

Policy Information

Series 1000 - Community Relations

Communication with the Public Dissemination of Public Information

Policy # 1100

The Board of Education has the responsibility of informing staff, students and community on all matters of education and general operation of the Lakeland School District. This responsibility will be discharged through communications such as:

1. One or more open budget presentations, public hearings and community forums;
2. Information on the school system through District-wide publications, including the District's annual calendar;
3. Information on the District's website, Facebook and other social networking sites
4. The district's cable channels

The Board of Education encourages staff, students and community members to provide input on matters of interest and concern.

Policy References:

Cross Ref. Policy #1600 – Relationship Between the School District and the Community

Policy Cross References:

- » 1600 - Relationship Between the School District and the Community

Adoption Date: 2/13/1975, Revised: 1/23/2014; 03/18/2010,04/15/1993, 05/12/1983
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Communication with the Public News Media Relations

Policy # 1112

The Board of Education invites and welcomes the active participation of all forms of mass media, print and electronic, in educating the public and improving education within the district and the wider community. The Board and Superintendent will make every reasonable effort to cooperate with the media by providing accurate information about district operations, to the extent permissible by statute and regulation.

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

The Superintendent of Schools is designated as the spokesperson for the district. The Superintendent may delegate authority to his/her central administrative staff and/or to the school principals and/or to the School Attorney, as he/she sees fit, but he/she retains ultimate responsibility for all district communications.

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

(Policy 1112.1 deleted and replaced with 1112)

Adoption Date: 8/24/1961, Revised: 3/20/2014; 04/15/1993, 05/12/1983, 02/13/1975
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Communication with the Public

Public Participation at Board of Education Meetings

Policy # 1120

Because the Board of Education desires to hear the viewpoints of citizens throughout the District, as well as conduct its business in an orderly and efficient manner, it will schedule a maximum 15-minute period prior to regular business meetings for brief comments and questions from the public on agenda items and another maximum 15-minute period after such meetings for brief comments and questions from the public on other school matters. The Board of Education shall limit each individual speaker to three minutes duration.

Residents may comment on matters of public interest involving school operations and programs, but may not criticize or personally attack any person connected with the School District. No District employee or student may be commented upon or identified by name or situation. Complaints concerning school personnel, students and school matters should be made in accordance with Policy 1310 and its implementing regulation.

The Board President will be responsible for recognizing all speakers, who will properly identify themselves; for maintaining proper order; and for adhering to any time limits set. Questions asked by the public will be referred to the appropriate staff member for reply. Questions requiring investigations will be referred to the Superintendent for consideration and later response. Questions will generally not be answered at Board meetings.

Members of the public will not be recognized by the President as the Board conducts its official business, unless the Board of Education agrees to waive this provision.

Policy References:

Cross Ref. Policy #1600 – Relationship Between the School District and the Community

Policy Cross References:

» 1600 - Relationship Between the School District and the Community

Adoption Date: 2/13/1975, Revised: 1/23/2014; 03/18/2010, 04/15/1993, 05/12/1983
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**Communication with the Public
Recording of Meetings**

Policy # 1121

A member of the public may audio record or video record open meetings of the Board of Education (except for Executive Sessions) as long as the recording is carried out unobtrusively and in a manner that does not distract the Board of Education and detract from the deliberative process.

The Board of Education does not permit a member of the public to audio or video record other District-related meetings and occasions (unless permitted by law) or to use recording equipment in the buildings of the District without the prior written permission of the Superintendent of Schools or designee. All recording equipment must be turned off when the Board of Education is not in open session.

Reviewed: 11/18/2013

Adoption Date: 7/31/2003, Revised: 11/18/2004
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Policy Information**Series 1000 - Community Relations****Communication with the Public
Civility and Decorum**

Policy # 1150

Standards of Civility:

All schools should be places where mutual respect is practiced and reinforced. It is the policy of the School District to promote an environment in which all members of the school community treat each other civilly, with courtesy and respect in all contacts, whether direct or indirect.

The District does not intend this policy to deprive any person of his/her First Amendment right to freedom of speech or expression. Rather, it seeks to maintain an environment in which people can feel safe, secure and mutually respected.

Expected Behavior:

The Board of Education expects a standard of civility in words and actions whereby all administrative, professional and classified staff, all students, parents, board members, visitors and other members of the school community interact in a courteous, respectful manner. The Board recognizes that disagreements may occur, and members of the school community remain free to express their views. Rather, this expectation relates to the manner in which people communicate and interact with each other. Disrespectful, rude, abusive or intolerant behavior or language erodes education, is unacceptable and such behavior shall be addressed when it occurs.

Unacceptable Behavior:

Unacceptable behavior includes, but is not limited to, disruptive, demeaning or antagonistic behavior at school, at school-related meetings or at school-sponsored events and activities that interferes with such meetings or events or the participation at such meetings and events. The following are examples of such behavior:

- Using loud and/or offensive language, displays of temper, speaking in an insulting or demeaning manner, through personal actions, spoken words, graphic representations or in writing.
- Threatening or intimidating administrative, professional and classified staff, students, parents, Board members, visitors and other members of the school community.
- Behaving in a physically or verbally intimidating manner.

- Damaging or destroying school property.
- Sending abusive, threatening or obscene letters, e-mails or other electronic messages or voice messages.

Any person who exhibits unacceptable behavior may be directed to leave the premises and if he/she is uncooperative and refuses to do so, he/she shall be subject to ejection and the police may be called. In addition his/her authorization to remain upon the grounds or other property of the District shall be withdrawn.

In addition, if a faculty member or other staff member, he/she may be subject to disciplinary action as prescribed by and in accordance with applicable law and any applicable collectively negotiated agreement.

Adoption Date: 8/24/1961, Revised: 1/23/2014; 04/15/1993, 02/13/1975
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Participation by the Public Relationship with School-Related Organizations Policy # 1210

The Board of Education recognizes and encourages the support and participation of school-related organizations (such as the Parent Teachers Associations, District Parent Council, and the Lakeland Education Foundation).

Staff members are encouraged to participate in these groups, and assist the officers/directors of all such organizations in the pursuit of the following goals:

1. To involve parents and school personnel in a cooperative and sustained system of activities which will increase the educational opportunities of the children both in school and at home;
2. To provide teachers and administrators with opinions and viewpoints that will lead to a better analysis of the needs of students and more relevant program planning;
3. To sustain parental interest through a program of training and consulting services; and
4. To develop the skills needed by school personnel to function effectively in a working relationship with parents and other community members.

The Board of Education will designate Board members to act as liaisons to school-related organizations and attend meetings, whenever possible.

Policy Cross References:

- » 1313.1 - Gifts to Schools

Adoption Date: 8/24/1961, Revised: 1/23/2014; 02/13/1975
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**Participation by the Public
Citizens' Advisory Committees**

Policy # 1220

Citizens' advisory committees may be appointed by the Board of Education for the study of specific school matters. Qualified citizens will be selected for their interest in the subject at hand and every effort will be made to recruit individuals' representative of the community.

