rings or publish yearbooks or other companies. Additionally, Federal Law requires Districts receiving certain federal assistance to provide requesting military recruiters with secondary school names, addresses, telephone listings and possibly other directory information, unless parents or eligible students have advised the District that they do not want their student's information disclosed without prior written consent.
4. The right to know that the District has designated the following information as directory information: Directory Information: student's name, parent's name, address, date and place of birth, telephone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7500.5

STUDENT PRIVACY FERPA NOTICE

educational agency attended by student, photograph, and video images of students and sound recordings of students engaged in routine activities when those images are not records of the District's law enforcement unit.

5. If you do not want the District to disclose directory information without your prior written consent, you must complete and return to the District the below attached form by thirty (30) days from the date of this notice.
6. The right to file a complaint with the following office if you believe the District has violated your *FERPA* rights: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Additionally, please be aware that:

- It is the District's policy to disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, and;
- The District uses video surveillance cameras on school property and in school vehicles to maintain the physical security and safety of the campus. The District has designated its Security Office as its law enforcement unit and has assigned to them the responsibility of maintaining the video surveillance images.

Sincerely,

Madison Central School District
SUPERINTENDENT'S REGULATION

STUDENTS

7500.5

STUDENT PRIVACY FERPA NOTICE

Request To Limit Disclosure of Directory Information

District Clerk
Madison School District
7303 State Rt. 20
Madison NY 13402
Telephone: (315) 893-1878

Dear Records Access Officer:

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

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

Parent Signature

Date of Request

For District Use Only

Request Received By

Date Request Received

Approved by the Superintendent: 12/16/15
Adopted: 1984
Revised: 05/19/99, 05/13/04, 04/26/11

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 04/05/2017

STUDENTS

7500.1

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Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 04/05/2017

STUDENTS

7500.1

EDUCATION RECORDS

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

SUPERINTENDENT'S REGULATION

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STUDENTS

7500.1

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 2. Directory Information: The District may release Directory Information if the District has properly circulated its annual FERPA notification to parents of students in attendance and eligible students in attendance, unless the parent or eligible student has submitted Regulation 7500.5 restricting the District's ability to release this information.
 3. Military Recruiters: The District will disclose to requesting military recruiters the names, addresses and telephone numbers of juniors and seniors, unless the parent or eligible student has submitted Regulation 7500.5 prohibiting such release.
 4. School Officials with a legitimate educational interest: The District may release the information to other school officials, including teachers within the District who have a legitimate educational interest in the information. The District will use reasonable methods to ensure that school officials have access only to the education records in which the school officials have a legitimate educational interest.
 - A school official is: A person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff; a person elected to the School Board; a person or company employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official may be a contractor, consultant, volunteer or other party to whom the District has outsourced instructional services and functions if that individual or entity is performing services district employees otherwise perform (is not selling products or services), is under the direct control of the district with respect to the use and

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 04/05/2017

STUDENTS

7500.1

EDUCATION RECORDS

maintenance of the education records and is restricted from re-disclosing the education records except as permitted by FERPA.

- A school official has a legitimate educational interest if the official is: Performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.
 - The District receives services from the Madison Oneida BOCES Regional Information Center and its vendors in accordance with FERPA. A request for a complete list of current vendors may be submitted to the Records Access Officer.
5. Student seeks to enroll in a different school: The District may release student records to officials of other schools in which the student seeks or intends to enroll, provided that the student's parents are notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
 6. Certain State and Federal Officials: The District may release information to authorized officials of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education or certain State and Local Educational authorities.
 7. Financial Aid: The District may release information to appropriate parties in connection with a student's application for or receipt of financial aid.
 8. Authorized organizations performing studies: The District may release information to organizations conducting studies for or on behalf of the District to develop, validate or administer predictive tests, administer student aid programs or improve instruction, provided that appropriate safeguards are implemented in accordance with federal regulations.
 9. Accrediting Organizations: The District may release information to authorized accrediting organizations to carry out their accrediting functions.
 10. Court Order or Subpoena: The District may release information pursuant to a valid court order or subpoena, provided that the District makes a

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 04/05/2017

STUDENTS

7500.1

EDUCATION RECORDS

reasonable effort to notify the affected parent or eligible student of the court order or subpoena in advance of the release of the information (except that in certain cases, such as in the case of certain subpoenas issued under the U.S. Patriot Act, the court order or subpoena may require release of information without advance notice to the parents).

11. Victim of Specified Crimes: In certain instances, the District may release to the victim of a specified crime, the final results of a disciplinary proceeding commenced against the alleged perpetrator, provided that the release conforms to the requirements of 34 CFR 99.39. The final results may only include the name of the student, the offense committed and the sanction imposed by the District.
12. Information Concerning Registered Sex Offenders: The District may release information provided to it under 42 USC 14071 and the applicable Federal Guidelines.
13. Child Welfare Agencies: The District may release information to an agency caseworker or other representative of a State or local child welfare agency, or tribal organization who has the right to access a student's case plan and when the agency or organization is legally responsible for the child's care and protection to provide accurate information about a child's education history and needs to make informed placement recommendations to the court.
14. Release in connection with an emergency necessary to protect health or safety: The District may release information to appropriate parties in connection with an emergency if the release is necessary to protect the health or safety of the student or other persons. The District will consider the following criteria when determining whether the information should be disclosed:
 - The seriousness of the threat to the health of the student or other individuals;
 - The need for the information to meet the emergency;
 - Whether the parties to whom the information is disclosed are in a position to deal with the emergency;
 - The extent to which time is of the essence in dealing with the emergency.

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 04/05/2017

STUDENTS

7500.1

EDUCATION RECORDS

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

- B. If the District discloses student records to a third party as permitted by this policy, the District will:
 - 1. Advise the third party of its duty to refrain from redisclosing the information and of its obligation to maintain the confidentiality of the information in accordance with the *Family Educational Rights and Privacy Act*.
 - 2. If possible, attach to the disclosed record the following statement: "This document contains personal information from a student's education records. It is protected by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) and may not be re-released without consent of the parent or eligible student."

V. **Requests to Inspect Education Records:**

- A. Request: A parent who is interested in inspecting the student's education record must submit his/her request to the Records Access Officer between the hours of 9:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. on any school day. Requests should be submitted in writing, on a form provided by the District (Regulation 7500.2). Copies of the form are available in the office of the Records Access Officer. If a parent makes an oral request for access to the education record during a school conference, the District may provide the parent access to the education record even though it has not received the request in writing.
- B. Response: Within forty-five days of his/her receipt of a request for inspection, the Records Access Officer must provide the parent/guardian with an opportunity to inspect and review his or her child's education records or will determine and will advise the person making the request, ~~whether~~ the records specified in the request are not available for inspection.
 - 1. Records Available: If the records are available for inspection, the Records Access Officer will advise the requestor when and where the record will be available for inspection. If the records contain information about more than one student, the Records Access Officer will remove from the copy of the records shown to the requester, any information which in his/her judgment would constitute an unwarranted invasion of personal privacy of any party (other than the student for whom the inspection has been requested).

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 04/05/2017

STUDENTS

7500.1

EDUCATION RECORDS

2. Records Not Available: If the records are not available for inspection, the Records Access Officer will note the reason for the unavailability on the request form and will return a copy of the request form to the requesting party.
3. Explanation of Records: The Records Access Officer will respond to reasonable requests for explanations and interpretations of the records.
4. Copying Fee: The fee for copies of records is twenty-five cents per page, which is required to be paid at the time the copy is requested. The District will waive the fee if the fee effectively denies the parent an opportunity to inspect and review the education record.
5. Maintaining a record of requests: The Records Access Officer shall keep with the education record of each student, a record of all individuals, agencies or organizations which have requested or obtained access to the student's record (Regulation 7500.3) and a record of all re-disclosures it has authorized.
 - The record will indicate the parties who requested or received the information and the legitimate interest the party had in the information.
 - The District does not have to keep this record if the requester is the parent or eligible student, a school official with a legitimate educational interest in the information, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking information through certain subpoenas or court orders where the issuing court or agency has ordered that the existence or the contents of the subpoena or information not be disclosed.

VI. Request to Amend Education Records:

- A. If a Parent believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the educational agency or institution to amend the record.
 1. The request shall be directed to the Records Access Officer during regular business hours on the prescribed form. Copies of the form are available in

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 04/05/2017

STUDENTS

7500.1

EDUCATION RECORDS

the Superintendent's office or the office of the Records Access Officer. (See Regulation No. 7500.4).

2. The request shall identify, in writing, the record or records which the parent believes to be inaccurate, misleading or otherwise in violation of the student's rights of privacy, with a statement of the reasons for the challenge to the record.
- B. The Records Access Officer will make a written response to the request to amend an education record within twenty days of his/her receipt of the request. The response will indicate whether the Records Access Officer:
1. Finds that the record in question is inaccurate, misleading or an invasion of the student's rights of privacy and that the record will be amended as requested, or
 2. Finds that there is an insufficient basis to amend the record in question. If the Records Access Officer finds that there is an insufficient basis to amend the record in question, he/she will notify in writing the requesting party of the opportunity for a hearing and will provide the requesting party with a form to request the hearing.
- C. Through informal meetings with the Parents, the settlement of a dispute regarding content of education records is encouraged.

VII. Request for Hearing:

- A. Request: If a parent disagrees with the Records Access Officer's finding that there is an insufficient basis to amend the education record the parent may request a hearing. The request must be submitted to the Superintendent within ten days of the parent's receipt of the Records Access Officer's decision, on a form provided by the District. The hearing will be conducted within ten days of the Superintendent's receipt of the request for a hearing.
- B. Notice: The District will mail a hearing notice to the requesting party reasonably in advance of the hearing. The hearing notice will include the date, time and place of the hearing.
- C. Hearing: The Hearing will be conducted by the Superintendent (or by another person designated by the Superintendent who does not have a direct interest in the outcome of the hearing). During the hearing, the requesting party may be represented by an individual or individuals (including an attorney) at his/her own

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 04/05/2017

STUDENTS

7500.1

EDUCATION RECORDS

expense. The requesting party will have a full and fair opportunity to present relevant evidence.

