

Community Relations

Huntington Union Free School District

**COMMUNITY RELATIONS  
(Section 3000)**

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## Community Relations

**SUBJECT: SCHOOL SPONSORED MEDIA**

The principal of each building is responsible for the preparation of news releases concerning the activities within that building, and for reviewing them with the Superintendent. Copies of all final news releases will be sent to the Superintendent's Office.

In addition, a monthly newsletter may be prepared and mailed to each resident of the School District. Included in the newsletter will be information regarding school activities, a monthly calendar and other items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.

As the official spokesperson, the Superintendent or his/her designee shall issue all news releases concerning the District. All statements of the Board will be authorized by the Board President and will be released through the Office of the Superintendent and/or the District Clerk.

## Community Relations

**SUBJECT: RELATIONS WITH THE MUNICIPAL GOVERNMENTS**

It is the policy of the Board to establish and maintain a positive working relationship with the governing bodies of the municipality. The Board shall also cooperate with municipal, county and state agencies whose work affects the welfare of the children of the District, including the County Social Service Department, the Board of Health, the Recreation Department, the Public Library, and all community emergency service agencies.

Adopted: 6/11/01

## Community Relations

**SUBJECT: SENIOR CITIZENS**

The Board of Education will consider school related programs for the elderly in accordance with Education Law and/or regulations of the Commissioner of Education. Such programs include special use of school buses, school lunches and partial tax exemptions.

Education Law Sections 1502 and 1709(22)  
Real Property Tax Law Section 467

**Free Admission to Student Events**

The Huntington Union Free School District shall offer senior citizens in the District an opportunity to attend all District home athletic contests, plays, concerts and dances free of charge.

Adopted: 6/11/01

## Community Relations

**SUBJECT: FLAG DISPLAY**

In keeping with State Education Law and Executive Law, the Board of Education accepts its duty to display the United States flag upon or near each public school building during school hours, weather permitting, and such other times as the statutes may require or the Board may direct.

When ordered by the President, Governor, or local official, to commemorate a tragic event or the death of an outstanding individual, the flag shall be flown at half-staff. The Superintendent's approval shall be required for the flag to be flown at half-staff upon any other occasion. Regulations for seeking such approval shall be established in the Administrative Manual of the District.

Education Law Sections 418 and 419  
Executive Law Section 403

Adopted: 6/11/01

## Community Relations

**SUBJECT: SCHOOL VOLUNTEERS**

The Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- a) Assist employees in providing more individualization and enrichment of instruction;
- b) Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- c) Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program.

Administrative regulations will be developed to implement the terms of this policy and to periodically inform the Board of the progress of the school volunteer program.

Volunteer Protection Act of 1997,  
42 United States Code (USC)  
Section 14501 et seq.  
Education Law Sections 3023 and 3028  
Public Officers Law Section 18

NOTE: Refer also to Policy #6540 -- Defense and Indemnification of Board Members and Employees.

Adopted: 6/11/01

**SUBJECT: SHARED DECISION MAKING AND SCHOOL-BASED PLANNING**

The Board of Education encourages the participation of the community in improving education in our schools. Toward this goal, in accordance with the Commissioner's Regulations, the Board will establish a district-wide Shared Decision Making Advisory Committee to work collaboratively with the Board to develop a District plan for the participation of administrators, community representatives, parents, students, support staff and teachers in school-based planning and shared decision making.

**Composition of the Committee**

The Shared Decision Making Advisory Committee shall be composed of the Superintendent of Schools, the Assistant Superintendent for Curriculum and Instruction, administrators selected by the administrative bargaining units, parents selected by the school-related parent organizations, and teachers selected by the teacher bargaining unit.

**Contents of the District Plan**

The District plan will be specified in the administrative regulations accompanying this policy. The plan must specify:

- a) The educational issues which will be subject to cooperative planning and shared decision making at the school level;
- b) The manner and extent of the expected involvement of all parties;
- c) The means and standards by which the parties will evaluate improvement in student achievement;
- d) The means by which all parties will be held accountable for the decisions;
- e) The process by which disputes about the educational issues being decided will be resolved within the District; and
- f) The manner in which all state and federal requirements for the involvement of parents in planning and decision making will be coordinated with and met by the overall plan.