Each committee will be informed in writing of the services the Board wishes it to perform. Committees also will be instructed as to:

1. The time and place for the first meeting
2. The time when the committee is expected to complete its study and a written report presented to the Board
3. The resources to be provided by the Board
4. The committee's relationship with the Board
5. The approximate date on which the Board wishes to dissolve the committee

The advisory committees will receive the cooperation of the staff, communicating through the Superintendent or designee. Clerical and professional assistance will be provided as determined by the Superintendent.

All committees will be advisory in nature. Their function is to collect and analyze information and report to the Board in accordance with their charge.

Committees will keep minutes during their work and submit them to the Board. Progress reports to the Board may be made orally or in writing.

The Board will make the public aware of the committees' services. Public announcements shall be coordinated by the Superintendent with the approval of the Board.

Board of Education Committees shall be governed under the New York Stat Open Meetings Laws.

Adoption Date: 10/22/1964, Revised: 1/23/2014; 06/10/1993, 4/13/1989, 02/13/1975
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Policy Information**Series 1000 - Community Relations****Participation by the Public
Volunteers**

Policy # 1222

The Board authorizes the use of volunteer workers in the performance of District duties for which certification is not required. The decision whether or not to use volunteers shall be made on a case-by-case basis, keeping in mind the duties to be performed, reliability of performance and any special conditions requested.

Volunteers shall not be left alone with an individual student to the extent practicable.

Volunteers shall be made aware of school rules and privacy rights of students and shall be required to sign a confidentiality agreement (Exhibit A).

Adoption Date: 1/5/2006
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RELATED FILES

 Volunteer Notice and Confidentiality Agreement (pdf file - 91kb)

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Participation by the Public Interpreters for Hearing-Impaired Parents

Policy # 1230

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

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

The School District will provide an interpreter for the hearing-impaired parent if a written request for the service has been submitted to and received by the School District within five (5) days prior to the scheduled meeting or activity. If an interpreter is unavailable, the School District will then make other reasonable accommodations which are satisfactory to the parents (e.g., notetaker, transcript, decoder, or telecommunication device for the deaf). These services will be made available by the School District at no cost to the parents.

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

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

Reviewed: 11/18/2013

Policy References:

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

Adoption Date: 5/15/2007
1000 - Community Relations

Interpreters for Hearing-Impaired Parents Regulation Info 1230R

Accommodation Request

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

TO: Superintendent of Schools

Lakeland Central School District

FROM:

Name

Address

Please identify the type of interpreter needed:

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

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

_____ Written Communication

_____ Transcripts

_____ Decoder

_____ Telecommunication Device for the Deaf (TDD)

_____ Other (please specify) _____

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Participation by the Public

Visitors to the Schools

Policy # 1240

The Lakeland Central School District welcomes parents'/guardians' and citizens' interest in the schools through official visits. Open houses, student programs, school-community association meetings and other activities are scheduled during the year to provide this opportunity.

Procedures for visits during the school day are established to minimize interruption of the instructional program. All visitors to the school buildings or campuses are required to report to the school administration office at the outset, sign the visitor's book, and receive and display a visitor's identification badge.

Other groups or individuals will request permission for visits through the central administration office or principal of the school.

Rules and regulations for visits will be established by the Superintendent of Schools or his/her designee.

Visitors not authorized under these procedures will be required to leave.

Adoption Date: 12/14/1961, Revised: 3/27/2008; 02/13/75 ,06/10/93,10/18/07
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Public Activities Involving Staff, Students or School Facilities Complaints Concerning School Personnel, Student Issues and School Matter Policy # 1310

The Board of Education recognizes the right of parents and other community members to register individual or group concerns regarding school personnel, District programs and District operations. The philosophy of the Board of Education is that complaints are best handled and resolved as close to their origin as possible. Therefore, District staff should be given every opportunity to consider issues and attempt to resolve problems prior to Superintendent or Board of Education involvement, if possible.

The Superintendent shall establish regulations for handling complaints against school personnel, Board of education policies, administrative regulations, school matters, as well as appeals of decisions made by school personnel. Such procedures shall be in accordance with the applicable collective bargaining agreement and laws.

The normal channel for complaints or appeals of decisions made by school personnel shall be from complainant to immediate staff member to Principal to Superintendent or designee to Board of Education. Every effort will be made to resolve the complaint at the earliest possible stage.

Any such complaint must be in writing, signed by the complainant, and include sufficient information, such as names, dates, places and events, so that an effective investigation may be made. Anonymous complaints may not be considered.

An appeal to the Board of Education will be considered only if it is made in writing, signed by the complainant, specifying appropriate names, dates and places in the complaint or alleged charge. It must also outline the previous steps taken to address or resolve the issue.

The Board of Education may or may not investigate such complaints or consider such appeals in executive session or public session, as prescribed by law, and will make its findings, if any, known in an appropriate manner within a reasonable time period of time.

Adoption Date: 5/14/1964, Revised: 11/19/2015; 01/23/2014, 01/10/2005, 10/07/2004, 02/28/2002, 06/10/1993, 01/10/1980, 02/13/1975, 02/11/1965
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Complaints Concerning School Personnel! Student Issues and School Matter Regulation Info 1310R

The following procedures, adopted by the Board of Education as part of Policy #1310, are designed to provide parents and other community members with an efficient and effective way of processing and resolving complaints and concerns at the earliest possible stage. The procedures listed below should be followed before an issue is brought to the Board of Education.

- Teacher: in most cases, a parent should speak with the individual who works most closely with his/her child, the teacher;
- Guidance Office: At the Middle or High Schools, questions regarding student schedules, counseling, or college applications should first be addressed to the guidance department;
- Principal or Assistant Principal: If an issue is not resolved after speaking to the teacher or guidance counselor, a building administrator should be contacted;
- Transportation Office: If an issue involves transportation matters, such as routing or times, the transportation office should be contacted first, and if not resolved, the Transportation Supervisor should be contacted.

Central Office Administrators: If an issue is not resolved at the building administrator level, a central office administrator should be contacted as follows:

- Director of Facilities for transportation concerns;
- Business Manager for business-based concerns;
- Assistant Superintendent for Instruction for instructional concerns;
- Assistant Superintendent for Human Resources for personnel issues;
- Assistant Superintendent for Pupil Personnel Services or designee for special education issues, health office concerns and registration or residency concerns.

If an issue or concern remains unresolved after following the above procedures, the Superintendent of Schools should be contacted.

If the issue is not resolved at the Superintendent of Schools level, the issue or concern may be brought to the Board of Education, in writing for their consideration. They will determine if it is within their purview and appropriate for consideration. All correspondence for the Board of Education should be sent to the District Clerk. The Board of Education may determine not to address the concern or issue.

In extreme circumstances, such as health or safety issues, you may call your building principal or district office to deal with the issue immediately.

Anonymous letters cannot receive the same level of attention as those that are signed. Unless the letter meets certain limited criteria, such as reporting a crime, with specifics, it will not be acknowledged or acted upon.

