

IMPORTANT NOTICES

REQUIRED NOTIFICATION FOR PARENTS/GUARDIANS/COMMUNITY MEMBERS
2020-2021

TOBACCO-FREE, SMOKE-FREE ENVIRONMENT POLICY

In accordance with the Goals 2000 Educate America Act, §1043 (Non-Smoking Policy for Children Services), and the New York State Public Health Law, §1399-0, smoking, vaping, use of electronic cigarettes, or the use of tobacco related products by any student, employee, or visitor is prohibited in all school buildings, within 100 feet of entrances, exits, outdoor grounds of school property boundaries, and vehicles, owned or leased, contracted for Use of School Facilities and utilized during school hours.

Furthermore, no smoking, vaping, or use of e-cigarettes shall be permitted at any time within any indoor facility owned, operated, leased, or contracted by the School District for educational or library service for students K-12, unless legally excepted.

The existence of a tobacco-free environment for the benefit of all who occupy School District property will depend upon the thoughtfulness, consideration, and cooperation of all school personnel, students, visitors, and guests. We invite the cooperation and understanding of all individuals in assuming responsibility for keeping our School District premises tobacco-free. Further information can be found in Tobacco-Free, Smoke-Free Environment Policy #5640.

DISTRICT POLICIES & NOTIFICATIONS

The Onteora Central School District hereby advises its occupants that it has been inspected for asbestos by accredited inspectors pursuant to regulation 40 CFR Part 763.84-paragraph "C"

of the AHERA Regulations. The results of this inspection are on file in a management plan located in each building's Principal's Office, and in the Administrative Office in Boiceville, NY. The results are available upon request at these locations. Copies of all District Policies are available in all District School Buildings.

Non Discrimination Statement

The Onteora Central School District does not discriminate on the basis of race, color, weight, national origin, creed, religion, religious practice, ethnic group, political affiliation, gender (including gender identity, expression, or nonconformity to stereotypical notions of masculinity and femininity), marital status, sex, age, disability, sexual orientation, or other legally protected status in access to programs and/or employment provided by the District and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries to the District concerning discrimination or harassment may be referred to the Title IX/Title VI Compliance Officer, Dr. Jodi DeLucia, Assistant Superintendent for Curriculum & Instruction, Onteora Central School District, PO Box 300, Boiceville, NY 12412, 845-657-6383 ext. 1023, jdelucia@onteora.k12.ny.us. Inquiries regarding discrimination or harassment can also be made to the United States Department of Education, Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, ocr.newyork@ed.gov.

DIGNITY FOR ALL STUDENTS ACT

In accordance with the Dignity for all Students Act, the Onteora Central School District recognizes its responsibility to protect students from unlawful harassment, discrimination, and bullying. The Dignity Act Coordinators are:

- Woodstock Elementary:
Scott Richards, 845-679-2316
- Phoenicia Elementary:
Linda Sella, 845-688-5580
- Bennett Elementary:
Gabriel Buono, 845-657-2354
- Middle School:
Dieter Schimmelpfennig,
845-657-2373
- High School:
Dieter Schimmelpfennig,
845-657-2373

AMERICANS WITH DISABILITIES ACT/ SECTION 504

The Onteora Central School District does not discriminate on the basis of disability in admission to, access to, or operation of its educational programs, services, or activities.

Parents who suspect their child has a disability or have additional questions, complaints, or requests for information concerning the Americans with Disabilities Act or Section 504 of the Rehabilitation Act should contact the District's designated Section 504/ADA Compliance Officer, Cindy Bishop, at: Department of Pupil Personnel Services, PO Box 300, Boiceville, NY 12412, 845-657-3320, cbishop@onteora.k12.ny.us.

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HOMELESS ASSISTANCE ACT

Under the McKinney-Vento Homeless Assistance Act, the Onteora Central School District must identify children and youth in homeless situations and provide appropriate services such as immediate enrollment in school, free and reduced lunch, and transportation.

