

Meeting of the Board of Education
Thursday, August 25, 2022
South High School Auditorium
***5:00 PM / **7:30 PM**

***5:00 PM:** The Board of Education will officially begin its public meeting and it is anticipated that the Board of Education will immediately entertain 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 Public Meeting is reconvened at 7:30 pm.

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

PLEDGE OF ALLEGIANCE

1. PUBLIC HEARINGS

- a. Annual Public Hearing on the 2022-2023 District-Wide Safety Plan

2. ORGANIZATIONAL MATTERS OF THE BOARD

- a. Appointment and Swearing in of District Clerk: Patricia McShane
- b. Interim District Clerk: John O'Keefe
- c. Appointment of District-Wide Safety Team (Revised)

3. APPROVAL OF MINUTES

- a. July 6, 2022
- b. July 13, 2022
- c. August 10, 2022

4. COMMUNICATIONS

5. BOARD/ADMINISTRATIVE AFFAIRS

- a. Superintendent's Report
- b. Board of Education Goals 2022-2023
- c. Adoption of 2022-2023 District-Wide School Safety Plan and Building-Level Emergency Response Plans
- d. Policies 5300.05 – 5300.75 (Revision) – Code of Conduct (Second Reading)
- e. Policy 6240 (Revision) – Investments (Second Reading)
- f. Policy 6700 (Revision) – Purchasing (Second Reading)
- g. Annual Flu Shot Administration (Walgreens)
- h. Inter Municipal Agreement with North Shore Central School District
- i. Part-Time Athletic Trainers and Physicians – Correction
- j. College(s) for Student Teacher, Observer, Intern Placement
- k. LIU Post High School Scholars Program
- l. SEQRA DASNY Playground Projects
- m. DASNY Grant: Playground Projects
- n. Water Service Upgrade
- o. Window Replacement– South Middle School (Change Order #1)
- p. Window Replacement– South High School (Change Order #1)
- q. Donation – Monetary: Scholarships/Awards

6. FACILITIES MATTERS

- a. Public Use of District Facilities

7. FINANCE AND OPERATIONS

- a. Nassau BOCES AS-7 Final Agreement 2021-2022
- b. Nassau BOCES AS-7 Initial Agreement 2022-2023
- c. Bid Rejection – John F. Kennedy School New Canopies
- d. CSE Contract(s) – Evaluation Rates of Non-Resident Students
- e. CSE Contract(s) – Health and Welfare Services
- f. CSE Contract(s) – Related Services – District of Location
- g. CSE Contract(s) – Special Education
- h. CSE Contract(s) – Tuition
- i. Central Print Shop Copiers
- j. Direct Distribution of USDA Foods
- k. Contract Extension – Fire Sprinkler Services and Fire Hydrant (Hartcorn Plumbing & Heating, Inc.)
- l. Contract Extension – Heating System Water Treatment Service (Acqua Treat Ltd)
- m. Rescission of Contract Award – Printing of District Calendar
- n. Rejection of Proposals Received for Energy Performance Contract RFP
- o. Claims Audit Report to the Board of Education – June 2022
- p. Electronic Submission of Reports to the Board of Education
 - 1) Monthly Treasurer's Report – May 2022
 - 2) Monthly Budget Status Report for General, Capital, Debt Service, Lunch and Special Aid Funds – May 2022
 - 3) Revenue Status Report General Fund – May 2022
- q. Payment of Fees to Counsel (Ingerman Smith) – June 2022
- r. Payment of Fees to Special Counsel (Sokoloff Stern) – March 2022
- s. Third Party Service Agreements

8. STUDENT MATTERS AND CURRICULUM

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

APPENDIX I – POLICIES

9. 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. Resolution(s)
- 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. Resolution(s)

10. OPEN TIME Residents may speak on any item in Public Session with these two exceptions: "Communications," on which only the letter-writer may comment, and subjects listed "For Board Discussion." The purpose of "Open Time" is to permit any person in the audience to address the Board of Education on any question concerning the school district, whether or not the question appears on the printed agenda. Generally, up to three minutes will be granted to each speaker.

11. BOARD DISCUSSION (No action to be taken)

12. NEXT MEETING(S)

<u>Day</u>	<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>	<u>Location</u>
Wed	September 21, 2022	Public Action Meeting	7:30pm	J.F. Kennedy
Wed	October 19, 2022	Public Action Meeting	7:30pm	Lakeville

1. **PUBLIC HEARINGS**

a. **Annual Public Hearing on the 2022-2023 District-Wide Safety Plan**

WHEREAS, a public hearing is required to adopt the 2022-2023 District-Wide School Safety Plan;

WHEREAS, New York State Regulations require public school districts to develop, review and adopt a school safety plan each year;

WHEREAS, District personnel have developed a plan based on a template developed by New York State and in accordance with Project SAVE and this plan outlines the District's comprehensive plans, policies and procedures to address and respond to safety, health and security issues and to implement prevention and intervention strategies in the schools;

WHEREAS, the safety and security of students, staff and members of the public are of paramount importance to the administrators of the Great Neck Public School District, and the District-Wide School Safety Plan will assist in successfully meeting that objective;

WHEREAS, students and staff will participate in exercises and drills planned by District Administration that will test our ability to respond or react to emergencies;

WHEREAS, the proposed revised District-Wide School Safety Plan has been made available for public comment for 30 days prior to adoption;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby opens the public hearing to allow for discussion from the public concerning the adoption of the 2022-2023 District-Wide School Safety Plan that has been developed by the Great Neck Public School District School Safety Team.

