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# Pittsford Schools

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## Policy Manual

### Section 3000

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## Community Relations

**3110 - COMMUNICATION**

The Board strives to conduct District affairs by way of a continuing, open dialogue between the community and the schools. The Board values, encourages and seeks the views of District employees, residents and stakeholder groups with regard to the operation of the District.

The Board recognizes that District employees play a critical role in fostering this dialogue through their daily work, interactions with students, parents and the public, as well as community involvement.

The Board is committed to informing District employees, parents, and residents about the policies and administration of the schools in a timely, clear and appropriate manner.

## Community Relations

**3111 - OFFICE OF PUBLIC INFORMATION**

The District shall maintain an office of public information through which Board policies, procedures, and actions as well as educational events and stakeholder communications will flow to the community and employees.

The priority of its functions shall be the release of District news and information to the public in a timely, clear and appropriate manner commensurate with the District standards.

## Community Relations

**3120 - COLLABORATION WITH THE MUNICIPAL GOVERNMENTS AND COMMUNITY ORGANIZATIONS**

It is the policy of the Board to establish and maintain a positive working relationship with the governing bodies of the municipality. The District, Town and Village's shared mission, established under a collaboration compact with the Town and Village, is the betterment of all who live, work, play and learn in the Pittsford Community.

The District recognizes the importance of working in partnership with community organizations which deal in maintaining the social, emotional and physical development of our students.

The Board shall also cooperate with municipal, county, state and federal agencies and organizations whose work affects the welfare of the children of the District to the extent of its ability without conflicting with or jeopardizing District programs or property.

## Community Relations

**3130 - SENIOR CITIZENS**

Senior citizens of the District shall be afforded all possible consideration and recognition by the District.

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

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

## Community Relations

**3140 - FLAG DISPLAY**

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

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

The flag shall be displayed in every assembly room (i.e., the auditorium) including the room where the Board meetings are conducted, as well as displayed in all rooms used for instruction.

Education Law Sections 418 and 419  
Executive Law Sections 402 and 403  
8 New York Code of Rules and Regulations  
(NYCRR) Sections 108.1-108.3

## Community Relations

**3150 - SCHOOL VOLUNTEERS**

The Board recognizes the importance of volunteers in supporting District instructional programs and extracurricular activities.

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

Volunteers are approved through a selection process outlined in the administrative regulations of this policy.

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

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



## Community Relations

**3160 - CHARTER SCHOOLS**

The Board recognizes that a charter school is a public school financed through public local, state and federal funds that is independent of the local school Board and shall abide by all laws and regulations pertinent to the existence and operations of a charter school within the District's attendance area. Although the New York Charter Schools Act of 1998 designates certain "charter entities," only the local District may approve the conversion of an *existing public school* to a charter school. Prior to any such conversion to a charter school, the parents/guardians of the majority of the students then enrolled in the public school must have voted in favor of the conversion.

Education Law Article 56 and  
Sections 3602(11) and 3635  
8 New York Code of Rules and Regulations  
(NYCRR) Parts 100 and 119

**3170 - COMMUNITY EDUCATION PROGRAMS**

Throughout the school year the District offers several educational opportunities for the public and partners with community organizations to bring speakers and presenters to the community.

District facilities may be used for outside educational events upon approval of the District.

NOTE: Refer also to Policy #3280 -- Community Use of School Buildings

**3180 - MEDIA RELATIONS: STUDENT AND STAFF INTERVIEWS, PHOTOGRAPHS AND VIDEOTAPES**

This policy applies to representatives of news media agencies and govern media access to students and staff during instructional hours and/or school activities whether occurring on or off school grounds. This policy does not apply to general media coverage of any events of public interest (such as an athletic event, lecture, school play, Board meetings, and the like) regardless of the time and location of such public interest events.

**Authorization**

The Director of Communications and the principal or his/her designee will work together prior to granting media access to individual students, including determining the purpose and length of access time. Where permission is granted, media representatives will be permitted access to the school building and/or students provided the presence of such representatives will not unduly disrupt the educational operations or instructional activities of the school.

Media representatives must receive prior authorization from the Communications Office to gain access to District property. If the Director of Communications or his/her designee has concerns as to the nature of the requested media access, the Director of Communications/designee should contact the Superintendent for further direction. If approved, media representatives must report to the main office of the building to which access is requested in order to obtain a visitor's badge.

Parental/guardian permission for their child's appearance in public relations releases is assumed unless a parent sends a letter to their child's building principal to opt out. Parents are notified annually of this provision in the District newsletter. However, if the child is to be identified by name, parental/guardian consent may be obtained prior to the granting of media permission, as well as for subsequent publications. In such instances, parents/guardians may be advised of the use and ultimate disposition of the interview, photograph and or videotape to assist them in making their decision. If the student from whom the information is sought by the media does not want to be interviewed, photographed and/or videotaped, or if the parent/guardian of the student denies permission for media access to his/her child, such access will be denied by the Director of Communication.

