

AGENDA

BOARD OF EDUCATION • LEVITTOWN, NEW YORK

LEVITTOWN UNION FREE SCHOOL DISTRICT • TOWN OF HEMPSTEAD • LEVITTOWN, NEW YORK
www.levittownschools.com

BUDGET PLANNING SESSION

LEVITTOWN MEMORIAL EDUCATION CENTER
Wednesday, March 28, 2018

6:30 PM Meeting convenes with anticipated adjournment to Executive Session

7:30 PM Meeting reconvenes in Budget Planning Session

Success for Every Student

(Note: Items on this Budget Planning Session appear in order of intended discussion. As per previous understanding with the Board, any items which are not reached during the meeting will be carried forward to subsequent Budget Planning Sessions, Planning Sessions or Ad Hoc portion of Regular Meetings.)

I. CALL TO ORDER

CALL TO ORDER

Recommended Motion: "BE IT RESOLVED, that the Levittown Board of Education does, hereby, move to Executive Session for the purpose of discussing the medical history of a particular employee."

II. INFORMATIONAL ITEMS

1. Academic Presentation - East Broadway School
2. Student Recognition - Valedictorian and Salutatorian
3. Budget Presentation - Final Budget

4. Board Policies - Second Read

Enclosure

Policy No. 5741 - Drug and Alcohol Testing for School Bus Drivers and Other Safety-Sensitive Employees

Policy No. 6161 - Conference/Travel Expense Reimbursement

Policy No. 6470 - Social Media and Online Communications

Policy No. 7222 - Diploma or Credential Options for Students with Disabilities

Policy No. 7320 - Alcohol, Tobacco, Drugs and Other Substances (Students)

Policy No. 7550 - Dignity for All Students Act

III. MOTION TO ADJOURN

LEVITTOWN SCHOOLS**POLICY # 5741**

Page 1 of 4

NON-INSTRUCTIONAL/BUSINESS OPERATIONS**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES**

In accordance with federal regulations, employees in safety-sensitive positions as defined in regulations who are required to have and use a commercial drivers license (CDL), are subject to random testing for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP). The District shall adhere to federal law and regulations requiring the implementation of a drug and alcohol testing program for such employees in safety-sensitive positions.

The District shall either establish and manage its own program, by contract, or through a consortium for the provision of alcohol and drug testing of employees in safety-sensitive positions. For transportation of District students' provided through vendor/contract bus companies, the District shall ensure that they either establish and manage their own program, by contract, or through a consortium for the provision of alcohol and drug testing of employees in safety-sensitive positions. Safety-sensitive employees (SSEs), including school bus drivers and other employees, who drive a vehicle which is designed to transport sixteen (16) or more passengers (including the driver), shall be subject to this requirement.

Federal regulations require that school bus drivers and other SSEs be tested for alcohol and drugs at the following times:

- a) Drug testing will be conducted after an offer to hire, but before actually performing safety-sensitive functions for the first time. Such pre-employment testing will also be required when employees transfer to a safety-sensitive position.
- b) Safety-sensitive employees are also subject to a random drug and/or alcohol test on an unannounced basis just before, during or just after performance of safety-sensitive functions.
- c) In addition, testing will be ordered if a trained supervisor has a "reasonable suspicion" that an employee has engaged in prohibited use of drugs and/or alcohol.
- d) There will also be post accident testing conducted after accidents on employees whose performance could have contributed to the accidents.
- e) Finally, return-to-duty and follow-up testing will be conducted when an individual who has violated the prohibited alcohol and/or drug conduct standards returns to performing safety-sensitive duties. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first twelve (12) months after an employee returns to duty. Follow-up testing may be extended for up to sixty (60) months following return-to-duty.

All employee drug and alcohol testing will be kept confidential and shall only be revealed without the driver's consent to the employer, a substance abuse professional, drug testing laboratory, medical review officer and any other individual designated by law.

(Continued)

Attachment: 5741 Drug and Alcohol Testing Original (3006 : Board Policies - Second Read)

LEVITTOWN SCHOOLS**POLICY # 5741**

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NON-INSTRUCTIONAL/BUSINESS OPERATIONS**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES (Cont'd.)**

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- a) Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater. If testing shows an alcohol concentration of 0.02 or greater but less than 0.04, the employee must be removed from performing safety-sensitive activities for twenty-four (24) hours, but no punitive action will be taken by the employer.
- b) Being on duty or operating a commercial motor vehicle (CMV) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
- c) Using alcohol while performing safety-sensitive functions.
- d) Using alcohol four (4) hours or less before duty. (New York State law prohibits use six (6) hours or less before duty.)
- e) When required to take a post-accident alcohol test, using alcohol within eight (8) hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
- f) Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion or follow-up testing requirements.
- g) Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the SSE uses any controlled substance. This prohibition does not apply when instructed by a physician who has advised the SSE that the substance does not adversely affect the SSE's ability to safely operate a CMV.
- h) Reporting for duty, remaining on duty or performing a safety-sensitive function, if the SSE tests positive for controlled substances.

Drivers and other SSEs who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substances are subject to disciplinary action and penalties pursuant to *District policy*, or through the policies of the District's vendor/contract bus companies, and their respective collective bargaining agreements, as well as the sanctions provided for in federal law. SSEs who have engaged in such prohibited behavior shall not be allowed to perform safety-sensitive functions until they are:

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- b) Complete any requirements for rehabilitation as set by the District and the SAP.
- c) Pass a return-to-duty test with the result below 0.02 if the conduct involved alcohol, or a controlled substance test with a verified negative result if the conduct involved controlled substance use.
- d) The SSE shall also be subject to unannounced follow-up alcohol and controlled substance testing. The number and frequency of such follow-up testing shall be as directed by the SAP, and consist of at least six (6) tests in the first twelve (12) months.

The Superintendent of Schools shall ensure that each SSE receives a copy of District policy, educational materials that explain the requirements of the alcohol and drug testing regulations, and any regulations and/or procedures developed by the District with respect to meeting those requirements. The Superintendent or his/her designee shall ensure that a copy of these materials is distributed to each SSE, who shall sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of alcohol and controlled substance testing as well as at the beginning of each school year or at the time of hire for any safety-sensitive employees. Representatives of applicable collective bargaining units shall be notified of the availability of this information.

The Superintendent or his/her designee shall arrange for training of all supervisors who may be utilized to determine whether "reasonable suspicion" exists to test a driver for prohibited conduct involving alcohol or controlled substance use/abuse.

Any violation of this policy and/or District procedures, and applicable federal and state laws by a covered employee shall be grounds for disciplinary action including, but not limited to, fines, suspension, and/or discharge in a manner consistent with District policy, collective bargaining agreements and applicable law.

The Superintendent of Schools shall ensure that each vendor/contract bus company receives a copy of District policy, educational materials that explain the requirements of the alcohol and drug testing regulations, and any regulations and/or procedures developed by the District with respect to meeting those requirements. The Superintendent or his/her designee shall ensure that a copy of these materials is distributed to each vendor/contract bus company, and the vendor/bus company shall sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of alcohol and controlled substance testing as well as at the beginning of each school year or at the time of hire for any safety-sensitive employees.