2. **ORGANIZATIONAL MATTERS OF THE BOARD**

a. **Appointment and Swearing in of District Clerk: Patricia McShane**

BE IT RESOLVED, that the Board of Education hereby appoints Patricia McShane to the position of District Clerk effective August 26, 2022 and further approves the employment agreement between the Board of Education and the District Clerk at the annual rate set forth in the August 25, 2022 Personnel Agenda at Section II.a.1;

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute the employment agreement on behalf of the Board of Education.

b. **Interim District Clerk: John O’Keefe**

WHEREAS, the Board of Education appointed John O’Keefe as the Interim District Clerk at no additional compensation at its Reorganization Meeting held on July 6, 2022;

WHEREAS, the Board of Education has appointed Patricia McShane as the District Clerk for the District effective August 26, 2022;

WHEREAS, as a result of the appointment of Patricia McShane as District Clerk, the services of the Interim District Clerk are no longer necessary;

NOW THEREFORE, BE IT RESOLVED, that the services of the Interim District Clerk, John O’Keefe, shall end coincident with the effective date of the appointment of Patricia McShane as District Clerk for the District, to wit, August 26, 2022.

c. **Appointment of District-Wide Safety Team (Revised)**

WHEREAS, the Board of Education established and appointed a District-Wide Safety Team for the 2022-2023 school year at its Annual Reorganizational Meeting held on July 6, 2022;

WHEREAS, the Board of Education wishes to revise the make-up of the previously appointed 2022-2023 District Wide Safety Team as set forth in Attachment hereto ("2022-2023 District Wide Safety Team, as revised");

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby rescinds the appointments made to the District Wide Safety Team at its July 6, 2022 meeting and hereby appoints the individuals identified on the Attachment, 2022-2023 District Wide Safety Team, as revised, to the 2022-2023 District Wide Safety Team for the period of July 1, 2022 through June 30, 2023.

District-Wide Safety Team



Great Neck Public Schools Membership List 2022-2023

(revised August 25, 2022)

Board of Education

Barbara Berkowitz

Administration

Teresa Prendergast

John O'Keefe

Stephen Lando

Jennifer Kirby

Justin Lander

Alfredo Cavallaro

William Castoro

Steve Challis

Donovan Howell

Colleen Bowler

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

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

Ai-Huei Chang-Lau

Patrick Kennedy (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)

3. **APPROVAL OF MINUTES**

RESOLVED, that the Board of Education hereby accepts the Minutes below as presented:

- a. **July 6, 2022**
- b. **July 13, 2022**
- c. **August 10, 2022**

4. **COMMUNICATIONS**

5. **BOARD/ADMINISTRATIVE AFFAIRS**

a. **Superintendent's Report**

Dr. Teresa Prendergast
Superintendent of Schools

b. **Board of Education Goals 2022-2023**

RESOLVED, that the Board of Education hereby adopts the following Board Goals for the 2022-2023 school year:

1. To evaluate the status of remaining bond and capital projects.
2. To marshal demographic information to review future programmatic and operational needs of the District.
3. To establish special committee(s) to include community involvement.

c. **Adoption of 2022-2023 District-Wide School Safety Plan and Building-Level Emergency Response Plans**

WHEREAS, New York State Regulations require public school districts to develop, review and adopt a district-wide school safety plan and building-level emergency response plans each year;

WHEREAS, district personnel have developed such plans based on templates developed by New York State and pursuant to Project SAVE;

WHEREAS, the district-wide school safety plan outlines the District's comprehensive plans, policies and procedures to address and respond to safety, health and security issues and to implement prevention and intervention strategies in the schools, while the building-level emergency response plans detail specific steps and protocols to follow in the event of certain emergency situations, such as those requiring evacuation, sheltering, and lock down;

WHEREAS, the safety and security of students, staff and members of the public are of paramount importance to the administrators of the Great Neck Public School District;

WHEREAS, the District-developed school plans are designed to help prevent or minimize the effects of violent incidents and emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such incidents or emergencies;

WHEREAS, students and staff will participate in exercises and drills planned by building and district Administration that will test our ability to respond or react to emergencies;