In most cases, if a response cannot be handled immediately, a return call is to be expected within 24 hours.

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Public Activities Involving Staff, Students or School Facilities Complaints about Instructional Materials

Policy # 1311

The Board of Education recognizes its responsibility to purchase instructional materials to implement the educational goals and objectives of the School District and its schools. The Board of Education also recognizes the right of parents and other community members to voice concerns and register complaints

regarding instructional materials, including textbooks, digital media, library books and supplemental materials used within the School District.

The Superintendent shall establish regulations for handling complaints regarding instructional materials.

Adoption Date: 5/14/1964, Revised: 1/23/2014; 01/17/2002, 06/10/1993, 01/10/1980, 02/13/1975, 02/11/1965
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Complaints about Instructional Materials

Regulation Info 1311R

The following procedures shall be employed in handling complaints concerning a textbook, library book or any other instructional materials used within the School District.

1. All complaints or objections concerning textbooks, library books and other instructional material shall be made in writing and directed to the Superintendent of Schools or designee.
2. Upon receipt of a written complaint or objection, the Superintendent shall establish a review committee comprised of the Assistant Superintendent for Instruction, Building Principal, librarian (if applicable), teacher(s) (if applicable) and others deemed appropriate by the Superintendent who will review the objection and report its findings, with recommendation, to the Superintendent within two weeks of receipt.
3. In reviewing the complaint or objection, the committee shall:
 - read and examine the challenged material
 - consider the specific objections to the material voiced by the complainant
 - weigh the values and faults of the material as a whole, based upon the following criteria:
 - is the material pervasively vulgar and/or obscene
 - is the book or other material libelous
 - is the book or other material suitable (e.g., age appropriate) to at least some students at the building level where the book is shelved or used.
 - with regard to library books, be guided by the notion that authors should expect that their right to have their works, once shelved, received by their reading audience will not be abridged based upon personal partisan views, personal political views personal tastes or personal morals. The right to receive ideas must not be unduly suppressed.
 - where appropriate, solicit advice or opinion from other District faculty and staff.
1. The committee shall, issue a written report to the Superintendent containing its finding and recommendations.
2. Upon receipt of the committee's report, the Superintendent shall, within five (5) calendar days, issue his/her decision, in writing, regarding the disposition of the complaint or objection. The Superintendent shall apply the criteria of this Regulation in making his/her decision.
3. If the complainant is not satisfied with the Superintendent's decision, he/she may appeal the Superintendent's decision to the Board of Education, in writing, within two weeks of receipt of the Superintendent's determination.
4. The Board shall rule upon the appeal, in writing, within 20 calendar days of receipt of the same, by applying the criteria of this Regulation. The decision of the Board shall be final.

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Public Activities Involving Staff, Students or School Facilities Gifts to School Personnel

Policy # 1313

Parents or pupils who wish to express appreciation for the work of an employee of the District are encouraged to write personal letters of appreciation.

Any gift-giving will be in accordance with Section 3(A) of the District's "Code of Ethics" and Policies 8251 and 2510.

Reviewed: 11/18/2013

Adoption Date: 10/22/1963, Revised: 5/20/1998; 6/10/93, 02/13/75
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Series 1000 - Community Relations

Public Activities Involving Staff, Students or School Facilities Gifts to Schools

Policy # 1313.1

The Board of Education welcomes gifts of a positive educational value.

Prospective donors of gifts to Lakeland Schools will consult with the Superintendent or designated administrators before offering the gift.

All gifts are subject to approval of the Board of education and upon acceptance become the property of the Lakeland School District.

The administration shall make every effort to honor the designation of gifts to specific schools and programs. In accordance with the Board's commitment to maintain equity in the educational program, it may direct the administration to take steps to equalize the effects of such gifts.

Reviewed: 11/18/2013

Adoption Date: 11/18/1964, Revised: 6/10/1993; 03/10/1993, 02/13/1975
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Public Activities Involving Staff, Students or School Facilities Tobacco Prohibition

Policy # 1315

Due to the health hazards associated with the use of tobacco products (defined to include but not be limited to any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, electronic cigarette, spit/spitless tobacco and any other smoking or tobacco product (such as smokeless, dip, chew,

snus and/or snuff) in any form as well as any nicotine delivery system (such as hookah, vaporizer), and in accordance with Federal and State law, the Board of Education prohibits smoking or other tobacco use in all school buildings, on school property, in school vehicles and at school-sponsored activities, whether on or off school property. School grounds shall include areas within 100 feet of the entrances, exits or outdoor areas of any elementary or secondary school, but shall not include smoking in a residence or within the real property boundary lines of such residential real property.

Employees in violation of this policy may be subject to discipline in accordance with law and applicable collectively negotiated agreements.

Students in violation of this policy will be subject to discipline in accordance with the Student Code of Conduct.

The District's tobacco prohibition policy shall be prominently posted in each building. The Board designates the Superintendent of Schools or his/her designee as agent responsible for informing individuals who are smoking or using tobacco products, that they are in violation of Article 13-E of the Public Health Law and/or Federal Pro-Children Act of 1994.

The Board also prohibits tobacco promotional items (e.g., brand names, logos and other identifiers) on school grounds, in school vehicles, at school-sponsored events, whether on or off campus, in school publications, on school equipment, uniforms and school supplies. In addition, tobacco advertising is also prohibited in all school sponsored publications and at all school sponsored events, whether on or off campus. The District will request, whenever possible, tobacco free editions of periodical publications for school libraries and classroom use.

Policy References:

District Code of Conduct

Policy Cross References:

- » 4116 - Tobacco Prohibition
- » 5131.7 - Tobacco Prohibition

Adoption Date: 4/14/1993, Revised: 11/18/2013; 12/13/1994, 12/17/1999, 11/19/2009
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Public Activities Involving Staff, Students or School Facilities

Public Use of School District Facilities

Policy # 1330

The Board of Education recognizes that the buildings, grounds, facilities and equipment (collectively "facilities") of the Lakeland Central School District are community assets. District facilities exist primarily for the education and recreation of the school children of the District. All uses of the District's facilities shall be governed by and consistent with Section 414 of the New York State Education Law.

The following uses of District facilities are prohibited:

1. for any purpose that will in any way interfere with the use of District facilities and equipment by the District.
2. by any person or profit-making organization for personal or private gain, financial or otherwise.
3. for holding a social, civic or recreational meeting or other use pertaining to the welfare of the community, unless such meeting, entertainment or other use is non-exclusive and open to the general public.
4. for a meeting, entertainment or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the Superintendent

of Schools.

5. for a meeting, entertainment or occasion where admission fees are charged if such meeting, entertainment or occasion is under the exclusive control of, and the proceeds are to be applied towards the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization, other than any organization of veterans or volunteer firemen.

District activities will have first priority and the Board of Education shall have the final decision concerning any use of District facilities.

District facilities may be made available to the community as polling places for holding municipal primaries and elections and for the registration of voters as long as such use does not disrupt or interfere with the primary purpose of the facilities or disturb any educational or school-related activities taking place on the premises.