- D. Decision: The Superintendent (or designee) will submit a written decision within ten days after completion of the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.
1. If the Superintendent (or designee) finds that the record should be amended, he/she will amend the record and will inform the parent of the amendment in writing.
 2. If the Superintendent (or designee) finds that the record should not be amended, he/she will inform the parent in writing of the right to place a statement in the record commenting on the contested information and/or stating why he/she disagrees with the decision of the District. The District will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

VIII. Notification of Rights:

- A. The District shall annually disseminate a notice to parents and eligible students of their rights relative to education records. The notice will allow parents at least thirty days to ask the District not to disclose some or all of the directory information. (See Regulation No. 7500.5).
- B. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA. Written complaints may be filed with: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

Approved by the Superintendent: 12/16/15, _____

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

Adopted: 1984

Revised: 05/19/99, 05/13/04, 04/26/11

- b. Cover Letter
- c. Reference list
- d. Scan Skills
- e. Career Assessment
- f. Job Application
- g. Personal goal achievement budget
- h. Complete two mock job interviews
- i. Consumer Economics course

2015-16
Handbook

CLASS STANDINGS

The purpose of weighting classes is to stress those courses where students have greater preparation. The weighted system is divided into 3 groups as follows:

Group I – Factor 1.10 All advanced placement classes and/or classes taken at area colleges in place of a high school course. Any college course taken for this purpose would require prior approval through a petition process.

Group II – Factor 1.05 All major academic courses.

Group III -Factor 1.00 All elective classes offered leading to a sequence for which a numeric grade is received. (Art, Technology, Agriculture, Music, Home and Career, Business, non-regents Science, Health, Occupational Education classes at BOCES, and summer school classes)

College courses taken through the Community Students Program or independently will not be used in a student's average or class rank. The college course grade will be included on the student's transcript. Students must attend Madison Central for at least two years to be included in class rank.

Summer School class grades will not replace the regular year class grade. Summer school grades will be averaged in as 1/3 of the final course grade and the regular school year grade will account for the other 2/3.

COMMUNITY ACTION PROGRAM (Community Service)

Total hours required for graduation: 30 hours
Participants: Sophomore, Juniors & Seniors

Guidelines:

1. Activities to accumulate hours are to commence the summer prior to the sophomore year and must be completed prior to June 1st of the graduation year.
2. Students not completing the 30 hour requirement will be referred to the Superintendent of Schools for review of credit and determination of graduation status. The Superintendent can extend the time period at his/her discretion. The Superintendent will inform the Board of Education of all students who have failed to complete the requirement one week prior to graduation. Final determination of graduation status will rest with the Board of Education.
3. No monetary compensation (pay, tips, etc.) may be accepted.
4. Students may not ask to do activities for relatives or private businesses owned by relatives.
5. All activities must be pre-approved. "Request for Approval" forms will be submitted to the High School Office.
6. Completion of the community involvement activities are the student's responsibility. Failure to complete the requirement may bar the student from graduation.
7. Students that accumulate more than 125 hours (grades 9-12) will receive a special designation on their diploma.

COMMUNICATION AND OTHER ELECTRONIC DEVICES

1. The use of cell phones, ipods, beepers, electronic video or audio games, and other electronic communication devices is prohibited during the school day.
2. If the School confiscates a cell phone, ipod, beeper, electronic video or audio games or other electronic communication device, the principal/designee shall contact the student's parent and arrange for the parent to appear in person to pick up the device. The principal/designee may establish any reasonable procedure regarding the time, place and manner of delivery.
3. If a student violates this policy more than once in a school year, the cell phone, ipod, beeper, electronic video or audio game and/or other electronic communication device will be confiscated and returned to a parent. Third time violators will not be allowed to have the item on campus for the remainder of the school year.
4. The cell phone, ipod, beeper, electronic video or audio games or other electronic communication device should be maintained and secured by the school until it is claimed by the parent. If the parent fails to pick up such property, it shall be deemed abandoned and the school shall dispose of the item.

5. Violation of this policy shall be considered an act of insubordination and may result in student discipline consistent with the provision of the Student Code of Conduct.

COMPUTER AND INTERNET USE

Students who wish to have access to school computer facilities must sign and abide by an Acceptable Use Permission Form. This form must also be signed by the student's parent/guardian. When the form is sent home for parental signing, the school's policy concerning computer and Internet use is attached. Parents should keep the copy of the policy and return the permission form. The permission form will be kept on file with the technology integration specialist.

Students Remember:

When there is any indication of unauthorized use or abuse of the computer system, or any other action that interferes with the proper functioning of the system, or infringes on the rights of other users, Madison Central School will be authorized to investigate. Unethical or irresponsible use of the system will be referred to the building principal for appropriate disciplinary or legal action.

DISCIPLINARY PENALTIES, PROCEDURE AND REFERRALS

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

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

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

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Responses to acts of harassment, bullying and/or discrimination against students by students shall use measured, balanced, and age-appropriate remedies and procedures, with the goals of prevention and education, as well as intervention and discipline. We will consider the nature and severity of the conduct, the developmental age of the student engaging in the conduct, the actor's prior disciplinary record, and the impact of the conduct on the student at whom it was directed.

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

Penalties

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

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
4. Detention – teachers, Principal, Superintendent
5. Restitution for damage to property – Principal, Superintendent
6. Work detail – Principal, Superintendent
7. Suspension from transportation – Director of Transportation, Principal, Superintendent
8. Suspension from athletic participation – coaches, Athletic Director, Principal, Superintendent
9. Suspension from social or extracurricular activities – activity director, Principal, Superintendent
10. Suspension of other privileges – Principal, Superintendent
11. In-school suspension – Principal, Superintendent
12. Removal from classroom by teacher – teachers, Principal

referral to appropriate agencies, suspension from school sponsored events, including, but not limited to: athletic contests, concerts, dances, trips, ceremonies (including banquets and graduation), or any combination of the above.

A. Removal of a Disruptive Student From The Classroom

1. Teacher Removal of a Disruptive Student from the Classroom

- a. Teachers have a limited authority to remove disruptive pupils from the classroom. Such removal shall be consistent with this code of conduct. Disruptive students are defined as elementary/or secondary pupils, under the age of 21, who are "substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom."
- b. A disruptive pupil may be removed from a teacher's classroom by the teacher for no more than two (2) days of instruction for each incident of substantial disruption of the educational process or substantial interference with a teacher's authority.
- c. In order to initiate the removal of a student from the classroom, the teacher must first determine that a student is disruptive. The behaviors identified as Level B behaviors under Section IV (C) Disciplinary Responses to Student Misconduct are illustrative of disruptive behavior warranting teacher removal from class. Behaviors which do not rise to the level defined as disruptive shall be subject to traditional disciplinary strategies, in accordance with this policy.

BACK PACKS

No Backpacks at any time between 8:10 am – 2:58 pm. Only exceptions will be medical reasons that would be directed to the teachers by Mr. Nichols or Mrs. Lindberg. At all other times, backpacks are to remain in your assigned locker.

DRESS CODE

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

The responsibility for student dress and general appearance shall rest with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes (including, but not limited to: home & careers, technology, physical education, science). In addition, the Board prohibits attire bearing an expression or insignia which is obscene or libelous, or which advocates racial, religious, or gender prejudice. The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change his/her attire should it, in their opinion, be deemed inappropriate according to the above guidelines. Administrators may discipline students if their dress or grooming endangers their own or others' physical health and safety, or if the dress or grooming is so distracting that it interferes with the learning process. Clothing which is or which bears messages which are lewd, vulgar, obscene, or sexually provocative, as well as clothing bearing messages advocating illegal activities, including drug or alcohol use, is likely to distract students from learning and is therefore forbidden.

- I. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:
 - a. Be safe, appropriate and not disrupt or interfere with the educational process.
 - b. Recognize that brief garments are not appropriate in the school setting. For males this includes muscle shirts, mesh tee shirts, or being shirtless. For females this includes tube and halter-tops, spaghetti straps, revealing necklines (front and/or back), those that reveal bare midriffs or sides, and see-through garment and razor back tops. A 3-fingerwidth test will be given to all shirt straps. All shorts and skirts must be of at least fingertip length. During Physical Education Classes or athletic participation the coach or teacher may allow for some modification of these guidelines for the purpose of accommodating physical performance.
 - c. **Ensure that underwear/bra's are completely covered by outer clothing at all times.**

15/10

- d. Safe footwear must be worn at all times. Covered shoes should be worn in agriculture classes, technology classes, science labs and when deemed appropriate by the teacher.
- e. No hats will be allowed during school hours. Bandanas or other headwear is not to be worn in the educational setting except for medical or religious purpose.
- f. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, nationality, gender, sexual orientation, or disability.
- g. Not promote, symbolize, or encourage prohibited behavior, or illegal or violent activities.
- h. Not include metal or sharp objects that could be injurious to others including chained wallets.

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

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

DRUG & ALCOHOL POLICY

1. If a student is found consuming, using and/or possessing alcoholic beverages, illegal drugs or paraphernalia for the use of such drugs, prescribed medication that are not his/her own, on any school property, at any school function, or on any school vehicle, the following actions will occur:
 - a. the student's parent/guardian will immediately be notified
 - b. a report will be made to a law enforcement agency, as appropriate; and
 - c. The student will be suspended for up to 5 days and may be sent to a Superintendent's Hearing.