Employees of the District should not contact the media directly about school district matters. If an employee is contacted by the media, he or she should direct them to the Communications/Public Information Office. Only the Director of Communications, Superintendent or others approved by the Superintendent or designee may speak on behalf of the District on any matter.

In addition, employees of the PCSD are not District spokespeople, nor do they have the right to speak on behalf of the District on any matter.

(Continued)

**3180 - MEDIA RELATIONS: STUDENT AND STAFF INTERVIEWS, PHOTOGRAPHS AND VIDEOTAPES****Time and Location of Access**

Media access to public events shall be limited to the specific location and immediate surrounding areas where such public event is taking place.

The Director of Communications may place reasonable limitations on the length of any media access to students. Media access of public events shall be restricted to the time periods for such events, along with a reasonable time period prior to and after the activity.

**Violations of District Regulations**

Any person who violates District rules and regulations governing the maintenance of public order on school property and/or media access to students shall be subject to appropriate sanctions including, but not limited to, suspension of access privileged by the Superintendent/Board of Education.

### **3185 - WEBSITE ACCESSIBILITY**

The District is committed to making information on its website accessible to all online visitors, including those individuals with hearing, vision, or cognitive disabilities, so that they have equal opportunity to obtain the same results, gain the same benefits, and reach the same levels of achievement.

The District has undertaken good-faith efforts to ensure that its website complies with the current New York State standards on website accessibility, which include conducting a regular and thorough audit of online content and functionality. The District will make all reasonable efforts to ensure that all new, newly added, or modified online content and functionality will be accessible to people with disabilities.

The District will consider the educational opportunities and benefits it provides through technology, how its technology provides these opportunities and benefits, whether the technology exists in a format that is accessible to individuals with disabilities, whether the technology can be modified, and the availability of a different technological device in making decisions that may affect access to its website. The District may address specific pages, information formats, or features; it may expressly identify the pages or information that may be deciphered by screen readers; and it may specify any readers that may need downloading on its website. Moreover, the District may provide links to information or features on its website to further assist users.

#### **Access Notice**

The District will post a notice on its website about how users may request access to information that they believe is not currently accessible. The District may request that users provide their name, email address, phone number, a description of the problem they experienced, and the location of the information they tried to access. The District will make all reasonable efforts to provide inaccessible information in an alternative format.

#### **Accessibility Contact Person**

The District will designate a webmaster that website users may contact if they experience accessibility issues. The District will post contact information and specify how to contact this person on its website home page.

#### **Exemptions**

The District may conclude that features, programs, applications, or activities on its website are not accessible if making them accessible would cause them to be fundamentally altered, or when ensuring accessibility would result in an undue financial and administrative burden. The District will maintain all documents supporting its exemption determinations as required by law.

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**3185 - WEBSITE ACCESSIBILITY (Cont'd.)****Training**

The District will provide website accessibility training as necessary to appropriate personnel, including any website content developers, webmasters, and procurement officials, and all others who develop, load, maintain, or audit its web content or functionality.

**Third-Party Sites**

Any links to third-party sites on the District's website are not under its control, and thus, the District is not responsible for the content or accessibility of third-party sites. Third-party sites may not comply with accessibility standards.

Section 508 of the Rehabilitation Act of 1973, as amended, 29 USC § 794(d)  
Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC § 794  
Title II of the Americans with Disabilities Act of 1990, 42 USC § 12101, et seq.  
Individuals with Disabilities Education Act (IDEA), 20 USC § 1400, et seq.  
28 CFR Part 35  
34 CFR Parts 104 and 300  
New York State Information Technology Policy No. NYS-P08-005

NOTE: Refer also to Policies #3420 - Non-Discrimination and Anti-Harassment in the District  
#6470 - Staff Use of Electronic Information Network  
#8130 - Equal Educational Opportunities

Adopted: 3/12/18

**3210 - VISITORS TO THE SCHOOL**

Visits or inspections of District classes or facilities shall be conducted with the permission and knowledge of the supervisory personnel responsible for said operation.

During school hours, all visitors to the school(s) must report to the main office or security desk and present acceptable photo identification. An expiring visitor badge shall be issued and shall be worn at all times when in the school(s). Upon entry to a school, Board members and staff members from other buildings shall report to the main office and obtain a visitors pass or present or wear their district identification badge.

Visitations to classrooms for any purpose require permission in advance from the building principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests. All visitors are expected to comply with the District's Code of Conduct Policy.

