

## ***Annual Notice of District Policy and Procedures***

### **Asbestos Management Plan**

In accordance with federal law, the District has in place a management plan to identify and manage asbestos building materials. The Asbestos Management Plan is on file and available for review in the District Office during regular business hours.

### **Annual Professional Performance Review**

In accordance with NYS Education Law 3012- d Parents have the right to access the composite APPR score for the teacher(s) and/or Principal of the school building to which their child is assigned during the current school year. Additional information is available on the district publications website, [APPR for Parents](#)

### **Attendance Policy**

The District believes that regular school attendance and student success have a direct correlation. Recent research information indicates that chronic absence, missing more than 10% of school days (excused or unexcused) tends to be the 'tipping point' when student achievement declines. It is the intent of the district to strongly encourage students to be in attendance every day. Therefore, our goal is to have students participate in their education for the mandated 181 days a year. All children of compulsory attendance age (6 through the school year in which a child turns 16) must attend school on a regular basis.

In the case of a student's absence from school, parents are required to call the nurse or main attendance office at their school by the start of the school day to inform them of the reason for the student's absence. Otherwise, the school will make a reasonable attempt to contact the parents regarding the student's absence. (PRSD BOE Policy #5100)

Please note that a written excuse must be provided and brought to the attendance office by the student upon his/her return to school. Without a note, the student's absence from school is deemed unexcused.

### **Code of Conduct**

The Board of Education, in accordance with Project SAVE Legislation, has adopted a Code of Conduct for the district and for each of the schools in the District. The Code of Conduct governs the conduct of students, teachers, staff and visitors, and is meant to help maintain safe, orderly schools. The Code of Conduct is sent to parents and shared with students each year during the month of September.

The [Code of Conduct](#) is also available on the District's website and at each school.

### **Dignity for All Students Act (DASA)**

The Board of Education recognizes that a learning environment that is safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting, hazing and intimidation.

The District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or socio-economic status by school employees or students on school property or at school-sponsored events and activities that take place on or off of school property. In addition, any act of discrimination or harassment outside of school-sponsored events which can reasonably be expected to materially and substantially disrupt the educational process may be subject to discipline. (PRSD BOE Policy #0115)

### **Dignity for All Students (DASA) Act Coordinators:**

Districtwide DASA Coordinator – Artie McCormack, Director of Health, Physical Education & Athletics

Evans Park Elementary School - Peggy Lynch, Principal

Franklin Avenue Elementary School - Dr. Kristin Talleyrand, Principal

Lincoln Avenue Elementary School - Kathleenann Cool, Principal

Pearl River Middle School - Andrea Pompey, Assistant Principal

Pearl River High School –Suzanne Horton, Assistant Principal

### **Educational Records**

Parents have the right to ask for and review records about their child unless the District has been legally notified in writing that their rights as a parent have been terminated or otherwise limited by court order. Upon the parents' request, the district must make a child's records available within a reasonable time; in no case more than 45 calendar days after requested; before any meeting about their child's individualized education program (IEP); and before any due process hearing about their child's special education needs.

The rights of parents concerning educational records transfer to students at age 18. However, the district may disclose educational records to an eligible student's parents if the student is claimed as a dependent for Federal income tax purposes by either parent, without the student's consent.

Student records and or student record information may not be released without a parents' consent unless it is given to school officials, including BOCES or private school officials or district consultants and agents (e.g., school physician, school attorney, insurance company, service provider and/or evaluators) with a legitimate educational interest, state/local educational authorities or certain individuals designated under federal law; or otherwise as permitted by law (FERPA).

## **Freedom of Information Law (FOIL) - Access to School District Records**

Requests for information that the district makes available according to the Freedom of Information Law should be addressed to the District Records Access Officer, Diana Musich, Assistant Superintendent for Human Resources and Community Services.

## **English Language Learners**

District programs support English Language Learners (ELLs) in attaining the highest level of academic success and language proficiency. We strive to ensure that all students' individual educational paths and socio-emotional needs are met in multiple languages leading them to college and career readiness. Within 30 days of the start of the school year, parents of student who are learning English will be notified if their child is participating in, or identified as eligible for a program for English-as-a-New Language (ENL) instruction. Parents will also be notified within two weeks after placement, if their child is placed in such program or will receive such services after the beginning of the school year.

## **Equal Opportunity**

The District hereby advises students, parents, employees and the general public that it does not discriminate on the basis of race, color, creed, gender, national origin, religion, age, economic status, marital status, military status, disability, predisposing genetic characteristics or sexual orientation in its educational programs, activities or employment practices and provides equal access to the Boy Scouts and other designated youth groups.

This policy of nondiscrimination includes, but is not limited to: (a) access by students to educational programs, counseling services, course offerings, student athletics, student employment assistance, extracurricular activities and other school resources; and (b) recruitment and appointment of employees, as well as their compensation, benefits, opportunities for advancement and/or terminations.