**Adoption of the Plan**

The plan will be filed with the BOCES District Superintendent and submitted to the Commissioner of Education for approval. The plan shall not be in violation of applicable laws, provisions of employee bargaining unit contracts or Board policy. The plan will be made available to the public.

(Continued)

**SUBJECT: SHARED DECISION MAKING AND SCHOOL-BASED PLANNING (Cont'd.)****Biennial Review of the Plan**

Every two years, beginning in 1996, the District plan will be reviewed by the Board. Any amendment or recertification of the plan must be developed and adopted in accordance with the Commissioner's Regulations. The amended plan or a recertification of the previous plan will be filed with the BOCES District Superintendent and submitted to the Commissioner of Education for approval no later than February first of each year in which the biennial review takes place.

## Community Relations

**SUBJECT: SCHOOL NAMING POLICY**

When the Board of Education determines that is necessary or desirable to name or rename a school district facility, the Board of Education may appoint an advisory committee to suggest names of facilities for the Board's review. Such a committee would be advisory only and the Board of Education will make all decisions regarding the naming or renaming of any District facility. The Board, in its sole discretion, may accept or reject any and all committee suggestions without restriction. The advisory committee may include members of the District's residents, administrative staff, teaching staff and student body.

Adopted: 8/24/09

## Community Relations

**SUBJECT: VISITORS TO THE SCHOOL**

The Board of Education encourages parents and other members of the community to visit the schools of the District. At the same time, the Board recognizes its responsibility to safeguard students and staff and to prevent disruption of the educational program.

All persons who wish to visit a school must register with and receive authorization from the building principal or his/her designee. Visitor registration and authorization from the building principal shall not be required, however, for persons attending school functions which are open to the public.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

Education Law Section 2801  
Penal Law Sections 140.10 and 240.35

Adopted: 6/11/01

**SUBJECT: PUBLIC EXPRESSION AT MEETINGS**

All meetings of the Board shall be conducted in public, and the public has the right to attend all such meetings. Public expression at such meetings shall be encouraged and a specific portion of the agenda shall provide for this privilege of the floor. At its discretion, the Board may invite visitors to its meetings to participate in the Board's discussion of matters on the agenda.

The Board of Education reserves the right to enter into executive session as specified in Policy #1730.

**Public Participation at Board Meetings**

The Board shall use the following procedures for permitting public discussion and comment on items before the Board or on other subjects under the Board's jurisdiction.

- a) The First Public Commentary portion for each speaker shall be limited to three (3) minutes and the total time to 30 minutes. Commentary at this portion of the meeting is restricted to items on the agenda. This process, however, will not apply to procedural items and motions.
- b) If time permits, there will be an opportunity at the end of each Board meeting for public commentary on items that are not on the agenda. This Second Public Commentary portion for each speaker shall be limited to three (3) minutes and the total time to 30 minutes.
- c) Persons who wish to address the Board must state their names and addresses and identify any organization they may be representing at the meeting.
- d) Only School District residents and staff members shall be permitted to address the Board, except for persons who have been invited by the District to make a presentation to the Board.
- e) Persons who wish to address the Board shall line up at the microphone used for this purpose and shall be permitted to address the Board in that order.
- f) Comments to the Board could be limited by the Board President and should relate to school matters.
- g) Employees should not be identified by name during public commentary. Comments relating to the competence or personal conduct of individuals are prohibited and shall be declared out of order.
- h) Comments and questions from the public need not be responded to at the meeting. At his/her discretion, the Board President may answer questions or respond to comments or refer them to the Board or staff members for reply or for consideration and later response.

**SUBJECT: PUBLIC EXPRESSION AT MEETINGS – Continued**

- i) If a person requests a written response to a question, he/she must first submit the question in writing to the District Clerk. In the event a question is so received, the writer will be informed by the District Clerk, shortly after receipt of the question, of the date on which a response to the question may be expected and the administrator charged with the responsibility of responding. A copy of the response to the question will be forwarded to the Board.
- j) By majority vote of the Board, these rules for public commentary may be waived for a given meeting.
- k) There will usually be no separate public commentary allowed on non-action items except for first readings of policies.
- l) Abusive behavior will not be tolerated at Board meetings. An individual demonstrating abusive behavior will be ruled out of order and asked to leave the Board meeting.

