

Regulation

COMMUNITY RELATIONS

Draft 02/08/21
1004.1

VOLUNTEER CONFIDENTIALITY STATEMENT

Information About Students is Protected by State and Federal Law

The State Education Law and the federal Family Educational Rights and Privacy Act (FERPA) requires the District to ensure that personally identifiable information about students is not disclosed to anyone except a person with a legitimate educational interest in that information. This includes information found in paper records and information found in computer records. It includes photographs, videos, and sound recordings that may identify a particular student. It includes academic, personal, attendance, medical, disability, special education, and disciplinary information.

If you serve our school community in a volunteer capacity, you will learn things about students that must be kept confidential, which means that it cannot be shared with anyone other than another school staff member who has a “professional need to know. You may not discuss a particular student with any other student, with parents/guardians other than the student’s, or with your family and friends when talking about your volunteer work. Violations of data privacy laws may result in criminal penalties, civil penalties, and/or disciplinary action related to employment.

To indicate that you have read and understand this important obligation, please sign below.

Confidentiality Statement

I hereby agree to regard all information received in the performance of my volunteer work for the Madison Central School as confidential, meaning that I will not disclose that information to anyone other than a school staff member with a “need to know” information about the particular student.

I understand that the Madison Central School District respects its students, staff and volunteer’s rights with regard to privacy of information and I agree to respect these rights in the performance of my volunteer duties and to keep “professional” confidentiality in all my statements outside the school district.

Volunteer Signature

Date

Volunteer Coordinator/Teacher Signature

Date

Madison Central School District

Approved by Superintendent: _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft
02/08/21
1005.1

STUDENTS

PHOTOCOPYING AND DISTRIBUTION PROCEDURES

I. Photocopying:

The Superintendent may authorize the photocopying of an organization's printed material at District expense, provided that:

- A. Requests must be submitted a week in advance of distribution unless extraordinary circumstances prevail;
- B. Submitting requests to the District Clerk through e-mail (ADDRESS) is preferred;
- C. The District will supply only plain copy paper;
- D. No more than three hundred (300) copies will be made of information regarding any one program or activity;
- E. The copying shall occur at a time convenient to the District.

II. Distribution of Materials

- A. Requests must be submitted a week in advance of distribution unless extraordinary circumstances prevail;
- B. Material to be distributed will be provided to the District in the ~~main~~ District office **(between the hours of 9 am – 3 pm)**;
- C. The Superintendent will designate the time and place for distribution of such materials;
- D. Requests for posting of information on indoor/outdoor message boards and the District's website should be submitted to District Clerk.

Approved by the Superintendent: 11/02/10, 01/08/13, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 03/12/21

COMMUNITY RELATIONS

1101.1

PUBLIC ACCESS TO RECORDS

I. PURPOSE

The Superintendent of Schools promulgates this regulation to ensure compliance with the *Freedom of Information Law* (Article 6 of the Public Officers' Law) and the related Rules of the *Committee on Open Government*.

II. DUTIES OF RECORDS ACCESS OFFICER

- A. Ensure that the District appropriately responds to public requests for access to records.
- B. Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- C. Contact persons seeking records when a request is voluminous or when locating the records sought involves substantial effort, so that agency personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of the records requested.
- D. Certify that a record is a true copy, if requested.
- E. Post in a conspicuous location:
 1. the place where records will be made available for inspection and copying and the times during which they can be accessed,
 2. the Records Access Officer's name, title, business address, business telephone number, and business e-mail address;
 3. the right to appeal a denial of access to a record, including the name and business address of the District Clerk, to whom appeals are directed.
- F. Maintain a reasonably detailed subject matter list, by subject, of all records in possession of the District, whether or not records are available to the public under subdivision two of section eighty-seven of the Public Officers' Law. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought. The subject matter list will be updated annually, and the date of the most recent update shall be conspicuously indicated on the list.