If a staff member has reasonable suspicion that a student is consuming, using alcoholic beverages, illegal drugs, prescribed medication that is not

his/her own, or possessing any drug paraphernalia on any school property, at any school function or on any school vehicle, the staff member has the right to request that the student take a saliva-based drug test, Breathalyzer, or Alco-sensor test, or to smell the student's breath. The building administrator will make the final determination of the need to administer such test. The building administrator or designee will administer the test. If a student refuses to submit to the request, disciplinary action will be the same as if the student was found guilty.

2. If a student is found to be selling or distributing alcohol, an illegal drug, or prescribed medication on any school property, at any school function, or on any school vehicle, the following actions will occur:
 - a. the student's parent/guardian will immediately be notified
 - b. a report will be made to a law enforcement agency, as appropriate; and
 - c. The student will be suspended out of school for 5 days and sent to Superintendent's Hearing.

15/16

EARLY DISMISSAL

No student will be allowed to leave school early for employment unless it is through a school approved work-experience program or internship. The administration and guidance department will monitor and ensure supervision of all work experiences, and insist that they be tied to our academic and curricular program.

ELECTIONS

Elections for class officers for grades 7-12 will be held in September. Student Council elections will be held in May preceding the year the officers elected will be serving.

EXTRA-CURRICULAR ACTIVITIES

Extra-Curricular Activities are: all activities that are not credit bearing and are outside of the regular academic program. Some examples are:

1. All athletic teams
2. Jazz Band
3. Cheerleaders
4. Managers, Scorekeepers, etc.
5. Drama Club sponsored plays

- 6. School dances
- 7. Other school-sponsored activities and clubs

FIELD TRIPS

When definite plans have been made, every student going on a trip must have a note of permission from his/her parents on file with the teacher. It is important that groups remain together and return together. Under no circumstance is a student permitted to drive a car on a school trip. Students shall conform to all reasonable rules of conduct set by school authorities. They shall respect the authority of the classroom teacher and/or chaperones to make and enforce reasonable rules of conduct. They shall also respect the authority of school officials to adopt reasonable rules of conduct in all other situations such as field trips, sport activities, transportation, etc.

FOOD POLICY

Students are not allowed to bring containers of food or drink, other than lunches, to school. The lunches are to be consumed only in the cafeteria. There should be no food, soda, or juice drinks in the hallway or any classroom. Continued disregard of this policy will result in further disciplinary action for insubordination. On special occasions teachers may request the use of the cafeteria, home and careers room, or the secondary conference room if food is going to be present.

GRADING POLICY

While specific course grades may vary slightly, the general grade range for letter grades is as follows:

A = 100 – 94 B = 93 – 86 C = 85 – 78 D = 77 – 70 F = 69 and below

This policy is to have 55 as the minimum grade permitted for the first two marking periods of a full year or first marking period for a half-year course. Any student who is in danger of receiving a grade below a 55 in any other marking period is required to meet with the teacher and principal prior to the grade being assigned. Parents/guardians will be encouraged to attend that meeting to discuss the grade and the implications of receiving such a grade.

GUIDANCE DEPARTMENT

All Madison students pursuing a regular diploma are required to have a minimum of 24 units of credit for graduation. Additionally, the Board of Education, in conjunction with the academic departments, may mandate courses, projects, and assignments that must be completed in order to fulfill Madison Central graduation requirements. Except in extraordinary circumstances, students are to be enrolled in eight classes during a semester. The guidance counselor meets with each student in grades 8-11 in the spring to set out the following years' schedule and will discuss with each student the requirements needed for graduation. The guidance department is always available to assist students and provide necessary information. Please feel free to call us at 893-7741.

1516

GUN FREE SCHOOL

1. In accordance with the Gun-Free Schools Law (20 U.S.C.A. Section 3351), the Gun-Free Schools Act of 1994 (20 U.S.C.A. Section 8921), New York State Education Law Section 3214(3), and this Board policy, the punishment for violation of Section IV subsection B (2)(h) shall be a suspension from attendance for a period of not less than one calendar year, unless the superintendent shall determine to modify such punishment. The superintendent's determination shall be on a case-by-case basis.
2. The term "firearm" does not include an antique firearm that has no means of operating. The term 'destructive device' means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph. Except that 'destructive device' shall not mean any device not designed or redesigned for use as a weapon.
3. The superintendent shall refer a pupil who has been determined to have violated Section IV subsection (B) (2)(h) as follows:
 - a. If the pupil is under 16 years of age, to a presentment agency for a juvenile delinquency proceeding; except a pupil 14 or 15 years of age who qualifies for juvenile

- Final determination of graduation status will rest with the Board of Education.
- No monetary compensation (pay, tips, etc.) may be accepted.
- Students may not ask to do activities for relatives or private businesses owned by relatives.
- All activities must be pre-approved. "Request for Approval" forms will be submitted to the High School Office.
- Completion of the community involvement activities are the student's responsibility. Failure to complete the requirement may bar the student from graduation.
- Students that accumulate more than 125 hours (grades 9-12) will receive a special designation on their diploma.

COMMUNICATION AND OTHER ELECTRONIC DEVICES

1. Students, in grades 9-12, are allowed to have/ use cellular devices (including iPads, Kindles, iPods, MP 3 players etc.) in the cafeteria (during lunch periods) and the hallways during class exchange.
2. Students, in grades 9-12, are allowed to have/use their cellular devices (including iPads, Kindles, iPods, MP 3 players etc.) in classrooms and study halls if **approved by the classroom teacher**. If the devices are disrupting the learning environment, the classroom teacher has the right to confiscate the device until the end of the class period. Failure to surrender the device will result in a charge of insubordination and result in loss of electronic privileges in school for an extended period of time.
3. If administration confiscates a cell phone, laser pointer, ipod, beeper, electronic video or audio games or other electronic communication device, the principal/designee shall contact the student's parent and arrange for the parent to appear in person to pick up the device. The principal/designee may establish any reasonable procedure regarding the time, place and manner of delivery.
4. If a student violates this policy more than once in a school year, the cell phone, laser pointer, ipod, beeper, electronic video or audio game and/or other electronic communication device will be confiscated, returned to a parent and the violator will not be allowed to have the item on campus for the remainder of the school year.
5. The cell phone, laser pointer, ipod, beeper, electronic video or audio games or other electronic communication device should be maintained and secured by the school until it is claimed by the

- parent. If the parent fails to pick up such property, it shall be deemed abandoned and the school shall dispose of the item.
6. Violation of this policy shall be considered an act of insubordination and may result in student discipline consistent with the provision of the Student Code of Conduct.
7. In case of an emergency during school hours, students are allowed to call their relatives at the secondary office. **If a student is feeling ill in any way, they are to report to the Nurses office and the Nurse will contact parents/guardians.**
8. **The District is not responsible for any lost or stolen items.**

2016-17 Handbook

COMPUTER AND INTERNET USE

Students who wish to have access to school computer facilities must sign and abide by an Acceptable Use Permission Form. This form must also be signed by the student's parent/guardian. When the form is sent home for parental signing, the school's policy concerning computer and Internet use is attached. Parents should keep the copy of the policy and return the permission form. The permission form will be kept on file with the technology integration specialist. Forms are at the end of the handbook. Please print, sign and return to the secondary office.

Students Remember:

When there is any indication of unauthorized use or abuse of the computer system, or any other action that interferes with the proper functioning of the system, or infringes on the rights of other users, Madison Central School will be authorized to investigate. Unethical or irresponsible use of the system will be referred to the building principal for appropriate disciplinary or legal action.

DISCIPLINARY PENALTIES, PROCEDURE AND REFERRALS

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

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the

Removal of a Disruptive Student From The Classroom**1. Teacher Removal of a Disruptive Student from the Classroom**

- a. Teachers have a limited authority to remove disruptive pupils from the classroom. Such removal shall be consistent with this code of conduct. Disruptive students are defined as elementary/or secondary pupils, under the age of 21, who are "substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom."
- b. A disruptive pupil may be removed from a teacher's classroom by the teacher for no more than two (2) days of instruction for each incident of substantial disruption of the educational process or substantial interference with a teacher's authority.
- c. In order to initiate the removal of a student from the classroom, the teacher must first determine that a student is disruptive. The behaviors identified as Level B behaviors under Section IV (C) Disciplinary Responses to Student Misconduct are illustrative of disruptive behavior warranting teacher removal from class. Behaviors which do not rise to the level defined as disruptive shall be subject to traditional disciplinary strategies, in accordance with this policy.

BACK PACKS

No Backpacks at any time between 8:10 am – 2:58 pm. Only exceptions will be medical reasons that would be directed to the teachers by Mr. Nichols or Mrs. Lindberg. At all other times, backpacks are to remain in our assigned locker.

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress

and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

The responsibility for student dress and general appearance shall rest with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes (including, but not limited to: home & careers, technology, physical education, science). In addition, the Board prohibits attire bearing an expression or insignia which is obscene or libelous, or which advocates racial, religious, or gender prejudice. The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change his/her attire should it, in their opinion, be deemed inappropriate according to the above guidelines. Administrators may discipline students if their dress or grooming endangers their own or others' physical health and safety, or if the dress or grooming is so distracting that it interferes with the learning process. Clothing which is or which bears messages which are lewd, vulgar, obscene, or sexually provocative, as well as clothing bearing messages advocating illegal activities, including drug or alcohol use, is likely to distract students from learning and is therefore forbidden.

- A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:
 - a. Be safe, appropriate and not disrupt or interfere with the educational process.
 - b. As a general principle, students have the right to determine their own dress as it relates to taste and appearance. However, all students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Recognize that brief garments are not appropriate in the school setting. Students are not to be shirtless or wear see-through clothing of any kind. Good judgement should be used for the length of shorts or skirts as well as cut off tops and shirts.