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Any significant violation of this policy and/or District procedures, and applicable federal and state laws by vendors/contract bus companies and other employees shall result in revocation of their contract for the transportation of students.

Omnibus Transportation Employee Testing Act of 1991 (Public Law 102-143) 49 United States Code (USC)

Sections 31136 and 31306

49 Code of Federal Regulations (CFR) Parts 40, 172, 382, 383, 391, 392 and 395

Vehicle and Traffic Law Section 509-L

Re-Adopted: July 11, 2012

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Attachment: 5741 Drug and Alcohol Testing Redlined (3006 : Board Policies - Second Read)

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Re-Adopted: July 11, 2012

LEVITTOWN SCHOOLS

POLICY # 7320

Page 1 of 3

STUDENTS

SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)

The Board of Education recognizes that the misuse of drugs, alcohol and/or tobacco is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored function, on school grounds and on school buses at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed.

Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances. A school-sponsored function shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

In accordance with Penal Law Section 220.00 for purposes of controlled substances offenses:

- a) "School grounds" means (a) in or on or within any building, structure, athletic playing field, playground or land contained within the real property boundary line of the District's schools, or (b) any area accessible to the public located within one thousand (1,000) feet of the real property boundary line comprising any such school or any parked automobile or other parked vehicle located within one thousand (1,000) feet of the real property boundary line comprising any District school. An "area accessible to the public" shall mean sidewalks, streets, parking lots, parks, playgrounds, stores and restaurants.
- b) "School bus" means every motor vehicle owned by the District and operated for the transportation of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

Through the collaborative efforts of staff, students, parents/guardians and the community as a whole, a comprehensive program shall be developed addressing alcohol, tobacco, drugs, and other substances to include the following elements:

Primary Prevention

Preventing or delaying alcohol, tobacco, drugs, and other substance use/abuse by students shall be the major focus of a comprehensive K through 12 program in which proactive measures of prevention and early intervention are emphasized. This program shall include:

- a) A sequential K through 12 curriculum based on recognized principles of effectiveness that is developed and incorporated into the total educational process. This curriculum shall be concerned with education and prevention in all areas of alcohol, tobacco, drugs, and other substances use/abuse;

(Continued)

LEVITTOWN SCHOOLS**POLICY # 7320**

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STUDENTS**SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)
(Cont'd.)**

- b) Training school personnel and parents/guardians to reinforce the components of the policy through in-service and community education programs with up-to-date factual information and materials;
- c) An effort to provide positive alternatives to alcohol, tobacco, drugs, and other substances use/abuse through the promotion of drug/tobacco/alcohol-free special events, service projects and extracurricular activities that will develop and support a positive peer influence.

Intervention

School-based intervention services shall be made available to all students, grades K through 12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol, tobacco, drugs, and other substances and to identify students considered to be at risk for use/abuse. Intervention programming shall include:

- a) Counseling of students in groups and as individuals on alcohol, tobacco, drugs, and other substance use/abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose;
- b) Referring students to community or other outside agencies when their use/abuse of alcohol, tobacco, drugs, and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services;
- c) Providing a supportive school environment designed to continue the recovery process for students returning from treatment. A re-entry program may include continuing student and/or family counseling and emphasizing positive alternatives to alcohol, tobacco, drugs, and other substance use/abuse;
- d) Developing a parent network to serve as a support group and provide a vehicle of communication for parent education;
- e) Ensuring confidentiality as required by state and federal law.

Disciplinary Measures

Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the *District's Code of Conduct on School Property*.

(Continued)

LEVITTOWN SCHOOLS**POLICY # 7320**

Page 3 of 3

STUDENTS

SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)
(Cont'd.)

Staff Development

There shall be ongoing training of District staff about the components of an effective alcohol, tobacco and other substances program. Training shall include, but not be limited to, District policies and regulations and the staff's role in implementing such policies and regulations. Teachers shall be trained to implement the District's K through 12 alcohol, tobacco, drugs and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.

Implementation, Dissemination and Monitoring

It shall be the responsibility of the Superintendent to implement the alcohol, tobacco, drugs, and other substances Board policy by collaboration with school personnel, students, parents/guardians and the community at large.

Additionally, copies of Board policy shall be disseminated to District staff, parents/guardians and community members. The Superintendent/designee shall periodically review the tobacco, drugs and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

Safe and Drug-Free Schools and Communities Act, as reauthorized by the No Child Left Behind Act of 2001
 20 United States Code (USC) Section 7101 et seq.
 Education Law Section 2801(1)
 Penal Law Sections 70.70(2)(a)(i) and 220.00(17)
 Vehicle and Traffic Law Section 142

NOTE: Refer also to Policies #3280 -- Use of School Facilities, Materials and Equipment
 #3410 -- Code of Conduct on School Property
 #5640 -- Smoking/Tobacco Use
 #8211 -- Prevention Instruction
District Code of Conduct on School Property

Re-Adopted: January 25, 2012

LEVITTOWN SCHOOLS

POLICY # 7320

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STUDENTS

SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)

The Board of Education recognizes that the misuse of drugs, alcohol and/or tobacco is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, [electronic cigarettes](#), counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored function, on school grounds and on school buses at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed.

Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances. A school-sponsored function shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

In accordance with Penal Law Section 220.00 for purposes of controlled substances offenses:

- a) "School grounds" means (a) in or on or within any building, structure, athletic playing field, playground or land contained within the real property boundary line of the District's schools, or (b) any area accessible to the public located within one thousand (1,000) feet of the real property boundary line comprising any such school or any parked automobile or other parked vehicle located within one thousand (1,000) feet of the real property boundary line comprising any District school. An "area accessible to the public" shall mean sidewalks, streets, parking lots, parks, playgrounds, stores and restaurants.
- b) "School bus" means every motor vehicle owned by the District and operated for the transportation of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

Through the collaborative efforts of staff, students, parents/guardians and the community as a whole, a comprehensive program shall be developed addressing alcohol, tobacco, drugs, and other substances to include the following elements:

Primary Prevention

Preventing or delaying alcohol, tobacco, [electronic cigarettes](#), drugs, and other substance use/abuse by students shall be the major focus of a comprehensive K through 12 program in which proactive measures of prevention and early intervention are emphasized. This program shall include:

- a) A sequential K through 12 curriculum based on recognized principles of effectiveness that is developed and incorporated into the total educational process. This curriculum shall be concerned with education and prevention in all areas of alcohol, tobacco, drugs, and other substances use/abuse;

(Continued)

LEVITTOWN SCHOOLS**POLICY # 7320**

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STUDENTS**SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)
(Cont'd.)**

- b) Training school personnel and parents/guardians to reinforce the components of the policy through in-service and community education programs with up-to-date factual information and materials;
- c) An effort to provide positive alternatives to alcohol, tobacco, [electronic cigarettes](#), drugs, and other substances use/abuse through the promotion of drug/tobacco/alcohol-free special events, service projects and extracurricular activities that will develop and support a positive peer influence.