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 03/12/21

COMMUNITY RELATIONS

1101.1

PUBLIC ACCESS TO RECORDS

III. REQUESTS FOR ACCESS TO RECORDS

- A. All requests to obtain or inspect copies of district records shall be submitted to the Records Access Officer. Requests will be accepted by mail, email or in person during all hours the District is regularly open for business. A form for requesting records by e-mail is available at the website of the Committee on Open Government, <http://www.dos.ny.gov/coog/emailrequest.html>.
- B. A request shall reasonably describe the record(s) sought, including whenever possible, dates, file designations or other information that may help to describe the records sought.

IV. RESPONSE TO REQUESTS FOR ACCESS

- A. Within five business days of receipt of the request, the Records Access Officer shall respond to the request by taking one of the following actions:
 - 1. Making the requested record(s) available for inspection and photocopying; in which case the Records Access Officer or another designated District employee shall be physically present while such records are being examined or copied, or
 - 2. Providing a copy of the requested record(s) on the medium requested (if that technology is available), or
 - 3. Denying access to the requested record(s), in whole or in part, in which case the requester will be notified in writing of the reason for denial and his/her rights as to appeal to the individual or body established to hear appeals. The denial will include ~~the name of~~ the name, title, business address and business telephone number of the individual designated to hear appeal, or
 - 4. Acknowledging receipt of the request in writing, including the approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances (and in most cases, shall not exceed 20 business days), or
 - 5. Certifying that the record(s) have not been located because the District is not the custodian of the record(s), or because the record(s) cannot be found after diligent search.

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 03/12/21

COMMUNITY RELATIONS

1101.1

PUBLIC ACCESS TO RECORDS

- B. If the District maintains requested records on the internet, the District's response to the requester shall inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.
- C. When a request is made for the electronic production of electronic records, the District will respond in a manner substantially similar to the model response appearing on the website of the Committee on Open Government, <http://www.dos.ny.gov/coog/emailresponse.html>.

V. APPEAL OF DENIAL OF ACCESS

- A. An applicant denied access to a public record may file an appeal by delivering a written letter of appeal with a copy of the request and denial to the District Clerk, within thirty (30) days after the denial from which appeal is taken.
- B. An appeal for denial of access to records will be determined by Superintendent.
- C. The individual designated to hear appeals shall transmit to the Committee on Open Government copies of all appeals and ensuing determinations. Such copies shall be addressed to:

Committee on Open Government
Department of State
~~41 State Street~~ One Commerce Plaza
99 Washington Ave
Albany, New York 12231

- D. The person designated to hear appeals shall inform the person making the appeal and the Committee on Open Government of his/her determination in writing within ten (10) business days of receipt of an appeal, identifying 1) The date and location of the requests for records; 2) A description, to the extent possible, of the records that were denied; and 3) The name and return address of the appellant.

VI. FEES

- A. Except when a different fee is otherwise prescribed by statute:
 - 1) There shall be no fee charged for a search for records, the inspection of records, or the certification of records.

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 03/12/21

COMMUNITY RELATIONS

1101.1

PUBLIC ACCESS TO RECORDS

- 2) The fee for photocopying records is 25 cents for each page not exceeding 9 by 14 inches.
- 3) The fee for copies of records not covered by above paragraph 2 shall not exceed the actual cost of reproducing a record. The actual cost may include only:
 - The amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill to copy the record. However, the fee shall not include search time or administrative costs, and no fee shall be charged unless at least two hours of employee time is needed to prepare the copies.
 - The actual cost of the storage devices or media provided to the person making the request in complying with the request;
 - The actual cost of engaging an outside professional service to prepare a copy (if the District's technology equipment is inadequate to prepare a copy); and
 - The requester shall be informed of the estimated cost of preparing a copy if more than two hours of employee time is needed, or if an outside professional service would be retained to prepare a copy of the record.
- B. ~~Copying and billing will be handled by a secretary in the Main Office at the request of the Records Access Officer.~~ No records shall be reproduced until payment is tendered in cash, check or money order, payable to District.
- C. Copies of agendas or minutes of previous School Board meetings will be available in limited quantities at the time of the meeting at no charge.