The following are examples of inappropriate clothing (including, but not limited to the following examples)

1. Shirts that reveal a student's mid-drift. The top of pants must meet the bottom of the shirt, even when arms are raised above the head.
2. Open-back shirts.
3. Undergarments (including, but not limited to: bras, bandeaus, camisoles, underwear, boxers, briefs, and spanxs). They must be covered.
4. Strapless clothing of any kind (all shirts must have 2 defined straps).
5. Low-cut tops that expose cleavage.
6. Shorts and skirts that expose regions of the body inappropriate for public display.

- c. Safe footwear must be worn at all times. Covered shoes should be worn in agriculture classes, technology classes, science labs and when deemed appropriate by the teacher.
- d. Hats will be allowed during school hours. Classroom teachers will determine if hats can be worn in their classroom. **Students are expected to honor the classroom rules of every teacher.** Bandanas or other headwear is not to be worn in the educational setting except for medical or religious purpose.
- e. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, nationality, gender, sexual orientation, or disability.
- f. Not promote, symbolize, or encourage prohibited behavior, or illegal or violent activities.
- g. Not include metal or sharp objects that could be injurious to others including chained wallets.

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

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

the dress code shall be subject to further discipline, up to and including out of school suspension.

DRUG & ALCOHOL POLICY

1. If a student is found consuming, using and/or possessing alcoholic beverages, illegal drugs or paraphernalia (including but not limited to E-Cigarettes, Vaporizers etc.) for the use of such drugs, prescribed medication that are not his/her own, on any school property, at any school function, or on any school vehicle, the following actions will occur:
 - a. the student's parent/guardian will immediately be notified
 - b. a report will be made to a law enforcement agency, as appropriate; and
 - c. The student will be suspended for up to 5 days and may be sent to a Superintendent's Hearing.

If a staff member has reasonable suspicion that a student is consuming, using alcoholic beverages, illegal drugs, prescribed medication that is not his/her own, or possessing any drug paraphernalia on any school property, at any school function or on any school vehicle, the staff member has the right to request that the student take a saliva-based drug test, Breathalyzer, or Alco-sensor test, or to smell the student's breath. The building administrator will make the final determination of the need to administer such test. The building administrator or designee will administer the test. If a student refuses to submit to the request, disciplinary action will be the same as if the student was found guilty.

2. If a student is found to be selling or distributing alcohol, an illegal drug, or prescribed medication on any school property, at any school function, or on any school vehicle, the following actions will occur:
 - a. the student's parent/guardian will immediately be notified
 - b. a report will be made to a law enforcement agency, as appropriate; and
 - c. The student will be suspended out of school for 5 days and sent to Superintendent's Hearing.

10-17

EARLY DISMISSAL

No student will be allowed to leave school early for employment unless it is through a school approved work-experience program or internship. The administration and guidance department will monitor and ensure supervision of all work experiences, and insist that they be tied to our academic and curricular program.

ELECTIONS

Elections for class officers for grades 7-12 will be held in September. Student Council elections will be held in May preceding the year the officers elected will be serving.

EXTRA-CURRICULAR ACTIVITIES

Extra-Curricular Activities are: all activities that are not credit bearing and are outside of the regular academic program. Some examples are:

1. All athletic teams
2. Jazz Band
3. Cheerleaders
4. Managers, Scorekeepers, etc.
5. Drama Club sponsored plays
6. School dances
7. Other school-sponsored activities and clubs

FIELD TRIPS

When definite plans have been made, every student going on a trip must have a note of permission from his/her parents on file with the teacher. It is important that groups remain together and return together. Under no circumstance is a student permitted to drive a car on a school trip. Students shall conform to all reasonable rules of conduct set by school authorities. They shall respect the authority of the classroom teacher and/or chaperones to make and enforce reasonable rules of conduct. They shall also respect the authority of school officials to adopt reasonable rules of conduct in all other situations such as field trips, sport activities, transportation, etc.

FOOD POLICY

Students are not allowed to bring containers of food or drink, other than lunches, to school. The lunches are to be consumed only in the cafeteria. There should be no food, soda, or juice drinks in the hallway or any classroom. Continued disregard of this policy will result in further disciplinary action for insubordination. On special occasions teachers may request the use of the cafeteria, home and careers room, or the secondary conference room if food is going to be present.

GRADING POLICY

While specific course grades may vary slightly, the general grade range for letter grades is as follows:

A = 100 – 94 B = 93 – 86 C = 85 – 78 D = 77 – 65 F = 64 and below

This policy is to have 55 as the minimum grade permitted for the first two marking periods of a full year or first marking period for a half-year course. Any student who is in danger of receiving a grade below a 55 in any other marking period is required to meet with the teacher and principal prior to the grade being assigned. Parents/guardians will be encouraged to attend that meeting to discuss the grade and the implications of receiving such a grade.

GRADUATION

Seniors are required to:

- Complete 30 community action hours to graduate (see Community Action Program page 40 for more details).
- **Be in school prior to 9 am on the last day of classes. Failure to do so will result in not walking at graduation.**

Senior trip is a privilege not a right of being a senior. (More information listed under "Senior Trip" page 71)

Policy

STUDENTS

7400

COMMUNICATION AND OTHER ELECTRONIC DEVICES

- A. The use of cell phones, ipods, electronic video or audio games, and other electronic communication devices is prohibited during the school day.
- B. Violation of this policy shall be considered an act of insubordination and may result in student discipline consistent with the provisions of the Student Code of Conduct and/or confiscation of the device.
- C. If the School confiscates a cell phone, ipod, electronic video or audio game, or other electronic communication device, the principal/designee shall contact the student's parent and arrange for the parent to appear in person to pick up the device. The cell phone, ipod, electronic video or audio game or other electronic communication device should be maintained and secured by the school until it is claimed by the parent. If the parent fails to pick up such property within 10 school days, it shall be deemed abandoned and the school shall dispose of the item.
- D. The school district absolves itself from any liability for lost or stolen personal property such as electronic devices.

Madison Central School District

Adopted: 08/18/09

Revised: 04/06/10, 02/11/14, 11/18/15

Madison Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

7400.1

COMMUNICATION AND OTHER ELECTRONIC DEVICES ACKNOWLEDGMENT

I, parent's name, have been provided with a copy of the Madison Central School District's Policy 7400 Communication and Other Electronic Devices. I understand that a second violation of this policy will result in the cell phone, ipod, beeper, electronic video or audio game and/or other electronic communication device being returned only after the expiration of a thirty (30) day period. Further, I understand that violation of this policy is an act of insubordination and may result in student discipline consistent with the provisions of the Student Code of Conduct.

Date

Parent Signature

Approved by the Superintendent: 11/18/15
Adopted 08/18/09

Madison Central School District

SUPERINTENDENT'S REGULATION

PERSONNEL

7400.2

PROCEDURES FOR GRANTING MEDICAL EXEMPTIONS TO THE CELL PHONE POLICY

A. Submission of Requests

1. Students may be granted permission to bring a cell phone into a school building for medical reasons.
2. In order to obtain a medical exemption, a parent must complete and sign a form containing the following information to be provided by a physician;
 - A description of the student's medical condition;
 - An explanation of why the student needs to be accommodated with an exemption to the cell phone ban;
 - The length of the accommodation; and
 - The physician's signature (see attached form).
3. Principals will approve such requests except where a form is incomplete or appears to be falsified.
4. Requests for exemption must be submitted on an annual basis.

B. Conditions for Use of Cell Phones

1. Students will be given a special pass once the request is approved. This pass must be displayed when the student enters the school building.
2. Students who are granted an exemption are permitted to bring their cell phones into their school building. However, this exemption does not permit a student to use or carry the cell phone while in school.
3. The cell phone must be turned off and surrendered to school officials upon entrance into the building and returned upon the student's departure from the school.
4. School officials must voucher and store cell phones in a secure location.
5. If the cell phone is used or activated in school, the student may be subject to disciplinary measures as indicated in the NYC Discipline Code.

C. Data Collection

1. All requests for medical exemptions must be entered into ATS;

Madison Central School District

SUPERINTENDENT'S REGULATION

PERSONNEL

7400.2

PROCEDURES FOR GRANTING MEDICAL EXEMPTIONS TO THE CELL PHONE POLICY

2. Principals must enter whether a cell phone exemption request has been granted or denied;
3. Principals must also maintain a list of students who have been granted exemptions.

D. Confidentiality

Medical information obtained in connection with cell phone exemption requests must be treated with appropriate confidentiality by school personnel.

Madison Central School District

SUPERINTENDENT'S REGULATION

PERSONNEL

7400.2

PROCEDURES FOR GRANTING MEDICAL EXEMPTIONS TO THE CELL PHONE POLICY

REQUEST FOR PERMISSION TO BRING A CELL PHONE INTO SCHOOL FOR MEDICAL REASONS 2015-2016 SCHOOL YEAR

Pursuant to Chancellor's Regulation A-412, students may be granted permission to bring a cell phone into school building for medical reasons. This exemption does not permit a student to use or carry a cell phone while in school. Parents must complete this form and have Section A completed by physician. The completed form must be submitted to the principal.

Student's Name: Last: _____ First: _____ Middle: _____
Male: _____ Female: _____ D.O.B. _____ I.D.# _____
School: _____ Class: _____

Check one if applicable: The student has an IEP _____ or a 504Accommodation _____
that provides for medically related services.

(**Please note that having an IEP or 504 accommodation does not automatically allow a student permission to bring a cell phone to school for medical reasons.***)

A. Physician's Statement for Request Permission

1. Describe the nature of the medical condition (include diagnosis/condition):

2. Describe why a cell phone is a medical necessity:

3. Indicate the duration of time for which the student will need the cell phone exemption during the school year:

Physician's Name (Print)

Physician's Signature

Date Signed

NYS Registration No.