Intervention

School-based intervention services shall be made available to all students, grades K through 12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol, tobacco, [electronic cigarettes](#), drugs, and other substances and to identify students considered to be at risk for use/abuse. Intervention programming shall include:

- a) Counseling of students in groups and as individuals on alcohol, tobacco, [electronic cigarettes](#), drugs, and other substance use/abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose;
- b) Referring students to community or other outside agencies when their use/abuse of alcohol, tobacco, drugs, and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services;
- c) Providing a supportive school environment designed to continue the recovery process for students returning from treatment. A re-entry program may include continuing student and/or family counseling and emphasizing positive alternatives to alcohol, tobacco, drugs, and other substance use/abuse;
- d) Developing a parent network to serve as a support group and provide a vehicle of communication for parent education;
- e) Ensuring confidentiality as required by state and federal law.

Disciplinary Measures

Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, [electronic cigarettes](#), illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the *District's Code of Conduct on School Property*.

(Continued)

LEVITTOWN SCHOOLS**POLICY # 7320**

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STUDENTS

SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)
(Cont'd.)

Staff Development

There shall be ongoing training of District staff about the components of an effective alcohol, tobacco and other substances program. Training shall include, but not be limited to, District policies and regulations and the staff's role in implementing such policies and regulations. Teachers shall be trained to implement the District's K through 12 alcohol, tobacco, [electronic cigarettes](#), drugs and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.

Implementation, Dissemination and Monitoring

It shall be the responsibility of the Superintendent to implement the alcohol, tobacco, drugs, and other substances Board policy by collaboration with school personnel, students, parents/guardians and the community at large.

Additionally, copies of Board policy shall be disseminated to District staff, parents/guardians and community members. The Superintendent/designee shall periodically review the tobacco, drugs and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

Safe and Drug-Free Schools and Communities Act, as reauthorized by the No Child Left Behind Act of 2001
 20 United States Code (USC) Section 7101 et seq.
 Education Law Section 2801(1)
 Penal Law Sections 70.70(2)(a)(i) and 220.00(17)
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NOTE: Refer also to Policies #3280 -- Use of School Facilities, Materials and Equipment
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District Code of Conduct on School Property

Re-Adopted: January 25, 2012

LEVITTOWN SCHOOLS

POLICY # 7320

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STUDENTS

SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)

The Board of Education recognizes that the misuse of drugs, alcohol and/or tobacco is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, electronic cigarettes, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored function, on school grounds and on school buses at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed.

Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances. A school-sponsored function shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

In accordance with Penal Law Section 220.00 for purposes of controlled substances offenses:

- a) "School grounds" means (a) in or on or within any building, structure, athletic playing field, playground or land contained within the real property boundary line of the District's schools, or (b) any area accessible to the public located within one thousand (1,000) feet of the real property boundary line comprising any such school or any parked automobile or other parked vehicle located within one thousand (1,000) feet of the real property boundary line comprising any District school. An "area accessible to the public" shall mean sidewalks, streets, parking lots, parks, playgrounds, stores and restaurants.
- b) "School bus" means every motor vehicle owned by the District and operated for the transportation of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

Through the collaborative efforts of staff, students, parents/guardians and the community as a whole, a comprehensive program shall be developed addressing alcohol, tobacco, drugs, and other substances to include the following elements:

Primary Prevention

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(Continued)

LEVITTOWN SCHOOLS**POLICY # 7320**

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STUDENTS**SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)
(Cont'd.)**

- b) Training school personnel and parents/guardians to reinforce the components of the policy through in-service and community education programs with up-to-date factual information and materials;
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- c) Providing a supportive school environment designed to continue the recovery process for students returning from treatment. A re-entry program may include continuing student and/or family counseling and emphasizing positive alternatives to alcohol, tobacco, drugs, and other substance use/abuse;
- d) Developing a parent network to serve as a support group and provide a vehicle of communication for parent education;
- e) Ensuring confidentiality as required by state and federal law.

Disciplinary Measures

Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, electronic cigarettes, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the *District's Code of Conduct on School Property*.

(Continued)

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STUDENTS

SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)
(Cont'd.)

Staff Development

There shall be ongoing training of District staff about the components of an effective alcohol, tobacco and other substances program. Training shall include, but not be limited to, District policies and regulations and the staff's role in implementing such policies and regulations. Teachers shall be trained to implement the District's K through 12 alcohol, tobacco, electronic cigarettes, drugs and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.

Implementation, Dissemination and Monitoring

It shall be the responsibility of the Superintendent to implement the alcohol, tobacco, drugs, and other substances Board policy by collaboration with school personnel, students, parents/guardians and the community at large.

Additionally, copies of Board policy shall be disseminated to District staff, parents/guardians and community members. The Superintendent/designee shall periodically review the tobacco, drugs and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

Safe and Drug-Free Schools and Communities Act, as reauthorized by the No Child Left Behind Act of 2001
 20 United States Code (USC) Section 7101 et seq.
 Education Law Section 2801(1)
 Penal Law Sections 70.70(2)(a)(i) and 220.00(17)
 Vehicle and Traffic Law Section 142

NOTE: Refer also to Policies #3280 -- Use of School Facilities, Materials and Equipment
 #3410 -- Code of Conduct on School Property
 #5640 -- Smoking/Tobacco Use
 #8211 -- Prevention Instruction
District Code of Conduct on School Property

Re-Adopted: January 25, 2012

LEVITTOWN SCHOOLS**POLICY # 7550**

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STUDENTS**SUBJECT: DIGNITY FOR ALL STUDENTS ACT**

The Board of Education recognizes that learning environments that are 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 and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of bullying, discrimination and/or harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission. Since cyberbullying is a form of bullying, the term "bullying" as used in this policy will implicitly include cyberbullying even if it is not explicitly stated.

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

Dignity Act Coordinator

At least one (1) employee at every school shall be designated as the Dignity Act Coordinator(s). The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex. The Board of Education shall appoint the Dignity Act Coordinator(s) and share the name(s) and contact information with all school personnel, students, and parents/persons in parental relation, which shall include, but is not limited to, providing the name, designated school and contact information by:

- a) Listing such information in the Code of Conduct and updates posted on the Internet website, if available;
- b) Including such information in the plain language summary of the Code of Conduct provided to all persons in parental relation to students before the beginning of each school year;
- c) Providing such information to parents and persons of parental relation in at least one district or school mailing or other method of distribution including, but not limited to, sending such information home with each student and, if such information changes, in at least one subsequent district or school mailing or other such method of distribution as soon as practicable thereafter;

(Continued)

LEVITTOWN SCHOOLS**POLICY # 7550**

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STUDENTS**SUBJECT: DIGNITY FOR ALL STUDENTS ACT (Cont'd.)**

- d) Posting such information in highly visible areas of school buildings;
- e) Making such information available at the district and school-level administrative offices.

If a Dignity Act Coordinator vacates his/her position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Education, within thirty (30) days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as Coordinator, pending return of the previous Coordinator to the position.