If you feel you and/or your family is/are homeless, please contact Cindy Bishop, the Homeless Liaison, at 845-657-3320. To the extent possible, all information will be kept confidential.

TITLE IX

The Onteora Central School District does not discriminate on the basis of sex in its educational programs or the activities which it operates. Sexual harassment of employees and students is illegal, and the District will strive to safeguard the rights of all employees and students within the District and to provide an environment that is free from sexual harassment.

Any District employee or student who believes that they have been subjected to, told about, or witnessed sexual harassment should communicate the alleged misconduct in accordance with the Sexual Harassment Regulations. The District will ensure that an investigation is promptly commenced by appropriate individuals.

Inquiries to the District concerning the application of Title IX and its implementing regulations may be referred to the Title IX Compliance Officer, Dr. Jodi DeLucia, Assistant Superintendent for Curriculum & Instruction, Onteora Central School District, PO Box 300, Boiceville, NY 12412, 845-657-6383 ext. 1023, jdelucia@onteora.k12.ny.us.

Inquiries can also be made to the United States Department of Education, Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, ocr.newyork@ed.gov.

CHILD FIND NOTIFICATION

Parents who suspect their children (ages 3 and older) may have a disability which would affect their ability to access school programs can contact the Onteora Central School District's Committee on Special Education to arrange for evaluations.

Call the Pupil Personnel Offices at 845-657-3320 for more information and to schedule an appointment.

PESTICIDE NOTIFICATION

New York State Education Law Section 409-H requires all public and non-public elementary and secondary schools to provide written notification to all persons in parental relation, faculty, staff, and students regarding the potential use of pesticides periodically throughout the school year.

The Onteora Central School District is required to maintain a list of persons in parental relation, faculty, staff, and students who wish to receive 48-hour prior written notification of certain pesticide applications.

The following pesticide applications are not subject to prior notification requirements:

- A school remains unoccupied for a continuous 72 hours following an application;
- Anti-microbial products;
- Non-volatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- Non-volatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- Silica gels and other non-volatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA designated exempt materials under 40 CFR 152.25;
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects, including venomous spiders, bees, wasps, and hornets;

- In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

If you have any questions about New York State Pesticide Notification, or would like to request a form, please contact Monica Kim LaClair at 845-657-6383 ext. 1030.

FREE AND REDUCED MEAL PROGRAM

No matter where they get it, at home or school, it's clear that adequate, healthy meals are great for all children. Starting the day with a healthy breakfast, followed by a nutritious lunch, is a key factor to learning, increased student attention, better behavior, and higher achievement.

Students from households that meet Federal income guidelines are eligible for free or reduced price meals while at school. Through this program, it is possible for all children to enjoy a nutritious breakfast and lunch each school day.

Besides the obvious benefits to children, the free and reduced meal program also benefits the District by providing per meal cash reimbursements to the school from the Federal government. In addition, many Federal and State grants are based upon District demographic profiles, including the percent of students receiving free or reduced lunch. Thus, identifying families in need of assistance and encouraging their participation in the program can lead to free or low-cost meals to children and increased grant funding to support important District educational programs; a win/win situation.

To apply for free or reduced price meals, families are encouraged to complete an Application for Free or Reduced Meals or submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance. Applications will be sent home with students in September. Families may also access the application from the District website

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by visiting www.onteorak12.ny.us. They are also available in each of the school buildings throughout the District, or upon request, can be mailed to interested families. Incomplete applications cannot be approved, so be sure to fill out all required information. If you need assistance completing the form, please contact the School Lunch Manager, Christine Downs, at 845-657-2373 ext. 2181. The District will notify you when a decision on your application has been made.

Families may apply for benefits at any time during the school year. Perhaps you are not eligible now, but during the school year your family circumstances change (such as unemployment, a decrease in household income, or an increase in family size); you may apply then.

If you are approved to receive this benefit for your children, the school may ask you at any time during the school year to verify your eligibility. Should you be selected for verification, you will be notified, in writing.

