



Webster Central School District

**119 South Ave.
Webster, NY 14580**

Policy Manual

Webster Central School District Policy Manual

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**Webster Central School District
Policy Manual**

Board Governance

Section 1000

Legal Status

1010

The School District was organized under the Education Law of New York State by order of the Commissioner of Education on April 27, 1948 and by the voters of the District on May 26, 1948. The School District exercises powers delegated directly and indirectly to it by the New York State Legislature.

The official, corporate name of the School District is “Webster Central School District,” pursuant to an order of the Commissioner of Education dated April 19, 1973.

Board Member Authority

1020

Board members have no individual authority over school affairs. They have authority only when acting as a body duly called in session, with limited exceptions provided by law or by board resolution. Board members exercise their authority by voting in open sessions of Board meetings (except when a vote in executive session is authorized by law).

Number of Members and Terms of Office

1030

The Board of Education of the Webster Central School District consists of seven members. A full term for Board Members is three years beginning July 1 following their election.

Nomination and Elections of Board Members

1040¹

Vacancies on the Board of Education are not considered separate specific offices. All such vacancies are filled on an "at large" basis. Therefore, nominating petitions must not describe any specific vacancy on the Board for which the candidate is nominated.

Voting in District elections is by voting device (unless the Board directs the use of paper ballots by resolution), with provisions made for the election by "write-in-vote" of any candidate not previously nominated.

The hours of voting will be as designated by Board resolution, within the limits provided by law.

¹ Originally approved by resolution on August 23, 1965, revised on May 1, 1972 and again on February 12, 1979.

Voter Proof of Residency

1050

Every voter is required to provide one form of proof of residency in order to vote in any annual or special school district election or vote. Acceptable forms of identification must indicate the name and address of the voter. By way of example, the following are forms of proof which are considered acceptable by the District:

1. Valid driver's license;
2. Non-driver identification card;
3. Utility bill;
4. Voter registration card.

The District Clerk decides any questions concerning the validity of the proof of residency presented.

Where a prospective voter presents no proof of residency or the proof offered is otherwise unacceptable, the individual will be permitted to vote only if he/she signs the declaration of voter eligibility stating that he/she is a qualified voter of the Webster Central School District.

Submission of Propositions at Annual/Special District Meetings 1060

Voters may submit propositions to appear on the ballot at annual and special district elections/votes. All propositions must be submitted by petition to the District Clerk. Those petitions must be signed by at least 25 qualified voters, or five percent of the number of voters in the previous annual election of Board members, whichever is greater. Each qualified voter who signs the petition must also include the address of his/her residence. A separate petition is required for each proposition. Petitions must be filed at least 30 days before the vote. However, if the proposition must be included in the legal notice of the vote, the petition must be submitted to the District Clerk at least 60 days before the vote.

Propositions submitted in accordance with these rules and accepted by the Board of Education will be printed on the ballot.

Indemnification of Board Members, District Employees and Volunteers1070

The Board hereby confers on District Board Members, School Officials (elected or appointed), District employees and volunteers (expressly authorized to participate in a publicly-sponsored volunteer program) the benefits of Public Officers Law §18 and agrees to be held liable for the costs incurred under its provisions. These benefits shall supplement, and be available in addition to, defense or indemnification protection conferred by another enactment.

Duties of the Board President

1080

The President of the Board of Education is responsible for:

- performing all duties assigned to that office by Board bylaws, policies, and resolutions and enforcing the laws, rules, and regulations governing the Board;
- presiding at regular, special, and executive meetings of the Board;
- signing documents authorized by the Board;
- calling special meetings when he/she deems it advisable, and when requested by any Board member;
- facilitates the appointment of committees with the advice and consent of the Board;
- preparing all Board meeting agendas with the Vice-President and Superintendent of Schools; and
- acting as spokesperson of the Board on all public matters.

Duties of the Board Vice-President

1090

In the absence, or in the case of the disability of the President of the Board, the Vice-President is to perform the duties of the office of President (as defined in Board Policy No. 1080) and facilitates Budget Workshops. The Vice-President will also perform such other duties as may be prescribed by the Board.

Annual Organizational Meeting

1100

The Annual Organizational Meeting is to be held within the first 15 days of July at a date, time and place set by Board resolution. If no resolution is adopted, it will be held on the first Thursday in July at 7:00 P.M. If the first Thursday is a legal holiday, it will be held on the first Wednesday in July at the same time.

Appointed Board Officials

1110

The following is a list of Board Officials who are appointed annually by the Board during the Organizational Meeting:

District Clerk
Treasurer
Tax Collector
Independent Auditor
Internal Auditor
Extra-classroom Funds Auditor
District Treasurer
Deputy Treasurer
Deputy District Clerk
Attorneys for the School District
External Auditor
Claims Auditor
District Physician
Insurance Broker and Consultant
Appointing Officer for Civil Service
Approval Officer for Certification of Payroll
Purchasing Agent
Deputy Purchasing Agent
Records Management Officer
Freedom of Information Officer
Title VII Coordinator
Title IX Coordinator
Section 504 Coordinator
Attendance Hearing Officer
Plan Administrator - Benefits Accounts
National Medical Review Officer

These officials are ultimately responsible to the Board of Education. However, the day-to-day supervision of the person holding each position will be performed by the Superintendent of Schools and/or his/her designee. These officials are responsible for performing all the duties required of the position-holder by law or required by the Board of Education, the Superintendent or his/her designee.

The School Physician and School Attorney are also appointed by the Board during Organizational Meetings, however, they may not be appointed annually. The Board may enter into multi-year contracts with these appointees so long as the term of the agreement and its conditions are consistent with any applicable law and/or regulation. These officials will also be responsible to the Board and subject to the terms of their respective contracts.

Board Policies

1120

Board Policies are the governing statements of the District. They are, in essence, the laws of our school district.

Policy statements will be considered for adoption or — in the case of existing policies — change or rescission (collectively referred to as “policy changes”) at the request of a Board member or the Superintendent of Schools. Except in the case of Board-designated emergencies, policy changes must undergo two readings before the Board in order to be approved. In other words, the Board must consider policy changes at two separate board meetings, having the opportunity to discuss the changes and to make modifications to them. If after the second reading the majority of the Board votes to approve the policy change, only then will it become effective.

Where the Board is confronted with what it deems to be an emergency situation, the Board may adopt a policy change upon a single reading. Whether a situation is an “emergency” will be determined by a majority of the Board.



Administrative Regulations and Board Reference Manual

1130

Administrative Regulations

Administrative Regulations do not have the force or effect of Board Policy. They are the specific actions, procedures, protocols, arrangements, etc. which are necessary and proper for the implementation of Board Policies. The Superintendent is hereby given the responsibility of the creation (when necessary) and the enforcement of all administrative regulations. They must in every respect be consistent with Board Policy and all applicable laws and regulations. The Superintendent is also responsible for informing the Board periodically of changes in administrative regulations.



Formation of District Committees

1140

Effective, consistent decision-making practices are an essential component to organizational functioning. The Board, therefore, recognizes that issues of significant importance (ex. facilities development, major educational program review, and transportation) need to be appropriately studied and that the process used should engage key stakeholders. When a district committee to study an aspect of district operations is formed by the Board, every effort shall be made to be sure that there is:

- An appropriate committee charge developed for review and adoption,
- Key stakeholders are identified and recommended for participation in the process,
- Appointment of a Chair (or Co-Chair where appropriate) will be part of the Board charge,
- Appropriate training (including a clear articulation of the roles and responsibilities of committee members) is provided to the committee and effective group facilitation practices are utilized throughout the process,
- Clear timelines are established for study and reporting, and
- Financial implications should be included in all final reports.

The purpose of District committees is to be sure that the Board has adequate information for making rational decisions, ones that are highly reflective of community and stakeholder constituencies and that are based on the best research and data available. It is expected that when recommendations are made, they are designed to support the District's Mission, Vision and Quality School Rubrics.

It is the responsibility of the Superintendent of Schools to develop a corresponding regulation that helps assure successful implementation of this policy.

Approved by the Board of Education on October 27, 2004



Webster Central School District Policy Manual

Community Relations

Section 2000



Public Access to District Information

2010

The District provides public access for the inspection and copying of the District's public records, in accordance with state and federal law. As a general practice, the District requires advance payment not to exceed the expense of duplication (for example, the cost of the disc or tape used for duplication). However, copies of the District's public records may be provided without a fee or at a reduced fee when it is determined by the Board that a reduction is in the public interest. In assessing fee reductions, the Board will consider the potential that the reduction will significantly contribute to public understanding of the District's operations and will consider the degree of commercial value to be gained by the person requesting a fee reduction.

Similarly, the District will provide public access for inspection and duplication of the District's public records maintained on audio, video, or similar media. Public access includes but is not limited to computer facilities, recording tapes, discs, video tapes, films, pictures, slides, graphics, and illustrations. The District requires advance payment not to exceed the expense of duplication, staff time required to duplicate, programming if necessary and the cost of the disc or tape used for duplication.

In order to facilitate public access to the District's public records, the Board will appoint a custodian of records. The custodian will be responsible for maintaining the District's public records as well as for assuring access to the District's public records. The identity, business address, and office telephone number of the custodian of records will be published annually and will be available at the District's administrative office.

Revised by the Board of Education on March 16, 2006



Cooperation with Volunteer Fire Departments

2020

The Webster Central School District supports its employees' membership in Volunteer Fire Departments. Accordingly, the Superintendent is authorized to establish regulations governing the circumstances under which an on-duty employee, who is a member of a Volunteer Fire Department, may respond to fire calls.



Naming of Schools

2030

It is the policy of the Board of Education to:

- a) Name elementary schools in a manner which helps residents locate schools; e.g., after roads or areas.
- b) Name secondary schools after persons who have made significant contributions to school and/or community life.
- c) Where considered desirable as a tribute to service, name special areas in buildings or grounds after persons who have served with distinction in specific fields. Special areas are such areas in buildings as libraries, auditoriums, gymnasiums, etc.
- d) Where more than one building is located on a site, the individual buildings will be named by their geographical location on the site.
- e) The names of the existing and authorized schools in the Webster Central School District shall be:

ELEMENTARY SCHOOLS

1. DeWitt Road Elementary School
2. Plank Road North Elementary School
3. Plank Road South Elementary School
4. State Road Elementary School
5. Klem Road North Elementary School
6. Klem Road South Elementary School
7. Schlegel Road Elementary School

SECONDARY SCHOOLS

1. Spry Middle School (in honor of Edward W. Spry)
2. Willink Middle School (in honor of Ross J. Willink)
3. Webster Schroeder High School (in honor of Herbert W. Schroeder)
4. Webster Thomas High School (in honor of R.L. Thomas)

Revised by the Board of Education on March 16, 2006



Non-Discrimination

2040

No person in the Webster School District will be unlawfully excluded from participation in, denied benefits of, or subjected to discrimination under any education program or activity, on the basis of sex, race, color, religion, national origin, political affiliation, marital status, sexual orientation, ancestry, age or disability or any other status protected by law.

Revised by the Board of Education on January 11, 2007



Parent, Student and Teacher Organizations

2050

The Board of Education recognizes that the goal of Parent, Student and Teacher Organizations is to develop a united effort between educators and the general public to secure for every child the highest achievement in physical, academic and social education. Therefore, staff members and parents are encouraged to join Parent, Student and Teacher Organizations and to participate actively in their programs.