Madison Central School District

SUPERINTENDENT'S REGULATION

PERSONNEL

7400.2

PROCEDURES FOR GRANTING MEDICAL EXEMPTIONS TO THE CELL PHONE POLICY

Physician/Clinic's Address

Zip Code

Physician/Clinic's Telephone No.

Physician/Clinic's Fax No.

By Submitting this request, I am asking permission for my child to bring a cell phone into his/her school building for medical reasons. I understand that my child will have to surrender his/her cell phone to school officials upon entrance into the school building and that the cell phone will be returned upon departure. I understand that if the cell phone is used or activated by my child in school, he or she may be subject to disciplinary measures, as indicated in the NYC Discipline Code. The information I have provided in the form is accurate and complete.

Please print parent's name & address below:

Parent's Name

Parent's Signature

Parent's Address

Zip Code

Date Signed

Daytime Telephone Number

To determine whether permission to bring a cell phone into school building will be granted, this application must be approved by the principal. This request must be submitted annually.

For use by the Principal:

Approved

Denied

Principal's Signature: _____

Date Signed: _____

Approved by the Superintendent: 11/18/15

Adopted: 08/18/09

ATHLETE'S CODE OF CONDUCT

As an athlete, you represent the school in a special way. You can either uphold the honor of Madison Central School athletics and the school community or you can bring them into disrepute; therefore, you must maintain a high standard of conduct at all times. This includes your conduct on or off the playing field, in or out of school, as the host or guest of an opponent, and in all your activities in the community. If you bring disrepute to your team or your school you will be suspended from the team for the balance of that season and be on probation for the following sport season.

ATHLETIC PARTICIPATION GUIDELINES

1. Students are responsible for all equipment issued to them.
2. Students are expected to attend all practice sessions unless ineligible. If unable to attend, then they must notify the coach at least one day in advance, except for illness.
3. a. Any use or possession of tobacco will result in a suspension of:
 - 1) first offense-15 days
 - 2) second offense-30 days
 - 3) any further offense-one year from the date of the infraction
- b. Any use, or attendance where there is use, on or off school grounds, of alcoholic beverages by minors or illegal drugs will result in a suspension of:
 - 1) first offense-30 days
 - 2) second offense-60 days
 - 3) any further offense within the school year— one year from the date of infraction
 - 4) Any offense as described above in a + b, will result in loss of any post-season award.
4. Students who quit the team:
 - a. first time—will not be eligible to participate in the next sport season
 - b. second time-not eligible for next two consecutive sports seasons
 - c. third time-not eligible for one calendar year
5. Students who are in danger of being dismissed from the team:
 - a. first offense-written warning/ meeting with athletic director
 - b. second offense-suspension from three games
 - c. third offense-suspension from remainder of season

6. Students dismissed from a team:
 - a. first dismissal-will not be eligible to participate in the next sports season
 - b. second dismissal-will not be eligible to participate in the next two consecutive sports seasons
 - c. third dismissal-will not be eligible for one calendar year.
7. Student athletes not in homeroom by announcements will need to go to the nurse and sign in as tardy. On the first tardy the athlete will receive a verbal warning, and a written notification will be sent home. A second tardy will result in the athlete having to sit out half a practice. If the tardy is on the day of a game or the day immediately following a game, the athlete will have to sit out ½ of the game. A third tardy will result in a one game suspension.
8. Any absences from classes, (i.e. doctor's appointments, dentist appointment, or other excused absences as described in the student handbook) must be approved by an administrator 24 hours in advance, or the student will not be able to participate in that day's activity.

There will be a mandatory preseason meeting for parents, coaches, the Athletic Director, and the Principal. No athlete will be allowed to practice until pre-season meeting requirement is met.

1. Coaches will explain policies, rules and procedures; a copy of which will be given to the parents and students at the meeting.
2. The Principal will explain the Athletic Policy and Procedures
3. An athletic contract will be signed by the athlete and parents for each sports season.

Athletic Policy Procedures

Student Athlete:

For profanity:

1. first offense -verbal warning
2. second offense-suspension from three games & written warning
3. third offense-suspension for remainder of sports season
4. fourth offense-one calendar year suspension

For game ejection:

1. first offense-1 game suspension
2. second offense-suspension from three games
3. third offense-suspension from remainder of season
4. fourth offense-one calendar year suspension.

Appeal Process:

1. After a suspension has been imposed, a person may appeal to a Hearing Committee selected by the Athletic Director. This committee will consist of one Administrator, one Board member, and one coach of another sports season.
2. The appeal must be in writing within fourteen calendar days of the suspension.

3. The hearing must take place within five school days from the date of the receipt of the appeal.
4. A decision must be rendered within seven school days from the Hearing.
All suspensions remain in effect during the appeal process.

Transportation

1. All athletes are expected to ride with the team to all away contests
2. Madison Central School strongly encourages all student athletes to ride home from away contests on the team bus. However, it is understood that there may be times that parents wish to transport students home from these contests. These transportation requests should be made by the parent at least 24 hours in advance. Students are only allowed to ride home with their own parent or legal guardian.

II. SCHOOL CITIZENSHIP

- A. Accumulating more than 3 after school detentions in any marking period will result in a 1-week ineligibility from all sports and extra curricular activities.
- B. Students who have accumulated 3 or more lates in a marking period will be deemed ineligible if late on an event day following the third late offense.
- C. Suspension from classes (in-school suspension) will automatically make a student ineligible for any extra-curricular activity for the date of in-school suspension.
- D. An out-of-school suspension will cause a two-week ineligibility that will last two weeks from the date of the citizenship infraction. The students will be notified of their ineligibility, and their parents will also be notified. During the time of ineligibility, the student is not to be present in the building during practice or activity time.
- E. After two weeks, a student may have his/her case reviewed by the eligibility committee. The committee shall consist of the Principal, the Athletic Director or activity advisor, and one teacher appointed by the Superintendent. If any of the committee members are absent, the Superintendent will appoint a substitute.
- F. In addition to the marking periods during the year, eligibility rules will be in effect from the last marking period of one year until the first marking period of the next year. In these cases, the student will be ineligible for two (2) weeks based upon the previous year's final marking period grades. The class average of the new courses will determine eligibility after the first two (2) weeks of the new school year. Ineligibility for fall sports will begin with the first full day of school.
- G. Madison students with outstanding debts for lost/damaged books, lunch charges, etc. will not be admitted to school dances until debts have been satisfied.

CO-CURRICULAR AND INTERSCHOLASTIC ATHLETICS
STUDENT ACTIVITY ELIGIBILITY – CODE OF CONDUCT

I. Philosophy

- A. The Madison Central School District Board of Education believes that co-curricular/interscholastic activities are an important supplemental aspect of the district's educational offering since participation provides students with the opportunity to supplement classroom learning, enhance school spirit, and develop skills such as teamwork, competing honorably, group governance, organizing group activities, and time management.
- B. Student participation is a privilege that carries responsibilities to the school, to the activity, to the student body, to the community and to the students themselves.

II. Recognized Student Activities

The Superintendent shall maintain a procedure for the authorization of District-recognized co-curricular/interscholastic activities, and the designation of one or more faculty advisor for each. The procedures shall include instructions for maintaining accountability for all money collected or handled by a co-curricular/interscholastic activity.

III. Student Eligibility to Participate in Co-curricular/Interscholastic Activities

- A. Student eligibility to participate in athletic programs is determined by this Policy, as well as the policies separately adopted by the Board to govern those programs.
- B. A student is eligible to participate in co-curricular/interscholastic activities if the student maintains acceptable academic achievement, attendance, and behavior.

1. Academic Achievement

- **Probation** shall last two weeks. If, at the end of that period, the student is still failing the teacher should notify the student and Secondary Office that the student is still failing. The student shall be placed on Level 1 of academic eligibility on the succeeding Monday.
- **Level 1** students will be placed on restrictive study hall monitoring. Students who are members of teams or clubs are expected to attend practices or meetings, but may not participate in games or events. (Students may be required to report for after school help during

POLICY

STUDENTS

7301

CO-CURRICULAR AND INTERSCHOLASTIC ATHLETICS STUDENT ACTIVITY ELIGIBILITY – CODE OF CONDUCT

this time). Students who are not members of teams or clubs are prohibited from attending any extra curricular event (this includes all dances).

- *Level 2* commences on the Monday after a student, parent, and the Secondary Office have been informed that a student is failing two or more classes after probation. These students will be immediately ineligible to attend or participate in any extra-curricular events.

2. Attendance

- a. The Board's expectations for student attendance upon instruction are described in the Student Attendance Policy. Teachers report to the secondary principal those students whose attendance is unsatisfactory, and the principal shares this information with the Athletic Director/Group Advisor.
- b. All students must be in school the last half ($\frac{1}{2}$) of the day before a scheduled co-curricular/interscholastic practice or event in order to participate on that day. Failure to attend school or arriving late the day following a co-curricular/interscholastic event may make the student ineligible to participate further in that activity.

3. Behavior

- a. The Board's expectations for student behavior are described in the Code of Conduct (Policy 0040) and other Policies. Teachers report to the guidance office or the principal those students whose behavior is unsatisfactory, and this information is shared with the Athletic Director/Group Advisor.
- b. A student will be suspended from a co-curricular/ interscholastic activity for a maximum of one (1) week, or three (3) athletic contests, in the event of:
 - (i) conduct that is a level 3 or level 4 discipline infraction under the Discipline Guidelines, or
 - (ii) any in-school or out-of-school suspension.
- c. As an extension of the obligation to comply with the District's policy prohibiting unlawful drug use, a student desiring to

POLICY

STUDENTS

7301

CO-CURRICULAR AND INTERSCHOLASTIC ATHLETICS STUDENT ACTIVITY ELIGIBILITY – CODE OF CONDUCT

participate in a co-curricular/interscholastic activity is required to provide written parental consent for that student to be subject to alcohol and drug testing on an unannounced, suspicion-less basis.