Adopted: 9/13/10

## Community Relations

**SUBJECT: PUBLIC COMPLAINTS**

Complaints by citizens regarding any facet of the school operation often can be handled more satisfactorily by the administrative officer in charge of the unit closest to the source of the complaint. In most instances, therefore, complaints will be made to the building principal and/or his/her assistant if the matter cannot be resolved by the teacher, coach, or other school employee.

If the complaint and related concerns are not resolved at this level to the satisfaction of the complainant, the complaint may be carried to the Superintendent and/or one of his/her assistants. Unresolved complaints at the building level must be reported to the Superintendent by the building principal. The Superintendent may require the statement of the complainant in writing.

If the complaint and related concerns are not resolved at the Superintendent level to the satisfaction of the complainant, the complaint may be carried to the Board of Education. Unresolved complaints at the Superintendent level must be reported to the Board of Education by the Superintendent. The Board of Education reserves the right to require prior written reports from appropriate parties.

**SUBJECT: COMPLAINTS AND GRIEVANCES BY EMPLOYEES**

In accordance with the provisions of General Municipal Law and the collective bargaining agreements, all District personnel shall have the opportunity to present their complaints or grievances free from interference, coercion, restraint, discrimination or reprisal. The District shall provide at least two procedural stages and an appellate stage for the settlement of any grievance.

Complaints or grievances not covered under employee contracts shall be handled and resolved, whenever possible, as close to their origin as possible. The Superintendent is responsible for implementing regulations for the redress of complaints or grievances through proper administrative channels.

**Complaints and Grievances Coordinator**

Additionally, the Board shall ensure compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA). The Superintendent shall designate a District employee as the Title IX/Section 504/ADA Coordinator; and regulations and procedures shall be implemented to resolve complaints of discrimination based on sex or disability.

Prior to the beginning of each school year, the District shall issue an appropriate public announcement which advises students, parents/guardians, employees and the general public of the District's established grievance procedures for resolving complaints of discrimination based on sex or disability. Included in such announcement will be the name, address and telephone number of the Title IX/Section 504/ADA Coordinator.

The Title IX/Section 504/ADA Coordinator shall also be responsible for handling complaints and grievances regarding discrimination based on race, color, creed, national origin, political affiliation, age, veteran or marital status.

Title VII of the Civil Rights Act of 1964,  
42 United States Code (USC)  
Section 2001-e, et seq. – Prohibits discrimination on the  
basis of race, color, religion, sex or national origin.  
Title VI of the Civil Rights Act of 1964,  
42 United States Code (USC)  
Section 2001-d, et seq. – Prohibits discrimination on  
the basis of race, color or national origin.

(Continued)

**SUBJECT: COMPLAINTS AND GRIEVANCES BY EMPLOYEES (Cont'd.)**

Section 504 of the Rehabilitation Act of 1973,  
29 United States Code (USC)  
Section 794 et seq.;  
The Americans With Disabilities Act,  
42 United States Code (USC)  
Section 12101 et seq. - Prohibits discrimination on  
the basis of disability.

Title IX of the Education Amendments of 1972,  
20 United States Code (USC)  
Section 1681 et seq. - Prohibits  
discrimination on the basis of sex.

New York State Executive Law  
Section 290 et seq. - Prohibits discrimination on the  
basis of age, race, creed, color, national  
origin, sex, disability or marital status.

Age Discrimination in Employment Act,  
29 United States Code (USC) Section 621.

Military Law Sections 242 and 243

**SUBJECT: COMPLAINTS AND GRIEVANCES BY STUDENTS**

While students have the responsibility to abide by the policies and regulations of the District, they shall also be afforded opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination or reprisal. Administration shall be responsible for:

- a) Establishing rules and regulations for the redress of complaints or grievances through proper administration channels;
- b) Developing an appeals process;
- c) Ensuring that students have full understanding and access to these regulations and procedure; and
- d) Providing prompt consideration and determination of student complaints and grievances.