District facilities may be made available to non-school organizations for the pursuit of social, cultural, educational and recreational activities. Generally, such activities shall serve other needs of children and/or promote the welfare of the District and/or school community. Such uses shall be non-exclusive and open to the general public. In no case shall such use of District facilities disrupt or interfere with the primary purpose of the facilities or disturb any educational or school-related activities taking place on the premises.

Any group that wishes to use District facilities and intends to charge an admission fee or raise funds will be considered only if the net proceeds are to be applied for educational or charitable purposes as required by law.

Any group that wishes to use District facilities and plans to charge a tuition or instructional fee will be considered only if such fee is reasonable in the context of the activity provided.

The Board of Education requires that any performance or activity taking place on or in District facilities be conducted in good taste and be acceptable to the broad age level represented by those in attendance.

The Board of Education will not investigate, assume responsibility for or exercise censorship over the speakers any group invites or the content of any related presentation or performance, and such group is solely responsible for all such speakers and/or presentations. Granting use of District facilities shall not be deemed an endorsement by the Board of Education or the District of the activity or purpose for which the facilities are used. Reasonable care must be taken by such organization to distinguish the organization from any implication of District sponsorship or endorsement.

The Superintendent of Schools is authorized to approve and schedule the use of District facilities. Approvals for the use of any District facilities will be:

1. issued for specified days and/or hours;
2. restricted to the specified purpose for which issued;
3. confined to those facilities requested by the applicant and approved on the application; and
4. limited to the sole use of the applicant (and may not be assigned or transferred to any third party group or individual).

Any individual or group using District facilities is required to present evidence of current liability insurance, with the Lakeland Central School District, its officers, employees and agents, named as an additional insured, in the amount of at least \$1,000,000. A certificate of insurance must be on file prior to the use of District facilities.

Entities wishing to provide at minimal or no cost to the District or the user, a "third party" activity, speaker or presentation involving the use of any District facilities must obtain the Superintendent's prior approval for the specific activity before:

1. Applying for permission to use District facilities;
2. Entering into any contract where the use of District facilities is contemplated; and/or

3. Advertising or publicizing any such activity, speakers or presentation.

The Board of Education specifically prohibits the use of District facilities by any outside organization or group for the sole purpose of conducting religious services, prayer or religious instruction.

For the safety and security of the students of this School District, the High School track, tennis courts, and Elementary School playgrounds may not be used by the public when school is in session. At other times, when these facilities are being used for School District purposes, the coach or other supervising staff member shall determine when public use of such facilities will impact the safety and welfare of students and the general public. Any reasonable request by school personnel, including but not limited to a request to move from the location of use or to cease using the facilities, shall be complied with. The use of school facilities shall be at the individual's sole risk.

In the allotment of playing fields and other facilities to non-school groups, the Superintendent or designee shall seek to provide equitable distribution of field utilization according to standards established by the Superintendent or designee with due consideration given to:

1. prior service of the organization or association in providing a sports program for filling the needs of community youth (e.g., the Shrub Oak Athletic Club);
2. the fair and equitable distribution of playing fields and facilities, and playing time for the participation of young people in various sports activities;
3. the fair and equitable distribution of playing fields and facilities, and playing time for opportunities for broad participation by community youth;
4. the provision of fair and equitable opportunity for playing time for adult sports organizations of the community;
5. the percentage of participants in organizations or associations and their sports activities who are residents of the School District.

Only those organizations or associations comprised of more than 75% of individuals who are residents of the School District or, if a multi-team league, at least 75% of the individual team's membership is comprised of individuals who are residents, will be permitted to use the District's playing fields and facilities. Where a team's membership is comprised of at least 75% District

Residents, the playing fields and facilities may only be used as the "home field." This provision shall not apply to use of District playing fields by the Towns comprising the School District or the Shrub Oak Athletic Club for their two annual tournaments in August and October.

The Superintendent shall promulgate regulations for the use of any District facility, including but not limited to application form, fee schedule, insurance requirement and rules for use.

Adoption Date: 9/20/2001, Revised: 6/12/2014; 3/27/2003, 3/22/2007, 6/3/2010, 10/21/2010, 05/16/2013
1000 - Community Relations

Public Use of School District Facilities-Use of School facilities Policy and Application Regulation Info 1330R

LAKELAND CENTRAL SCHOOL DISTRICT USE OF SCHOOL FACILITIES POLICY AND APPLICATION

(APPLICANT: Retain this policy declaration for your information)

The use of all District facilities shall be subject to the approval and rules of the Board of education administered by the Business Office.

1. Organizations wishing to use District facilities shall apply on the prescribed form to the school building where the desired room/facility is located.
2. A team roster or group list of students/residents, which includes address and home school, must be attached to the Application for Authorized Use of School Facilities, in order to be considered for approval.
3. Lakeland students/residents must comprise a minimum of 75% of participants in order to be approved.
4. In the event of inclement weather, the District has the final authority on whether facilities are usable.
5. Intoxicants and illegal substances shall not be brought onto District facilities at any time.
6. All posted rules must be adhered to.
7. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited and those violating this prohibition will be ejected from the property and prohibited from future use.
8. Any damage to District facilities shall be promptly repaired by the District at the user's sole expense. No exceptions will be made.
9. If maintenance personnel are not available, the organization must provide a designated individual to block the entry and leaving from doors. DOORS MAY NOT BE LEFT OPEN. The organization must provide the individual's name to the District prior to the use. In addition, the organization must ensure that all doors are locked and lights are turned off when leaving. Any organization that fails to follow these rules will be ejected from the property and prohibited from future use.
10. Organizations using the facilities must clean up afterwards.
11. Permits may be revoked at any time.
12. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
13. Smoking or other use of tobacco products is not allowed on District property, including in vehicles on District property.
14. Facilities are not available if in conflict with school use. No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasiums, erecting permanent goal posts or structures, etc.) are allowed without prior approval.
15. The District does not discriminate on the basis of race, color, creed, national origin, disability, marital status, veteran status, sexual orientation, sex or any other discriminatory classification in its educational programs, other programs or employment services.
16. All users must provide the following insurance prior to using facilities:

**FAILURE TO DO SO PRIOR TO USE WILL RESULT IN THE
REVOCATION OF YOUR PERMIT**

A. The user hereby agrees to effectuate the naming of the District as an unrestricted additional insured on the user's policy.

B. The policy naming the District as an additional insured shall:

- Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
- Contain a 30-day notice of cancellation;
- State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.

C. The user agrees to indemnify the District for any applicable deductibles.

D. Required minimum insurance: Commercial General Liability Insurance – \$1,000,000 per occurrence/\$2,000,000 aggregate

E. User acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The user is to provide the District with a certificate of insurance, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.

17. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures. For example, pointing out posted procedures, directions for exiting, how to respond to a fire alarm, etc.

18. All provisions of the District Code of Conduct concerning Public Use of School District Property must be complied with at all times.

The Lakeland Central School District prohibits all weapons on school property and premises

This includes all forms of weapons. This must be enforced at all events.