Booster Clubs

2060

Booster clubs or other related organizations may be created to promote community support and to raise funds for specific school activities or programs. These groups must receive official Board approval and may not discriminate on the basis of sex, color, national origin, ethnic background, disability, religion or any other status protected by federal, state or local law.

The Board requires that:

- Financial records be maintained and made available, upon request, for Board and/or public inspection;
- Fund raising activities, if students are directly involved, be approved in advance by the Superintendent; and
- Groups wishing to make a contribution adhere to the District's policy and regulations regarding the acceptance of gifts.

Violations to District policy or regulations may result in the dissolution of the club or organization.



Community Use of School Facilities, Property and Equipment 2070

School Facilities

School facilities may be used during non-school hours by district residents for educational, cultural, social, recreational, civic and other legitimate purposes which are open to the general public. Use of facilities, however, will be subject to conditions set forth in this policy and in regulations developed by the Superintendent.

School activities have priority over non-school uses of the buildings on any given date. It should be understood that school events may make it necessary to cancel or postpone previously approved applications. Second priority will be given to Town-supported recreation programs, as a part of the Board's commitment to encourage and support such programs.¹ Third priority will be given to all other approved community activities.

When admission is charged, the proceeds thereof are to be expended for an educational or charitable purpose only. School facilities may not be used for meetings or activities which are under the exclusive control of, and the proceeds of which are to be applied for the benefit of, a secret society or religious sect. School facilities may not be used to distribute partisan literature on school issues or votes to students for their parents.

The Board reserves the right to refuse permission for use of school facilities for purposes which it deems harmful to the building, or against existing law. The Board also reserves the right to refuse permission for the use of school facilities to groups whose compliance with the Board's regulations for such use has been unsatisfactory in the past.

School Grounds and Equipment

All unauthorized use of school property and equipment is prohibited. The Superintendent will establish regulations for authorizing such use (e.g., application and authorization procedures, fees, insurance requirements, etc.) consistent with the following principles:

- All District property and equipment are to be used first to further the educational process of the District; any other use must not interfere with this educational process; and
- Activities which might produce either hazards to people or damage to school property must be supervised by a responsible individual(s).

¹To further this aim the Board of Education will make school grounds and facilities available to the Town Recreation Commissions at no cost to the Commissions, at a time mutually agreed upon between the school administration and the Recreation Directors and which do not interfere with school programs. Exceptions may be made when hours requested require presence of paid school personnel whose presence would otherwise not be required. The Recreation Commissions will, however, be expected to reimburse the school for the cost of providing the school-paid personnel.



Constitutionally Protected Prayer in School

2080

The District does not prevent or otherwise deny participation in “constitutionally-protected prayer” in its elementary or secondary schools. The term “constitutionally-protected prayer” is defined by guidance issued by the U.S. Department of Education (DOE) every two years. If any provision of a district policy is discovered to conflict with the DOE guidance in effect at the time of discovery, that provision will be treated as void.

Policy approved by Board of Education July 8, 2003
Revised by Board of Education March 16, 2006



Webster Central School District Policy Manual

Human Resources

Section 3000



Administrative Organization/Operation

3010

The Board's specific role is to deliberate and to establish broad policies for governing the School District. The Board delegates authority to the Superintendent who, acting as chief executive officer, directs and oversees the operations of the District in a manner consistent with these policies. Accordingly, the Superintendent is held accountable to the Board for compliance with its policies.

Administrative regulations consistent with Board policies are developed by the Superintendent in cooperation with affected or interested staff members or citizens.

The Superintendent is also empowered to assign and use resources; employ, promote, discipline and deploy staff; to translate policies of the Board into action; to speak as agent of the Board; to organize and delegate administrative responsibilities; and to exercise such other powers as are customary for chief executives officers of school districts in New York State.

All employees of the District are under the general direction of the Superintendent. Teachers are immediately responsible to the principal of the building in which they work. Other employees are immediately responsible to the administrative personnel under whom they work directly.

The obligations, duties and responsibilities of all administrative and supervisory personnel is set forth in job descriptions issued by the Superintendent.

From time to time, problems and new questions arise for which no specific policy has been prepared. The Superintendent and members of the administrative staff are to act in a manner consistent with the existing policies of the School District and alert the Board to the possible need for additional policy development.



Evaluation of Superintendent and Other Administrative Staff 3020

Superintendent

The Board of Education annually evaluates the job performance of the Superintendent. The formal procedures used to complete the evaluation are to be filed in the District Office, and to be made available for review by any individual, no later than August first of each year.

The formal performance evaluation procedures include written criteria, a description of the review procedures, provisions for post-conferencing, and methods used to record results of the evaluation. The Superintendent has the opportunity to respond to the evaluation in writing.

Evaluation of Administrative Staff

The Superintendent conducts an annual evaluation of all administrative personnel who report directly to him/her and verifies that all other district personnel are also evaluated.

- To determine the adequacy of administrative staffing;
- To improve administrative effectiveness;
- To encourage and promote self-evaluation by administrative personnel;
- To provide a basis for evaluative judgments by the Superintendent and the Board;
- To make decisions about continued employment with the District.



Superintendent of Schools

3030

The Superintendent may not perform, cause, or allow to be performed any act that is unlawful, in violation of commonly accepted business and professional ethics; in violation of any contract into which the Board has entered; or, in violation of policies adopted by the Board that limit the Superintendent's authority.

Should the Superintendent or his/her designee consider it unwise or impractical to comply with an explicit Board policy, the Superintendent will inform the Board of that determination. The Board will decide whether such judgment was warranted.

The Superintendent has the authority to delegate to another administrator the authority and responsibility for making decisions and taking such actions as may be required during the absence of the Superintendent.

The Superintendent of Schools, or his/her designee, is responsible to the Board for the administration of the budget, including (but not limited to) acquainting District employees with the final provisions of the program budget and guiding them in planning to operate efficiently and economically within these provisions.

The Superintendent is authorized, within legal limits, to transfer funds as established by the Board of Education.



Code of Ethics for All District Personnel

3100

In addition to the prohibitions against conflicts of interest contained in N. Y. General Municipal Law, Art. 18, every officer and employee of the district, whether paid or unpaid, including members of the Board of Education, and their professional or nonprofessional staff and appointees (referred to collectively as “District officers and employees”), are subject to and must abide by the following standards of conduct:

Disclosure of interest in matters before the Board: District officers and employees who participate in discussions with or give official opinions to the Board on any matter being considered by the Board must publicly disclose (in writing) to the Board, **and (except for Board members) to their immediate supervisor**, the nature and extent of any direct or indirect financial or other private interest* he/she has in such matter. **This interest also includes any interest a District officer’s or employee’s spouse may have, will have or will later acquire in such matters.** Such disclosure must be made as soon as the individual has knowledge of his/her (or his/her spouse’s) actual or prospective interest.

Investments in conflict with official duties: District officers and employees may not invest in or hold any investment directly or indirectly in any financial, business, commercial enterprise or transaction that creates a conflict* with his/her official duties.

Private employment: District officers and employees may not engage in, solicit, negotiate for or promise to accept private employment when that employment creates a conflict with or impairs the proper discharge of his or her official duties.

Future employment: District officers and employees may not, after the termination of service or employment with the Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he/she personally participated during the period of his or her service or employment or that was under his/her active consideration.

Penalties

In addition to any penalty provided for by law, any person who knowingly and intentionally violates any of the provisions of the Board's Code of Ethics or Article 18 of the N.Y. General Municipal Law may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

* The terms “interest” and “conflict” used throughout this policy have the same meanings given to those terms in N.Y. General Municipal Law, Article 18.

Approved by the Board of Education August 23, 2007



Equal Employment Opportunity

3110

It is the policy of this District to provide equal opportunities for employment, retention and advancement of all people regardless of race, color, creed, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, disability or any other status protected by federal, state or local law.

The Superintendent or his/her designee will be responsible for publicizing and disseminating this policy, both internally and externally, and to insure its availability to interested citizens and groups.

Revised January 2004



Employment of Related Individuals

3114

No employee of the Webster Central School District will participate on an interview committee where his or her spouse, child (including stepchildren); parent; or other relative living in the employee's household is being considered for an open position. If a spouse or child of a supervisory employee is recommended by an interview committee for employment within the department of the supervisor, the decision to hire must be reviewed and approved by the Chief Human Resource Officer and the Superintendent, before any offer of employment can be made.



Employment of Relatives of Board of Education Members

3115

The appointment of a staff member who is related by bloodline or legal process (including marriage) to any member of the Board of Education shall be subject to the consent of two-thirds of the entire Board of Education to be entered upon the proceedings of the school board meeting.



Unlawful Harassment

3120

The Webster Central School District prohibits harassment in – or related to – the workplace based on sex, race, color, religion, national origin, age, disability, sexual orientation, or any other characteristic protected by state or federal law. District employees are encouraged to report even isolated incidents of harassing behavior engaged in by their supervisors or coworkers or by other individuals they come into contact with while at work. While isolated incidents may not actually constitute a violation of federal or state law, it is District policy to prevent or stop harassing conduct before it rises to that level. The District also prohibits retaliation or any adverse treatment of employees because they either report harassment or provide information related to such complaints.

Regulations will be developed by the Superintendent which provide:

- an explanation of prohibited conduct under this policy;
- that employees who make complaints of harassment or provide information related to such complaints will be protected against retaliation;
- an explanation of the complaint process that provides accessible avenues of complaint as well as a prompt, thorough, and impartial investigation;
- that the District will protect the confidentiality of harassment complaints to the extent possible;
- that the District will take immediate and appropriate corrective action when it determines that harassment has occurred.

A copy of this policy and its accompanying regulations will be available upon request and should be posted at various locations in each school building. The District's policy and regulations on harassment will be published in appropriate school publications, such as teacher/employee handbooks, student handbooks, and/or school calendars.

Revised January 2004



Drug-Free Workplace

3130

The unlawful possession, manufacture, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees who use or are under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees, who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination as provided for by statute and/or collective bargaining agreement, as well as referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

Coaches, supervisors, chaperones, and those serving in the role of chaperone are expected to refrain from using alcohol/drugs during the event/trip, even after the students have retired for the evening.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within 5 days of the conviction. Within 10 days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The District administration will institute a drug-free workplace program to inform employees of: (1) the dangers of drug and alcohol abuse in the workplace; (2) this policy of maintaining a drug-free workplace; (3) available counseling and rehabilitation; and (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Upon the request of the New York State Education Department or an agency of the United States, the District will certify that it has adopted and implemented the drug-free workplace program described in this policy, in the form required by such agency. The District will conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to see that the disciplinary sanctions are consistently enforced.

This policy should be distributed in writing to all present and future employees.



Certification

3140

Each employee whose employment requires certification or other licensure is required to inform the Superintendent of Schools immediately of any change in the status of his/her certification or licensure. The changes may include, but are not limited to, the granting, revocation, upgrading, expiration, conversion and/or extension of these documents as to their periods of validity or their titles.

The original certificates and/or licenses must be presented for examination and copying in the office of the Superintendent of Schools as soon as they are available to the employee. The copies will be maintained in the Superintendent's files in support of the legitimate employment of each affected employee. The failure of any such employee to possess the required certification or other licensure may result in the discharge of that employee.