Training and Awareness

Each District and Charter School shall establish guidelines for training which shall be approved by the Board of Education. Training will be provided each school year for all District employees in conjunction with existing professional development training to raise staff awareness and sensitivity of bullying, discrimination and/or harassment directed at students that are committed by students or school employees on school property or at a school function. Training will include ways to promote a supportive school environment that is free from bullying, discrimination and/or harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing and responding to bullying, discrimination and/or harassment, as well as ensuring the safety of the victims.

Instruction in grades Kindergarten through 12 shall include a component on civility, citizenship and character education. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community. For the purposes of this policy, "tolerance," "respect for others" and "dignity" shall include awareness and sensitivity to bullying, discrimination and/or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes.

Rules against bullying, discrimination and/or harassment will be included in the Code of Conduct, publicized District-wide and disseminated to all staff and parents. An age-appropriate summary shall be distributed to all students at a school assembly at the beginning of each school year.

Reports and Investigations of Bullying, Discrimination and/or Harassment

The District will investigate all complaints of bullying, discrimination and/or harassment, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate

LEVITTOWN SCHOOLS**POLICY # 7550**

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STUDENTS**SUBJECT: DIGNITY FOR ALL STUDENTS ACT (Cont'd.)**

investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws.

The District will annually report material incidents of bullying, discrimination and/or harassment which occurred during the school year to the State Education Department. Such report shall be submitted in a manner prescribed by the Commissioner, on or before the basic educational data system (BEDS) reporting deadline or such other date as determined by the Commissioner.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

Any person who has reasonable cause to suspect that a student has been subjected to bullying, discrimination and/or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of bullying, discrimination and/or harassment.

Education Law Sections 10-18 and 801-a

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(jj), 100.2(kk), and 100.2(1)(2)

NOTE: Refer also to Policies #1330 -- Appointments and Designations by the Board of Education

#3410 -- Code of Conduct on School Property

#3420 -- Non-Discrimination and Anti-Harassment in the School District

#7551 -- Sexual Harassment of Students

#7552 -- Bullying in the Schools

#7553 -- Hazing of Students

#8242 -- Civility, Citizenship and Character Education/ Interpersonal Violence Prevention Education

Re-Adopted: January 25, 2012

LEVITTOWN SCHOOLS

POLICY # 7550

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STUDENTS

SUBJECT: DIGNITY FOR ALL STUDENTS

The District seeks to create an environment free of harassment, bullying, and discrimination; to foster civility in its schools; and to prevent conduct ~~which-that~~ is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. The District further prohibits discrimination against students, including, but not limited to, ~~those discriminatory~~ acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or other students on school property and at school functions ~~and at school sponsored activities and events~~ that take place at locations off school property. In addition, other acts of harassment, bullying, ~~and/or~~ discrimination ~~which-that~~ can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline or other corrective action.

Dignity Act Coordinator

In each of its schools, the District will designate at least one employee holding ~~such~~ licenses ~~and/or~~ certifications as required by the Commissioner to serve as the Dignity Act Coordinator~~(s)~~ (DAC). Each DAC will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), and sex. Training will also be provided for DACs ~~which-that~~ addresses: the social patterns of harassment, bullying, and discrimination, including, but not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex; the identification and mitigation of harassment, bullying, and discrimination; and strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. All DAC appointments will be approved by the Board.

The District will share widely disseminate the name, designated school, and contact information of each DAC with to all school personnel, students, and parents or persons in parental relation. ~~This information will be provided~~ by:

- a) Listing ~~this information~~ in the *Code of Conduct*, with updates posted on the District's website; and
- b) Including ~~this information~~ in the *Code of Conduct's* plain-language summary ~~of the Code of Conduct~~ provided to all parents or persons in parental relation to students before the beginning of each school year; and
- c) Providing ~~this information~~ to parents ~~and/or~~ persons in parental relation in at least one District or school mailing or other method of distribution, including, but not limited to, electronic communication ~~and/or~~ sending information home with each student. If ~~this the~~ information changes, parents and persons in parental relation will be notified ~~of the changes~~ in at least one subsequent District or school mailing, or other method of distribution, as soon as practicable thereafter; and

(Continued)

Attachment: 7550 Dignity for All Students tracked changes (3006 : Board Policies - Second Read)

LEVITTOWN SCHOOLS**POLICY # 7550**

Page 2 of 5

STUDENTS**SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)**

- d) Posting ~~this information~~it in highly visible areas of school buildings; and
- e) Making ~~this information~~it available at the District and school-level administrative offices.

If a DAC vacates his or her position, ~~another school employee the District~~ will immediately be designated ~~for~~ an interim ~~appointment as~~ DAC, pending approval from the Board, within 30 days ~~of the date the position was vacated~~. In the event a DAC is unable to perform ~~the his or her duties of the position~~ for an extended period of time, ~~the District will immediately designate another school employee will immediately be designated for~~ an interim ~~appointment as~~ DAC, pending ~~the~~ return of the previous individual to the position.

Training and Awareness

Each year, all employees will be provided with training to promote a supportive school environment that is free from harassment, bullying, and ~~or~~ discrimination, and to discourage and respond to incidents of harassment, bullying, and ~~or~~ discrimination. This training may be provided in conjunction with existing professional development, will be conducted consistent with guidelines approved by the Board, and will:

- a) Raise awareness and sensitivity to potential acts of harassment, bullying, and ~~or~~ discrimination;
- b) Address social patterns of harassment, bullying, and ~~or~~ discrimination and the effects on students;
- c) Inform employees on the identification and mitigation of ~~such harassment, bullying, and discrimination acts~~;
- d) Enable employees to prevent and respond to incidents of harassment, bullying, and ~~or~~ discrimination;
- e) Make school employees aware of the effects of harassment, bullying, cyberbullying, and ~~or~~ discrimination on students;
- f) Provide strategies for effectively addressing problems of exclusion, bias, and aggression;
- g) Include safe and supportive school climate concepts in curriculum and classroom management; and
- h) Ensure the effective implementation of school policy on conduct and discipline.

(Continued)

LEVITTOWN SCHOOLS

POLICY # 7550

Page 3 of 5

STUDENTS

SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)

Rules against ~~harassment, bullying, and discrimination~~ bullying, discrimination, and/or harassment will be included in the *Code of Conduct*, publicized District-wide, and disseminated to all staff and parents or persons in parental relation. Any amendments to the *Code of Conduct* will be disseminated as soon as practicable following their adoption. The District will provide ~~New teachers employees will be provided with~~ a complete copy of the current *Code of Conduct* upon beginning their employment, and distribute an age-appropriate summary ~~will be distributed~~ to all students at a school assembly at the beginning of each school year.

Reports and Investigations of Harassment, Bullying, ~~and/or~~ Discrimination

The District encourages and expects ~~S~~students who have been subjected to harassment, bullying, ~~and/or~~ discrimination; parents or persons in parental relation whose children have been subjected to ~~such this~~ behavior; ~~or~~ other students who observe or are told of ~~such this~~ behavior; and all District staff who become aware of this behavior to timely report it, are encouraged and expected to make verbal and/or written reports to the principal, Superintendent, DAC, and/or other school personnel. All District staff who are aware of harassment, bullying, and/or discrimination, are required to orally report the incident(s) within one school day to the principal, Superintendent, DAC, or designee and report it in writing within two school days after making an oral report.