Education Law Section 2801  
Penal Law Sections 140.10 and 240.35

NOTE: Refer also to Policy #3410-Code of Conduct on School Property

### **3211 - USE OF ASSISTANCE ANIMALS**

The District recognizes the importance of service animals and affirms its commitment to allowing the use of these animals by individuals with disabilities on school grounds to facilitate their full participation in and equal access to District services, programs, and activities. Service animals are distinguished from emotional support, therapy, comfort, or companion animals. The District will comply with all applicable federal and state laws and regulations related to service animals.

Additionally, the District permits the use of therapy dogs on school grounds subject to the conditions of this policy. The use of therapy dogs can have many benefits including reduced anxiety and increased mental stimulation, as well as decreased depression, feelings of isolation, and boredom.

#### **Service Animals**

For the purpose of this policy, a service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, will not be considered service animals.

The work or tasks performed by a service animal must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The Superintendent of Schools/designee will create regulations regarding the use of service animals on school grounds by individuals with disabilities. Procedures for permissible inquiries, responsibilities of handlers, inquiries of service procedures and the District's right to exclusion will be outlined in such regulations.

28 CFR Sections 35.104, 35.136, 35.139

#### **Therapy Dogs**

For purposes of this policy, a therapy dog is defined as a dog that has been trained, evaluated, and certified to work with a handler to provide affection and comfort to individuals in a variety of settings including schools. A handler is defined as an individual that has been trained, evaluated, and certified to work with a particular therapy dog. Therapy dogs are not covered by the same laws that protect service animals.

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**3211 - USE OF ASSISTANCE ANIMALS (Cont'd.)**

Although there is no formal identification or certification for therapy dogs, the District requires that any therapy dog and accompanying handler permitted on school grounds to be certified by an American Kennel Club (AKC) recognized therapy dog organization such as Therapy Dogs International. Further, the therapy dog must not pose a health and safety risk to any individual on school grounds. In order to use a therapy dog in the District, a written request must be submitted to the Superintendent or designee. The request must include the following:

- a) General information about the proposed use of the therapy dog including when and where;
- b) Personal information about the therapy dog and handler including name, address, and phone;
- c) Copies of the therapy dog's:
  1. Current licensure from the local licensing authority;
  2. Vaccination and immunization records from a licensed veterinarian;
- d) Copy of a certification from an AKC recognized therapy dog organization;
- e) Copy of an insurance policy that provides liability coverage for the work of the therapy dog and handler while on school grounds and names the District as an additional insured.
- f) Certification from the handler that, while on school grounds, the therapy dog, will:
  1. Be clean, well-groomed, and free of parasites, illness, or injury;
  2. Remain under the handler's control through the use of a leash or other tether unless the use of a leash or other tether would interfere with the therapy dog's service;
  3. Be supervised and accompanied by the handler;
  4. Wear a therapy dog ID and/or a bandana;
  5. Not disrupt the educational process by excessive barking or any other behavior;
  6. Only go to locations that have been authorized by District administrators;
  7. Be fed, exercised, and cleaned-up after by the handler.

(Continued)

**2311 - USE OF ASSISTANCE ANIMALS (Cont'd.)**

Additionally, handlers who are not employed by the District must comply with all requirements for volunteers in the District. Volunteers will work under the supervision of appropriate staff and are expected to comply with all District rules and regulations.

A new request must be submitted for each proposed use of a therapy dog. There must be one request for each dog. In no case will a request for the use of a therapy dog be valid for more than one school year. The number of therapy dogs shall not exceed two (2) at an elementary school building or three (3) at a secondary school building at any one time, during regular school hours.

The District reserves the right to deny a request for the use of a therapy dog for any reason. Once a request has been granted, the District reserves the right to exclude a therapy dog from school grounds for any reason including, but not limited to, the therapy dog:

- a) Presenting a direct and immediate threat to others;
- b) Not being under the handler's control;
- c) Interfering with the educational process;
- d) Going into a location in the District that has not been authorized by District administrators.

If any individual suffers an allergic reaction while in the presence of a therapy dog, the District will require the handler to move the therapy dog to a different location designated by a District administrator.

The handler of a therapy dog is solely responsible and liable for any damage to school property or any injury caused by the therapy dog. Further, the District bears no financial responsibility for the required training, care, or feeding for the therapy dog.

The Superintendent or designee will ensure that parents are notified prior to any therapy dog being permitted on school grounds.

Americans with Disabilities Act (ADA), 42 USC § 12101 et seq.  
28 CFR §§ 35.104, and 35.136  
Civil Rights Law §§ 47, 47-a, and 47-b  
Executive Law § 296  
NOTE: Refer also to Policy #3150 -- School Volunteers

Adoption Date: 2/12/18, 12/13/22

## Community Relations

**3220 - PUBLIC EXPRESSION AT MEETINGS**

All meetings of the Board shall be conducted in public, and the public has the right to attend all such meetings. Public expression at such meetings shall be encouraged and a specific portion of the agenda shall provide for this privilege of the floor. The Board reserves the right to determine the manner, time and/or place for discussion on particular subjects.

