Great Neck Public Schools
Board of Education

Meeting of the Board of Education
Wednesday, February 16, 2022
South Middle 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. PRESENTATIONS
a. Budget Process Presentation

2. APPROVAL OF MINUTES
a. January 19, 2022

3. COMMUNICATIONS

4. BOARD/ADMINISTRATIVE AFFAIRS
a. Superintendent's Report
b. Adoption of School Calendar 2022-2023
c. Policy 4321 – Programs for Students with Disabilities (Third Reading)
d. Policy 4321.1 – Allocation of Space for Special Education Programs and Services (Third Reading)
e. Policy 4321.2 – Confidentiality and Access to Individualized Education Programs and Individualized Education Services Programs (Third Reading)
f. Policy 4321.3 – Availability of Alternative Format Instructional Materials for Students with Disabilities (Third Reading)
g. Policy 4321.4 – District-Wide and State-Wide Assessments of Students with Disabilities or 504 Accommodation Plans (Third Reading)
h. Policy 4321.5 (Deletion) - Provision of IEPs to Teachers and Service Providers (Third Reading)
i. Policy 4321.5 – Public Report on Revisions to District Policies, Practices and Procedures upon a Finding of Significant Disproportionality (Third Reading)
j. Policy 4321.7 – School-Wide Pre-Referral Approaches and Interventions (Third Reading)
k. Policy 4526 – Computer Network and Internet Acceptable Use for Students and Staff (Third Reading)
l. Policy 4526.1 – Internet Safety (Third Reading)
m. Policy 5550 – Student Privacy (Second Reading)
n. Policy 7510 – Naming Portions of Schools or Grounds and Commemorative Plaques (Second Reading)
o. Policy 8505 – Charging of School Meals and Prohibition Against Shaming (Third Reading)
p. Policy 8520 – Free and Reduced Price Meal Services (Third Reading)

q. Policy 8635 – Information and Data Privacy, Security Breach and Notification (Second Reading)
r. College(s) for Student Teacher, Observer, Intern Placement
s. Inservice Institute Courses – Spring 2022
t. Credit Card Payments for Adult Learning Center Programs
u. Flexible Benefits Plan Administration
v. Purchase of Radio Equipment
w. Additions & Alterations – E.M. Baker School (Change Order #1)
x. Capital Improvements – South High School (Change Order #1)
y. Proscenium Fire Curtain Replacement – North Middle School (Change Order #1)
z. Vacuum Condensate & Feedwater Tank Replacement – South High School (Change Order #1)
aa. Project Independence Lease Amendment: Great Neck Social Center
bb. Establishment of the Bonnie Mamiye Scholarship Award
cc. Establishment of the Don Samuels Character and Kindness Award
dd. Donation – Monetary: South Middle School (Blackbaud Giving Fund)

5. FACILITIES MATTERS
a. Public Use of District Facilities

6. FINANCE AND OPERATIONS
a. Bid(s) – Cooperative Large Equipment
b. Bid(s) – Smallwares
c. Contract(s) – Special Education
d. Contract(s) – Health and Welfare Services
e. Contract(s) – Tuition Addenda
f. Claims Audit Report to the Board of Education – January 2022
g. Third Party Service Agreements
h. Payment of Fees to Counsel (Ingerman Smith) – December 2021
i. Payment of Fees to Frazer & Feldman – September 2021
j. Electronic Submission of Reports to the Board of Education
    1) Monthly Treasurer's Report – November and December 2021
    2) Monthly Budget Status Report for General, Capital, Debt Service, Lunch and Special Aid Funds – November and December 2021
    3) Revenue Status Report General Fund – November and December 2021
    4) Quarterly Budget Transfer Report – October through December 2021

7. STUDENT MATTERS AND CURRICULUM
a. Committee on Preschool Special Education Recommendations 2021-2022
b. Committee on Special Education Recommendations 2021-2022

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

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

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

10. BOARD DISCUSSION (No action to be taken)

11. NEXT MEETING(S)

Day	Date	Meeting Type	Time	Location
Wed	March 9, 2022	Village School Student Recognition; 1st Informal Budget Hearing and Public Action Meeting	7:30pm	t.b.d
Wed	March 30, 2022	South High School Student Recognition; 2nd Informal Budget Hearing and Public Action Meeting	7:30pm	t.b.d.

1. PRESENTATIONS

a. Budget Process Presentation

Mr. John Powell, Assistant Superintendent for Business, will give a budget process overview.

2. APPROVAL OF MINUTES

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

a. **January 19, 2022**

3. COMMUNICATIONS

Communication was received from the following Great Neck parent:

-----Original Message-----
From: Jenni Spiritis
Sent: Monday, January 24, 2022 8:26 PM
To: boe@greatneck.k12.ny.us; Teresa Prendergast
Subject: Community looking for guidance

Hi, I hope all of you are well.
In light of the NY Supreme Court decision holding that executive branch officials exceeded their authority in enacting the mask mandate, the community is desperate for information as to what this means for our schools and children. Many of us continue to understand that masks are effective and that this court decision was a separation of powers decision, not based on medical and health research. We are concerned that in the absence of a communication and guidance from the school district, there will be chaos and confusion with many parents sending children into school without masks. We trust the school's lawyers and PR professionals (that are paid with tax dollars) are working furiously to help you come out with such a communication. We urge you to send something tonight. The community expects and deserves it.

In the meantime, we're confident your lawyers are following whether this decision is appealed and stayed pending a ruling by the appellate division.

This is not easy. Let me know if there is anything I or other parents can do to help.

Thank you.

Jenni Lurman

Sent from my iPhone

Communication was received from the following Great Neck parent:

-----Original Message-----
From: Danna Sobiecki
Sent: Monday, January 24, 2022 10:13 PM
To: Teresa Prendergast; boe@greatneck.k12.ny.us
Subject: Mask mandate

Good evening, Dr. Pendergast and members of the Board of Education,

I hope you are well. Thank you for doing your jobs so well during such a difficult time.

I am writing in response to the New York Supreme Court decision that was announced today about ending the mask mandate.
I understand that the New York State Education Department has issued a statement that masks will remain in place. I implore you to send out communication to the Great Neck community as soon as possible indicating what will happen tomorrow when our kids arrive at school.

As you can imagine WhatsApp chats and social media are exploding with anti-maskers' expressions of joy. Will masks be required? I am praying that there is a way to make sure they remain in place. I'm concerned that without communication from the school district, tomorrow will be chaos. The community needs guidance.

Thank you again for all that you do. I, and many other parents are here to help.

Danna Sobiecki
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Sent from Gmail Mobile

Communication was received from the following Great Neck parent:

-----Original Message-----
From: Joshua Kashanian
Sent: Tuesday, January 25, 2022 5:48 PM
To: Teresa Prendergast; boe@greatneck.k12.ny.us; Pammy
Subject: Re: Mask Mandate Remains in Effect

Dr. Predendergast, please understand we're all on the same team here, or we hope that's the case. If the school is following a position based on law, today there was no mandate in effect and parents were incorrectly told there's a stay on the mandate. So today, by law, our kids should have been given the option not to wear masks. And if that was done, parents would not be up in arms and provoked, and we could have simply been told if a stay is put in effect the mask mandate will have to be put back in effect as well, by law. Unfortunately, now many parents have lost the confidence of how GNPS will handle this situation if this law is deemed finished or unlawful, which it eventually will. I hope you see the difference, and I hope you see that this mask situation will eventually come to an end and we have to all move on.

Communication was received from the following Great Neck parent:

-----Original Message-----
From: Wendy Wisner
Sent: Thursday, January 27, 2022 9:17 AM
To: PRENDERGAST, TERESA; JOSEPH HICKEY; GNPS Board of Education
kaplan@nysenate.gov
Subject: Support For Universal Masking From The GNPS Community: Petition With 585+ Signatures

Dear Dr. Prendergast, Dr. Hickey, and the GNPS BOE,

First, I wanted to thank you all for how you've handled the past few days with the confusion about court rulings and mask mandates. Whereas many districts went "mask optional" on Tuesday, only to revert back to masks on Wednesday, GNPS had the foresight to keep masks in place. This avoided so much stress for our students, teachers, and staff. Consistency is important right now for our children, and any changes to pandemic mitigation should be made thoughtfully and with careful consideration.

I also know that you are likely receiving many angry letters from parents regarding this decision, and the decision to continue to be mindful and cautious in general at GNPS. I want you to know that for as many parents who are advocating for mask-free school immediately, there are just as many–or more–who still are looking for a science-based, cautious approach.

I would like to share a petition signed by close to 600 Great Neck community members who feel this way. You will see that there are many of us, even if we aren't loudly proclaiming our feelings like so many seem to be doing. Yes, we are hopeful that some precautions will be relaxed eventually, but do not feel that now is the time.

Petition: https://chng.it/gdvx9RGyCg

I also want to share some words from the Long Island Chapter of the Academy of American Pediatrics (AAP) regarding the school mandate and the reason why now is not the time to remove masks. The message put out by the LI AAP is attached to this email.

I know that GNPS prides itself on being a top school in NY and in the country, and that is largely based on education that focuses on science, evidence, and high level thinking. Continuing to follow healthcare providers, rather than the whims of politicians and parents, seems like the way to continue to prosper as a top school district.

Thank you for your attention to this matter, and thank you for all you have done during this difficult time to support our students.

Warmly, Wendy

Communication was received from the following Great Neck parent:

-----Original Message-----
From: Alina Parizianu
Sent: Thursday, January 27, 2022 4:04 PM
To: TERESA PRENDERGAST
Cc: BOE@greatneck.k12.ny.us
Subject: Urgent! Amicus briefs

Hi Dr Prendergast, Board of Education,

I am reaching out to you with a sincere request to please join the Massapequa, Locust Valley, and Island Tree School Districts that voted by emergency board meetings to file amicus briefs in support of the pending mask mandate lawsuit.

Your support in requesting an end to the stay and respecting the decision of the Nassau County Supreme Court striking down Governor Hochul's unconstitutional mask mandate will go a long way to show you are listening and respecting the wishes of your community members.

The attorney hired by these school districts are representing the school districts pro bono so there’s no concern about spending money in connection with these filings.

This is an urgent request for you to join the following districts:

Massapequa
Locust Valley
Island Trees
Connetquot
Hauppauge
Shoreham
Lindenhurst
Plainedge
Woodmere

in filing an Amicus Curiae Brief in connection with the January 28, 2022 hearing in the case of Michael DeMetriou et al. vs. the New York State Department of Health et al., Docket Number 2022-00532, Index Number 616124/2021 currently pending before the Supreme Court of the State of New York Second Division Appellate Department.

Nicholas C. Rigano Esquire of the law firm, Rigano LLC is serving as pro bono special counsel for a number of these districts.

This Brief must be filed before 5pm today, January 27, 2022.

We have repeatedly asked this district to do everything they can to support parental choice.

I look forward to your prompt reply.

Thank you,

Best Regards
Alina Parizianu

Sent from Yahoo Mail on Android

Communication was received from the following Great Neck parent:

-----Original Message-----
From: Katie Berman
Sent: Thursday, January 27, 2022 4:44 PM
To: boe@greatneck.k12.ny.us
Subject: Mask Mandate in the GNPS district

To the GNPS BOE Trustees:

I am reaching out to you with a sincere request to please join the Massapequa, Locust Valley, and Island Tree School Districts that voted by emergency board meetings to file amicus briefs in support of the pending mask mandate lawsuit.

