Great Neck Public Schools
Board of Education

Meeting of the Board of Education
Wednesday, July 6, 2022
Phipps Administration Boardroom
***5:00 PM / **7:30 PM**

*** 5:00 PM**: The Board of Education will officially begin its public meeting by entertaining a motion to go into **Executive Session** to discuss items appropriate for executive session pursuant to the Open Meetings Law. If no such motion is adopted, the Board will declare a recess until the commencement of the Public Meeting at 7:30 pm.

****7:30 PM**: The Board of Education will resume its **Reorganization Meeting/Public Meeting** to act on agenda items necessary for the conduct of its business.

PLEDGE OF ALLEGIANCE

1. REORGANIZATION OF THE BOARD

a. Election of Temporary Chairperson
b. Appointment and Swearing in of Interim District Clerk: John O'Keefe
c. Swearing in of Re-elected Board Member: Donna Peirez
d. Election and Swearing in of Board President
e. Election and Swearing in of Board Vice President
f. Swearing in of Superintendent of Schools: Dr. Teresa Prendergast
g. Appointment and Swearing in of District Treasurer: Stacey Pedone
h. Appointment and Swearing in of Assistant District Clerk: Kuniko Langel
i. Appointment and Swearing in of Deputy District Treasurer: Anne Hartel
j. Appointment and Swearing in of Interim Deputy District Treasurer: Eleanor DeMarco

2. ORGANIZATIONAL MATTERS OF THE BOARD

a. Budget Transfers
b. Designation of Banks as Depositories
c. Petty Cash Funds
d. Appointment to Certify Payroll: John O'Keefe
e. Signature Plate: Stacey Pedone, Anne Hartel and Eleanor DeMarco
f. Resolution for Wire Transfers, Investments and Collateral Agreements
g. Resolution for Indemnification and Legal Defense
h. Authorization for Superintendent to Sign for Grants
i. Bonding of District Employees
j. Appointment of Legal Counsel as Independent Contractor: Ingerman Smith LLP
k. Appointment of Bond Counsel as Independent Contractor: Hawkins Delafield & Wood LLP
l. Appointment of Actuarial as Independent Contractor: Sound Actuarial Consulting
m. Appointment of Claims Administrator for Workers' Compensation: Wright Risk
n. Appointment of Financial Advisors as Independent Contractor: Capital Markets Advisors, LLC
o. Appointment of Financial Statements Preparation as Independent Contractor: PKF O'Connor Davies, LLC
p. Appointment of NYSIR Insurance Carrier as Independent Contractor
q. Appointment of Student Accident Insurance Carrier as Independent Contractor: QBE Insurance Corp
r. Appointment of Crime Bond Insurance Carrier: Travelers Insurance Company
s. Appointment of Claims Auditor: Nawrocki Smith, LLP
t. Appointment of External Auditor: Cullen & Danowski, LLP
u. Appointment of Internal Auditor: Cerini & Associates, LLP

v. Appointment of School District Physician/Medical Director as Independent Contractor: Dr. Roselia Guillen-Santana ("Physician") and Dr. Ronald Marino ("Medical Director") from Mount Sinai South Nassau Hospital
w. Appointment of District Architects and Engineers
x. District Election
y. Appointment of Directors of Registrars: Anne Hartel, Rosemarie Cacioppo, and Susan Garfinkel
z. Appointment of Registrars: John O'Keefe (Interim District Clerk) and Rosemarie Cacioppo (Great Neck Resident)
aa. Publication of Legal Notices or Other Special Notices
bb. Appointment of Officers
    1. Asbestos Designee: Alfredo Cavallaro
    2. Attendance Officer: James Gounaris
    3. Chemical Hygiene Officer: Alfredo Cavallaro
    4. Data Protection Officer: Joseph Cangialosi
    5. Designated Educational Official under SAVE Legislation: Dr. Teresa Prendergast
    6. District Student Registrar: James Gounaris
    7. District ADA Compliance Officer: Alfredo Cavallaro
    8. District FOIL Appeals Officer: Dr. Joseph Hickey
    9. Homeless Liaison: Dr. Alison Brennan
    10. Property Control Manager: John O'Keefe
    11. Purchasing Agent: Jason Martin
    12. Assistant Purchasing Agent: Pennie Eng
    13. Records Access Officer: Kuniko Langel
    14. Records Management Officer: Kuniko Langel
    15. School Safety Coordinator: William Castoro
    16. Section 504 Compliance Officer: Dr. Joseph Hickey
    17. Title IX Compliance Officers (for staff and students): Jennifer F. Kirby and Stephen C. Lando
    18. Whistleblower Compliance Officers: Jason Martin and David Zawatson
cc. Appointment of DASA Coordinator Officers
dd. Appointment of Treasurers of Extra Curricular Activity Funds
ee. Appointment of Members of the Committees on Preschool Special Education
ff. Appointment of Members to Committee on Special Education
gg. Appointment of Impartial Hearing Officers
hh. Approval of Attendance at Conferences
ii. Approval of Memberships
jj. Board Committee Appointments
kk. Setting of Mileage Reimbursement Rate
ll. Re-Adoption of All Policies and Code of Ethics in Effect During the Previous Year
mm. Appointment of District-Wide Safety Team

ADJOURNMENT TO THE PUBLIC BUSINESS MEETING

3. APPROVAL OF MINUTES
a. June 15, 2022
b. June 22, 2022
c. June 27, 2022

4. COMMUNICATIONS

5. BOARD/ADMINISTRATIVE AFFAIRS
a. Superintendent's Report
b. Policies 5300.05 – 5300.75: Code of Conduct (First Reading)
c. Policy 6240 (Revision) – Investments (First Reading)

d. Policy 6700 (Revision) – Purchasing (First Reading)
e. Adoption of 2022-2023 District Guidance Plan
f. Adoption of 2022-2023 Special Education District Plan
g. Adoption of 2022-2023 Professional Development Plan
h. Participation in the Nassau BOCES Cooperative Bidding Program
i. Architectural & Engineering Services (BBS)
j. Building Addition – Lakeville School (Hi-Tech Air-Conditioning Service, Inc.)
k. Building Addition – Lakeville School (Light House Designs, Inc.)
l. Building Addition – Lakeville School (Palace Electric Contracting, Inc.)
m. Building Addition – Lakeville School (W.H.M. Plumbing & Heating Contractors, Inc.)
n. Elevator Inspections, Maintenance and Repairs (Dynasty Elevator Corp)
o. Environmental Consultant Services
p. Fire & Life Safety Inspection Services (KLH Fire Safety Consultants)
q. Standard Work Day for District Clerk and District Treasurer
r. Overnight Trips for Students
s. College(s) for Student Teacher, Observer, Intern Placement
t. Donation – Monetary: E.M. Baker School
u. Donation – Monetary: South High School Robotics Team
v. Donation – Monetary: Scholarships/Awards

6. FINANCE AND OPERATIONS

a. Resolution Setting Forth the Sum of Money to be Raised by Taxation for School and Library Purposes 2022-2023
b. Great Neck Library Transmittal Contract
c. Central Print Shop Associate Contract
d. Konica Minolta Copier Contract Renewal
e. NYSIR-Funded Property Valuation by C-BIZ
f. Part-Time Athletic Trainers and Physicians
g. Printing of the District Calendar 2022–23
h. Pupil Transportation: Coach Bus Transportation
i. Pupil Transportation: Northwest Nassau Transportation Cooperative, Nassau BOCES Transportation Cooperative, Extension of Contracts 2022-2023
j. Shared Transportation Service
k. Purchase of Lease Management Software
l. Purchase of Radio Equipment
m. Security Guard Services – 2022-2023
n. Third-Party Administrator for 403(b) and 457(b) Accounts
o. WinCap Software License Renewal
p. Contract(s) – Health and Welfare Services
q. Contract(s) – Instructional and Tuition
r. Contract(s) – Related Services – District of Location
s. Contract(s) – Tuition Addenda
t. Federal Single Audit Report, Management Letter and Corrective Action Plan for the Period Ending June 30, 2021
u. Payment of Fees to Counsel (Ingerman Smith) – May 2022
v. Payment of Fees to Special Counsel (Bond, Schoeneck & King) – March 2022
w. Claims Audit Report to the Board of Education – May 2022
x. Third Party Service Agreement

7. STUDENT MATTERS AND CURRICULUM

a. Committee on Preschool Special Education Recommendations 2021-2022
b. Committee on Preschool Special Education Recommendations 2022-2023
c. Committee on Special Education Recommendations 2021-2022

d. Committee on Special Education Recommendations 2022-2023

8. PERSONNEL

I. Certificated Employees
   a. Appointment(s)
   b. Change(s) In Salary/Payment/Status
   c. Retirement(s)
   d. Resignation(s)
   e. Termination(s)
   f. Leave(s)
   g. Other

II. Non-Certificated Employees
   a. Appointment(s)
   b. Change(s) In Salary/Payment/Status
   c. Retirement(s)
   d. Resignation(s)
   e. Termination(s)
   f. Leave(s)
   g. Other

9. OPEN TIME As part of its public service, the Board of Education desires to hear from members of the school community, whether residents or staff, who wish to address the Board. The purpose of "Open Time" is to permit the aforementioned to address the Board on topics which appear on the printed agenda. The Board may also hear other concerns. Generally, up to three minutes will be granted to each speaker who may address any item in Public Session with these exceptions: "Communications," on which only a letter-writer may comment, and subjects listed "For Board Discussion." In addition, comments regarding individual personnel or students will not be entertained. Please further note that effective September 2021, Board of Education meetings are livestreamed, recorded, and made available on the District website.

10. BOARD DISCUSSION (No action to be taken)

NEXT MEETING(S)

Day	Date	Meeting Type	Time	Location
Thu	August 25, 2022	Public Action	7:30pm	South High
Wed	September 21, 2022	Public Action	7:30pm	John F. Kennedy

1. **REORGANIZATION OF THE BOARD**

   a. **Election of Temporary Chairperson**

   b. **Appointment and Swearing in of Interim District Clerk: John O'Keefe**
   At no additional compensation

   c. **Swearing in of Re-elected Board Member: Donna Peirez**

   d. **Election and Swearing in of Board President**

   e. **Election and Swearing in of Board Vice President**

   f. **Swearing in of Superintendent of Schools: Dr. Teresa Prendergast**

   g. **Appointment and Swearing in of District Treasurer: Stacey Pedone**
   Subject to the execution of a salary and benefits agreement.

   h. **Appointment and Swearing in of Assistant District Clerk: Kuniko Langel**
   At an annual rate of $1,560

   i. **Appointment and Swearing in of Deputy District Treasurer: Anne Hartel**
   At a daily rate of pay at $6/day for a maximum of $1,560 for the year.

   j. **Appointment and Swearing in of Interim Deputy District Treasurer: Eleanor DeMarco**
   At a daily rate of pay at $6/day for a maximum of $1,560 for the year.

2. ORGANIZATIONAL MATTERS OF THE BOARD

RESOLVED, that the Board of Education hereby approves the following for the 2022-2023 school year, effective July 1, 2022:

a. Budget Transfers

The Superintendent of Schools or the Assistant Superintendent for Business, in accordance with Budget Transfers Policy #6150, is authorized to make transfers, reclassifications, or adjusting entries in the General Fund and Capital Fund budget codes.

b. Designation of Banks as Depositories

- Bank of America
- Capital One Bank
- JP Morgan Chase Bank
- JP Morgan Securities
- New York Community Bank
- New York Class
- Signature Bank
- Valley National Bank

c. Petty Cash Funds

In the amount of $100 each for the locations indicated:

Administration Building	Lakeville School	SEAL
Clover Drive – Adult Learning	North High School	South High School
Clover Drive – PPS	North Middle School	South Middle School
Cumberland – Community Ed	Office of Phys Ed & Rec	Summer Rec Program
EM Baker School	Parkville School	Village School
JF Kennedy School	Saddle Rock School	

d. Appointment to Certify Payroll: John O'Keefe

RESOLVED: that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints John O'Keefe, Assistant Superintendent for Business, to certify all payrolls of the District.

e. Signature Plate: Stacey Pedone, Anne Hartel and Eleanor DeMarco

RESOLVED: that the signature plates above be hereby authorized for use on all checks in payment of purchases, on payroll checks in payment of amounts due employees of this School District, etc., in the general transaction of this School District's business.

f. **Resolution for Wire Transfers, Investments and Collateral Agreements**

- John O'Keefe, Interim District Clerk
- Stacey Pedone, District Treasurer
- Michele Domanick, Confidential Principal Typist Clerk
- Pennie Eng, Principal Clerk
- James Gounaris, District Registrar
- Jason Martin, Coordinator Info Systems Business

are hereby authorized on behalf of the School District to request wiring of funds from Great Neck accounts to accounts of payees designated in instructions to the Bank either by telephone, via on-line banking, facsimile or in writing; and/or to make investments in accordance with Investment Policy #6240; and to enter into third party collateral agreements.

g. **Resolution for Indemnification and Legal Defense**

WHEREAS, the Board of Education of the Great Neck U.F.S.D. wishes to protect the District, the members of the Board of Education and any school district officers in actions brought against them or in any action or proceeding including any district property or involving its rights or interests; and

WHEREAS, the Board of Education of the Great Neck U.F.S.D. wishes to protect its Superintendent, principals, members of the teaching or supervisory staff, member of a committee on special education or subcommittee thereof, surrogate parent, as defined in the regulations of the Commissioner of Education, any member of the Board of Education or non-instructional employee in any action or proceeding, other than a criminal prosecution or an action or proceeding brought against them by the District, including proceedings before the Commissioner of Education, arising out of the exercise of their powers or the performance of their duties; and

WHEREAS, the Board of Education of the Great Neck U.F.S.D. wishes to protect its members, employees, officers, authorized volunteers or any other person holding a position by election, appointment or employment in the service of the school district, whether or not compensated, in any civil action or proceeding, state or federal, arising out of any alleged act or omission which occurred or allegedly occurred while the employee was acting within the scope of their employment or duties with the District,

BE IT RESOLVED, that the benefits and protection afforded provided pursuant to §3811 of the Education Law, shall be available, subject to the procedural requirements set forth therein and,

BE IT FURTHER RESOLVED that the benefits and protections provided pursuant to §18 of the New York State Public Officers Law shall supplement and be available in addition to any defense or indemnification protection conferred by other statutes, rules or regulation, including but not limited to, the protections provided pursuant to Education Law §3811, §3023 and §3028, subject to the procedural requirements set forth therein.

h. **Authorization for Superintendent to Sign for Grants**
RESOLVED, that the Board of Education hereby authorizes the Superintendent of Schools and/or the President of the Board of Education to sign applications for Federal and State grant applications, including ESSA, Title I and/or other Federal consolidated and State grant/grant-in-aid programs to which the District is entitled under Federal or State Law for the 2022-2023 school year.

i. **Bonding of District Employees**
RESOLVED: that all District Employees and School Board members, irrespective of names, positions or job titles are bonded for the period of July 1, 2022 through June 30, 2023.

j. **Appointment of Legal Counsel as Independent Contractor: Ingerman Smith LLP**
RESOLVED: that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints the firm Ingerman Smith, LLP as General Board and Labor Counsel for the 2022-2023 school year.
Note: The District issued a Request for School District Legal Counsel in 2021 for five years commencing July 1, 2021. The Board agreed to extend by mutual agreement, for the 2022-2023 school year, the fee to provide both Board and Labor Counsel Services (no limit on the number of hours) is $77,500 per year. The hourly rate for non-retainer services is $255.00 per hour.

k. **Appointment of Bond Counsel as Independent Contractor: Hawkins Delafield & Wood LLP**
At an annual rate of $8,822.

l. **Appointment of Actuarial as Independent Contractor: Sound Actuarial Consulting**
For the provision of Workers' Compensation Actuarial services, at an annual rate of $9,000.

m. **Appointment of Claims Administrator for Workers' Compensation: Wright Risk**
For the provision of Claims Administrator services for Workers' Compensation, at an annual rate of $65,000.

n. **Appointment of Financial Advisors as Independent Contractor: Capital Markets Advisors, LLC**
At an annual rate of $11,000

o. **Appointment of Financial Statements Preparation as Independent Contractor: PKF O'Connor Davies, LLC**
At an annual rate of $16,500.

p. **Appointment of NYSIR Insurance Carrier as Independent Contractor**
New York Schools Insurance Reciprocal at an annual rate of $TBD.

q. **Appointment of Student Accident Insurance Carrier as Independent Contractor: QBE Insurance Corp**
At an annual rate of $36,328.

r. **Appointment of Crime Bond Insurance Carrier: Travelers Insurance Company**
At an annual rate of $TBD.

s. **Appointment of Claims Auditor: Nawrocki Smith, LLP**
At an annual rate of $38,000.

t. **Appointment of External Auditor: Cullen & Danowski, LLP**
At an annual rate of $55,000.

u. **Appointment of Internal Auditor: Cerini & Associates, LLP**
At an annual rate of $31,500.

v. **Appointment of School District Physician/Medical Director as Independent Contractor: Dr. Roselia Guillen-Santana ("Physician") and Dr. Ronald Marino ("Medical Director") from Mount Sinai South Nassau Hospital**
At an annual rate of $30,000.

w. **Appointment of District Architects and Engineers**
The following architectural and engineering firms will be used as needed for the 2022-2023 school year:
1) American Engineering & Land Surveying, P.C.
2) Barrett, Bonacci & Van Weele, P.C.
3) Burton Behrendt Smith
4) J. C. Broderick & Associates, Inc.
5) Savin Engineers, P.C.
6) Soil Mechanics Drilling Corp.

x. **District Election**
The Budget Hearing to be held at least 7-14 days prior to Annual District Meeting; the Special Meeting for Adoption of the Budget to be held on April 18, 2023, at 7:30 p.m.; and the Annual District Meeting to be held on May 16, 2023 from 7 a.m. to 10 p.m. at E. M. Baker School, Lakeville School, South High School and Saddle Rock School.

y. **Appointment of Directors of Registrars:**
Anne Hartel, Rosemarie Cacioppo, and Susan Garfinkel
At an annual rate of $1,537 each.

z. **Appointment of Registrars: John O'Keefe (Interim District Clerk) and Rosemarie Cacioppo (Great Neck Resident)**
To be used as needed during the 2022-2023 school year.

aa. **Publication of Legal Notices or Other Special Notices**
May be published as required by law in The Great Neck Record, The Great Neck News, The New York Times, Noticia or Newsday, any or all of which are named official newspapers for the School District for the 2022-2023 school year.

bb. Appointment of Officers

1. Asbestos Designee: Alfredo Cavallaro
2. Attendance Officer: James Gounaris
3. Chemical Hygiene Officer: Alfredo Cavallaro
4. Data Protection Officer: Joseph Cangialosi
5. Designated Educational Official under SAVE Legislation: Dr. Teresa Prendergast
6. District Student Registrar: James Gounaris
7. District ADA Compliance Officer: Alfredo Cavallaro
8. District FOIL Appeals Officer: Dr. Joseph Hickey
9. Homeless Liaison: Dr. Alison Brennan
10. Property Control Manager: John O'Keefe
11. Purchasing Agent: Jason Martin
12. Assistant Purchasing Agent: Pennie Eng
13. Records Access Officer: Kuniko Langel
14. Records Management Officer: Kuniko Langel
15. School Safety Coordinator: William Castoro
16. Section 504 Compliance Officer: Dr. Joseph Hickey
17. Title IX Compliance Officers (for staff and students): Jennifer F. Kirby and Stephen C. Lando
18. Whistleblower Compliance Officers: Jason Martin and David Zawatson

cc. Appointment of DASA Coordinator Officers

RESOLVED: that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints the following staff members as DASA Coordinator Officers for the 2022-2023 school year at no additional compensation:

Location	DASA Coordinator(s)
District DASA Officer	Dr. Joseph Hickey
E. M. Baker School	Deanna Bausch
J. F. Kennedy School	Amy Mendel/Malka Rahmanan
Lakeville School	Neepa Redito
Parkville School	Alyson Miller
Saddle Rock School	Julie Goldin/Sara Goldberg
North Middle School	Jennifer Booth/Paul Reilly
South Middle School	Ryan Nadherny/Karla Krupala
North High School	Ron Levine
South High School	Joan Greenberg
Village School	Cindy Pavlic

dd. **Appointment of Treasurers of Extra Curricular Activity Funds**

RESOLVED, that the Board of Education hereby appoints the following staff members as Central Treasurer of Extra Curricular Activity Funds for 2022-2023:

School	Treasurer
North Middle School	Lindsey Kostishak
South Middle School	Maria Stefandl
North High School	Kevin Spellman
South High School	Dennis Mooney
Village School	Ronni Graf
PPS-Pupil Personnel Services	Maria D'Iorio

ee. **Appointment of Members of the Committees on Preschool Special Education**

WHEREAS, state regulations pertaining to the education of preschool students with disabilities require that the district appoint members to serve on a Committee on Preschool Special Education;

WHEREAS, the parents recommended are volunteers and serve on an "as needed" basis;

NOW THEREFORE BE IT RESOLVED, that the Board of Education hereby appoints the following individuals to serve as members of the Committee on Preschool Special Education for the 2021-2022 school year:

1. Chairpersons:
   Dr. Alison Brennan
   Dr. Edel McCarville
   Ms. Ellice Geller
   Dr. Craig Gootman
   Dr. Joseph Hickey
   Dr. Alyson Miller

2. Parent Member: TBD

3. Representative of the evaluation site.

4. Nassau County Department of Health – Preschool Division Representative.

5. All special education teachers and related service providers in the Great Neck School District working with Pre-K and elementary students are members of the Committee on Preschool Special Education.