WHEREAS, the proposed revised District-Wide School Safety Plan for 2022-23 has been made available for public comment for 30 days prior to adoption, and a public hearing on the District-Wide School Safety Plan has been held in accordance with Project Save;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby adopts the 2022-23 District-Wide School Safety Plan and Building-Level Emergency Response Plans that have been developed by Great Neck Public School District personnel.

d. **Policies 5300.05 – 5300.75 (Revision) – Code of Conduct (Second Reading)**

Attached for Board of Education consideration are revised policies (see Appendix I):

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

The revisions mirror, in policy format, those proposed for the 9/21/22 Public Hearing of the District Code of Conduct. 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 also incorporates 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. There have been no changes since their first reading on 7/6/22, and these revised policies are being submitted for a second reading.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed Policies 5300.05 – 5300.75 Code of Conduct for a second reading, in accordance with *Policy 2400 Board Policy Development*.

e. **Policy 6240 (Revision) – Investments (Second Reading)**

INFORMATION: Attached for Board of Education consideration is a revised policy: **6240 Investments** (see Appendix I). 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. There have been no changes since its first reading on 7/6/22, and this revised policy is being submitted for a second reading.

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

f. **Policy 6700 (Revision) – Purchasing (Second Reading)**

INFORMATION: Attached for Board of Education consideration is a revised policy: **6700 Purchasing** (see Appendix I). 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. There have been no changes since its first reading on 7/6/22, and this revised policy is being submitted for a second reading.

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

g. **Annual Flu Shot Administration (Walgreens)**

BE IT RESOLVED, that the Board of Education hereby approves the contracts between the District and Walgreens to administer flu shots to employees for the 2022-2023 school year and further authorizes the President of the Board of Education to execute the contracts on behalf of the District.

h. **Inter Municipal Agreement with North Shore Central School District**

BE IT RESOLVED, that the Board of Education hereby approves the Inter Municipal Agreement between the Great Neck Union Free School District and the North Shore Central School District for the maintenance and repair to school buses and vehicles;

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 Inter Municipal Agreement on behalf of the Board of Education.

i. **Part-Time Athletic Trainers and Physicians – Correction**

WHEREAS, on July 6, 2022, the Board of Education awarded a contract for part-time athletic trainers and physicians to Northwell Health STARS Rehabilitation as the result of a Request for Proposals (RFP) process;

WHEREAS, the name of the company was subsequently changed to “Sports Physical Therapy, Occupational Therapy and Rehabilitation Services of the North Shore, PLLC”;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby corrects the name of the awarded contractor to Sports Physical Therapy, Occupational Therapy and Rehabilitation Services of the North Shore, PLLC and authorizes the President of the Board of Education to execute the Agreement between the District and Sports Physical Therapy, Occupational Therapy and Rehabilitation Services of the North Shore, PLLC on behalf of the Board of Education.

j. **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
- Hofstra University
- Western Governors University

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.

k. **LIU Post High School Scholars Program**

WHEREAS, Great Neck North High School wishes to partner with Long Island University (“LIU Post”) to enable both institutions to meet the needs of talented high school students through the LIU High School Scholars Program for the 2022-2023 school year;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the terms and conditions of an agreement between the District and LIU Post;

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 agreement on behalf of the Board of Education.

I. SEQRA DASNY Playground Projects

WHEREAS, the Board of Education of the Great Neck Union Free School District desires to embark upon the following capital improvement projects: Purchase and Installation of Playground Equipment at John F. Kennedy Elementary School, Parkville Elementary School and the Lakeville Elementary School (the “Projects”);

WHEREAS, said Projects are subject to classification under the State Environmental Review Act (SEQRA); and

WHEREAS, “maintenance or repair involving no substantial changes in an existing structure or facility” are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(1)); and

WHEREAS, “replacement, rehabilitation or reconstruction of a structure or a facility, in kind, on the same site...” are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(2)); and

WHEREAS, “routine activities of educational institutions...” are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(8)); and

WHEREAS, the SEQR Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQRA; and

WHEREAS, the Board of Education has examined all information related to the above-referenced Projects, and has determined that the above-referenced Projects are classified as Type II Actions pursuant to Sections 617.5(c)(1), (c)(2) and (c)(8) of the SEQR Regulations;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act (SEQRA); and

BE IT FURTHER RESOLVED, that the Board of Education hereby declares the above-referenced Projects to be Type II Actions, which require no further review under SEQRA; and

BE IT FURTHER RESOLVED, that the Board of Education shall hereby forward an official copy of this Resolution to the Dormitory Authority of the State of New York (“DASNY”) and New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of the listed Projects from the New York State Education Department.

m. **DASNY Grant: Playground Projects**

WHEREAS, the State has awarded the Great Neck Union Free School District a State and Municipal Facilities Program (SAM) grant for the Purchase and Installation of Playground Equipment to be used at the following locations: John F. Kennedy Elementary School, Parkville Elementary School and the Lakeville Elementary School, State Project ID No. 23879 (the “SAM Grant”);