**Complaints and Grievances Coordinator**

In addition, students and parents/guardians will receive annual notification of the District's established grievance procedures for resolving complaints of discrimination based on sex or disability. This notice shall include the name, address and telephone number of the Title IX/Section 504/ADA Coordinator.

The Title IX/Section 504/ADA Coordinator shall also be responsible for handling complaints and grievances regarding discrimination based on race, color, creed, national origin, political affiliation, age or marital status.

Title VII of the Civil Rights Act of 1964,  
42 United States Code (USC)  
Section 2001-e, et seq. - Prohibits  
discrimination on the basis of race,  
color, religion, sex or national origin.

Title VI of the Civil Rights Act of 1964,  
42 United States Code (USC)  
Section 2001-d, et seq. - Prohibits  
discrimination on the basis of race, color  
or national origin.

(Continued)

**SUBJECT: COMPLAINTS AND GRIEVANCES BY STUDENTS (Cont'd.)**

Section 504 of the Rehabilitation Act of 1973,  
29 United States Code (USC)  
Section 794 et seq.;  
The Americans With Disabilities Act,  
42 United States Code (USC)  
Section 12101 et seq. - Prohibits discrimination on the  
basis of disability.

Title IX of the Education Amendments of 1972,  
20 United States Code (USC)  
Section 1681 et seq. - Prohibits  
discrimination on the basis of sex.

New York State Executive Law  
Section 290 et seq. - Prohibits discrimination on the  
basis of age, race, creed, color, national  
origin, sex, disability or marital status.

Age Discrimination in Employment Act,  
29 United States Code Section 621.

## Community Relations

**SUBJECT: LETTERS TO THE BOARD OF EDUCATION**

When the Board President receives a letter addressed to the Board of Education, he/she shall forward a copy of the letter to all members of the Board, the Superintendent, and the District Clerk. When such a letter is received by the Superintendent, he/she shall forward a copy to all members of the Board and the District Clerk. When such a letter is received by the District Clerk, he/she shall forward a copy to all members of the Board and the Superintendent.

In all instances, upon receipt of a letter to the Board of Education, the District Clerk shall inform the sender that the letter has been received.

Responses to the letter by the Board President or Superintendent shall be forwarded to the entire Board. If in the judgment of the Board President or Superintendent a reply should be reviewed by the entire Board prior to being sent, such reply shall be held until the full Board has had an opportunity to discuss it.

Individual Board members who receive a letter which is not addressed to the entire Board but which contains suggestions, comments, complaints or questions regarding the operation of the School District are expected to forward a copy of the letter to the Superintendent. The Board member who received the letter and the Superintendent will jointly decide how to respond to the sender.

Without prior Board approval, individual Board members, except the President, are not authorized to respond on behalf of the District to letters received as individuals or as committee chairpersons other than to acknowledge receipt of the letter.

## Community Relations

**SUBJECT: STUDENT PARTICIPATION**

Students provide an important channel of communication with parents and the entire community. Information concerning the schools may be properly disseminated through students. The School District's administrators shall review all messages and materials prior to authorizing their dispersal through the student body.

## Community Relations

**SUBJECT: PARENT-TEACHER ASSOCIATION**

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

Adopted: 6/11/01

## Community Relations

**SUBJECT: PARENT ORGANIZATIONS**

Parent organizations, such as "Band Parent", or other related organizations may be created to promote community support and to raise funds for specific school activities or programs. These groups must receive official Board approval and may not discriminate on the basis of sex, color, national origin, ethnic background, disability, religion or any other arbitrary criteria.

Rules and regulations will be established to govern the activities of booster clubs and other related organizations. The Board further requires that:

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

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

## Community Relations

**SUBJECT: SOLICITATION OF CHARITABLE DONATIONS FROM SCHOOL CHILDREN**

Direct solicitation of charitable donations from children in the District schools on school property during regular school hours shall not be permitted. It will be a violation of District policy to ask District school children directly to contribute money or goods for the benefit of a charity during the hours in which District students are compelled to be on school premises.