Whether or not the District verifies an individual's certification or licensure does not waive the responsibility of the employee to maintain what is required for his/her assignment.



Personnel Records

3150

Personnel Records

The Board of Education directs the Superintendent to develop regulations and procedures governing the maintenance of personnel records for each and every individual employed by the District.

Release of Personnel Information

Personnel records will be kept confidential to the extent required by law. Generally, an employee's personnel records will only be available to the employee and his/her supervisors. These records should not be shared with a third party except in the following situations:

- When members of the Board of Education need information from the employee's personnel record to aid them in performing their legal responsibilities in such matters as appointments, assignments, promotions, demotions, remuneration, discipline, dismissal or to aid in the development and implementation of personnel policies.
- When the employee grants permission to the third party in writing.
- When the third party needs to contact a particular staff member in case of an emergency.
- When the law grants the third party access to the records.

The Superintendent is directed to develop such regulations and procedures as he/she deems necessary to administer this policy.



Employee Commercial Activities

3160

District employees are not to engage in advertising or commercial solicitations on school time, except as authorized by the Superintendent or his/her designee.



Employee Civic Activities

3170

When an employee is serving on a Board or similar body in another governmental or charitable organization and if the duties thereof are occasionally required during the time the Webster Central School employee is expected to be in attendance on his/her district duties, the Superintendent of Schools may, at his/her discretion, excuse the employee from his/her Webster Central School duties with pay for up to a total of five days per year. At no time, however, will an employee be excused for more than 25 days per year (either paid or unpaid) for such activities. Each absence will be approved by the Superintendent or his/her designee and each will be decided on an individual, non precedent-setting basis.



Family Medical Leave

3180

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons. The Board of Education hereby authorizes the Superintendent to establish procedures to comply with the Family and Medical Leave Act of 1993 (FMLA). As will be provided by District regulations, eligible employees are entitled to use up to twelve work-weeks of leave for family and medical reasons recognized by the FMLA.



Conditional/Emergency Appointments Child Safety

3190

If an employee is serving under a conditional appointment or emergency conditional appointment pending employment clearance from the State Education Department, the Superintendent, or designee, shall advise the employee's immediate supervisor and/or building principal of such appointment status, and request that he/she provide enhanced supervision as deemed appropriate to address safety of children who have contact with the employee. The immediate supervisor or building principal shall, upon the commencement of the staff member's employment, meet with the staff member to review safety considerations and expectations for any contact such staff member will have with students. The Superintendent or designee shall promptly notify the immediate supervisor or building principal of any changes in the employee's appointment status, including receipt of clearance for employment.

Legal Reference:

Education Law Sections 1604(39)(D), 1709(39)(D),
1804(9)(D), 1950(11)(D), 2503(18)(D), 2554(25)(D),
added by A.8898-A (2001)



Webster Central School District Policy Manual

School District Operations Section 4000

Reviewed by the Board of Education on October 20, 2005



District Investments

4010

The Chief Financial Officer or his/her designee is hereby authorized and directed to invest District funds (that exceed those necessary to meet the District's current expenses) in accordance with state and federal law. The Chief Financial Officer or his/her designee is also responsible for the oversight and administration of the District's investments and must establish written procedures for the operation of the investment program consistent with law and this Policy. The District's investment objectives are, in priority order, as follows:

- to conform to all applicable federal, state and other legal requirements (legality);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to provide for timely payment of all operating, capital and other expenditures (liquidity); and
- to obtain a reasonable rate of return dependent on market conditions (yield).

Approved by the Board of Education on March 17, 2005
Revised by the Board of Education on November 17, 2005



Accepting Gifts

4020

Webster school principals are authorized to accept gifts and/or donations worth \$1,000.00 or less on behalf of the District. Such gifts/donations, however, must be reported to the Superintendent of Schools. Any gifts or donations which exceed a value of \$1,000.00 must be approved by the Board of Education before they can be accepted.

Reviewed by the Board of Education on October 20, 2005



Expenditures of District Funds

4030

Board approval is required prior to the expenditure of District funds.

The Board of Education authorizes the Purchasing Agent to expend school funds as appropriated by the Board in its approved operational and capital budgets, by the adoption of special resolutions or in accordance with authorized transfers by the Superintendent of Schools. He/she will make expenditures in accordance with applicable law and in a manner that will achieve the maximum benefit from each dollar expended.

All claims shall be properly confirmed and verified before payment by the District's Internal Claims Auditor. Payment shall be made from original invoice only.

Complete records of all expenditures shall be maintained for future analysis and reporting within the time frame required by the Records Disposition Law or regulation.

Reviewed by the Board of Education on October 20, 2005



Purchasing Responsibility

4040

The purchase of services, equipment, and supplies is centralized in the Business Office, by the Purchasing Agent, who reports to the Chief Financial Officer. The Purchasing agent is authorized to sign purchase orders and enter into cooperative bidding and purchasing agreements. If the Purchasing Agent is absent for a period of a week, the Chief Financial Officer is authorized to sign purchase orders and enter into cooperative bidding and purchasing agreements in his/her absence. All purchasing transactions are conducted through this office.

Approved by the Board of Education on March 17, 2005
Revised by the Board of Education on November 17, 2005



Procurement of Goods and Services

4050

Goods and services which are not required by law to be procured by competitive bidding will be procured according to procedures developed by the Chief Financial Officer. These procedures must conform to the requirements of General Municipal Law §104-b.

Reviewed by the Board of Education on October 20, 2005



Accounting & Reporting

4060

The District will adhere to the accounting and reporting procedures required by the New York State Uniform System of Accounts for School Districts, the Board of Education, and other applicable state and federal law and/or regulation.

Reviewed by the Board of Education on October 20, 2005



Financial Accountability: Allegations of Fraud/Misconduct

4070

Reporting and Investigations of Allegations of Fraud or Misconduct

It is the Policy of the Board to ensure that if the District has any knowledge of any occurrence of fraud or other financial improprieties or wrongful conduct, the conduct is investigated promptly and thoroughly.

Any person who in good faith has reason to believe that fraud or other financial improprieties or wrongful conduct is occurring within the District is expected to promptly report the allegation so that a proper investigation can be made. Ordinarily, employees should report this to their immediate supervisor within the chain of command or to the next level of authority if the allegation involves the supervisor.

The person receiving a report of fraud or other wrongful conduct shall immediately inform the building principal or manager, unless they are implicated. The person shall also immediately inform the Superintendent of Schools. The Superintendent shall ensure that a proper investigation is conducted and shall inform the Board of Education of the allegation and the results of the investigation.

If the person making or receiving a report believes that the chain of command is not sufficient to ensure impartial, independent investigation, or if the allegation involves the Superintendent of Schools, they may report instead to the Independent (External) Auditor, or the School Attorney, or the Board of Education, who shall be responsible for ensuring that a proper investigation is conducted.

When the report of fraud or other financial improprieties or wrongful conduct involves conduct that appears to be criminal, the Superintendent or other person conducting the investigation shall ensure that the School Attorney and appropriate law enforcement authorities are notified promptly.

The Superintendent or other person conducting the investigation shall ensure that written records of the allegation and the investigation and outcome are maintained.

To the extent appropriate within legal constraints, all reports and investigations will be treated as confidential except to the extent disclosure is necessary to complete a thorough investigation and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a “need to know” basis.



Discipline

If the District determines upon investigation that a school employee has engaged in fraud or other financial improprieties or wrongful conduct, appropriate disciplinary measures will be applied, up to and including termination of employment, in accordance with applicable law, District policy and regulation, and any applicable collective bargaining agreement.

Consultants or other third parties who are found to have engaged in fraud or other financial improprieties or wrongful conduct will be subject to appropriate sanctions in compliance with law.

In addition to any discipline that may be imposed by the District, appropriate civil and/or criminal charges will also be pursued and restitution will be sought.

Retaliation Prohibited

The Board prohibits any retaliation against any who, in good faith, report allegations of suspected fraud or other financial improprieties or wrongful conduct as well as witnesses and any one else who participates in the investigation. The Superintendent or other person conducting the investigation shall make appropriate follow-up inquiries to determine if retaliation has occurred. Any retaliatory act will be subject to appropriate disciplinary action by the district.

Knowingly Makes False Accusations

Any person who knowingly makes false allegations of fraud or other financial improprieties or wrongful conduct will also be subject to appropriate disciplinary action by the District.

Staff Information

The Superintendent of Schools shall ensure that all employees are informed of the Board's prohibition of wrongful conduct, including fraud, and of the procedure for reporting any allegations under this policy. The Superintendent shall also ensure that written notification is provided to all employees with responsibilities for purchasing, payment or receipt of funds, accounting or other fiscal oversight or financial duties.

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Reviewed by the Board of Education on October 20, 2005
Approved by the Board of Education on March 17, 2005



Partisan Political Activity

4080

The Board of Education prohibits the use of any of the District's federal, state or local funds for partisan political purposes of any kind by any District employee.

Reviewed by the Board of Education on October 20, 2005



Insurance

4090

The objective of the Board of Education is to obtain the best possible insurance at the lowest possible cost, and to seek advice from an Insurance Appraisal Service to determine that adequate coverage is being provided regarding fire, boiler, general liability, bus and student accident insurance.

The Board shall carry insurance to protect the District's real and personal property against loss or damage. This property shall include school buildings, the contents of such buildings, school grounds and vehicles.

The Board may also purchase liability insurance to pay damages assessed against Board members and District employees acting in the discharge of their respective duties, within the scope of their employment and/or under the direction of the Board.

All insurance policies, along with an inventory of the contents of the building, should be kept in a fireproof depository or with the appropriate insurance agent for safekeeping and referral purposes. The Superintendent or his/her designee shall review the District's insurance program annually and make recommendations to the Board if more suitable coverage is required.

Reviewed by the Board of Education on October 20, 2005



Petty Cash Funds/Cash in School Buildings

4100

A petty cash fund of not more than one hundred dollars (\$100) shall be maintained in the Business Office, in each school building, and in various departments. Payments from petty cash funds may be made for materials, supplies or services only when payment is required upon delivery. The Superintendent is authorized to designate a person responsible for each of these funds and the method of record keeping for each. These funds must operate according to the requirements set forth in the Commissioner's Regulations (8 NYCRR §170.4).

Not more than \$250, whether District or extra classroom funds, shall be held in the vault in the main office of each District school building. Under no circumstances shall cash be left in classroom areas or desks. The District will not be responsible for funds left unprotected.

All funds, whether District or extra-classroom funds, shall be deposited prior to close of school each week. Only authorized personnel designated by the building administrator shall be allowed in the main office vault.

Reviewed by the Board of Education on October 20, 2005



Extra-classroom Activities Fund

4110

All transactions involving student extra-classroom activity funds (as defined in 8 NYCRR Part 172) shall be on a cash basis (not accrual). In addition, no accounts shall remain unpaid at the end of the school year. The building principals, with approval of the Superintendent of Schools, shall set up procedures for receipt and payment from extra classroom activities funds in their respective buildings.

Reviewed by the Board of Education on October 20, 2005



Fundraising

4120

The purpose of this policy is for the safety of our students and to clarify the expectations and appropriateness of the fundraising activity.