- (i.) Each specimen will be taken without advance notice to the student, and under the supervision of an adult monitor of the same sex as the student. This test will be performed by an Independent Testing Agency licensed by the State of New York.
- (ii.) Each specimen will be tested by an independent laboratory on the list maintained by the Director of Clinical Chemistry Laboratories, N.Y.S. Department of Health. Collection, retention, and delivery procedures shall be adopted that conform to the laboratory's requirements.
- (iii.) A split-sample methodology shall be used. If the first sample portion tests positive, the student may request that the second sample portion be tested. If the second sample portion tests negative, the overall test result will be deemed negative.
- (iv.) In the event of a positive test result, consequences will be determined in accordance with the Code of Conduct (Policy 0040) and the Student Alcohol and Drug Abuse Policy (7601).
- (v.) The student and the student's parent(s) (or person in parental relation) will be told the results of any test. In the case of a positive test result, the student and parent(s) will be given a statement concerning available programs and facilities to combat use of dangerous drugs.
- (vi.) All records of alcohol and drug tests will be maintained separate from all other student records, including separate from all other health records for that student, and shall be completely confidential. These test records shall be destroyed when the student graduates or otherwise is no longer in attendance in the New York State secondary school system.

POLICY

STUDENTS

7301

CO-CURRICULAR AND INTERSCHOLASTIC ATHLETICS STUDENT ACTIVITY ELIGIBILITY – CODE OF CONDUCT

- (vii.) The District will comply with the requirements of Education Law 912-a regarding communication with the Department of Social Services. The results of any test conducted under this Policy will not be shared with law enforcement authorities, unless compelled by law.

C. Eligibility Coordination

1. The Superintendent shall designate a staff member to receive and monitor information regarding student eligibility to participate in co-curricular/interscholastic activities. This includes five-week grade reports, attendance information, and behavior information. The Eligibility Coordinator will maintain a list of students who are ineligible, and the period of ineligibility.
2. When information about academic achievement, attendance, or behavior indicates a student is ineligible, the Coordinator will notify the student and the staff advisor or coach of any co-curricular/interscholastic activity in which the student is then participating.
 - (a) In the case of academic ineligibility, it is the student's responsibility to obtain from the teacher a statement of acceptable progress, and to provide the Coordinator with the statement. Until this is done, the student will remain ineligible to participate in any co-curricular/ interscholastic activities, including rehearsals and practices.

D. Review of Eligibility

1. A student who has been classified as ineligible to participate in co-curricular/interscholastic activities for the duration of a semester or athletic season may request a review of that classification by a review board.

The review board will consist of the building principal, student's guidance counselor, the teacher reporting the information leading to the determination of ineligibility, and the advisor or coach of the activity in which the student was participating or wants to participate.

2. The student and the student's parent(s) (or person in parental relation) will be given a reasonable time to present their appeal to the review board. If the student has been suspended from school, or a disciplinary hearing is

POLICY

STUDENTS

7301

CO-CURRICULAR AND INTERSCHOLASTIC ATHLETICS
STUDENT ACTIVITY ELIGIBILITY – CODE OF CONDUCT

pending, the appeal to the review board shall not re-argue the facts about the student's alleged behavior. The review board will inform the Superintendent, the student, and the student's parent(s) of its decision within five (5) school days by providing them with a written and dated decision.

3. Within five (5) school days of the date on the review board decision, the student may make a written request to the Superintendent to review the decision. The written request may set forth the student's arguments for a change; however, there will be no additional meeting or conference unless the Superintendent decides to schedule one. The Superintendent shall inform the student and the student's parent(s) of the Superintendent's decision within five (5) school days by providing them with a written and dated decision.
4. Further review of the eligibility decision by the Board of Education and the Commissioner of Education will be available as provided in these Policies and the Education Law.

Madison Central School District

Adopted: 1984

Revised: 05/19/99, 05/13/08, 11/18/15

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION SYSTEMS

I. Scope of Policy

- A. Digital information systems are important to achieving the District's educational goals and conducting business operations in an efficient manner. The Board's goal is to provide students and staff with digital technology tools that are appropriate to support the District's instructional goals and operational needs, consistent with a wise use of the District's financial resources.
- B. When used in this Policy, the term "digital information systems" includes computers of any size and form factor (including smartphones and tablets), network servers, routers, cables, interactive white boards, video conferencing equipment, switches, and software that is owned, leased, or licensed by the District, or that the District has the use of through a cooperative educational services agreement (CoSer), and that is used to create, modify, store, or transmit information in a digitized form.
- C. This Policy applies to the use of all District-managed devices, including mobile devices such as laptop computers and digital tablets, whether the equipment is used by staff, students, or members of the public. References to District-managed devices shall include devices owned by the District and devices that may continue to be owned by the BOCES but are assigned to the District for use within the District under District supervision.
- D. This Policy also applies to the use of digital devices that are not District-managed devices but are used to access and connect to the District's network, whether the device is owned or used by a staff member, student, or member of the public.
- E. Anyone who uses any part of the District's digital information systems is expected to comply with the standards of use set forth in this Policy, whether that person is a staff member (employees and volunteers), student, contractor, or member of the public (including parents and community members).
- F. In addition to the standards set forth in this Policy for use of the District's digital information systems, users of those systems must comply with all other board-adopted policies and related regulations, including but not limited to, the Code of Conduct, the Internet Safety Policy, and the Equal Opportunity and Nondiscrimination Policy.

II. District Accountability for Use of Digital Information Systems

- A. The Board recognizes the District's responsibility to monitor the use of its digital information assets to insure that those assets are used for their intended purposes, and

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS

that the use of those assets does not expose the District to unnecessary risk. The Superintendent shall develop procedures and operating protocols that provide for the periodic review of access logs and filtering logs for the purpose of identifying possible misuse of the District's assets.

- B. The District reserves the right to inspect the contents of any digital files, folders, images, or other digital information created, modified, stored, or transmitted using the District's digital information assets.
 - 1. The only information that should be created, modified, stored, or transmitted using the District's digital information systems is information that is necessary to or supportive of the District's education program or business operations. Individuals do not have an expectation of personal privacy in any information created, stored, or transmitted by the individual using the District's digital information systems. This includes any passwords to an individual's personal internet accounts that the individual chooses to store on the District's digital information systems.
 - 2. The Superintendent shall insure that staff, students, and the public are periodically advised that any information created, modified, stored, or transmitted using the District's digital information systems may be examined by the District for such reasons as to insure that the systems are being properly used, or to comply with obligations under laws such as the Freedom of Information Law (FOIL), the Family Educational Rights and Privacy Act (FERPA), and litigation discovery procedures.
- C. The District is not responsible for the quality, availability, accuracy, nature, or reliability of Internet service beyond the point at which the District's digital information systems connect to the Internet. Not all information found on the Internet is accurate or reliable, and each user is responsible for verifying the integrity and authenticity of information that the user finds on the Internet.
- D. The District maintains its digital information systems for the sole purpose of delivering its educational program and conducting its business operations, and the digital information system shall not be deemed to be a public forum or limited public forum.

III. Responsible Use of Digital Information Systems

- A. Instructional and non-instructional staff are provided with access to the District's digital information systems for the purpose of performing their work duties. Use of the systems for any other purpose may be classified as unacceptable work performance, and may be subject to counseling or discipline consistent with

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS

applicable laws and collective bargaining agreements. Limited personal use for such purposes as brief communication with family members may be acceptable, but staff members should keep in mind that any data created by personal use remains subject to review by the District.

- B. Students are provided with access to the District's digital information systems for the purpose of completing instructional assignments under the guidance of a teacher. Use of the systems in a manner that does not comply with the standards in this Policy or another Policy, or guidance issued by the Superintendent or other administrator or teacher, may result in disciplinary action consistent with the District's Code of Conduct.
- C. Members of the public may access the District's digital information systems to support a child's education (e.g., Parent Portal to access grades), to communicate with staff, or for personal reasons (e.g., WiFi access while in the school building). The Superintendent, in consultation with the Director of Instructional Technology, shall develop and implement procedures and protocols so that members of the public are reasonably advised of their responsibility to adhere to the standards set forth in this and other Board Policies, and are reasonably advised that information created, modified, stored, or transmitted through the District's digital information systems is not considered private, except to the extent explicitly provided by law.
- D. Users must not engage in conduct that may compromise the security of the District's digital information systems.
 - 1. A user may not access the systems with any password other than the password given to the user by the authorized District staff member.
 - 2. A user may not disclose the user's assigned password to anyone except a District staff member authorized to have access to that user's password.
 - 3. A user may not download or install any program, app, content, or other software that has not been approved for installation by the District.
 - 4. A user may not circumvent, or attempt to circumvent, any computer security measure implemented by the District or required by any service provider or program as a condition for using a service or program.
 - 5. A user may not download, create, or distribute a virus, Trojan horse, adware, or other malware, or add files to or delete files that change the function or operation of the digital information systems.