However, this policy does not prevent the following types of fund raising activities:

- a) Fund raising activities which take place off school premises, or outside of regular school hours during before-school or after-school extracurricular periods;
- b) Arms-length transactions, where the purchaser receives a consideration for his/her donation. For example, the sale of goods or tickets for concerts or social events, where the proceeds go to charity, shall not be prohibited as the purchaser will receive consideration - the concert or social event - for the funds expended;
- c) Indirect forms of charitable solicitation on school premises that do not involve coercion, such as placing a bin or collection box in a hallway or other common area for the donation of food, clothing, other goods or money. However, collection of charitable contributions of food, clothing, other goods or funds from students in the classroom or homeroom is prohibited.

The Board of Education shall ultimately decide which organizations, groups, etc. can solicit charitable donations and for what purposes, as long as the activities comply with the terms of this policy and the Rules of the Board of Regents.

Regulations shall be developed by the administration to implement this policy.

8 New York Code of Rules and Regulations  
(NYCRR) Section 19.6  
New York State Constitution Article VIII, Section 1  
Education Law Section 414

NOTE: Refer also to Policy #7450 -- Fund Raising by Students.

Adopted: 6/11/01

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES**

School buildings and grounds and all property belonging to the District are under the control and supervision of the Board of Education. State law authorizes the Board of Education to adopt reasonable regulations for the use of such school buildings and grounds, or other property. Any such use, however, shall not be deemed an endorsement of the activity or the purpose for which the facilities are used.

**Use by Community Organizations Only**

As a service to the community and in accordance with law the Board of Education may authorize the use of school facilities by responsible and properly organized community groups that draw a majority of their membership from residents of the Town of Huntington.

**Authorized Purposes**

In accordance with New York State Education Law, the Board may authorize the use of school facilities for the following purposes:

- a) Instruction in any branch of education, learning or the arts;
- b) Public libraries or stations of public libraries;
- c) Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community that are non-exclusive and open to the general public;
- d) Meetings, entertainments and occasions where admission fees are charged, when the proceeds are to be expended for an educational or charitable purpose. However, these uses are not permitted if the meetings, entertainments and occasions are under the exclusive control, and the proceeds are to be applied for 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 organizations of veterans of the military, naval or marine service of the United States and organizations of volunteer firemen or volunteer ambulance services;

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES**

- e) Polling places for holding primaries and elections, for the registration of voters and for holding political meetings. However, no meetings sponsored by political organizations are permitted unless authorized by a vote of a District meeting, held as provided by law;
- f) Civic forums and community centers;
- g) Classes of instruction for mentally retarded minors operated by a private organization approved by the Commissioner of Education;
- h) Recreation, physical training and athletics, including competitive athletic contests of children attending a private, non-profit school;
- i) Child care services during non-school hours, provided that the cost of such care shall not be a District charge but shall be paid by the person responsible for the support of such child; the local social services district as authorized by law; or by any other public or private voluntary source, or any combination thereof; and
- j) Graduation exercises held by non-profit elementary and secondary schools, provided that no religious service is performed.

The Board of Education is authorized but not required to make school facilities available for these specified purposes. However, the Board has no authority to give permission to use a school facility or school equipment for any purpose other than those set forth by state law.

**Prohibition of Use for Religious Purposes**

No community organization shall be permitted to use school facilities for religious or worship services.

**Prior Approval from the Board**

No organization shall be permitted to use school facilities without receiving prior approval from the Board of Education. Such approval is conditioned upon the organization abiding by the rules and regulations established for such use, including restrictions on alcohol, tobacco and drug use.

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES**

**Supervisor of Operations**

The Superintendent shall designate a supervisor of operations who shall:

- a) Receive and review applications for the use of school facilities;
- b) Forward to the Superintendent for Board of Education action those applications which meet the District's requirements;
- c) Schedule the use of facilities to ensure that efficient use is made of the time and space available; and
- d) Issue permits for such use after approval by the Board of Education.

**Required Permits for Community Organizations**

Community organizations may not use school facilities without receiving a permit in advance of such use. All permits shall be issued for specified hours, shall be nontransferable to other organizations, and shall be restricted to the specified purposes for which issued. The Superintendent may revoke a facility use permit at any time.