At its discretion, the Board may invite visitors to its meetings to participate in the Board's discussion of matters on the agenda.

The Board reserves the right to enter into executive session as specified in Policy #1730 -- Executive Sessions.

NOTE: Refer also to Policy #1730 -- Executive Sessions

## Community Relations

**3230 - PUBLIC COMPLAINTS**

Complaints by residents regarding any facet of the school operation should be initially directed to the administrator in charge of the school or central office department closest to the source of the complaint. Resident complaints about the District or its students shall receive a prompt and courteous response from the appropriate office or employee.

When resident complaints are received by a member of the Board, they shall be referred to the Superintendent. The Superintendent will work with the administrator closest to the source of the complaint to resolve the issue. When appropriate, the Superintendent will report the resolution to the Board.

**3240 - STUDENT COMMUNICATIONS**

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

## Community Relations

**3250 - PARENT-TEACHER ASSOCIATION**

The Board recognizes and supports the objectives and activities of the National Parent-Teacher-Student Association. Therefore, staff members, parents and students are encouraged to join the Pittsford Parent-Teacher-Student Association (PTSA) and to participate actively in its programs. The District is committed to ongoing communication and cooperation with the PTSA.

## Community Relations

**3260 - BOOSTER CLUBS**

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

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

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

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

New York State Civil Rights Law Section 40-c  
Prohibits discrimination on the basis of race, creed, color,  
national origin, sex, marital status, sexual orientation or  
disability.

## Community Relations

**3271 - SOLICITATION OF CHARITABLE DONATIONS FROM SCHOOL CHILDREN**

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

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

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

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

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

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

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

Pittsford Central School District Adopted: 12/14/70, 6/28/82, 2/20/89, 5/8/89, 4/8/96, 6/9/97,  
12/11/00, 6/25/01, 11/22/04



**3272 - ADVERTISING IN THE SCHOOLS**

Neither the facilities, the staff, nor the students of the District shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual or organization, except that:

a) Schools may cooperate in furthering the work of any non-profit, community-wide, social service agency, provided that such cooperation does not restrict or impair the educational program of the schools or conflict with Section 19.6 of the Rules of the Board of Regents;

b) The schools may use films or other educational materials bearing only simple mention of the producing firm;

c) The Superintendent may, at his/her discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit;

d) The schools may, upon approval of the Superintendent, cooperate with any agency in promoting activities in the general public interest that are non-partisan and non-controversial, and that promote the education and other best interests of the students.

e) An agreement with a commercial vendor for the exclusive right to sell its beverages on campus, known as a "pouring rights" contract, may be permissible if the contract complies with all applicable New York State laws, including but not limited to the state constitution, the competitive bidding requirements of the General Municipal Law, and other applicable laws.

f) The Superintendent may, in conjunction with a capital project or District strategic planning initiative, and with approval of the Board of Education, approve the display of an individual's or organization's name, mark or logo, as an acknowledgment for a benefit received by the District which the Board deems promotes the education or other best interests of the students, and where any benefit derived by the display acknowledging an individual's or organization's name, mark or logo is merely incidental to the benefit conferred on the District. Prior to such approval by the Board, a rendering, created by either an architect/engineer or District staff, must be submitted showing the actual colors, image(s) and scope of the display. The District reserves the right to alter, replace, eliminate or otherwise place reasonable conditions and restrictions on the display of an individual's or organization's name, mark or logo, including, but not limited to, the size colors, image(s), scope, location and duration of the display.

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**3272 - ADVERTISING IN THE SCHOOLS**

No materials of a commercial nature shall be distributed through the children in attendance in the Pittsford Central School District except as authorized by law or the Commissioner's Regulations.

New York State Constitution Article 8, Section 18  
New York Code of Rules and Regulations (NYCRR)  
Section 19.6

Pittsford Central School District Adopted: 12/14/70, 6/28/82, 2/20/89, 5/5/89, 4/8/96, 6/9/97,  
12/11/00, 6/25/01, 11/22/04,11/25/13

## Community Relations

**3273 - SOLICITING FUNDS FROM SCHOOL PERSONNEL**

Soliciting of funds from school personnel by persons or organizations representing public or private organizations shall be prohibited. The Superintendent shall have the authority to make exceptions to this policy in cases where such solicitation is considered to be in the District's best interest. The Board shall be notified of these instances.

Distribution of information about worthwhile area charities may be made through the Office of the Superintendent as a service to District personnel.

No lists of names and/or addresses of staff will be issued to any group for purposes of soliciting funds.

## Community Relations

**3280 - COMMUNITY USE OF SCHOOL FACILITIES**

School buildings and school property are in the first instance available for the regular program and allied activities of the school system. When not in use for these purposes, the Board will allow the use of these facilities by other groups in the Pittsford School District within the allowable limits of New York State Education Law and accompanying regulations.