Policy Information

Series 1000 - Community Relations

Public Activities Involving Staff, Students or School Facilities Vehicles on School Grounds

Policy # 1330.1

Motor vehicles, including passenger cars, delivery trucks, construction vehicles, emergency vehicles and other vehicles as authorized by the Superintendent or designee, are permitted on school grounds for authorized school functions or school purposes. During school functions (e.g., school-sponsored or school-authorized extracurricular and other activities) these vehicles are only permitted on paved roadways, unless permission is granted in advance.

Section 1 – Definitions

Unless otherwise expressly stated, whenever used herein, the following terms shall respectively be deemed to mean and include each of the meanings set forth:

- a. SCHOOL BOARD - Board of Education of Lakeland Central School District.
- b. SCHOOL GROUNDS - All lands, grounds, driveways or parking fields under the jurisdiction of the School Board for general regulatory or custodial purposes.

- c. **TRAFFIC SIGNS** - All signs, devices, signals and markings for the purpose of regulating traffic.
- d. **PARKING AREA** - Any part of school grounds officially designated as a place for the parking or standing of vehicles.
- e. **VEHICLE** - Any conveyance on wheels, skids, runners or tracks powered by an external mechanical force, i.e. automobiles, trucks, tractors, go-carts, mini-bikes, snowmobiles, motorcycles, etc. Bicycles are excluded from this class.

Section 2 – Speed Limit

SPEED LIMIT ON SCHOOL GROUNDS: 15 miles per hour.

Section 3 – Operation of Vehicles

OPERATION OF VEHICLES - Only authorized vehicles, with prior permission of the Superintendent or designee, shall be operated on any playground or grass area.

Section 4 – Parking and Standing

- a. **PARKING AND STANDING** - Parking and standing shall be permitted only in designated areas.
- b. **PARKING SPACES** - Any vehicle parked or standing on school grounds shall be placed within lines officially marked.

Section 5 – Traffic and Traffic Signs.

- a. **OBSERVANCE OF TRAFFIC SIGNS** - Operators of vehicles shall comply with all posted signs and markings.

Section 6 – Penalties for Violations

- a. Penalties for violations shall be in accordance with local law, ordinance, order, rules, regulation, as well as, applicable provisions of the New York Vehicle and Traffic Law.
- b. The School Board shall have the right to arrange for the removal and storage of vehicles when found unattended or abandoned in the parking fields, grass areas or driveways during snowstorm, floods, fires or public emergencies. Owners shall be responsible for payment of all charges incurred.
- c. A student who violates the provisions of this Policy may have his/her privilege of driving to school and parking on School District property suspended or revoked.

Policy References:

Ref:

Policy 3515, Vehicle Idling

Policy 5138, Student Driving and Parking

Section 1670, NYS Vehicle and Traffic LaW

Adoption Date: 12/12/1985, Revised: ; 12/09/1995
1000 - Community Relations

Policy Information

Series 1000 - Community Relations

Public Activities Involving Staff, Students or School Facilities
Authorized Use of District-Owned Materials and Equipment
Policy # 1331

The Board of Education permits the use of District-owned materials and equipment by approved nonprofit community organizations, when such material and equipment is not needed for District purposes.

The Superintendent of Schools, in consultation with the appropriate administrator, shall establish regulations governing the loan and use of such equipment, including:

- the individuals who may properly authorize the use of such material and/or equipment;
- that such materials or equipment may not be used by the borrower for private, commercial or business purposes;
- the responsibilities of the borrower for proper use, care and maintenance;
- that all loaned equipment must be returned to the District in good condition;
- that no loaned equipment may be sold to or purchased by borrower except in accordance with the District's policies on disposal of equipment.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return.

The individual borrowing District-owned equipment on behalf of approved community organizations and the community organization shall be fully liable to the District for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

The Business Office shall maintain records of all equipment that is loaned and shall review such list annually.

Policy Cross References:

- » 3553 - Authorized Use of District-Owned Materials and Equipment

Adoption Date: 1/5/2006, Revised: ; Reviewed: 01/27/2014
1000 - Community Relations

Policy Information

Series 1000 - Community Relations

Public Activities Involving Staff, Students or School Facilities
Admission Fees to Athletic Events
Policy # 1332

It is the policy of the Board of Education of the Lakeland Central School District that no admission fees will be charged for interscholastic athletic events that are part of the regular interscholastic athletic program. However, admission fees may be charged for non-league athletic events that are outside of the regular interscholastic athletic program (e.g., tournaments). The fees collected from such events shall be deposited in the appropriate extra-classroom activity fund and used for appropriate purposes consistent with law, regulation and District policy and regulation.

School-related organizations, such as the PTA and approved booster clubs, may engage in fundraising activities at athletic events (e.g., donation boxes, concessions) so long as there is appropriate signage clearly indicating to the public the name of the organization, the purpose of the fundraising and that donations are voluntary. Any such organization must obtain the prior approval of the Superintendent of Schools or designee for such fundraising activities.

Nothing herein shall limit the ability of the School District to charge admission fees for theater productions, concerts and other school-sponsored events.

Adoption Date: 4/24/2003, Revised: ; Reviewed: 01/27/2014
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Public Activities Involving Staff, Students or School Facilities Fund Raising and Public Sales on School Property

Policy # 1333

In accordance with Regents Rule §19.6, the Board of Education prohibits the direct solicitation of charitable donations (funds or goods) from students on school property during school hours. Notwithstanding the above, the following fund raising activities may be permitted, upon the prior approval of the Superintendent of Schools or designee:

1. Fund raising activities which take place off school premises or outside of regular school hours, including recruitment for such activities. The School District may not serve as a conduit for the collection of money for an organization.
2. Sale of goods or tickets for social, musical, theatrical or athletic events where the proceeds go to charity;
3. Indirect forms of charitable solicitation which do not involve coercion, such as a bin or collection box in a hallway or common area for donation of food, clothing or money.

No door-to-door solicitations shall be permitted.

Soliciting Funds from Staff

No solicitor, salesman, vendor or agent shall come into any school building or upon any school property and solicit business, other than school business, from any employee. In the case of school business, the vendor shall obtain permission from the building principal or designee before soliciting any school employee in any building.

Policy Cross References:

- » 5134 - Fund Raising and Public Sales on School Property

Adoption Date: 6/19/2003, Revised: ; Reviewed: 01/27/2014
1000 - Community Relations

Policy Information

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Public Activities Involving Staff, Students or School Facilities Display of Materials and Signs

Policy # 1334

It is the policy of the Lakeland Central School District to permit District recognized and approved organizations, such as parent teacher organizations, the Lakeland Education Foundation and booster clubs, as determined by the Superintendent of Schools, to display signs and materials regarding their activities and events, so long as such materials do not interfere with the District's needs and do not

endorse particular candidates or positions on District issues. The District reserves the exclusive right to determine if a sign or other material is appropriate in the school setting and when and where such signs or material may be displayed.