6. All regular education teachers in the Great Neck District, when they are working with Pre-K and elementary students with disabilities, are members of the Committee on Preschool Education and the Sub-Committee on Preschool Special Education.

ff. **Appointment of Members to Committee on Special Education**

WHEREAS, state regulations pertaining to Special Education require the Board of Education to formally appoint members to serve on the Committee on Special Education;

WHEREAS, parent volunteers may serve as a member of the Committee on Special Education and have been selected by the Assistant Superintendent for Special Education and Pupil Services;

NOW THEREFORE BE IT RESOLVED, that the Board of Education hereby appoints the following individuals to serve as members of the Committee on Special Education and the Sub-Committee on Special Education for the 2021-2022 school year:

1. Chairpersons:
   Ms. Jeryl Bennardo
   Dr. Anton Berzins
   Dr. Alison Brennan
   Ms. Elena Byrne-DiRico
   Dr. David Cheng
   Ms. Lisa DiRosa
   Dr. Gabriella Duke
   Dr. Agnieszka Dynda
   Dr. Sivan Erstein
   Ms. Lauren Ferguson
   Dr. Eileen Fusco
   Ms. Ellice Geller
   Dr. Genevieve Gin
   Dr. Christine Goldberg
   Dr. Craig Gootman
   Ms. Cynthia Gross
   Dr. Maria Hanakis
   Dr. Joseph Hickey
   Ms. Karin Hoesl
   Dr. Anthony Iacovelli
   Ms. Cindy Lipper
   Mr. Thomas Mangan
   Dr. Edel McCarville
   Ms. Cara McCormack
   Ms. Kristan Melo
   Dr. Alyson Miller
   Mr. James Morrow
   Dr. Ashley Ragusa
   Dr. Jeanne Rolih
   Dr. Jacqueline Scott
   Dr. Linda Shum

2. School Physician/Psychiatrists:
   Dr. Roselia Guillen-Santana; Dr. Ronald Marino; Dr. Caryl Oris

3. School Psychologists:
   Dr. Anton Berzins
   Ms. Elena Byrne-DiRico
   Dr. David Cheng
   Ms. Lisa DiRosa
   Dr. Gabriella Duke
   Dr. Agnieszka Dynda
   Dr. Sivan Erstein
   Ms. Lauren Ferguson
   Dr. Eileen Fusco
   Dr. Genevieve Gin
   Dr. Christine Goldberg
   Dr. Craig Gootman
   Ms. Cynthia Gross
   Dr. Maria Hanakis
   Ms. Karin Hoesl
   Dr. Anthony Iacovelli
   Ms. Cindy Lipper
   Ms. Kristan Melo
   Dr. Alyson Miller
   Dr. Ashley Ragusa
   Dr. Jeanne Rolih
   Ms. Amanda Rinehart
   Dr. Jacqueline Scott
   Dr. Linda Shum

4. All special education teachers and related service providers in the Great Neck School District are members of the Committee on Special Education and the Sub-Committee on Special Education.

5. All regular education teachers in the Great Neck District are members of the Committee on Special Education and the Sub-Committee on Special Education.

6. Parent Member: TBD

gg. **Appointment of Impartial Hearing Officers**

WHEREAS, state regulations pertaining to students with disabilities require school districts to establish and maintain a list of impartial hearing officers who shall:

- be assigned by the Board of Education pursuant to Education Law,
- not be an officer, employee, or agent of the school district or of the Board of Cooperative Education Services of which the school district is a component, or an employee of the Education Department,
- not have a personal or professional interest which would conflict with his or her objectivity in the hearing and shall not have participated in any manner in the formulation of the recommendation sought to be reviewed,
- and have received appropriate training and have recertification by the Commissioner as an impartial hearing officer;

WHEREAS, the following individuals are eligible, according to regulations, and willing to serve as impartial hearing officers for 2022-2023:

Abberbock, Ellen
Agoston, Linda
Almeleh, Lynn
Barbour, Susan
Brandenburg, Wendy
Brandow, Regina
Brescia, JeanMarie
Briglio, Robert
Cohen, Diane
Cutler-Igoe, Ellen
Daniel, Audrey
Deleon, Edgar
Dewan, Debra
Dispenza, Maria
Ebenstein, Barbara
Farago, John
Feinberg, Rona
Finkelstein, Sharyn
Flame, Lana
Glasser, Randy
Gronbach, David
Gronbach, Vanessa
Guerra, Jeffrey
Haken, Stephen
Heidelberger, Jonathan
Hughes, Sherri
Itzla, Amy
Joyner, Theresa
Kandilakis, George
Kass, Richard
Keefe, Jeanne
Kehoe, Martin
Kestenbaum, Elise
Lassinger, Dora
Lazan, Michael
Lederman, Nancy
Lee, Laurie
Lowenkron, Ruth
Lucasey, Jean
Lushing, Susan
Marsico, Richard
Mazzei, Jennifer
McKeever, James
Millman, Tina
Moore, Christine
Murphy, Leah
Nuan, John
Nisely, Robert
Noe, Mary
Passman, Julie
Peters, Gary
Peyser, Helene
Reichel, Heidi
Richmond, Susan
Ritzenberg, Kenneth
Roth, Roslyn
Schad, Jerome
Schiro, Jeffrey
Schneider, Judith
Silver, Marjorie
Silverson, Jeffrey
Tessler, Craig
Wahrman, Israel
Walsh, James
Walsh, Marion
Washington, Denise
Weiss, Sebastian
Wolman, Mindy

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby appoints the above impartial hearing officers for the 2022-2023 school year.

hh. **Approval of Attendance at Conferences**

RESOLVED, that the Board of Education hereby approves attendance of Board Trustees and the Superintendent of School at the following conferences for the 2022-2023 school year:

- American Association of School Administrators
- New York State Council of School Superintendents Fall Leadership Summit
- New York State Council of School Superintendents Winter Institute
- New York State School Board Association Annual Convention

ii. **Approval of Memberships**

RESOLVED: that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following memberships for the 2022-2023 school year:

BOARD OF EDUCATION

- Nassau-Suffolk School Boards Association (N-SSBA)
- National School Boards Association (NSBA)
- New York State School Boards Association (NYSSBA)

SUPERINTENDENT

- American Association of School Administrators (AASA)
- Nassau County Council of School Superintendents (NCCOSS)
- Nassau County Council of School Superintendents (Northwest Quadrant)
- New York State Council of School Superintendents (NYSCOSS)

ADMINISTRATION

- Association for Supervision and Curriculum Development (ASCD)
- Government Finance Officers' Association (GFOA)
- International Association of School Business Officials
- International Literacy Association
- Long Island Association for Supervision and Curriculum Development
- Long Island Association of Special Education Administrators (LIASEA)
- Long Island Association of School Personnel Administrators
- Long Island Language Teachers (LILT)
- Nassau Association of District Curriculum Officials (NADCO)
- Nassau Association of School Business Officials
- Nassau County Chapter NYS School Facilities Association
- New York Association of Pupil Transportation
- New York Association of Pupil Transportation – Nassau County Chapter
- New York State Association of School Business Officials (NYASBO)
- New York State Association of School Personnel Administrators
- New York State Government Finance Officers' Association (NYSGFOA)
- New York State School Music Association (NYSSMA)
- New York State School Facilities Association
- Phi Delta Kappa

jj. **Board Committee Appointments**

RESOLVED, that the Board of Education hereby appoints these Board trustees as members of the following committees for the 2022-2023 school year:

District-Wide Safety Team: _____
District-Wide Shared Decision Committee: _____
Policy Committee: _____and _____
Special Committee - Budget Liaisons: _____ and _____

kk. **Setting of Mileage Reimbursement Rate**

RESOLVED: that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves that required by Board Policy 6830-R: Conference Expense Reimbursement Regulations, the mileage reimbursement rate will be set to the IRS rate in effect on the date the expense is incurred.

ll. **Re-Adoption of All Policies and Code of Ethics in Effect During the Previous Year**

Implied in Education Law 1709, 2503

mm. **Appointment of District-Wide Safety Team**

See attached list of members

District-Wide Safety Team

Great Neck Public Schools
Membership List 2022-2023
(as of 7/6/2022)

Board of Education
Grant Toch

Administration
Teresa Prendergast
John O'Keefe
Stephen Lando
Jennifer Kirby
Justin Lander
Alfredo Cavallaro
William Castoro
Steve Challis
Donovan Howell

Advisor
Bryan Abramovich (NYSIR)

UPTC
Moji Pourmoradi
Joshua Forst

Cumberland
Samantha Tarantola

North High
Daniel Holtzman
Ron Levine

North Middle
Gerald Cozine
Lea Farazmand (Nurse)
Michael Norberto (GNTA)

South High
Chris Gitz
John Duggan (thru 7/31/22)
Rory Parnell (as of 8/1/22)

Clover Drive
Errin Hatwood (Adult Ed)
Alison Brennan (PPS)

Village
Steve Goldberg
Samuel Yellis (GNTA)

South Middle
Gina Cartolano
Leonard DiBiase
Jennifer DiPalo (GNTA)

Saddle Rock
Luciana Bradley
Sara Goldberg

JF Kennedy
Ronald Gimondo
Linda Gitman (GNTA)
Susan Becker (Head Nurse)

EM Baker
Michael Grimaldi
Heather Sweet-Lazos
Katherine Knigin (Nurse)

Lakeville
Emily Zucal
Neepa Redito
Xueping Jenny Wu (Nurse)

Parkville
Michelle Bell
Andrea Lilli (GNTA)
Elizabeth Gebert (Nurse)
Aly Miller

North Shore Hebrew Academy
Rabbi Jeffrey Kobrin

Nassau County Police
Adam Meyer
Edward Vilchez
Joe Altieri
Kirsten Lorenzo
Mike Costanzo
Jesse Cooper

Lake Success Police Dept.
Joseph Gardella (Chief of Police)
Michael Caputo
Jessica Massaro
Joe Mezzacappa
Pat Sheridan

Kings Point Police Dept.
Dan Flanagan
(Commissioner)

ADJOURNMENT TO THE PUBLIC BUSINESS MEETING

3. **APPROVAL OF MINUTES**

a. **June 15, 2022**
b. **June 22, 2022**
c. **June 27, 2022**

4. **COMMUNICATIONS**

No communications were received.

5. BOARD/ADMINISTRATIVE AFFAIRS

a. Superintendent's Report

Dr. Teresa Prendergast
Superintendent of Schools

b. **Policies 5300.05 – 5300.75: Code of Conduct (First Reading)**

INFORMATION: Attached for Board of Education consideration is a revised District Code of Conduct. The revisions mirror those proposed for Policies 5300.05 through 5300.75 which constitute individual policies representing each section of the Code. They primarily address uniform changes based on Federal and New York State designations of those with a common characteristic who are legally protected from discrimination on the basis of that characteristic (protected classes) and examples of substances included in the prohibition against smoking on District property at a District function, on a school bus or when representing the school district. In addition, the term “guardian” has been replaced with “person in parental relation” throughout the policies.

This revised District Code of Conduct is being submitted for a first reading.

5300.05 Code of Conduct: Introduction
5300.10 Code of Conduct: Definitions
5300.15 Code of Conduct: Student Rights and Responsibilities
5300.20 Code of Conduct: Essential Partners
5300.25 Code of Conduct: Student Dress Code
5300.30 Code of Conduct: Prohibited Student Conduct
5300.35 Code of Conduct: Reporting Violations
5300.40 Code of Conduct: Disciplinary Penalties, Procedures and Referrals
5300.45 Code of Conduct: Alternative Instruction
5300.50 Code of Conduct: Discipline of Students with Disabilities
5300.55 Code of Conduct: Corporal Punishment
5300.60 Code of Conduct: Student Searches and Interrogations
5300.65 Code of Conduct: Visitors to the Schools
5300.70 Code of Conduct: Public Conduct on District Property
5300.75 Code of Conduct: Dissemination and Review

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed the District Code of Conduct for a first reading, in accordance with *Policy 2400 Board Policy Development*.

CODE OF CONDUCT

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Great Neck Public Schools
Adopted: 6/25/01
Amended: 7/6/04; 6/8/09; 12/14/09; 6/20/11; 10/15/12; 6/15/15; 7/6/16; 11/13/17; 5/13/19; 6/20/19; 8/29/19; 12/16/20; 1/19/21
Proposed Revision: 7/6/22

INTRODUCTION

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents/persons in parental relation and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct ("Code").

Unless otherwise indicated, this Code applies to all students, school personnel, parents/persons in parental relation and other visitors when on school property or attending a school function.

DEFINITIONS

For purposes of this Code, the following definitions apply:
Commissioner means New York State Commissioner of Education.

Disruptive student means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, as defined in New York State Education Law §3214 (2a) (b).

Firearm means a firearm as defined in 18 USC §921 for purposes of the Federal Gun-Free Schools Act.

Parent means parent, guardian or person in parental relation to a student.

School function means any school-sponsored extra-curricular event or activity whether on or off school property, as defined in New York State Education Law §2801(1).

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 a public elementary or secondary school, as defined in New York State Education Law §2801(1), or on a school bus, as defined in New York State Vehicle and Traffic Law §142.

Violent student means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.

2. Commits, while on school property, at a school function, or on a school bus, an act of violence upon another student or any other person on school property, at the school function, or on the school bus, or attempts to do so.
3. Possesses, while on school property, at a school function, or on a school bus, a firearm or weapon.
4. Displays, while on school property, at a school function, ~~or~~ on a school bus or on social media, what appears to be a firearm or weapon.
5. Threatens, while on school property, at a school function, ~~or~~ on a school bus or through social media, to use a firearm or weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person on school property, at a school function, or on a school bus.
7. Knowingly and intentionally damages or destroys school district property.

Weapon means any ~~other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb,~~ gun, BB gun, disguised gun, electronic dart gun, electronic stun gun, machine gun, pistol, revolver, rifle, shotgun, box cutter, cane sword, dagger, dirk, gravity knife, metal knuckle knife, razor, stiletto, switchblade knife, brass knuckles, explosive or incendiary bomb, Kung Fu star, pepper spray or other noxious spray, sling shot, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

STUDENT RIGHTS AND RESPONSIBILITIES

I. Student Rights

The District is committed to safeguarding the rights given to all students under New York State and Federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

A. Take part in all district activities on an equal basis regardless of~~:~~ age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity), genetic predisposition, marital status, national origin, parental status, physical characteristics, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight.
B. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
C. Access school rules and receive an explanation of those rules from school personnel.
D. Confidentiality with regard to their school records and classroom performance.
E. Student behavior and performance will be discussed ~~by~~ with staff on a need-to-know basis only.

II. Student Responsibilities

All District students have the responsibility to:

A. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
B. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
C. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
D. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
E. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
F. Control their anger.
G. Ask questions when they do not understand.
H. Seek help in solving problems that might otherwise lead to physical or emotional confrontation.
I. Abide by the school dress code.
J. Accept responsibility for their actions.
K. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
L. Cooperate with school authorities in the investigation of incidents of violence or threats of violence.

ESSENTIAL PARTNERS

All members of the District's learning community – including students, staff, parents/persons in parental relation and engaged service providers – must assume a responsible role in promoting behavior that enhances academic, emotional and social success. Courteous and respectful, responsible behavior fosters a positive climate in the learning community.

I. Parents/Persons in parental relation

All parents are expected to:

A. Recognize that the education of their children is a joint responsibility of the parents/persons in parental relation and the school community.
B. Send their children to school ready to participate and learn.
C. Ensure their children attend school regularly and on time.
D. Notify the school that a child will be absent prior to the start of the school day.
E. Insist their children be dressed and groomed in a manner consistent with the student dress code.
F. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
G. Know school rules and help their children understand them so that their children can help create a safe, respectful, supportive school environment.
H. Convey to their children a supportive attitude toward education and the District.

I. Build good relationships with teachers, other parents/persons in parental relation and their children's friends.
J. Help their children deal effectively with peer pressure.
K. Inform school officials of changes in the home situation that may affect student conduct or performance.
L. Provide a place for study and ensure homework assignments are completed.
M. Build positive relationships with students, District staff, and other parents/persons in parental relation.
N. Be respectful and courteous to staff, other parents/~~guardians~~ /persons in parental relation and students.

II. Teachers

All District teachers are expected to:

A. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
B. Be responsible for ~~appropriate~~ classroom instruction.
C. Know school policies and rules, and enforce them in a fair and consistent manner.
D. Communicate to students and parents/persons in parental relation on essential, grade-appropriate matters including, but not limited to:
   1. Course objectives and requirements
   2. Marking/grading procedures
   3. Assignment deadlines
   4. Expectations for students
   5. Classroom discipline plan
E. Build positive relationships with children, parents/persons in parental relation and District staff.
F. Maintain confidentiality in conformity with Federal and New York State law.
G. Address issues of harassment or any situation that threatens the emotional or physical health of safety of any student, school employee or any person who is lawfully on school property or at a school function.

III. Paraprofessionals

All District paraprofessionals are expected to:

A. Maintain a climate of mutual respect and dignity, ~~which~~ that will strengthen students' self-concept and promote confidence to learn.
B. Know school policies and rules, and enforce them in a fair and consistent manner.
C. Report violations to school authorities.
D. Build positive relationships with children, parents/persons in parental relation and District staff.
E. Maintain confidentiality in conformity with Federal and New York State law.

IV. Guidance/School Counselors

All District guidance counselors are expected to:

A. Assist students in coping with peer pressure and emerging academic, personal, social and emotional ~~problems~~ needs.
B. Initiate teacher/student/counselor conferences and parent/teacher/student counselor conferences, as necessary, as a way to resolve ~~problems~~ any issues.
C. Review with students their educational progress and career plans.
D. Encourage students to benefit from the curriculum, co-curricular and extracurricular programs.
E. Meet regularly with individual teachers and teams to help identify and address student needs and placement.
F. Build positive relationships with children, parents/persons in parental relation and District staff.
G. Maintain confidentiality in conformity with Federal and New York State law.
H. Address issues of harassment or any situation that threatens the emotional or physical health of safety of any student, school employee or any person who is lawfully on school property or at a school function.

V. Psychologists and Social Workers

All District psychologists and social workers are expected to:

A. Assist in the maintaining of a school climate of mutual respect and dignity.
B. Communicate with students, parents/persons in parental relation, teachers and building administrators concerning student learning issues and social-emotional wellbeing.
C. Assist students in coping with emerging academic, personal, familial and school related social-emotional ~~problems~~ needs.
D. Serve as a liaison between student/family/school and, where appropriate, community resources.
E. Conduct necessary evaluations of student needs including status evaluations and functional behavioral assessments.
F. Assist in District efforts in crisis/violence prevention and intervention, and Child Protective Services (CPS), Persons in Need of Supervision (PINS), and Social Service contacts.
G. Assist in District efforts in student social skill development, parent education initiatives and staff development.
H. Build positive relationships with children, parents/persons in parental relation and District staff.
I. Maintain confidentiality in conformity with Federal and New York State law.

VI. Security Staff

All District security guards are expected to:

A. Patrol their assigned areas.
B. Remain vigilant at all times.
C. Report violations of ~~the~~ this Code of Conduct to proper authorities.
D. Maintain written security logs.
E. Build positive relationships with children, parents/persons in parental relation and District staff.

VII. Bus Drivers

All bus drivers are expected to:

A. Offer safe, efficient bus transportation to all eligible students.
B. Have a written description of the bus route assigned.
C. Complete a driver vehicle inspection report at the beginning and end of each day.
D. Maintain a safe environment on the school bus.
E. Know the District's school bus rules and report violations to the supervisor.
F. Build positive relationships with children, parents/persons in parental relation and District staff.

VIII. Principals/Administrators

All building principals/administrators are expected to:

A. Promote a collegial, safe, orderly and stimulating school environment, supporting active teaching and learning.
B. Ensure that students and staff have the opportunity to communicate with the principal and approach the principal for redress of grievances.
C. Evaluate on a regular basis all instructional programs.
D. Support the development of and student participation in appropriate co-curricular and extracurricular activities.
E. Be responsible for enforcing ~~the~~ this Code of Conduct and ensuring that all cases are resolved promptly and fairly.
F. Build positive relationships with children, parents/persons in parental relation and District staff.
G. Maintain confidentiality in conformity with Federal and New York State law.
H. Build positive relationships with children, parents/persons in parental relation and District staff.

IX. Dignity Act Coordinator(s)

The District's Dignity Act Coordinator is:

Dr. Joseph Hickey	516-441-4970, jhickey@greatneck.k12.ny.us
Name	*Contact Information*

The Dignity Act Coordinator is expected to:

A. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity), genetic predisposition, marital status, national origin, parental status, physical characteristics, actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight.
B. Oversee and coordinate ~~the work of the~~ compliance with *Policy 0100 Equal Opportunity, Policy 0110 Sexual Harassment* and *Policy 0115 Bullying and Harassment*.

C. Address and investigate issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
D. Address staff/student personal biases that may prevent equal treatment of all students and staff.

X. Superintendent

The Superintendent of Schools is expected to:

A. Implement the policies and directives of the Board of Education.
B. Promote a collegial, safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity), genetic predisposition, marital status, national origin, parental status, physical characteristics, actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight.
C. Review with District administrators the policies of the Board of Education and New York State and Federal laws relating to school operations and management.
D. Inform the Board about educational trends relating to student discipline.
E. Work to create instructional programs that minimize incidents of inappropriate behavior ~~and are sensitive to student and teacher needs~~.
F. Work with District administrators in encouraging a positive school climate, enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
G. Build positive relationships with children, parents/persons in parental relation, District staff, and the community.
H. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
I. Address staff/student personal biases that may prevent equal treatment of all students and staff.
~~J.~~ Promote a multi-tiered system of support for addressing student behavior ~~by supporting professional development and appropriate staffing.~~

XI. Board of Education

The Board of Education is expected to:

A. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity), genetic predisposition, marital status, national origin, parental status, physical characteristics, actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight.
B. Maintain confidentiality in accordance with Federal and New York State law.

C. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
D. Recommend a budget that provides programs and activities that support achievement of the goals of ~~the~~ this Code of Conduct
E. Adopt and review annually the District's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
F. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
G. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
H. Address personal biases that may prevent equal treatment of all students and staff.
I. Promote a ~~trauma-informed approach to~~ multi-tiered system of support for addressing student behavior ~~by supporting professional development and providing a safe school environment~~.

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents/persons in parental relation have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance~~, including hairstyle/color, jewelry, make-up and nails,~~ will:

1. Be safe and not disrupt ~~or interfere with~~ the educational process.
2. Include footwear appropriate to the activity.
3. Be worn in such a way that private body parts (genitals, buttocks, nipples) are covered with opaque material.
4. Not include items that are vulgar, obscene, or libelous, or that denigrate others on account of age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity), genetic predisposition, marital status, national origin, parental status, physical characteristics, actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight.
5. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
6. Not include gang-related clothing or symbols.

~~Each school's Shared Decision Making Committee may develop a more specific dress code appropriate to the needs of the building.~~ Each principal or designee will be responsible for informing all students and their parents/persons in parental relation of the student dress code at the beginning of each school year and any revisions to the dress code made during the school year.

Students who violate the student dress code will be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so will be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code will be subject to further discipline, up to and including out-of-school suspension.

PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of District facilities, equipment and property.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on District property or engaged in a District function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. ~~Students who will not accept responsibility for their own behavior and who violate these District rules will be required to accept the penalties for their conduct.~~

Students may be subject to disciplinary action, up to and including suspension from school, when they:

I. Engage in conduct that is disorderly and/or disrupts the normal operation of the school community.

Examples of disorderly conduct include, but are not limited to:

A. Obstructing vehicular or pedestrian traffic.
B. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
C. Using language or gestures that are profane, lewd, vulgar, abusive, or threatening.
D. Display or use of personal electronic devices, such as, but not limited to, cell phones, ~~iPods,~~ or digital cameras in a manner that is in violation of District policy.

E. Computer/electronic communications misuse, including any unauthorized use of computers, software, cell phones, iPods, digital cameras, or internet/intranet account; accessing inappropriate websites; any other violation of ~~the District's~~ *Policy 4526 Computer Network and Internet Acceptable Use for Students And Staff* and *Policy 4528 Acceptable Use of Remote Instruction* or use of any electronic device to engage in harassing, bullying or sexting. Sexting is defined as sending sexually explicit messages, photographs, or videos electronically.