Further, the District its officers, employees and agents shall not discriminate against students on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex; sexual orientation, or gender (including gender identity and expression).

District's Compliance Officers:

Dr. Robert J. Roelle, Assistant Superintendent	Title(s) VI, VII, IX, Sect 504
Carolyn Moffa, Director of Special Services (Alternate)	Title(s) VI, VII, IX, Sect 504
Kathleenann Cool, Lincoln Avenue Principal (Alternate)	Title(s) VI, VII, IX, Sect 504
Dr. Kristin Talleyrand, Franklin Avenue Principal	Title(s) VI, VII, IX
Andrea Pompey, PRMS Assistant Principal	Title(s) VI, VII, IX
Suzanne Horton, PRHS Assistant Principal	Title(s) VII, IX
Maria Paese, PMS Principal	Sect 504

Title IX (sexual harassment/gender or sex based discrimination)

Title VII (discrimination in employment based on race, color, religion, sex and national origin)

Title VI (discrimination based upon race, color, creed, national origin, ethnic group, religion)

Section 504 – Title II ADA (disability based discrimination and/or harassment)

General Nondiscrimination - Questions about this nondiscrimination policy may be directed to the appropriate Compliance Officer, c/o District Clerk, 135 West Crooked Hill Road, Pearl River, NY The appropriate compliance officer has information related to grievance procedures. The Board also prohibits any retaliatory behavior against complainants or any witnesses. Any individual who believes that he/she has been subject to discrimination or harassment on the basis of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex; sexual orientation, or gender (including gender identity and expression) should report the alleged misconduct immediately, to the appropriate compliance officer, so that corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. In the event that the Complaint Officer is the offender, the complainant shall report his/her complaint to the next level of supervisory authority. The complainant shall not be discouraged from reporting an incident of alleged discrimination or harassment. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect the occurrence of any discrimination or harassment, will ensure that an investigation is promptly commenced by appropriate individuals. Any person who has knowledge of specific acts that he or she reasonably believes constitutes wrongful conduct should disclose the conduct to the appropriate District official. (PRSD BOE Policy #0100, #0101)

**Every Student Succeeds Act (ESSA)** formally No Child Left Behind Act (NCLB) parental notifications

Pursuant to the federal Every Child Succeeds Act, parents may request information regarding the professional qualifications of their child's classroom teachers and teaching assistants including:

- Whether state requirements and licensing criteria have been met for the grade level and subject area being taught.
- If the teacher is working under emergency or other provisional status under which state qualification and licensing criteria have been waived.
- The teacher's college major and subsequent advanced degrees.
- Qualifications of any teaching assistants providing services to your child.
- If an uncertified teacher will be working in a classroom for four or more weeks.

Requests for the above information may be directed to Diana Musich, Assistant Superintendent for Human Resources and Community Services.

**Family Educational Rights and Privacy Act (FERPA)**

Under the Family Educational Rights and Privacy Act (FERPA), parents and students over 18 years of age have the right to inspect and review the student's records or request an amendment of records believed to be incorrect. They can also withhold consent on disclosure of personally identifiable information, except in cases where the law allows for disclosure without consent (*directory information*).

As required under FERPA, the district would like to inform parents/guardians, and students 18 years of age or older currently in attendance, of their right to:

- inspect and review their child's education records,
- request that records be amended to ensure that they are accurate and not misleading, or otherwise in violation of the student's privacy or other rights, and
- control disclosures from the student's education records, with certain exceptions

[Directory information](#) includes a student's name, age, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, photograph/video (inclusive of voice print), and voice prints. (PRSD BOE Policy #5500)

### **Food at School**

Working with resources from the CDC, NYSED Health Services, the District Medical Director, school nurses, food allergy research and education, sample protocols and district legal review, the School Health Advisory Council developed generalized Food in Schools-Allergy Management Protocols. The goal is to provide a safe environment, where students become increasingly self-managed in both prevention and treatment. As with all health concerns, it is important that parents/guardians contact the building administrator and school nurse to meet the individual needs of the student.

A full school lunch program is available at each school. Information about the school lunch program and monthly menus are available by visiting the [Food Service](#) section of the district website.

### **Free and Reduced-Price Lunch**

Free/reduced meal applications are available at any time during the school year. Applications are available at the principal's office and on the district website. Students who meet the eligibility guidelines are entitled to one lunch daily. Due to lack of participation in previous years, PRSD is seeking an exemption from the Federal Breakfast Program.