Adoption Date: 2/26/2004, Revised: ; Reviewed: 01/27/2014
1000 - Community Relations

Policy Information

Series 1000 - Community Relations

Public Activities Involving Staff, Students or School Facilities Care of School Property

Policy # 1335

It is the responsibility of each student, staff member, invitee and visitor, to respect, protect and preserve school property. Students who willfully and maliciously damage or vandalize school property shall be held responsible for the resultant damage, including making restitution therefor, and may be subject to disciplinary measures, including the filing of criminal charges with the appropriate authorities. Staff members who willfully and maliciously damage or vandalize school property shall be held responsible for the resultant damage, including making restitution therefor, and may be subject to discipline in accordance with law and applicable collectively negotiated agreement. Any other individual who willfully and maliciously damages or vandalizes school property shall be held financially liable and/or criminally liable for such property damage. The Board may offer a reward leading to the identification of persons vandalizing school property.

Employees are prohibited from providing keys or access cards, or any other form of access to School District property and facilities to any unauthorized individual. Any employee who is authorized to possess keys or an access card to the school buildings or other School District facilities, who gives his or her keys or access card to any unauthorized individual, as well as any employee who provides unauthorized access to School District property and facilities shall be liable for any injury or damage to person or property as a result of such action and may be subject to disciplinary action in accordance with law and any applicable collectively negotiated agreement. All keys and access cards shall be returned to the District prior to separation from the District.

Adoption Date: 6/7/2001, Revised: 3/20/2014; 04/24/2003
1000 - Community Relations

Policy Information

Series 1000 - Community Relations

Public Activities Involving Staff, Students or School Facilities Access to Records

Policy # 1340

It is the policy of this School District to make available to the public all materials and records required to be made public pursuant to Article 7 of the New York State Public Officers Law, known as the Freedom of Information Law.

Section 1 - Designation of District Officers. The Board of Education shall designate persons at its annual organizational meeting to serve as Records Access Officer, Records Appeal Officer and Records Management Officer.

- (a) Records Access Officer. The Records Access Officer shall receive, review and respond to requests for District records. The Records Access Officer shall compile and maintain a reasonably detailed current list, by subject matter, of all records in the possession of the District, whether or not available to the public.
- (b) Records Appeal Officer. The Records Appeal Officer shall hear appeals for denials of access to records under the Freedom of Information Law.
- (c) Records Management Officer. The Records Management Officer shall develop and oversee the orderly and efficient management of District records.

Section 2 - Location for Submission of Requests for Inspection or Copies of Records. The following is designated as the location to receive requests for inspection and/or copies of District records:

District Office
Administration Building
1086 East Main Street
Shrub Oak, New York 10588

Requests to inspect or secure copies of District records may be made on any District business day, between the hours of 9:00 A.M. and 11:30 A.M. and 1:30 P.M. and 4:00 P.M.

Section 3 - Procedures. The following procedures shall be followed in connection with requests to inspect or secure copies of District records:

- (a) Requests to inspect or secure copies of records shall be submitted, in writing or by electronic mail, to the Records Access Officer or the officer's designated representative. Requests by mail for copies of available records should be addressed to the Records Access Officer. Forms prescribed by the District are available at the District Office and on the District website.
- (b) A request shall reasonably describe the record or records sought. Whenever possible, a person requesting records should supply information regarding dates, file designations or other information that may help to describe the records sought.
- (c) The Records Access Officer or the officer's designated representative shall review each request and determine whether the records specified in the request are available for inspection and/or copying within five (5) business days of receipt of the request. The Records Access Officer may grant such request, in whole or in part, deny such request, in whole or in part, or furnish written acknowledgment of the receipt of such request within such five (5) business day period, together with a statement of the approximate date when such request will be granted or denied, which date must be reasonable under the circumstances (e.g., volume of documents requested, time involving in locating the material, complexity of issues involved) and may not exceed twenty (20) business days. If the request cannot be met within twenty (20) business days, a written explanation must be provided to the requester explaining the reason additional time is required, as well a specific date when the request will be granted or denied, which date must be reasonable under the circumstances.
- (d) If records are determined to be available, the Records Access Officer or the officer's designated representative will direct the requester to the time and place where the requested records may be inspected generally withintwenty (20) business days, and will arrange for the preparation of copies, upon payment of the required fee. Any document or record must be examined within the District Office, or other location designated by the Records Access Officer within the District and may not be removed from such building. Upon request, the copies of the requested records will be certified. A request that records be transmitted by electronic mail shall be complied with to the extent that the District has the ability to do so.To

prevent the unwarranted invasion of personal privacy, certain identifying details may be deleted when making District records available.

(e) With regard to records which are determined not to be available, the Records Access Officer will make the denial of access in writing, stating the reason(s) therefor and advising the requester of the right to appeal the denial of access to the Records Appeal Officer, including his/her name, title, business address and business telephone number, within thirty (30) days.

(f) The District shall provide the records on the medium requested if the District can reasonably make such copy.

Section 4 - Appeals.

(a) Appeals shall be in writing, directed to the Records Appeal Officer. Forms prescribed by the District are available at the District Office.

(b) An appeal must be filed within thirty (30) days of the receipt of the written determination of the Records Access Officer. The appeal shall identify:

1. The date and location of the request for records.
2. The records that were denied.
3. The name and return address of the appellant.

(c) The Records Appeal Officer shall, within ten (10) business days of the receipt of an appeal, determine the request and provide access to the records sought or explain, in writing, to the requester the reasons for further denying access to the requested records. Upon receipt of an appeal, of copy of the appeal shall be forwarded to:

New York State Committee on Open Government
41 State Street
Albany, New York 12231

A copy of the written determination shall also be forwarded to the Committee on Open Government.

(d) A final denial of access to requested records shall be subject to court review, as provided for in Article 78 of the Civil Practice Law and Rules.

Section 5 - Fees.

(a) The fees for copies of available records shall be 25¢ per page for copies not exceeding 9 by 14 inches in size, or the actual costs of reproduction of any other record. Fees shall be paid in cash, or by check or money order payable to Lakeland Central School District.

(b) For documents larger than 9 x 14 inches, tape or cassette records, computer tapes or disks, computer printouts, and other computerized records, the cost will generally be based on the cost of the storage medium. In the event substantial time is needed to prepare a copy of the information (at least two hours of an employee's time), the fee will be based on the cost of the storage medium and the hourly salary of the lowest paid employee who has the skill to prepare a copy of the information. If the District's information technology equipment is not capable of preparing a copy, the District may charge the actual cost of engaging a private professional service to do so. The requester must be notified of the fee prior to preparing a copy of the record if more than two hours of employee time or an outside professional service is needed to prepare a copy of the record.

- (c) There shall be no fee charged for inspection of records, search for records or any certification of records. However, if the records are requested to be mailed, a fee for postage may be charged.

Section 6 - Subject Matter List

- (a) The District shall maintain a reasonably detailed current list, by subject matter, of all records in its possession, whether or not available pursuant to the Freedom of Information Law.
- (b) The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.
- (c) The subject matter list shall be updated periodically, but at least once per year. The most recent update shall appear on the first page of the subject matter list.