Your support in requesting an end to the stay and respecting the decision of the Nassau County Supreme Court striking down Governor Hochul's unconstitutional mask mandate will go a long way to show you are listening and respecting the wishes of your community members.

The attorney hired by these school districts are representing the school districts pro bono so there’s no concern about spending money in connection with these filings.

Best Regards,

Kate Berman

Communication was received from the following Great Neck parent:

-----Original Message-----
From: Yulin Wang
Sent: Thursday, January 27, 2022 5:50 PM
To: tprendergast@greatneck.k12.ny.us; jhickey@greatneck.k12.ny.us
Cc: boe@greatneck.k12.ny.us
Subject: About Mask Policy

Good afternoon Dr. Prendergast and Dr. Hickey, I am very appreciate of whatever you did for our school, especially keeping the mask rule in place. My family and our neighbors all like our health and safe school environment.

Best regards,

Mulan

Communication was received from the following Great Neck parent:

-----Original Message-----
From: YunJia Yu
Sent: Thursday, January 27, 2022 7:21 PM
To: tprendergast@greatneck.k12.ny.us; jhickley@greatneck.k12.ny.us; boe@greatneck.k12.ny.us
Subject: Please Keep COVID safety protocol in GNPS

Dear Dr. Prendergast / Dr. Hickey:

As a devoted parent of GNPS, I'm writing you to express my strong concern about recently chaotic matter on Mask mandate dilemma that our school district is facing.

I'm no position to judge what everyone believes or not believe, but from the science stand point, it is CRUCIAL to wear mask indoor. The mask mandate will make us feel safer sending the kids to school, and more importantly, is being responsible to the classmates, teachers, school staff, and their families.

As a member of this great school district and citizen of this planet. We shall disregard the skin color, background, religion beliefs but to look after each other as we are approaching end of this tunnel.

One small request can save a big community.

Aaron Yu

4. BOARD/ADMINISTRATIVE AFFAIRS

a. Superintendent's Report

Dr. Teresa Prendergast
Superintendent of Schools

b. **Adoption of School Calendar 2022-2023**

RESOLVED, that the Board of Education hereby adopts the 2022-2023 school calendar as attached.

GREAT NECK PUBLIC SCHOOLS
School Calendar
2022-2023

August/September

S	M	T	W	T	F	S
28	29	30	**31**	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

19

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

17

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

15

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

12

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	**23**	24
25	26	27	28	29	30	

16

SHADED DATES INDICATE SCHOOLS ARE CLOSED.

VIRTUAL INSTRUCTION WILL BE USED IF SCHOOLS ARE CLOSED FOR MORE THAN THREE "INCLEMENT WEATHER" DAYS*

OUTLINED DATES INDICATE SUPERINTENDENT'S CONFERENCE DAYS: SCHOOLS CLOSED FOR STUDENTS.

**subject to NYSED approval*

Aug.	30	Supt's Conference Day
	31	First Day of School
Sept.	5	Labor Day Holiday
	26 - 27	Rosh Hashanah
Oct.	5	Yom Kippur
	10	Columbus Day
Nov.	8	Supt's Conference Day
	11	Veterans Day
	24 - 25	Thanksgiving Recess
Dec. 26 - Jan. 2		Holiday Recess
Jan.	16	Martin Luther King Day
Feb.	20 - 24	Winter Recess
Apr.	5 - 14	Spring Recess
May	29	Memorial Day
June	19	Juneteenth
	23	Last School Day**
		**If Regents Rating Day

Proposed: 1/19/22
Adopted:

Teachers Report	***184***	***Days***
Students Report	***182***	***Days***

c. Policy 4321 – Programs for Students with Disabilities (Third Reading)

INFORMATION: Attached for Board of Education consideration is a new policy: ***Programs for Students with Disabilities*** **(4321)**. This required policy asserts the District's commitment to the provision of a free and appropriate public education to students with disabilities. It replicates, in policy format, the District's existing Special Education Plan, and incorporates current *Policy 4321.4 Independent Educational Evaluations at Public Expense* which is being presented for deletion as a stand-alone policy. There have been no changes since its second reading on 1/19/22, and it is being submitted for a third reading and possible adoption.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed *Policy 4321* and hereby adopts it in accordance with *Policy 2400 Board Policy Development*.

PROGRAMS FOR STUDENTS WITH DISABILITIES

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II Least Restrictive Environment 3

III Locate and Identify Students with Disabilities 4

IV Committee on Special Education 4

V Evaluation of Students with Disabilities 5

VI Parental Consent for Student Evaluations 6

VII Referral Process 6

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I. General

The Board of Education of the Great Neck Public Schools will make available a free appropriate public education to all students with disabilities who reside within the District and are eligible for special education and related services under the Federal Individuals with Disabilities Education Act (IDEA) and Article 89 of New York State Education Law and their implementing regulations. Special education and related services will be provided to resident eligible students with disabilities in conformity with an Individualized Education Program (IEP) and in the least restrictive environment appropriate to meet their individual educational needs. Special education services or programs will be designed to enable a student with disabilities to be involved in and progress, to the extent appropriate, in the general education curriculum.

The Board also will make available special education and related services to eligible students with disabilities parentally placed in a nonpublic school located within the District, regardless of whether they are residents of the District. However, this obligation does not extend to resident students with disabilities who are placed by their parents in a nonpublic school within District boundaries because of a disagreement between the parents and the District over the provision of a free appropriate public education. Nonpublic school students with disabilities who are not District residents, but who reside within New York State, will be provided programs and services in accordance with their Individualized Education Services Program (IESP).

For purposes of this policy and others related to the provision of services to eligible students with disabilities, and consistent with applicable New York State and Federal laws and regulations, the word “parent” means a birth or adoptive parent, a legally appointed guardian generally authorized to act as the student’s parent or authorized to make educational decisions for the student; a person in parental relationship to the student as defined in Section 3212 of the New York State Education Law; an individual designated as a person in parental relation pursuant to title 15-A of the New York State General Obligations Law, including an individual so designated who is acting in the place of a birth or adoptive parent (including a grandparent, stepparent, or other relative with whom the student resides; or a surrogate parent who has been appointed in accordance with New York State Commissioner of Education’s regulations.

Eligible students with disabilities will be entitled to special education and related services until the end of the school year in which they turn twenty-one (21) or until they receive a local high school or Regents diploma, whichever comes first.

Students with disabilities will not be required to take medication as a condition for receiving a free appropriate public education.

The District will provide services to students with disabilities in accordance with the following:

1. District staff will take steps to locate, identify, evaluate and maintain information about all children with disabilities within the District, including homeless children and children who are wards of New York State, and children attending nonpublic school within the District (including religious schools), who are in need of special education.

2. The Board will appoint a Committee on Special Education (CSE), and, as appropriate, CSE subcommittees, to assure the timely identification, evaluation and placement of eligible students with disabilities.

3. The District will establish a plan and practice for implementing school-wide approaches and interventions in order to remediate a student's performance prior to referral for special education services. The District will provide general education support services, instructional accommodations, and/or alternative program options to address a student's performance before referring the student to the CSE. The Instruction Support Team (IST) will develop, implement and evaluate pre-referral intervention strategies.

4. District staff will refer for evaluation a student who has not made adequate progress after an appropriate period of time when provided instruction under a Response To Intervention (RTI) program.

5. The Board will arrange for special education programs and services based upon the recommendation of the CSE or CSE subcommittee.

6. The Superintendent of Schools or designee will establish a plan for the recruitment, hiring and retention of staff appropriately and adequately prepared to meet the needs of students with disabilities including, but not limited to, highly qualified special education teachers.

7. The Superintendent of Schools or designee will establish a comprehensive professional development plan which provides personnel with the skills and knowledge required to meet the needs of students with disabilities.

8. The Superintendent of Schools or designee will establish a process for ensuring that District staff understand the right of students with disabilities to access and participate in the same academic, co-curricular and extracurricular programs and activities as all other students enrolled in the District's schools, to the extent appropriate to their individual needs.

II. Least Restrictive Environment

The Board recognizes its responsibility under IDEA , Article 89 of New York State Education Law and Section 200.6 of the New York State Commissioner of Education's Regulations to provide special education programs and services for students with disabilities in the least restrictive environment appropriate to meet their individual educational needs.

Therefore, the District will not place students with disabilities in special classes or separate schools, or otherwise remove them from the regular educational environment unless the nature or severity of their disability is such that their education cannot be achieved satisfactorily in regular classes, even with the use of supplementary aids and services. In addition, the District will provide special services or programs to enable students with disabilities to be involved in and progress in the general education curriculum, to the extent appropriate to their needs.

Furthermore, and pursuant to those legal provisions, students with disabilities placed together for purposes of receiving special education will be grouped by similarity of individual needs.

The Board also recognizes that the least restrictive environment requirements established by applicable New York State and Federal laws and regulations also extend to nonacademic settings. Therefore, to the extent appropriate to their individual needs, eligible students with disabilities residing within the District and attending the District's public schools will be entitled to participate in District academic, co-curricular and extracurricular activities available to all other students enrolled in the District's public schools. Such co-curricular and extracurricular activities may include, but are not limited to, athletics, recreational activities, school-sponsored special interest groups or clubs, transportation, and referrals to agencies that provide assistance to individuals with disabilities and the employment of students (including both employment by the District and assistance in making outside employment available). Students with disabilities, and their parents, will be informed of the availability of such programs and activities and their eligibility to participate.

District programs and activities, including extracurricular activities, will be provided that are accessible to students with disabilities to the extent appropriate to their individual needs. The District will make individual modifications to include physical facilities, scheduling and transportation arrangements, so that students are not excluded because of the presence of a disability.

In providing a free appropriate public education to students with disabilities eligible under the IDEA and Article 89, the Board will afford students and their parents the procedural safeguard rights to which they are entitled under applicable New York State and Federal laws and regulations. The Board also will provide them with notice of such rights as required by law and regulation, using the form prescribed by the New York State Commissioner of Education.

III. Locate and Identify Students with Disabilities

The District will conduct an annual census to locate and identify all students with disabilities who reside in the District, and establish a register of such students who are entitled to attend the public schools of the District during the next school year, including students with disabilities who are homeless or wards of New York State. The census will be conducted, and the registry maintained, in accordance with the requirements established in New York State Commissioner of Education's regulations.

The District's activities for locating and identifying parentally-placed nonpublic school students with disabilities will be comparable to those undertaken for students attending the District's public schools, and will be completed in a comparable time period. The District will consult with representatives of private schools and representatives of parents of parentally placed private school students with disabilities on the child find process.

IV. Committee on Special Education

The members of the CSE and CSE subcommittees will include those individuals identified in applicable law and regulations, and their attendance at CSE and CSE subcommittee meetings will be required except as otherwise provided in New York State and Federal laws and regulations.

The parent of a student with disabilities is one of the mandated CSE and CSE subcommittee members and, as such, has a right to participate in CSE and CSE subcommittee meetings concerning the identification, evaluation, educational placement, and the provision of a free appropriate public education to their child.

District staff will take steps to promote the parent's participation, in accordance with the following:

1. CSE and CSE subcommittee meetings will be scheduled at a time and place that is mutually agreeable to the parent and the District.

2. The parent will be given at least five (5) days' notice of the time and place of a CSE or CSE subcommittee meeting, except as otherwise provided in New York State and Federal law and regulation, along with notice of the purpose of the meeting, those who will attend (including name and title) and the parent's right to

be accompanied to the meeting by a person(s) the parent considers to have knowledge and special expertise about their child.