VII. RECORDS UNAVAILABLE FOR INSPECTION OR COPYING

- A. To prevent unwarranted invasions of personal privacy, the following are not available for public inspection and copying:
 1. Matters of a personal nature as may have been reported in confidence to the Board of Education and which are not relevant or essential to the ordinary work of the Board of Education;

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 03/12/21

COMMUNITY RELATIONS

1101.1

PUBLIC ACCESS TO RECORDS

2. Employment, medical, credit histories or personal references of applicants for employment, except such records will be disclosed when the applicant provides a written release permitting such disclosure;
 3. Items involving the medical or personal records of employees or students;
 4. Lists of names and addresses in the possession of the Board of Education, if such lists are to be used for private, commercial or fund-raising purposes;
 5. Items of a personal nature when disclosure would result in economic or a personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the Board of Education.
- B. Also exempted from disclosure under this Policy are records that:
1. are specifically exempted by statute;
 2. if disclosed would impair present or imminent contract awards or collective bargaining negotiations;
 3. are trade secrets or are submitted to the District by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise;
 4. are compiled for law enforcement purposes and which, if disclosed, would:
 - a. interfere with law enforcement investigations or judicial proceedings;
 - b. deprive a person of a right to a fair trial or impartial adjudication;
 - c. identify a confidential source or disclose confidential information relating to a criminal investigation; or
 - d. reveal criminal investigative techniques or procedures, except routine techniques and procedures;

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 03/12/21

COMMUNITY RELATIONS

1101.1

PUBLIC ACCESS TO RECORDS

5. if disclosed could endanger the life or safety of any person;
6. are inter-agency or intra-agency materials which are not:
 - a. statistical or factual tabulations or data;
 - b. instructions to staff that affect the public;
 - c. final agency policy or determinations; or
 - d. external audits, including but not limited to audits performed by the comptroller and the federal government;
7. are examination questions or answers which are requested prior to the final administration of such questions, or
8. if disclosed, would jeopardize an agency's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.

VIII. GENERAL RULES GOVERNING ACCESS TO RECORDS

- A. No one other than an authorized employee of the District shall enter the records room or be given direct access to District records in storage. The Records Access Officer or other authorized District employee will retrieve records and provide them to the requestor.
- B. The FOIL request form will serve as a record of who inspected records and when. Personal identification may be requested before documents are provided for inspection.
- C. In order to preserve District records, a person examining District records shall be advised that no food or beverages may be present and no pens may be used while records are being examined.

Approved by the Superintendent: 01/08/13, 06/17/14, _____

Cross Ref: Policy #1040, Public Access to Records

Madison Central School District

SUPERINTENDENT'S REGULATION

Delete 03/12/2021

COMMUNITY RELATIONS

1300.1

CONSTITUTIONALLY PROTECTED PRAYER IN THE SCHOOLS CERTIFICATION

As a condition of receiving federal funds under the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001 (NCLB), the local educational agency hereby certifies that no policy of the local educational agency prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary schools and secondary schools, as detailed in the current guidance issued pursuant to NCLB Section 9524(a).

Signature

Date

Printed Name and Title of Authorized Representative

Name of Local Educational Agency

Approved by the Superintendent: 01/08/13

COMMUNITY USE OF SCHOOL FACILITIES

- I. While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. This policy is intended to identify the uses that community groups may make of those facilities.

Requests for the use of school facilities must be made in writing on the Community Use of School Facilities Request Form. Such requests must be made at least thirty (30) days in advance of the date of requested use. At its discretion, the school district may grant so much of the request as to allow the use of a school facility, but reserves the right to designate which school facility may be used. All uses must be non-exclusive and open to the general public.