### **Homeless Liaison**

All programs and services of the District are available to homeless students and unaccompanied youth. Whenever a homeless child or unaccompanied youth seeks to enroll in the district, and at least twice annually while the child is enrolled, the parent and child will be informed of their rights. Some of these rights include the right to attend the school they previously attended or to attend school in the district of current location, the right to be enrolled even though the admission requirements have not been completed and prior student records are not available, and the right to transportation to and from school.

District's Homeless Liaison: Dr. Robert J. Roelle, Assistant Superintendent for Curriculum & Instruction

## **Parent's Bill of Rights for data Privacy and Security**

Pursuant to Section 2-c and 2-d of the Education Law, parents and students are entitled to certain protections regarding confidential student information as set forth below:

1. A student's personally identifiable information cannot be sold or released for any commercial purposes;
2. Parents have the right to inspect and review the complete contents of their child's education record;
3. The District is committed to implementing safeguards associated with industry standards and best practice under state and federal laws protecting the confidentiality of personally identifiable information, including but not limited to, encryption, firewalls, and password protection when data is stored or transferred;
4. A complete list of all student data elements collected by the State is available for public review at <http://www.p12.nysed.gov/irs/vendors/templates.html> or by writing to Information & Reporting Services, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234; and
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to Dr. Robert J. Roelle, Assistant Superintendent for Curriculum and Instruction.
6. The District has, directly and indirectly entered into contracts with certain third party contractors who have been sent student data and/or teacher data and/or principal data. The following information about such contractors will be posted on the District website, as required by law:
  - The names of the third party contractors, the exclusive purpose(s) for which the data will be used;
  - The commencement and termination dates of each such agreement;
  - A description of how the data will be disposed by the contractor when the contract purpose has been fulfilled;
  - The data storage and security measures undertaken.
7. Agreements with third party contractors/consultants will ensure that the subcontractors, persons or entities that the third party contractor/consultant will share the student data or teacher or principal data with, if any, will abide by data protection and security requirements.
8. A parent, student, eligible student, teacher or principal may challenge the accuracy of the student data or teacher or principal data that is collected by filing a written request with the Superintendent of Schools or his administrative designee, by sending a written challenge to Dr. Robert J. Roelle, Assistant Superintendent for Curriculum and Instruction.

## **Pesticide Application Notice**

While PRSD relies on strategies other than pesticides as its primary control of pests, the occasional use of pesticides is necessary. Only certified individuals are allowed to apply these materials and only when no people are in a building or on a school field.

The District is required by law to maintain a list of staff and persons in parental relation who wish to receive forty-eight (48) hour prior written notification of pesticide applications at relevant facilities. To register and be on the list, please contact Bob Nelan, Director of Facilities.

## **Publicity**

Students' names, grade levels, photos, and videos (referred to as *Directory Information*) may be published on the District website/social media, in school publications or released to the media to recognize student achievement or depict activities of the District. Parents who object to the use of their child's information or image for publicity purposes should notify BOTH the Assistant Superintendent for Human Resources and Community Services and their child's building principal — in writing.

PLEASE NOTE: While the District will honor the request of any parent who has submitted written notification opting their child out of publicity efforts, the district is not responsible for media that covers news happenings, sporting events or school events.

## **Release of Information to Military Recruiters**

NCLB requires that school districts disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of our high school students. However, parents or students may request, in writing, that the district NOT release such information to military recruiters and/or institutions of higher learning. Parents, or students who are at least 18 years old, may exercise the option to withhold their consent to release this information by contacting the high school principal's office.

## **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with disabilities Act (ADA)**

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. Students may be eligible for evaluation and reasonable accommodations to enable access to educational facilities, programs and services. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity. If you believe that your child may have a disability and be entitled to reasonable accommodations and/or services, please contact Carolyn Moffa, Director of Special Services.

## **Student Grade Promotion and Retention**

Promotion and retention are considered based on academic achievement linked to the performance expectations of NYS Learning Standards as demonstrated through both classroom performance and assessment data (i.e. Regents exams), social and emotional development, and age. (PRSD BOE Policy #4750)

## **Student Graduation Requirements**

The Pearl River Board of Education will determine the graduation requirements of the district in accordance with the Regulations of the Commissioner of Education. Such requirements shall be provided to students and parents each year once a student reaches the eighth grade and may be accessed at the State Education Department website <http://www.p12.nysed.gov/ciai/gradreq/intro.html>. Participation in the graduation exercises will be predicated upon satisfactory completion of all graduation requirements. (PRSD BOE Policy #4770)

## **Student Privacy Rights**

The Protection of Pupil Rights Amendment (PPRA) of ESSA (formerly NCLB) affords parents and students over 18 years of age certain rights with regard to student surveys, instructional materials, physical examinations or screenings, and the collection, disclosure, or use of personal information. The district will provide you the specific or approximate dates during the school year when any of the following are scheduled or expected to be scheduled:

- Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information;
- The administration of any survey containing one or more of the items in the PPRA.
- Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by a school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student and/or other students.