4. The parent and the District may agree to use alternative means of participation at CSE meetings, such as videoconferences or telephone conference calls.

5. District staff will take steps to provide the parent with an understanding concerning the proceedings at CSE meetings, including arranging for an interpreter for deaf or hearing impaired parents or parents whose native language is other than English.

The CSE or CSE subcommittee may meet without a student's parent only if District staff has been unable to obtain either parent's participation, and has a record of its attempts to arrange a mutually agreed upon time and place. Similarly, the CSE or CSE subcommittee may make a decision without the involvement of the student's parent only if District staff has been unable to obtain parental participation, even through the use of alternative means of participation, and has a record of its attempts to provide parental involvement.

The Superintendent of Schools or designee will establish a process that the Committee on Special Education (CSE) or CSE subcommittee chairperson, as appropriate, obtains an up-to-date copy of the New York State Commissioner of Education's Regulations at the beginning of each school year, and copies of any amendments that become effective during the school year.

V. Evaluation of Students with Disabilities

To initially determine a student's eligibility for a free appropriate public education under the IDEA and Article 89, the District will conduct a full evaluation of the student within legally prescribed time lines. As set forth in New York State Commissioner of Education's regulations, the initial evaluation will include, at least, a physical examination, an individual psychological evaluation unless the school psychologist determines it unnecessary, a social history, an observation of the student in the student's learning environment to document the student's academic performance and behavior in the areas of difficulty and other appropriate assessments or evaluations (including a functional behavioral assessment for a student whose behavior impedes personal learning or that of others) to ascertain the physical, mental, behavioral and emotional factors that contribute to the suspected disabilities.

Once a student has been determined eligible to receive ~~a~~ free appropriate public education, the District will reevaluate the student with a disability whenever the student's parent requests a reevaluation, and when the District determines the educational and related services needs (including improved academic achievement and functional performance) of the child warrant a reevaluation. However, a reevaluation must take

place at least once every three (3) years, unless the student's parent and the District agree it is unnecessary.

VI. Parental Consent for Student Evaluations

Before conducting any type of evaluation, District staff will take steps to obtain written informed consent from a student's parent, as required by applicable New York State and Federal laws and regulations. They also will keep a detailed record of those attempts and their results, including phone calls and correspondence, visits to the parent's home and any responses received.

1. If a parent refuses to give consent for an initial evaluation, or fails to respond to such a request, the parent will be given an opportunity to attend an informal conference and ask questions about the proposed evaluation. Unless the referral for evaluation is withdrawn, if the parent continues to withhold consent, the Board may commence due process proceedings to conduct an initial evaluation without parental consent within the time lines established in New York State Commissioner of Education's regulations.

2. If a parent refuses to give consent for a reevaluation, or fails to respond to such a request, District staff will proceed with the reevaluation without parental consent if it has engaged in documented reasonable efforts to obtain such consent and the parent has failed to respond. If the District cannot document its efforts to obtain consent, the Board may commence due process proceedings to conduct a reevaluation without parental consent.

3. If District staff is unable to obtain consent for the initial evaluation or reevaluation of a home schooled or a parentally-placed nonpublic school student, the Board may commence due process proceedings to conduct the evaluation without parental consent.

VII. Referral Process

In conducting evaluations of students with disabilities, the District will use a variety of assessment tools and strategies, including parent-provided information, to gather relevant academic, developmental and functional information for determining a student's eligibility for special education and related services, and the content of the IEP or IESP or services plan in the case of nonpublic school students with disabilities (including information related to enabling the student to be involved in and progress in the general education curriculum).

The District also will assess a student in all areas of suspected disability, and the assessment and other evaluation used will not be discriminatory on a racial or cultural

basis. In addition, students will be assessed in the language and form most likely to yield accurate information on what the student actually knows and can do academically, developmentally, and functionally, unless it is not feasible to do so.

In the case of students suspected of having a specific learning disability, the District will follow the procedures established in the New York State Commissioner of Education's Regulations.

The District will notify a student's parent of any determination that no additional data is needed and the reasons for such a determination. It will also inform the parent of the right to request an assessment, notwithstanding that determination.

VIII. Independent Educational Evaluations

The Board will provide the parents of all students referred to the CSE or the Committee on Pre-School Special Education (CPSE) with notice of their due process rights. Included in the due process notice to parents at the time of the CSE/CPSE initial referral, annual review or triennial evaluation, the Office of Pupil Personnel Services will inform parents regarding their right to an Independent Educational Evaluation (IEE) and the circumstances under which such evaluations will be at District expense.

An Independent Educational Evaluation (IEE) means an individual evaluation of a student who has or who is thought to have a disability, conducted by a person who is not employed by the District. Whenever an IEE is conducted at public expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, will be the same as the criteria used by the District when it initiates an evaluation. Those criteria will be as follows:

1. Location: Geographic location is defined as an evaluation which takes place within a 50-mile radius of the District.

2. Minimal Qualifications: Minimal Qualifications are defined by the School District as New York State Education Department certification or licensure within the specific area of the evaluation.

3. Timeline for IEE & Reimbursement: Timeline for the IEE used to contest an evaluation performed by the School District, is defined as being within one year of the School District's evaluation. The request for IEE reimbursement must be made within one year of the date of the IEE.

4. Reasonable Costs for an IEE: Reasonable costs are defined as 10% above the evaluation costs of any teaching university hospital within the 50 mile radius.

The names, addresses and telephone numbers of appropriate public and private agencies and other professional resources where IEEs may be obtained will be provided upon request. Parents may select professionals to conduct evaluations from the list provided by the District or may select others who meet District criteria. However, the District will not be responsible for the quality of such IEEs. In addition, the District will not be responsible for the cost of such IEEs~~,~~ which do not meet the criteria listed below.

Public Funding of an IEE:

The District will provide public funding of IEEs only under the following conditions:

1. Parents disagree with the evaluation conducted by the District, and the resulting IEE provides information that shows that the District evaluation was inappropriate.

2. The District was unable to comply with mandated timelines for conducting its own evaluations.

3. If such IEE is made at the request of an Impartial Hearing Officer as part of a duly convened impartial hearing.

The District may deny reimbursement for an IEE under the following conditions:

1. The District either had initiated, or shortly intends to initiate, a due process hearing to show that its evaluation of the student is appropriate or that the parents have not complied with other District criteria, such as:

    a. The criteria under which the IEE was conducted, including the legal criteria.

    b. The independent evaluator selected by the parents does not meet stated minimum qualifications.

    c. The parents' request for reimbursement exceeded stated District timelines for such requests.

    d. The parents' request for reimbursement exceeded stated District guidelines for such requests.

2. The IEE was not obtained because of a disagreement with the District's evaluation.

3. The District has already funded an IEE and has conducted no subsequent evaluation.

If the District concludes that it is not required to reimburse the parents for the IEE, it will notify the parents in writing of the receipt of the request, the basis for the denial and whether the District intends to initiate an impartial hearing.

IX. Declassification

The Board recognizes that it may be appropriate to declassify some students with disabilities. A student may mature and develop skills such that they no longer require the special program, support services or accommodations offered by an IEP or IESP. The CSE, the CSE Subcommittee or the CPSE, as applicable, is responsible for making this judgment, while adhering to the requirements of Federal and New York State laws and regulations.

X. Declassification of Support Services

It is the goal of the Board of Education to provide an opportunity for the student to succeed in the transition to the regular education program. In order to facilitate that success, the CSE/CPSE may offer educational and support services for a period of time, not to exceed one year. Declassification support services may include:

- For the student, psychological services, social work services, speech and language improvement services, non-career counseling, and other appropriate support services.

- For the student's teachers, the assistance of a teacher aide or a teaching assistant, and consultation with appropriate personnel.

The CSE/CPSE will provide teachers and service providers providing services to students with disabilities concerning the need for the transition services, and the nature and duration of those services.

XI. Re-evaluation

Prior to determining that a student is no longer eligible for special education services and should be placed in a full-time regular education program, the CSE, CSE subcommittee or CPSE, as applicable, will conduct a declassification evaluation of the student in accordance with the process and procedures prescribed for the evaluation and reevaluation of students with disabilities, by applicable Federal and New York State laws and regulations. However, the CSE, CSE subcommittee, or CPSE members may determine after reviewing existing evaluation data that no additional information is needed to determine the student's continued eligibility for services.

When a determination is made that no additional data is needed for reviewing a student's continued eligibility for special education services, the CSE, CSE subcommittee, or CPSE Chairperson, as applicable, will notify the student's parents of that determination and the reasons for it, and of their right to nonetheless request an assessment. Unless the student's parents make such a request, the District will not conduct any further assessments.

The District will provide the student's parents with a copy of the reevaluation report and documentation regarding the eligibility determination.

Consistent with applicable New York State and Federal laws and regulations, the District will not conduct a declassification evaluation if the reason why a student is determined to be ineligible for special education services is that the student has either:

1. Graduated with a regular high school or Regents diploma; or

2. Exceeded the age of eligibility for services.

However, in such an instance the District will provide the student with a summary of academic achievement and functional performance that also includes recommendations on how to assist the student in meeting post-secondary goals.

XII. Eligibility Determination

The CSE or CSE subcommittee will determine whether a student is eligible for special education and related services under the IDEA and Article 89, as well as the student's educational needs.

The CSE or CSE subcommittee may not determine that a student is eligible for special education and related services if the determining factor is lack of appropriate instruction In the essential components of reading, including phonemic awareness, phonics, vocabulary development, reading fluency (including oral reading skills), and reading comprehension strategies; or lack of appropriate instruction in math; or limited English proficiency.

XIII. Pre-School Special Education

The Board of Education recognizes the value of special education and its responsibility in ensuring that all resident preschool children with disabilities have the opportunity to participate in special programs and services from which they may benefit, and will establish a Committee on Preschool Special Education (CPSE) as required under New York State Education Law. Its responsibilities will include the evaluation and recommendation for placement in appropriate approved programs and the provision of appropriate special education programs and services for each preschool child with a

disability. The CPSE will review, at least annually, the status of each preschool child with a disability.

The Board of Education authorizes the Superintendent of Schools or designee to establish administrative practices and procedures that will include:

1. locating and identifying all preschool children with disabilities pursuant to the relevant provisions of the New York State and Federal Education Law. The register of children eligible to attend a preschool program is to be maintained and revised annually by the (CPSE);

2. verifying that the parent of preschool age children with disabilities have received and understand the request for consent for evaluation of their child;

3. developing an IEP for each preschool age child with a disability;

4. appointing and training appropriately qualified personnel including the members of a CPSE;

5. maintaining lists of impartial hearing officers and of New York State Education Department approved special education programs within the county and adjoining counties in which the District is located; and

6. reporting to the New York State Education Department the number of pre-school children with disabilities that are being served, as well as those not served.

Placement may be appealed by a parent to an impartial hearing officer, appointed by the Board. Mediation will be offered to such parents to resolve complaints regarding the education of preschool children with disabilities at the same time notice of the availability of an impartial hearing is provided.

The Superintendent of Schools or designee will determine that the District has made available adequate and appropriate space for programs and services for pre-school students with disabilities, when applicable.

The Board of Education directs the Superintendent of Schools or designee to develop and maintain a plan that incorporates information concerning the provision of services for preschool children with disabilities, pursuant to the Regulations of the New York State Commissioner of Education.