- II. The Authority of the Board of Education

The authority of the Board of Education to permit the use of schoolhouses, grounds and facilities is subject to Article XI, Section 3, of the New York State Constitution and Sections 414 of the Education Law of New York.

The Board's authority to permit the use of school facilities by community groups is delegated to the Superintendent of Schools, who will seek counsel as necessary.

- A. Section 414: Use of Schoolhouse and Grounds Out-of-School Hours.

Schoolhouses and the ground connected therewith and all property belonging to the District shall be in the custody and under the control and supervision of the Board of Education of the district. The Board of Education may adopt reasonable regulations for the use of such schoolhouses, grounds or other property, when not in use for school purposes, for such other public purposes as herein provided. Such regulations shall provide for the safety and security of the pupils and shall not conflict with the provisions of this chapter and shall conform to the purposes and intent of this section, and shall be subject to review on appeal to the Commissioner of Education, as provided by law. The Board of Education of each district may, subject to regulations adopted as above provided, permit the use of the schoolhouse and rooms therein, and the grounds and other property of the district, when not in use for school purposes, if in the opinion of the board of education, use will not be disruptive of normal school operations, for any of the following purposes:

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

COMMUNITY USE OF SCHOOL FACILITIES

2. For public library purposes, subject to the provisions of the Education Law, or as stations of public libraries;
3. For social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public;
4. As polling places for holding primaries and elections, and for registration of voters.
5. For civic forums and community centers upon the petition of at least twenty-five (25) citizens residing within the district or city, the trustees or Board of Education in each school district or city shall organize and conduct community centers for civic purposes, and civic forums in the several school districts and cities, to promote and advance principles of Americanism among the residents of the state. The trustees or Board of Education in each school district or city, when organizing such community centers or civic forums, shall provide funds for the maintenance and support of such community centers and civic forums, and shall prescribe regulations for their conduct and supervision, providing that nothing herein contained shall prohibit the trustees of such school districts or the Board of Education to prescribe and adopt rules and regulations to make such community centers or civic forums self-supporting as far as practicable. Such community centers and civic forums shall be at all times under the control of the trustees or the Board of Education in each school district or city, and shall be nonexclusive and open to the general public.
6. For classes of instruction for disabled individuals operated by a private organization approved by the Commissioner of Education, rent for the use of such facilities may be demanded by said Board of Education.
7. For recreation, physical training and athletics, including competitive athletic contests of children attending a private nonprofit school.
8. For graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed; and,
9. To provide child care services during non-school hours, provided that the cost of such care shall not be a school district charge but shall be paid by the person responsible for the support of such child; the local social

COMMUNITY RELATIONS

COMMUNITY USE OF SCHOOL FACILITIES

services district as authorized by law; or any other public or private voluntary source.

B. Guidelines:

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

1. Sponsoring organizations must provide sufficient competent adult supervision throughout the use of any facilities.
2. An employee of the School District must be on duty whenever school facilities are used by an organization or group. The custodian on duty should be notified at the start and finish of the activity.
3. No out-of-school group will begin its activities until school is dismissed in the afternoon and the students have left the building.
4. On days when school is closed because of snow or other calamity, all activities scheduled for that day will be cancelled or postponed.
5. The school building will not be used for recreation by outside groups on legal holidays.
6. Private individuals ~~or~~ and families ~~affairs~~ will not be permitted to use school facilities for personal activities.
7. No group will, under any circumstances, tamper with any electrical or heating controls.
8. The kitchen will not be used by any group unless arrangements are made to have one of the regular cafeteria workers present.
9. There will be no smoking or use of e-cigarettes in the District facilities and on school property.
10. All facilities used must be left in the same condition as they were before the activity.
11. All chairs and other equipment used by outside groups must be returned to their proper locations at the close of the activity.
12. School-sponsored activities have priority in the use of school facilities.