F. Using drones on or above District property except as authorized by school personnel with the permission of the Superintendents of Schools or designee.

II. Engage in conduct that is insubordinate.

Examples of insubordinate conduct include, but are not limited to:

A. Failing to comply with the reasonable directions of teachers, school administrators or other District employees in charge of students or otherwise demonstrating disrespect.
B. Missing class, leaving school without permission, chronic lateness and/or absenteeism.
C. Failing to report for detention.
D. Failing to vacate school grounds at the conclusion of school authorized activities.

III. Engage in conduct that is violent.

Examples of violent conduct include, but are not limited to:

A. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other District employee or attempting to do so.
B. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person on District property or attempting to do so.
C. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on District property or at a District function.
D. Displaying what appears to be a weapon.
E. Threatening to use any weapon.
F. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person on District property, including graffiti or arson.
G. Intentionally damaging or destroying District property.

IV. Engage in any conduct that endangers the safety, morals, health or welfare of others.

Examples of such conduct include, but are not limited to:

A. Lying or withholding information to impede inquiry or investigation by proper authority.
B. Stealing, misappropriating, or misusing the property of other students, school personnel or any other person on school property or attending a school function.
C. Defamation, which includes making false statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.

D. Discrimination, which includes the use of age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity), genetic predisposition, marital status, national origin, parental status, physical characteristics, actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight as a basis for treating another in a negative manner.

E. Harassment, which includes a severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.

F. Intimidation or bullying, including cyberbullying, which includes engaging in actions or statements that put an individual in emotional distress or fear of bodily harm.

G. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District sponsored activity, organization, club or team.

H. Selling, using, ~~or~~ possessing or distributing obscene material.

I. Using obscene or abusive language or gestures.

J. ~~Smoking a cigarette, cigar or pipe, using chewing or smokeless tobacco or using electronic cigarettes or e-cigarettes, known collectively as ENDS – Electronic Nicotine Delivery Systems and defined as electronic devices that deliver vapor that is inhaled by an individual user (including but not limited to e-pens, e-pipes, e-hookah, e-cigars, vaporizers, vapor pipes and vape pens), and includes any refill, cartridge or other component used in such a device.~~

Smoking (the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco, cannabis or cannabinoid hemp) and all other tobacco use or the use of electronic cigarettes and other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited. Electronic cigarettes or e-cigarettes, known collectively as ENDS – Electronic Nicotine Delivery Systems, are defined as electronic devices that deliver vapor that is inhaled by an individual user (including but not limited to e-pens, e-pipes, e-hookah, e-cigars, vaporizers, vapor pipes, vape pens or any other personal vaporizing device, and includes any refill, cartridge or other component used in such a device.

K. Possessing, consuming, selling, distributing, manufacturing or exchanging alcoholic beverages or illegal substances*, or synthetic versions thereof whether specifically illegal or not, or being under the influence of such substances on District property, at a District function, on a school bus, or when representing the school district.

L. Gambling.

M. Indecent exposure, that is, exposure to sight of the private parts of the body.

* "Illegal substances" include, but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."

N. Initiating a report warning of fire, bomb threat or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
O. Forging any school related document or correspondence.
P. Knowingly making false statements of knowingly submitting false information to school staff during a disciplinary process.
Q. Selling, using, ~~or~~ possessing or distributing firearms.
R. Hiding evidence of an illegal act or school violation.

V. Engage in misconduct while on a school bus or at a designated school bus stop.

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

VI. Engage in any form of academic misconduct.

Examples of academic misconduct include, but are not limited to:
A. Plagiarism.
B. Cheating.
C. Copying.
D. Altering records, including altering the work of others without permission.
E. Assisting another student in any of the above actions.

REPORTING VIOLATIONS

All students will promptly report to a teacher, ~~a~~ dean, ~~an~~ assistant principal, ~~the~~ principal, any staff member, bus driver or the Superintendent, violations of the Code of Conduct involving violence or the threat of violence, including expressions of suicidal ideation. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function will~~, in like manner,~~ report this information, immediately to a teacher, ~~a~~ dean, ~~an~~ assistant principal, ~~the~~ principal, any staff member, bus driver or the Superintendent.

Students are prohibited from knowingly making false statements or knowingly submitting false information to school staff during a disciplinary process.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the~~e~~is Code of Conduct to the principal or designee. Any weapon, alcohol or illegal substance found will be confiscated immediately, if possible, followed by notification to the parent/person(s) in parental relation of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or designee learns of the violation. The notification may be made by telephone, followed by an entry in a school log maintained for such purpose, followed by a written confirmation. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to strictly adhere to the requirements of due process.

Disciplinary action, when necessary, will be firm, fair and consistent. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances that led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents/persons in parental relation, teachers and/or others, as appropriate
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Disciplinary procedures regarding students who have been classified, or who are under consideration for classification under the Individuals with Disabilities in Education Act (IDEA), are set forth in *Code of Conduct: Discipline of Students with Disabilities.*

I. Penalties

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

Oral warning – any member of the district staff

A. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, deans, assistant principals, principal, Superintendent
B. Written notification to parent/person(s) in parental relation – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, deans, assistant principals, principal, Superintendent

C. Detention – teachers, deans, assistant principals, principal, Superintendent
D. Suspension from transportation – director of transportation, principal, Superintendent
E. Suspension from athletic participation – coaches, principal, Superintendent
F. Suspension from social or extracurricular activities – activity director, principal, Superintendent
G. Suspension of other privileges – principal, Superintendent
H. In-school suspension – principal, Superintendent
I. Removal from classroom by teacher – teachers, principal
J. Short-term (five days or less) suspension from school principal, Superintendent, Board of Education
K. Long-term (more than five days) suspension from school – principal, Superintendent, Board of Education
L. Permanent suspension from school – Superintendent, Board of Education

II. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents/persons in parental relation are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

A. Detention

Teachers, principals and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent/person(s) in parental relation has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

B. Suspension from transportation

If a student does not exhibit proper conduct on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the Superintendent or their designees. In such cases, the student's parent/person(s) in parental relation will become responsible for seeing that the student gets to and from school safely.

Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to New York State Education Law §3214. However, the student and the student's parent/person(s) in parental relation will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

C. Suspension from athletics, extra-curricular activities and other privileges

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to New York State Education Law §3214. However, the student and the student's parent/person(s) in parental relation will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

D. In-school suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principals and the Superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension." The in-school suspension teacher will be a certified teacher.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to New York State Education Law §3214. However, the student and the student's parent/person(s) in parental relation will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

E. Teacher disciplinary removal of disruptive students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain composure and self-control in an alternative setting. Such practices may include, but are not limited to: (a) short-term "time out" in an elementary classroom or in an administrator's office; (b) sending a student to the principal's office for the remainder of the class time only; or (c) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this Code, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for one to five days. The number of days a student may be removed from class will be jointly determined by the teacher and the principal, and will depend upon the age of the child and the nature of the disruption. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation of the reason for the removal and an opportunity to offer a version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student of the reason for from the classroom and give the student a chance to offer a version of the relevant events within 24 hours.

The teacher must complete a district-established disciplinary removal form and meet with the principal or designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24-hours after the student's removal, the principal or another district administrator designated by the principal must notify the student's parents/persons in parental relation, in writing, that the student has been removed from class and why. The notice must also inform the parent/person(s) in parental relation of the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents/persons in parental relation. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents/persons in parental relation.

If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents/persons in parental relation a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent/persons in parental relation and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the District's Code of Conduct.
3. The conduct warrants suspension from school pursuant to New York State Education Law §3214 and a suspension will be imposed.

The principal or designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher will be offered continued educational programming and activities until permitted to return to the classroom.

Each teacher must keep a complete log (on a district-provided form) for all cases of removal of students from the class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from the class until it has been verified with the principal or the chairperson of the Committee on Special Education (CSE) that the removal will not violate the student's rights under New York State or Federal law or regulation.

F. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the building principals.

Any staff member may recommend to the Superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of the Code of Conduct. All recommendations and referrals will be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, will gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

1. Short-term (5 days or less) suspension from school
   When the Superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to New York State Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents/persons in parental relation in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents/persons in parental relation. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents/persons in parental relation.

   The notice will provide a description of the charges against the student and the incident for which suspension is proposed and will inform the parents/persons in parental relation of the right to request an immediate informal conference with the principal. Both the notice and informal conference will be in the dominant language or mode of communication used by the parents/persons in parental relation. At the conference, the parents/persons in parental relation will be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

   The notice and opportunity for an informal conference will take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference will take place as soon after the suspension as is reasonably practicable.

   After the conference, the principal will promptly advise the parents/persons in parental relation in writing of the decision. The principal will advise the

parents/persons in parental relation that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within 10 business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent will issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents/persons in parental relation are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the district clerk within 10 business days of the date of the Superintendents' decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the New York State Commissioner of Education within 30 days of the decision.

In the event that an appeal results in a determination to overturn the suspension, the suspension will be expunged from the student's record.

2. Long-term (more than 5 days) suspension from school
When the Superintendent or building principal determines that a suspension for more than five days may be warranted, reasonable notice will be given to the student and the student's parents/persons in parental relation of their right to a fair hearing. At the hearing the student will have the right to be represented by counsel, the right to question witnesses against the student and the right to present witnesses and other evidence on the student's behalf.

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life threatening danger to the safety and well-being of other students, school personnel or any other person on school property or attending a school function.

The Superintendent will personally hear and determine the proceeding or may, at the Superintendent's discretion, designate a hearing officer to conduct the hearing. The hearing officer will be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding. A record of the hearing will be maintained, but no stenographic transcript will be required. A tape recording will be deemed a satisfactory record. The hearing officer will make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer will be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 30 business days of the date of the Superintendent's decision, unless the parents/persons in parental relation can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole

or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

In the event that an appeal results in a determination to overturn the suspension, the suspension will be expunged from the student's record.

~~3. Permanent suspension~~
~~Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life threatening danger to the safety and well-being of other students, school personnel or any other person on school property or attending a school function.~~

III. Minimum Periods of Suspension

A. Students who bring to or possess a firearm or weapon at school

Any student, other than a student with a disability, found guilty of bringing to or possessing a firearm or weapon on school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to New York State Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The Superintendent's belief that other forms of discipline may be more effective.
5. Input from parents/persons in parental relation, teachers and/or others.
6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of New York State and Federal law.

B. Students who commit violent acts other than bringing to or possessing a firearm or weapon at school.

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing to or possessing a firearm or weapon on school property, will be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents/persons in parental relation will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents/persons in parental relation will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the

penalty, the Superintendent may consider the same factors considered in modifying an one-year suspension for possessing a weapon.

~~C. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom.~~

~~Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to New York State Education Law §3214(3-a) and this Code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis.~~

~~In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.~~

IV. Referrals

A. Counseling

The Guidance Office will handle all referrals of students to counseling.

B. PINS Petitions

The district may file a PINS (Person In Need of Supervision) petition in Family Court on any student under the age of 18 who demonstrates that supervision and treatment are required by:

1. Being habitually truant and not attending school as required by part one of Article 65 of the New York State Education Law.
2. Engaging in an ongoing or continual course of conduct that makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
3. ~~Knowingly and unlawfully possesses marijuana in violation of New York State Penal Law § 221.05. A single violation of § 221.05 is a sufficient basis for filing a PINS petition.~~

C. Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the Nassau County Attorney for a juvenile delinquency proceeding before the Nassau County Family Court:

1. Any student under the age of 16 who is found to have brought a weapon to school; or
2. Any student 14 or 15 years old who qualifies for juvenile offender status under the New York State Criminal Procedure Law §1.20 (42).

The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher, or a student of compulsory attendance age is suspended from school pursuant to New York State Education Law §3214, the District will take immediate steps to provide alternative means instruction for the student. The Board of Education expects students, administrators, teachers and parents/persons in parental relation to make every effort to maintain student academic progress in the event of removal or suspension, and to support student re-entry to the classroom at the conclusion of the disciplinary action.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities ~~enjoy~~ have certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable Federal and New York State laws and regulations.

I. Authorized Suspensions or Removals of Students with Disabilities

A. For purposes of this section of the Code of Conduct, the following definitions apply:

A ***suspension*** means a suspension pursuant to New York State Education Law § 3214.

A ***removal*** means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an Interim Alternative Educational Setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to the student or others.

An ***IAES*** means a temporary educational placement for a period of up to 45 day (other than the student's current placement at the time the behavior precipitating

the IAES placement occurred) that enables the student to continue to progress in the general curriculum. Although in another setting, the student will continue to receive those services and modifications, including those described on the student's current Individualized Education Program (IEP), that will enable the student to meet the goals set out in such IEP. This will include services and modifications that will address the behavior which precipitated the IAES placement and are designed to prevent the behavior from recurring.

B. School personnel may order the suspension or removal of a student with a disability from the current educational placement as follows:

1. The Board, the Superintendent of Schools or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
2. The Superintendent, following a Superintendent's hearing, may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (A) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior (see **Section C** below).
3. The Superintendent may order additional suspensions in accordance with **Section C** below.
4. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the CSE, for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
   a) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. § 930 (g) (w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except for a pocket knife with a blade of less than 2 1/2 inches in length."
   b) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both Federal and New York State law and regulations applicable to this policy.
   c) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Federal Controlled Substances Act or any other Federal law.

C. Subject to specified conditions required by both Federal and New York State law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in the current educational placement poses a risk of harm to the student or others. This procedure may be repeated as necessary.

II. Change of Placement Rule

A. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:

1. for more than 10 consecutive school days; or
2. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

B. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the District may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

III. Special Rules Regarding the Suspension or Removal of Students with Disabilities

A. The District's Committee on Special Education (CSE) will:

1. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES, for misconduct involving weapons, illegal drugs or controlled substances.

   If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from the current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE will review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district will convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

2. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES, following an expedited impartial hearing or a Superintendent's hearing, either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.

B. The parents/persons in parental relation of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, will have the right to invoke applicable procedural safeguards set forth in Federal and New York State laws and regulations if, in accordance with Federal and New York State statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.

1. The Superintendent, building principal or other school official imposing a suspension or removal will be responsible for determining whether the student is a student presumed to have a disability.

2. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
   a. conducted an individual evaluation and determined that the student is not a student with a disability, or
   b. determined that an evaluation was not necessary and provided notice to the parents/persons in parental relation of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation will be conducted and completed in the manner prescribed by

applicable Federal and New York State laws and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes will remain in the educational placement determined by the district, which can include suspension.

C. The district will provide parents/persons in parental relation with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in the current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement. The procedural safeguards notice prescribed by the Commissioner will accompany the notice of disciplinary removal.

D. The parents/persons in parental relation of a student with disabilities subject to a suspension of five consecutive school days or less will be provided with the same opportunity for an informal conference available to parents/persons in parental relation of non-disabled students under the New York State Education Law.

E. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days will be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.

F. The removal of a student with disabilities other than a suspension or placement in an IAES will be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

G. During any period of suspension or removal, including placement in an IAES, students with disabilities will be provided services as required by the Commissioner’s regulations incorporated into this code.

III. Expedited Due Process Hearings

A. An expedited due process hearing will be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:

1. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in the current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in the current educational placement during such proceedings.

2. The parent/person(s) in parental relation requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
   a) During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student will remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parent/persons in parental relation s and the district agree otherwise.

   b) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student will remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

B. An expedited due process hearing will be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, a written decision must be mailed to the District and the parents/persons in parental relation within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

V. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

A. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.

B. The Superintendent will ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported only to the extent permitted by the Family Education Rights and Privacy Act (FERPA).

CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the New York State Commissioner of Education in accordance with Commissioner's regulations

STUDENT SEARCHES AND INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of *Miranda*[1] type warning before being questioned by school officials, nor are school officials required to contact a student's parent/person(s) in parental relation before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent, building administrators and the school nurse to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the District employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

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[1] Requires that individuals be informed of their Federal Fifth and Sixth Amendment rights "prior to interrogation" if their statements are to be used against them in court.

Before searching a student or the student's belongings, the authorized school official should give the student the opportunity to say whether or not the student possesses physical evidence that they violated the law or the District Code of Conduct, and to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

I. Student Lockers, Desks and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them.

This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, including the removal of locks installed by students, without prior notice to students and without their consent.

II. Treatment of Cell Phones

Teachers and administrators are authorized to confiscate student cell phones that are being used in violation of this Code of Conduct and/or *Policy 5695 Personal Electronic Communication Devices*. They are permitted to look at the screen of the confiscated cell phone and request the student's cooperation to search the cell phone further. Absent a student's permission, teachers should not undertake a more extensive search of a cell phone, and should notify the building principal as soon as practicable. In such instances, if the principal has reasonable suspicion that a search will result in the discovery of evidence that the law or the District Code of Conduct have been violated, the principal should alert the Superintendent of Schools or designee, who will contact the District's legal counsel for guidance.

III. Documentation of Searches

The authorized school official conducting the search should promptly record the following information about each search:

A. Name, age and grade of student searched.
B. Reasons for the search.
C. Name(s) of any informant(s) (to be kept confidential).
D. Purpose of search (that is, what item(s) were being sought).
E. Type and scope of search.
F. Person conducting search and the title and position.
G. Witnesses, if any, to the search.
H. Time and location of search.
I. Results of search (that is, what items(s) were found).
J. Disposition of items found.
K. Time, manner and results of parental notification, if contraband is found.

The building principal or designee will be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or

designee will clearly label each item taken from the student and retain control of the item(s). The principal or designee will be responsible for personally delivering dangerous or illegal items to police authorities.

IV. Police Involvement in Searches and Interrogations of Students

A. District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:
   1. A search or an arrest warrant; or
   2. Probable cause to believe a crime has been committed on school property or at a school function; or
   3. Been invited by school officials.

B. Before police officials are permitted to question or search any student, the building principal or designee will first try to notify the student's parent/person(s) in parental relation to give the parent/person(s) in parental relation the opportunity to be present during the police questioning or search. If the student's parent/person(s) in parental relation cannot be contacted prior to the police questioning or search, the questioning or search will not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

C. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:
   1. They must be informed of their legal rights.
   2. They may remain silent if they so desire.
   3. They may request the presence of their attorney.

V. Child Protective Services (CPS) Investigations

Consistent with the District's commitment to keep students safe from harm and the obligation of school officials to report to CPS when they have reasonable cause to suspect that a student has been abused or maltreated, the District will provide data and assistance to local CPS workers, or members of a multi-disciplinary team accompanying such workers who are responding to allegations of suspected child abuse, and/or neglect, or custody investigations. Such data and assistance include access to records relevant to the investigation, as well as access to any child named as a victim in a report or a sibling of that child, or a child residing in the same home as the victim. Such access includes conducting an interview of such child without a court order or the consent of the parent~~, guardian or other person legally responsible~~ /person in parental relation for the child when the CPS encounters circumstances that warrant interviewing the child apart from family or other members of the home or household where child abuse or maltreatment allegedly occurred.

All requests by CPS to interview a student on school property will be made directly to building principal or designee. CPS workers and any associated multi-disciplinary

team members must comply with the District's procedures for visitors, provide identification and identify the child(ren) to be interviewed. The building principal or designee will decide if it is necessary and appropriate for a school staff member, including but not limited to an administrator or school nurse to observe the interview either from inside or outside the interview room.

A CPS Services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's/person in parental relation's consent.

VISITORS TO THE SCHOOLS

As the Great Neck Public Schools are places of work and learning certain limits must be set for visits to the schools. The building principal or designee is responsible for all persons in the building and on the grounds. This is a shared responsibility, and it is expected that all staff will confirm that any visitors to a school are there for legitimate purposes.

In order to foster a secure environment for students and staff, the following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to a school must enter through a designated single point of entry. In accordance with *Policy 8105 Identification Badges*, they will be required to present photo identification, and will be issued a visitor's identification badge which must be worn at all times and visibly displayed while in the school or on school grounds. The visitor must return the identification badge before leaving the building.
- Visitors attending school functions that are open to the public before, during or after regular school hours, such as parent-teacher organization meetings or public gatherings are not required to register.
- Visits for reasons other than attendance at school activities must be prearranged with the building principal.
- Teachers are expected to not take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the building principal or designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by Board of Education *Code of Conduct: Public Conduct on School Property (Policy 5300.70)*.

PUBLIC CONDUCT ON DISTRICT PROPERTY

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on District property and at District functions. For purposes of this section of the code, "public" will mean all persons when on District property or attending a District function including students, teachers and District personnel.

The restrictions on public conduct on District property and at District functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression are indispensable to the objectives of the District. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

All persons on District property or attending a District function will conduct themselves in a respectful and orderly manner. In addition, all persons on District property or attending a District function are expected to be properly attired for the purpose they are on District property.

I. Prohibited Conduct

No person, either alone or with others, will:

A. Intentionally injure any person, threaten to do so or endanger the safety of themselves or others.
B. Intentionally damage or destroy school district property or the personal property of a student, teacher, administrator, other District employee or any person on District property, including graffiti or arson.
C. Disrupt the orderly conduct of classes, District programs or other District activities.
D. Distribute or wear materials on District grounds or at District functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the District program.
E. Intimidate, harass or discriminate against any person on the basis of age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity), genetic predisposition, marital status, national origin, parental status, physical characteristics, actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight.
F. Enter any portion of the District premises without authorization or remain in any building or facility after it is normally closed.
G. Obstruct the free movement of any person in any place to which this Code applies.
H. Violate the traffic laws, parking regulations or other restrictions on vehicles;
I. Possess, consume, sell, distribute, manufacture or exchange alcoholic beverages, controlled substances, cannabis or cannabinoid hemp or synthetic

versions thereof whether specifically illegal or not, or be under the influence of such substances on District property or at a District function.

J. Possess or use weapons in or on District property or at a District function, except in the case of law enforcement officers or except as specifically authorized by the school district.
K. Loiter on or about District property.
L. Gamble on District property or at District functions.
M. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
N. Willfully incite others to commit any of the acts prohibited by this code.
O. Violate any Federal or New York State statute, local ordinance or Board policy while on District property or while at a District function.
~~P. Smoke a cigarette, cigar, pipe, or use chewing or smokeless tobacco. The use of electronic cigarettes and other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited. Electronic cigarettes or e-cigarettes, known collectively as ENDS – Electronic Nicotine Delivery Systems, are defined as electronic devices that deliver vapor that is inhaled by an individual user (including but not limited to e-pens, e-pipes, e-hookah, e-cigars, vaporizers, vapor pipes and vape pens), and will include any refill, cartridge or other component used in such a device.~~
P. Smoking (the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco, cannabis or cannabinoid hemp) and all other tobacco use or the use of electronic cigarettes and other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited. Electronic cigarettes or e-cigarettes, known collectively as ENDS – Electronic Nicotine Delivery Systems, are defined as electronic devices that deliver vapor that is inhaled by an individual user (including but not limited to e-pens, e-pipes, e-hookah, e-cigars, vaporizers, vapor pipes, vape pens or any other personal vaporizing device, and includes any refill, cartridge or other component used in such a device.