For more information on the free and reduced lunch program, including income requirements, please contact Christine Downs, School Lunch Manager, at 845-657-2373 ext. 2181.

MEAL CHARGE POLICY

The goal of the Onteora Central School District is to provide student access to nutritious no- or low-cost meals each school day and to ensure that a pupil whose parent/guardian has unpaid school meal fees is not shamed or treated differently than a pupil whose parent/guardian does not have unpaid meal fees.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the Onteora Central School District in a way that does not stigmatize, distress, or embarrass students. The provisions of this policy pertain to regular priced school breakfast and lunch meals only.

The Onteora Central School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

- **Free Meal Benefit** – Free eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid/prepaid.
- **Reduced Meal Benefit** – Reduced eligible students will be allowed to receive a breakfast for \$.25 and lunch for \$.25 each day. The charge meals offered to students will be reimbursable meals that are available to all students unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.
- **Full Pay Students** – Students will pay for meals at the school's published paid meal rate each day. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child, if applicable. The charge meals offered to students will be reimbursable meals that are available to all students.
- **Parents/Guardians** are responsible for meal payment to the food service program. Discreet notices of deficit balances will be sent to parents/guardians at regular intervals during the school year.
- **Students/Parents/Guardians** may pay for meals in advance via the Parent Portal or with a check payable to Onteora CSD Food Service. Further details are available on our webpage at onteorak12.ny.us. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.
- **Refunds** for withdrawn and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will

automatically be refunded any balance over \$10.00 unless they have a sibling and then it will automatically be transferred to a sibling's account.

- **Unclaimed Funds** must be requested within one school year. Unclaimed funds will then become the property of the Onteora Central School District Food Service Program.
- **Balances Owed** collection will follow the policies and procedures set by the school.

Non Discrimination Statement

This statement explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider.

Fair Hearing

If you do not agree with the school's decision on your application or the result of verification, you may wish to discuss it with the school. You also have the right to a fair hearing. This can be done by calling or writing the following official: Monica Kim LaClair, Assistant Superintendent for Business, 845-657-6383 ext. 1030.

Meal Service to Children with Disabilities

Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7 CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities. Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

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You must request the special meals from the school and provide the school with medical certification from a medical doctor.

If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical certification must contain.

Confidentiality

The United States Department of Agriculture has approved the release of students' names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of Federal education programs such as Title I and the National Assessment of Education Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and Federal, State, or local nutrition programs similar to the National School Lunch Program.

Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA), including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program, and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and Federal, State, or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA. The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian.

ACCESS TO STUDENT RECORDS

Policy #7240

Student Records

The School District shall comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Under its provisions, "parents/guardians and noncustodial parent(s), whose rights are not limited by court order or formal agreement, of a student under eighteen (18), or a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education, have a right to inspect and review any and all educational records maintained by the School District" and files on students, and to insure the confidentiality of such records with respect to third parties.

Access to Student Records

Under FERPA, unless otherwise exempted in accordance with law and regulation, the District may release personally identifiable information contained in student records only if it has received a "signed and dated written consent" from a parent or eligible student. Signed and dated written consent may include a record and signature in electronic form provided that such signature:

- a) Identifies and authenticates a particular person as the source of the electronic consent; and
- b) Indicates such person's approval of the information contained in the electronic consent.

Health and Safety Emergency Exception

School districts must balance the need to protect students' personally identifiable information with the need to address issues of school safety and emergency preparedness.

Under FERPA, if an educational agency or institution determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records, without consent, to any person whose knowledge of the information is necessary to protect the health and safety of the student

or other individuals during the period of the health or safety emergency. School districts may release information from records to appropriate parties including, but not limited to, parents, law enforcement officials, and medical personnel.

A school district's determination that there is an articulable and significant threat to the health or safety of a student or other individuals shall be based upon a totality of the circumstances, including the information available at the time the determination is made.