COMMUNITY RELATIONS

COMMUNITY USE OF SCHOOL FACILITIES

13. There shall be no use, possession, sale or distribution of alcohol or controlled substances as defined in the Board Policy Drug and Alcohol Abuse, or of intoxicating beverages at any time in the school buildings or on school property.
14. Responsibility for preservation of order, loss and damage must be assumed by the applicant during the use of property. Any damage to school property shall be reimbursed by the organization using same.
15. ~~Necessary~~ Police protection and security will be provided when deemed necessary.
16. The Board assumes no responsibility for any properties left in the building or on the grounds.

III. Application for Use of School Facilities

- A. Applications for the use of facilities must be filed with the Superintendent at least thirty **30 days** prior to the date when facilities are desired to be used.
- B. The applicant must clearly and completely describe the intended use of the district facility in the application.
- C. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board policies and regulations, and to use district facilities strictly in accordance with the use described in the application.
- D. The individual or organization approved for use of facilities shall accept full responsibility for any damage done to school property and for compliance with all regulations.
- E. Any individual or organization requesting use of the school facilities for certain events must be required to produce a certificate of insurance naming the School District as an additional insured before being granted permission to use facilities. This determination will be made by the Superintendent after consultation with the School District Attorney and/or insurance agent.

IV. Insurance and Release from Liability are required as follows:

COMMUNITY USE OF SCHOOL FACILITIES

Prior to approval, any community group that charges admission or any community group that does not charge admission but does have insurance must:

~~Any group using school facilities is required to~~ present evidence of liability insurance, with the district named as an additional insured, in the amount of \$1,000,000 per occurrence/\$3,000,000 aggregate. All individuals shall act in a manner consistent with all applicable federal and state laws and regulations, as well as all policies, regulations and/or rules of the school district including the Public Conduct on School Property Policy and Regulation.

V. Use of School Facilities by School Personnel

- A. Any use of school facilities for school-related activities will be scheduled through the Building Principal. Any other use outside the regular school week will be scheduled through the Building Use Review Committee.
- B. Recognized collective bargaining units may use school facilities to conduct meetings as specified in the collective bargaining agreement(s).
- C. No students are allowed in a school building unless appropriate school personnel are on duty. Scheduling in advance will ensure that the space requested is available and not given to outside groups.

VI. Use of Schoolhouse by News Media.

The Board of Education of any school district may permit, subject to terms and conditions satisfactory to such Board, the admission of persons and equipment of any news medium to school grounds, school houses, school buildings and other locations for the dissemination of information by print, broadcast recording or other means, of athletic events, concerts, lectures and similar activities taking place there at of interest to the general public; provided that nothing herein contained shall prevent the broadcasting or televising of any such events or activities with or without commercial sponsorship.

VII. Prohibited Uses of School Buildings and Property

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

1. For any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
2. By any person or profit-making organization for personal or private gain, financial or otherwise;

COMMUNITY RELATIONS

COMMUNITY USE OF SCHOOL FACILITIES

3. For a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Board.
4. Meetings sponsored by political organizations unless authorized by a vote of the Board of Education.
5. Any use not permitted by this policy is prohibited.

VIII. Classification of School Groups:

A. Use of Facilities by School Groups (including school staff members):

School facilities may be used without a rental charge and without a charge for custodial service by any regularly sponsored school activity.

This includes PTO and school booster club meetings and PTO-SPONSORED groups, organizations and activities when custodians are regularly on duty.

B. Civic, Cultural, Religious and Service Groups

School facilities may be used by civic groups, service clubs, music, religious organizations, dramatic and literary organizations or other nonexclusive groups, organizations or activities as provided by regulations established by the Board of Education providing the school district: is reimbursed as scheduled, when reimbursement is called for under these regulations. The Board of Education, at its sole discretion, reserves the right to waive the charges scheduled in favor of fees for custodial services only when the proceeds of activities sponsored by organizations in this classification are used exclusively for the benefit of the school or charitable purpose.