II. Penalties

Persons who violate this Code will be subject to the following penalties:

A. Visitors: Their authorization, if any, to remain on District grounds or at the District function will be withdrawn and they will be directed to leave the premises. If they refuse to leave, they will be ~~subject to ejection~~ considered trespassers and be subject to removal from the premises.
B. Students: They will be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
C. ~~Tenured~~ Faculty members: They will be subject to disciplinary action as the facts may warrant in accordance with New York State Education Law §3020-a or any other legal rights that they may have.
D. Staff members in the classified service of the civil service entitled to the protection of New York State Civil Service Law §75. They will be subject to immediate ejection and to disciplinary action as the facts may warrant in

accordance with New York State Civil Service Law §75 or any other legal rights that they may have

E. Staff members other than those described in ~~subdivisions~~ sections ~~3~~ C and ~~4~~ D above. They will be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

III. Enforcement

The building principal or designee will be responsible for enforcing the conduct required by this code whenever school is in session and at all school related functions. The Superintendent of Schools or designee ~~(e.g., Chief of Security)~~ will be responsible at all other times.

When the building principal or designee sees an individual engaged in prohibited conduct, which in the principal's judgment does not pose any immediate threat of injury to persons or property, the principal or designee will tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or designee will also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or designee will have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District will initiate disciplinary action against any student or staff member, as appropriate, with the Penalties section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

DISSEMINATION AND REVIEW

I. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this Code of Conduct by:

A. Providing copies of a summary of the Code to all students at a general assembly held at the beginning of each school year.
B. Making hard copies of the Code available to all parents/persons in parental relation at the beginning of the school year.
C. Mailing a summary of the Code of Conduct to all parents/persons in parental relation of district students before the beginning of the school year and making this summary available later upon request.
D. Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
E. Providing all new employees with a copy of the current Code of Conduct when they are first hired.
F. Making copies of the Code available for review by students, parents/persons in parental relation and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the Code of Conduct. The Superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

II. Review of Code of Conduct

The Board of Education will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the Code has been applied fairly and consistently.

The Board will annually appoint an advisory committee to assist in reviewing the Code and the district's response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents/persons in parental relation, students and any other interested party may participate.

The Code of Conduct and any amendments to it will be filed with the Commissioner no later than 30 days from the date of adoption.

CODE OF CONDUCT: INTRODUCTION

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents/persons in parental relation and other visitors is essential to achieving this goal.
The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct ("Code").

Unless otherwise indicated, this Code applies to all students, school personnel, parents/persons in parental relation and other visitors when on school property or attending a school function.

Great Neck Public Schools
Adopted: 6/25/01
Amended: 10/15/12
Proposed Revision: 7/6/22

CODE OF CONDUCT: DEFINITIONS

For purposes of this Code, the following definitions apply:
Commissioner means New York State Commissioner of Education.

Disruptive student means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, as defined in New York State Education Law §3214 (2a) (b).

Firearm means a firearm as defined in 18 USC §921 for purposes of the Federal Gun-Free Schools Act.

Parent means parent, guardian or person in parental relation to a student.

School function means any school-sponsored extra-curricular event or activity whether on or off school property, as defined in New York State Education Law §2801(1).

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 a public elementary or secondary school, as defined in New York State Education Law §2801(1), or on a school bus, as defined in New York State Vehicle and Traffic Law §142.

Violent student means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property, at a school function, or on a school bus, an act of violence upon another student or any other person on school property, at the school function, or on the school bus, or attempts to do so.
3. Possesses, while on school property, at a school function, or on a school bus, a firearm or weapon.
4. Displays, while on school property, at a school function, ~~or~~ on a school bus <u>or on social media</u>, what appears to be a firearm or weapon.
5. Threatens, while on school property, at a school function, ~~or~~ on a school bus <u>or through social media,</u> to use a firearm or weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person on school property, at a school function, or on a school bus.
7. Knowingly and intentionally damages or destroys school district property.

Weapon means any ~~other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or~~

~~incendiary bomb,~~ gun, BB gun, disguised gun, electronic dart gun, electronic stun gun, machine gun, pistol, revolver, rifle, shotgun, box cutter, cane sword, dagger, dirk, gravity knife, metal knuckle knife, razor, stiletto, switchblade knife, brass knuckles, explosive or incendiary bomb, Kung Fu star, pepper spray or other noxious spray, sling shot, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

Great Neck Public Schools
Adopted: 6/25/01
Amended: 7/6/04; 10/15/12
Proposed Revision: 7/6/22

CODE OF CONDUCT: STUDENT RIGHTS AND RESPONSIBILITIES

I. Student Rights

The District is committed to safeguarding the rights given to all students under New York State and Federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

A. Take part in all district activities on an equal basis regardless of~~:~~ age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity), genetic predisposition, marital status, national origin, parental status, physical characteristics, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight.

B. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

C. Access school rules and receive an explanation of those rules from school personnel.

D. Confidentiality with regard to their school records and classroom performance.

E. Student behavior and performance will be discussed ~~by~~ with staff on a need-to-know basis only.

II. Student Responsibilities

All District students have the responsibility to:

A. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.

B. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.

C. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.

D. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

E. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.

F. Control their anger.

G. Ask questions when they do not understand.

H. Seek help in solving problems that might otherwise lead to physical or emotional confrontation.

I. Abide by the school dress code.

J. Accept responsibility for their actions.

K. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

L. Cooperate with school authorities in the investigation of incidents of violence or threats of violence.

Great Neck Public Schools
Adopted: 6/25/01
Amended: 6/20/11; 10/15/12
Proposed Revision: 7/6/22

CODE OF CONDUCT: ESSENTIAL PARTNERS

I. Parents/Persons in parental relation

All parents are expected to:

L. Recognize that the education of their children is a joint responsibility of the parents/persons in parental relation and the school community.
M. Send their children to school ready to participate and learn.
N. Ensure their children attend school regularly and on time.
O. Notify the school that a child will be absent prior to the start of the school day.
P. Insist their children be dressed and groomed in a manner consistent with the student dress code.
Q. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
R. Know school rules and help their children understand them so that their children can help create a safe, respectful, supportive school environment.
S. Convey to their children a supportive attitude toward education and the District.
T. Build good relationships with teachers, other parents/persons in parental relation and their children's friends.
U. Help their children deal effectively with peer pressure.
V. Inform school officials of changes in the home situation that may affect student conduct or performance.
W. Provide a place for study and ensure homework assignments are completed.
X. Build positive relationships with students, District staff, and other parents/persons in parental relation.
Y. Be respectful and courteous to staff, other parents/~~guardians~~ /persons in parental relation and students.

II. Teachers

All District teachers are expected to:

A. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
B. Be responsible for ~~appropriate~~ classroom instruction.
C. Know school policies and rules, and enforce them in a fair and consistent manner.
D. Communicate to students and parents/persons in parental relation on essential, grade-appropriate matters including, but not limited to:
   (1) Course objectives and requirements
   (2) Marking/grading procedures
   (3) Assignment deadlines
   (4) Expectations for students
   (5) Classroom discipline plan
E. Build positive relationships with children, parents/persons in parental relation and District staff.

F. Maintain confidentiality in conformity with Federal and New York State law.
G. Address issues of harassment or any situation that threatens the emotional or physical health of safety of any student, school employee or any person who is lawfully on school property or at a school function.

III. Paraprofessionals

All District paraprofessionals are expected to:

A. Maintain a climate of mutual respect and dignity, ~~which~~ that will strengthen students' self-concept and promote confidence to learn.
B. Know school policies and rules, and enforce them in a fair and consistent manner.
C. Report violations to school authorities.
D. Build positive relationships with children, parents/persons in parental relation and District staff.
E. Maintain confidentiality in conformity with Federal and New York State law.

IV. Guidance/School Counselors

All District guidance counselors are expected to:

A. Assist students in coping with peer pressure and emerging academic, personal, social and emotional ~~problems~~ needs.
B. Initiate teacher/student/counselor conferences and parent/teacher/student counselor conferences, as necessary, as a way to resolve ~~problems~~ any issues.
C. Review with students their educational progress and career plans.
D. Encourage students to benefit from the curriculum, co-curricular and extracurricular programs.
E. Meet regularly with individual teachers and teams to help identify and address student needs and placement.
F. Build positive relationships with children, parents/persons in parental relation and District staff.
G. Maintain confidentiality in conformity with Federal and New York State law.
H. Address issues of harassment or any situation that threatens the emotional or physical health of safety of any student, school employee or any person who is lawfully on school property or at a school function.

V. Psychologists and Social Workers

All District psychologists and social workers are expected to:

A. Assist in the maintaining of a school climate of mutual respect and dignity.
B. Communicate with students, parents/persons in parental relation, teachers and building administrators concerning student learning issues and social-emotional wellbeing.
C. Assist students in coping with emerging academic, personal, familial and school related social-emotional ~~problems~~ needs.
D. Serve as a liaison between student/family/school and, where appropriate, community resources.

E. Conduct necessary evaluations of student needs including status evaluations and functional behavioral assessments.
F. Assist in District efforts in crisis/violence prevention and intervention, and Child Protective Services (CPS), Persons in Need of Supervision (PINS), and Social Service contacts.
G. Assist in District efforts in student social skill development, parent education initiatives and staff development.
H. Build positive relationships with children, parents/persons in parental relation and District staff.
I. Maintain confidentiality in conformity with Federal and New York State law.

VI. Security Staff

All District security guards are expected to:

A. Patrol their assigned areas.
B. Remain vigilant at all times.
C. Report violations of ~~the~~ this Code of Conduct to proper authorities.
D. Maintain written security logs.
E. Build positive relationships with children, parents/persons in parental relation and District staff.

VII. Bus Drivers

All bus drivers are expected to:

A. Offer safe, efficient bus transportation to all eligible students.
B. Have a written description of the bus route assigned.
C. Complete a driver vehicle inspection report at the beginning and end of each day.
D. Maintain a safe environment on the school bus.
E. Know the District's school bus rules and report violations to the supervisor.
F. Build positive relationships with children, parents/persons in parental relation and District staff.

VIII. Principals/Administrators

All building principals/administrators are expected to:

A. Promote a collegial, safe, orderly and stimulating school environment, supporting active teaching and learning.
B. Ensure that students and staff have the opportunity to communicate with the principal and approach the principal for redress of grievances.
C. Evaluate on a regular basis all instructional programs.
D. Support the development of and student participation in appropriate co-curricular and extracurricular activities.
E. Be responsible for enforcing ~~the~~ this Code of Conduct and ensuring that all cases are resolved promptly and fairly.
F. Build positive relationships with children, parents/persons in parental relation and District staff.
G. Maintain confidentiality in conformity with Federal and New York State law.

H. Build positive relationships with children, parents/persons in parental relation and District staff.

IX. Dignity Act Coordinator(s)

The District's Dignity Act Coordinator is:

Dr. Joseph Hickey	516-441-4970, jhickey@greatneck.k12.ny.us
Name	*Contact Information*

The Dignity Act Coordinator is expected to:

A. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity), genetic predisposition, marital status, national origin, parental status, physical characteristics, actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight.

B. Oversee and coordinate ~~the work of the~~ compliance with *Policy 0100 Equal Opportunity, Policy 0110 Sexual Harassment* and *Policy 0115 Bullying and Harassment*.

C. Address and investigate issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.

D. Address staff/student personal biases that may prevent equal treatment of all students and staff.

X. Superintendent

The Superintendent of Schools is expected to:

A. Implement the policies and directives of the Board of Education.

B. Promote a collegial, safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity), genetic predisposition, marital status, national origin, parental status, physical characteristics, actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight.

C. Review with District administrators the policies of the Board of Education and New York State and Federal laws relating to school operations and management.

D. Inform the Board about educational trends relating to student discipline.

E. Work to create instructional programs that minimize incidents of inappropriate behavior ~~and are sensitive to student and teacher needs~~.

F. Work with District administrators in encouraging a positive school climate, enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
G. Build positive relationships with children, parents/persons in parental relation, District staff, and the community.
H. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
I. Address staff/student personal biases that may prevent equal treatment of all students and staff.
~~J.~~ Promote a multi-tiered system of support for addressing student behavior ~~by supporting professional development and appropriate staffing.~~

XI. Board of Education

The Board of Education is expected to:

A. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity), genetic predisposition, marital status, national origin, parental status, physical characteristics, actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight.
B. Maintain confidentiality in accordance with Federal and New York State law.
C. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
D. Recommend a budget that provides programs and activities that support achievement of the goals of ~~the~~ this Code of Conduct
E. Adopt and review annually the District's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
F. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
G. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
H. Address personal biases that may prevent equal treatment of all students and staff.
I. Promote a ~~trauma-informed approach to~~ multi-tiered system of support for addressing student behavior ~~by supporting professional development and providing a safe school environment~~.

Adopted: 6/25/01
Amended: 10/15/12; 7/6/16; 6/20/19
Proposed Revision: 7/6/22

CODE OF CONDUCT: STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents/persons in parental relation have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance~~, including hairstyle/color, jewelry, make-up and nails,~~ will:

1. Be safe and not disrupt ~~or interfere with~~ the educational process.
2. Include footwear appropriate to the activity.
3. Be worn in such a way that private body parts (genitals, buttocks, nipples) are covered with opaque material.
4. Not include items that are vulgar, obscene, or libelous, or that denigrate others on account of age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity), genetic predisposition, marital status, national origin, parental status, physical characteristics, actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight.
5. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
6. Not include gang-related clothing or symbols.

~~Each school's Shared Decision Making Committee may develop a more specific dress code appropriate to the needs of the building.~~ Each principal or designee will be responsible for informing all students and their parents/persons in parental relation of the student dress code at the beginning of each school year and any revisions to the dress code made during the school year.

Students who violate the student dress code will be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so will be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code will be subject to further discipline, up to and including out-of-school suspension.

Great Neck Public Schools
Adopted: 6/25/01
Amended: 7/6/04; 10/15/12; 1/19/21

5300.30

CODE OF CONDUCT: PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of District facilities, equipment and property.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. The Board recognizes the need to make its expectations for student conduct while on District property or engaged in a District function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. ~~Students who will not accept responsibility for their own behavior and who violate these District rules will be required to accept the penalties for their conduct.~~

Students may be subject to disciplinary action, up to and including suspension from school, when they:

I. Engage in conduct that is disorderly and/or disrupts the normal operation of the school community.

Examples of disorderly conduct include, but are not limited to:

A. Obstructing vehicular or pedestrian traffic.
B. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
C. Using language or gestures that are profane, lewd, vulgar, abusive, or threatening.
D. Display or use of personal electronic devices, such as, but not limited to, cell phones, ~~iPods,~~ or digital cameras in a manner that is in violation of District policy.
E. Computer/electronic communications misuse, including any unauthorized use of computers, software, cell phones, iPods, digital cameras, or internet/intranet account; accessing inappropriate websites; any other violation of ~~the District's~~ *Policy 4526 Computer Network and Internet Acceptable Use for Students And Staff* and *Policy 4528 Acceptable Use of Remote Instruction* or use of any electronic device to engage in harassing, bullying or sexting. Sexting is defined as sending sexually explicit messages, photographs, or videos electronically.
F. Using drones on or above District property except as authorized by school personnel with the permission of the Superintendents of Schools or designee.

II. Engage in conduct that is insubordinate.

Examples of insubordinate conduct include, but are not limited to:

A. Failing to comply with the reasonable directions of teachers, school administrators or other District employees in charge of students or otherwise demonstrating disrespect.
B. Missing class, leaving school without permission, chronic lateness and/or absenteeism.
C. Failing to report for detention.
D. Failing to vacate school grounds at the conclusion of school authorized activities.

III. Engage in conduct that is violent.

Examples of violent conduct include, but are not limited to:

A. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other District employee or attempting to do so.
B. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person on District property or attempting to do so.
C. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on District property or at a District function.
D. Displaying what appears to be a weapon.
E. Threatening to use any weapon.
F. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person on District property, including graffiti or arson.
G. Intentionally damaging or destroying District property.

IV. Engage in any conduct that endangers the safety, morals, health or welfare of others.

Examples of such conduct include, but are not limited to:

A. Lying or withholding information to impede inquiry or investigation by proper authority.
B. Stealing, misappropriating, or misusing the property of other students, school personnel or any other person on school property or attending a school function.
C. Defamation, which includes making false statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
D. Discrimination, which includes the use of age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity), genetic predisposition, marital status, national origin, parental status, physical characteristics, actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight as a basis for treating another in a negative manner.

E. Harassment, which includes a severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.

F. Intimidation or bullying, including cyberbullying, which includes engaging in actions or statements that put an individual in emotional distress or fear of bodily harm.

G. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District sponsored activity, organization, club or team.

H. Selling, using, ~~or~~ possessing or distributing obscene material.

I. Using obscene or abusive language or gestures.

J. ~~Smoking a cigarette, cigar or pipe, using chewing or smokeless tobacco or using electronic cigarettes or e-cigarettes, known collectively as ENDS – Electronic Nicotine Delivery Systems and defined as electronic devices that deliver vapor that is inhaled by an individual user (including but not limited to e-pens, e-pipes, e-hookah, e-cigars, vaporizers, vapor pipes and vape pens), and includes any refill, cartridge or other component used in such a device.~~

Smoking (the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco, cannabis or cannabinoid hemp) and all other tobacco use or the use of electronic cigarettes and other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited. Electronic cigarettes or e-cigarettes, known collectively as ENDS – Electronic Nicotine Delivery Systems, are defined as electronic devices that deliver vapor that is inhaled by an individual user (including but not limited to e-pens, e-pipes, e-hookah, e-cigars, vaporizers, vapor pipes, vape pens or any other personal vaporizing device, and includes any refill, cartridge or other component used in such a device.

K. Possessing, consuming, selling, distributing, manufacturing or exchanging alcoholic beverages or illegal substances*, or synthetic versions thereof whether specifically illegal or not, or being under the influence of such substances on District property, at a District function, on a school bus, or when representing the school district.

L. Gambling.

M. Indecent exposure, that is, exposure to sight of the private parts of the body.

N. Initiating a report warning of fire, bomb threat or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

O. Forging any school related document or correspondence.

P. Knowingly making false statements of knowingly submitting false information to school staff during a disciplinary process.

Q. Selling, using, ~~or~~ possessing or distributing firearms.

R. Hiding evidence of an illegal act or school violation.

* "Illegal substances" include, but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."

V. Engage in misconduct while on a school bus or at a designated school bus stop. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

VI. Engage in any form of academic misconduct.
Examples of academic misconduct include, but are not limited to:
A. Plagiarism.
B. Cheating.
C. Copying.
D. Altering records, including altering the work of others without permission.
E. Assisting another student in any of the above actions.

Great Neck Public Schools
Adopted: 6/25/01
Amended: 7/6/04; 12/14/09; 10/15/12; 4/8/13; 11/13/17; 12/16/20
Proposed Revision: 7/6/22

CODE OF CONDUCT: REPORTING VIOLATIONS

All students will promptly report to a teacher, ~~a~~ dean, ~~an~~ assistant principal, ~~the~~ principal, any staff member, bus driver or the Superintendent, violations of the Code of Conduct involving violence or the threat of violence, including expressions of suicidal ideation. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function will~~, in like manner,~~ report this information, immediately to a teacher, ~~a~~ dean, ~~an~~ assistant principal, ~~the~~ principal, any staff member, bus driver or the Superintendent.

Students are prohibited from knowingly making false statements or knowingly submitting false information to school staff during a disciplinary process.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of this Code of Conduct to the principal or designee. Any weapon, alcohol or illegal substance found will be confiscated immediately, if possible, followed by notification to the parent/person(s) in parental relation of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or designee learns of the violation. The notification may be made by telephone, followed by an entry in a school log maintained for such purpose, followed by a written confirmation. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

Great Neck Public Schools
Adopted: 6/25/01
Amended: 10/15/12; 12/16/20
Proposed Revision: 7/6/22

CODE OF CONDUCT: DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to strictly adhere to the requirements of due process.

Disciplinary action, when necessary, will be firm, fair and consistent. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances that led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents/persons in parental relation, teachers and/or others, as appropriate
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Disciplinary procedures regarding students who have been classified, or who are under consideration for classification under the Individuals with Disabilities in Education Act (IDEA), are set forth in *Code of Conduct: Discipline of Students with Disabilities.*

I. Penalties

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

Oral warning – any member of the district staff

A. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, deans, assistant principals, principal, Superintendent
B. Written notification to parent/person(s) in parental relation – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, deans, assistant principals, principal, Superintendent
C. Detention – teachers, deans, assistant principals, principal, Superintendent
D. Suspension from transportation – director of transportation, principal, Superintendent
E. Suspension from athletic participation – coaches, principal, Superintendent

F. Suspension from social or extracurricular activities – activity director, principal, Superintendent
G. Suspension of other privileges – principal, Superintendent
H. In-school suspension – principal, Superintendent
I. Removal from classroom by teacher – teachers, principal
J. Short-term (five days or less) suspension from school principal, Superintendent, Board of Education
K. Long-term (more than five days) suspension from school – principal, Superintendent, Board of Education
L. Permanent suspension from school – Superintendent, Board of Education

II. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents/persons in parental relation are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

A. Detention

Teachers, principals and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent/person(s) in parental relation has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

B. Suspension from transportation

If a student does not exhibit proper conduct on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the Superintendent or their designees. In such cases, the student's parent/person(s) in parental relation will become responsible for seeing that the student gets to and from school safely.

Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to New York State Education Law §3214. However, the student and the student's parent/person(s) in parental relation will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

C. Suspension from athletics, extra-curricular activities and other privileges

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to New York State Education Law §3214. However, the student and the student's parent/person(s) in parental relation will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

D. In-school suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principals and the Superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension." The in-school suspension teacher will be a certified teacher.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to New York State Education Law §3214. However, the student and the student's parent/person(s) in parental relation will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

E. Teacher disciplinary removal of disruptive students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain composure and self-control in an alternative setting. Such practices may include, but are not limited to: (a) short-term "time out" in an elementary classroom or in an administrator's office; (b) sending a student to the principal's office for the remainder of the class time only; or (c) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this Code, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for one to five days. The number of days a student may be removed from class will be jointly determined by the teacher and the principal, and will depend upon the age of the child and the nature of the disruption. The removal from class applies to the class of the removing teacher only.
If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation of the reason for the removal and an opportunity to offer a version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student of the reason for from the classroom and give the student a chance to offer a version of the relevant events within 24 hours.