All approved fundraising will be monitored and accounted for in the extra-classroom funds by the building principal or his/her designee. For athletic fundraisers, the athletic directors must approve the fundraiser, followed by the building principal. For all clubs the building principal will approve the fundraising.

Marching Band, WABO, and PTSA fundraisers must be approved by the appropriate administrator and accounting will take place through the organization.

All fundraising conducted by student groups and other school-or District-affiliated organizations must comply with federal, state and local laws, as well as the Regents rules, particularly with regards to methods used. Participation in fundraising activities is purely voluntary.

The fundraising must be appropriate for the organization and its needs.

The appropriate administrator (i.e. building principal, athletic director) must approve the fundraiser before any activity begins. Any legally binding agreement(s) made with a vendor for the fundraising must be directed to the District's Business Office for prior approval. Each administrator is to keep a record (form in regulation) of the fundraisers and plan future fundraisers so as not to conflict with other activities.

The fundraising form in Regulation 4121 is to be completed and kept on file with the appropriate building administrator.

Reviewed by the Board of Education on September 2007



Records Management

4130

The Superintendent is to designate a records management officer subject to the approval of the Board of Education. Such records management officer is to develop and oversee a program for the orderly and efficient management of records, including the legal disposition or destruction of obsolete records (consistent with the rules set forth in the Records Retention and Disposition Schedule ED-1, 8 NYCRR Part 185 Appendix I, where applicable). The records management officer has the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

In addition, a Records Advisory Board may be created to assist in establishing and supporting the records management program. The District's legal counsel, the fiscal officer, and the Superintendent/designee may comprise the Advisory Board.

The Superintendent shall develop appropriate regulations and procedures.

Reviewed by the Board of Education on October 20, 2005



Use of District Cell Phone Policy

4170

District-owned cell phones or PDA's that are assigned to individual employees

A District-owned cell phone or PDA will be issued to an employee when required by that employee's job duties and as determined by the Superintendent or designee. The employee must reimburse the district for the cost of any personal use of the phone.

Employees may arrange with the District to pay for a reasonable amount of personal use by payroll deduction at the rate of \$150.00 per year, pro-rated on a monthly basis for a cell phone; \$240.00 per year, pro-rated on a monthly basis for a PDA. Any usage that falls outside of the District's cell phone plan (roaming, foreign country usage, etc.) for non-business purposes is also to be reimbursed by the employee monthly.

Employees are expected to comply with all applicable State Motor Vehicle Laws regarding the use of cell phones and PDA's.

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Reviewed by the Board of Education on October 20, 2005
Approved by the Board of Education on March 17, 2005



Meals and Meal Expense Reimbursement

4190

Meal expense will be reimbursed only when incurred by a District officer or employee on authorized overnight travel outside the person's regular work area on official business. The reimbursement will be at the rate established under IRS guidelines and set forth in District regulation.

Meals at meetings that do not involve overnight travel may be considered a proper District expense only where there is business of an immediate nature between two or more people and the meeting is required to be held at meal time due to staff or board schedules. Therefore meals will not be reimbursed or provided at District expense for meetings of employees or officers except under the following circumstances:

- The topic(s) of the meeting must be of an immediate nature, or there must be a pressing need to complete the business at hand;
- Scheduling prevents the meeting from being held at a different time;
- The meal must be provided during the meeting.

Before meal expenses for meetings with staff members can be reimbursed or paid, the following information must be provided to the Business Office:

- What was the purpose of the meeting?
- When was the meeting held?
- What time was the meeting held?
- What was the reason that the meal had to be served during the meeting?

Reviewed by the Board of Education on October 20, 2005
Approved by the Board of Education on March 17, 2005



Information Systems

4200

Employee access to the Webster Central School District's computer network including Internet, e-mail, and other services has been established for use and support of education, research and business operations consistent with the mission and educational objectives of the District. The district will employ safe-guards to protect not only the users, but also the system.

Access to the District's Information Systems is subject to the following restrictions:

A. Physical Access to Information Systems.

File servers and network wiring closets will be housed in secure areas with access limited to authorized personnel only. These secure areas will be adequately ventilated and protected from unauthorized personnel.

B. Network User Accounts

- a. Strong Passwords – users will be required to use strong passwords on all accounts that can access confidential or sensitive information.
- b. Password Expiration – users passwords will expire periodically and users will be required to change their passwords.
- c. User Work Stations – locking screen savers will be activated on all work stations that have access to confidential or secure information.

C. Data Back-Up

A centralized data back-up system will be utilized and housed in an area other than the main server room with back-up tapes stored separately in a safe. Yearly tapes will be stored at the Webster Central School District's Records Retention Room located at the District Offices.

D. Disaster Recovery Plan

The District will employ a plan to be developed by the Superintendent or Superintendent's designee consisting of the precautions that need to be taken to minimize the effects of a disaster and to enable the organization to either maintain or quickly resume mission-critical operations.

E. Regulations and Dissemination. The Superintendent is authorized to develop and implement regulations consistent with this policy. The Superintendent will also be responsible for disseminating the policy and associated regulations to school personnel and students.



Information Security Breach and Notification Policy

4210

The District is required by State Technology Law, Section 208, to notify affected individuals when there has been (or is reasonably believed to have been) a security breach in the District's computer system which compromises the individuals' private information. "Private information" includes personal information such as:

1. Social security numbers;
2. Driver's license numbers or non-driver identification card numbers; or
3. Account numbers, credit or debit card numbers, in combination with any required security code, access code, or password which would permit access to an individual's financial account.

"Private information" does not include information that is lawfully made available to the general public from federal, state or local government records.

The Superintendent of Schools, or his/her designee(s), will comply with the requirements of State Technology Law, Section 208.



Smoking and Tobacco Products

4300

The Board of Education is committed to providing a tobacco free environment for all students and employees of the Webster Central School District. The Webster Central School District believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to help students and staff to resist tobacco use. Students and employees must be encouraged and supported in their efforts to abstain from tobacco use.

The possession by students and the use or distribution of tobacco products by anyone is prohibited on school grounds, in school vehicles, in any building owned or leased by the school district and at all school sponsored events.

To support this policy the Webster Central School District will:

1. Provide age-appropriate, developmentally based tobacco education and prevention programs for all students.
2. Require active prevention, intervention and disciplinary programs, including educational awareness and cessation classes that promote a tobacco free school environment.

Reviewed by the Board of Education on October 20, 2005



Infectious Disease Control Program

4310

The District's administration is authorized to establish an exposure control program designed to prevent and control exposure to infectious disease consistent with the New York State Department of Labor's and OSHA's standards.

Reviewed by the Board of Education on October 20, 2005



Drug and Alcohol Testing of Bus Drivers and Other Safety Personnel 4320

The Omnibus Transportation Employee Testing Act of 1991 (P.L. 102-143) (the "Act") requires employers, including School Districts, to conduct mandatory drug and alcohol testing of bus drivers and other employees performing safety-sensitive functions. The Federal Highway Administration (the "FHWA") has issued new regulations and amended existing regulations (49 C.F.R. parts 40, 382, 391 and 395) (the "Regulations") in order to implement the Act. Webster Central School District is required by the Regulations to begin testing covered employees on January 1, 1996.

It is the District's intention to fully comply with the mandates of the Act and Regulations which are hereby incorporated into this policy. In the event that the Act and Regulations are amended by Congress and/or the FHWA, this Policy shall be deemed to have been amended accordingly at that time, without the need for redrafting. In such case, the District reserves the right to apply the amended requirements immediately, and without prior notice, unless such notice is required by the amended Act, FHWA regulations or another applicable law.

Prior to performing required testing on covered employees, the District shall provide each covered employee with educational materials that explain the requirements of the Act, the FHWA regulations, this policy and associated Administrative Regulations. The Superintendent or his/her designee shall provide written notice to the bus drivers' union of the availability of these educational materials.

Any violation of this policy, the District's Administrative Regulations, the Act or Regulations by a covered employee shall be grounds for disciplinary action, up to and including discharge, in a manner consistent with the District's pre-existing policies, practices, and any applicable collective bargaining agreement.

The Superintendent shall promulgate administrative regulations to implement this policy and comply with the Act and the Regulations.

Reviewed by the Board of Education on October 20, 2005



Recycling of Solid Waste

4400

The Superintendent or his/her designee is to develop a program for the source separation and segregation of recyclable or reusable materials in the District consistent with federal, state and local laws.

Reviewed by the Board of Education on October 20, 2005



**Webster Central School District
Policy Manual**

**Student Achievement and Well Being
Section 5000**

**Attendance****5010**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The overall objective is to improve student attendance as a means to increase learning and achievement and increase the graduation rate. The purpose of Webster's attendance policy is to provide an adequate record verifying the attendance of all children at scheduled instruction in accordance with Education Law 3205 and 3210. In addition, definitions of excused and unexcused student absences have been developed and patterns of student absences analyzed in order to implement instructional intervention strategies. This policy will be communicated annually to students, parents, teachers, and administrators. The Webster Central School District Board of Education will review this policy annually.



Age of Entrance

5020

A resident child must be at least 5 years old by December 1st of the school year of entry to be admitted to kindergarten during that school year.



Screening of New School Entrants

5030

The Board of Education directs the Superintendent to establish regulations to screen every new entrant to school to determine which students may have disabilities, may be gifted or may be of limited English proficiency. The regulations are to be consistent with federal, state law and the Commissioner's regulations.



Attendance Zones

5040

The Board of Education shall from time to time establish a geographic zone of attendance for each of the schools of the District. Students residing in a given geographic area are expected to attend schools as designated, with the following exceptions:

- If during the school year, a student moves from one attendance zone to another, the student may be allowed to attend the designated school for either attendance zone for the remainder of that school year.
- If after the start of the second semester, a 4th, 7th or 11th grader moves from one attendance zone to another, the student may be allowed to attend the school designated for the first attendance zone until the end of the 5th, 8th or 12th grade, as the case may be.

In either case, however, parents/legal guardians will be responsible for providing transportation to and from any school outside of the attendance zone in which their legal residence is located.

Guidelines for the implementation of this Policy are to be outlined in the Administrative Regulations.



Non-Resident Students

5050

Students residing outside the Webster Central School District will not be allowed to enroll in the School District except with specific approval of the Superintendent of Schools. Acceptance will be on a yearly basis. Tuition will be computed annually according to an established formula consistent with any applicable state law and/or the Commissioner's regulations.

The Superintendent also is to establish rules and regulations setting forth the conditions under which non-resident students will be admitted to the District for short periods without tuition.

There must be agreement by Superintendent that the student will benefit from such placement and that space and facilities are available for the placement.



Remedial Instruction

5060

The Board directs the Superintendent to oversee the development, maintenance and evaluation of a remedial instruction program. The program will specifically address the needs of students who must be provided remedial instruction as a result of test scores on state-required tests (in compliance with the Regulations of the Commissioner of Education), as well as the needs of all students who are having difficulty in any subject.

To determine student eligibility for such a program, the Superintendent or his/her designee is to design appropriate assessment procedures, with input from parents, regular classroom teachers, guidance and special education personnel.



Educational Services for Pregnant Students

5070

The Board of Education directs the Superintendent to provide instruction as required by the New York State Education Law for students who become pregnant. The Superintendent, or his/her designee, is directed to consult with the school physician and the student's personal physician in determining the appropriate form of instruction for the students. The form of instruction may be any of the following or a combination of the following:

- Remain in school with provisions for special instruction, scheduling, and counseling where needed.
- Receive home instruction.
- Attend BOCES programs.