The school district must record the articulable and significant threat that formed the basis for the disclosure and maintain this record for as long as the student's education records are maintained.

Disclosures to Parents of Eligible Students

Even after a student has become an "eligible student" under FERPA (which is defined as a student who is eighteen [18] years of age or older or who is attending an institution of post-secondary education), an educational agency or institution may disclose education records to an eligible student's parents without the student's consent:

- a) If the student is claimed as a dependent for Federal income tax purposes by either parent;
- b) In connection with a health or safety emergency;
- c) If the disclosure falls within any other exception to the consent requirements under FERPA or its Regulations, such as the disclosure of directory information or in compliance with a court order or lawfully issued subpoena.

Challenge to Student Records

Parents/guardians of a student under the age of eighteen (18), or an eligible student shall have an opportunity for a hearing to challenge the content of the school records, which they believe to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.

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However, parents/guardians or an eligible student do not have the right to correct, delete, or expunge grades, an individual's opinion, or other substantive decisions of the District that appear in a student's record. After the hearing, the District shall determine whether correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data is necessary.

Education Records

The term "education records" is defined as all records, files, documents, and other materials containing information directly related to a student and maintained by the education agency or institution, or by a person acting for such agency or institution (34 Code of Federal Regulations (CFR) Section 99.3). This includes all records regardless of medium, including, but not limited to, handwriting, videotape or audiotape, electronic or computer files, film, print, microfilm, and microfiche.

In addition, for students who attend a public school district, all records pertaining to services provided under the Individuals with Disabilities Education Act (IDEA) are considered "education records" under FERPA. As such, they are subject to the confidentiality provisions of both Acts.

Personal notes made by teachers or other staff, on the other hand, are not considered education records if they are:

- a) Kept in the sole possession of the maker;
- b) Not accessible or revealed to any other person except a temporary substitute; and
- c) Used only as a memory aid.

Records created and maintained by a law enforcement unit for law enforcement purposes are also excluded.

Release of Information

Among other exemptions in accordance with law and regulation, the District may disclose any and all educational records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of IDEA, to another school or postsecondary

institution at which the student seeks or intends to enroll. Parental consent is not required for transferring education records; however, the student's annual FERPA notification indicates that such disclosures have been made, unless expressly prohibited by law or regulation. In the absence of information about disclosures in the annual FERPA notification, school officials must make a reasonable attempt to notify the parent about the disclosure, unless the parent initiated the disclosure.

Additionally, upon request, schools must provide a copy of the information disclosed and an opportunity for a hearing. The District may also disclose any and all educational records to other school officials within the District who have been determined to have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. A school official is a person who has a legitimate education interest in a student record who is employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing their tasks.

Family Educational Rights and Privacy Act of 1974, 20 United States Code (USC) Section 1232(g)

34 Code of Federal Regulations (CFR) Part 99

NOTE: Refer also to Policy #7643 – Transfer Students with Disabilities

Student Directory Information

This District designates the following items, in accordance with Policy 7242, as directory information, and may disclose any of these items without prior written consent, unless notified to the contrary, in writing, by the parent/guardian or eligible student by the end of the first thirty (30) days of the school year: name; address; telephone listing; date and place of birth; major field of study; grade level; student identification number; participation in officially recognized activities and sports; weight and height (if members of athletic teams); dates of attendance; honors, degrees and awards received; electronic mail address; photograph; and the name of the educational agency or institution most recently previously attended by the student. The District will not release a student's Social Security number.

The District must disclose to military recruiters, upon request, the names, addresses, and telephone numbers of high school students. The District must also notify parents/guardians of their right and the right of their child to request that the District not release such information without the prior written parental consent. Therefore, if you, as a parent/guardian of a high school student, or a high school student, wish to exercise your option to withhold your consent to the release of the above information to military recruiters and/or institutions of higher learning, you must complete, sign, date, and return the form provided by the High School Main Office, or send a letter to that effect to the attention of the High School Principal by the date specified.