WHEREAS, the Dormitory Authority of the State of New York (“DASNY”) requires that certain information, forms and certifications be completed by authorized officers of the District in connection with receipt of the SAM Grant;

WHEREAS, the District Administration has reviewed said information, forms and certifications regarding the SAM Grant and recommends that the Board of Education authorize the execution of the same;

WHEREAS, the Board of Education believes that the receipt of the SAM Grant is in the best interest of the District;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the President and Vice President of the Board of Education to execute the necessary documents required by the DASNY in connection with the State and Municipal Facilities Program Grant for the Purchase and Installation of Playground Equipment at the following locations for the John F. Kennedy Elementary School, Parkville Elementary School and the Lakeville Elementary School (State Project ID No. 23879).

n. **Water Service Upgrade**

WHEREAS, the Water Authority of Great Neck (the “Authority”) is the municipal service entity providing domestic water service to the John F. Kennedy Elementary School;

WHEREAS, it has been determined by the Authority that it is necessary to install a new service pipe in a public way to supply water to the school for the health and safety of the occupants;

WHEREAS, BBS Architects, Landscape Architects and Engineers has reviewed and approved that the design of this installation to replace an existing device meets New York State Department of Health for public water supply;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education and the Assistant Superintendent for Business to execute the “Application for Installation of Service Pipe and Contract for New Domestic System Service Line” with the Authority, on behalf of the Board of Education.

o. **Window Replacement– South Middle School (Change Order #1)**

WHEREAS, one of the projects in the District’s capital program includes the window replacement at the South Middle School;

WHEREAS, while working on the project, Arrow Steel Window Corporation. was asked to perform additional work as follows:

<u>Items Back Charged</u>	<u>Amount</u>
Change Order #1	
The District is requesting that the contractor of record provide a credit back for the remaining unused General Allowance #2.	(\$86,552)
The District is requesting that the contractor of record provide a credit back for the remaining unused General Allowance #4.	(\$20,000)
Total Change Order #1:	(\$106,552)

Original Contract Sum:	\$5,529,600
Change Order #1:	(\$106,552)
Amended Contract Sum:	\$5,423,048

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves Change Order #1 in the amount of (\$106,552) with Arrow Steel Window Corporation.

p. **Window Replacement– South High School (Change Order #1)**

WHEREAS, one of the projects in the District’s capital program includes the window replacement at the South High School;

WHEREAS, while working on the project, Arrow Steel Window Corporation. was asked to perform additional work as follows:

<u>Items Back Charged</u>	<u>Amount</u>
Change Order #1	
The District is requesting that the contractor of record provide a credit back for the remaining unused General Allowance #1.	(\$106,567.40)
The District is requesting that the contractor of record provide a credit back for the remaining unused General Allowance #3.	(\$20,000.00)
Total Change Order #1:	(\$126,567.40)

Original Contract Sum:	\$4,240,400.00
Change Order #1:	(\$126,567.40)
Amended Contract Sum:	\$4,113,832.60

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves Change Order #1 in the amount of (\$126,567.40) with Arrow Steel Window Corporation.

q. **Donation – Monetary: Scholarships/Awards**

WHEREAS, the following donation has been received by the District:

<u>Name of Scholarship</u>	<u>Name of Donors</u>	<u>Amount</u>
William A. Shine	Joanna Miller	\$50

WHEREAS, the administration has indicated that this donation would be very much appreciated;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby accepts the above donation.

6. **FACILITIES MATTERS**

a. **Public Use of District Facilities**

WHEREAS, attached is a schedule of requests for public use of district facilities and the fees are calculated in accordance with Board policy for the use of district facilities;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby accepts the schedule of requests for public use of district facilities.