The Education of Homeless Students

5080

The purpose of this policy is to ensure the education of homeless children residing within the Webster Central School District.

It shall be the policy and practice of the Webster School District to immediately enroll homeless children and youths, even where a child or youth is unable to provide records normally required for enrollment (e.g., prior academic records, proof of residency, immunization records). Each such homeless child or youth shall be provided services comparable to those offered to other students in the school, including transportation services, education services, programs in vocational and technical education, and school nutrition programs.

The Superintendent shall develop regulations to assure that homeless children and youths receive the education and services to which they are entitled.

Legal references: McKinney-Vento Homeless Assistance Act (Subtitle B – Education for Homeless Children and Youth), reauthorized to January 2002; New York State Commissioner of Education Regulations 8 N.Y.C.R.R. § 100.2(x).



Interpreters for Hearing Impaired Parents

5090

The Webster Central School District will provide interpreter services, at no charge to parents or persons in parental relation who are hearing impaired, for school meetings or activities related to their child's educational program.



Graduation Requirements

5100

In order to graduate from high school, a student must meet all the requirements specified in the regulations of New York State including successful completion of all required Regents exams, as well as the graduation requirements as established by the Webster Central School District Board of Education.

Revised by the Board of Education on October 19, 2006



Minimum Regents Exam Scores for Local Diploma

5110

	<i>Local Diploma</i>	<i>Regents Diploma</i>	<i>Regents with Advanced Designation Diploma</i>
Requirements based on June 2005 Board of Regents action to phase in the 65% graduation standard on required Regents exams.			
Entered 9th grade in 9/2005	Score 65% or above on at least 2 required Regents exams and score 55% or above on 3 required Regents exams.	Score 65% or above on all 5 required Regents exams.	Score 65% or above on all 8 required Regents exams.
Entered 9th grade in 9/2006	Score 65% or above on at least 3 required Regents exams and score 55% or above on 2 required Regents exams.	Score 65% or above on all 5 required Regents exams.	Score 65% or above on all 8 required Regents exams.
Enter 9th grade in 9/2007	Score 65% or above on at least 4 required Regents exams and score 55% or above on 1 required Regents exams.	Score 65% or above on all 5 required Regents exams.	Score 65% or above on all 8 required Regents exams.
Enter 9th grade in 9/2008	The local diploma is no longer offered to general education students.	Score 65% or above on 5 required Regents exams.	Score 65% or above on 8 required Regents exams.

Note: The Regents Competency Test safety net for students with disabilities will continue to be available for students entering grade 9 prior to September 2010. Students using this safety net will receive a local diploma. The low-pass option of scoring between 55%-64% on the required Regents exams to earn a local diploma will continue to be available for students with disabilities.

Approved by the Board June 6, 2008



Student Promotion/Reporting to Parents

5120

Promotion and Retention

The guidelines to be followed by the staff for promotion and retention of students will be developed by the Superintendent. Building principals may establish written standards for promotion or retention within their individual schools, subject to these guidelines and the approval of the Board.

Reporting to Parents/Legal Guardians

Parents/legal guardians are to receive a report of their child's educational progress at regular intervals. Report cards are to be used as a standard vehicle for the periodic reporting of student progress and other appropriate school-related data. Report cards, however, are not intended to exclude other means of reporting progress, such as conferences, phone conversations, etc. The Board of Education supports other means of reporting student progress, such as conferences, phone conversations, e-mails, etc.



Musical Instruments

5130

The Board will provide certain musical instruments for student use.

Where these instruments are used outside the school building for practice purposes, a rental fee will be charged as determined annually by the Board at the Reorganization Meeting.

Rental plans may be arranged with music companies on other instruments, by which students may rent other instruments without being forced to buy these instruments.

Webster will not require students who furnish their own musical instruments to obtain a specific make or model. However, the District may require a certain level of quality depending on the level of instruction.

Exceptions to the rental fees may be made in exceptional cases where severe hardship is proved.

The Superintendent of Schools will establish specific regulations to implement this Policy.



Student Liaison to the Board of Education

5140

To help open clear and immediate lines of communication between the Board of Education and the student body of the secondary schools, the Board establishes the position of Student Liaison and Alternate Student Liaison.

The Student Liaison/Alternate will be provided with information that the Board deems appropriate. However, under no circumstances will the Liaison/Alternate be provided with information which pertains to personnel or to matters deemed confidential by law, Board policy, Administrative Regulation or District practice.



Student Physicals

5150

The purpose of this policy is for Webster Central School District's compliance with State Education Law Article 19§903 regarding student physicals.

Per State Education Law Article 19§903, a health certificate shall be furnished by each student in the public schools upon his or her entrance in such schools and upon his or her entry into the grades 2, 4, 7, and 10. If such student does not present a health certificate with thirty days from the date of such notice, an examination will be made of such student, as provided in this article by the School District Physician at no expense to the student. An examination of any child may be required by the local school authorities at any time in their discretion to promote the educational interests of such child.

- Each certificate shall be signed by a duly licensed physician, physician assistant, or nurse practitioner.
- Each such certificate shall describe the condition of the student when the examination was made, which shall not be more than twelve months prior to the commencement of the school year in which the examination is required, and shall state whether such student is in a fit condition of health to permit his or her attendance at the public schools.
- Each such certificate shall also state the student's body mass index (BMI) and weight status category. Weight status categories for children and adolescents shall be as defined by the commissioner of health.
- Within thirty days after the student's entrance in such schools or grades, the certificate shall be submitted to the principal or his or her designee and shall be filed in the student's cumulative health records.
- Additional physicals/examinations are required:
 - Transferring students
 - Work permits (physical within 12 calendar months)
 - Athletes (physical within 12 calendar months prior to each sports season).
Injuries or illness during a sports season must be cleared by a physician prior to the next sport played. The school physician has the authority to reassess, examine, evaluate or review the student's health status and request clarification from attending MD.
 - Potential health concerns detrimental to the student or others, the school physician has the authority to reassess, examine, evaluate or review the student's health status and request clarification from attending MD.

Approved by the Board of Education on January 2009



Accidents

5160

Procedures are to be established and maintained by the Superintendent for the handling of student injuries that occur on school property and during school activities.



Wellness

5170

The Webster Central School District is committed to providing a school environment that promotes and protects the children's health, well-being, and the ability to learn by fostering healthy eating and physical activity. An ongoing Wellness Committee will provide oversight and advise the Superintendent on implementation and evaluation of the goals set forth in the wellness policy.

Goals to Promote Student Wellness

Nutrition Education

The primary goal of nutrition education is to influence students' healthy eating habits and other nutrition-related behaviors conducive to health and well-being. The district will provide nutrition education that includes:

- Students in grades K-12 receive nutrition education that teaches the skills they need to adopt healthy eating behaviors.
- The District's health education curriculum standards and guidelines will include both nutrition and physical education.
- Nutrition education is part of not only health education classes, but also integrated into classroom instruction.
- Nutrition education promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation and lifestyles.
- Emphasizes caloric balance between food intake and exercise.
- The district will conduct nutrition education activities and promotions that involve parents, students, staff and the community.

Physical Activity

The primary goals for the districts' physical activity components are: to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain and enhance students' physical fitness, to ensure regular participation in physical activity, and to teach students the benefits of physically active lifestyle.

- Students in all grades are given opportunities for physical activity during the school day through physical education classes, daily recess periods for elementary school students, and integration of physical activity into the academic curriculum.
- Students will be given opportunities for physical activity through a range of before and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.
- The district encourages parents to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.



- Professional development opportunities will be made available to enable teachers and other school staff to promote enjoyable, lifelong physical activity among students.

Nutrition

The District Wellness Committee will recommend to the Superintendent nutrition standards and guidelines. The district's goal is to encourage healthy lifelong eating habits by providing foods that are high in nutrients, low in fat and added sugars and of moderate portion size.

- At a minimum reimbursable school meals served at school will meet the program requirements and nutrition standards of the National School Lunch program.
- Nutrition information for products sold on campus will be readily available upon request.
- Food and beverages sold at school-sponsored events outside the school day will include healthy choices and provide age-appropriate selections for elementary and secondary students.
- Fund-raising activities should encourage the use of healthy food or non-food fundraisers.
- Building principals and supervisors in conjunction with their staff will:
 - Encourage non-food rewards
 - Encourage non-food celebrations
 - Educate and encourage healthy classroom snacks

Implementation and Evaluation of the Wellness Policy

The district shall establish an implementation and evaluation plan for the wellness policy in order to monitor the effectiveness of the policy and the possible need for further modification over time. Accordingly, the Superintendent shall designate one or more staff members within the district to have operational responsibility for ensuring that the district meets the goals and mandates of its local wellness policy.

Evaluation will be based on, but are not limited to, fitness testing scores, PE common assessment data, participation in intramurals and interscholastic athletics, rates of participation in school lunch program, and satisfaction assessment from all interested parties. Further, the district shall document the financial impact, if any, to the school food service program, school stores, or vending machines revenues based on the implementation of the wellness policy.

Approved by the Board of Education on September 21, 2006



Child Abuse Prevention and Reporting

5180

The Superintendent will develop, maintain and disseminate written regulations and procedures for mandated child abuse reporters. The District will have in place the services and procedures necessary to safeguard the life or health of the child. Webster is further committed to establishing and implementing a training program for all current and new school officials regarding these regulations and procedures for prevention of and responding to suspected child abuse and maltreatment.

Last updated: Spring 2001



Harassment of Students

5190

Sexual and other discriminatory forms of harassment (e.g., racial harassment, religious harassment, etc.) constitute a violation of law and stand in direct opposition to District policy. The Board prohibits all forms of discriminatory harassment of students by employees, volunteers, visitors and other students. The Superintendent will establish regulations, consistent with state and federal law, designed to:

- Define harassment,
- Prevent harassment of students,
- Provide students/parents with easy-to-follow complaint procedures for reporting harassing conduct,
- Provide for immediate and thorough investigations of all complaints,
- Provide means for stopping harassing conduct,
- Take immediate corrective action if harassing conduct took place.
- Prevent retaliation against those who report harassing conduct or assist in an investigation or proceeding concerning harassing conduct.



Student Alcohol and Other Drug Policy

5200

The Board of Education is committed to the prevention of alcohol and any other drug use. It is the policy of the Webster Central School District that an alcohol and other drug-free environment be maintained. No person may use, possess, sell, manufacture, or share drugs, alcohol, or other illicit substances or associated paraphernalia on school grounds, in school vehicles, or at school functions. Furthermore, students who participate in extracurricular activities and/or athletics are role models for other students, both at school and away from school. They are subject to the same drug and alcohol rules as all other students. In addition, no student who is a member of any District extracurricular club, team, organization, or similar school activity may use, distribute or possess alcohol or other drugs off school grounds and when not engaged in a school-sponsored activity.

The term “drugs, alcohol or other illicit substances” in this policy refers to substances including, but not limited to, alcohol, tobacco (including smokeless tobacco), inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, any substances referred to as “designer drugs”, prescription and nonprescription medication (unless possession of the medication is authorized as described in Regulation 5179).