The teacher must complete a district-established disciplinary removal form and meet with the principal or designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24-hours after the student's removal, the principal or another district administrator designated by the principal must notify the student's parents/persons in parental relation, in writing, that the student has been removed from class and why. The notice must also inform the parent/person(s) in parental relation of the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents/persons in parental relation. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents/persons in parental relation.

If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents/persons in parental relation a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent/persons in parental relation and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the District's Code of Conduct.
3. The conduct warrants suspension from school pursuant to New York State Education Law §3214 and a suspension will be imposed.

The principal or designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.
Any disruptive student removed from the classroom by the classroom teacher will be offered continued educational programming and activities until permitted to return to the classroom.

Each teacher must keep a complete log (on a district-provided form) for all cases of removal of students from the class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from the class until it has been verified with the principal or the chairperson of the Committee on Special Education (CSE) that the removal will not violate the student's rights under New York State or Federal law or regulation.

F. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the building principals.

Any staff member may recommend to the Superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of the Code of Conduct. All recommendations and referrals will be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, will gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

1. Short-term (5 days or less) suspension from school
   When the Superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to New York State Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents/persons in parental relation in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents/persons in parental relation. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents/persons in parental relation.

   The notice will provide a description of the charges against the student and the incident for which suspension is proposed and will inform the parents/persons in parental relation of the right to request an immediate informal conference with the principal. Both the notice and informal conference will be in the dominant language or mode of communication used by the parents/persons in parental relation. At the conference, the parents/persons in parental relation will be permitted to ask questions of complaining witnesses under such procedures as the principal may establish. The notice and opportunity for an informal conference will take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to

the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference will take place as soon after the suspension as is reasonably practicable.

After the conference, the principal will promptly advise the parents/persons in parental relation in writing of the decision. The principal will advise the parents/persons in parental relation that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within 10 business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent will issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents/persons in parental relation are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the district clerk within 10 business days of the date of the Superintendents' decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the New York State Commissioner of Education within 30 days of the decision.

In the event that an appeal results in a determination to overturn the suspension, the suspension will be expunged from the student's record.

2. Long-term (more than 5 days) suspension from school
When the Superintendent or building principal determines that a suspension for more than five days may be warranted, reasonable notice will be given to the student and the student's parents/persons in parental relation of their right to a fair hearing. At the hearing the student will have the right to be represented by counsel, the right to question witnesses against the student and the right to present witnesses and other evidence on the student's behalf.

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life threatening danger to the safety and well-being of other students, school personnel or any other person on school property or attending a school function.

The Superintendent will personally hear and determine the proceeding or may, at the Superintendent's discretion, designate a hearing officer to conduct the hearing. The hearing officer will be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding. A record of the hearing will be maintained, but no stenographic transcript will be required. A tape recording will be deemed a satisfactory record. The hearing officer will make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer will be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 30 business days of the date of the Superintendent's decision, unless the parents/persons in parental relation can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

In the event that an appeal results in a determination to overturn the suspension, the suspension will be expunged from the student's record.

~~3. Permanent suspension~~
~~Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life threatening danger to the safety and well-being of other students, school personnel or any other person on school property or attending a school function.~~

III. Minimum Periods of Suspension

A. Students who bring to or possess a firearm or weapon at school

Any student, other than a student with a disability, found guilty of bringing to or possessing a firearm or weapon on school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to New York State Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The Superintendent's belief that other forms of discipline may be more effective.
5. Input from parents/persons in parental relation, teachers and/or others.
6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of New York State and Federal law.

B. Students who commit violent acts other than bringing to or possessing a firearm or weapon at school.

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing to or possessing a firearm or weapon on school property, will be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents/persons in parental relation will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents/persons in parental relation will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying an one-year suspension for possessing a weapon.

~~C. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom.~~

~~Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to New York State Education Law §3214(3-a) and this Code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis.~~
~~In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.~~

IV. Referrals

A. Counseling

The Guidance Office will handle all referrals of students to counseling.

B. PINS Petitions

The district may file a PINS (Person In Need of Supervision) petition in Family Court on any student under the age of 18 who demonstrates that supervision and treatment are required by:

a. Being habitually truant and not attending school as required by part one of Article 65 of the New York State Education Law.
b. Engaging in an ongoing or continual course of conduct that makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
~~c. Knowingly and unlawfully possesses marijuana in violation of New York State Penal Law § 221.05. A single violation of § 221.05 is a sufficient basis for filing a PINS petition.~~

C. Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the Nassau County Attorney for a juvenile delinquency proceeding before the Nassau County Family Court:

a. Any student under the age of 16 who is found to have brought a weapon to school; or
b. Any student 14 or 15 years old who qualifies for juvenile offender status under the New York State Criminal Procedure Law §1.20 (42).

The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

Great Neck Public Schools
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Proposed Revision: 7/6/22

CODE OF CONDUCT: ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher, or a student of compulsory attendance age is suspended from school pursuant to New York State Education Law §3214, the District will take immediate steps to provide alternative means instruction for the student. The Board of Education expects students, administrators, teachers and parents/persons in parental relation to make every effort to maintain student academic progress in the event of removal or suspension, and to support student re-entry to the classroom at the conclusion of the disciplinary action.

Great Neck Public Schools
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Proposed Revision: 7/6/22

CODE OF CONDUCT: DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities ~~enjoy~~ have certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable Federal and New York State laws and regulations.

I. Authorized Suspensions or Removals of Students with Disabilities

A. For purposes of this section of the Code of Conduct, the following definitions apply:

A ***suspension*** means a suspension pursuant to New York State Education Law § 3214.

A ***removal*** means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an Interim Alternative Educational Setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to the student or others.

An ***IAES*** means a temporary educational placement for a period of up to 45 day (other than the student's current placement at the time the behavior precipitating the IAES placement occurred) that enables the student to continue to progress in the general curriculum. Although in another setting, the student will continue to receive those services and modifications, including those described on the student's current Individualized Education Program (IEP), that will enable the student to meet the goals set out in such IEP. This will include services and modifications that will address the behavior which precipitated the IAES placement and are designed to prevent the behavior from recurring.

B. School personnel may order the suspension or removal of a student with a disability from the current educational placement as follows:

1. The Board, the Superintendent of Schools or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.

2. The Superintendent, following a Superintendent's hearing, may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (A) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior (see **Section C** below).
3. The Superintendent may order additional suspensions in accordance with **Section C** below.
4. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the CSE, for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
   a) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. § 930 (g) (w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except for a pocket knife with a blade of less than 2 1/2 inches in length."
   b) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both Federal and New York State law and regulations applicable to this policy.
   c) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Federal Controlled Substances Act or any other Federal law.

C. Subject to specified conditions required by both Federal and New York State law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in the current educational placement poses a risk of harm to the student or others. This procedure may be repeated as necessary.

II. Change of Placement Rule

A. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
   1. for more than 10 consecutive school days; or
   2. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such

factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

B. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the District may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

III. Special Rules Regarding the Suspension or Removal of Students with Disabilities

A. The District's Committee on Special Education (CSE) will:

1. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES, for misconduct involving weapons, illegal drugs or controlled substances.

   If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from the current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE will review the behavioral intervention plan and its implementation to determine if modifications are necessary.

   If one or more members of the CSE believe that modifications are needed, the school district will convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

2. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES, following an expedited impartial hearing or a Superintendent's hearing, either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.

B. The parents/persons in parental relation of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, will have the right to invoke applicable procedural safeguards set forth in Federal and New York State laws and regulations if, in accordance with Federal and New York State statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.

1. The Superintendent, building principal or other school official imposing a suspension or removal will be responsible for determining whether the student is a student presumed to have a disability.

2. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
   a. conducted an individual evaluation and determined that the student is not a student with a disability, or
   b. determined that an evaluation was not necessary and provided notice to the parents/persons in parental relation of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation will be conducted and completed in the manner prescribed by applicable Federal and New York State laws and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes will remain in the educational placement determined by the district, which can include suspension.

C. The district will provide parents/persons in parental relation with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in the current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that

constitutes a disciplinary change in placement. The procedural safeguards notice prescribed by the Commissioner will accompany the notice of disciplinary removal.

D. The parents/persons in parental relation of a student with disabilities subject to a suspension of five consecutive school days or less will be provided with the same opportunity for an informal conference available to parents/persons in parental relation of non-disabled students under the New York State Education Law.

E. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days will be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.

F. The removal of a student with disabilities other than a suspension or placement in an IAES will be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

G. During any period of suspension or removal, including placement in an IAES, students with disabilities will be provided services as required by the Commissioner’s regulations incorporated into this code.

III. Expedited Due Process Hearings

A. An expedited due process hearing will be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:

1. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in the current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in the current educational placement during such proceedings.

2. The parent/person(s) in parental relation requests such a hearing from a determination that the student’s behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.

   a) During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a

manifestation of the student's disability for a student who has been placed in an IAES, the student will remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parent/persons in parental relation s and the district agree otherwise.

b) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student will remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

B. An expedited due process hearing will be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, a written decision must be mailed to the District and the parents/persons in parental relation within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

V. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

A. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.

B. The Superintendent will ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported only to the extent permitted by the Family Education Rights and Privacy Act (FERPA).

Great Neck Public Schools
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Proposed Revision: 7/6/22

CODE OF CONDUCT: CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the New York State Commissioner of Education in accordance with Commissioner's regulations.

Great Neck Public Schools
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Proposed Revision: 7/6/22

CODE OF CONDUCT: STUDENT SEARCHES AND INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of *Miranda*[1] type warning before being questioned by school officials, nor are school officials required to contact a student's parent/person(s) in parental relation before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent, building administrators and the school nurse to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the District employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should give the student the opportunity to say whether or not the student possesses physical evidence that they violated the law or the District Code of Conduct, and to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

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[1] Requires that individuals be informed of their Federal Fifth and Sixth Amendment rights "prior to interrogation" if their statements are to be used against them in court.

I. Student Lockers, Desks and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them.

This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, including the removal of locks installed by students, without prior notice to students and without their consent.

II. Treatment of Cell Phones

Teachers and administrators are authorized to confiscate student cell phones that are being used in violation of th**is** Code of Conduct and/or *Policy 5695 Personal Electronic Communication Devices*. They are permitted to look at the screen of the confiscated cell phone and request the student's cooperation to search the cell phone further. Absent a student's permission, teachers should not undertake a more extensive search of a cell phone, and should notify the building principal as soon as practicable. In such instances, if the principal has reasonable suspicion that a search will result in the discovery of evidence that the law or the District Code of Conduct have been violated, the principal should alert the Superintendent of Schools or designee, who will contact the District's legal counsel for guidance.

III. Documentation of Searches

The authorized school official conducting the search should promptly record the following information about each search:

A. Name, age and grade of student searched.
B. Reasons for the search.
C. Name(s) of any informant(s) (to be kept confidential).
D. Purpose of search (that is, what item(s) were being sought).
E. Type and scope of search.
F. Person conducting search and the title and position.
G. Witnesses, if any, to the search.
H. Time and location of search.
I. Results of search (that is, what items(s) were found).
J. Disposition of items found.
K. Time, manner and results of parental notification, if contraband is found.

The building principal or designee will be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or designee will clearly label each item taken from the student and retain control of the item(s). The principal or designee will be responsible for personally delivering dangerous or illegal items to police authorities.

IV. Police Involvement in Searches and Interrogations of Students

A. District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials,

however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

B. Before police officials are permitted to question or search any student, the building principal or designee will first try to notify the student's parent/person(s) in parental relation to give the parent/person(s) in parental relation the opportunity to be present during the police questioning or search. If the student's parent/person(s) in parental relation cannot be contacted prior to the police questioning or search, the questioning or search will not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

C. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of their attorney.

V. Child Protective Services (CPS) Investigations

Consistent with the District's commitment to keep students safe from harm and the obligation of school officials to report to CPS when they have reasonable cause to suspect that a student has been abused or maltreated, the District will provide data and assistance to local CPS workers, or members of a multi-disciplinary team accompanying such workers who are responding to allegations of suspected child abuse, and/or neglect, or custody investigations. Such data and assistance include access to records relevant to the investigation, as well as access to any child named as a victim in a report or a sibling of that child, or a child residing in the same home as the victim. Such access includes conducting an interview of such child without a court order or the consent of the parent~~, guardian or other person legally responsible~~ /person in parental relation for the child when the CPS encounters circumstances that warrant interviewing the child apart from family or other members of the home or household where child abuse or maltreatment allegedly occurred.

All requests by CPS to interview a student on school property will be made directly to building principal or designee. CPS workers and any associated multi-disciplinary team members must comply with the District's procedures for visitors, provide identification and identify the child(ren) to be interviewed. The building principal or designee will decide if it is necessary and appropriate for a school staff member, including but not limited to an administrator or school nurse to observe the interview either from inside or outside the interview room.

A CPS Services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's/person in parental relation's consent.

Great Neck Public Schools
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5300.65

CODE OF CONDUCT: VISITORS TO THE SCHOOLS

As the Great Neck Public Schools are places of work and learning certain limits must be set for visits to the schools. The building principal or designee is responsible for all persons in the building and on the grounds. This is a shared responsibility, and it is expected that all staff will confirm that any visitors to a school are there for legitimate purposes.

In order to foster a secure environment for students and staff, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to a school must enter through a designated single point of entry. In accordance with *Policy 8105 Identification Badges*, they will be required to present photo identification, and will be issued a visitor's identification badge which must be worn at all times and visibly displayed while in the school or on school grounds. The visitor must return the identification badge before leaving the building.
3. Visitors attending school functions that are open to the public before, during or after regular school hours, such as parent-teacher organization meetings or public gatherings are not required to register.
4. Visits for reasons other than attendance at school activities must be prearranged with the building principal.
5. Teachers are expected to not take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the building principal or designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by Board of Education *Code of Conduct: Public Conduct on School Property (Policy 5300.70)*.

Great Neck Public Schools
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CODE OF CONDUCT: PUBLIC CONDUCT ON DISTRICT PROPERTY

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on District property and at District functions. For purposes of this section of the code, "public" will mean all persons when on District property or attending a District function including students, teachers and District personnel.

The restrictions on public conduct on District property and at District functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression are indispensable to the objectives of the District. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

All persons on District property or attending a District function will conduct themselves in a respectful and orderly manner. In addition, all persons on District property or attending a District function are expected to be properly attired for the purpose they are on District property.

I. Prohibited Conduct

No person, either alone or with others, will:

A. Intentionally injure any person, threaten to do so or endanger the safety of themselves or others.
B. Intentionally damage or destroy school district property or the personal property of a student, teacher, administrator, other District employee or any person on District property, including graffiti or arson.
C. Disrupt the orderly conduct of classes, District programs or other District activities.
D. Distribute or wear materials on District grounds or at District functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the District program.
E. Intimidate, harass or discriminate against any person on the basis of age, ancestry, color, creed, disability, ethnic group, gender (including gender expression and identity), genetic predisposition, marital status, national origin, parental status, physical characteristics, actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), religion, religious practice, reproductive health decisions, sex, sexual orientation, or weight.
F. Enter any portion of the District premises without authorization or remain in any building or facility after it is normally closed.
G. Obstruct the free movement of any person in any place to which this Code applies.
H. Violate the traffic laws, parking regulations or other restrictions on vehicles;

I. Possess, consume, sell, distribute, manufacture or exchange alcoholic beverages, controlled substances, cannabis or cannabinoid hemp or synthetic versions thereof whether specifically illegal or not, or be under the influence of such substances on District property or at a District function.
J. Possess or use weapons in or on District property or at a District function, except in the case of law enforcement officers or except as specifically authorized by the school district.
K. Loiter on or about District property.
L. Gamble on District property or at District functions.
M. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
N. Willfully incite others to commit any of the acts prohibited by this code.
O. Violate any Federal or New York State statute, local ordinance or Board policy while on District property or while at a District function.
~~P. Smoke a cigarette, cigar, pipe, or use chewing or smokeless tobacco. The use of electronic cigarettes and other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited. Electronic cigarettes or e-cigarettes, known collectively as ENDS – Electronic Nicotine Delivery Systems, are defined as electronic devices that deliver vapor that is inhaled by an individual user (including but not limited to e-pens, e-pipes, e-hookah, e-cigars, vaporizers, vapor pipes and vape pens), and will include any refill, cartridge or other component used in such a device.~~
P. Smoking (the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco, cannabis or cannabinoid hemp) and all other tobacco use or the use of electronic cigarettes and other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited. Electronic cigarettes or e-cigarettes, known collectively as ENDS – Electronic Nicotine Delivery Systems, are defined as electronic devices that deliver vapor that is inhaled by an individual user (including but not limited to e-pens, e-pipes, e-hookah, e-cigars, vaporizers, vapor pipes, vape pens or any other personal vaporizing device, and includes any refill, cartridge or other component used in such a device.

II. Penalties

Persons who violate this Code will be subject to the following penalties:

A. Visitors: Their authorization, if any, to remain on District grounds or at the District function will be withdrawn and they will be directed to leave the premises. If they refuse to leave, they will be ~~subject to ejection~~ considered trespassers and be subject to removal from the premises.
B. Students: They will be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
C. ~~Tenured~~ Faculty members: They will be subject to disciplinary action as the facts may warrant in accordance with New York State Education Law §3020-a or any other legal rights that they may have.

D. Staff members in the classified service of the civil service entitled to the protection of New York State Civil Service Law §75. They will be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with New York State Civil Service Law §75 or any other legal rights that they may have
E. Staff members other than those described in ~~subdivisions~~ sections ~~3~~ C and ~~4~~ D above. They will be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

III. Enforcement

The building principal or designee will be responsible for enforcing the conduct required by this code whenever school is in session and at all school related functions. The Superintendent of Schools or designee ~~(e.g., Chief of Security)~~ will be responsible at all other times.

When the building principal or designee sees an individual engaged in prohibited conduct, which in the principal's judgment does not pose any immediate threat of injury to persons or property, the principal or designee will tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or designee will also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or designee will have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District will initiate disciplinary action against any student or staff member, as appropriate, with the Penalties section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

Great Neck Public Schools
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CODE OF CONDUCT: DISSEMINATION AND REVIEW

I. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this Code of Conduct by:

A. Providing copies of a summary of the Code to all students at a general assembly held at the beginning of each school year.
B. Making hard copies of the Code available to all parents/persons in parental relation at the beginning of the school year.
C. Mailing a summary of the Code of Conduct to all parents/persons in parental relation of district students before the beginning of the school year and making this summary available later upon request.
D. Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
E. Providing all new employees with a copy of the current Code of Conduct when they are first hired.
F. Making copies of the Code available for review by students, parents/persons in parental relation and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the Code of Conduct. The Superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

II. Review of Code of Conduct

The Board of Education will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the Code has been applied fairly and consistently.

The Board will annually appoint an advisory committee to assist in reviewing the Code and the district's response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents/persons in parental relation, students and any other interested party may participate.

The Code of Conduct and any amendments to it will be filed with the Commissioner no later than 30 days from the date of adoption.

Great Neck Public Schools
Adopted: 6/25/01
Amended: 7/6/04; 12/14/09, 10/15/12
Proposed Revision: 7/6/22

c. Policy 6240 (Revision) – Investments (First Reading)

INFORMATION: Attached for Board of Education consideration is a revised policy: **6240 Investments**. The revision addresses an expansion of the role of the District Treasurer as well as inclusion of the role of the Assistant Superintendent for Business with regard to investment practices. In addition, it is proposed that Appendix A be deleted and its information be included in the body of the policy. This revised policy is being submitted for a first reading.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed Policy 6240 Investments for a first reading, in accordance with *Policy 2400 Board Policy Development*.

INVESTMENTS

~~I. SCOPE~~

~~This investment policy applies to all moneys and other financial resources available for investment on behalf of the Great Neck Union Free School District.~~

The Board of Education of the Great Neck Public Schools authorizes an investment program for the School District. Investments are viewed as a critical ingredient of sound fiscal management in order to supplement other District revenues for the support of the education program of the school system. The District will diversify its deposits and investments by financial institutions, by investment instrument and by maturity scheduling.

~~II.~~ OBJECTIVES

The ~~primary~~ objectives of the District's investment ~~activities~~ program are~~:~~ to safeguard

~~a. To conform with all applicable federal, state and other legal requirements;~~

~~b. To adequately safeguard principal;~~

~~c. To provide sufficient liquidity to meet all operating requirements; and~~

~~d. To obtain a reasonable rate of return.~~

the District's funds and to minimize risk, so that investments mature when cash is required to finance operations, and so that a competitive rate of return is achieved.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

~~III.~~ DELEGATION OF AUTHORITY

The Board of Education's responsibility for administration for the investment program is delegated to the Treasurer ~~who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees~~. The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable assurance that deposits and investments are

safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with the Board's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

The District authorizes the Treasurer to manage all activities associated with the investment program in such manner as to accomplish all the objectives and intents of this policy. These responsibilities will also include, but not be limited to:

1. Annual review and assessment of the School District's investment program incorporating any relevant recommendations of the independent auditor;
2. The continual process of temporary investing of all fund balances and moneys available to the School District for investment purposes;
3. The maintenance of a yearly cash flow chart that will provide data to assist proper planning and decision making regarding amount, duration, and type of investments for the School District.

In addition, the Assistant Superintendent for Business is authorized to execute in the name of the Board any and all documents relating to the investment program in a timely manner as well as to utilize reputable consultants regarding investment decisions when necessary. A monthly treasurer's report will be given to the Board of Education. Concentration of investments in a single financial institution should be avoided. Diversification of investments and deposits is encouraged and shall be made in accordance with this policy.

~~IV.~~ PRUDENCE

~~The Treasurer~~ All participants in the investment process shall act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Great Neck ~~Union Free School District~~ Public Schools.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudent discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as probable income to be derived.

All ~~employees~~ participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions

~~V. DIVERSIFICATION~~

~~It is the policy of the Great Neck Union Free School District to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.~~

~~VI. INTERNAL CONTROLS~~

~~It is the policy of the Great Neck Union Free School District for all money collected by any officer or employee of the government to transfer those funds to the treasurer's office within two (2) days of receipt, or within the time period specified in law, whichever is shorter~~.

~~The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with the Board's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.~~

~~VII.~~ DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit of monies shall be approved by the Board of Education at the annual organizational meeting held in July each year, or by resolution thereafter.

The ~~Great Neck Union Free School~~ District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments that can be made with each financial institution or dealer. All financial institutions with which the ~~school~~ District conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report Condition (Call Report) at the request of the Great Neck ~~Union Free~~ Public Schools ~~District~~. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

~~VIII.~~ COLLATERALIZING OF DEPOSITS

In accordance with the provisions of New York State General Municipal Law, S10, all deposits of Great Neck ~~Union Free~~ Public Schools ~~District~~ including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

By a pledge of ~~"~~eligible securities~~"~~ with an aggregate ~~"~~market value~~"~~ as provided by General Municipal Law S10, equal to the aggregate amount of deposits from the following categories: ~~designated in Appendix A.~~

- Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.

- Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation

of such New York State or obligations of any public benefit corporation, which under a specific New York State statute may be accepted as security for deposit of public monies.

- Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

- Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

- Commercial paper and bankers' acceptances issued by a bank, other than the Bank or trust company, or agent of and custodian for the District, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of no longer than 60 days from the date they are pledged.

- Zero coupon obligations of the United States government marketed as "Treasury strips."

~~IX.~~ SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to a security and custodial agreement.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Great Neck ~~Union Free~~ Public Schools ~~District~~ or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in

the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the District a perfected interest in the securities.

~~X.~~ PERMITTED INVESTMENTS

As authorized by New York State General Municipal Law, 11, the District authorizes the Treasurer to invest monies not required for immediate expenditure, for terms not to exceed its projected cash flow needs, in the following types of investments:

a. Special time deposit accounts.

b. Certificates of deposit in banks authorized to do business in New York State.

c. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United State of America.

d. Obligations of the State of New York.

e. Obligations issued pursuant to New York State Local Finance Law 24 or 25 (with approval of the New York State Comptroller) by any municipality, school district or district corporation other than the Great Neck ~~Union Free~~ Public Schools District.

f. Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.

All investment obligations shall be payable or redeemable at the option of the Great Neck ~~Union Free~~ Public Schools ~~District~~ within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Great Neck ~~Union Free~~ Public Schools ~~District~~ within two years of the date of purchase.

~~XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS~~

~~The Great Neck Union Free School District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments that can be made with each financial institution or dealer. All financial institutions with which the school district conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report Condition (Call Report) at the request of the Great Neck Union Free School District. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing will be evaluated at least annually.~~

~~XII.~~ PURCHASE OF INVESTMENTS

The Treasurer is authorized to contract for the purchase of investments:

a. Directly, including through a repurchase agreement, from an authorized trading partner.

b. Cooperative investment agreements may be made with certain municipal corporations: any New York State county (outside New York City), city, town, village, Board of Cooperative Education Services (BOCES), fire district, or school district, pursuant to New York State General Municipal Law Article 5-G.

~~c. Cooperative investment agreements, pursuant to New York State General Municipal Law Article 3-A, must address: the governing board of the cooperative, lead participant, proportional interest, the cooperative's investment policy, contributions and distributions, apportionment of administrative expenses and costs, methodology to determine participants' interest, determination of market value at least monthly, portfolio interest rate testing at least monthly, irrevocable letter of credit, professional services, contribution confirmations, monthly statements, notification of distribution deferrals or unanticipated losses or material adverse events, annual independent audit, annual information statements, annual investment reports, and governing board rating disclosure.~~

The District may use any of the following investment instruments when investing district funds as listed in Section 11 of ~~the~~ New York State General Municipal Law:

- Obligations of the United States of America (e.g., U.S. Treasury Bills and Notes);
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations of other municipalities issued pursuant to Local Finance Law sections 24.00 (Tax Anticipation Notes) or 25.00 (Revenue Anticipation Notes), with the approval of the State Comptroller;
- Obligations of the District, but only with any moneys in reserve funds established pursuant to New York State General Municipal Law sections 6-d, 6-j, 6-l, 6-m, 6-n, 6-p, and 6-r; and
- By participation in cooperative investment programs with other authorized governmental entities pursuant to Article 5-G of ~~the~~ New York State General Municipal Law, where such a program meets all the requirements set forth in the Office of the New York State Comptroller Opinion No. 88-46.

All purchased obligations, unless registered or inscribed in the name of the District, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall will be confirmed in writing to the Great Neck ~~Union Free~~ Public Schools ~~District~~ by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in New York State General Municipal Law 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the District a perfected interest in the securities.

All financial institutions where District funds are deposited will provide a statement to the District of the collateral and list of securities pledged at market value.

All moneys collected by any officer or employee of the government to transfer those funds to the Treasurer or Deputy Treasurer within five (5) days for deposit, or within the time period specified in law, whichever is shorter.

The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

~~XIII.~~ REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

a. All repurchase agreements must be entered into subject to a Master Repurchase Agreement.

b. Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.

c. Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.

d. No substitution of securities will be allowed.

e. The custodian shall be a third party other than the trading partner.

~~XIV.~~ ANNUAL BOARD OF EDUCATION REVIEW

This policy shall be approved annually by the Board of Education at ~~the~~ its annual organizational meeting ~~of the Great Neck Board of Education~~.

~~APPENDIX A~~

~~SCHEDULE OF ELIGIBLE SECURITIES FOR COLLATERAL~~

- ~~Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.~~

- ~~Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation, which under a specific State statute may be accepted as security for deposit of public monies.~~

- ~~Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.~~

- ~~Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.~~

- ~~Commercial paper and bankers' acceptances issued by a bank, other than the Bank or trust company, or agent of and custodian for the District, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of no longer than 60 days from the date they are pledged.~~

- ~~Zero coupon obligations of the United States government marketed as "Treasury strips."~~

d. **Policy 6700 (Revision) – Purchasing (First Reading)**

INFORMATION: Attached for Board of Education consideration is a revised policy: **6700 Purchasing**. The revision addresses a recommendation from counsel that the policy language be expanded to codify, in policy format, the District's existing practices for procurement of goods and services including specifications for competitive bidding and request for proposal requirements. It also addresses a recommendation from the District's Internal Auditor to codify the District's existing practices with regard to requirements under the Federal Uniform Grant Guidance for procurement of goods or services using Federal grant funds awarded through formulas and/or discretionary grants. This includes funds awarded by the United States Department of Education as grants or funds to a pass-through entity, such as the New York State Education Department, for subgrants. This revised policy is being submitted for a first reading.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed Policy 6700 Purchasing for a first reading, in accordance with *Policy 2400 Board Policy Development*.

PURCHASING

The Board of Education of the Great Neck Public Schools views purchasing as ~~serving~~ essential to the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the Business Office under the general supervision of the Purchasing Agent designated by resolution of the Board of Education at its Annual Organizational Meeting.

The Assistant Superintendent for Business, under the general supervision of the Superintendent of Schools, will be responsible for administering all purchasing activities. The Board of Education has designated Jason Martin as the Purchasing Agent for the District.

All purchases will be made through the Business Office by the Purchasing Agent or designee.

The Purchasing Agent is authorized to issue purchase orders without prior approval of the Board of Education when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations.

The Assistant Superintendent for Business, with the assistance of the Purchasing Agent, ~~shall~~ will be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the District. Such procedures ~~shall~~ will comply with all applicable laws and regulations of the New York State and the Commissioner of Education.

Contracts for goods or services made by individuals or organizations in the District independent of the involvement of the Assistant Superintendent for Business or without Board of Education approval are not enforceable.

The District's purchasing activity will strive to meet the following objectives:

1. To effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. To obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in cooperation with the requisitioning authority. The educational welfare of the students is the foremost consideration in making any purchase;
3. To ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the District;
4. To maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. To ensure, through the use of proper internal controls, that loss and/or diversion *of* District property is prevented.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations ~~shall~~ will be solicited in connection with purchases pursuant to New York State law.

The New York State General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding $20,000 and public work contracts involving an expenditure of more than $35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the threshold. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid. When permitted or encouraged by New York State law, Requests For Proposal (RFP) may be used in lieu of bidding. In determining the necessity for competitive bidding, the aggregate (total combined District-wide) cost of a commodity estimated to be purchased in a fiscal year must be considered. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

If in excess of bid limits, the following is also subject to New York State General Municipal Law 103:

- Lease/rental of personal property (Section 1725 of New York State Education Law All leases and rental agreements will be signed by the Superintendent of Schools and/or the Assistant Superintendent for Business.);
- "Lease Purchasing" agreement for instructional equipment (Section 1725-A of New York State Education Law);
- "Installment Purchase" of equipment, machinery and apparatus (Section 109-B of New York State General Municipal Law);
- Cooperative Bid Arrangements (Section 119-0 of New York State General Municipal Law);
- Standardization (Section 103 of New York State General Municipal Law); and
- Transportation, physical spaces or food services contracts covered by New York State Education Law are subject to same limits as "Purchase Contracts" under Section 103 of New York State General Municipal Law 9 Section 305, Subdivision 14, New York State Education Law.

The Purchasing Agent or designee is authorized to conduct bid openings. All contracts which require public advertising and competitive bidding will be awarded by resolution of the Board of Education. Written recommendations for the award of all such contracts will be submitted to the Assistant Superintendent for Business. When purchases or annual anticipated purchases for items or categories of items reach statute-specified amounts, bid specifications will be developed and bids taken as required by statute.

Purchases will not be manipulated to avoid taking bids as required by statute. Small orders of similar commodities or significant underestimation of needs will be considered an attempt to avoid the bid process.

All bids taken for purchase or equipment, furniture, supplies and services will be reported to the Board of Education so that action approving contracts to the lowest responsible bidder meeting specifications can be taken. When it is in the best interests of the District, contracts for purchases of materials, supplies or equipment (except printed material), may be awarded to a responsive and responsible bidder on the basis of "best value" in accordance with the requirements of New York State General Municipal Law, section 103 and New York State Finance Law, section 163. When the District determines to award a purchase contract on the basis of "best value," the bid specifications will identify the criteria and rating system to be utilized in making a "best value" determination. The Purchasing Agent will maintain documentation reflecting said criteria and rating system, as well as the evaluation of each bidder's bid in connection with same.

Contracts and agreements for capital projects and professional services not governed by sections 103 and 104 of New York State General Municipal Law, between the District and contractors will be approved by resolution of the Board of Education and will be signed by the Board of Education President and/or the Superintendent of Schools on behalf of the Board of Education.

Goods and services which are not required by law to be procured by the District through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Such alternative procurement procedures may include:

1. purchases made through available BOCES contract or cooperative bid or by "piggybacking"* onto contracts of the United States or agencies thereof or the federal General Services Administration (GSA), the New York State Office of General Services (OGS), departments or agencies of New York State, any New York State county, or any state or any county or political subdivision or district therein, whenever such purchases are in the best interests of the district or will result in cost savings to the district;

   It is the District's responsibility to review each "piggybacking" contract corresponding to a proposed purchase, upon the advice of counsel as necessary, to determine whether the original contract does not conflict with New York State law or regulation, and meets the following requirements:

a. The contract must have been let by the United States, or any agency thereof, any state, or any other political subdivision or district therein;
b. The contract must have been made available for use by other governmental entities; including New York State local governments;
c. The contract must have been let to the lowest responsible bidder or on the basis of best value, in a manner consistent with New York State General Municipal Law §103. Those main elements are: (a) public solicitation of bids or offers; (b) secure or confidential bids or offers; (c) use of a common standard for bidders or offers to compete fairly; and (d) awarded to the lowest responsible bidder, or responsible offeror of best value, which optimizes quality, cost and efficiency.

~~2. purchases under governmental cooperatives that conform to New York State General Municipal Law section 103, including (but not limited to) National Joint Powers Alliance, National Intergovernmental Purchasing Alliance, U. S. Communities Government, Interflex, BidAdvantage and Purchasing Cooperative;~~

~~3.~~ 2. articles manufactured in New York State correctional institutions; or

~~4.~~ 3. from agencies for the blind and severely disabled; or

~~5.~~ 4. the use of the RFP process for such professional and technical services or other procurements that might, from time to time, be deemed appropriate.

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* Piggybacking is defined as the use of an existing contract to acquire the same commodities or services at the same or lower price from another public entity contract.

Procedures for Procurement of Goods and Services

The following sets forth the procedures for the procurement of goods and services by the District:

I. Definitions

Purchase Contract: a contract involving the acquisition of commodities, materials, supplies or equipment.

Public Work Contract: a contract involving services, labor or construction.

II. Competitive Bidding Required

A. Method of Determining Whether Procurement is Subject to Competitive Bidding

1. The District will first determine if the proposed procurement is a purchase contract or a contract for public work.
2. If the procurement is either a purchase contract or a contract for public work, the District will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The District will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.

B. Contract Combining Professional Services and Purchase

In the event that a contract combines the provision of professional services and a purchase, the District, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

C. Opening and Recording Bids; Awarding Contracts

Only the Purchasing Agent or designee will be authorized to open and record bids. Appropriate District administrators will be consulted in making purchasing recommendations to the Purchasing Agent and to the Board of Education for bid award recommendations. Contracts will be awarded to the lowest responsible bidder, who has furnished security, if required, after responding to an advertisement for sealed bids.

Opportunities ~~shall~~ will be provided to all responsible suppliers to do business with the District. Suppliers whose place of business is situated within the District may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors. Purchases will be made through available cooperative Board of Cooperative Educational Services (BOCES) bids, New York State contracts of the Office of General Services, or county contracts whenever such purchases are in the best interests of the District. In addition, the District will make purchases from correctional institutions and agencies for the blind and severely disabled as provided by law.

~~In accordance with Chapter 377 of the New York State Laws of 2001,~~ The District ~~shall~~ will give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats for students with disabilities. The term "alternative format" ~~shall~~ will mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the District, including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

D. *Documentation of Competitive Bids*
The District will maintain written documentation which will include, but not be limited to, the method in which it determined whether the procurement is a purchase or a public work contract, Board of Education Resolutions, Memoranda, Written Quotes, Telephone Logs, RFP's, Proposals, Contracts, References, Original Bids and all related data including documentation when a contract is not awarded to the vendor submitting the lowest quote, setting forth the reasons therefore.

E. *Purchases involving the expenditure of Federal funds, Federal grants and/or Federal awards*
The District will follow all applicable requirements in the Federal Uniform Grant Guidance (2 CFR Part 200) whenever it procures goods or services using Federal grant funds awarded through formulas and/or discretionary grants, including funds awarded by the United States Department of Education as grant or funds to a pass-through entity, such as the New York State Education Department, for subgrants.

Under the Federal Uniform Grant Guidance, the District will, among other things, take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

III. *Quotes When Competitive Bidding Not Required*
Goods and services which are not required by law to be procured by the District through competitive bidding will be procured in a manner so that public monies are used prudently and economically and in the best interests of the taxpayers.

The Purchasing Agent will handle routine purchasing and will have authorization to purchase supplies, equipment and services, not subject to the New York State bid law consistent with all appropriate provisions of law and as described in this Purchasing Policy.

Alternative proposals or quotations will be secured by RFP, written or verbal quotations or any other appropriate method of procurement, as set forth below. A quote which exceeds the budgetary limit will be awarded only when such award is in the best interests of the District and otherwise furthers the purposes of section 104-b of the General Municipal Law. The District will provide justification and documentation of any such contract awarded. The District will also provide and document any contract awarded to a vendor other than the lowest dollar offeror.

A. *Methods of Documentation*

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative. Quotations may be requested by the ordering

department, as appropriate, from the vendors who can provide the item or service required. Quotations must be documented by the ordering department;

2. Written Quotations: Detailed vendor written formal quotations will be obtained by the order department. Vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted and name of contact.

   Quotations from prospective bidders who are unable to supply the required goods or service and offer a "No Quote" response to a request, or are unresponsive to a request for a quote, are to be counted toward compliance with this requirement. In the best interest of the District the Purchasing Agent may initiate the formal sealed bid process for any product or service, based on market conditions, an awareness of competitive advantage or an anticipated increase in cumulative purchased totals for a given commodity or class or materials.

3. Requests for Proposals (RFP): The District will prepare a well-planned RFP which will contain critical details of the goods/services, procurement, including the methods which it will use in selecting the service. The District will consider the following factors in developing its RFP:
   - the special knowledge or expertise of the professional or consultant service;
   - the quality of the service to be provided;
   - the staffing of the service; and
   - the suitability for the District's needs.

   The District may locate prospective qualified firms by:
   - advertising in trade journals;
   - checking listings of professionals; and/or
   - making inquiries of other districts or other appropriate sources.

4. Procurement of Professional Services:
   The District may engage the services of professionals without the need for seeking alternative proposals. The individual or company should be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

B. *Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurement; Documentation to be Maintained*

Quotes/ bids should be used only when all other means of purchasing have been exhausted. Quotes must be obtained for all purchases under the bid limits listed below. Limits are total cost of similar items/services to be purchased in a fiscal year – not per purchase order or per job. Quotes will be processed at the discretion of the Purchasing Agent.

The District will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurement in the most cost-effective manner possible:

1. ***District-Wide Purchase Contracts below $20,000*** *(including service contracts for work not covered by Article 8 of the New York State Labor Law)*
   a. **Less than $1,000**: No alternate quote required unless requested by the purchasing department.
   b. **$1,001 - $19,999**: A minimum of three written quotes, to include all vendor discounts and fees. Documentation form will be made available to the Purchasing Department by the Budget Supervisor. Paperwork to be completed by budget supervisor at their location. Documentation must be attached to Purchase Order.

2. ***District-Wide Public Works Contract below $35,000***
   All price quotes for public work contracts must contain a prevailing wage schedule. Please contact the Business Office for prevailing wage schedule information.
   Limits below are total cost of similar services to be performed during the entire fiscal year.
   a. **Less than $1000.00**: No alternate quote required unless requested by the purchasing department.
   b. **$1,001 - $34,999**: A minimum of three written quotes, to include all vendor discounts and fees. Documentation form will be made available to the Purchasing Department by the Budget Supervisor. Paperwork to be completed by budget supervisor at their location. Documentation must be attached to Purchase Order.

Payment to vendors will not be processed without certified payroll.

C. *Purchases/Public Works: Methods of Competition for Procurements Specifically Exempted from Competitive Bidding Requirements:*

Competitive bidding, as set forth in General Municipal Law, section 103, is not required where procurements are made in the following situations. The District will not be required to secure alternative proposals or quotations for these procurements. However, documentation from the vendors supplying said

goods/services, as indicated, will be maintained by the District:

1. in emergency situations where:
   a. the situation arises out of an accident or unforeseen occurrence or condition;
   b. a District building, property, or the life, health, or safety of an individual on District property is affected; or
   c. the situation requires immediate action which cannot await competitive bidding.

   The Board of Education may pass a resolution which will declare an emergency prior to the purchase, if feasible. However, when the Board of Education passes such a resolution that an emergency situation exists, the District will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

   When it is not feasible to obtain a resolution passed by the Board of Education prior to the purchase, the Assistant Superintendent for Business and the Superintendent of Schools must be notified that an emergency situation exists. Approval to make necessary purchases must be obtained from the Assistant Superintendent for Business and/or Superintendent of Schools. They will then be responsible for notifying the Board of Education of the emergency situation.

   Documentation: A memorandum may be filed with a copy of the purchase order attached which will explain how the purchase meets the criteria for an emergency exception. The District will maintain records of verbal (or written) quotes. Documentation must be attached to the purchase order showing that proper notifications were made and approvals were obtained.

2. when the District purchases surplus or second-hand supplies, materials or equipment from the federal or state governments or from any other political subdivision or public benefit corporation within New York State.

   Documentation: The District will maintain market price comparisons (verbal or written quotes) and the name of the government entity.

3. when the District purchases goods, supplies and services from municipal hospitals under joint contracts and arrangements entered into pursuant to section 2803-a of the Public Health Law.

   Documentation: The District will maintain the legal authorization, Board of Education authorization and market price comparisons.

4. when there is only one possible source from which to procure goods or services required in the public interest.

   Documentation: The District will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item or service is reasonable, when compared to conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the good. Such documentation will be provided by the ordering department and attached to the purchase order.

5. when the District purchases goods, supplies and services from New York State Office of General Services.

   Documentation: The District will maintain written documentation of the New York State Office of General Services contract award, including the OGS award number and date.

6. when the District procures goods/services pursuant to the County contract for which the District is eligible for participation.

   Documentation: The District will maintain written legal authorization, Board of Education authorization and documentation from the County concerning the terms of use and scope of said contract.

7. when the District procures goods/ services pursuant to participation in a cooperative bidding consortium.

   Cooperative purchasing ~~shall~~ will be promoted with other school districts, BOCES and Government Entities whenever feasible. The District will participate in such bids when opportunities arise that will have cost-effective results.

   Participation in cooperative bidding consortiums must be pre-authorized by resolution of the Board of Education.

   Documentation: will include contact number and name of governmental agency. The District will maintain legal authorization and Board of Education authorization for the procurement.

8. when the District procures goods/ services pursuant to a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision therein.

   Whenever it is feasible, in the best interests of the District and permitted by applicable contract terms, purchases of materials, supplies or equipment (except printed material), will be made through New York State and County Government contracts. Prior to making such purchases, the District will consider whether such contract will result in cost savings after all factors, including charges for service, material, and delivery, have been considered. The District, may, when permitted by law and applicable contract terms, utilize contracts let by the United States of America, any agency thereof, any state or any other county or political subdivision or District therein if such contract was let in a manner consistent with New York State law and made available for use by the District.

   Documentation: will include contact number and name of governmental agency. The District will maintain legal authorization and Board of Education authorization for the procurement.

9. when the District procures goods manufactured in state correctional institutions, Industries for the Blind of New York State, and New York State Industries for the Disabled.

   Documentation: will include contract number and name of governmental agency;

10. when the District procures professional services or services requiring special or technical skills, training, or expertise, such as: legal and medical services; property appraisals; engineers and architects; investment management; auditing; and claims management. The Board of Education may solicit an RFP if it is in the best interest of the District.

    Documentation: will include quotes and proposals and all related data.

11. when the District purchases food items exempt from bidding as indicated under New York State General Municipal Law section 103(9).

    Documentation: will include documentation consistent with section 114.3 and 114.4 of the Regulations of the Commissioner of Education.

12. when the District purchases insurance, as there is an obligation to the taxpayer to adopt insurance practices that will obtain the best coverage for the lowest cost.

    Documentation: will include quotes and proposals and all related data.

13. when the District purchases from monopolies. Competitive bidding is not required where object of the contract is controlled by a monopoly, such as in the case of natural gas and electric utilities.

    Documentation: will include name of governmental agency.

14. when the District contracts for state-mandated operations that require certifications of contracts, such as inspection of underground gas tanks.

    Documentation: will include all related data.

15. when the District purchases information technology and telecommunications hardware, software and professional services through cooperative purchasing permissible pursuant to federal general services administration information technology schedule seventy or any successor schedule.

    Documentation: The District will maintain legal authorization and Board of Education authorization for the procurement.

    In all cases, the Board of Education may elect to solicit proposals, if it is deemed in the best interest of the District.

IV. Procurement from Other than the "Lowest Responsible Dollar Offeror"

Bids will be awarded to the lowest responsible bidder whose product or service meets or exceeds specifications. The person or persons participating in the decision determining if a bidder is or is not responsible must provide written justification and documentation on such statements. This information will become part of the bid file.

The past performance and/or reliability of the bidder providing the product/service will be a factor in determining the lowest responsible bidder.

It will be the practice of the District to maintain accurate and complete records as to the performance of any contractor/vendor so that "failure to perform" can be well documented.