Section 7 - Prevention of Unwarranted Invasion of Privacy. In order to prevent an unwarranted invasion of personal privacy, the Records Access Officer may delete identifying details when records are made available. An unwarranted invasion of personal privacy includes, but is not limited to:

1. disclosure of confidential personal matters reported to the District which are not relevant to the ordinary work of the District;
2. disclosure of employment, medical or credit histories, or personal references of applicants for employment, unless the applicant has provided a written release permitting such disclosures;
3. sale or release of lists of names and addresses in possession of the District, if such lists would be used for private, commercial, or fund raising purposes;
4. disclosure of items of a personal nature when disclosure would result in economic hardship for the subject party and such records are not relevant or essential to the ordinary work of the District.
5. disclosure of information of a personal nature contained in a workers' compensation record, except as provided by Section 110-a of the Workers' Compensation Law.

Unless otherwise deniable, disclosure shall not be construed to constitute an unwarranted invasion of personal privacy when identifying details are deleted; when the person to whom the records pertain consents, in writing, to disclosure; or a person seeks access to records pertaining to him/herself.

Section 8 - Public Notice. The District shall publicize by posting in a conspicuous location and/or by publication in a District-wide mailing or in a local newspaper of general circulation:

1. The location where records shall be made available for inspection and copying.
2. The name, title, business address and business telephone number of the designated Records Access Officer.
3. The right to appeal by a person denied access to a record and the name and business address of the Records Appeal Officer.

Section 9 – Litigation Hold. The Superintendent will communicate with applicable parties, including the school attorney and the records management officer, to ensure that, when a litigation is commenced, a “litigation hold” is properly implemented. The litigation hold is intended to prevent the destruction or disposal of records that the School District may need to produce as part of discovery. It is the intention of the Board of Education to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc.

In the event that litigation is commenced, the Superintendent will designate a “discovery team” comprised of the school attorney or insurance designated counsel, Director of Technology, the Records Access Officer and Records Management Officer, will ensure that measures are put in place to preserve applicable records.

Adoption Date: 10/10/1974, Revised: 10/16/2008; 04/13/1989,10/19/2006, 3/27/2008 Reviewed 01/27.2014
1000 - Community Relations

Policy Information

Series 1000 - Community Relations

Public Activities Involving Staff, Students or School Facilities Distribution of Materials Through Students, Instructional or Administrative Staff Policy # 1341

Only regularly approved educational materials required in classroom instruction and notices to parents/guardians relative to attendance, courses, grades, discipline of students and other school-related purposes and activities can be distributed to students by the instructional or administrative staff without the prior approval of the Superintendent of Schools or designee. Materials from the Parent Teacher Organizations, the Lakeland Education Foundation and local municipalities may be distributed to students with the prior approval of the Superintendent or Schools or designee.

In those cases where there are informational bulletins or publications which involve non-profit functions primarily for the benefit of children, including activities that encourage community service, the principal in consultation with the Superintendent of Schools or designee, may make the materials available to the students from the school office. The Superintendent of Schools or designee shall make the final judgment in all such matters.

For reasons of safety, no information or materials may be distributed to students on school buses.

Adoption Date: 5/18/2000, Revised: 6/13/2013; 02/12/2004
1000 - Community Relations

Policy Information

Series 1000 - Community Relations

Public Activities Involving Staff, Students or School Facilities Student Photographs/Digital Images on Web Sites Policy # 1344

In recognition of the potential dangers inherent in using student photographs on the District's web sites, it is the policy of the Board of Education to prohibit the use of student photographs on the District's web sites and in the District's e-newsletter unless it is a distant group photograph and no student is identifiable. Notwithstanding the above, a student's photograph/digital image may be used on the District's web site and in the District's e-newsletter with the parent's/ guardian's written permission.

It is the further policy of the Board of Education that only students' first names will be used on the web site and that no student names will be used in conjunction with photographs, artwork and written work, unless specific written permission is received from the student's parent/guardian to do so.

Adoption Date: 4/5/2001, Revised: 10/7/2004; Reviewed: 01/27/2014
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Policy Information

Series 1000 - Community Relations

Public Activities Involving Staff, Students or School Facilities

School District Website

Policy # 1345

School District Website

In order to support the vision and mission of the Lakeland Central School District, the District maintains a website for the following purposes:

1. showcasing innovative student and staff educational projects, presentations and learning experiences.
2. providing a gateway to District and community resources, as well as to educational websites;
3. providing a means for the community to access District information; and
4. providing a means for encouraging communications among students, District personnel, the community and associated organizations.

The School District website may not be used for any commercial promotional activity, financial gain or personal use. There shall be a disclaimer on each page containing outside links advising users that sites outside of the Lakeland Central School District and the individual school server may contain advertising. The school district is not responsible for the content of external sites and servers and does not endorse the sponsors or advertising on these sites.

The Superintendent of Schools shall promulgate regulations for the use of the School District website.

Adoption Date: 2/12/2004, Revised: 1/10/2005; Reviewed: 01/27/2014
1000 - Community Relations

Guidelines for Teachers Web Pages on School District Website

Regulation Info 1345R

Protocol

- All web pages residing on the district-supported servers or the BOCES server are the property of the Lakeland Central School District.
- Commercial use, use for the pursuit of personal or financial gain, advertising, soliciting, as well as use for any personal purpose are prohibited.
- The Superintendent of Schools, Director of Public Information and the Director of Technology may suspend network privileges at any time if an individual fails to adhere to the protocol or requirements stated herein.
- Each teacher is responsible for the content posted on his/her webpage hosted on the district-supported servers.
- The Superintendent and/or Director of Public Information may require a teacher to edit content that does not reflect District policies, regulations and procedures. The Building Principal may require a teacher to edit content that does not reflect building policies and procedures.

Requirements

- Pages that are time-sensitive in nature **MUST** be updated at least monthly to insure current, accurate information (i.e., calendars, school events, staff information, etc.)

- Web pages must be checked at least monthly to make sure links are active.
- Each teacher web page must contain:
 - The District name with a link to the District home page.
 - The school name with a link to the school home page.
 - The teacher's name and a link to the teacher's school e-mail address on their homepage.
 - The grade and/or class(es) taught must be on their homepage.
 - The school address and telephone number with area code.
 - A link back to the main page of the teacher's site and to their school site.
 - A footer on the main page that says: "Maintained according to the Lakeland Central School District Web Page Policies, Regulations and Guidelines."
- Each page of a teacher's site must have a link back to the main page of that teacher's site.
- Teacher web pages are for educational purposes only. Contents of the site should give information about curriculum, instruction, school/class activities.
- Teacher web pages may link only to sites that are of educational significance and sites relating to the curriculum and activities of the District. If external links are used in the website, such links must contain the following disclaimer:

"The user is leaving the District website. The Lakeland Central School District and the _____ School are not responsible for the contents on external sites and servers."