Additionally, any student exhibiting behavior, conduct, personal or physical characteristics indicative of having abused or consumed alcohol or any other drug, or any student who school personnel have reasonable grounds to suspect has used alcohol or any other drug shall be prohibited from school grounds or school sponsored events.

To support this policy with respect to the students, the District will:

1. Provide age-appropriate, developmentally based alcohol and other drug education and prevention programs for all students at all grade levels. Such programs will address the legal, social and health consequences of alcohol and other drug use and provide information about effective techniques for resisting pressure to use alcohol and other drugs.
2. Require an active prevention/intervention and disciplinary program which shall promote a safe and responsive learning climate for students, is responsive to the sensitive nature of the problems related to alcohol and other drug use and abuse, and respects individuals and families.
3. Make a breath alcohol sensor available in each of the secondary buildings. Designated District personnel may administer the breath alcohol sensor test when a properly trained staff member has reasonable suspicion that a student is under the influence of alcohol.

Approved by the Board on October 9, 2008



Student Directory Information

5210

The District will publish an annual public notice informing parents or eligible students of their right to refuse the release of student directory information and indicating a time period for their response. Following such public notice and a reasonable response period, the District may release such information, at the discretion of the Superintendent, to an outside group without individual consent.

In accordance with the Family Educational Rights and Privacy Act (FERPA), “Student directory information” includes: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (if members of athletic teams), degrees and awards received, and the name of the educational agency or institution previously attended by the student.



Internet Safety

5220

Recognizing that the Internet represents an important resource that allows access to ideas, information and commentary from around the world, the WCSD provides Internet access to staff, students, volunteers and community education members (users) as an aid to research, teaching and learning. Access to the Internet, electronic mail and computers will be governed by this policy, the Acceptable Use Regulation and the District's administrative procedures.

This policy has been developed in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act (Public Law 106-554).

Access to the Internet using the District's computer equipment is subject to the following restrictions (access using personal laptops is also covered by this filtering):

- A. **Filtering.** Filtering software will be used to block minors' access to:
1. visual depictions that are (a) obscene, (b) child pornography, or (c) harmful to minors;¹ and
 2. Internet sites which, in the Board's determination., contain material which is "inappropriate for minors." (See item B. below.)

Adult access to visual depictions that are obscene and/or child pornography will also be blocked. However, the Superintendent or his/her designee may disable the software to enable access to blocked sites for bona fide research or other lawful purposes.

- B. **Matter Inappropriate for Minors.** The Board will (from time to time) determine by resolution what Internet material is "inappropriate for minors" in the District. This determination will be based on community standards.
- C. **Safety of Minors When Using Direct Electronic Communications.** In using the computer network and Internet, minors are not permitted (without proper authorization) to reveal personal information such as home addresses, telephone numbers, their real last names or any other information which might allow someone they are communicating with online to locate them. No minor may arrange a face-to-face meeting with someone he/she "meets" on the computer network or Internet without his/her parent's permission.
- D. **Unauthorized Access and Other Unlawful Activities.** It is a violation of this policy to:
1. use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access;
 2. damage, disable or otherwise interfere with the operation of computers, computer systems, software or related equipment through physical action



or by electronic means; and/or

The terms “obscene”, “child pornography”, “harmful to minors”, and “matter inappropriate for minors”, used throughout the policy, are defined in the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act (Public Law 106-554). See Appendix A.

3. violate state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or any other applicable law or municipal ordinance.

- E. **Unauthorized Disclosure and Dissemination of Personal Identification Information Regarding Minors.** Personally identifiable information concerning minors may not be disclosed or used in any way on the Internet (e.g., on the District’s web page or otherwise) without the permission of a parent or guardian or pursuant to the District’s Directory Information Policy. If a student is 18 or over, the permission may also come from the student himself/herself.
- F. **Regulations and Dissemination.** The Superintendent is authorized to develop and implement regulations consistent with this policy. The Superintendent will also be responsible for disseminating the policy and associated regulations to school personnel and students.



Appendix A

Generally speaking, “**obscenity**” is defined as any work that an average person (applying contemporary community standards) would find, taken as a whole, appeals to a prurient interest. The work also must depict or describe, in a patently offensive way, sexual conduct as specifically defined in state law. Moreover, the work, taken as a whole, has to lack serious literary, artistic, political or scientific value. (See 18 U.S.C. §1460 and the cases interpreting that statute.)

“**Child pornography**” is defined as:

... any visual depiction, including a photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where (a) the production of visual depiction involves the use of a minor [someone under the age of 18] engaging in sexually explicit conduct; (b) such visual depiction is or appears to be, of a minor engaging in sexually explicit conduct; (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (d) such visual depiction is advertised, promoted, presented, described or distributed in such manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. (18 U.S.C. §2256[8]).

The phrase “**harmful to minors**” is defined as:

... any picture, image, graphic image, file, or other visual depiction that (a) taken as a whole and with respect to minors [defined here as anyone under the age of 17], appeals to a prurient interest in nudity, sex or excretion; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. (Public Law 106-554 §1703[b][2].)

The phrase “**matter/material inappropriate for minors**” must be defined by a determination by the Board applying local community standards. (Public Law 106-554 §1732[1][2].)



Notification of Release of Sex Offenders

5230

The Webster Central School District will disseminate all information which the District receives from local police authorities concerning the release of sex offenders within the District to its staff members including, but not limited to, building principals, teachers, support staff, custodians, bus drivers, and security personnel.

Furthermore, the District will comply with the requirements of the Freedom of Information Law (FOIL) in response to written requests made to the District's Records Access Officer for information concerning the release of sex offenders pursuant to FOIL.

The Superintendent is also authorized to disseminate such information to those members of the staff and community at large who, in the opinion of the Superintendent, have an immediate need to be notified of such data in order to protect the safety of our students.



Response to Intervention

5295

The purpose of this policy is to address the administrative practices and procedures for the implementation of the Webster Central School District's Response to Intervention (RTI) process for all students. For students suspected of having a potential learning disability, the District will provide appropriate RTI services prior to a referral to the Committee on Special Education (CSE) for evaluation.

The Webster Central School District's RTI process shall include:

- a. Scientific, research-based instruction in reading and mathematics provided to all students in the general education class by qualified personnel. Instruction in reading, per Commissioner's Regulations, shall mean scientific, research-based reading programs that include explicit and systematic instruction in phonemic awareness, phonics, vocabulary development, reading fluency (including oral reading skills) and reading comprehension strategies;
- b. Universal screenings shall be provided to all students to identify those students who are not making academic progress at expected rates;
- c. Scientific, research-based instruction matched to student need with increasingly intensive levels of targeted interventions for those students who do not make satisfactory progress in their levels of performance and/or in their rate of learning to meet age or grade level standards'
- d. Progress monitor student achievement, including curriculum based measures, to determine if interventions are resulting in student progress toward age or grade level standards;
- e. Educational decisions about student goals, instruction and program services will be made on data from interventions. This may include referrals for special education programs and/or services.
- f. Written notification to the parents including a summary of the student's performance data, plan for intervention, and the parents' right to request an evaluation for special education programs and/or services; and
- g. Student support teams in each building will analyze the data concerning a student's response to intervention and make education decisions about changes in goals, instruction and/or services in conjunction with RTI providers.



Section 504 of the Rehabilitation Act of 1973

5300

The purpose of this policy is to affirm the District's compliance with those sections of the Rehabilitation Act of 1973 dealing with program accessibility.

Section 504 of the Rehabilitation Act prohibits discrimination against qualified individuals with disabilities in federally assisted programs or activities solely on the basis of disability. The District shall make its program and facilities accessible to all its students with disabilities.

The District shall also identify, evaluate and extend to every qualified student with a disability under Section 504 a free, appropriate public education, including modifications, accommodations, specialized instruction or related aides and services, as deemed necessary to meet their educational needs as adequately as the needs of non-disabled students are met.

Each building principal is responsible for coordination of activities relating to compliance with Section 504 within his/her building.

The Superintendent or his/her designee is responsible for providing information, including complaint procedures, to any person who feels his or her rights under Section 504 have been violated by the District or its officials.



Special Education Programs and Related Services

5310

The District will provide for an appropriate special education program for each student with a disability upon receiving from the CSE (Committee on Special Education) or CPSE (Committee on Preschool Special Education) recommendations for special education services. The CSE or CPSE shall provide the Board with a written evaluation for each student with a disability that includes:

- Classification of a student's disability.
- Recommendation(s) for a special education program and/or related service(s), including counseling, based upon a student's needs .
- A summary of the tests/reports upon which the recommendations are based.

Program Accessibility

The District's programs and facilities are to be accessible to all its students with disabilities. The Superintendent is responsible for coordination of activities relating to compliance with Section 504 of the Rehabilitation Act. He/she is to provide information, including complaint procedures, to any person who feels his/her rights under Section 504 have been violated by the District or its officials.

Twelve Month Educational Program

The District will provide, directly or by contract, special education services and programs during July and August to those students who the CSE/CPSE has determined required those services for a 12-month duration.



Independent Educational Evaluations

Policy 5315

Parents/guardians of a student with a disability (or a student who is thought to have disability) have the right to receive an "independent evaluation" of their child if they disagree with the evaluation obtained by the Committee on Special Education (CSE) or the Committee on Preschool Special Education (CPSE).

Prior to obtaining such an evaluation, parents or guardians must file a written request for this independent evaluation within 90 days from the date of the CSE or CPSE evaluation to obtain approval for this evaluation. Upon approval the district would pay for this evaluation pursuant to the following terms of this policy and the associated regulation.

The independent examination must be conducted by a qualified examiner who is not employed by the District. Upon request, parents will be provided with a list of public and private agencies and professional resources where independent evaluations may be obtained. These publicly-funded independent evaluations will be limited to the same geographic and fiscal limitations as used by the District when it initiates an evaluation.

The district has the right to initiate an impartial hearing to demonstrate that its evaluation was appropriate. If the hearing officer determines that the District's evaluation was appropriate, a parent or guardian will not be entitled to reimbursement at public expense.

Regulations will be developed establishing the geographic area in which such evaluations may take place, and minimum qualifications of the professional who administer and interpret various tests; and a reasonable timeline for seeking reimbursement.



IMPARTIAL HEARINGS AND SELECTION OF IMPARTIAL HEARING OFFICER **5320**

The purpose of this policy is to provide a process for accessing outside assistance when needed in resolving a disagreement involving the education of a student with a disability. This disagreement may involve the identification, evaluation, educational placement or provision of a free appropriate education. For those exceptional circumstances where a more formal method is required, the impartial hearing process will be utilized. The impartial hearing officers (IHO) render a written decision after the parties present and refute evidence before him/her. The decision of the IHO is final and binding on both parties unless appealed to the State Review Officer (SRO).

IMPARTIAL HEARING PROCESS

The following is an overview of the Impartial Hearing process:

- a) Either the parent or the School District may request an impartial hearing. If a parent makes the request it must be in writing to the Board of Education describing the nature of the dispute and a proposed resolution of the problem. The District will provide a form for this purpose.

If the District is the party initiating an impartial hearing, the District will provide prior written notice to the parent including a statement of the action proposed and any explanation of why the District proposes to take such action.