**Facility Use Regulations**

The Superintendent shall develop administrative regulations to implement this policy. These regulations shall be in accordance with state law and must:

- a) Provide for the health and safety of all people involved in the activity;
- b) Assure the protection of school property;
- c) Establish guidelines to determine when a fee should be charged for the use of a school facility;
- d) Provide fee schedules when the costs of facility use shall be charged to the user;

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES**

- e) Require payment for any damage or loss, whether or not a fee for use has been charged;
- f) Require that the user maintain adequate insurance to protect the District.

The Superintendent may make interim changes in the regulations in appropriate situations, but must notify the Board of Education. Permanent changes in the regulations must be approved by the Board.

Education Law Section 414  
New York State Constitution, Article 8, Section  
Article 11, Section 3

**Adoption Date: 2/9/04**

## Community Relations

**SUBJECT: USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT**

Except when used in connection with or when rented under provisions of Education Law Section 414, school-owned materials or equipment may be used by members of the community or by District employees and/or students for school related purposes only. Private and/or personal use of school-owned materials and equipment is strictly prohibited.

The Board will permit school materials and equipment to be loaned to staff members when such use is directly or peripherally related to their employment and loaned to students when the material and equipment is to be used in connection with their studies or extracurricular activities. Community members will be allowed to use school-owned materials and equipment only for educational purposes that relate to school operations.

Administrative regulations will be developed to assure the lender's responsibility for, and return of, all such materials and equipment.

## Education Law Section 414

**Labeling of Materials and Equipment**

All major School District equipment shall be labeled on the exterior, and all vehicles shall be so marked on the front door panels, both right and left, (with the exception of automobiles provided as part of terms and conditions of employment for specific employees).

## Community Relations

**SUBJECT: STAFF USE OF LAPTOP COMPUTERS**

The Board of Education recognizes that certain district employees may be required to utilize laptop computers in order to fulfill their job responsibilities only. A list of employees who have been issued laptops by the district will be maintained in the office of the Assistant Superintendent for Finance and Management Services.

These employees shall have the option to bring/leave the laptops at their residence depending on their particular needs. As with any district-owned equipment, employees must take proper care of laptops and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Assistant Superintendent for Finance and Management Services. Upon separation from employment, the laptop is to be returned to the office of the Assistant Superintendent for Finance and Management Services. Failure to return the laptop will result in its value being deducted from your final paycheck.

**Adoption Date: January 8, 2007**

## Community Relations

**SUBJECT: SUPPLEMENTAL REQUIREMENTS FOR USE OF HUNTINGTON HIGH SCHOOL'S TURF FIELD**

In addition to those requirements of the normal facilities use process, the following items must be adhered to:

1. At least 50 percent of the members who use the field must be residents of the Huntington Union Free School District, not just residents of the Town.
2. Preference will be given to those groups providing activities for children 18 years and younger who are residents of the Huntington Union Free School District.
3. Outside organizations must ensure players **DO NOT** wear cleats on the track surface.
4. Should the organization require use of the Public Address system and/or scoreboard, District personnel will be assigned to the event and the organization will be charged accordingly.
5. The organization is responsible for ensuring grounds are properly maintained and cleaned during/after each usage.
6. The organization must cover the cost of field set up which may include but not be limited to installation of goals, flags or netting.
7. One time use of the field as deemed appropriate by the Director of Facilities and/or Director of Physical Education and Interscholastic Athletics will be permitted as long as the conditions of this policy are followed including but not limited to insurance, responsibility for charges incurred and maintenance of the field.
8. Attendance at a mandatory meeting regarding track and field usage will be required prior to permitted use of the field or track.
9. **Failure to comply with any or all of the above will result in forfeiture of permit.**

Please be advised that every effort will be made to get your organization on the field as scheduled. Games or practices of the Huntington Union Free School District teams have priority on the field. Your activity will start directly following. Do not confront district personnel about scheduling issues. All complaints must be directed to the Director of Facilities.

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Signature

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Date

**Adoption Date: February 12, 2007**

## Community Relations

**SUBJECT: OPERATION OF MOTOR-DRIVEN VEHICLES ON DISTRICT PROPERTY**

The use of motor-driven vehicles, including cars, snowmobiles, mini-bikes, motorcycles, all-terrain vehicles (ATV's) and other such vehicles is prohibited on any school grounds or areas except for authorized school functions or purposes.