PUBLIC USE OF DISTRICT FACILITIES

2022 - 2023
(For Board of Education Approval)
August 25, 2022

ORGANIZATION	LOCATION	DAY	DATE	START TIME	END TIME	PURPOSE	FEE	CLASS
Shireinu Choir Of Long Island	Choral Room South Middle	Thursday	09/01/2022 - 06/22/2023	7:00 PM	10:00 PM	Adult Choral Practice	\$2,280.00	2
Foundation for the Advancement of Autistic Persons (GLIRC)	Gym (East), Field, Track Restrooms, Parking Lot South Grounds	Sunday	10/02/2022	6:30 AM	11:30 AM	Autism Run Fundraiser	\$3,117.00	3
St. Anastasia CYO	Pool South Middle	Monday & Wednesday	09/12/2022 - 01/01/2023	7:00 PM	8:30 PM	Swim Team	\$10,080.00	4
Herricks High School	Pool North Middle	Monday Thursday Tuesday	9/19/2022 9/22/2022 10/11/2022	7:00 PM 7:00 PM 7:00 PM	9:00 PM 9:00 PM 9:00 PM	Swim Meet	\$500.00 \$500.00 \$500.00	3
Great Neck Public Schools Staff	Pool South Middle	Monday-Friday	09/06/2022 - 06/23/2023	6:00 AM	7:30 AM	Staff Swim	\$300.00	3
Great Neck PAL	Gym North Middle	Monday	09/12/2022 - 11/21/2022	7:00 PM	9:00 PM	Youth Basketball Clinic	\$225.00	3
Great Neck PAL	Gym North Middle	Saturday	09/10/2022 - 11/19/2022	9:30 AM	3:30 PM	Youth Basketball	\$1,500.00	3
Great Neck PAL	Gym North Middle	Wednesday	09/14/2022 - 11/16/2022	7:00 PM	9:00 PM	Youth Volleyball	\$225.00	3
Great Neck PAL	Field #9 (Track) North Middle	Monday & Wednesday	09/07/2022 - 10/31/2022	5:30 PM	6:30 PM	Youth Track	\$300.00	3
Great Neck PAL	Gym Lakeville	Thursday	09/08/2022 - 11/17/2022	6:30 PM	7:30 PM	Youth Badminton	\$275.00	3
Great Neck PAL	Parking Lot Saddle Rock	Thursday	09/08/2022 - 10/27/2022	5:30 PM	6:30 PM	Youth Dek Hockey	\$200.00	3
Great Neck PAL	Field #8 (Field Hockey) North Middle	Sunday	09/11/2022 - 11/13/2022	9:15 AM	10:30 AM	Youth Golf	\$250.00	3
Great Neck Soccer	Field #6 (Pit Field) North Middle	Monday - Friday	08/29/2022 - 11/18/2022	6:30 PM	9:30 PM	Youth Soccer	\$1,500.00	3
Great Neck Soccer	Field #9 (Track Field) North Middle	Sunday	08/28/2022 - 11/20/2022	12:00 PM	6:00 PM	Youth Soccer	\$2,275.00	3
Great Neck Soccer	Upper Field JK Kennedy	Sunday	08/28/2022 - 11/20/2022	1:00 PM	5:00 PM	Youth Soccer	\$1,950.00	3
Great Neck Soccer	Upper Field JF Kennedy	Monday - Friday	08/29/2022 - 11/18/2022	4:30 PM	7:30 PM	Youth Soccer	\$1,500.00	3
Kevin Hakimi	Gym Saddle Rock	Tuesday	09/06/2022 - 06/27/2023	7:00 PM	10:00 PM	Youth Basketball Clinic	\$8,750.00	4
NCSY Great Neck-OU	Gym Saddle Rock	Monday & Thursday	09/05/2022 - 06/15/2023	7:30 PM	10:00 PM	Youth Basketball	\$1,725.00	3

7. FINANCE AND OPERATIONS

a. Nassau BOCES AS-7 Final Agreement 2021-2022

WHEREAS, Form AS-7 reports the final costs of the services provided by BOCES to the District during the 2021-2022 fiscal year;

WHEREAS, Education Law Section 1950 requires the submission of the AS-7 in order for BOCES Aid to be paid;

WHEREAS, the District Administration has reviewed the contents of the AS-7 report/agreement for the 2021-2022 school year and recommends that the same be approved by the Board of Education;

BE IT RESOLVED, that the Board of Education hereby approves the AS-7 report/agreement for the 2021-2022 school year and authorizes the President of the Board of Education to sign the same on behalf of the Board of Education for submission to BOCES.

b. **Nassau BOCES AS-7 Initial Agreement 2022-2023**

WHEREAS, Form AS-7 reports the initial costs of the services to be provided by BOCES to the District during the 2022-23 fiscal year;

WHEREAS, Education Law Section 1950 requires the submission of the AS-7 in order for BOCES Aid to be paid;

WHEREAS, the District Administration has reviewed the contents of the AS-7 report/agreement for the 2022-2023 school year and recommends that the same be approved by the Board of Education;

BE IT RESOLVED, that the Board of Education hereby approves the AS-7 report/agreement for the 2022-2023 school year and authorizes the President of the Board of Education to sign same on behalf of the Board of Education for submission to BOCES.

c. **Bid Rejection – John F. Kennedy School New Canopies**

WHEREAS, specifications were duly advertised to solicit formal bids from qualified vendors for new canopies at the John F. Kennedy School;

WHEREAS, on July 6, 2022, Mr. Jason Martin, Purchasing Officer, received bids in response to the bid;

WHEREAS, the bids received exceeded the estimated budget;

WHEREAS, based upon said review and evaluation of the bids received, the District Administration recommends that the bids be rejected and readvertised at a later date;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby rejects the bids received for new canopies at the John F. Kennedy School.