- b) Upon receipt of or initiation of a request for an impartial hearing, the District will inform the parent of the availability of mediation, of any free or low-cost legal and other relevant services available in the area, and provide them with a copy of the District's Procedural Safeguards Notice.
- c) The District must immediately [but not later than two (2) business days after receipt of the written request] initiate the process to select an IHO. The District selects the IHO through a rotational selection process in accordance with regulatory timelines. The Superintendent's Secretary/District Clerk will be responsible for contacting IHOs and maintaining appropriate records.
- d) The IHO must be certified by the Commissioner of Education, be independent and have access to the support and equipment necessary to perform the duties of an IHO. When the selected IHO indicates availability, the Board of Education must immediately appoint him/her. To expedite this process the Board may designate one or more of its members to appoint the IHO on behalf of the Board.
- e) The impartial hearing will be conducted at a location that is reasonable and convenient to the parent and the student involved. The hearing shall be closed to the public unless the parent requests an open hearing.



- f) The IHO presides over the hearing at which the parties have an opportunity to present evidence and testimony.
- g) The student remains in his/her current placement during the pendency of the impartial hearing unless both parties agree and except as otherwise provided for expedited impartial hearings for certain disciplinary suspensions or removals of a student.
- h) The IHO renders and forwards the finding of fact and decision to the parties and to the State Education Department in accordance with regulatory timelines.
- i) The decision of the IHO is final and binding on both parties unless appealed to the State Review Officer (SRO).

COMPENSATION OF IMPARTIAL HEARING OFFICERS

The District will be responsible for compensating the IHO for pre-hearing, hearing and post-hearing activities at the rate agreed upon at the time of the IHO's appointment. The rate of compensation may not exceed the maximum rate approved by the Director of the Division of the Budget. The District will also reimburse the IHO for travel and other hearing-related expenses (e.g., duplication and telephone costs) pursuant to an annually determined schedule. On an annual basis, the District will forward a copy of its compensation rates to each IHO on the District's rotational list.

Expedited Impartial Hearings

The school district shall arrange the expedited due process hearing according to the following time period, unless the parent and school district agree in writing to waive the resolution meeting or agree to use mediation:

- a) A resolution meeting shall occur within seven days of receiving notice of the due process complaint.
- b) The expedited due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of receipt of the due process complaint.
- c) The expedited due process hearing shall occur within 20 school days of the date the complaint requesting the hearing is filed.
- d) The impartial hearing officer shall make a determination within 10 school days after the hearing.

No extension to an expedited impartial hearing timeline may be granted.

The impartial hearing officer shall mail a copy of the written, or at the option of the parents, electronic findings of fact and the decision to the parents, to the Board of Education, and to the Office of Vocational and Educational Services for individuals with Disabilities Education (VESID) of the New York State Education Department within 10 school days after the hearing.

Resolution Period

Except where the parties have jointly agreed to waive the resolution process or use mediation, the failure of a parent filing a due process complaint to participate in the resolution meeting will delay the timeline for the resolution process and due process hearing until the meeting is held.



- a) If the school district is unable to obtain the participation of the parent in the resolution meeting after reasonable efforts have been made (and documented), the school district may, at the conclusion of the 30-day period, request that an impartial hearing officer dismiss the parents' due process complaint.
- b) If the school district fails to hold the resolution meeting within 15 days of receipt of the parents' due process complaint or fails to participate in the resolution meeting, the parent may seek the intervention of the impartial hearing officer to begin the due process hearing timeline.

The parties agree in writing to continue mediation at the end of the 30-day resolution period, in which case, the hearing or pre-hearing conference shall commence within the first 14 days after the impartial hearing officer is notified in writing that either party withdrew from mediation.

Guardians ad Litem at Impartial Hearings

Unless a surrogate parent has been previously appointed, the IHO must appoint a guardian ad litem when he/she determines that the interests of the parent(s) are opposed to or inconsistent with those of the student or whenever the interests of the student would be best protected by such appointment.

Confidentiality

All issues relating to a request for and conduct of an Impartial Hearing must be kept confidential by all District staff.



Preschool Special Education Program

5330

The Board recognizes the need for educational programs for three and four year old children with disabilities and directs the Superintendent to establish administrative practices and procedures to:

- Provide for special education services and programs for each preschool child with a disability residing in the District.
- Establish a Committee on Preschool Special Education (CPSE) which shall be composed of:
 - ⇒ An appropriate professional employed by the District (and that professional employee serves as the Chairperson); and
 - ⇒ A parent of a student with a disability who resides in the School District and whose child is enrolled in a preschool or elementary level education program provided that the parent is not employed by or under contract with the School District or municipality; and
 - ⇒ A professional who participated in the evaluation of the child; or In a meeting to review or reevaluate the status of the preschool child, the preschool child's teacher; and
 - ⇒ For children in transition from the Early Intervention Programs, the appropriately licensed or certified professional from the Department of Health's Early Intervention Program. This individual must participate in all CPSE meetings conducted prior to the child's initial receipt of services; and
 - ⇒ An appropriate certified or licensed professional appointed by the Chief Executive Officer of the municipality of the preschool child's residence but the attendance of the appointee of the municipality shall not be required for a quorum for the CPSE to act.
- Ensure that parents have received and understand the request for consent for evaluation of a preschool aged child.



Providing Teachers and Service Providers Copies of a Student's Individualized Education Program **5340**

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") shall be given a copy of the IEP prior to its implementation. The Chairperson of the Committee on Special Education 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 student's IEP, inform each teacher, assistant and support staff person of his or her responsibility relating to the implementation of the IEP and the specific accommodations, modification and support that must be provided. The student's IEP shall continue to remain confidential and shall not be re-disclosed to any other person except in accordance with the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act, and applicable regulations promulgated pursuant thereto.

Legal Reference:

Education Law Section 4402(7)(a)(b)(c)
Chapter 408 of the Laws of 2002



Students with Disabilities Participating in School District Programs 5350

All students with disabilities residing in the District, including those of preschool age, are provided with full access and opportunity to participate in School District programs, including extracurricular programs and activities, that are available to all other students enrolled in the public schools of the District, to the maximum extent appropriate to the needs of the student. Parents/legal guardians of students with disabilities, including those students placed in out-of-District programs, will receive timely notice of such District programs and activities.



Least Restrictive Environment

5360

The purpose of this policy is to ensure that students with disabilities eligible for special education services and/or programs are provided those services in the least restrictive environment which is appropriate in meeting their individual educational needs.

Least restrictive environment means that placement of students with disabilities in special classes, separate schools or other removal from the regular educational environment occurs only when the nature or severity of the disability is such that even with use of supplementary aids and services, education in regular classes cannot be satisfactorily achieved. The placement of an individual student with a disability in the least restrictive environment shall:

- a) Provide the special education and related services, as well as supplementary aids and services, needed by the student;
- b) Provide for education of the student to the maximum extent appropriate to the needs of the student with other students who do not have disabilities; and
- c) Be as close as possible to the student's home.

The District has an obligation, pursuant to law, and regulation, to educate students with disabilities in the least restrictive environment. The School District shall ensure that:

- a) Each student with a disability shall be educated with non-disabled students to the maximum extent appropriate;
- b) Each student with a disability shall be removed from the regular educational environment only when the nature or severity of the student's disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily; and
- c) To the maximum extent appropriate to the student's needs, each student with a disability shall participate with non-disabled students in nonacademic and extracurricular services and activities.

The District shall ensure that a continuum of alternative placements, in accordance with law and/or regulation, 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 non-disabled 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.



Appointment and Training of CSE and CPSE Members

5370

Appointment

The Committee on Special Education (CSE) is to be comprised of:

- a regular education teacher of the child whenever the child is or may be participating in regular education;
- a special education teacher or provider to the student;
- a school psychologist;
- a representative of the District who is qualified to provide, administer or supervise special education and is knowledgeable about the general curriculum and the availability of resources of the District;
- a school physician; and
- a parent of a child with a disability residing in the district or a neighboring district, provided that the parent:
 - may not be employed by or under contract with the School District and
 - **may not be required to be to participate, if the parents of the child being evaluated for classification purposes requests that said parent not participate.**

The CSE will also include persons with knowledge or special expertise regarding the student as the District or parents shall designate and if appropriate, the student.

In addition, the Board shall establish a Committee on Preschool Special Education (CPSE).

Training

The Director of Pupil Services is responsible for establishing administrative practices and procedures for training all District personnel responsible for carrying out the provisions of Part 200 of the Commissioner's Regulations as well as members of the Committee on Special Education and members appointed by the Board of Education to the Committee on Preschool Special Education.



Declassification of Students with Disabilities

5380

The purpose of this policy is to provide a process to declassify some students with disabilities if deemed appropriate. As some students mature and acquire skills they may no longer require a special program, support services, or special accommodations. The responsibility for this process falls under the purview of the Committee on Special Education (CSE), the CSE subcommittee, or the Committee on Preschool Special Education (CPSE).

This policy establishes a process for the appropriate declassification of students with disabilities which includes:

- a) The regular consideration for declassifying students when appropriate;
- b) A reevaluation of the student prior to declassification; and
- c) The provision of educational and support services to the student upon declassification.

Eligibility Determinations

The School District must evaluate a student with a disability prior to determining that a student is no longer a student with a disability and the District shall provide a copy of the evaluation report and the documentation of eligibility to the student's parent. The District is not required to conduct a reevaluation of a student before the termination of a student's eligibility due to graduation with a local high school or Regent diploma or exceeding the age eligibility for a free appropriate public education. However, the parent must receive prior written notice, in accordance with Commissioner's Regulations before the student's graduation from high school with a local or Regents diploma or before he/she receives an Individualized Education Program (IEP) diploma. The results of any reevaluations must be addressed by the Committee on Special Education (CSE) in a meeting to review and, as appropriate, revise the student's IEP.

Recommendation for Declassification

If the student has been receiving special education services, but it is determined by CSE that the student no longer needs special education services and can be placed in a regular educational program on a full-time basis, the recommendation shall:

- a) Identify the declassification support services, if any, to be provided to the student; and/or the student's teachers; and
- b) Indicate the projected date of initiation of such services, the frequency of provision of such services, and the duration of these services, provided that such services shall not continue for more than one year after the student enters the full-time regular education program.

Declassification Support Services

When appropriate, the District shall provide declassification support services to students who have moved from special education to a full-time regular educational program in accordance with the recommendation of the CSE.



Instruction for Students with Limited English Proficiency 5390

It is the District's philosophy to educate students with Limited English Proficiency (LEP) in the least restrictive environment, and to provide them with full access to a free-standing English as a Second Language program taught by duly certified English as a Second Language (ESL) teachers.

- The Superintendent will develop and implement administrative regulations designed to:
- Screen pupils for LEP pursuant to Part 117 of the Commissioner's regulations;
- Identify such pupils with LEP; and

Annually evaluate each such pupil's performance in content areas to measure the pupil's academic progress.

The Board fully supports the full access of LEP students to all appropriate instructional and support services offered within the District (including guidance programs pursuant to section 100.2[j] of the Commissioner's regulations), including equal opportunities to participate in all school programs and extracurricular activities.

In cases where a LEP student is suspected of having a disability and a referral is made to the Committee on Special Education, a bilingual multi-disciplinary assessment will be conducted to assure that a comprehensive, appropriate evaluation is provided.