You will have the opportunity to exclude your child from participating in any of the above activities, by notifying the district in writing. Please call or contact the principal of your child's school if you have questions about this notice. (PRSD BOE Policy #5306)

## **Student Registration and Residency Determinations**

The Pearl River School District provides educational opportunities to resident children between the ages of 5 and 21 years of age without payment of tuition. Parents and/or legal guardians will be required to establish residency through physical presence as an inhabitant of the school district and intent to reside in the district. Two proofs of residency will be required for registration and enrollment. In addition, the district may require proof of parental relationship or proof that the child resides with the parent(s)/guardian(s). At the time of registration/enrollment proof of age and immunizations, as noted below, will also be required.

Changes in address for enrolled students, must be reported with documentation to the building administrator within five (5) business days of the change of address. Residency determination may be reviewed at any time by the Board of Education designated residency officer, Kathleen Ryan.

Registration takes place in the Office of the Assistant Superintendent for Curriculum Instruction at the administration building, 135 West Crooked Avenue, Pearl River, NY 10965. Additional information regarding registration procedures and required documentation are available on the district website, [Registering Your Child\(ren\) to Attend PRSD](#).

## **Student Directory Information**

The district uses certain types of neutral student information also known as “*Directory Information.*” Directory information includes a student’s name, age, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, photograph/video (inclusive of voice print), and voice prints. District policy allows the district and schools to use photos and basic student information, as noted above, without consent in concert programs, yearbooks, in school calendars, on district and/or school websites/social media, in recognition of awards, etc. (PRSD BOE Policy #5500)

## **Student Health Data**

Because New York State is interested in child health data, schools are required to record students’ height, weight and Body Mass Index (BMI). If our district is surveyed by the state, we will only share group data (for instance, the number of second grade boys whose BMI is below the fifth percentile), not individual data. However, if parents wish their child’s data to be excluded from such group calculations, they may do so by contacting their school nurse.

## **Special Education**

Children with special needs may be entitled to additional services from the school district in which they reside. If your child has special needs and is not known to the school administration, please call the Office of Special Services. Parents or persons in parental relation of newly enrolled students are hereby notified that they may obtain additional information regarding the referral and evaluations of student suspected of or having disabilities by reviewing the publication “A Parent’s Guide to Special Education in New York State for children ages three through twenty-one” on the New York State Education Department website at <http://www.nysed.gov> and/or by review the following Procedural Safeguards Notice at <http://www2.ed.gov/policy/speced/guid/idea/modelform-safeguards.pdf> or by contacting Carolyn Moffa, Director of Special Services.

New York State Education Law also requires that each public school district account for the education of all resident minors. Please help the District comply with this requirement. If your child is home-schooled or attends a nonpublic school and has not previously been registered with the Attendance Office, please contact Carolyn Moffa, Director of Special Services.

## **Technology**

The Pearl River School District seeks to support teaching, learning, and student performance success by integrating technology throughout the curriculum, enabling students, faculty, and staff to be effective, independent, and collaborative contributors. All users of the district’s technology network and the Internet are expected to understand that use is a privilege, not a right, and that use entails responsibility. This privilege and responsibility is inclusive for those using their own devices. All users are expected to abide by the provisions of the Acceptable User Agreement (s). (PRSD BOE Policy #4526, #4527). Additional information and related agreements are available on the district website, [Pearl River District Publications](#).

## **Title I Parental Involvement-District Level Policy**

Under the federal Every Student Succeeds Act (ESSA), formerly No Child Left Behind Act of 2001, school boards receiving federal Title I funds must adopt a written parent involvement policy that is developed jointly with, agreed on with, and distributed to, parents of participating children and is incorporated into the District's Title I plan. (PRSD BOE Policy #1900)

## **Transportation**

Bus transportation is district-funded for students in grades K-4 who live .5 miles; grades 5-7 who live .8 miles; grade 8 who live two miles; and grades 9-12 who live three miles from school. The driver is responsible for the safe delivery of students to school and home and for maintaining discipline on the bus. Each rider is expected to behave respectfully, to follow the instructions of the driver, and to practice bus safety at all times. Riders are not permitted to eat or drink on the bus. Conduct on the bus is governed by the District Code of Conduct.

## **Wellness Policy**

The District is committed to developing healthy schools that support student learning and create an environment conducive to the health and well-being of faculty, staff and all students, while also supporting parents in accomplishing this goal. To that end, the Board of Education has adopted a policy that addresses: nutritional standards of foods and beverages sold on school grounds; physical education; extra-curricular activities; recess; emotional wellness; staff wellness; nutrition education and student awareness; community wellness and knowledge; and health education. (PRSD BOE Policy #5405)

Additional information is available on the district website, [PRSD Health and Wellness Initiatives](#).