d. CSE Contract(s) – Evaluation Rates of Non-Resident Students

WHEREAS, Great Neck has agreed to provide evaluation services for certain students with disabilities who are residents of other school districts;

WHEREAS, the student's home district is billed for the applicable cost as set forth in the table below;

Evaluation Component	Evaluation Rate	Bilingual Evaluation Rate
Psychological	\$291	\$377
Educational	\$194	\$240
Speech/Language	\$194	\$240
Occupational Therapy	\$194	\$240
Physical Therapy	\$194	\$240
Social History	\$168	\$219
Other Non-Physician	\$214	\$265

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby establishes the evaluation rates for non-resident pupils for the 2022-2023 school year at the rates included in the table above.

e. CSE Contract(s) – Health and Welfare Services

WHEREAS, New York State law requires that public school districts provide health and welfare services to non-public schools located within their district;

WHEREAS, the public school may bill each student's district of residence for a portion of 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	Students	Rate/Student	Total	School Year
Manhasset Union Free School District	25	\$1,258.68	\$31,467.00	2021-2022
New Hyde Park-Garden City Park Union Free School District	1	\$1,307.98	\$1,307.98	2021-2022

NOW THEREFORE, BE IT RESOLVED, that the Board of Education approves the above contract(s) for health and welfare services rendered to student(s) of Great Neck who attend a non-public school in other districts, and further authorizes the President of the Board of Education to execute said contract(s) on behalf of the Board of Education.

f. CSE 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
Hewlett-Woodmere Union Free School District	Woodmere	2021-2022	5
Lawrence Union Free School District	Lawrence	2020-2021	6
Uniondale Union Free School District	Uniondale	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.

g. **CSE Contract(s) – Special Education**

WHEREAS, the Committee on Special Education (CSE) has recommended specialized assessments and evaluations as well as resource and related services for certain students with disabilities;

WHEREAS, the Board of Education is asked to approve the contract(s) with the consultants/agencies noted below, for service to be rendered as needed during the 2022-2023 school year:

Inbar Algov Kaplan
The Nicholas Center, LTD.
Caryl Oris, M.D.
Dana Slackman

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the District to enter into agreements with the above listed consultants/agencies for the term of July 1, 2022 through June 30, 2023;

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.

h. **CSE Contract(s) – Tuition**

WHEREAS, the Committee on Special Education (CSE) has recommended that certain students with disabilities attend programs located in other public-school districts, BOCES, or approved private special education settings;

WHEREAS, the Board of Education is asked to approve the following contract(s) for tuition for the 2022-2023 school year:

Ascent: A School for Individuals with Autism
The Center for Developmental Disabilities
Developmental Disabilities Institute
Henry Viscardi School
John A. Coleman School d/b/a Elizabeth Seton Children's School
Mill Neck Manor School for the Deaf

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the District to enter into agreements with the above listed schools for classified student(s) who attend these approved private special education schools, subject to the terms and conditions of agreements to be prepared by District counsel, and further authorizes the President of the Board of Education to execute said agreements on behalf of the Board of Education.

i. **Central Print Shop Copiers**

WHEREAS, two of the central print shop's copiers are due for replacement in August 2022;

WHEREAS, the District would like to enter into a 48-month deferred payment plan for 2 new Konica Minolta copiers under the Eastern Suffolk BOCES Networked Copiers bid #2020-044-0502, 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 2 Konica Minolta copiers for the central print shop at a monthly charge of \$2,192.25, not including per-copy charges.

j. **Direct Distribution of USDA Foods**

BE IT RESOLVED, that the Board of Education hereby approves the terms and conditions of the Agreement with the State of New York for the direct distribution of USDA foods and further authorizes the President of the Board of Education to sign the Agreement on behalf of the Board of Education.

k. **Contract Extension – Fire Sprinkler Services and Fire Hydrant (Hartcorn Plumbing & Heating, Inc.)**

WHEREAS, Hartcorn Plumbing & Heating, Inc., was awarded a contract for Fire Sprinkler Services and Fire Hydrant Inspections & Repairs in accordance with the specifications of the September 10, 2021 bid at the meeting of the Board of Education held on September 22, 2021;

WHEREAS, the District wishes to renew the contract with Hartcorn Plumbing & Heating, Inc. for the period of September 23, 2022 through June 30, 2023 at the following pricing:

Fire Sprinkler System Semi-Annual Inspections:	\$149.00 per hour
Fire Sprinkler System Repair/Service (Straight Time):	\$149.00 per hour
Fire Sprinkler System Repair/Service (Overtime):	\$298.00 per hour
Mark-Up on Materials:	15%
Annual Fire Hydrant Inspections:	\$149.00 per hour
Fire Hydrant Repair/Service (Straight Time):	\$149.00 per hour
Fire Hydrant Repair/Service (Overtime):	\$298.00 per hour
Mark-Up on Materials:	15%

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the renewal of the contract between the District and Hartcorn Plumbing & Heating, Inc. for the period of September 23, 2022 through June 30, 2023 at the pricing set forth hereinabove, subject to approval of the necessary funds for the fiscal year(s) for which the contract is in effect;

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 extension on behalf of the Board of Education.