XIV. Provision of Services

The Board will arrange for appropriate special education and related services recommended by the CSE or CSE subcommittee within sixty (60) school days of the District's receipt of parental consent to evaluate a student not previously identified as a student with a disability, or within sixty (60) school days of referral for review of a student with a disability, except as otherwise provided in New York State and Federal laws and regulations.

All staff and/or related service providers responsible for the implementation of a student's IEP or IESP will be provided with information regarding those responsibilities in addition to a paper or electronic copy of the IEP or IESP prior to the implementation of such IEP or IESP or will be able to access such student's IEP or IESP electronically.

XV. Parental Consent for the Provision of Services

The Board acknowledges that parental consent for initial evaluation does not constitute consent for placement for the provision of special education and related services. Therefore, School District staff will take steps to obtain written informed consent for the initial provision of special education and related services to an eligible student. The Board will be precluded by applicable New York State and Federal laws and regulations from commencing due process proceedings to override the parent's refusal to provide such consent or override the parent's failure to respond to such a request.

XVI. Annual Review

The CSE will annually review the IEP of each student with a disability to determine:

1. The extent to which the student can benefit from participation in regular educational programs and services in the least restrictive environment;

2. The extent to which credit toward a high school diploma can be granted through participation in special education programs; and

3. The student's progress toward a high school diploma.

At each annual review of a student's IEP, the CSE will consider the following factors (listed in order/priority):

1. the strengths of the student;

2. the concerns of the parents for enhancing the education of their child;

3. the results of the initial or most recent evaluation of the student;

4. as appropriate, the results of the student's performance on any general New York State or District-wide assessment programs;

5. the academic, developmental and social needs of the student~~s~~;

6. the educational progress and achievement of the student with a disability and the student's ability to participate in instructional programs in regular education ~~and~~ in the least restrictive environment;

7. in the case of a student whose behavior impedes personal learning or that of others, consider strategies including positive behavioral interventions and supports and other strategies to address the behavior;

8. in the case of student with limited English proficiency, consider the language needs of the student as such needs relate to the student's IEP;

9. in the case of a student who is blind or visually impaired, provide for instruction in Braille and the use of Braille unless the CSE determines, after an evaluation of the student's reading and writing skills, needs and appropriate reading and writing media, that instruction in Braille or the use of Braille is not appropriate for the student;

10. consider the communication needs of the student, and in the case of student who is deaf or hearing impaired, consider the student's language and communication needs, opportunities for direct communication~~s~~ with peers and professional personnel in the student's language and communication mode, academic level and full range of needs, including opportunities for direct instruction in the student's language and communication mode; and

11. consider whether the student requires assistive technology devices and services, including whether the use of District purchased assistive technology devices is required to be used in the student's home or in other settings in order for the student to receive a free appropriate public education;

XVII. Due Process

The District or the parent(s) of a student may file a due process complaint with respect to any matter relating to the identification, evaluation or educational placement of a student with a disability, or a student suspected of having a disability, or the provision of free appropriate public education to such student in accordance with New York State and Federal law.

Great Neck Public Schools
Proposed: 12/15/21; 1/19/22; 2/16/22

d. Policy 4321.1 – Allocation of Space for Special Education Programs and Services (Third Reading)

INFORMATION: Attached for Board of Education consideration is a new policy: ***Allocation of Space for Special Education Programs and Services*** **(4321.1)**. This policy supports the District's responsibility to make available the appropriate space necessary to serve students with disabilities, and outlines the methods by which it will do so. It replicates, in policy format, the relevant provisions of the District's existing Special Education Plan. There have been no changes since its second reading on 1/19/22, and it is being submitted third reading and possible adoption.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed *Policy 4321.1* and hereby adopts it in accordance with *Policy 2400 Board Policy Development*.

ALLOCATION OF SPACE FOR SPECIAL EDUCATION PROGRAMS AND SERVICES

The Board of Education of the Great Neck Public Schools recognizes its responsibility to make appropriate space available for:

1. Special programs and services provided to meet the needs of students and preschool students with disabilities both within its own facilities, and in programs provided by the Board of Cooperative Educational Services (BOCES) and attended by District residents; and

2. Serving students with disabilities in settings with non-disabled peers, as well.

The District will address such space allocation needs as part of its annual budget cycle, during the annual or any more frequent re-evaluation of its long-range educational facilities plan

The District also will share with the BOCES District Superintendent information relevant for the BOCES to determine the regional space needs for serving the District's students with disabilities.

As part of the process for ensuring the allocation of appropriate space for special education programs and services and serving students with disabilities in settings with non-disabled peers, the Superintendent of Schools or designee, in consultation with appropriate school personnel will, at a minimum:

1. Periodically gather information regarding the number of students and preschool students with disabilities presently participating and anticipated to continue to participate in the District's special education programs and services, the type of programming they presently receive and may receive in the future, as well as the setting in which those services are and/or will be provided.

2. Review the results of the District's latest census and other District child find efforts, including child find activities conducted with respect to parentally-placed nonpublic school students with disabilities.

3. Anticipate any projected increase in the number of students and preschool students with disabilities the District will be responsible for providing special education programs and services to, the anticipated type of services they will be receiving and the settings in which those services will be provided.

4. Based on the above information, review current space capacity, and identify any additional space requirements to meet both current and future needs.

5. Report to the Board of Education regarding the results of the above review process, along with necessary recommendations for additional space allocations.

Great Neck Public Schools
Proposed: 12/15/21; 1/19/22; 2/16/22

e. Policy 4321.2 – Confidentiality and Access to Individualized Education Programs and Individualized Education Services Programs (Third Reading)

INFORMATION: Attached for Board of Education consideration is a new policy: ***Confidentiality and Access to Individualized Education Programs and Individualized Education Services Programs*** **(4321.2)**. This policy replaces and expands upon existing ***Policy 4321.5 Provision of IEPs to Teachers and Service Providers*** which is proposed for deletion. There have been no changes since its second reading on 1/19/22, and it is being submitted for a third reading and possible adoption.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed *Policy 4321.2* and hereby adopts it in accordance with *Policy 2400 Board Policy Development*.

CONFIDENTIALITY AND ACCESS TO INDIVIDUALIZED EDUCATION PROGRAMS AND INDIVIDUALIZED EDUCATION SERVICES PROGRAMS

The Board of Education of the Great Neck Public Schools recognizes the importance of maintaining the confidentiality of Personally Identifiable Information (PII) pertaining to a student with a disability. PII will not be disclosed by any District employee or member of a Committee on Special Education (CSE)/Committee on Preschool Special Education (CPSE)to any person (other than the parent /guardian of such student), organization or agency unless the parent or guardian of the child provides written consent; there is a valid court order for such information; or disclosure is permitted by law.

The Board of Education, while acknowledging the confidentiality requirement, believes that in order for each student with disabilities to receive the full benefit of an Individualized Education Program (IEP) and Individualized Education Services Program (IESP), individuals responsible for implementing the program or plan must, prior to the implementation, fully understand the scope of their responsibility and the specific accommodations, modifications and supports to be provided.

This policy establishes procedures for the provision of services, accommodations or program modifications for students with an IEP or IESP in accordance with that student's IEP or IESP will be informed of the responsibilities under the IEP, and will receive or have access to a copy of the student's IEP or IESP as specified below.

I. IEP or IESP Copies

At a CSE, CSE Subcommittee or CPSE meeting for each student, a determination will be made as to which general education teachers, special education teachers, related service providers and other service providers have responsibility to implement the recommendations on the student's IEP or IESP. "Other service provider" means a Board of Cooperative Educational Services (BOCES) program, a charter school, a child care institution school, a New York State-supported school, an approved preschool provider, an approved private in-state or out-of-state school, a representative of another public school district and a Special Act school district where the student receives or will receive IEP or IESP services.

In accordance with the requirements of New York State Education Law 4402(7), while maintaining the appropriate confidentiality requirements guaranteed under the Federal Family Educational Rights and Privacy Act (FERPA), the CSE, CSE Subcommittee and CPSE Chairpersons will provide a paper or electronic copy of each student's IEP or IESP to each regular education teacher, special education teacher, related service provider and/or other service provider who is responsible for implementation of the program or plan along with continued access to the document during the remainder of the school year or as long as the student remains on the individual's professional caseload. These individuals responsible for implementing an IEP or IESP will, in turn, provide all paraprofessionals (teacher aides and teacher assistants) and other providers responsible for assisting in implementation with the opportunity to review their copy of the IEP or IESP prior to program implementation. If a student's IEP or IESP is revised during the school year, the District will provide electronic access or copies of the IEP or IESP to teachers and service providers consistent with New York State and Federal laws, regulations and this policy.

- Any copy of a student's IEP provided pursuant to this policy will remain confidential and will not be disclosed to any other person, in compliance with Federal and New York State laws and regulations, including the Federal Individuals with Disabilities Education Act (IDEA), and FERPA.

- The employee charged with the duty to inform each teacher, related service provider, and others of their responsibilities relating to the IEP will also inform those individuals of the obligation to maintain the confidentiality of the IEP.

- A copy of the IEP will be provided to the student's parents at no cost to the student's parents.

The Superintendent of Schools or designee will provide a statement explaining that the IEP is a confidential document, and that any copy of a student's IEP provided pursuant to this policy will remain confidential and will not be re-disclosed to any other person in compliance with Federal and New York State laws and regulations, including the IDEA and (FERPA).

II. Notification of Responsibilities

In addition to disseminating copies of a student's IEP or IESP, CSE, CSE Subcommittee and CPSE Chairpersons must designate one or more professional employees of the District with knowledge of the student's disability and program to inform each regular education teacher, special education teacher, related service provider, other service provider, paraprofessional, and other provider and support staff person of the responsibility to provide specific accommodations, program modifications, supports and/or services for the student in accordance with the IEP or IESP.

The professional staff person(s) who may be selected for this responsibility include the committee chairperson, another administrator, a teacher, a related service provider or another professional, as appropriate.

III. Confidentiality

All copies of a student's IEP or IESP provided or made accessible under this policy must remain confidential, and will not be redisclosed to any other person, except in accordance with the and FERPA. For purposes of confidentiality, the CSE and CPSE Chairpersons will include with each IEP or IESP copy provided or made accessible under this policy, a copy *Policy 5500 Student Records*. All IEP or IESP copies must remain in a secure location on school grounds at all times. If IEP copies are transmitted and/or provided electronically, security systems (e.g., file or folder password protection) must be implemented to prevent unauthorized internal and external access to the student's IEP or IESP.

IV. Documentation

The designated professional employee(s) defined in Section II above will obtain the signature of each person covered by this policy, indicating that the individual:

1. has received either a copy of the student's IEP or IESP or the opportunity to review the IEP or IESP prior to its implementation, as required under New York State law and regulation;

2. has been informed of their responsibilities for implementation;

3. has knowledge of where the IEP or IESP is to be maintained; and

4. has an understanding of the confidentiality requirements.

The Assistant Superintendent of Special Education and Pupil Services or designee will maintain these signatures in a District file.