C. For Example:

1. Parent-Teacher Organizations, Boy Scouts or Girl Scouts, shall not be required to pay for services for their regular meetings.
2. If the organizations hold a fund-raising activity, no rental fee will be charged, but they must pay the necessary fee for school employees required to be on duty. However, if in the judgment of the Principal the activity will not necessitate additional payment to the employee on duty, this fee may also be waived.

POLICY

Draft 02/08/21
1002

COMMUNITY RELATIONS

COMMUNITY USE OF SCHOOL FACILITIES

3. These organizations must follow all other listed regulations for fund-raising activities.
- IX. In the event that the district is operating under a contingent budget, the use of school facilities will be restricted in accordance with New York State Law and decisions of the Commissioner of Education.

Madison Central School District

Legal Ref: Section 414, NYS Education law; Section 1.01 Arts and Cultural Affairs Law

Adopted: 1984

Revised: 08/20/98, 06/12/03, 01/08/13, _____

COMMUNITY RELATIONS

VISITORS TO THE SCHOOLS

- I. In order to allow parents, members of the community and other interested persons to learn what the District does, the Board encourages visitations to the buildings and grounds.
- II. It is the policy of the District to allow visits to the school buildings and facilities by parents, adult community members and other interested persons, according to the guidelines issued herein to preserve the safety of students and staff and to avoid disruption of the educational program.
- III.
 - A. In order to safeguard a school and classroom atmosphere which is conducive to learning, the District establishes the following rules for the governance of visitors to the schools. These guidelines are in addition to any rule, regulation, penalty or punishment under the provisions of existing state law.
 - B. All visitors who have legitimate business in the public schools must report to the ~~Main~~ District Office immediately upon entering a building, sign in and receive the permission of the Building Principal or his/her designee before visiting. The visitor must have a guest ID visible when moving throughout the building. The visitor must sign out at the conclusion of the visit.
 - C. Parents are welcome at school.
 1. Visitations to classrooms for any purpose require permission in advance from an administrator or his/her designee in order to allow teachers the opportunity to accommodate their schedules. Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher, in addition to obtaining the permission of the Building Principal.
 2. Parents are encouraged to visit guidance counselors, school nurses, school psychologists and other support personnel by appointment to discuss any concerns the parent or guardian may have regarding a student.
 - D. Any visitors wishing to inspect school records must comply with all applicable Board rules and regulations (Public Access to Records Policy).
 - E. No staff member shall transact business with, or permit the continuing presence in the school of, a visitor who has not been duly registered. Unauthorized visitors should be reported to the Building Principal or his/her designee.
 - F. The Superintendent and Building Principal each possess the authority to prohibit the entry of any person to the school premises, or to expel any person from the school premises, when the presence of such person is unauthorized or disruptive. If such individual refuses

COMMUNITY RELATIONS

VISITORS TO THE SCHOOLS

to leave the school grounds or creates a disturbance, the Principal is authorized to request assistance from the local law enforcement agencies.

- G. Unauthorized visitors to the school buildings or grounds are subject to arrest under Sections 140.10 and 240.35 of the NYS Penal Law.

IV. Board Members

The Board encourages its members to visit the district schools and supportive school departments. However, such visits shall be made in accordance with the following guidelines:

- A. School visits should be scheduled with the Superintendent;
- B. The Superintendent or his/her designee should accompany the Board member on the visit if he/she so desires;
- C. Such visits are for the purpose of becoming acquainted with school programs, personnel, operation, and facility;
- D. Board members should refrain from giving directions or making evaluations of personnel or operating procedures during their visit;
- E. If a school visit leaves a Board member with a concern, this concern should be discussed with the Superintendent.
- F. Board members may have children in the schools and therefore have parental opportunities to converse with their child's teacher, counselor, or administrator. In those instances, the Board member should make it clear that he/she is visiting as a parent and not as a member of the Board of Education.