I. **Contract Extension – Heating System Water Treatment Service (Acqua Treat Ltd)**

WHEREAS, Acqua Treat Ltd., was awarded a contract for heating system water treatment service in accordance with the specifications of the August 13, 2018 bid at the meeting of the Board of Education held on August 28, 2018;

WHEREAS, the contract was awarded for the period of September 1, 2018 through August 31, 2021, with the option for two additional one-year periods;

WHEREAS, the Board of Education extended the agreement for an additional one year period on August 25, 2021;

WHEREAS, the District wishes to further renew the contract with Acqua Treat Ltd. for the period of September 1, 2022 through June 30, 2023 at the following pricing:

Monthly Service Visits for Steam Heating Systems:	\$83.30 per visit
Bi-Monthly Service Visit for Hot Water Heating Systems:	\$62.47 per visit
Cost of Chemicals Used:	\$6.19 per pound

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the renewal of the contract between the District and Acqua Treat Ltd. for the period of September 1, 2022 through June 30, 2023 at the pricing set forth hereinabove, subject to approval of the necessary funds for the fiscal year(s) for which the contract is in effect.

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 extension on behalf of the Board of Education.

m. **Rescission of Contract Award – Printing of District Calendar**

WHEREAS, on July 2, 2020, the Board of Education (the “Board”) of the Great Neck Union Free School District awarded the contract for Printing of Calendars for the 2020-2021 school year to Tobay Printing Company, Inc. (“Tobay”);

WHEREAS, the bid specifications for Printing of Calendars provided that the contract may be renewed for two additional one-year periods at the discretion of the Board;

WHEREAS, on July 6, 2022, the Board extended the contract with Tobay for the 2022-2023 school year;

WHEREAS, upon being notified of the extension of the contract, Tobay advised the School District that it is unable to perform the contract as provided in the bid specifications;

WHEREAS, as a result of Tobay’s failure to perform the work of the contract as specified, the Board has determined that the best interests of the School District are not promoted by extension of the contract to Tobay;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of the Great Neck Union Free School District hereby rescinds its extension of the contract for Printing of Calendars to Tobay Printing Company, Inc.

n. **Rejection of Proposals Received for Energy Performance Contract RFP**

WHEREAS, the Board of Education of the Great Neck Union Free School District requested proposals for an Energy Performance Contract for Energy Efficiency Upgrades (the “District RFP”);

WHEREAS, on February 8, 2022, the District opened proposals received in response to the District RFP;

WHEREAS, the District has reviewed the proposal submitted in response to the District RFP;

WHEREAS, the District Administration recommends that the Board of Education reject all proposals received in response to the District RFP and readvertise for new proposals;

WHEREAS, the Board of Education believes it to be in the best interest of the District to reject all proposals received in response to the District RFP;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Great Neck Union Free School District hereby rejects all proposals received in response to the District RFP and readvertise for new proposals.

o. **Claims Audit Report to the Board of Education – June 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 June 2022 claims audit report, as presented.

p. **Electronic Submission of Reports to the Board of Education**

BE IT RESOLVED, that the Board of Education hereby accepts the following reports as presented:

- 1) Monthly Treasurer's Report – May 2022
- 2) Monthly Budget Status Report for General, Capital, Debt Service, Lunch and Special Aid Funds – May 2022
- 3) Revenue Status Report General Fund – May 2022

q. **Payment of Fees to Counsel (Ingerman Smith) – June 2022**

RESOLVED, that the Board of Education hereby authorizes the payment of \$26,374.21 for June 2022 as per the invoice submitted by district counsel, Ingerman Smith, LLC, for professional services rendered.

r. **Payment of Fees to Special Counsel (Sokoloff Stern) – March 2022**

RESOLVED, that the Board of Education hereby authorizes the payments of \$14,091.03 and \$2,129.00 for March 2022 as per the invoices submitted by special counsel, Sokoloff Stern for professional services rendered.

s. **Third Party Service Agreements**

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 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.