U.S. DEPARTMENT OF EDUCATION AND THIRD PARTY SURVEYS

Parents shall have the right, upon request, to inspect U.S. Department of Education and third party surveys before they are distributed and administered by the District to students, and shall also have the right to opt their child out of participation in such surveys.

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In the event that a third party survey contains any of the following types of information (listed below), then the District will protect the privacy of the student in the event of administration of such a survey, by allowing parents to inspect the survey prior to administration and by advising the students that their responses should contain no personally identifiable information. The provisions of this paragraph shall not apply to any survey administered to a student in accordance with the Individuals with Disabilities Education Act.

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized, privileged, or analogous relationships such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in the program or for receiving financial assistance under such program).

INSPECTION OF INSTRUCTIONAL MATERIALS

Parents shall have the right to inspect, upon request, instructional materials used as part of the educational curriculum for students. The request should be made in writing and directed to Victoria McLaren, Superintendent. The response will be provided within a reasonable period of time from the date of receipt of the request. Instructional materials include material provided to a student regardless of format, including printed or representational materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

MANDATED ASSESSMENTS

Parents may request information regarding student participation in any mandated State or local assessments by contacting the Assistant Superintendent for Curriculum & Instruction at 845-657-6383 ext. 1023. Such information shall be provided within two (2) weeks of the request.

CHILD ABUSE HOTLINE

The Office of Children and Family Services (OCFS) operates the following toll-free telephone number: 1-800-342-3720 to receive reports of child abuse or maltreatment.

Further information can be found on the OCFS website: <http://ocfs.ny.gov/main/cps/>.

LÍNEA DIRECTA DE ABUSO INFANTIL

La Oficina de Servicios para Niños y Familias (OCFS por sus siglas en inglés) opera el siguiente número de teléfono gratuito: 1-800-342-3720 para recibir reportes de abuso o maltrato infantil. Puede encontrar más información en el sitio web de OCFS: <http://ocfs.ny.gov/main/cps/>.

PARTICIPATION IN GRADUATION

Students who have earned a Career Development and Occupational Studies Commencement Credential (CDOS) or Skills and Achievement Commencement Credential (SACC) by the time their ninth grade cohort reaches graduation may, but are not required to, participate in that graduation ceremony and related activities. For more information on the District's policy and regulations regarding graduation participation, please visit: www.onteorak12.ny.us/graduation.

PARENTAL NOTIFICATION REGARDING PROFESSIONAL QUALIFICATIONS OF TEACHERS

Federal law requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the Assistant Superintendent for Curriculum & Instruction, who will provide a response in a timely manner.

USEFUL DISTRICT CONTACT INFORMATION

www.onteorak12.ny.us

DISTRICT OFFICE.....845-657-6383

Superintendent of Schools
Victoria McLaren.....657-6383 x1010

Assistant Superintendent for Curriculum and Instruction
Dr. Jodi M. DeLucia.....657-6383 x1023

District Clerk
Fern Amster.....657-6383 x1010

Assistant Superintendent for Business
Monica Kim LaClair.....657-6383 x1030

Director of Pupil Personnel
Cindy Bishop.....657-3320

Universal Pre-Kindergarten
Cindy Bishop.....657-3320

Athletic Director
Kim Pilla.....657-2373 x2113

Director of Transportation
Nicole Sommer.....657-2537

School Lunch Manager
Christine Downs.....657-2373 x2181

Director of Facilities
Kyle Harjes.....657-6384

HIGH SCHOOL • 657-2373
Principal, Lance Edelman
Asst. Principal, Dieter Schimmelpfennig

MIDDLE SCHOOL • 657-2373
Principal, Jennifer O'Connor

BENNETT ELEMENTARY • 657-2354
Principal, Gabriel Buono

PHOENICIA ELEMENTARY • 688-5580
Principal, Linda Sella

WOODSTOCK ELEMENTARY • 679-2316
Principal, Scott Richards