- All pages must be grammatically correct with no spelling errors.
- All teacher web pages must be hosted on the Lakeland or BOCES web servers.
- Unauthorized use of copyright material is prohibited. Teachers must give credit by providing a web address or active link when using graphics or designs that are not original; except that graphics downloaded from sites with a clause that states that the materials may be used without permission for educational purposes are exempt from this rule.
- Any use of obscene language or material, material that is harmful to minors or inappropriate on-line material will result in loss of network privileges and disciplinary action in accordance with law and any applicable collectively negotiated agreement.
- The following items are prohibited:
 - personal information about staff and parent volunteers, non-district e-mail addresses, non-district mailing addresses except as approved by the building principal (i.e., PTA officers and members, etc.).
 - student personal information of any kind without the written permission of the parent/guardian or eligible student.
 - links to the personal web pages of staff, volunteers or students and personal social networking pages.
 - links to "non-official" Lakeland sites that are hosted on remote/external servers (i.e., teacher created web pages using a commercial service, athletic booster pages, etc.).
 - guest books, chat areas, message boards and the like.
 - pages that are "under construction."
- Video and audio files may be used when compressed properly and are appropriate. They generally take long to load and can require plug-ins not available to all those viewing the page.

Student Safety

- Web pages may include only the first name of the student, except for news releases, honors and awards which may include the student's full name.

- Web pages or file names may not include a student's address, telephone number, e-mail address or names of other family members or friends without the written permission of the parent/guardian or eligible student.
- Personally identifying images of students such as use of student pictures (video or photograph) and audio clips on the District web page must have signed parent/guardian or eligible student approval on file with the appropriate administrator.

Policy Information

Series 1000 - Community Relations

Relations Between Other Government Agencies and Schools Paroled Sex Offenders

Policy # 1400

The Board of Education acknowledges and understands that pursuant to New York State's Sex Offender Registration Act, school districts may be notified by local law enforcement authorities when a convicted sex offender who presents a moderate risk (level 2) or a high risk (level 3) is released into the geographical boundaries of the school community. Because the safety and protection of the students in the School District is of primary importance, it is the policy of the School District to cooperate with and assist the police and other law enforcement agencies with respect to monitoring the whereabouts of such sex offenders in the school community.

The Superintendent of Schools shall establish and implement procedures to assist the police and other law enforcement agencies when the School District is notified that a sex offender who presents a moderate or high risk is located in or about the School District, including notifications of appropriate School District staff and organizations who use School District facilities with children in attendance.

All requests for information provided by the law enforcement agencies shall be directed to the Records Access Officer.

Adoption Date: 3/13/1997, Revised: 4/5/2001; Reviewed: 01/27/2014
1000 - Community Relations

Paroled Sex Offenders Regulation

Regulation Info 1400R

Upon receiving notification from the police or other law enforcement agency that a paroled sex offender who presents a moderate or high risk is present in the school community, the Superintendent of Schools shall:

1. Advise all Building Administrators, secretaries, the head custodian, bus drivers and monitors, and arrival, dismissal and playground supervisors, teachers, coaches and security personnel that a moderate or high risk paroled sex offender is present within the School District, as well as any special information regarding or conditions imposed upon such individual (e.g., mode of operation, type of victim targeted, requirement to stay away from young children and from school facilities). Such employees shall only use the information for the purpose of protecting the welfare and safety of the students of the District.

2. Maintain a book in each school building which includes a photograph and the name of the paroled sex offender, as well as any pertinent information about such individual, including how to contact the parole officer, police or other law enforcement agency. The Building Administrator will review the contents of the book on a periodic basis and advise the staff of the availability of the book in each building.
3. Post relevant and appropriate information on the District's website.
4. Advise groups that regularly use school facilities with children in attendance that the School District has been notified of the presence of a paroled sex offender who presents a moderate or high risk and notify them that relevant information is posted on the District's website.
5. Advise parents of students that the School District has been notified of the presence of a paroled sex offender who presents a moderate or high risk and notify them that relevant information is posted on the District's website.
6. Discuss and implement a plan for "being on the look-out" for paroled sex offenders as a cooperative effort (e.g in buildings, on school grounds, including providing training for administrators and staff members. Staff members shall contact their supervisor immediately upon observing any suspicious individual in School District buildings and facilities or on School District grounds. The local law enforcement agency shall be immediately notified if a paroled sex offender is observed.
7. Provide training for students about contacts with strangers. Provide information to parents of students regarding security measures and personal safety instruction provided at school so they can reinforce the training at home.
8. All requests for information provided by the law enforcement agencies shall be directed to the Records Access Officer.

Policy Information

Series 1000 - Community Relations

Relations Between the School District and the Community Relationship Between the School District and the Community

Policy # 1600

The Board of Education recognizes the importance of cooperation among the schools and the community, including community organizations, citizens' groups, parents and other individuals. The Board strives to conduct the affairs of the District by way of a continuing, open dialogue between the community and the schools. The Board will work with and help those interested in studying school matters or seeking public information.

The Board of Education is also aware of its responsibility to keep the public informed on matters of importance regarding District policies, finances, programs, personnel and operations. Pertinent, non-confidential information shall be provided to such groups or individuals upon request.

The Superintendent shall be the central intermediary between the school and the community and any information shall be released through him/her. The Board directs the Superintendent or his/her designee to provide appropriate information to groups and individuals in the community, as he/she deems necessary and advisable to enable them to develop and maintain confidence in the District. The Board further directs that the Superintendent or his/her designee ensure that significant issues affecting the health, safety and welfare of the students and/or staff in the schools, such as bomb threats, gun possession, presence of

hazardous materials, are communicated to affected parties and groups in a timely, accurate and effective manner. Such communication shall not reveal the identity of any student, disciplinary outcomes and shall not interfere with the efforts of law enforcement agencies. It is not the intent of this policy, however, to require the Superintendent to give public notification of every incident or event which occurs in the schools. The Superintendent, upon consultation with the Director of Communication and the building principal, shall, in his/her discretion, determine the manner of communication of such information, the substance of the information which shall be released to the community and when it shall be released.

Policy Cross References:

» 1100 - Dissemination of Public Information

Adoption Date: 2/13/1975, Revised: 3/18/2010; 05/12/1983, 04/15/1993, 05/18/2000 Reviewed 01/27/2014
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Policy Information**Series 1000 - Community Relations****Memorials****Memorials**

Policy # 1700

The Board of Education will consider requests for memorials in honor of deceased students, employees or other members of the school community on an individual basis. The Board will also consider requests for living memorials.

The Board recognizes that in very special cases it may be appropriate to memorialize a person by, for example, naming a school facility for him or her or placing a plaque in a school building. This policy is adopted with the intention that such action will not be taken hastily.

Requests to memorialize an individual, preferably from organizations or petitions, shall be directed to the Board in writing. The Board, in its discretion, may appoint a committee to evaluate the request and make a recommendation to the Board. The Board will generally make a decision within six (6) months after the request. The final decision regarding establishing a memorial will rest with the Board.

Adoption Date: 11/18/1964, Revised: 6/14/2012; 02/13/1975, 04/13/1989, 11/19/2009 Reviewed 01/27/2014
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