Madison Central School District

Legal Ref: Section 2801, New York State Education Law

Adopted: 1984, 08/20/98, 06/12/03

Revised: 01/08/13, _____

COMMUNITY RELATIONS

SCHOOL VOLUNTEERS

- I. The Board of Education encourages the use of volunteers as supplementary staff to facilitate the delivery of the educational program.
- II. Volunteers are to work under the direction of the teacher(s) and administrator(s) to whom they are assigned. Their activities with children will be closely coordinated with, and directed by, the appropriate teacher(s) and/or administrator(s).
- III. All volunteers should register in the ~~main~~ District office upon arrival and receive a volunteer ID to be displayed while in the building.

Madison Central School District

Adopted: 1984, 08/20/98

Revised: 06/12/03, 01/08/13, _____

COMMUNITY RELATIONS

INFORMING STUDENTS OF COMMUNITY-BASED ACTIVITIES

- I. The Board of Education recognizes that there are community-based organizations that sponsor programs and activities that support the intellectual, emotional, and physical growth of the District's students, and thereby reinforce the District's educational program. These include scouting programs, youth athletic programs, and non-profit membership organizations such as Rotary, Optimists, etc. The Board finds that the in-school distribution of information about these programs and activities in a manner that does not create a financial or administrative burden for the District is of benefit to our students.
- II. The Superintendent shall promulgate administrative regulations applicable to the in-school distribution of information about community-based programs and activities. Those regulations shall incorporate and implement at least the following standards:
 - A. Materials distributed shall be for programs or activities that are consistent with the District's educational mission.
 - B. The content of materials distributed shall be consistent with community standards of decency. The District will not distribute information promoting sales of a product or service other than in support of a not-for-profit organization; nor will it distribute information promoting a political candidate or party.
 - C. No material that is distributed may state or suggest that the program or activity described in the material is endorsed or approved by the District.
 - D. Material to be distributed will be provided to the District at a time and place convenient to the District, and will only be distributed at the next time designated by the Superintendent for distribution of such materials.
 - E. Procedures for the posting of information on indoor/outdoor message boards and the District's website will be established by the Superintendent.
 - G. The Superintendent may authorize the photocopying of an organization's printed material at District expense, provided that: no more than three hundred (300) copies will be made of information regarding any one activity, only plain copy paper will be used, and the copying shall occur at a time convenient to the District.

Madison Central School District

Adopted: 11/02/10

Revised: 01/08/13, _____

COMMUNITY RELATIONS

SCHOOL SPONSORED MEDIA

- I. A newsletter will be prepared and mailed to each resident of the school district on a regular basis. ~~Included in the newsletter will be information regarding school activities, a monthly calendar and other items of interest to the community.~~
- II.
 - A. All news releases concerning the district will be released by the office of the Superintendent or a designee.
 - B. All official statements of the Board will be released through the office of the Superintendent or Board President.

Madison Central School District

Adopted: 1984, 08/20/98, 06/12/03

Revised: 01/08/13, _____

POLICY ON CONSTITUTIONALLY PROTECTED PRAYER IN THE SCHOOLS

The Madison Central School District (the District) shall have no policy, which prevents or otherwise denies participation in constitutionally protected prayer in its elementary or secondary schools, as defined by the guidance issued by the U.S. Department of Education, and applicable judicial decisions interpreting the religion clauses of the First Amendment of the Constitution. ~~from time to time.~~ If the District discovers any provision of its policies to be in conflict with such guidance and no other law mandates such provision, that provision shall be treated as severed from the policy and the policy shall be enforced without giving effect to such provision.

This policy supersedes any other Board policy that might be inconsistent with it.

Madison Central School District
Legal Ref: 20 USCA 7904
Adopted: 07/10/03
Revised: 01/08/13, _____