The principal, Superintendent, DAC, or designee will lead ~~and/or~~ supervise a timely and thorough investigation of all reports of harassment, bullying, ~~and/or~~ discrimination. ~~and ensure that these investigations are completed promptly after receipt of any such reports. All investigations will be conducted in accordance with law, the District's Code of Conduct, and applicable District policy and procedure. In the event allegations involve harassment, bullying, and/or discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, or disability, the District may utilize the procedures set forth in Policy #3420 — Non-Discrimination and Anti-Harassment in the District, and its implementing regulations. Where appropriate, t~~The DAC or other individual conducting the investigation; may seek the assistance of the District's Civil Rights Compliance Officer in investigating, responding to, and remedying complaints ~~of harassment, bullying, and/or discrimination.~~

In the event ~~any~~ investigation ~~reveals-verifies that~~ harassment, bullying, ~~and/or~~ discrimination occurred, the District will take prompt action reasonably calculated to end ~~the harassment, bullying, and/or discrimination~~it, to eliminate any hostile environment, to create a more positive school culture and climate, to prevent recurrence of the behavior, and to ensure the safety of the student or students against whom the harassment, bullying, ~~and/or~~ discrimination was directed. ~~These actions will be taken consistent with applicable laws and regulations, District policies and administrative regulations, and collective bargaining agreements, as well as the District's Code of Conduct and any and all applicable guidelines approved by the Board.~~

The Superintendent, principal, DAC, or designee will notify the appropriate local law enforcement agency when there is a it is reasonable ~~belie~~ved that ~~any~~ incident of harassment, bullying, ~~and/or~~ discrimination constitutes criminal conduct.

(Continued)

Attachment: 7550 Dignity for All Students tracked changes (3006 : Board Policies - Second Read)

LEVITTOWN SCHOOLS**POLICY # 7550**

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STUDENTS**SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)**

The District will timely collect information related to incidents involving harassment, bullying, and discrimination; provide required internal reports; and complete and submit any required report to the State Education Department in the manner and within the timeframe specified by the Commissioner.

The principal of each primary and secondary school will provide a regular report (at least once during each school year) on data and trends related to harassment, bullying, and/or discrimination to the Superintendent. This report will be submitted in a manner prescribed by the District.

—The District will annually report material incidents of harassment, bullying, and/or discrimination which occurred during the school year to the State Education Department. This report will be submitted in a manner prescribed by the Commissioner, on or before the basic educational data system (BEDS) reporting deadline, or other date as determined by the Commissioner.

Prohibition of Retaliatory Behavior (~~Commonly Known as~~ "Whistle-Blower" Protection)

Any person who has reasonable cause to suspect that a student has been subjected to harassment, bullying, or discrimination by an employee or student on school grounds or at a school function, and who acts reasonably and in good faith ~~and reports in reporting this information~~ to school officials, the Commissioner of Education, or law enforcement authorities, or who otherwise initiates, testifies, participates, or assists in any formal or informal proceedings, will have immunity from any civil liability that may arise from making that report, or from initiating, testifying, participating, or assisting in those proceedings. Furthermore, the Board prohibits any retaliatory action against any person who, acting reasonably and in good faith, makes a report of harassment, bullying, or discrimination, or who otherwise initiates, testifies, participates, or assists in the investigation of a complaint of harassment, bullying, or discrimination. The District also prohibits any retaliatory behavior directed against any complainant, victim, witness, or any other individual who participated in the reporting or investigation of an incident of alleged harassment, bullying, or discrimination.

Publication of District Policy

At least once during each school year, all school employees, students, and parents or persons in parental relation will be provided with a written or electronic copy of this policy, or a plain-language summary ~~thereof~~ of it. The policy or summary will include information relating to how, including notification of the process by which students, parents or persons in parental relation, and school employees may report harassment, bullying, ~~and/or~~ discrimination. Additionally, the District will strive to maintain a current version of this policy on its website at all times.

Application

Nothing in this policy or its implementing regulations should be interpreted to preclude or limit any right or cause of action provided under any local, state, or federal ordinance, law, or regulation, including, but not limited to, any remedies or rights available under the Individuals with Disabilities Education Act, Title VII of the Civil Rights Law of 1964, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

(Continued)

LEVITTOWN SCHOOLS**POLICY # 7550**

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STUDENTS**SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)**

Education Law §§ 10-18, 801-a, 2801, and 3214
 8 NYCRR § 100.2

NOTE: Refer also to Policies

- #1330 -- Appointments and Designations by the Board
- #3410 -- Code of Conduct
- #3420 -- Non-Discrimination and Anti-Harassment in the District
- #5670 -- Records Management
- #6411 -- Use of Email in the District
- #7551 -- Sexual Harassment of Students
- #7552 -- Student Gender Identity
- #7553 -- Hazing of Students
- #8242 -- Civility, Citizenship and Character Education/Interpersonal Violence Prevention Education

Re-Adopted: January 25, 2012
 Revised:

LEVITTOWN SCHOOLS**POLICY # 7550**

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STUDENTS**SUBJECT: DIGNITY FOR ALL STUDENTS**

The District seeks to create an environment free of harassment, bullying, and discrimination; to foster civility in its schools; and to prevent conduct that is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. The District further prohibits discrimination against students, including, but not limited to, discriminatory acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or other students on school property and at school functions that take place at locations off school property. In addition, other acts of harassment, bullying, or discrimination that can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline or other corrective action.

Dignity Act Coordinator

In each of its schools, the District will designate at least one employee holding licenses or certifications as required by the Commissioner to serve as the Dignity Act Coordinator (DAC). Each DAC will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), and sex. Training will also be provided for DACs that addresses: the social patterns of harassment, bullying, and discrimination, including, but not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex; the identification and mitigation of harassment, bullying, and discrimination; and strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. All DAC appointments will be approved by the Board.

The District will widely disseminate the name, designated school, and contact information of each DAC to all school personnel, students, and parents or persons in parental relation by:

- a) Listing it in the *Code of Conduct*, with updates posted on the District's website; and
- b) Including it in the *Code of Conduct's* plain-language summary provided to all parents or persons in parental relation to students before the beginning of each school year; and
- c) Providing it to parents or persons in parental relation in at least one District or school mailing or other method of distribution, including, but not limited to, electronic communication or sending information home with each student. If the information changes, parents and persons in parental relation will be notified in at least one subsequent District or school mailing, or other method of distribution, as soon as practicable thereafter; and
- d) Posting it in highly visible areas of school buildings; and
- e) Making it available at the District and school-level administrative offices.

(Continued)

LEVITTOWN SCHOOLS**POLICY # 7550**

Page 2 of 4

STUDENTS**SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)**

If a DAC vacates his or her position, the District will immediately designate an interim DAC, pending approval from the Board within 30 days. In the event a DAC is unable to perform his or her duties for an extended period of time, the District will immediately designate an interim DAC, pending the return of the previous individual to the position.