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS

- E. Users must understand and respect the capacity of the digital information systems and the need to accommodate other users. Therefore, users shall not engage in activities that use a disproportionate share of the system's assets, such as creating or disseminating commercial advertising, political fundraising, mass mailings (unless pre-approved school-related purposes), or playing online games that have not been incorporated into course material.
- F. Users must respect the rights of other individuals regarding content those individuals have created. A user cannot download or use content in violation of copyright laws, including music, movies, artwork, photographs, and programs.
- G. Users may not access, upload, download, or distribute pornographic material, obscene material, or sexually explicit material.
- H. Users may not create or distribute information that is disrespectful of other persons or groups, or that is illegal, defamatory, abusive, intimidating, harassing, or bullying, or the creation or distribution of which is illegal.
- I. Users may not participate in chat rooms, instant messaging, or e-mail that is not specifically permitted by a staff member as a legitimate school-related purpose.
- J. Users may not send or display unsolicited non-educational related messages or pictures.
- K. Users may not access the internal components of a computer or other device, except as instructed by an authorized member of the District's instructional technology staff or other technical consultants.
- L. Users may not access, or "hack into," other user accounts or files or directories that the user is not authorized to access.
- M. Users may not use the District's digital information systems to conduct business transactions not related to their school responsibilities, or to perform work on behalf of any non-school organization.
- N. Users may not engage in any activity using the District's digital information systems that violates any local, State, or federal law.
- O. Users who engage in inappropriate use of the digital information systems may have their access rights modified or revoked, or be subject to discipline consistent with the District's Code of Conduct and applicable laws and collective bargaining agreements.

IV. Physical Environment and Security

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS

- A. The physical assets that are incorporated into the District's digital information systems (hardware) are both valuable and vulnerable. To the extent feasible in existing facilities, network servers and other critical infrastructure shall be installed in physical locations that provide appropriate ventilation, electrical supply, and an absence of potential risks (e.g., water leaks). Future facility plans shall include consideration of proper physical spaces to house digital network infrastructure.
- B. The Superintendent, in consultation with the Director of Instructional Technology, shall adopt a protocol for limiting access to spaces housing network servers and other critical infrastructure, and for logging the identity of those accessing those spaces and the dates of access.
- C. If a District-managed mobile device is assigned to a student or staff member for their dedicated use, a record shall be made identifying the device, the person to whom it is assigned, the date of the assignment, and the date of the expected return of the device. All devices shall be returned to the Instructional Technology Department no later than June 30 of each school year, unless prior arrangements have been made with the IT Department.
- D. A staff member or student may take possession of an assigned device only after providing the Instructional Technology Department with a written agreement acknowledging the following conditions with respect to the device and any related equipment provided with the device:
1. Use of the device must conform to the standards of responsible use set forth in this Policy, and all other applicable District policies and rules, whether the device is connected to the District's digital information systems or not;
 2. The device remains the property of the District, and must be returned to the District at the designated time or when the user ceases to be affiliated with the District, if earlier;
 3. The user will take reasonable care to protect the device from damage due to dropping or other physical shock, inclement weather, spillage of food or other substances, and other physical dangers;
 4. The user will lock the device using the assigned password, will not share that password with anyone other than an authorized District employee or designee, and will not allow any other person to use the device;
 5. The software installed on the device is owned by or licensed to the District, and the user may not copy or alter the installed software; the user will not

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS

install or download any software, program, application, or executable code onto the device that is not approved by an authorized District employee or designee;

6. The user acknowledges that the device may be equipped with software installed by the District to protect the device from damage from viruses or other malware, which may prevent the user from installing software or making other changes to the device, and the user agrees not to attempt to remove, neutralize, or circumvent this security measure;
7. The District retains the right to examine the device and its contents, and may do so remotely, and the user has no expectation of privacy in any information created, modified, stored, or transmitted with the device; and
8. If the device is damaged through the gross negligence of the user, the user will be responsible for compensating the District for the damage.

Where the user is a student, the acknowledgement shall be signed by both the student and a parent or person in parental relation.

V. User Access Rights

- A. The District shall assign each user rights to access only those assets of the digital information systems, and only those data fields, files, or elements that are appropriate to the user's status and, where applicable, job responsibilities.
- B. The District shall periodically review the roster of users and their assigned access rights, and make adjustments to reflect any changes in circumstances.
- C. Users shall be required to use passwords that meet standards established by the Superintendent, in consultation with the Director of Instructional Technology, and to change passwords periodically.
- D. The Superintendent, in consultation with the Director of Instructional Technology, is authorized to develop and adopt procedures and protocols for assigning, reviewing, and removing user access rights, including the use of passwords. These procedures and protocols shall include procedures for removing users from the roster when an individual is no longer affiliated with the District.

VI. Mitigation of Business Interruption Risk

- A. The District shall create, periodically review, and update as necessary, a disaster recovery plan that provides a reasonably specific roadmap to responsible District

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS

personnel of the steps to follow in responding to, and recovering from, a disaster-related interruption of the operation of the District's digital information systems. The plan shall be responsive to such extraordinary events as flood, storm, electrical grid failure, system component failure, and cyber intrusion.

- B. As part of the disaster recovery plan, the District shall create, periodically review, and update as necessary, a plan for routine backup of the information stored in the District's digital information systems. The backup plan shall balance cost and administrative effort with the potential consequences of losing particular data elements. The importance of individual data elements or databases to the continued operation of the District shall be prioritized and backup schedules set accordingly.
- C. The Superintendent, in consultation with the Director of Instructional Technology, is authorized to develop and implement the procedures and protocols for disaster recovery and information backups. The Board shall be briefed on the status of these plans at least annually.

VII. Email Component of Digital Information Systems

- A. All references in this Policy to the use of District digital information systems include the use of those systems for the composing, sending, receipt, and storage of email. The District's reserved right to access and inspect information stored on or passing through its systems applies to email messages and related metadata. The standards of responsible use set forth above apply to email.
- B. Use of Email By Staff Members
 - 1. Staff members are provided with credentials to access and use the District's email domain (@District/BOCEScd.org) to send and receive work-related emails. As noted above, those emails are not confidential or private. The District may review those emails for any reasonable business purpose, including to insure compliance with this and other Policies, and with other applicable laws and regulations. The District may be required to disclose emails to third parties pursuant to FOIL, FERPA, or other legal requirements. Employees shall not conduct personal business using the District's email address.
 - 2. Staff members must use the District's email domain to send and receive all work-related messages. If a staff member uses a personal email account to send or receive a work-related message, the staff member may be required to provide access to the personal email account in order to comply with FOIL, FERPA, or another legal requirement.

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION SYSTEMS

3. If a staff member stores personal email, or passwords to personal email accounts, on the District's digital information systems, that information will be available to the District.
4. Each email is a business document. Consistent with the standards for responsible use set forth above, all email should be businesslike, appropriate to the business purpose, and respectful of the recipients. Staff members must keep in mind that every email is subject to public disclosure under FOIL.
5. Emails that contain personally identifiable student information may be classified as education records under FERPA. Staff members should use discretion when communicating personally identifiable student information to anyone through email. Disclosure of personally identifiable student information to other staff members should be limited to those staff members who work with the student.

C. Use of Email by Students

1. Use of the District's email domain by students is permitted when assigned by a teacher as part of a class requirement, project, or unit.
2. Students may not access their personal email accounts (such as Yahoo!, MSN, personal Gmail, etc.) through a District-owned machine.
3. The District's email domain is filtered and can be monitored by school staff. Students do not have an expectation of privacy when using the District's email domain.

VIII. Personally-Owned Devices Connected to the District's Digital Information Systems

- A. When devices not owned or managed by the District access the District's digital information systems, the District is exposed to several additional risks, such as the risk that malware will infiltrate the District's system from a non-secure device; the risk that confidential student information will migrate to the device, which might then be lost or stolen; and the risk that records relating to District business will be stored on the device, and the District will be legally obligated to produce those records in response to a FOIL request or litigation. To mitigate these risks, employees connecting non-District managed devices to the District's digital information systems shall be required to accept certain requirements.
- B. The Superintendent, in consultation with the Director of Instructional Technology, shall develop and implement procedures and protocols for authorizing devices not managed by the District to be connected to the District's digital information systems.

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS

Devices shall not be connected to the District's systems unless the user of the device agrees to the terms determined by the Superintendent to be appropriate and necessary to mitigate the foreseeable risks. Those terms shall include, but not be limited to:

1. The user acknowledges familiarity with this Policy and other relevant Policies, and agrees that the use of the District's digital information systems through the device will comply with the standards of responsible use and other requirements in the Policies;
2. The user agrees to give the District access to the memory of the device when the District has a business reason to retrieve data or documents, including the need to respond to a FOIL request, a request for education records under FERPA, or a litigation disclosure requirement, or a review to confirm compliance with the standards of responsible use;
3. The user agrees that no District-related data or documents will be copied or otherwise stored in personal "cloud" accounts such as Dropbox, Box, OneDrive, etc.;
4. The user agrees that District-related communications will be sent and received as email when practicable, and that text messaging will only be used to relay non-essential information;
5. In the event that the device is lost, stolen, or missing for more than 48 hours, the user will immediately notify the Director of Instructional Technology, and will cooperate with all District efforts to recover or reconstruct District-related information that was stored on the device;
6. The user acknowledges that if the device is used to access the internet through the District's digital information systems then that access will be filtered in accordance with the District's Internet Safety Policy;
7. The user agrees that all system updates and all application updates will be installed within a reasonable time of being available, and agrees that anti-virus software will be installed on the device, activated, and updated where applicable;
8. The user agrees that, if the device has the capability to connect to the internet using cell phone (3G/4G) connections, the user will not connect the device to the internet using that capability while on school premises. Instead, the user will always connect to the District network in order to connect to the Internet;

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION SYSTEMS

9. The user agrees that the District will not be responsible for any damage that occurs to any component of the device, including processors, memory, video displays, WiFi or Bluetooth circuitry, or programs as a result of being connected to and operating on the District's digital information systems; and
 10. The user agrees that failure to abide by the terms of use will be sufficient reason for the District to block the device from further access to the District's digital information systems.
- C. The use of non-District managed devices by students on school property shall be subject to rules and protocols approved by the Superintendent after consultation with building principals and teachers.