In order to enhance communication regarding school-related programs and activities, the District will make every effort to communicate with the parents of LEP students in a language they understand. Further, this will include the use of interpreters, when appropriate, for parent conferences and other meetings such as those held by the Committee on Special Education.



Title I Programs

5400

The No Child Left Behind Act provides for, and the Webster Central School District expects and encourages, the involvement of parents of children in programs assisted under Title I of the Act (NCLB). The District assures parental involvement.

The district administration is responsible for the following:

1. Involving parents in the joint development of the Title I plan by
 - a. Seeking parental participation on each school's Shared Decision Making Team
 - b. Holding an annual information meeting
 - c. Seeking parental input regarding the program
2. Providing the coordination, technical assistance, and support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance by
 - a. Educating the teachers and staff in the value and utility of the contribution of parents and how to reach out to, communicate with, and work with parents as equal partners in the education of their children.
 - b. Providing examples of best practices in parental involvement from other school districts
 - c. Making known, and developing new, procedures for disseminating information from schools to parents.
3. Working to build the schools' and parents' capacity for strong parental involvement by
 - a. Working with the PTSA to organize informational sessions, such as Parent University
 - b. Disseminating literature on educational topics through District and school newsletters
 - c. Schools explaining and describing the standards at annual curriculum night events for parents
 - d. Encouraging parental participation in school activities
 - e. Providing parents with ways to help them improve their skills for assisting their children's learning at home and at school
 - f. Providing assistance to parents in understanding New York State and locally developed assessments, content standards and graduation requirements; and how to monitor their children's progress and work with the educational staff to improve their children's achievement.
 - g. Providing assistance on understanding monitoring and grading standards used to report student achievement



4. Coordinating and integrating Title I parental involvement strategies with those of other district programs by assigning the oversight of these programs to the Directors of Elementary, Secondary Education; and the Director of Pupil Services.
5. Facilitating parental involvement programs and activities with local agencies, and support activities such as parent resource centers that encourage parents in more fully participating in the education of their children.
6. Assuring that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format and to the extent practicable, in a language the parents can understand.
7. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under Title I. Through each building's Shared Decision Making Team, the schools will:
 - a. identify barriers to greater participation by parents
 - b. from these findings design strategies for more effective parental involvement.
 - c. revise the parental involvement policy as appropriate.

Approved by Board of Education 10/4/07.



Curriculum Development, Resources and Evaluation

5500

In order to achieve its annual instructional goals, the Board of Education supports a collaborative approach to district curriculum development. Curricula must be based on New York State Learning Standards and be aligned vertically and horizontally within and among curricular areas. Curricula must be research based and support instructional best practices.

The Board of Education supports continuous evaluation of the curriculum and instructional program. All aspects of the curriculum are subject to critical analysis in an attempt to improve the learning and growth of each student in accordance with his/her ability. The Board of Education will periodically request through the Superintendent factual information that it considers necessary to evaluate the effectiveness of the instructional program



Student Assessment

5510

The Board of Education believes that student assessment provides a meaningful source of information about the curriculum and overall student achievement. The Board, therefore, authorizes the use of student assessments to help accomplish the following objectives:

1. to provide a means to evaluate student growth through individual, interdistrict, and intradistrict comparison;
2. to provide teachers with diagnostic information which will enable them to better address the instructional needs of their students;
3. to evaluate strengths and weaknesses of the current curriculum and methods of instruction;
4. to provide a basis for longitudinal study of student achievement;
5. to meet New York State Mandated reporting and testing procedures; and
6. promote the reporting of student progress to parents in a clear and useful fashion.

Information gained through the use of student assessment will be used to design educational opportunities for students to better meet their individual and collective needs. The Board views this purpose to be a primary function of schools.

The Board recognizes that student assessments should include multiple measures, be research based and be used in conjunction with other information known about a student to assist the student in improving his/her learning and achievement.



Prevention Instruction

5520

The Administration will be responsible for implementing an prevention instruction program for students which consists of the following, at a minimum:

- **AIDS Instruction in Health Education** — This should include accurate information concerning the nature of the disease, methods of transmission, and means of prevention. It should be provided in an age-appropriate manner and be consistent with community values. It will stress that abstinence is the most appropriate and effective premarital protection against AIDS. Parents/legal guardians shall have the right to exclude their children from those portions of a school's health education program that address AIDS prevention instruction. A statement must be completed and filed with the District declaring that the parent/legal guardian will be responsible for seeing that the student receives prevention instruction outside of the classroom.
- **Substance Abuse Prevention Instruction** — A prevention program will be developed to inform students of: (1) causes for substance abuse; (2) physical and psychological damage associated with substance abuse; (3) avoidance of alcohol, tobacco and drugs; and (4) dangers of driving while under the influence of alcohol or drugs.
- **Environmental Conservation Instruction** — A curriculum of environmental conservation should be integrated into other program disciplines.
- **Fire and Arson Prevention Instruction** — The administration is to be responsible for providing instruction in fire and arson prevention for all District students for a period of not less than forty-five (45) minutes each month that school is in session.
- **Student Safety** — Instruction in courses in technology education, science, home and career skills, art and physical education, health, and safety must include and emphasize safety and accident prevention. Safety instruction will also precede the use of materials and equipment by students in the courses listed above, and instructors will teach and enforce all safety procedures, including (but not limited to) the wearing of protective eye devices in appropriate activities.
- **Instruction on Prevention of Child Abduction** — All students in grades K through 8 will receive instruction designed to prevent abduction. Such instruction is to be provided by or under the direct supervision of regular classroom teachers and the Board will provide appropriate training and curriculum materials to those teachers. However, at the Board's discretion, such instruction may be provided by another public or private agency.

For purposes of developing such courses of study, the Board of Education may establish local advisory councils or utilize the school-based shared decision making and planning committee to make recommendations concerning the content and implementation of such courses. Alternatively, the District may utilize courses of instruction developed by consortia of school



districts, BOCES, other school districts, or any other public or private agency. Such advisory council will consist of, but not be limited to, parents, school trustees and Board members, school personnel, business and community representatives, and law enforcement personnel having experience in the prevention of child abduction.



Selection of Instructional Material and Resources

5530

Instructional materials/resources will be selected according to the following criteria as they apply:

- Learning resources will support and be consistent with the general educational goals of the state and District and the aims and objectives of individual schools and specific courses.
- Learning resources will meet high standards of quality in factual content and presentation.
- Learning resources will be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
- Physical format and appearance of learning resources will be suitable for their intended use.
- Learning resources will be designed to help students gain an awareness of our diverse society.
- Learning resources will be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights, and privileges as participating citizens in our society.
- Learning resources will be selected for their strengths, rather than rejected for their weaknesses.
- The selection of learning resources on controversial issues will be directed toward maintaining a balanced collection representing various views.
- Learning resources will clarify historical and contemporary forces by presenting and analyzing inter-group tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.



Selection of Library and Audiovisual Materials

5540

It is the responsibility of the school library to:

- provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.
- provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- provide a background of information that will enable students to make intelligent judgments in their daily lives.
- provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
- provide materials representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage.
- place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

In interpreting these principles, the following will apply:

- Broad and varied collections will be developed systematically by the librarian and the audio-visual specialist, based on recommendations of the professional staff and suggestions of students and parents. Final approval will be made by the building principal.
- Qualitative standards of selection involving factual accuracy, authoritativeness, artistic quality and appeal will be applied by librarians and audio-visual specialists before purchases are made.
- Materials will not be excluded because of the race, nationality, political opinions or religious views of the author.
- Materials will be continuously re-evaluated in relation to changing curriculum and instructional needs. Worn out, out-dated materials will be discarded.



School Lunch Program

5600

It shall be the policy of the Board of Education of the Webster Central School District to provide free lunches for those children attending the Webster Central Schools who for reasons of family financial hardship cannot provide such lunches for themselves. This program shall be governed by all regulations and procedures of the Revised Federal Regulations Governing the Feeding of Needy Children. Copies of all pertinent regulations of the federal law will be maintained up to date in the offices of the Director of Business Services and the School Lunch Director.

The School Lunch Director shall have the responsibility for eligibility determinations, assisted by the school principals and school nurse.

Child Nutrition Program

Because of the District's participation in the child nutrition program, the Board of Education approves the establishment of a system to allow a student to charge a lunchtime meal. The Superintendent or his/her designee is directed to develop rules which address:

- a) What can be charged;
- b) The limit on the number of charges per student;
- c) The system used for identifying and recording charge lunches;
- d) The system used for collection repayments.

The Board authorizes the administration to develop guidelines concerning disciplinary measures for the child nutrition programs to conform with and be incorporated into the School District's overall written policy on School Conduct and Discipline, which is designed to promote responsible student behavior. All parents are to be informed of the specific regulations and subsequent penalties concerning the child nutrition program by the District.



Transportation Policy

5700

The objective of the Transportation Department shall be to provide that level of transportation authorized by Webster Central School District voters that is effective and efficient.

- a) Eligibility for Transportation: Elementary students whose residence is .25 miles or more from the school they legally attend are eligible to receive transportation. Secondary students whose residence is .7 miles or more from the school are eligible to receive transportation.
- b) Bus Scheduling, Stops, and Routes: Bus schedules, stops, and routes will be established by the Manager of Transportation and shall be published annually before the opening of school.
- c) Child Care Transportation: It is the policy of the Board of Education to provide Child Care Transportation in accordance with Education Law Section 3635. In addition, Eligibility for Transportation as set forth in this policy will be adhered to.
- d) Extra-Curricular Activity Transportation: The Board of Education recognizes the value of educational, cultural, societal, and health experiences derived from student activities requiring service for field trips, activity runs, co-curricular activities, and interscholastic sports. It is the policy of the Board of Education to provide transportation for Extra-Curricular Activities as set forth in Regulation.
- e) Out-of-District Transportation: Transportation will be provided to resident students to and from out-of-district schools to the extent required by Education Law Section 3635. In addition, Eligibility for Transportation as established by this policy will be adhered to.
- f) Emergency Transportation: In the event of an emergency situation, the Superintendent of Schools is authorized to make an exception to the Transportation Policy and provide transportation to all students in the District. The duration requiring an exception will be at the discretion of the Superintendent of Schools.
- g) Transportation for Students with Disabilities: Transportation will be provided to students with disabilities to the extent required by law.
- h) Town/Village Program Transportation: Transportation may be furnished to Webster Central School District residents participating in town/village-sponsored programs to the extent that the town(s)/village reimburse the School District for the total cost, including maintenance and insurance of said transportation.
- i) Petition for Change: Webster Central School District residents may petition for a change or deviation in regulations, procedures, routes, and stops as set forth in Regulation.
- j) Policy Review: The Transportation Policy and Regulation will be reviewed annually by



the Manager of Transportation to make recommended changes to the Board.



School Bus Safety

5710

The Manager of Transportation, in cooperation with the principals, has the responsibility of developing and publishing safety rules to be followed by drivers and passengers, including rules of student conduct.

All buses and other vehicles owned and operated by the School District will have frequent safety inspections, and will be serviced regularly. The Manager of Transportation will develop a maintenance schedule (consistent with this policy and in cooperation with the Superintendent and principals) and maintain a comprehensive record of all maintenance performed on each vehicle.

Every bus driver is required to report promptly any school bus accident involving death, injury, or property damage. All accidents, regardless of damage involved, must be reported at once to the Manager of Transportation.