It shall be the policy of the Board to encourage the greatest possible use of school buildings for community-wide activities. This is meant to include use by recognized civic, social and fraternal and religious organizations in accordance with law. Groups wishing to use the school facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use including restrictions on alcohol, tobacco and drug use. The Superintendent, at his/her discretion, may consult with the Board. Monthly reports may be made to the Board regarding community use of the school facilities.

The operation of District swimming pools shall, at all times, be under the direct supervision of personnel having the proper New York State and American Red Cross certification.

Kitchen facilities shall not be used by any school or community groups except when under the supervision of a member of the food services staff.

The Assistant Superintendent for Business is authorized to establish appropriate fees when outside groups use our facilities. These fees shall be reviewed on an annual basis.

## Education Law Section 414

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property  
#5640 -- Smoking/Tobacco Use  
#7310 -- School Conduct and Discipline  
#7320 -- Alcohol, Tobacco, Drugs and Other Substances (Students)  
*District Code of Conduct on School Property*

Pittsford Central School District Adopted: 9/23/65, 6/28/82, 1/9/89, 2/20/89, 4/8/96, 6/9/97, 7/10/00,  
12/11/00

## Community Relations

**3281 - USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT**

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

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

Accountability and control over the use of District owned assets will be the responsibility of the Building Principal, department supervisor, or his/her designee.

Education Law Section 414

**3290 - OPERATION OF MOTOR-DRIVEN VEHICLES ON DISTRICT PROPERTY**

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

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

Vehicle and Traffic Law Section 1670

## Community Relations

**3310 - PUBLIC ACCESS TO RECORDS**

Access to records of the District shall be consistent with the rules and regulations established by the State Committee on Open Government and shall comply with all the requirements of the New York State Public Officers Law Article 6.

A Records Access Officer shall be designated by the Superintendent, subject to the approval of the Board of Education, who shall have the duty of coordinating the School District's response to public request for access to records.

The District shall provide copies of records in the format and on the medium requested by the person filing the Freedom of Information Law (FOIL) request if the District can reasonably do so.

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

Education Law Section 2116  
Public Officers Law Article 6  
21 NYCRR Parts 1401 and 9760

NOTE: Refer also to Policies: #7240-Student Records: Access and Challenge  
#3320-Confidentiality of Computerized Data

Pittsford Central School District Adopted: 9/10/90, 4/8/96, 12/11/00, 7/12/04, 5/9/16

## Community Relations

**3320 - CONFIDENTIALITY OF COMPUTERIZED INFORMATION**

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

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

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

Family Educational Rights and Privacy Act of 1974  
20 United States Code (USC) 1232(g)  
34 Code of Federal Regulations (CFR) Part 99  
Public Officers Law Section 84 et seq.



### **3410 - CODE OF CONDUCT ON SCHOOL PROPERTY**

The District has developed and will amend, as appropriate, a written *Code of Conduct* for the Maintenance of Order on School Property, including school function, which shall govern the conduct of students, teachers and other school personnel, as well as visitors and/or vendors. The Board of Education shall further provide for the enforcement of such *Code of Conduct*.

For purposes of this policy, and the implemented *Code of Conduct*, school property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the District's elementary or secondary schools, or in or on a school bus; and a school function shall mean a school sponsored extracurricular event or activity regardless of where such event or activity take place, including those that take place in another state.

The District *Code of Conduct* has been developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

The *Code of Conduct* shall include, at a minimum, the following:

- a) Provisions regarding conduct, dress and language deemed appropriate and acceptable on school property and at school functions, and conduct, dress and language deemed unacceptable and inappropriate on school property; provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property and at school functions; the appropriate range of disciplinary measures which may be imposed for violation of such Code; and the roles of teachers, administrators, other school personnel, the Board of Education and parents/persons in parental relation to the student;
- b) Provisions prohibiting discrimination, bullying and/or harassment against any student, by employees or students on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the contact might reach school property, that creates a hostile environment by conduct, with or without physical contact, threats, intimidation or abuse (verbal or non-verbal), of such a severe nature that:

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**3410 - CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)**

1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or
2. Reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety.

When the term "bullying" is used, even if not explicitly stated, such term includes cyberbullying, meaning such harassment or bullying that occurs through any form of electronic communication.

Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender as defined in Education Law Section 11(6), or sex; provided that nothing in this subdivision shall be construed to prohibit a denial of administration into, or exclusion from, a course of instruction based on a person's gender that would be permissible under Education Law Sections 3201-a or 2854(2) (a) and Title 1X of the Education Amendments of 1972 (20 USC Section 1681, et seq.), or to prohibit as discrimination based on disability, actions that would be permissible under 504 or the Rehabilitation Act of 1973;

- c) Standards and procedures to assure security and safety of students and school personnel;
- d) Provisions for removal from the classroom and from school property, including a school function, or students and other persons who violate the Code.
- e) Provisions prescribing the period for which a disruptive student may be removed from the classroom for each incident, provided that no such student shall return to the classroom until the Principal (or his/her designated School District administrator) makes a final determination pursuant to Education Law Section 3214(3-a)1 or the period of removal expires, which is less;
- f) Disciplinary measures to be taken for incidents on school property or at school

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**3410 - CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)**

functions involving the use of tobacco, the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights, harassment and threats of violence;

- g) Provisions for responding to acts of discrimination, bullying and/or harassment against students by employees or students on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property, pursuant to clause (b) of this subparagraph;
- h) Provisions for detention, suspension and removal from the classroom of students, consistent with Education Law Section 3214 and other applicable federal, state and local laws, include provision for school authorities to establish procedures to ensure the provision of continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from school, which shall include alternative educational programs appropriate to individual student needs;
- i) Procedures by which violations are reported and determined, and the disciplinary measures imposed and carried out;
- j) Provisions ensuring the *Code of Conduct* and its enforcement are in compliance with state and federal laws relating to students with disabilities;
- k) Provisions setting forth the procedures by which local law enforcement agencies shall be notified of Code violations which constitute crime;
- l) Provisions setting forth the circumstances under and procedures by which parents/persons in parental relation to the student shall be notified of Code violations.
- m) Provisions setting forth the circumstances under and procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision ("PINS") petition as defined in Articles 3 and 7 of the Family Court Act will be filed;

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**3410 - CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)**

- n) Circumstances under and procedures by which referral to appropriate human service agencies shall be made.
- o) A minimum suspension period for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. For purposes of this requirement, as defined in Commissioner's Regulations, "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom" shall mean engaging in conduct which results in the removal of the student from the classroom by teacher(s) pursuant to the provisions of Education Law Section 3214(3-a) and the provisions set forth in the *Code of Contact* on four (4) or more occasions during a semester, or three (3) or more occasions during a trimester, as applicable;
- p) A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a)(a). However, the suspending authority may reduce the suspension period on a case-by-case basis consistent with any other state and federal law;
- q) A Bill of Rights and Responsibilities of Students which focuses upon positive student behavior and a safe and supportive school climate, which shall be written in plain-language, publicized and explained in an age-appropriate manner to all students on an annual basis; and
- r) Guidelines and programs for in-service education programs for all District staff members to ensure effective implementation of school policy on school conduct and discipline, including but not limited to, guidelines on promoting a safe and supportive school climate while discouraging, among other things, discrimination, bullying and/or harassment against students by students and/or school employees; and including safe and supportive school climate concepts in the curriculum and classroom management.

The District's *Code of Conduct* shall be adopted by the Board of Education only after at least one (1) public hearing that provided for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties.

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**3410 - CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)**

The *Code of Conduct* shall be reviewed on an annual basis, and updated as necessary in accordance with law. The District may establish a committee pursuant to Education Law Section 2801(5)(a) to facilitate review of its *Code of Conduct* and the District's response to *Code of Conduct* violations. The School Board shall reapprove any updated *Code of Conduct* or adopt revisions only after at least one (1) public hearing that provides for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties. The District shall file a copy of its *Code of Conduct* and any amendments with the Commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.

The Board of Education shall ensure community awareness of its *Code of Conduct* by:

- a) Posting the complete *Code of Conduct* on the Internet website, if any, including any annual updates and other amendments to the Code;
- b) Providing copies of a summary of the *Code of Conduct* to all students in any age-appropriate version, written in plain language, at a school assembly to be held at the beginning of each school year.
- c) Providing a plain language summary of the *Code of Conduct* to all parents or persons in parental relation to students before the beginning of each school year and making the summary available thereafter upon request;
- d) Providing each existing teacher with a copy of the complete *Code of Conduct* and a copy of amendments to the Code as soon as practicable following initial adoption or amendment of the Code. New teachers shall be provided a complete copy of the current code upon their employment; and
- e) Making a complete copies available for review by students, parents or persons in parental relation to students, other school staff and other community members.