At the end of the school year, or whenever the IEP has been revised, the CSE and CPSE Chairperson will collect all prior IEP copies provided under this policy and destroy them.

f. Policy 4321.3 – Availability of Alternative Format Instructional Materials for Students with Disabilities (Third Reading)

INFORMATION: Attached for Board of Education consideration is a new policy: ***Availability of Alternative Format Instructional Materials for Students with Disabilities*** **(4321.3)**. This policy supports the District's responsibility to make all instructional materials used in the District's schools available in a usable alternative format for students with disabilities in accordance with their individual educational needs. It replicates, in policy format, the relevant provisions of the District's existing Special Education Plan. There have been no changes since its second reading on 1/19/22, and it is being submitted for a third reading and possible adoption.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed *Policy 4321.3* and hereby adopts it in accordance with *Policy 2400 Board Policy Development*.

AVAILABILITY OF ALTERNATIVE FORMAT INSTRUCTIONAL MATERIALS FOR STUDENTS WITH DISABILITIES

The Board of Education of the Great Neck Public Schools recognizes its responsibility to make all instructional materials used in the District's schools available in a usable alternative format for students with disabilities in accordance with their individual educational needs and course selection at the same time as those materials are available to non-disabled students. In accordance with applicable New York State and Federal laws and regulations, any such alternative format procured by the District will meet the National Instructional Materials Accessibility Standard.

For purposes of this policy, alternative format 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 student with a disability enrolled in the District, including but not limited to audio, Braille, large print, open and closed captioning or an electronic file. An electronic file must be compatible with at least one alternative format conversion software program that is appropriate to meet the needs of the individual student.

The Superintendent of Schools or designee will develop a plan to ensure the availability of alternative format materials in accordance with the timeliness requirements of this policy. Such a plan will provide for:

1. Preference to vendors who agree to provide instructional materials in alternative formats, and to reflect this requirement in the bidding specifications used for the procurement of instructional materials. The same preference will be given to vendors of instructional materials ordered for a school library.

2. Consultation with appropriate school personnel regarding how students will access electronic files. The District's technology staff will be notified of any need to convert electronic files into an accessible format such as Braille, large print, audio, or alternative display.

3. The availability of hardware and/or software a student with disabilities in need of alternative format materials might require to access the instructional material.

4. The yearly review of the District's ordering timelines and processes for the purchase of instructional materials to ensure sufficient lead time for obtaining needed alternative format materials so that alternative format materials are available at the same time as regular format materials.

5. Notification to appropriate school personnel by the Committee on Special Education (CSE), CSE subcommittee, Committee on Preschool Special Education (CPSE) and Section 504 Committee Chairperson whenever it is determined that a student needs instructional materials in alternative format. Such notice also will identify the particular alternative format needed, and any assistive technology devices or services the student might need to access the alternative format materials.

6. Notification by classroom teachers of the books they will be using in class and any list of required readings with sufficient lead time in anticipation of the District's timelines for the purchase of instructional materials.

7. Consultation with the school librarian to make sure that specific library resources required by a student in need of alternative format materials to participate and progress in the selected courses are made available to the student in an accessible format.
8. Timely request of state assessments in alternative format.

9. As soon as the District is made aware that a student with a disability in need of materials in an alternative format will be moving into the District during the school year, the District will initiate the procedures to obtain such materials without delay.

Great Neck Public Schools
Proposed: 12/15/21; 1/19/22; 2/16/22

g. Policy 4321.4 – District-Wide and State-Wide Assessments of Students with Disabilities or 504 Accommodation Plans (Third Reading)

INFORMATION: Attached for Board of Education consideration is a new policy: ***District-Wide and State-Wide Assessments of Students with Disabilities or 504 Accommodation Plans*** **(4321.4)**. This policy supports the District's responsibility to offer access and appropriate testing accommodations to eligible students so that they can participate in assessment programs on an equal basis with their nondisabled peers. It replicates, in policy format, the relevant provisions of the District's existing Special Education Plan. There have been no changes since its second reading on 1/19/22, and it is being submitted for a third reading and possible deletion.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed *Policy 4321.4* and hereby adopts it in accordance with *Policy 2400 Board Policy Development*.

DISTRICT-WIDE AND STATE-WIDE ASSESSMENTS OF STUDENTS WITH DISABILITIES OR 504 ACCOMMODATION PLANS

The Board of Education of the Great Neck Public Schools recognizes the importance of offering access and appropriate testing accommodations to eligible students so that they can participate in assessment programs on an equal basis with their nondisabled peers. Two elements that contribute to an effective assessment program are proper use of accommodations and use of universal design principles in developing and administering tests.

Testing Accommodations

Testing accommodations provide an opportunity for students with disabilities to:

- Participate in the instructional and assessment program;
- Demonstrate their strengths, knowledge and skills without being restricted by their disability; and
- Provide an accurate measure of the standards being assessed so that appropriate instruction and services can be provided.

Testing accommodations are changes made in the administration of the test in order to remove obstacles to the test-taking process that are presented by ~~the~~ a disability without changing the constructs being tested. Testing accommodations include, but are not limited to: flexibility in scheduling/timing; flexibility in the setting for the administration of the test; changes in the method of presentation and changes in the method of response. Testing accommodations are neither intended nor permitted to: alter the construct being measured or invalidate the results, provide an unfair advantage for students with disabilities over students taking the test under standard conditions or substitute for knowledge or abilities that the student has not attained.

The Committee on Special Education (CSE), the Subcommittee on Special Education or the Committee on Preschool Special Education (CPSE) is responsible for recommending the appropriate test accommodations and including those recommendations on the student's Individualized Education Program (IEP) or Individualized Education Services Program (IESP).

In addition, the 504 Multidisciplinary Committee will include the appropriate test accommodations as part the 504 plan. If it is determined that a student should participate in alternative assessments instead of the standard New York statewide or District-wide tests, the CSE must indicate the reasons for doing so on the IEP or IESP.

The recommendations will be reviewed annually by the CSE, CSE subcommittee, CPSE or 504 team. The Board of Education acknowledges the importance of integrating the assessment program with the instructional program and, to that end, encourages effective communication among District staff so that implementation is consistent and fair. The goal is to provide effective assessments that allow students to benefit from their educational program.

A building principal may authorize use of testing accommodations in limited to cases where a general education student has or is suspected of having a disability, such as, but not limited to, a student with a broken limb or a student in the process of being evaluated for a disability, without sufficient time for the CSE, CPSE and/or Section 504 Committee to make a recommendation. They do not include cases where the student is already being evaluated to determine eligibility for status as a student with a disability. In exercising this authority, the building principal will use professional judgment, and may confer with CSE, CPSE and/or Section 504 Committee members.

The Superintendent of Schools or designee will explore how District assessments can be:

1. Made more usable by students with diverse abilities.
2. Designed to better accommodate a wide range of individual preferences and abilities.
3. Made more understandable.
4. Made to communicate necessary information to students more effectively.
5. Designed to minimize adverse consequences of accidental or unintended actions.
6. Used more efficiently and comfortably and with a minimum of student fatigue.

Great Neck Public Schools
Proposed: 12/15/21; 1/19/22; 2/16/22

h. Policy 4321.5 (Deletion) - Provision of IEPs to Teachers and Service Providers (Third Reading)

INFORMATION: Attached for Board of Education consideration is deletion of the policy: ***Provision of IEPs to Teachers and Service Providers (4321.5)***. This policy, first adopted in 2003, is being replaced with proposed ***Policy 4321.2 Confidentiality and Access to Individualized Education Programs and Individualized Education Services Programs.*** There have been no changes since its second reading on 12/15/21, and it is being submitted for a third reading and possible deletion.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed *Policy 4321.5* and hereby deletes it in accordance with *Policy 2400 Board Policy Development*.

PROVISION OF IEPs TO TEACHERS AND SERVICE PROVIDERS

In order to more effectively carry out the District's responsibility to provide a free appropriate education to all eligible students with disabilities, it is the policy of the Board of Education of the Great Neck UFSD to provide regular and special education teachers, related service providers and other service providers with a copy of a student's Individualized Education Program (IEP) to review with continued access to the document during the remainder of the school year or as long as the student remains on the individual's professional caseload, in accordance with the requirements of New York State Education Law 4402(7), while maintaining the appropriate confidentiality requirements guaranteed under the Family Educational Rights and Privacy Act (FERPA).

- Prior to the implementation of the IEP, each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the implementation of a student's individualized education program will be given a copy of such student's IEP.

- Any copy of a student's IEP provided pursuant to this policy will remain confidential and will not be disclosed to any other person, in compliance with Federal and New York State laws and regulations, including the Individuals with Disabilities Education Act (IDEA), and FERPA.

- In addition, the CSE Chair will designate a professional employee of the school district with knowledge of the student's disability and education program who will, prior to the implementation of the IEP, inform each teacher, related service provider, and other individuals with IEP implementation responsibility who would not be provided a copy of the student's IEP (including, but not limited to, a teaching assistant, a teacher aide, and a school bus driver when special transportation is specified on a student's IEP) of the specific responsibilities related to implementing a student's IEP and the specific accommodations, program modifications, and supports that must be provided for the student in accordance with the IEP. In most instances this will be the school psychologist at the elementary level and the special education chairperson at the secondary level.

- The employee charged with the duty to inform each teacher, related service provider, and others of their responsibilities relating to the IEP will also inform those individuals of the obligation to maintain the confidentiality of the IEP.

- A copy of the IEP will be provided to the student's parents at no cost to the student's parents.

Great Neck Public Schools
Adopted: 3/10/03; 1/19/21
Proposed Deletion: 12/15/21; 1/19/22; 2/16/22

i. Policy 4321.5 – Public Report on Revisions to District Policies, Practices and Procedures upon a Finding of Significant Disproportionality (Third Reading)

INFORMATION: Attached for Board of Education consideration is a new policy: ***Public Report on Revisions to District Policies, Practices and Procedures Upon a Finding of Significant Disproportionality*** **(4321.5)**. This policy describes the efforts the District will take upon a determination of significant disproportionality either in the identification, classification, placement and/or suspension of the District's students with disabilities. It replicates, in policy format, the relevant provisions of the District's existing Special Education Plan. There have been no changes since its second reading on 1/19/22, and it is being submitted for a third reading and possible adoption.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed *Policy 4321.5* and hereby adopts it in accordance with *Policy 2400 Board Policy Development*.

PUBLIC REPORT ON REVISIONS TO DISTRICT POLICIES, PRACTICES AND PROCEDURES UPON A FINDING OF SIGNIFICANT DISPROPORTIONALITY

The Board of Education of the Great Neck Public Schools recognizes that, despite the District's best efforts, there may be times when there might be a disproportionate representation of racial and ethnic groups in its special education programs and services, and/or with respect to the suspension of students with disabilities. To minimize the risk of such an occurrence, the Board has endeavored to adopt policies, practices and procedures for the District that are consistent with the Federal Individuals With Disabilities Act (IDEA) and Article 89 of New York State Education Law, and their implementing regulations.

Nonetheless, upon a determination of significant disproportionality either in the identification, classification, placement and/or suspension of the District's students with disabilities, the Board will review the District's policies, practices and procedures to determine whether they are fully compliant with the requirements of the IDEA and Article 89, or require revisions. If changes are needed, the Board will take steps to adopt and implement any and all necessary revisions.

The Board will inform the public of any revisions to the District's policies, practices and procedures undertaken as a result of a finding of significant disproportionality. The Superintendent of Schools will notify school personnel responsible for implementing the revisions.