Training and Awareness

Each year, all employees will be provided with training to promote a supportive school environment that is free from harassment, bullying, and discrimination, and to discourage and respond to incidents of harassment, bullying, and discrimination. This training may be provided in conjunction with existing professional development, will be conducted consistent with guidelines approved by the Board, and will:

- a) Raise awareness and sensitivity to potential acts of harassment, bullying, and discrimination;
- b) Address social patterns of harassment, bullying, and discrimination and the effects on students;
- c) Inform employees on the identification and mitigation of harassment, bullying, and discrimination;
- d) Enable employees to prevent and respond to incidents of harassment, bullying, and discrimination;
- e) Make school employees aware of the effects of harassment, bullying, cyberbullying, and discrimination on students;
- f) Provide strategies for effectively addressing problems of exclusion, bias, and aggression;
- g) Include safe and supportive school climate concepts in curriculum and classroom management; and
- h) Ensure the effective implementation of school policy on conduct and discipline.

The District encourages and expects students who have been subjected to harassment, bullying, or discrimination; parents or persons in parental relation whose children have been subjected to this behavior; other students who observe or are told of this behavior; and all District staff who become aware of this behavior to timely report it to the principal, Superintendent, DAC, or designee.

Reports and Investigations of Harassment, Bullying, or Discrimination

The principal, Superintendent, DAC, or designee will lead or supervise a timely and thorough investigation of all reports of harassment, bullying, and discrimination. The DAC or other individual conducting the investigation may seek the assistance of the District's Civil Rights Compliance Officer in investigating, responding to, and remedying complaints.

(Continued)

LEVITTOWN SCHOOLS**POLICY # 7550**

Page 3 of 4

STUDENTS**SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)**

In the event an investigation verifies that harassment, bullying, or discrimination occurred, the District will take prompt action reasonably calculated to end it, to eliminate any hostile environment, to create a more positive school culture and climate, to prevent recurrence of the behavior, and to ensure the safety of the student or students against whom the harassment, bullying, or discrimination was directed. '

The Superintendent, principal, DAC, or designee will notify the appropriate local law enforcement agency when there is a reasonable belief that an incident of harassment, bullying, or discrimination constitutes criminal conduct.

The District will timely collect information related to incidents involving harassment, bullying, and discrimination; provide required internal reports; and complete and submit any required report to the State Education Department in the manner and within the timeframe specified by the Commissioner.

Prohibition of Retaliatory Behavior (Whistle-Blower Protection)

Any person who has reasonable cause to suspect that a student has been subjected to harassment, bullying, or discrimination by an employee or student on school grounds or at a school function, and who acts reasonably and in good faith in reporting it to school officials, the Commissioner of Education, or law enforcement authorities, or who otherwise initiates, testifies, participates, or assists in any formal or informal proceedings, will have immunity from any civil liability that may arise from making that report, or from initiating, testifying, participating, or assisting in those proceedings. The District also prohibits any retaliatory behavior directed against any complainant, victim, witness, or any other individual who participated in the reporting or investigation of an incident of alleged harassment, bullying, or discrimination.

Publication of District Policy

At least once during each school year, all school employees, students, and parents or persons in parental relation will be provided with a written or electronic copy of this policy, or a plain-language summary of it. The policy or summary will include information relating to how students, parents or persons in parental relation, and school employees may report harassment, bullying, or discrimination. Additionally, the District will strive to maintain a current version of this policy on its website at all times.

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(Continued)

LEVITTOWN SCHOOLS**POLICY # 7550**

Page 4 of 4

STUDENTS**SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)****Application**

Nothing in this policy or its implementing regulations should be interpreted to preclude or limit any right or cause of action provided under any local, state, or federal ordinance, law, or regulation, including, but not limited to, any remedies or rights available under the Individuals with Disabilities Education Act, Title VII of the Civil Rights Law of 1964, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

Education Law §§ 10-18, 801-a, 2801, and 3214
8 NYCRR § 100.2

NOTE: Refer also to Policies #1330 -- Appointments and Designations by the Board
 #3410 -- Code of Conduct
 #3420 -- Non-Discrimination and Anti-Harassment in the District
 #5670 -- Records Management
 #6411 -- Use of Email in the District
 #7551 -- Sexual Harassment of Students
 #7552 -- Student Gender Identity
 #7553 -- Hazing of Students
 #8242 -- Civility, Citizenship and Character Education/Interpersonal
Violence Prevention Education

Re-Adopted: January 25, 2012

Revised:

Attachment: 7550 Dignity for All Students accepted (3006 : Board Policies - Second Read)

LEVITTOWN SCHOOLS**POLICY # 6470**

Page 1 of 4

PERSONNEL**SUBJECT: SOCIAL MEDIA AND ONLINE COMMUNICATIONS**

The Levittown School District recognizes the importance of teachers, students and parents engaging, collaborating, learning, and sharing in digital learning environments as a part of a comprehensive approach to 21st century learning. The District also acknowledges that social media is an integral part of our staff's, students' and school district community's daily lives, both in and out of the classroom. While the First Amendment and related laws and court decisions protect a broad spectrum of online speech, they also clearly provide that when one's online posts or other communications disrupt school operations, the conduct may lose its protection and subject individuals, including employees, to disciplinary action. Therefore, it is important to create an atmosphere of trust and individual accountability, keeping in mind that online posts and interactions made by the District's teachers and students are a reflection on the entire district.

With this in mind, the Board of Education has developed this policy to provide direction for instructional employees, students and the District community when participating in online and social media activities. In addition, all online and social media activities must comply with the requirements of the Acceptable Use Policy.

Definitions:

Online – Any virtual or electronic network/space that is accessible by multiple individuals via the internet, intranet or data-based connection.

Social Media – forms of electronic communication through which users create or participate in online communities to share information, ideas, personal or group messages and other visual, audio and written content.

Social Media Platforms/Sites – types of online social media communities including, but not limited to, Twitter, Facebook, Instagram, SnapChat, VSCO, LinkedIn, Messenger, Pinterest, Yelp, Google, Wordpress, YouTube, blogs; *etc.*

Board of Education – the body of officials elected to serve the Levittown School District; references to the Board of Education include all names, logos, buildings, images and entities under the authority of the Board of Education.

Cloud-Based Services – virtual data storage and sharing services, including but not limited to, Dropbox, Google Drive, Microsoft OneDrive, Outlook, GMail, digital photo storage sites; *etc.*

(Continued)

LEVITTOWN SCHOOLS

POLICY # 6470

Page 2 of 4

PERSONNEL

SUBJECT: SOCIAL MEDIA AND ONLINE COMMUNICATIONS (Cont'd)

GUIDELINES FOR SOCIAL MEDIA ACTIVITY

Generally:

1. Unless authorized to do so by the Superintendent or designee, social media posts are not to be identified as official District communications.
2. Employees are encouraged, and, in some cases, required (*e.g.*, pursuant to FERPA), to obtain consent before using or mentioning the names of Board of Education members, employees, students or other members of the District community on social networking sites.
3. Employees are encouraged to keep their personal social media activities/accounts private from students, so as to maintain the same professional boundaries online as are maintained in the classroom.
4. Unless authorized to do so by the Superintendent or designee, employees may not use the Board of Education's logo or trademarks on non-work-related posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district.
5. Employees are individually responsible for their personal posts on social media. Employees may be sued by other employees, parents or others, by any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As these activities are outside the scope of employment, employees are personally liable for related claims.
6. Employees are required to comply with all Board of Education policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing social media sites.
7. Any access to personal social media activities while on school property, during working hours, or using District equipment must comply with the District's policies and may not interfere with an employee's duties at work.
8. If an employee is unsure about the confidential nature of information he/she is considering posting, then he/she is strongly encourage to consult with his/her supervisor prior to posting the information.
9. Board members are advised to be cognizant of their simultaneous participation on social media pages/discussions/groups, as this may trigger NYS Open Meetings Law obligations.
10. Employees and other school district officials must consult with the Superintendent or designee before deleting posts, as certain information may be required to be maintained pursuant to NYS Records Retention and Disposition Schedule ED-1 or pursuant to other laws, rules or regulations.