All student vehicles are to be registered with the high school principal and parked in authorized areas only.

Vehicle and Traffic Law Section 1670

Adopted: 6/11/01

## Community Relations

**SUBJECT: PUBLIC ACCESS TO RECORDS**

Access to records of the District shall be consistent with the rules and regulations established by the State Committee on Open Government and shall comply with all the requirements of the New York State Public Officers Law Section 84 et seq.

Regulations and procedures pertaining to accessing District records shall be as indicated in the School District Administrative Manual.

Education Law Section 2116  
Public Officers Law Section 84 et seq.

Adopted: 6/11/01

## Community Relations

**SUBJECT: CONFIDENTIALITY OF COMPUTERIZED INFORMATION**

The development of centralized computer banks of educational data gives rise to the question of the maintenance of confidentiality of such data while still conforming to the New York State Freedom of Information Law. The safeguarding of confidential data from inappropriate use is essential to the success of the District's operation. Access to confidential computerized data shall be limited only to authorized personnel of the School District.

It shall be a violation of the District's policy to release confidential computerized data to any unauthorized person or agency. Any employee who releases or otherwise makes improper use of such computerized data shall be subject to disciplinary action.

However, if the computerized information sought is available under the Freedom of Information Law and can be retrieved by means of existing computer programs, the District is required to disclose such information.

Public Officers Law Sections 84 et seq.

Adopted: 6/11/01

2001

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Community Relations

**SUBJECT: SCHOOL DISTRICT ARCHIVES**

The Board of Education supports the establishment and maintenance of School District archives.

Adopted: 6/11/01

## Community Relations

**SUBJECT: MAINTENANCE OF PUBLIC ORDER ON SCHOOL PROPERTY**

The Board of Education recognizes that one of its prime responsibilities is to provide an atmosphere in each school which is conducive to learning. Any action by an individual or groups aimed at disrupting, interfering with or delaying the learning process or having such effect, is hereby declared to be in violation of Board policy.

The Board also recognizes its responsibility to protect school property and declares its intent to take any and all legal action to prevent its damage or destruction. The Board will also seek restitution from, and prosecution of, any person or persons who willfully damage school property.

The Board shall approve rules and regulations to implement this policy as required by Education Law, Section 2801.

It is not the intent of this policy to limit freedom of speech or peaceful assembly. The Board recognizes that free inquiry and free expression are indispensable to the objectives of a school district. The purpose of the rules and regulations is to prevent abuse of the rights of others and to maintain public order, not to prevent or restrain controversy or dissent.

Education Law Sections 2801 and 3214  
Penal Law Sections 140.00, 140.10, 240.35

Adopted: 6/11/01

## Community Relations

**SUBJECT: UNLAWFUL POSSESSION OF A WEAPON UPON SCHOOL GROUNDS**

It shall be unlawful for any person, except law enforcement personnel, to knowingly possess any firearm or other weapon while upon school grounds or in any District building without the express written authorization of the Superintendent or his/her designee.

Unlawful possession of a weapon upon school grounds may be a violation of the New York State Penal Law, and is a violation of School District policy and the Student Discipline Code of Conduct.

The term “weapon” means:

- a) A firearm as defined in 18 U.S.C. §921 for purposes of the Gun Free Schools Act; or
- b) Any other gun, BB gun, paintball gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, knife, switchblade knife, gravity knife, pilum ballistic knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb; or
- c) Any other device, object, instrument, material, substance and/or any facsimile thereof that is used, attempted to be used, or is threatened to be used to cause physical injury or death.

Penal Law Sections 265.05 and 265.06

**Adopted: 9/13/04**

## Community Relations

**SUBJECT: EMERGENCY CLOSINGS**

In the event it is necessary to close school for the day due to inclement weather or other emergency reasons, announcement thereof shall be made over local radio stations designated by the Board of Education.

When school is closed, all related activities, including athletic events and student activities, will ordinarily be suspended for that day and evening.

The attendance of personnel shall be governed by their respective contracts.

Adopted: 6/11/01