Great Neck Public Schools
Proposed: 12/15/21; 1/19/22; 2/16/22

j. Policy 4321.7 – School-Wide Pre-Referral Approaches and Interventions (Third Reading)

INFORMATION: Attached for Board of Education consideration is a new policy: ***School-Wide Pre-Referral Approaches and Interventions*** **(4321.7)**. This policy supports the provision of academic and behavioral supports and targeted interventions for students who are not making academic progress at expected levels in order to help avert the need for referral for possible classification as a student with a disability, enabling them to succeed in the general education environment. It replicates, in policy format, the relevant provisions of the District's existing Special Education Plan. There have been no changes since its second reading on 1/19/22, and it is being submitted for a third reading and possible adoption.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed *Policy 4321.7* and hereby adopts it in accordance with *Policy 2400 Board Policy Development*.

SCHOOL-WIDE PRE-REFERRAL APPROACHES AND INTERVENTIONS

The Board of Education of the Great Neck Public Schools recognizes that the provision of academic and behavioral supports and targeted interventions for students who are not making academic progress at expected levels in the general curriculum may improve a student's performance and help avert the need for referral for possible classification as a student with a disability. Therefore, the District will implement on a school-wide basis practices appropriate to enable the District's students to succeed in the general education environment.

The Superintendent of Schools or designee will identify and take steps to implement a variety of practices appropriate to comply with this policy. Consistent with applicable New York State and Federal laws and regulations, those practices may include, for example:

1. Providing early intervention services with funds available under the Federal Individuals with Disabilities Education Act (IDEA), which may be coordinated with similar activities conducted under the Federal Elementary and Secondary Education Act. Such services would be made available to students not currently identified as needing special education and related services, but who need additional support to succeed in a general education setting. This may include professional development that enables teachers and other staff to deliver scientifically based academic instruction and behavioral interventions~~,~~ such as literacy instruction and, where appropriate, instruction on the use of adaptive instructional software. It also may include educational and behavioral evaluations, services and supports.

2. Implementation of a Multi-Tiered System of Support (MTSS) program that includes the minimum requirements established by the New York State Commissioner of Education's regulations, and allows teachers and other staff to determine whether a student responds to scientific, research-based instruction or requires interventions beyond those provided to all students in the general education classroom.

3. Implementation of a positive behavioral intervention and support (PBIS) system that reduces school and classroom behavioral problems, and creates and maintains a safe and positive learning environment by promoting positive behavior in all students.

The District's implementation of any of the above practices will not impede or delay the appropriate evaluation of a student suspected of having a disability~~,~~ and the student's right to a free appropriate public education.

Great Neck Public Schools
Proposed: 12/15/21; 1/19/22; 2/16/22

k. Policy 4526 – Computer Network and Internet Acceptable Use for Students and Staff (Third Reading)

INFORMATION: Attached for Board of Education consideration is a revised policy: ***Computer Network and Internet Acceptable Use for Students and Staff*** **(4526)**. The revision addresses the inclusion of sections outlining responsible use, prohibited activities and the limits of liability connected with use of the District's computer resources, along with an expansion of the existing section on user guidelines. There have been no changes since its second reading on 1/19/22, and it is being submitted for a third reading and possible adoption.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed *Policy 4526* and hereby adopts it in accordance with *Policy 2400 Board Policy Development*.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE FOR STUDENTS AND STAFF

The Board of Education of the Great Neck Public Schools is committed to the optimization of student learning and teaching, considers an instructional computer network to be a valuable tool for education and encourages the use of computers and computer-related technology in District classrooms, and believes that providing access to computers is an integral part of a contemporary education. The term "education" includes use of the system for classroom, professional or career development activities. Through software applications, online databases, bulletin boards and electronic mail, the network can significantly enhance educational experiences and provide statewide, national and global communications opportunities for staff and students. Within financial limitations, computers, computer networks and the internet will be made available to students, faculty and staff. The technology resources at the District (e.g. all networking, hardware and software, the Internet, e-mail, telephone equipment, digital still and video, voice mail, fax machines and supporting telephone lines and all communication equipment) are provided to support the educational and administrative activities of the District and should be used for those purposes. An individual's use of the District's computer resources must be in support of education and research and consistent with the educational objectives of the District.

When an individual accesses computers, computer systems and/or computer networks, including the Internet provided by the District (hereinafter the "District's computer resources"), the individual assumes certain responsibilities and obligations. Access to the District's computer resources is subject to Federal, New York State and local law, as well as Board of Education policy. Use of District's ~~network~~ computer resources is a privilege to be used responsibly, fairly and appropriately, and is not a right. The District reserves the authority to control access to the Internet for all users of its computer resources. The District may either allow or prohibit certain kinds of online activity, or access to specific websites. Inappropriate use can result in the cancellation of privileges and/or disciplinary action by District officials.

~~It is the philosophy of the Great Neck Public Schools that~~ The integration of technology with the curriculum is an essential part of instruction. At the same time, there is an inherent responsibility on the part of users to conduct themselves in an appropriate and considerate manner when using this medium. The Internet contains a rich array of educational content as well as information that is illegal or inappropriate for children. Therefore, Internet resources are filtered for inappropriate content, students are educated about Internet safety and digital citizenship, and student use is monitored and supervised by staff. However, the security, accuracy and quality of information that is available through ~~our network~~ District's computer resources cannot be guaranteed.

Prior to students being directed by staff to use any cloud-based educational software/application, staff must get approval from the Superintendent of Schools or designee. To protect personal safety from risks involved with using the Internet, Internet users should not give out personal information to others on website, chat rooms or other systems. The District cannot guarantee that users will not encounter text, pictures or references that are objectionable. Responsible attitudes and appropriate behavior are essential in using this resource. Users should be aware that ~~the~~ District system administrators maintain compliance by monitoring online activity.

Users must be aware that some material circulating on the Internet is illegally distributed. Users must never use the District's computer resources to download illegally distributed material. In order to avoid damage to the District's computer resources, users are cautioned not to open e-mail attachments or download any files from unknown sources. Anything questionable should be reported immediately to a building administrator and/or the Superintendent of Schools or designee.

Parent/Guardian Option: A parent/guardian may deny their child independent access to the Internet at any time by submitting a letter to the school. However, teacher-directed Internet activities are part of our curriculum, and not subject to parent/guardian authorization.

Protection of Personal Information: Network activities increasingly include the use of various online educational Web sites and services that may require students to set up individual user accounts. When this is needed, the minimum required personal information will be provided solely for the purpose of accessing such services in connection with approved classroom instruction. With increased concern about identity theft and the need to protect personally identifiable information, teachers will consult with their school's technology specialist, and if needed, the District Technology Director, to ensure that the terms of service of any new cloud-based educational service complies with District standards for privacy and security, and are consistent with the *Parents' Bill of Rights For Data Privacy and Security (Policy 8635-E)*. Unless a parent/guardian denies such access for their child, students will be permitted to set up such accounts, with the consent of their teachers, in accordance with the Children's Online Privacy Protection Act (COPPA).

Internet Filtering System: In compliance with the Children's Internet Protection Act, the District employs technology protection measures that are designed to block access to visual depictions of pornography, obscenity and other material deemed illegal, inappropriate or harmful to minors. Web site traffic passes through this filter on all Internet-enabled computers. The following procedure has been developed to customize the filter in a manner that is consistent with instructional needs and community standards:

1. Three separate filters will be provided for students and staff to meet their respective educational, instructional, and professional needs while maintaining compliance with the law and this policy:
   a. elementary/middle school students;
   b. high school students;
   c. staff

2. Technology protection measures will not be disabled for student use. Bypass accounts will be limited in scope and by location to adult-only computers. The need to use bypass accounts should be rare; therefore, they will be provided to a limited subset of users including central and building administrators, deans, and computer and library staff. Bypass accounts will be provided for the following reasons:
   a. to conduct bona fide research for professional use;
   b. to preview blocked Web sites to determine their appropriateness for instruction;
   c. to investigate an issue involving the behavior, health, or safety of a student;
   d. for other lawful reasons not otherwise prohibited by the law or this policy.

   Staff members may access a bypass account through any of the users identified above. Users should be mindful of the fact that our filtering system logs all Web site activity.

3. Users are encouraged to submit Web site addresses that they believe are incorrectly filtered to their school's computer specialist for review.

4. Valid requests will be forwarded to the Office of Instructional Technology for resolution.

5. If a request is denied, alternatives will be discussed with the requestor and, if necessary, school library/technology staff will be consulted.

6. Uncategorized sites will be allowed by default on the staff filter, but will be blocked by default on student filters until they are categorized through the usual process or submitted for review.

Personal Security Issues: The Great Neck Public Schools issues network accounts and online accounts to students and staff to facilitate instruction and learning. The District also issues e-mail accounts to secondary students and staff to facilitate communication and collaboration. Information created with these accounts and stored on District equipment is the property of the Great Neck Public Schools, and is subject to District review.

Therefore, users should have no expectation of privacy, and should exercise professional discretion when creating, storing or transmitting any electronic information including that which is stored on hosted providers. Likewise, online communications between students and staff offer unique learning opportunities, but can have potentially negative consequences if misused or misinterpreted. Students and staff should always be aware that online communications can become part of the public domain, and should not be considered personal or private.

1. Users should not share their school accounts or attempt to ascertain the passwords of others.

2. For safety reasons, students should never transmit personal information such as names, addresses, telephone numbers, or photographs, or make appointments with people they have met online, without prior authorization from both a parent/guardian and a building administrator or designee.

3. Students should notify a staff member whenever they come across information that is dangerous, illegal, obscene, inappropriate or makes them feel uncomfortable.

4. Users must follow the Guidelines in *District Sponsored Internet Publishing (Policy 5221)* to determine whether, and under what circumstances, names, photos, videos, school work, or other student or staff content may be published on public Web sites, including social networking sites.

Responsible Use:

1. All users must act in ways that comply with all legal restrictions regarding the use of electronic data and do not invade the privacy of others.

2. All users must maintain the confidentiality of student information in compliance with Federal and New York State law. Disclosing and/or gossiping (including but not limited to via e-mail, voice mail, Internet instant messaging, chat rooms or on Web pages) about confidential or proprietary information related to the District is prohibited.

3. All users must refrain from acts that monopolize the District's computer resources or prevent others from using them. Users will not access, modify or delete others' files or system settings without express permission. Tampering of any kind is strictly forbidden. Deliberate attempts to circumvent filtering, access, degrade or tamper with the performance of the District's computer resources or telephone system or deprive authorized users of access to or use of such resources are prohibited.

4. Users are responsible for both the content and possible effects of their messages on the District's computer resources. Prohibited activity includes, but is not limited to, creating or propagating viruses, material in any form (text, sound, pictures or video) that reflects adversely on the District, "chain letters" (which proffer incentives to relay them to others), inappropriate messages (including discriminatory, bullying, cyberbullying or harassing material), and billable services.

5. Official email communications must be professional, ethical and meet the standards of other District publications bearing in mind that the writer is acting as a representative of the District and in furtherance of the District's educational mission.

6. Users are prohibited from using personal links and addresses such as blogs, YouTube videos, etc. in District email unless used in the furtherance of the business of the District or as part of the curriculum of the District. The signature portion of the user's email may not include external links that are unrelated to the District and/or content of the email.

7. Altering electronic communications to hide the identity of the sender or impersonate another person is illegal, considered forgery and is prohibited.

8. Users will abide by all copyright, trademarks, patent and other laws governing intellectual property. No software may be installed, copied or used with or on the District's computer resources except as permitted by law and approved by the Superintendent of Schools or designee. All software license provisions must be strictly adhered to.