**Privacy Rights**

As part of any investigation, the District has the right to search all school property and equipment including District computers, email and network accounts. Rooms, desks, cabinets, lockers, computers,

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**3410 - CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)**

etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

Education Law Article 2, #801-a, 2801 and 3214  
Family Court Act Articles 3 and 7  
Vehicle and Traffic Law # 142  
& NYCRR # 100.2

Note: Refer also to District Code of Conduct

Pittsford Central School District Adopted: 1/27/86, 9/14/88, 9/25/89, 9/10/90, 4/8/96, 12/11/00,  
6/25/01, 7/7/04, 6/20/05, 6/26/06, 6/25/07, 6/23/08, 6/22/09, 7/12/10, 7/11/11, 6/25/12 (edited)  
10/17/12, 6/24/13, 6/23/14, 6/20/16

**3411 - PROHIBITION OF WEAPONS ON SCHOOL GROUNDS**

With the exception of law enforcement officers, as permitted by law, and individuals who have the express written permission of the Board of Education or its designee, no person may have in his/her possession any weapon or firearm on school grounds, in any District building, on a school bus or District vehicle, or at any school sponsored activity or setting under the control and supervision of the District. This prohibition shall include, but not be limited to: any of the objects or instruments referred to in Section 265.01 of the New York State Penal Law; any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air piston or CO2 cartridge; and any object that could be considered a reasonable facsimile of a weapon.

Penal Law Sections 265.01-265.06 265.20

NOTE: Refer also to Policies #3410 – Code of Conduct on School Property  
#7313 – Suspension of Students  
#7360 – Weapons in School and the Gun-Free Schools Act

Pittsford Central School Adopted: 11/22/04, 5/23/16

## Community Relations

**3412 - THREATS OF VIOLENCE IN SCHOOL**

The School District is committed to the prevention of violence against any individual or property in the schools or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day.

Any acts and/or threats of violence, including bomb threats, made in any manner, including but not limited to, orally, in writing, or by e-mail, shall be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as the *Code of Conduct for the Maintenance of Order on School Property* and collective bargaining agreements, as may be necessary.

While acknowledging an individual's constitutional rights, including applicable due process rights, the District refuses to condone acts and/or threats of violence which threaten the safety and well being of staff, students and the school environment. Employees and students shall refrain from engaging threats or physical actions which create a safety hazard for others.

All staff who are made aware of physical acts and/or threats of violence directed to students or staff are to report such incidents to the building principal/designee, who shall report such occurrences to the Superintendent. Additionally, the building principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and/or Director of Special Education if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent/designee.

Students are to report all acts and/or threats of violence, including threats of suicide, of which they are aware by reporting such incidents to a faculty member or the Building Principal.

The District reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.

This policy will be enforced in accordance with applicable laws and regulations, as well as collective bargaining agreements and the *Code of Conduct* as may be necessary. Additionally, this policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request.

1) Regulations will be developed to address safety concerns in the schools, and appropriate sanctions for violations of this policy by students will be addressed in the *Code of Conduct*.

NOTE: Refer also to Policies- #3410 Code of Conduct on School Property  
#7554 Suicide

Pittsford Central School District Adopted: 11/22/04;  
Rev: 5/18/12



Student

## **3422 - EDUCATIONAL EQUITY AND EXCELLENCE POLICY**

### **Policy Statement**

The Pittsford Central School District (PCSD) will apply the principle of equity to all policies, programs, systems, operations, and practices to ensure that all students have a high quality education within a safe and supportive environment, where inclusivity is valued and contributes to successful school outcomes. Equity means that the learning needs of every student are supported in an environment where all students are valued and respected; and where student success will not be predicated on differences in age, race, ethnicity, color, religion, national origin, immigration status, language, family composition or economic status, culture, geographic location, mobility, gender, sexual orientation, gender identity, gender expression, or physical or cognitive ability.

This commitment will result in a welcoming environment, where multiple pathways to success support the academic and social growth of every child. For the PCSD learning community, equity and excellence in education goes beyond equality where all students are treated the same. Educational equity, diversity and inclusivity fosters excellence in schools where all students have the opportunity to benefit equitably based on their individual needs. It is when everyone has access to the opportunities necessary to satisfy their essential needs, advance their well-being, and reach their full potential. We will achieve the goal of equity and inclusive education when there is sufficient evidence that each child has high quality educational experiences in which the factors that predict success, outcomes or opportunity are no longer correlated or associated with any social identity group.

### **Beliefs**

The following beliefs drive the policy and practices of the District:

#### **Students:**

1. Every student has the right to an equitable educational experience in the Pittsford Central School District.
2. All students have the potential for successful academic and social emotional development and growth, regardless of circumstances.
3. Student engagement and voice are critical components of decision-making processes.

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Student

**3422 - EDUCATIONAL EQUITY AND EXCELLENCE POLICY (Cont'd.)****Schools, Family and Community:**

1. All students, staff, parents/guardians, and community members must work together to assess, correct and/or improve systems and dismantle barriers to success.
2. Family and community member engagement with staff and students creates effective partnerships between home and school.
3. The responsibility to address disparities in opportunities and achievement among student groups rests with adults, not with the students. Student voice will be present when determining goals.
4. The responsibility for student success is broadly shared by the District staff and administrators, families, students and the community.

**Systems:**

1. Our school climate must encourage each student's sense of belonging to promote emotional and physical well-being and academic success.
2. Educational equity and excellence for all students includes greater appreciation of and respect for differences, and holding high expectations for all students.
3. Providing students with equitable access to a high-quality curriculum, effective teachers, support staff and principals, and sufficient support services through equitable resource allocation maximizes academic achievement for every student.