The District will provide justification and documentation of any contract awarded to an offer or other than the lowest responsible dollar offer or, setting forth the reasons why such award is in the best interests of the District and otherwise furthers the purposes of section 104-b of the New York State General Municipal Law. In accordance with New York State General Municipal Law §103(1) such justification may include a contract awarded on the basis of best value, as defined by New York State Finance Law §163, instead of lowest bid.

V. Internal Control

The Board of Education authorizes the Assistant Superintendent for Business to establish and maintain an internal control structure so that District's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and District policies and regulations, and recorded properly in the financial records of the District.

The District will not be responsible for purchases made without prior authorization. Employees deviating from this procedure will be notified immediately.

VI. Standardization

The Board of Education may standardize by resolution on a particular type of material or equipment. Standardization restricts a purchase to a specific model or type of equipment or supply. For example, to limit the purchase of trucks to a specific manufacturer or model on the basis of past performance. The resolution, will state that for reasons of efficiency and/or economy there is a need for standardization. There will be a full explanation supporting the action.

The adoption of such a resolution does not eliminate the necessity for conformance to the competitive bidding requirements

VII. Notice to Vendors

Written notice will be available to all suppliers detailing the District's purchasing policy. Vendors deviating from the approved purchasing policy will be informed of the possible consequences, including, but not limited to, removal from vendor list.

Implied authority will not bind the District to purchases not approved by the Purchasing Agent.

The following statement may be stamped on all purchase orders, and/or included in vendor notification of District policy

"Please be advised that if you provide product or service to the Great Neck Public Schools without a written Purchase Order, signed by the Purchasing Agent, you do so at your own risk. You have NO assurance of payment."

IX. Quality, Cost Control, Repair, Replacement or Purchases

If the cost of repair of an item exceeds 75% of the cost to replace the item, the Purchasing Agent may, in cooperation with the appropriate administrator and within the approved budget, authorize the purchase of a new item in lieu of repair.

XI. Purchase Orders

The Purchasing Agent will be authorized to issue pre-numbered or computer generated purchase orders for all goods and services for which an appropriation has been made in the budget. Purchase orders will be issued after completion of the competitive procurement process and award of the contract by the Board of Education, when applicable. Bid proposals, specifications and/or contracts must be attached to the purchase orders.

Purchase orders must reflect all information relevant to the purchase including the address for delivery. All goods delivered and received must be delivered to a building in the District and accepted by an authorized District employee who will certify that the goods were received in good condition before payment is approved.

XIII. Prohibited Interests

No Board of Education member, officer or employee of the District ~~shall~~ will have an interest in any contract entered into by the Board of Education or the District, as provided in Article 18 of the New York State General Municipal Law.

XIV. Annual Review

All District policies regarding the procurement processes will be reviewed by the Board of Education at least annually. Comments regarding the purchasing process will be solicited from appropriate District personnel involved in the procurement process as is deemed necessary. New regulations and procedures must then be adopted by Board of Education resolution.

XV. Unintentional Failure to Comply

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the District's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the District or any officer or employee of the District.

~~The Purchasing Agent will not be required to secure alternative proposals or quotations for:~~

~~1. emergencies where time is a crucial factor;~~
~~2. procurements for which there is no possibility of competition (sole source items);~~
~~3. very small procurements when solicitations of competition would not be cost-effective.~~

Great Neck Public Schools
Adopted: 08/06/92;
Amended: 11/03/03; 01/28/08; 06/16/08; 10/18/10; 03/11/13; 7/6/16; 5/8/17; 6/4/18
Proposed Revision: 7/6 /22

e. **Adoption of 2022-2023 District Guidance Plan**

WHEREAS, the Guidance Plan documents the commitment of the District to prepare all students to succeed responsibly in post-secondary education and/or the workplace;

WHEREAS, the plan gives an overview of the requirements, goals, and support given to all K-12 students in order to ensure their successful transition to a meaningful post-secondary experience;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby adopts the Great Neck Public Schools District Guidance Plan for 2022-2023, which was prepared by a committee under Dr. Joseph Hickey's auspices, in accord with applicable regulations of the Commissioner of Education.

f. Adoption of 2022-2023 Special Education District Plan

WHEREAS, the Guidance Plan documents the commitment of the District to prepare all students to succeed responsibly in post-secondary education and/or the workplace;

WHEREAS, the plan gives an overview of the requirements, goals, and support given to all K-12 students in order to ensure their successful transition to a meaningful post-secondary experience;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby adopts the Great Neck Public Schools District Guidance Plan for 2022-2023, which was prepared by a committee under Dr. Joseph Hickey's auspices, in accord with applicable regulations of the Commissioner of Education.

g. **Adoption of 2022-2023 Professional Development Plan**

WHEREAS, pursuant to §80-3.6 of the amended §100.2 (dd) of the Commissioner's Regulations, the Great Neck Public Schools Professional Development Plan (PDP) must be updated annually and adopted at a public meeting by the Board of Education;

WHEREAS, the Great Neck Public Schools Professional Development Plan was reviewed by the District's Professional Development Committee, and changes made to the plan were minimal and not significant;

WHEREAS, the Professional Development Plan Statement of Certification that must be signed and submitted to the New York State Education Department by September 1, 2022 is attached;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the modifications and adopts the revised 2022-2023 Great Neck Public Schools Professional Development Plan.

h. **Participation in the Nassau BOCES Cooperative Bidding Program**

WHEREAS, the District wishes to continue participating in the Nassau BOCES Cooperative Bidding Program for the 2022-2023 school year to procure supplies, equipment, and services at substantial savings;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the District to participate in the Nassau BOCES Cooperative Bidding Program for the 2022-23 school year.

i. Architectural & Engineering Services (BBS)

WHEREAS, the Great Neck School District (the "School District") requested proposals for the "Architectural & Engineering Services";

WHEREAS, the District received and opened proposals for architectural and engineering services;

WHEREAS, the District's Purchasing Agent and the District's Supervisor of Facilities reviewed and evaluated said proposals and based upon said review and evaluation, recommends that the contract for Architectural & Engineering Services be awarded to Burton-Behrentd-Smith BBS;

NOW, THERFORE, BE IT RESOLVED, that the Board of Education hereby awards the Architectural & Engineering Services to Burton-Behrentd-Smith BBS.

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said contract between the School District and BBS on behalf of the Board of Education, subject to the terms of an agreement to be prepared by District counsel.

j. **Building Addition – Lakeville School (Hi-Tech Air-Conditioning Service, Inc.)**

WHEREAS, the Great Neck School District (the "School District") requested sealed bids for the project entitled "Building Addition at Lakeville School, SED No. 28-04-07-03-0-010-026" (the "Project");

WHEREAS, the District received and opened bid proposals for the provision of labor and materials for Contract MC-1 – Mechanical Construction;

WHEREAS, the School District's Architect and Construction Manager reviewed and evaluated said bid proposals;

WHEREAS, based upon said review and evaluation of the submitted bid proposals by the Architect and Construction Management, the District Administration recommends that the Board of Education award Contract MC-1 – Mechanical Construction to Hi-Tech Air-Conditioning Service, Inc., as the lowest responsible bidder;

NOW THEREFORE, BE IT RESOLVED that upon the recommendation of the District Administration, the Board of Education hereby awards Contract MC-1 – Mechanical Construction to Hi-Tech Air-Conditioning Service, Inc. as the lowest responsible bidder, for a total contract amount of $235,000;

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said contract between the School District and Hi-Tech Air-Conditioning Service, Inc. on behalf of the Board of Education.

k. **Building Addition – Lakeville School (Light House Designs, Inc.)**

WHEREAS, the Great Neck School District (the "School District") requested sealed bids for the project entitled "Building Addition at Lakeville School, SED No. 28-04-07-03-0-010-026" (the "Project");

WHEREAS, the District received and opened bid proposals for the provision of labor and materials for Contract GC-1 – General Construction;

WHEREAS, the School District's Architect and Construction Manager reviewed and evaluated said bid proposals;

WHEREAS, based upon said review and evaluation of the submitted bid proposals by the Architect and Construction Manager, the District Administration recommends that the Board of Education award Contract GC-1 – General Construction to Light House Designs, Inc. as the lowest responsible bidder; ;

NOW THEREFORE, BE IT RESOLVED that upon the recommendation of the District Administration, the Board of Education awards Contract GC-1 – General Construction to Light House Designs, Inc. as the lowest responsible bidder, for a total contract amount of $2,343,000;

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said contract between the School District and Light House Designs, Inc. on behalf of the Board of Education.

l. Building Addition – Lakeville School (Palace Electric Contracting, Inc.)

WHEREAS, the Great Neck School District (the "School District") requested sealed bids for the project entitled "Building Addition at Lakeville School, SED No. 28-04-07-03-0-010-026" (the "Project");

WHEREAS, the District received and opened bid proposals for the provision of labor and materials for Contract EC-1 – Electrical Construction;

WHEREAS, the School District's Architect and Construction Manager reviewed and evaluated said bid proposals;

WHEREAS, based upon said review and evaluation of the submitted bid proposals by the Architect and Construction Manager, the District Administration recommends that the Board of Education award Contract EC-1 – Electrical Construction to Palace Electric Contracting, Inc., as the lowest responsible bidder;

NOW THEREFORE, BE IT RESOLVED that upon the recommendation of the District Administration, the Board of Education awards Contract EC-1 – Electrical Construction to Palace Electric Contracting, Inc.as the lowest responsible bidder, for a total contract amount of $337,000;

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said contract between the School District and Palace Electric Contracting, Inc. on behalf of the Board of Education.

m. **Building Addition – Lakeville School (W.H.M. Plumbing & Heating Contractors, Inc.)**

WHEREAS, the Great Neck School District (the "School District") requested sealed bids for the project entitled "Building Addition at Lakeville School, SED No. 28-04-07-03-0-010-026" (the "Project");

WHEREAS, the District received and opened bid proposals for the provision of labor and materials for Contract PC-1 – Plumbing Construction;

WHEREAS, the School District's Architect and Construction Manager reviewed and evaluated said bid proposals;

WHEREAS, based upon said review and evaluation of the submitted bid proposals by the Architect and Construction Manager, the District Administration recommends that the Board of Education award Contract PC-1 – Plumbing Construction to W.H.M. Plumbing & Heating Contractors, Inc., as the lowest responsible bidder;

NOW THEREFORE, BE IT RESOLVED that upon the recommendation of the District Administration, the Board of Education awards Base Bid PC-1 – Plumbing Construction to W.H.M. Plumbing & Heating Contractors, Inc. as the lowest responsible bidder, for a total contract amount of $57,347;

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said contract between the School District and W.H.M. Plumbing & Heating Contractors, Inc. on behalf of the Board of Education.

n. Elevator Inspections, Maintenance and Repairs (Dynasty Elevator Corp)

WHEREAS, the Great Neck School District (the "School District") requested sealed bids for the project entitled "Elevator Inspections, Maintenance and Repairs";

WHEREAS, the District received, opened and evaluated the bid proposals for elevator inspections, maintenance and repairs;

WHEREAS, based upon said review and evaluation, District Administration recommends that the bid for elevator inspections, maintenance and repairs be awarded to the following vendor as the low bidder conforming to specifications, Dynasty Elevator Corp.;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education hereby awards the elevator inspections, maintenance and repairs bid to Dynasty Elevator Corp. as the lowest responsible bidder;

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said contract award to Dynasty Elevator Corp. on behalf of the Board of Education.

o. Environmental Consultant Services

WHEREAS, the Great Neck School District (the "School District") requested sealed bids for the project entitled "Environmental Consultant Services";

WHEREAS, the District received and opened bid proposals for environmental consultant services;

WHEREAS, the District's Purchasing Agent and the District's Supervisor of Facilities reviewed and evaluated said bid proposals;

WHEREAS, based upon said review and evaluation, District Administration recommends that the bid for Environmental Consultant Services be awarded to Enviroscience Consultants and J.C. Broderick & Associates, Inc.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby awards the Environmental Consultant Services contracts to Enviroscience Consultants and J.C. Broderick & Associates, Inc., subject to the terms and conditions of agreements to be prepared by District counsel.

p. Fire & Life Safety Inspection Services (KLH Fire Safety Consultants)

WHEREAS, the Great Neck School District (the "School District") requested sealed bids for the project entitled "Fire & Life Safety Inspection Services";

WHEREAS, the District received and opened bid proposals for fire & life safety inspection services;

WHEREAS, the District's Purchasing Agent and the District's Supervisor of Facilities reviewed and evaluated said bid proposals;

WHEREAS, based upon said review and evaluation, District Administration recommends that the bid for Fire & Life Safety Inspection Services be awarded to KLH Fire Safety Consultants, as the lowest responsible bidder conforming to specifications;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby awards the Fire & Life Safety Inspection Services contract to KLH Fire Safety Consultants as the lowest responsible bidder;

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said contract between the School District and KLH Fire Safety Consultants on behalf of the Board of Education, subject to the terms and conditions of an agreement to be prepared by District counsel.

q. Standard Work Day for District Clerk and District Treasurer

BE IT RESOLVED, that the Great Neck UFSD hereby establishes the standard work day for the District Clerk and District Treasurer as seven (7) hours and that they participate in the District's Time Keeping System as indicated on the attached;

BE IT FURTHER RESOLVED that this resolution will be posted on the District's website for a period of 30 days, and the District Clerk will forward same, as well as an affidavit of the posting, to the Office of the State Comptroller.

Office of the New York State Comptroller
NYSLRS
New York State and Local Retirement System
110 State Street, Albany, New York 12244-0001

Please type or print clearly in blue or black ink

Employer Location Code

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

BE IT RESOLVED, that the GREAT NECK UNION FREE SCHOOL DISTRICT / _____ hereby established the following standard work days for these titles and will
(Name of Employer) (Location Code)
report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
							☐		☐
							☐		☐
							☐		☐
Appointed Officials:									
John O'Keefe			District Clerk	7/1/22-6/30/23	7	N/A	☐	Bi-Monthly	☐
Stacey Pedone			District Treasurer	7/1/22-6/30/23	7	N/A	☐	Bi-Monthly	☐
							☐		☐

I, John O'Keefe, secretary/clerk of the governing board of the GREAT NECK UNION FREE SCHOOL DISTRICT, of the State of New York,
(Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 6th day of July, 20 22 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the GREAT NECK UNION FREE SCHOOL DISTRICT on this 7th day of July, 20 22,
(Name of Employer)

_____.
(Signature of Secretary or Clerk)

Affidavit of Posting: I, John O'Keefe being duly sworn, deposes and says that the posting of the Resolution began on
(Name of Secretary or Clerk)
_____ and continued for at least 30 days. That the Resolution was available to the public on the:
(Date)

☒ Employer's website at: www.greatneck.k12.ny.us

☐ Official sign board at: _____

☐ Main entrance Secretary or Clerk's office at: _____

(seal)

Page 1 of 1 (for additional rows, attach a RS 2417-B form.)

r. Overnight Trips for Students

BE IT HEREBY RESOLVED that the Board of Education of the Great Neck Union Free School District grants approval for the following overnight trips subject to building-level recommendation and approval, and final review and approval of the Superintendent of Schools:

	Purpose / Location	School
1	Community School Leadership Trip	North High
2	DECA - Distributive Education Club of America	High Schools
3	ISEF - International Science and Engineering Fair	High Schools
4	Model Congress (UPenn, Yale, Harvard)	High Schools
5	Model United Nations	High Schools
6	Outdoor Education Trips	Grade 6
7	Penn Relays Track Carnival	High Schools
8	Robotics	High Schools
9	Science Olympiad	Middle/High Schools

s. College(s) for Student Teacher, Observer, Intern Placement

BE IT RESOLVED, that the Board of Education hereby authorizes the District to enter into affiliation agreements with the College(s) below to place student teachers, observers and/or interns in our schools for the 2022-2023 school year:

- Adelphi University
- Molloy College
- SUNY Old Westbury

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said agreements on behalf of the Board of Education.

t. Donation – Monetary: E.M. Baker School

WHEREAS, Mr. Chun Zheng, parent of E.M. Baker School students, participates in New York Life's matched payroll deduction program;

WHEREAS, the trustee of this program is Blackbaud Giving Fund, who, at Mr. Zheng's direction, periodically forwards these monies as donations to E.M. Baker School;

WHEREAS, the total donation for the 2022-2023 school year is expected to be approximately $180;

WHEREAS, the Administration has indicated that these donations are greatly appreciated;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby accepts the above donations to the Great Neck Public Schools for the 2022-2023 school year.

u. Donation – Monetary: South High School Robotics Team

WHEREAS, the following donations have been received by the District to offset some of the many costs associated with running a successful robotics program at Great Neck South High School:

Name of Donor(s)	Amount
Abha Goyal and Vineet Gupta	$500
Nassau County PAL-Great Neck PAL Unit	$200

WHEREAS, the Administration has indicated that these donation(s) would be very much appreciated;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby accepts the above donations to the Great Neck South High Robotics Team.

v. Donation – Monetary: Scholarships/Awards

WHEREAS, the following donation(s) have been received by the District:

Name of Scholarship	Name of Donors	Amount
Evan Grabelsky Memorial Fund	North High Ace & Transitions Program	$300
William A. Shine Leadership Award	Barbara Raber	$100

WHEREAS, the Administration has indicated that these donation(s) would be very much appreciated;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby accepts the above donation(s).

6. FINANCE AND OPERATIONS

a. Resolution Setting Forth the Sum of Money to be Raised by Taxation for School and Library Purposes 2022-2023

WHEREAS, instructions were received by the District from the Nassau County Department of Assessment which establishes the assessed valuation for real property in the Great Neck Union Free School District;

WHEREAS, the Board of Education is obligated to approve the attached resolution setting forth the amount of tax money to be raised for school and library purposes;

WHEREAS, certified copies of these resolutions are required to be filed with the Nassau County Legislature and the Board of Assessors on or before August 15, 2022.

NOW, THERFORE, BE IT RESOLVED that the Board of Education hereby adopts the attached resolution which raises real property taxes amounting to $232,151,804 for the 2022-2023 school year; $222,658,679 for school purposes and $9,493,125 for library purposes.

Nassau County Legislature
1550 Franklin Avenue
Mineola, New York 11501

Nassau County Department of Assessment
Nassau County Office Building
240 Old Country Road, 4th Floor
Mineola, New York 11501

We the undersigned, Trustees of GREAT NECK UFSD (#7) in the Town of NORTH HEMPSTEAD, Nassau County, New York hereby certify as follows:

At a meeting of the Trustees of GREAT NECK UFSD (#7) held in the said School District on the 6 day of July ,2022, the following resolutions were duly adopted and have been entered on the records of the said School District.

RESOLVED, that the following budget (Gross Amount) of the necessary claims and expenditures in GREAT NECK UFSD (#7) in the Town of NORTH HEMPSTEAD School year 2022-23, amounting to

$ 261,432,690 School Purpose

$ 9,654,690 Library Purpose

Total $ 271,087,380 be and the same is hereby accepted.

RESOLVED that the sum of $ 222,658,679 School Purpose

$ 9,493,125 Library Purpose

Total $ 232,151,804 be the remainder of

budget adopted as above and the amount which must be RAISED BY TAXATION (NET AMOUNT) for GREAT NECK UFSD (#7) of the Town of NORTH HEMPSTEAD, Nassau County, New York for the year 2022-23 be levied upon the taxable property of the said school district as said property has been certified to by the Assessor for the school year 2022-23.

RESOLVED, that the District Clerk of this School District is hereby authorized and directed, pursuant to Section 6-20.0 and amendments thereto of the Nassau County Administrative Code, to file a certified copy of these resolutions with the Nassau County Legislature and the Department of Assessment, Mineola, New York, on or before August 15th, 2022.

Signature of Board Members:

_____

_____

_____

_____

_____

Attest: _____ _____

Dated: _____ Trustees_____

b. Great Neck Library Transmittal Contract

WHEREAS, in May 2022, District voters authorized the District to collect $9,493,125 in taxes for the Great Neck Library;

WHEREAS, this money is received by the District along with the District's tax revenue;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to sign the contract (3 copies) which permits the District to transfer Library Tax money directly to the U.S. Bank National Association, the designated Trustee for the Great Neck Library as per the Tax Pledge and Collection Agreement that began in December 2014 and continues for the 2022-2023 school year beginning on July 1, 2022.

THIS AGREEMENT made this 1st day of July 2022, between the BOARD OF EDUCATION, GREAT NECK UNION FREE SCHOOL DISTRICT, TOWN OF NORTH HEMPSTEAD, a corporate body organized and existing under and by virtue of the Education Law of the State of New York, having an office at No. 345 Lakeville Road, Great Neck, New York, hereinafter called the "District", pursuant to resolutions adopted by the annual School District meeting, which was held on May 17, 2022 and the GREAT NECK LIBRARY, a free association library registered by the Regents of the State of New York, acting by and through the Chairman of its Board of Directors, pursuant to resolution duly adopted by the Board of Directors, hereinafter called the "Library."

W I T N E S S E T H

WHEREAS, the District, pursuant to Education Law, Section 256, desires to enter into a contract with the Library whereby the Library will furnish library privileges to the people of the District; and

WHEREAS, the Library is furnishing and intends to furnish library privileges to the people of the District and pursuant to Education Law, Section 259, the Board of Directors of the Library desires that money received from tax appropriations for Library purposes under separate resolution approved by the voters of the District be paid directly to the designated Trustee, U.S. Bank National Association, as per the Tax Pledge and Collection Agreement dated December 2014.

NOW, THEREFORE, BE IT AGREED AS FOLLOWS:

1. The Library agrees to furnish library privileges to the people of the District for the sum of NINE MILLION FOUR HUNDRED NINETY-THREE THOUSAND ONE HUNDRED AND TWENTY FIVE DOLLARS ($9,493,125), for the year commencing on the 1st day of July, 2022, such sum to be paid in monthly installments from tax appropriations for library purposes approved by the voters, in the following amounts after such privileges have been rendered and on the following dates:

$1,186,640.63 not before November 1, 2022
nor later than November 30, 2022

$1,186,640.63 not before December 1, 2022
nor later than December 31, 2022

$1,186,640.63 not before January 1, 2023
nor later than January 31, 2023

$1,186,640.63 not before February 1, 2023
nor later than February 28, 2023

$1,186,640.63 not before March 1, 2023
nor later than March 31, 2023

$1,186,640.63 not before April 1, 2023
nor later than April 30, 2023

$1,186,640.63 not before May 1, 2023
nor later than May 31, 2023

$1,186,640.59 not before June 1, 2023
nor later than June 30, 2023

2. The District agrees to pay directly to the designated Trustee, U.S. Bank National Association, as per the Tax Pledge and Collection Agreement dated December 2014, the sums specified in paragraph "1" hereof not later than the times so specified.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the date and year first above written.