<u>Consultant</u>	<u>Purpose</u>	<u>Location</u>	<u>Date(s)</u>	<u>Rate</u>	<u>Max.Amt</u>
GENERAL CONSULTANTS					
Joanne Abbriano ^Revision to 6/15/22 agenda	Prepare Consolidated Applications (Title I, II, III, and IV Grants); Train Successor	Phipps	7/11/22- 9/30/22^	\$327.92 /day	\$8,198
Accu-Weather Inc.	Skyguard Snow Warning & Weather Alerts; 24/7 Access to Meteorologist	District- Wide	10/1/22- 9/30/23	\$2,943	\$2,943
Digital Provisions, Inc	On-Site Maintenance of Video Surveillance, Access Control System, Door Ajar System and Intrusion System	District- Wide	7/1/22- 6/30/23	\$52,000	\$52,000
Family & Children's Association	Counseling Services for Bilingual Families	District- Wide	7/1/22- 6/30/23	\$125/hr	\$125,000
Heartland School Solution	Cafeteria POS Systems	District- Wide	8/1/22- 7/31/23	\$7,899	\$7,899
J & I Consulting of NY, Inc.	Office Staff Classes: "Fitness at the Computer & Throughout Life", "Promoting Wellness: Developing a Healthier Lifestyle"	South High	9/1/22- 6/30/23	\$108/hr	\$2,376
Long Island Basketball LLC	Basketball and Flag Football Classes	E.M. Baker North Middle	10/1/22- 6/30/23	\$225/hr	\$35,100 ***

<u>Consultant</u>	<u>Purpose</u>	<u>Location</u>	<u>Date(s)</u>	<u>Rate</u>	<u>Max.Amt</u>	
Geraldyn Marasco	NBCT Awareness Workshops; Responsive Classroom Cohort	District-Wide	9/1/22-6/30/23	\$108/hr	\$3,456	***
	National Board Certification Cohort			\$75/hr	\$2,700	***
Math 109 Academy	Creative Problem-Solving Classes	South Middle	10/1/22-6/30/23	\$280/hr	\$20,160	***
Reading Writing Project Network, LLC	Professional Development & Site-Based/Virtual Coaching	District-Wide	9/1/22-6/30/23	\$142,500	\$142,500	*
The Safe Center ^Revision to 2/16/22 Board Agenda	Mandated Erin's Law Workshops to Students, Staff, Parents (K-5)	District-Wide	2/17/22-6/30/22	\$25 for	\$3,700 ^increased by \$700	
Suemarc, LLC	Office Staff Classes	District-Wide	9/1/22-6/30/23	\$108/hr	\$2,484	
Teachers College, Columbia University	Principal Conference Membership, Specialty Groups, Calendar Conference Days	District-Wide	9/1/22-6/30/23	\$22,200	\$22,200	*
Bruce Torff	Emotional Intelligence: A Hidden Key to Classroom Success	District-Wide	9/1/22-6/30/22	\$1200/day	\$1,200	***
Zonar Systems, Inc	GPS Maintenance/Service for Transportation	District-Wide	7/1/22-6/30/23	\$204/unit	\$2,856	
COMMUNITY EDUCATION CONSULTANTS						
Cominda Inc.	Conversational Chinese & Creative Belly Dance	Cumberland	9/1/22-6/30/23	\$75/hr	\$9,750	***
Tech Time	Instruction of iPhone knowledge	District-Wide	9/1/22-6/30/23	\$150/hr	\$2,400	***

* Partially or fully funded by a State or Federal Grant.

** Emergency conditional appointment as defined in Section 1709, Subdivision 39 of the education law.

*** Amount included in fee paid for by participants.

8. **STUDENT MATTERS AND CURRICULUM**

a. **Committee on Preschool Special Education Recommendations
2021-2022 and 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 schedule of specific recommendations for the 2021-2022 and 2022-2023 school years 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 this schedule.

b. **Committee on Special Education Recommendations**
2021-2022 and 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 2021-2022 and 2022-2023 school years 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.

APPENDIX I - POLICIES

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; 8/25/22

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 or 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 or 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

Name

516-441-4970, jhickey@greatneck.k12.ny.us

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 theis 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 relations 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.

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; 8/25/22

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 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.

Great Neck Public Schools

Adopted: 6/25/01

Amended: 7/6/04; 10/15/12

Proposed Revision: 7/6/22; 8/25/22

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; 8/25/22

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 or 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 or 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

Name

516-441-4970, jhickey@greatneck.k12.ny.us

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; 8/25/22

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; 8/25/22

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; 8/25/22

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; 8/25/22

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.

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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; 8/25/22

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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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 relations 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; 8/25/22

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; 8/25/22

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.

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 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.

Great Neck Public Schools

Adopted: 6/25/01

Amended: 10/15/12; 11/14/16; 1/19/21

Proposed Revision: 7/6/22; 8/25/22

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

Adopted: 6/25/01

Amended: 10/15/12; 5/13/13; 8/29/19

Proposed Revision: 7/6/22; 8/25/22

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

Adopted: 6/25/01

Amended: 10/15/12; 4/8/13; 7/6/16; 5/13/19; 12/16/20

Proposed Revision: 7/6/22; 8/25/22

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; 8/25/22

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."~~

Great Neck Public Schools

Adopted: 8/9/93

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Proposed Revision: 7/6/22; 8/25/22

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, Bid Advantage 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.

* 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 contract 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

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