(Continued)

LEVITTOWN SCHOOLS**POLICY # 6470**

Page 3 of 4

PERSONNEL**SUBJECT: SOCIAL MEDIA AND ONLINE COMMUNICATIONS (Cont'd)**

11. Violation of the Board's policy or administrative regulations concerning the use of social media by District employees may lead to disciplinary action up to and including the termination of employment, consistent with applicable collective bargaining agreements, state and federal law.

Prohibited conduct:

The Board of Education does not condone, and will take necessary action, when social media and online posts and other communications violate the law, Board policies or other school rules and regulations including, but not limited to, instances in which employees' online posts/communications:

1. Are harassing, discriminate against others, or otherwise violate New York State or federal law;
2. Are perceived as intimidating or bullying or violate/potentially violate the Dignity for All Students Act ("DASA");
3. Create a hostile environment for staff or students;
4. Contain personally identifiable information about students that is protected by the Family Educational Rights and Privacy Act ("FERPA");
5. Contain information about an individual that is protected from disclosure by the Health Insurance Portability and Accountability Act ("HIPAA") or other law;
6. Significantly disrupt school district operations;
7. Contain sexual content;
8. Are libelous/defamatory;
9. Encourage illegal activity;
10. Are threatening or abusive;
11. Contain information that may compromise the health and safety of staff or students; or
12. Contain information or graphics that are subject to a copyright or trademark without first securing prior permission to post the material.

Additional Guidelines for District-Sponsored Social Media Activity:

1. Prior to creating a District-sponsored social media account/page, written permission must be obtained from the Superintendent or Building Principal, as appropriate. This includes social media accounts/pages created for educational, extracurricular or other District-related purposes.

(Continued)

LEVITTOWN SCHOOLS**POLICY # 6470**

Page 4 of 4

PERSONNEL**SUBJECT: SOCIAL MEDIA AND ONLINE COMMUNICATIONS (Cont'd)**

2. All user-names and passwords for District-sponsored social media accounts/pages must be provided to the Superintendent and Building Principal.
3. Once approved by the Superintendent or building Principal, if an employee wishes to use Facebook, Twitter, Instagram, or any other social media site to communicate meetings, activities, games, responsibilities, announcements; *etc.*, for an official school-based club, activity, organization, or sports team (hereafter, a “school-based group”), the employee must also comply with the following rules:
 - Access to the site may only be permitted for educational purposes related to the club, activity, organization or team.
 - The account must be a private account, access to which is limited only to participants in the school-based group, including parents of student participants and District officials.
 - The account must be consistently monitored. Any activity that violates Board policy, including this policy or other laws, rules or regulations, must be immediately reported to the Superintendent or Building Principal, as appropriate.
 - Access to the account must be approved and regulated by the supervising/monitoring employee. Where possible, the employee will be responsible for inviting and approving the individuals who are permitted to have access to the group/page.
 - When Facebook is used as the social media site, members will not be established as “friends,” but as members of the group list. When other social media sites are used, the employee will establish a similar parameter based on the functionality of the social media site utilized.
 - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of the page/group.
4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws, rules and regulations regarding the use of computer/electronic equipment, networks and devices when accessing District-sponsored social media sites.
5. Employees may not use District-sponsored social media for private financial gain, political, commercial, advertisement or solicitation purpose.

Adopted:

LEVITTOWN SCHOOLS**POLICY # 7222**

Page 1 of 2

STUDENTS**SUBJECT: DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES**

The District will provide students with disabilities appropriate opportunities to earn a diploma or other exiting commencement credential in accordance with Commissioner's regulations. During the student's annual review, the District will evaluate graduation opportunities and identify the means to achieve them. As part of this process, the District:

- a) Will coordinate activities with guidance personnel to ensure that students meet credit and sequence requirements and to consider them for vocational opportunities.
- b) May modify instructional techniques and materials. Any modifications will be included on a student's Individual Education Plan (IEP) so that they can be implemented consistently throughout the student's program.
- c) Will review special education instructional programs to ensure equivalency with the same courses taught in the general education program.
- d) Will coordinate communication between special and general education staff so that all staff members understand required skills and competencies, and to establish equivalency of instruction in special education classes.

Graduation and transition plans will take into account the various pathways available to these students. For students with IEPs, the District will plan transition services for post-secondary life as early as possible, but no later than the school year in which the student turns age 15. The transition activities will be focused on improving both the student's academic and functional achievement. The plan will explore post-secondary opportunities and employment options and, if applicable, connection with adult service agencies that may provide the student with services after exiting school.

The District may award these diplomas or credentials, or both:

- a) Local diploma: available to students with an IEP or a Section 504 accommodation plan that specifies a local diploma. Students must comply with credit requirements. The available assessments to earn a local diploma include:
 - 1. Low-pass safety net option: students must achieve a score of 55 or higher on five required Regents exams.
 - 2. Low-pass safety net and appeal: available to students who score 52-54 on a Regents exam, successfully appeal that score, and meet all appeal conditions.
 - 3. Regents Competency Test (RCT) safety net option: a student who enters grade 9 before September 2011 must pass a corresponding RCT if he or she does not attain a score of 55 or higher on the Regents examination.

(continued)

LEVITTOWN SCHOOLS**POLICY # 7222**

Page 2 of 2

STUDENTS**SUBJECT: DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES (Cont'd.)**

4. Compensatory safety net option: except for scores on ELA and math exams, students may use one Regents exam score of 65 or above to compensate for a Regents exam score of 45-54. Students must score at least 55 (or successfully appeal a score of 52-54) on both the ELA and a math exam.
 5. Superintendent's determination: students who are unable to demonstrate their proficiency on standard state assessments because of one or more disabilities may be able to graduate upon the Superintendent's review and written certification of their eligibility. The Superintendent must review every student who does not meet graduation standards through the appeal and safety net options for potential eligibility under this determination.
- b) Career Development and Occupational Studies commencement credential (CDOS): any student who is not assessed using the New York State Alternate Assessment (NYSAA) may earn the CDOS commencement credential as a supplement to a Regents or local diploma or as his or her only exiting credential if the student attended school for at least 12 years, excluding kindergarten. The student must meet criteria specified by the State Education Department (SED) confirming that he or she has attained the standards-based knowledge, skills, and abilities necessary for entry-level employment.
 - c) Skills and Achievement commencement credential: students with severe disabilities who are assessed using the NYSA A may earn the SA commencement credential. They must attend school for at least 12 years, excluding kindergarten. The District must document the student's skills, strengths, and levels of independence in academic, career development, and foundation skills needed for post-secondary life.