9. Since the installation of applications, other than District-owned and District-tested programs could damage the District's computer resources or interfere with others' use, software downloaded from the Internet or obtained elsewhere must be approved by the Superintendent of Schools or designee. Software may not be installed onto any District- owned or District-leased computer by an individual other than the Superintendent of Schools or designee.

10. Use of voice mailboxes for commercial purposes or advertising is not permitted. Commercial purposes is defined as offering or providing goods or services or purchasing goods or services for personal use. Use of security codes is required in order to guarantee privacy for mailbox user.

User Guidelines: ~~Use of the District network is a privilege to be used responsibly, fairly and appropriately.~~ The same behavioral expectations of individuals in school and the community apply to ~~online behavior~~. use of the District's computer resources. ~~Users~~

~~should be aware that the District maintains compliance by monitoring online activity~~

1. All student users of the District's computer resources will have access according to the student's assigned rights, with appropriate authorization and parent consent in writing. Approved class work will have priority over other uses. No single user should monopolize a computer, unless specifically assigned for special needs.

2. All use of the District's computer resources must be in support of education and research or administration/management consistent with the goals of the District.

3. Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to access their accounts. Users will be held responsible for any policy violations that are traced to their accounts. Under no conditions will a user provide the user's password to another person.

4. Users will not meet with strangers they have met online.

5. Users may be required to remove files if District's computer resources storage space becomes low.

6. Users who are provided a District email address will check their email on a regular basis and delete unwanted messages promptly.

7. Electronic files stored on the school computers may be reviewed by school personnel at any time.

8. Priority will be given to those individuals who are using the Internet for curriculum-driven and research-oriented purposes.

9. The rights of all students and staff to use ~~our network~~ the District's computer resources without disruption should be respected at all times.

10. District-owned equipment and software should be treated with care.

11. Incidental personal use of the Internet is prohibited on the District network during the school day for all users, but is permitted for staff from 3 PM to 8 AM provided that such use does not interfere with a professional assignment, compromise network security or is in conflict with the educational philosophy of the Great Neck Public Schools. It is also permissible for staff to use personal devices that access the Internet without going through the District network, except during instructional, preparation, professional, and supervisory times as contractually defined. Students will follow the guidelines listed in the District's *Policy 5695 Personal Electronic Communication Devices*.

12. All staff and secondary school students ~~and staff members~~ will be assigned District e-mail accounts for professional and educational use.

13. Elementary school students can request e-mail access through a staff account for education-related reasons with authorization and supervision from the staff member.

14. Upon request, a club or activity may be assigned a District e-mail account to be used solely for the purpose of club or activity business. This account may be accessed by student designees, recommended and supervised by the faculty advisor.

15. Users may not access synchronous online communications such as chat rooms or instant messaging unless it is for education-related reasons; students must have authorization from a staff member.

16. High school students and staff members may access and contribute to asynchronous online communications such as message boards, blogs, and Wikis as long as messages are posted in a thoughtful and respectful manner for educational and professional reasons.

17. Elementary school students may participate in classroom activities that utilize ~~e-mail and Web 2.0~~ software applications only if a teacher initiates the assignment and proactively reviews the posted content.

18. Users may utilize education-specific or professional social networking sites but not sites that primarily facilitate personal relationships. However, high school students and staff may request access to individual pages on such sites for educational or professional reasons.

19. The District as an organization, and the individual schools as suborganizations, may have, to the extent possible, an official read-only social networking presence using Facebook® with a designated computer to be used for this purpose. High school students may participate in maintaining a school's official social networking presence using Facebook® with supervision by a designated staff member. Clubs, activities, teams, and other groups may contribute to the suborganization presence.

20. Image search sites are allowed for students and staff through a safe search filter, and video streaming sites are allowed for staff and high school students through a safe mode, or by exception.

21. Users may not download or upload files unless it is for education-related reasons; elementary and middle school students must have authorization from a designated staff member.

22. The use of the District's ~~network~~ computer resources to purchase items or services for professional use, without appropriate supporting documentation, is prohibited. ~~Personal purchases by staff are permitted from 3 PM to 8 AM provided that such use does not interfere with a professional assignment, compromise network security or is in conflict with the educational philosophy of the Great Neck Public Schools.~~

23. High school students and staff members may use personal devices to connect to the appropriate District Bring Your Own Device (BYOD) wireless network in designated locations. By doing so, users implicitly agree to the terms, conditions, responsibilities, and liabilities for such use contained in this and other District policies as well as applicable local, New York State and Federal laws.

24. Adult visitors invited to the Great Neck Public Schools to conduct business, take adult education courses, or participate in evening, technology-based school events may use District equipment with guest network privileges. Requests for exceptions to this rule will be considered by the District Technology Director on a case-by-case basis. If an exception is granted, a temporary password will be made available for access to the BYOD Guest wireless network.

25. No user may physically or wirelessly connect unauthorized equipment of any kind to ~~our~~ the District's network. Any such equipment, if found, will be removed immediately by District staff for network security reasons, and reported to the District Technology Director and Building Principal.

Prohibited Activities: The following is a list of examples of prohibited activity concerning use of the District's computer resources. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the District's computer resources.

- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Utilizing the District's computer resources to access, create, download, edit, view, store, send or print material that is illegal, offensive, threatening, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene, or which constitute sexting or cyberbullying or are otherwise inconsistent with the values and general standards for community behavior. For students, a special exception to certain sensitive materials for projects may be made for literature if the purpose of such access is to conduct research and the access is approved by the teacher or building administrator. The District's determination as to whether

the nature of the material is considered offensive or objectionable is final. The District will respond to complaints of harassing or discriminatory use of the District's computer resources in accordance with *Policy 0100 Equal Opportunity*, *Policy 0110 Sexual Harassment* and/or *Policy 0115 Bullying and Harassment*.

- Attempting to log on through another person's account or to access another person's files, except that the District's administrators have the right to log on through another person's account and access another person's files for network security reasons or other reasons within their discretion.
- Using the District's computer resources for a purpose or effect that is deemed by the Superintendent of Schools or designee to be dangerous, objectionable, pornographic, distracting to education, or otherwise offensive in nature.
- Engaging in any illegal act, such as arranging for a drug sale, purchasing alcohol, engaging in criminal activity, threatening the safety of a person, etc.
- Unauthorized exploration of the Network Operating System or unauthorized changes to any installed software.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's computer resources or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network. Unauthorized tampering or mechanical alteration, including software configurations is considered to be vandalism
- Using the District's computer resources to send anonymous messages or files.
- Using the District's computer resources to receive, transmit or make available to others a message that is inconsistent with the *District's Code of Conduct (Policy 5300).*
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Using the District's computer resources for sending and/or receiving personal messages.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Using District's computer resources for commercial purposes or financial gain or fraud.
- Using the District's computer resources for political purposes, including political lobbying in support of or opposition to individual candidates or political parties.
- Stealing data, equipment or intellectual property.

- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Changing or exceeding resource quotas as set by the District without the permission of the appropriate District official or employee.
- Using the District's computer resources while access privileges are suspended or revoked.
- Using the District's computer resources in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- Invading the privacy of others.
- Failing to comply with all legal restrictions regarding the use of electronic data.
- Sending broadcast e-mail or broadcast voice mail.
- Using the District's computer resources for private or commercial business, advertising or religious purposes.
- Student recording of classroom instruction without the express permission of the teacher.
- Attempting to gain unauthorized access to the District system or to any other computer system through the District System, or go beyond authorized access. This includes attempting to access another person's files.
- Deliberately attempting to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- Engaging in illegal acts, such as computer fraud, threatening the safety of self or others, hacking, or engaging in any activity that violates local, New York State, or Federal laws.
- Damaging District technology in any way.
- Installing software to District technology, including any downloads, games, hacking tools, music sharing or video sharing applications or others or attempting to run such software from a personal device such as a thumb/flash drive or any other media/device.
- Transmitting inappropriate pictures of themselves or others.
- Attempting to find security problems, as this effort may be construed as an attempt to gain illegal access to the network.
- Attempting to gain unauthorized access to files stored on computers or network servers.
- Using the District's computer resources to post materials or establish email accounts unless required and authorized as part of a curriculum project.

Terms and Conditions for Personal Devices: BYOD wireless networks for high school students and staff are designed to provide wireless access to the Internet and may not have access to other networked District resources. In addition to the other guidelines in this policy, the following terms are pre-conditions for the use of personal devices on our BYOD wireless networks:

1. Personal devices must contain the most recent operating system, security updates, Web browser, and virus/malware scanning software (where applicable).

2. Technical information about personal devices may be logged by the District when making this connection.

3. High school students and staff agree to submit their personal devices to GNPS Technical Support or school staff upon request for ongoing compliance with these guidelines.

4. GNPS Technical Support is not available to troubleshoot or support personal device issues.

5. The District is not responsible or liable if personal devices are accessed, modified, infected, broken, vandalized, stolen, lose data, become inoperable, injure the owner or another individual, or damage the property of the school or others while on District property.

Ethical and Legal Considerations: Use of ~~our~~ the District's computer resources must conform to District policies and local, New York State and Federal laws. The following are prohibited:

- Use of ~~our~~ the District to access, store, distribute or promote illegal activities, obscenity or any other material deemed inappropriate or harmful to minors.

- Use of ~~our~~ the District to install, use, store, duplicate or distribute personal software or copyrighted materials without the permission of the appropriate District official or employee or license to do so, including software, files, videos, photographs, graphics, text, music, or speech.

- Use of ~~our~~ the District ~~network~~ computer resources to transmit computer viruses or other malware.

- Use of ~~our~~ the District to plagiarize, in part or whole, the intellectual property of others, including the work of fellow students or any published content whether in print or electronic format.

District Limitation of Liability: The District does not warrant in any manner, expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the user's own negligence or the errors or omissions of any user.

Similarly, the ~~District~~ will not bear any liability for financial obligations that arise out of the unauthorized or illegal use of the system.

In accordance with *Policy 8332 District-Issued Portable Electronic Devices*, users are responsible for any financial costs, liabilities, or damages incurred by the District as a result of improper use of District computer resources, including, but not limited to, equipment (including repairs), replacement of and/or insurance for Chromebooks/iPads or other District issued technological devices, legal fees, and other costs.

Consequences of Violations: The consequences for violating this policy will be consistent with other District policies and may include the following:

1. Notification of school authorities.
2. Notification of parent/guardian.
3. Suspension of access to the ~~computer network~~ the District's computer resources and the Internet.
4. School consequences consistent with ~~the~~ *Policy 5300 Code of Conduct*.
5. Financial restitution.
6. Legal action.

Staff Responsibilities: In order to comply with the provisions of this policy and the Children's Internet Protection Act, building principals will inform staff members to:

1. Inform all students about the guidelines contained in this policy, educate all students with regard to Internet safety and digital citizenship, and supervise and monitor the online activities of all students.
2. Take reasonable measures to prevent students whose parent/guardian has denied permission from engaging in independent Internet activities.
3. Take appropriate disciplinary actions when students violate this policy.
4. Report serious policy violations to an administrator.
5. Report illegal, obscene, or inappropriate information to the Office of Instructional Technology.
6. Never facilitate the collection of private information about students by any Web site outside of the Great Neck Public School domain, consult with the school's technology specialist, and if necessary, the District Technology Director, to ensure cloud-based services comply with District standards for privacy and

security of personal information, and ensure that only the minimum information has been provided to conduct a sanctioned online educational activity.