**Equity Action Plan**

PCSD will establish a District wide Equity Action Plan within the District's Strategic Plan, anchored to the following areas:

1. Equity Analysis:  
Review existing and new policies, programs, procedures and practices to ensure equity and remedy disparities that result in over-representation of student groups in areas such as special education or discipline, or under-representation in areas such as Advanced Placements, honors or other district sponsored curricular and non-curricular areas. Identify and mitigate biased instructional materials, assessments and pedagogies. Decisions will be driven by data including qualitative, quantitative and disaggregated data.

(Continued)

Student

**3422 - EDUCATIONAL EQUITY AND EXCELLENCE POLICY (Cont'd.)**

2. Equitable Access:  
Provide every student with equitable access to rigorous, culturally and linguistically relevant curriculum and instruction, support, and facilities to promote success. This includes differentiating resources within budgetary limitations, to ensure elimination or significant reduction of systemic inequities affecting achievement.
3. Welcoming School Environments:  
Create and nurture environments that reflect and support the diversity of the student and community populations, engaging all families. Foster welcoming and inclusive environments that contribute to academic growth and strong feelings of belonging, as well as social and emotional well-being.
4. Recognizing Diversity:  
Utilize materials that promote the understanding and appreciation of individual and group cultures, circumstances, needs, successes and challenges, and the intersectionality that contributes to the uniqueness of each member.
5. Teaching and Learning: Promote genuine relationships between adults and students in classrooms and throughout the school that foster student agency through engagement, empowerment and shared collaboration. This will prepare students for future success in a global society.
6. Workforce Equity: Intentionally recruit a diverse candidate pool. Employ, retain and continually develop administrative, instructional and support personnel who are culturally and socially responsive. This will provide diverse representation and perspectives creating authentic change which increases the quality of teaching and learning for all.
7. Professional Learning:  
Provide professional learning that strengthens staff knowledge and skills to engage in culturally, linguistically, and socially responsive practices, and to reduce opportunity gaps and disparities in achievement. This includes supporting staff to address the presence and role of biases, prejudices and all forms of racism, and to eliminate practices that prohibit any student group, compared to peers from achieving success.

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**3422 - EDUCATIONAL EQUITY AND EXCELLENCE POLICY (Cont'd.)**8. Student, Family and Community Engagement:

Establish systems to incorporate diverse voices in decision-making, fostering purposeful collaboration between home and school. This involves inviting students, staff, families and community partners to bring their cultural, linguistic and social perspectives to schools and the District. Collaboration between students, staff, teachers, administrators and community partners will contribute to the success and achievement of all students.

**Implementation, Monitoring and Reporting**

The Board of Education recognizes that developing an Equity Action Plan is a long-term commitment requiring significant work and resources to implement across the District. The Equity Action Plan should include clear accountability methods outlining responsibilities and timelines. Metrics will be linked to each anchoring component, measuring indicators of successful systemic change and improved student outcomes. Periodic reports, at least twice annually, will be provided to the Board of Education and the community, based upon an identified schedule of student data reviews, staffing status updates and various established District reports included in the Equity Action Plan. Questions or concerns relative to the Equity Action Plan progress or outcomes should be directed first to the building principal and then to the Superintendent of Schools as appropriate.

**3430 - STATEWIDE UNIFORM VIOLENT INCIDENT REPORTING SYSTEM**

In compliance with the Uniform Violent Incident Reporting System, the District will record each violent or disruptive incident that occurs on school property or at a school function. On or before September 30 of each year, the District will submit an annual report of violent or disruptive incidents to the Commissioner of Education in the manner prescribed.

The District will establish local procedures for the reporting of violent or disruptive incidents by each building and/or program under its jurisdiction. Copies of such incident reports will be retained for the time prescribed by the Commissioner in the applicable records retention schedule. These reports will be available for inspection by the State Education Department upon request.

All personally identifiable information included in a violent or disruptive incident report will be confidential and will not be disclosed to any person for any purpose other than that specified in Section 2802 of the Education Law, except as otherwise authorized by law.

The District will include a summary of the District's annual violent or disruptive incident report in its School District Report Card in the format prescribed by the Commissioner.

Education Law Section 2802  
8 New York Code of Rules and Regulations  
(NYCRR) Section 100.2 (gg)

**3510 - EMERGENCY SCHOOL CLOSINGS**

In the event it is necessary to close school for the day, activate a delayed starting time or early dismissal (as well as information relating to cancellation of after-school activities/late bus runs), due to inclement weather, impassable road, or other emergency reasons, announcement thereof shall be made via the District's emergency notification system, website and local media outlets.

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

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

Education Law Section 3604(7)