GREAT NECK LIBRARY
Acting by and through

_____
President of the Board ~~of Directors~~

BOARD OF EDUCATION, GREAT NECK UNION FREE SCHOOL DISTRICT

By: _____
President of the Board of Education 6-13-22

Agr-LibraryTransmittal

c. Central Print Shop Associate Contract

WHEREAS, in 2017, the District entered into an agreement with Konica Minolta Business Solutions (KMBS) to provide a print-shop associate to manage the District's copy center;

WHEREAS, the initial five-year agreement is now complete and the District wishes to renew the agreement for the 2022-2023 school year;

WHEREAS, in addition to copy center duties, the associate supports the mailroom and assists with paper processing;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the District to enter into an agreement with Konica Minolta Business Services for a print-shop associate to manage the District's copy center for 2022-23, at a cost of $4,535.62 per month plus any overtime (as needed).

d. **Konica Minolta Copier Contract Renewal**

WHEREAS, 29 of the District's copiers are due for replacement in July 2022.

WHEREAS, the District would like to enter into a 48-month deferred payment plan for 29 new Konica Minolta copiers under the Eastern Suffolk BOCES Networked Copiers contract, which includes various model specific per-copy charges, equipment, supplies, and maintenance;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the 48-month deferred payment plan for 29 Konica Minolta copiers at a monthly charge of $3,736.75, not including per-copy charges.

e. NYSIR-Funded Property Valuation by C-BIZ

WHEREAS, the New York Schools Insurance Reciprocal (NYSIR) pays C-BIZ Valuation Group, LLC to conduct a physical inventory of assets throughout the District once every five years;

WHEREAS, this physical inventory includes an appraisal of the District's buildings, capital projects, land improvements, equipment, and furnishings;

WHEREAS, the reports issued by C-BIZ at the end of this process help the District satisfy its insurance needs and the asset-reporting requirements of the Government Accounting Standards Board (GASB-34);

WHEREAS, the last physical inventory was done in fall 2017;

WHEREAS, C-BIZ has proposed an on-site physical inventory in our District buildings in fall 2022;

NOW THEREFORE BE IT RESOLVED, that the District is authorized to enter into an agreement with C-BIZ Valuation Group, LLC, for 2022-23, at no cost to the district;

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes its President to execute the necessary documents to effectuate said agreement with C-BIZ Valuation Group. on behalf of the Board of Education.

f. Part-Time Athletic Trainers and Physicians

WHEREAS, specifications were duly advertised to solicit formal proposals from qualified vendors for part-time athletic trainers and physicians;

WHEREAS, on May 6, 2022, Jason Martin, Purchasing Agent, received one proposal in accordance with the specifications from Northwell Health STARS Rehabilitation;

WHEREAS, a committee of District Administrators evaluated the proposal, using the criteria set forth in the duly advertised specifications;

WHEREAS, based upon said review and evaluation of the proposal, District Administration recommend that the contract for part-time athletic trainer and physicians be awarded to Northwell Health STARS Rehabilitation;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby awards the contract for part-time athletic trainers and physicians to Northwell Health STARS Rehabilitation;

BE IT FURTHER RESOLVED, that the Board of Education hereby awards the contract for part-time athletic trainers and physicians to Northwell Health STARS Rehabilitation and further authorizes the President of the Board of Education to execute any necessary documents to effectuate said contract, to be prepared by District counsel, between the School District and Northwell Health STARS Rehabilitation.

g. **Printing of the District Calendar 2022–23**

WHEREAS, the District awarded the contract for Printing of Calendars for the 2020-2021 school year to Tobay Printing Company, Inc. on July 2, 2020;

WHEREAS, the bid specifications for the Printing of Calendars provides that the contract may be renewed for two additional one-year periods at the discretion of the Board of Education;

WHEREAS, said contract was renewed and extended for a second year by the Board of Education on July 1, 2021;

WHEREAS, the District has been satisfied with the vendor and recommends that the Board of Education extend the contract for Printing of Calendars with Tobay Printing Company, Inc. for an additional one-year period as authorized by the bid specifications;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby extends the contract for Printing of Calendars for the 2022-2023 school year in accordance with the bid documents and the costs set forth in the bid proposal documents (total cost for 9,700 copies of the calendar will not exceed $4,167 (for a 28-page calendar), $4,369 (for a 32-page calendar), or $4,570 (for a 36-page calendar) with an option to to increase the production of calendars for an additional charge of $23 (for a 28-page calendar), $24 (for a 32-page calendar), or $25 (for a 36-page calendar) per 100 copies).

h. **Pupil Transportation: Coach Bus Transportation**

WHEREAS, all contracts awarded as a result of the RFP process may, as per Section 305, Subdivision 14, State Education Law, be extended under the aforementioned Statute and Section 156.5 of the Regulations of the Commissioner of Education;

WHEREAS, Hampton Jitney Inc. has agreed to extend the existing contract at a 6.3% increase based on the state approved Consumer Price Index (CPI) as of May 31, 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves a transportation contract extension for the 2022-2023 school year with Hampton Jitney as listed on the following pages:

Hampton Jitney Coach Bus Contact # 515253

Category #1:	Hours	Cost Per Hour 21-22 (3.2% Increase)	Cost Per Hour 22-23 (6.3% Increase)
Day trips per hour	3	$228.37	$342.86
within Long Island and	4	$207.12	$302.83
the five boroughs	5	$185.88	$281.60
	6	$169.94	$254.06
	7	$164.63	$224.91
	8	$159.32	$206.92
	9	$154.02	$202.45
	10	$148.70	$198.05
Extra Driver		$318.64	$95.00 per hr.

Category #2:	Hours	Cost Per Hour 2021-2022	Cost Per Hour 22-23 (6.3% Increase)
Day trips per hour	4	$228.37	$351.20
outside Long Island and	5	$207.12	$327.83
the five boroughs	6	$185.88	$304.47
	7	$169.94	$286.93
	8	$164.63	$281.09
	9	$159.32	$275.25
	10	$154.02	$269.42
Extra Driver		$308.76	$95.00 per hr.

Hampton Jitney Coach Bus Contact # 515253

Category #3:	Hours	Cost Per Hour 21-22 (3.2% Increase)	Cost Per Hour 22-23(6.3% Increase)
One way drop off or	3	$345.20	$391.80
pick up	4	$265.53	$320.25
	5	$212.43	$297.60
	6	$185.88	$265.16
	7	$175.25	$238.70
	8	$164.63	$230.87
	9	$154.02	$213.99
	10	$143.40	$199.09
Extra Driver		$318.64	$95.00 per hr.

Category #4:		Cost Per Hour 21-22 (3.2% Increase)	Cost Per Hour 22-23 (6.3% Increase)
Overnight trips per day to include tolls and lodging			
Cost Per Day		$2,012.77	$2,475.00
Extra Driver		$318.64	$350.00

i. Pupil Transportation: Northwest Nassau Transportation Cooperative, Nassau BOCES Transportation Cooperative, Extension of Contracts 2022-2023

WHEREAS, contracts that were awarded as a result of a bid process by the Northwest Nassau Transportation Cooperative which consists of the Carle Place, East Williston, Glen Cove, Great Neck, North Shore, Port Washington and Roslyn School Districts may, as per Section 305 Subdivision 14, State Education Law, be extended under the aforementioned Statute and Section 156.5 of the Regulations of the Commissioner of Education;

WHEREAS, contracts that were awarded as a result of an inter-municipal agreement pursuant to New York General Municipal Law section 119-0 with Nassau BOCES and Carle Place, East Williston, Glen Cove, North Shore, Port Washington, Great Neck, Manhasset, Roslyn and Herricks School Districts can be extended as per Section 305, Subdivision 14 of the State Education Law under the aforementioned Statute and Section 156.5 of the Regulations of the Commissioner of Education;

WHEREAS, the contractors have agreed to extend the existing contracts at a 6.3% increase based on the state approved Consumer Price Index (CPI) as of May 31, 2022;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby awards the transportation contract extensions for Home to School by Dell Transportation as listed on the following page:

Dell Transportation Contract # E257427

Transportation Item:	Estimated Quantity	Price 2021-2022	Price 2022-2023 (6.3% Increase)	Estimated Annual Cost 2022-2023
4 Hour Bus	1	$65,069.06	$69,168.41	$69,168.41
4 Hour Monitor	0	$24,639.19	$26,191.46	$0.00
			Anticipated Total Cost:	$69,168.41

Dell Transportation Contract # E700927

Transportation Item:	Estimated Quantity	Price 2020-2021	Price 2022-2023 (6.3% Increase)	Estimated Annual Cost 2022-2023
Ramaz, Upper- Van	0	$63,920.52	$67,947.52	$0.00
Ramaz, Upper- Bus	1	$91,370.62	$97,126.97	$97,126.97
			Anticipated Total Cost:	$97,126.97

j. **Shared Transportation Service**

WHEREAS, Great Neck Public Schools has an established district operated summer school bus route that transports a student to Lowell High School located at 142-45 58th Road Flushing, New York 11355. Port Washington Union Free School District (PWUFSD) has a student who attends Lowell H.S.;

NOW, THEREFORE, BE IT RESOLVED, that the President of the Board of Education hereby signs the inter-municipal agreement and contract authorizing the Great Neck Public Schools Transportation Department to provide transportation to a PWUFSD student attending the Lowell High School, in Flushing, NY at a daily rate of $300.

k. Purchase of Lease Management Software

WHEREAS, the District would like to purchase lease-management software called DebtBook to track the financial aspects of its lease agreements, and to comply with a new requirement of the Government Accounting Standards Board, called “GASB 87”;

WHEREAS, the annual DebtBook subscription includes an implementation service whereby DebtBook employees review the District’s lease agreements, capture the relevant financial information from each one, and enter this information into the DebtBook system;

WHEREAS, DebtBook is recommended by the District’s External Auditor and its Financial Accountant, both of whom will rely on its output to perform their work for the District;

NOW, THEREFORE, BE IT RESOLVED, that the District is authorized to enter into an agreement with Fifth Asset, Inc., (D/B/A DebtBook) for 2022-23, at a cost of $8,775.

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes its President to execute the necessary documents to effectuate said agreement with Fifth Asset, Inc. (D/B/A DebtBook) on behalf of the Board of Education.

l. Purchase of Radio Equipment

WHEREAS, the Town of Islip has made available to other municipalities a contract for Two-Way Radio System Maintenance & Equipment, which is numbered 520-84 ("Bid 520-84");

WHEREAS, the Great Neck Union Free School District is permitted to utilize said contract in accordance with the terms and conditions of the bid and requirements of General Municipal Law, section 103;

WHEREAS, the contract period has been extended through June 15, 2023;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the District's utilization of the Town of Islip's Bid 520-84 for Two-Way Radio System Maintenance and Equipment, in accordance with the requirements of General Municipal Law, section 103 and hereby awards the contract to Integrated Wireless Technologies, LLC for the supply of two-way radio equipment in accordance with the terms of Bid 520-84.

m. **Security Guard Services – 2022-2023**

BE IT RESOLVED, that the Board of Education hereby awards the contract for Licensed, Uniformed, Unarmed Guard Service to Arrow Security, Inc., for the 2022-23 school year commencing on July 1, 2022, pursuant to the terms and conditions of Cooperative Bid No. 21/22-008 let by the Board of Cooperative Educational Services of Nassau County dated May 10, 2021;

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the Board President or her designee to execute the necessary documents to effectuate said contract on behalf of the Board of Education.

n. Third-Party Administrator for 403(b) and 457(b) Accounts

WHEREAS, the Omni Financial Group has administered 403(b) and 457(b) accounts for District employees since 2008, to ensure compliance with Internal Revenue Service regulations;

WHEREAS, this firm has maintained the same fees since 2014;

NOW THEREFORE, BE IT RESOLVED, that the District is authorized to renew its agreement with the Omni Financial Group for the 2022-23 school year, at a cost of $32 per account.

o. WinCap Software License Renewal

WHEREAS, the District has been using the WinCap software package as its primary financial and human resources system since the 2001-02 school year;

WHEREAS, an end user software license agreement was approved by the Board in April 2010 and does not need to be updated at this time;

WHEREAS, the District wishes to continue using WinCap in conjunction with the WinCapWeb service, which gives employees online access to their pay stubs, and the Timesheets service, which is an electronic timekeeping system for employees who clock in and out;

WHEREAS, these two services carry monthly fees, based on the number of employees who are granted access to them;

WHEREAS, the District wishes to add WinCap's Advanced Accounts Payable module to its annual subscription for the 2022-23 school year, to enable Electronic Funds Transfer payments to selected vendors;

WHEREAS, the annual software subscription renewal is now due;

NOW, THEREFORE BE IT RESOLVED that the Board of Education hereby approves the annual renewal of the District's WinCap software subscription, from July 1, 2022 through June 30, 2023, for $54,181.29, plus $4,721.41 for the addition of the Advanced Accounts Payable module, plus approximately $1,300 for a required program called Remote Executor, plus an additional $16,000 (estimated) for WinCapWeb and Timesheets usage fees.

p. **Contract(s) – Health and Welfare Services**

Information: New York State law requires that public school districts provide health and welfare services to non-public schools located within their district. The public school may bill each student's district of residence for a portion of the services provided. The Board of Education is asked to approve the contract(s) listed below for students who attend non-public school in Great Neck and reside in other districts:

District	Students	Rate/Student	Total	School Year
Bellmore Merrick Central High School District, NY	1	$1,016.85	$1,016.85	2021-2022
East Williston Union Free School District, NY	5	$1,016.85	$5,084.25	2021-2022
Half Hollow Hills Central School District, NY	2	$1,016.85	$2,033.70	2021-2022
Herricks Union Free School District, NY	3	$1,016.85	$3,050.55	2021/2022
Hewlett Woodmere Union Free School District, NY	19	$1,016.85	$19,320.15	2021-2022
Jericho Union Free School District, NY	3	$1,016.85	$3,050.55	2021-2022
Lawrence Union Free School District, NY	18	$1,016.85	$18,303.30	2021-2022
Long Beach School District, NY	1	$1,016.85	$1,016.85	2021-2022
Malverne Union Free School District, NY	2	$1,016.85	$2,033.70	2021-2022
Manhasset Union Free School District, NY	1	$1,016.85	$1,016.85	2021-2022
New York City Department of Education, NY	262	$1,016.85	$266,414.70	2021-2022
Oyster Bay-East Norwich Central School District, NY	1	$1,016.85	$1,016.85	2021-2022
Plainview Old Bethpage Central School District, NY	7	$1,016.85	$7,117.95	2021-2022
Port Washington Union Free School District, NY	4	$1,016.85	$4,067.40	2021-2022
Roslyn Union Free School District, NY	26	$1,016.85	$26,438.10	2021-2022
South Huntington Union Free School District, NY	1	$1,016.85	$1,016.85	2021-2022
Valley Stream Central High School District, NY	1	$1,016.85	$1,016.85	2021-2022
West Hempstead Union Free School District, NY	11	$1,016.85	$11,185.35	2021-2022

BE IT RESOLVED, that the Board of Education hereby approves the above contract(s) for health and welfare services rendered to student(s) of other districts who attend a non-public school in Great Neck.

q. Contract(s) – Instructional and Tuition

WHEREAS, Great Neck has agreed to provide educational services for certain students with disabilities who are residents of other school districts;

WHEREAS, the Board of Education is asked to approve the following contract(s) for tuition:

District	Location	Estimated Cost per Student
East Meadow Union Free School District	Westbury	July-August $4,928
East Meadow Union Free School District	Westbury	September-June $92,230
Long Beach City School District	Lido Beach	September-June $92,230
Valley Stream Central High School District	Valley Stream	July-August $4,928
Valley Stream Central High School District	Valley Stream	September-June $92,230

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the above contract(s) for the education of classified students attending special education programs in the Great Neck Union Free School District of Great Neck, New York from July 2022 through August 2022 and September 2022 through June 2023, and further authorizes the President of the Board of Education to execute said contract(s) on behalf of the Board of Education.

r. Contract(s) – Related Services – District of Location

WHEREAS, New York State Law 3602-c requires that public school districts reimburse districts of location for actual costs for providing related services to non-public school students located within their district;

WHEREAS, the public school may bill each student's district of residence for the services provided;

WHEREAS, the Board of Education is asked to approve the contract(s) listed below for students who attend non-public school in other districts and reside in Great Neck.

District	Location	School Year	Students
Mineola Union Free School District	Mineola	2020/2021	5

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education approve the above contract(s) and/or payment(s) for related services rendered to residents of Great Neck who attend/attended a non-public school, and further authorizes the President of the Board of Education to execute said contract(s) on behalf of the Board of Education.

s. Contract(s) – Tuition Addenda

WHEREAS, New York State adjusts tuition rates for approved private special education schools during the school year and sets final rates during and after the school year is over. This state process requires us to approve adjustments to such tuitions several times;

WHEREAS, in that regard, the Board of Education is asked to approve payments resulting from the tuition adjustments for students who attend(ed) approved private special education schools, as noted below.

School	Location	Classified Student(s)	Adjustment	Dates
Developmental Disabilities Institute	Smithtown	1	Revised tuition rate of $64,625 to $64,972 per student	9//2019-6/2020

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the revised rate(s) above for classified student(s) who attend(ed) approved private special education schools.

t. Federal Single Audit Report, Management Letter and Corrective Action Plan for the Period Ending June 30, 2021

WHEREAS, any year a public school district receives an amount of money from the Federal Government in excess of a certain dollar threshold, the District must undergo a Federal Single Audit, and Federal Single Audits require auditors to perform specific auditing procedures on the money received from the Federal Government according to Generally Accepted Governmental Auditing Standards (GAGAS);

WHEREAS, the amount of federal aid the Great Neck Public School District receives is in excess of that threshold amount, and is subject to a Federal Single Audit;

WHEREAS, the accounting firm that performs that audit engagement is the same firm that performs the independent external audit of the District's financial operations, Cullen & Danowski LLP;

WHEREAS, the Board of Education is required to accept the Audit Report, Schedule of Findings and Questioned Costs, and the Corrective Action Plan in response to the Management Letter and forward the same to the Federal Audit Clearing House;

WHEREAS, this resolution is necessary for the Great Neck Public School District to comply with the rules and regulations of the Federal Single Audit Requirements for the period ending June 30, 2021.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby accepts the Federal Single Audit Report, Management Letter and Corrective Action Plan for the year ending June 30, 2021.

u. **Payment of Fees to Counsel (Ingerman Smith) – May 2022**

RESOLVED, that the Board of Education hereby authorizes the payment of $26,541.48 for the month of May 2022 as per the invoice submitted by district counsel, Ingerman Smith, LLC, for professional services rendered.

v. **Payment of Fees to Special Counsel (Bond, Schoeneck & King) – March 2022**

RESOLVED, that the Board of Education hereby authorizes the payment of $1,563.50 for March 2022 as per the invoice submitted by special counsel, Bond, Schoeneck & King, PLLC, for professional services rendered.

w. Claims Audit Report to the Board of Education – May 2022

WHEREAS, each month the District's claims auditing firm, Nawrocki Smith LLP, prepares a report of the previous month's claims activity;

WHEREAS, this report is solely for the Board of Education's information;

WHEREAS, it has been recommended that the submission of these monthly claims reports to the Board of Education and their acknowledgement of receipt be documented;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby acknowledges receipt of the May 2022 claims audit report, as presented.

x. Third Party Service Agreement

BE IT RESOLVED, that the Board of Education hereby authorizes the District to enter into third party service agreements with the consultants identified on the attached list for the provision of services for the 2021-2022 and 2022-2023 school years identified therein, subject to the terms and conditions of written third party service agreements or agreements to be prepared by District counsel;

BE IT FURTHER RESOLVED, that the Board of Education authorizes the President of the Board of Education to execute the necessary documents to effectuate said third party service agreements on behalf of the Board of Education.

GENERAL CONSULTANTS

Consultant	Purpose	Location	Date(s)	Rate	Max. Amount	
Brooke Appelman ^revision from 3/30/22 Agenda	Fencing Instruction	South Middle	4/5/22-6/14/22	$125/hr	^$6.750	***
Laurence Glenz	8th Grade Health Classes on Substance Abuse	North Middle	5/10/22	$500/day	$500	
Fran Langsner	Board of Education Policy Committee Coordinator – Provide Administrative Support to Committee	Phipps	7/1/22-6/30/23	$500/day	$10,000	
Mount Sinai South Nassau	Provide District Medical Physician & Medical Director	District-Wide	7/1/22-6/30/23	$30,000	$30,000	
Gregory Rupp ^revision from 3/30/22 Agenda	Fencing Instruction	South Middle	4/5/22-6/14/22	$125/hr	^$6.750	***
Sports Physical Therapy, Occupational Therapy & Rehabilitation Services	Summer Recreation EMT Supervision	District-Wide	7/5/22-8/12/22	$4,314	$4,314	
Transfinder	Maintenance and Annual Technical Support and Upgrade of Routing Software	District-Wide	4/1/22-3/1/23	$8,850	$8,850	
White Glove Community Care	Nursing Services for Classified Student	North High	6/10/22	$130/hr	$910	

*Partially or fully funded by a State of Federal Grant.
**Emergency conditional appointment as defined in Section 1709, Subdivision 39 of the education law.
***Amount included in fee paid for by participants.

7. STUDENT MATTERS AND CURRICULUM

a. Committee on Preschool Special Education Recommendations 2021-2022

WHEREAS, in accord with applicable regulations and law, the Board of Education is required to approve services to students with disabilities as recommended by the Committee on Preschool Special Education;

WHEREAS, the Board of Education has been provided with the schedules of specific recommendations for the 2021-2022 school year made by the Committee on Preschool Special Education for students whose ID numbers appear in a Confidential Schedule provided to the Board of Education;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves these schedules.

b. Committee on Preschool Special Education Recommendations 2022-2023

WHEREAS, in accord with applicable regulations and law, the Board of Education is required to approve services to students with disabilities as recommended by the Committee on Preschool Special Education;

WHEREAS, the Board of Education has been provided with the schedules of specific recommendations for the 2022-2023 school year made by the Committee on Preschool Special Education for students whose ID numbers appear in a Confidential Schedule provided to the Board of Education;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves these schedules.

c. Committee on Special Education Recommendations 2021-2022

WHEREAS, in accord with applicable regulations and law, the Board of Education is required to approve services to students with disabilities as recommended by the Committee on Special Education;

WHEREAS, the Board of Education has been provided with the schedules of specific recommendations for the 2021-2022 school year made by the Committee on Special Education for students whose ID numbers appear in a Confidential Schedule provided to the Board of Education;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves these schedules.

d. Committee on Special Education Recommendations 2022-2023

WHEREAS, in accord with applicable regulations and law, the Board of Education is required to approve services to students with disabilities as recommended by the Committee on Special Education;

WHEREAS, the Board of Education has been provided with the schedules of specific recommendations for the 2022-2023 school year made by the Committee on Special Education for students whose ID numbers appear in a Confidential Schedule provided to the Board of Education;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves these schedules.