IX. Student Data Security and Parental Consent

- A. The creation, modification, storage, and transmission of personally identifiable student information using the District's digital information systems must comply with the requirements of federal and State law.
1. Usernames and passwords assigned to or created for students will generally be considered personally identifiable student information.
 2. Personally identifiable student information may not be provided to third party contractors (including online or "cloud" services) without determining that any online Terms of Service or other online agreement complies with federal and state laws. The Superintendent shall develop and implement a procedure for administrators, teachers, and other staff to seek evaluation of any online product or service that they wish to implement to support instruction or business operations.
- B. The standard procedure in the District shall be to provide each student with access to the District's digital information systems unless student violates the District rules for the use of those systems or the District is notified in writing (including email) by a student's parent or person in parental relation that the student is not to be given access to those systems. At the time of enrollment and the beginning of each school year, a student's parent or person in parental relation shall be notified of this Policy, the importance of online access to contemporary education methods, and how to inform the District that their student is not to be given access to the District's digital information systems.

X. Data Security Awareness Training

POLICY

Draft 2016

5

SUPPORT OPERATIONS

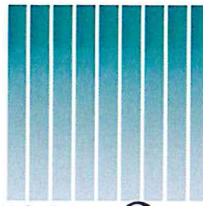
PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS

District staff shall be provided with instruction concerning the requirements of applicable laws and this Policy, and the importance of following best practices to protect the security of information stored in the District's digital information systems.

School District

Cross Ref: Equal Opportunity and Nondiscrimination
Code of Conduct
Internet Safety

Adopted _____



MADISON-ONEIDA
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
"Enabling Learners to Excel"

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*You have received a copy of this Update because your district subscribes to our office's
Board Policy Service.*

February 21, 2017

BOARD POLICY UPDATE

Revised Template Policy:

Special Education Programs and Services (Providing Instructional Materials in an Alternative Format)

Why We Have Prepared This Update

We have revised our template Special Education and Programs and Services Policy to address the providing of instructional materials in an alternative format at the same time as the regular format materials.

Requirements of the District/BOCES

In accordance with Commissioner's Regulation §200.2 (b)(10), each Board of Education shall adopt written policy that ensure that all instructional materials to be used in the schools of the district are available in a usable alternative format.

Please note that the adoption of the Policy, by itself, may not completely satisfy SED. The Commissioner's Regulation requires each Board to adopt a written policy that "establishes administrative practices and procedures" for meeting the requirement of providing alternative format instructional materials. In other words, SED may be looking for more specifics about who in the District is tasked to perform which tasks to meet this obligation. It may be acceptable to include this detail in the District's special education Plan adopted under Section 200.2(c) of the Regulation rather than in this Policy, but we anticipate that SED will be looking for that detail somewhere.

Revised Template Policy

Attached please find our template "Special Education and Programs and Services Policy" reflecting the recommended change.

Recommended District/BOCES Action Plan

- Review the content of the template policy.
- Contact Jennifer Russ (jruss@moboces.org) or Kati Parker (kparker@moboces.org) to prepare a revised version of your policy for presentation to the Board.
- If your Board Policy on this subject differs from our template policy, please call or e-mail, and we will consult with you regarding making comparable changes in your existing policy.
- After the Board revises the Policy, take these two steps:
 1. Advise Kati Parker (kparker@moboces.org) of the Policy number, revisions and Board action date, and we will update your Policy manual and your online policies.
 2. Identify which district staff are affected by the Policy or accountable for implementing the Policy, and inform them of the revisions

You have received a copy of this update because your district or BOCES subscribes to our Policy Service. Please feel free to call or e-mail us if you have additional questions about this matter.

Enclosure

INSTRUCTION

SPECIAL EDUCATION PROGRAMS AND SERVICES

- I. The School District shall make available to all students who are eligible under the Individuals with Disabilities Education Act (IDEA) and Article 89 of the New York State Education Law, and implementing regulations, a free appropriate public education in the least restrictive environment appropriate to meet individual needs.
 - A. The School District accepts its responsibility to ensure that pupils with disabilities have the same opportunity to participate in district programs including extra-curricular programs and activities, which are available to all other pupils enrolled in the District.
 - B. The District, in accordance with Section 200.2(b)(4) of the Commissioner's Regulations, shall ensure that a continuum of alternative placements will be available to meet the needs of students with disabilities for special education and related services. To enable students with disabilities to be educated with nondisabled students to the maximum extent appropriate, specially designed instruction and supplementary services may be provided in the regular class. Such services may include, but are not limited to, consultant teacher services and other group or individual supplemental or direct special education instruction.
- II. Consistent with the requirements of federal and state laws and regulations, the Board of Education will:
 - A. Appoint a committee on special education and, as appropriate, CSE subcommittees to assure the identification and placement of eligible students with disabilities. The Board of Education authorizes the Superintendent to recruit and recommend for hiring individuals who possess the certification, education and experience necessary.
 - B. Based upon the recommendation of the CSE, arrange for special education programs within legally prescribed timeframes. Should it disagree with the recommendation of the CSE, the Board, upon notice to the parents involved, and in accordance with the procedures set forth in the Regulations of the Commissioner of Education, may, forward its concerns to the CSE, or reconvene a second CSE for review of and revisions to the original recommendations as appropriate.
- III. To ensure the appropriate delivery of services to students with disabilities who reside in the District, the Superintendent shall ensure that:
 - A. All children with disabilities residing in the School District including those attending private school are identified, located and evaluated. A register of

INSTRUCTION

SPECIAL EDUCATION PROGRAMS AND SERVICES

students eligible to attend the public schools or to attend a preschool program in accordance with Section 4410 of the Education Law shall be maintained and revised annually by the CSE or CPSE as appropriate.

- B. School wide approaches and pre-referral interventions including, but not limited to, academic intervention services in order to remediate a student's performance prior to referral for special education are implemented.
- C. Personally identifiable data and information or records pertaining to students with disabilities remain confidential as required by law and regulations.
- D. The board shall develop and implement a plan as part of the professional development plan pursuant to section 100.2(dd) of the Commissioner's Regulations. Such plan shall include, but is not limited to, a description of the professional development activities provided to all professional staff and supplementary school personnel who work with students with disabilities to assure that they have the skills and knowledge necessary to meet the needs of students with disabilities.
- E. The district plan governing the provision of special education programs and services will provide detailed information on how appropriate space for the provision of special education programs and services will be allocated.

IV. Instructional Materials

- A. The District will establish a plan to ensure that all instructional materials used in the schools of the _____ School District are available in a usable alternative format, which shall meet the National Instructional Materials Accessibility Standard, for each student with a disability in accordance with the student's educational needs and course selection at the same time that such materials are available to nondisabled students.
- B. Alternative format includes, but is not limited to Braille large print, open and closed captioned, audit or an electronic file. An electronic file must be compatible with at least one alternative format conversion software program that is appropriate to meet the needs of the individual student.
- C. The plan shall:
 - 1. give preference in the purchase of instructional materials to those vendors who agree to provide such instructional materials in alternative formats for students with disabilities;

INSTRUCTION

SPECIAL EDUCATION PROGRAMS AND SERVICES

2. specify, when an electronic file is provided, how the format will be accessed by students and/or how the district will convert to an accessible format;
 3. specify the process to be used when ordering materials to identify the needs of students with disabilities residing in the district for alternate format materials;
 4. specify ordering timelines to ensure that alternative format materials are available at the same time as regular format materials are available; and
 5. include procedures so that when students with disabilities move into the school district during the school year, the process to obtain needed materials is without delay.
- V. The Committee on Special Education (CSE) is responsible for making recommendations to the Board of Education regarding the identification and placement of students with disabilities.
- A. The CSE will convene periodically in accordance with federal laws and regulations to identify and review each student's IEP and, if necessary, to make further recommendations to the Board of Education.
 - B. The CSE will develop strategies to ensure the successful application of a student's IEP and to ensure that the student's IEP remains confidential and is not disclosed to any person except in accordance with the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act, and applicable regulations.
 1. The CSE shall ensure that each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the implementation of a student's Individualized Education Program (IEP) is given a copy of such student's IEP prior to the implementation of such program.
 2. Other service providers (such as certain teachers, assistants, and support staff persons) who will not receive a copy of the IEP, but who have direct contact with a disabled student shall be given information of the specific accommodations relevant to their contact with such student.
 - a. The Chairperson of the CSE shall designate a professional employee of the district with knowledge of the student's disability and the education program to, prior to the implementation of the

INSTRUCTION

SPECIAL EDUCATION PROGRAMS AND SERVICES

student's IEP, inform each such teacher, assistant and support staff person of his or her responsibility relating to the implementation of the IEP and the specific accommodations, modifications and support that must be provided.

- VI. Parents of students with disabilities and their children shall be provided with notice of the procedural safeguards available to them and their children. The district will use the procedural safeguard notice prescribed by the Commissioner of Education and make the notice available in the manner prescribed by the Commissioner's Regulations. Students with disabilities and their parents will be afforded the procedural safeguard rights set forth in the notice.
- VII. Each parent or person in parental relation shall be notified upon enrollment or attendance of their child, that state and federal law provides them with rights regarding referral and evaluation of their child for the purposes of special education services or programs. The district will notify the parent or person in parental relations to obtain the information through the website of the State Education Department. The notification will also include the name and contact information of the Committee on Special Education chairperson or other appropriate special education administrator.

School District

Legal Ref: 8 NYCRR Part 200; 34 CFR 300, 20 U.S.C. Section 14 et seq. (IDEA); 4401 et seq., NYS Education Law; Chapter 408 of the Laws of 2002.

Cross Ref: Programs for Students with Disabilities Under Section 504 of the Federal Rehabilitation Act of 1973 Policy. Family Educational Rights and Privacy Act of 1974(FERPA) Policy.

Adopted: _____