Education Law §§ 3202 and 4402

8 NYCRR §§ 100.1, 100.2, 100.5, 100.6, 200.4, and 200.5

NOTE: Refer also to Policy #7220 -- Graduation Options/Early Graduation/Accelerated Programs

Re-Adopted: January 25, 2012

REVISED: August 17, 2016

REVISED: December 7, 2016**Revised (included footnote): December 2013**

NOTE: This policy is superseded by 8 NYCRR Sections 100.1, 100.2, 100.5, 100.6, 200.4 and 200.5

LEVITTOWN SCHOOLS**POLICY # 7222**

Page 1 of 3

STUDENTS**SUBJECT: DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES**

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- a) Will coordinate activities with guidance personnel and BOCES staff to ensure that students meet credit and sequence requirements and to consider them for vocational opportunities.
- b) May modify instructional techniques and materials. Any modifications will be included on a student's Individual Education Plan (IEP) so that they can be implemented consistently throughout the student's program.
- c) Will review special education instructional programs to ensure equivalency with the same courses taught in the general education program.
- d) Will coordinate communication between special and general education staff so that all staff members understand required skills and competencies, and to establish equivalency of instruction in special education classes.

Graduation and transition plans will take into account the various pathways available to these students. For students with IEPs, the District will plan transition services for post-secondary life as early as possible, but no later than the school year in which the student turns age 15. The transition activities will be focused on improving both the student's academic and functional achievement. The plan will explore post-secondary opportunities and employment options and, if applicable, connection with adult service agencies that may provide the student with services after exiting school.

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 - 2. Low-pass safety net and appeal: available to students who score 52-54 on up to two Regents exams, successfully appeal those scores, and meet all appeal other applicable conditions.
 - 3. Regents Competency Test (RCT) safety net option: a student who enters grade 9 before September 2011 must pass a corresponding RCT if he or she does not attain a score of 55 or higher on the Regents examination.

(Continued)

LEVITTOWN SCHOOLS**POLICY # 7222**

Page 2 of 3

STUDENTS**SUBJECT: DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES (Cont'd.)**

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 5. Superintendent's determination: students who are unable to demonstrate their proficiency on standard state assessments because of one or more disabilities may be able to graduate upon the Superintendent's review and written certification of their eligibility. The Superintendent will make a determination after receiving a written request from an eligible student's parent or guardian. (Students with a Section 504 accommodation plan may not use this option.)
- b) Career Development and Occupational Studies commencement credential (CDOS): any student who is not assessed using the New York State Alternate Assessment (NYSAA) may earn the CDOS commencement credential as a supplement to a Regents or local diploma or as his or her only exiting credential if the student attended school for at least 12 years, excluding kindergarten. The student must meet criteria specified by the State Education Department confirming that he or she has attained the standards-based knowledge, skills, and abilities necessary for entry-level employment.
 - c) Skills and Achievement (SA) commencement credential: students with severe disabilities who are assessed using the NYSA may earn the SA commencement credential. They must attend school for at least 12 years, excluding kindergarten. The District must document the student's skills, strengths, and levels of independence in academic, career development, and foundation skills needed for post-secondary life.

Graduation

The District allows any student with a disability to participate in the graduation ceremony of his or her high school graduating class and all related graduation activities if the student:

- a) Met the eligibility criteria for an SA or CDOS commencement credential;
- b) Has not otherwise qualified to receive a Regents or local diploma; and
- c) Has an IEP that prescribes special education, transition planning, transition services, or related services beyond the student's four academic years after entering high school.

The Superintendent will consider any recommendation of the student's Committee on Special Education as well as the student's own expressed preference regarding participation; a student with a disability may decline to participate in any or all graduation-related activities. The District will provide annual written notice of this policy to applicable students and their parents or guardians.

(Continued)

LEVITTOWN SCHOOLS**POLICY # 7222**

Page 3 of 3

STUDENTS**SUBJECT: DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH
DISABILITIES (Cont'd.)**

Education Law §§ 3202 and 4402

8 NYCRR §§ 100.1, 100.2, 100.5, 100.6, 200.4, and 200.5

NOTE: Refer also to Policy #7220 -- Graduation Options/Early Graduation/Accelerated Programs

Re-Adopted: January 25, 2012

REVISED: August 17, 2016

REVISED: December 7, 2016

Revised (included footnote): December 2013

Revised:**NOTE: This policy is superseded by 8 NYCRR Sections 100.1, 100.2, 100.5, 100.6, 200.4 and 200.5**

Adoption Date

LEVITTOWN SCHOOLS**POLICY # 7222**

Page 1 of 3

STUDENTS**SUBJECT: DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES**

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(Continued)

LEVITTOWN SCHOOLS**POLICY # 7222**

Page 2 of 3

STUDENTS**SUBJECT: DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES (Cont'd.)**

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(Continued)

LEVITTOWN SCHOOLS**POLICY # 7222**

Page 3 of 3

STUDENTS

**SUBJECT: DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH
DISABILITIES (Cont'd.)**

Education Law §§ 3202 and 4402

8 NYCRR §§ 100.1, 100.2, 100.5, 100.6, 200.4, and 200.5

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Re-Adopted: January 25, 2012

REVISED: August 17, 2016

REVISED: December 7, 2016

Revised (included footnote): December 2013

Revised:

NOTE: This policy is superseded by 8 NYCRR Sections 100.1, 100.2, 100.5, 100.6, 200.4 and 200.5

LEVITTOWN SCHOOLS**POLICY # 6161**

Page 1

PERSONNEL**SUBJECT: CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT**

Conference travel shall be for official business and shall be made utilizing a cost-effective and reasonable method of travel.

All conference travel must have a completed Travel Conference Request Form on file which has been approved by the appropriate supervisor. The Superintendent/designee approves those Travel Conference Requests which have reimbursable employee expenses greater than one hundred dollars (\$100). Travel Conference Request Forms are only to be used by District employees.

All conference reimbursement requests must be submitted using a Travel Conference Reimbursement Form.

Expenses for overnight-approved travel will be reimbursed when accompanied by original receipts for lodging and other reimbursable expenses. Meal expenses for overnight travel will only be reimbursed based on the Board approved per diem rates which are modeled after the United States General Services Administration per diem rates which can be found at website: <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>

New York State sales taxes for lodging cannot be reimbursed. A Sales Tax-Exempt Form can be obtained prior to travel for hotel accommodations.

Original receipts are required when submitting for parking and tolls, however "EZ Pass" statements may be substituted with the appropriate charges highlighted.

General Municipal Law Section 77-b(2)

NOTE: Refer also to Policy #5323 -- Reimbursement For Meals/Refreshments

Re-Adopted: October 10, 2012