7. Contact an administrator when inappropriate student use of the Internet outside of school comes to their attention so that the matter can be investigated, parents/guardians may be notified, and appropriate action may be taken to minimize disruption to the educational environment and ensure the safety and well-being of children.

All of the above notwithstanding, parents/guardians are ultimately responsible for the appropriate behavior of their children when using personal or District-issued technology outside of school and should address any misuse or misbehavior.

Great Neck Public Schools
Adopted: 4/28/98
Amended: 6/17/02; 1/09/06; 3/31/08; 6/21/10; 12/9/13; 7/7/15; 9/16/20
Proposed Revision: 12/15/21; 1/19/22; 2/16/22

I. Policy 4526.1 – Internet Safety (Third Reading)

INFORMATION: Attached for Board of Education consideration is a new policy: ***Internet Safety*** **(4526.1)**. A policy on internet safety is required under the Federal Children's Internet Protection Act (CIPA) as a condition of the District receiving E-rate discounts. The policy codifies the District's existing approach to educating students regarding appropriate online behavior including the stipulation that technology protection measures that block or filter Internet access be utilized. In concert with *Policy 4526 Computer Network and Internet Acceptable Use for Students and Staff* which encompasses similar elements, this new policy will reinforce the District's ongoing commitment to internet safety for its students. There have been no changes since its second reading on 1/19/22, and it is being submitted for a third reading and possible adoption.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed *Policy 4526.1* and hereby adopts it in accordance with *Policy 2400 Board Policy Development*.

INTERNET SAFETY

The Board of Education of the Great Neck Public Schools committed to undertaking efforts that provide safe student use of the District's computers resources for access to the Internet and World Wide Web. To this end, although unable to guarantee that any selected filtering and blocking technology will work perfectly, the Board of Education directs the Superintendent of Schools or designee to develop, procure and implement procedures that provide for the safety and security of students using electronic mail, chat rooms, and other forms of direct electronic communications; monitor the online activities of students using District computers; and restrict student access to materials that are harmful to minors as defined in the Children's Internet Protection Act (CIPA). Such technology protection measures will block or filter Internet access by:

- adults for visual depictions that are obscene or child pornography,
- minors for visual depictions that are obscene, child pornography, or harmful to minors, as defined in CIPA.

Subject to staff supervision, however, any such measures may be overridden for conducting bona fide student research or other lawful purposes, in accordance with criteria established by the Superintendent of Schools or designee.

The Superintendent of Schools or designee also will develop and implement procedures that provide for the safety and security of students using electronic mail, chat rooms, and other forms of direct electronic communications; monitoring the online activities of students using District computers; and restricting student access to materials that are harmful to minors.

In addition, the Board of Education prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access by students, including hacking and other unlawful activities; and access by students to inappropriate matter on the Internet and World Wide Web. The Superintendent of Schools or designee will establish and implement procedures that enforce these restrictions.

The Superintendent of Schools or individual designated under *Policy 4526 Computer Network and Internet Acceptable Use For Students and Staff* will monitor and examine all District computer network activities to determine compliance with this policy and will be responsible for providing staff and students with training on the requirements set forth herein.

All users of the District's computer network, including access to the Internet and World Wide Web, must understand that use is a privilege, not a right, and that any such use entails responsibility. Users are required to comply generally accepted rules of network etiquette, and the District's policy on the acceptable use of computers and the Internet.

Failure to comply may result in disciplinary action including, but not limited to, the revocation of computer access privileges.

The District will also provide age-appropriate instruction regarding appropriate online behavior, including, but not limited to:

1. interacting with other individuals on social networking sites and in chat rooms, and
2. cyberbullying awareness and response.
3. protecting Personally Identifiable Information (PII).

Instruction will be provided even if the District prohibits students from accessing social networking sites or chat rooms on District computers.

Great Neck Public Schools
Proposed: 12/15/21; 1/19/22; 2/16/22

m. Policy 5550 – Student Privacy (Second Reading)

INFORMATION: Attached for Board of Education consideration is a revised policy: ***Student Privacy* (5550)**. The revision addresses an expansion of the policy to be applicable to teachers and principals as well as students, and as such it is proposed to be retitled ***Privacy and Security for Student, Teacher and Principal Data*** and recoded as **8625**. New language has been added to codify, in policy format, the District's existing practices regarding data privacy and security standards, data collection transparency and restrictions, and third party contractors. There have been no changes since its first reading on 1/19/22 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 5550 for a second reading, in accordance with *Policy 2400 Board Policy Development*.

~~STUDENT PRIVACY~~

PRIVACY AND SECURITY FOR STUDENT, TEACHER AND PRINCIPAL DATA

The Board of Education of the Great Neck Public Schools recognizes its responsibility to enact policies that provide privacy for student, teacher and principal data in accordance with law. This is particularly relevant in the context of the administration of student data which is collected, surveys that collect personal information, the disclosure of personal information for marketing purposes and in conducting physical exams.

As provided in New York State Education Law Section 2-d and/or its implementing regulations, the following terms, as used in this policy, will mean:

a) "Breach" means the unauthorized acquisition, access, use, or disclosure of student data and/or teacher or principal data by or to a person not authorized to acquire, access, use, or receive the student data and/or teacher or principal data.
b) "Building principal" means a building principal subject to annual performance evaluation review under the provisions of New York State Education Law Section 3012-d.
c) "Classroom teacher" means a teacher subject to annual performance evaluation review under the provisions of New York State Education Law Section 3012-d.
d) "Commercial or marketing purpose" means the sale of student data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of student data for advertising purposes, or to develop, improve, or market products or services to students.
e) "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.
f) "Disclose" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.
g) "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
h) "Educational agency" means a school district, Board of Cooperative Educational Services (BOCES), school, or the New York State Education Department (NYSED).
i) "Eligible student" means a student who is eighteen years or older.

j) "Encryption" means methods of rendering personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified or permitted by the Secretary of the United States Department of Health and Human Services in guidance issued under 42 USC Section 17932(h)(2).

k) "FERPA" means the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.

l) "NIST Cybersecurity Framework" means the U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1). A copy of the NIST Cybersecurity Framework is available at the Office of Counsel, State Education Department, State Education Building, Room 148, 89 Washington Avenue, Albany, New York 12234.

m) "Parent" means a parent, legal guardian, or person in parental relation to a student.

n) "Personally Identifiable Information (PII)," as applied to student data, means personally identifiable information as defined in 34 CFR Section 99.3 implementing FERPA, 20 USC Section 1232g, and, as applied to teacher or principal data, means personally identifying information as this term is defined in New York State Education Law Section 3012-c(10).

o) "Release" has the same meaning as disclosure or disclose.

p) "Student" means any person attending or seeking to enroll in an educational agency.

q) "Student data" means personally identifiable information from the student records of an educational agency.

r) "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of New York State Education Law Sections 3012-c and 3012-d.

s) "Third-party contractor" means any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities pursuant to Education Law Section 211-e and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency.

t) "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by Federal or New York State statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

District Data Privacy and Security Standards

The District will use the NIST Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1) (Framework) as the standard for its data privacy and security program. The Framework is a risk-based approach to managing cybersecurity risk and is composed of three parts: the Framework Core, the Framework Implementation Tiers, and the Framework Profiles. The Framework provides a common taxonomy and mechanism for organizations to:

a) Describe their current cybersecurity posture;
b) Describe their target state for cybersecurity;
c) Identify and prioritize opportunities for improvement within the context of a continuous and repeatable process;
d) Assess progress toward the target state; and
e) Communicate among internal and external stakeholders about cybersecurity risk.

The District will protect the privacy of PII by:

a) Ensuring that every use and disclosure of PII by the District benefits students and the District by considering, among other criteria, whether the use and/or disclosure will:
   1. Improve academic achievement;
   2. Empower parents and students with information; and/or
   3. Advance efficient and effective school operations.

b) Not including PII in public reports or other public documents.

The District affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.

Data Protection Officer

The District will designate a Data Protection Officer on an annual basis.

The DPO is responsible for the implementation and oversight of this policy and any related procedures including those required by New York State Education Law Section 2-d and its implementing regulations, as well as serving as the main point of contact for data privacy and security for the District.

The District will provide training to the DPO to administer these functions. The DPO may perform these functions in addition to other job responsibilities.

Data Collection Transparency and Restrictions

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the District will:

a) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
b) Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law and District policy.

Except as required by law or in the case of educational enrollment data, the District will not report to NYSED the following student data elements:

a) Juvenile delinquency records;
b) Criminal records;
c) Medical and health records; and
d) Student biometric information.

Nothing in New York State Education Law Section 2-d or this policy should be construed as limiting the administrative use of student data or teacher or principal data by a person acting exclusively in the person's capacity as an employee of the District.

Privacy and Security of Student Data

The Board of Education is committed to protecting the privacy and security of each and every student's data. In accordance with law, the following will govern parental rights concerning their child's data:

1. A student's personally identifiable information cannot be sold or released for any commercial purposes.
2. Parents/guardians have the right to inspect and review the complete contents of their child's education record.
3. The confidentiality of a student's personally identifiable information is protected by existing state and federal laws, and safeguards such as encryption, firewalls, and password protection, must be in place when data is stored or transferred. Third party contractors are required to employ technology, safeguards and practices that align with the NIST Cybersecurity Framework.

4. A complete list of all student data elements collected by the New York State Education Department is available for public review at:
   http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/parents-bill-of-rights_2.pdf
   or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
5. Parents/guardians have the right to file complaints about possible breaches of student data. Parents/guardians may submit a complaint regarding a potential breach by the District to the Superintendent of Schools or designee. Complaints pertaining to the New York State Education Department or one of its third party vendors should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234, email to CPO@mail.nysed.gov. The complaint process is under development and will be established through regulations to be proposed by the State Education Department's Chief Privacy Officer.
6. In the event of a data breach or unauthorized disclosure of students' personally identifiable information, third party contractors are required by law to notify the District within seven (7) days of discovery of the breach or unauthorized disclosure.
7. If the District enters into a contract in which student, teacher, or principal data is shared with a third party, the District will require the contractor to provide evidence that it has adopted a data and security plan in accordance with New York State Education Law, section 2-d and will post as supplemental information to be appended to the Parents' Bill of Rights the following information:
   a. the exclusive purposes for which the student data will be used;
   b. how the service provider will ensure that subcontractors, persons or entities that the service provider will share the student data with, if any, will abide by data protection and security requirements;
   c. that student data will be returned or destroyed upon expiration of the Agreement;
   d. if and how a parent, student, or eligible student may challenge the accuracy of the student data that is collected; and
   e. where the student data will be stored (described in such a manner as to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.
8. Parents may access the New York State Education Department's Parents' Bill of Rights at:
   http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/inventory-of-data-elements-collected-by-nysed_0.pdf
9. The District will post a Parents' Bill of Rights in accordance with the requirements of Education Law.

The District will publish on its website the supplement to the Bill of Rights (i.e., the supplemental information described above) for any contract or other written agreement it has entered into with a third-party contractor that will receive PII from the District. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the District's data and/or technology infrastructure.
The District will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies, including the Records Retention and Disposition Schedule ED-1.

Third-Party Contractors

The District will ensure that whenever it enters into a contract or other written agreement with a third-party contractor under which the third-party contractor will receive student data or teacher or principal data from the District, the contract or written agreement will include provisions requiring that confidentiality of shared student data or teacher or principal data be maintained in accordance with law and District policy.
In addition, the District will ensure that the contract or written agreement includes the third-party contractor's data privacy and security plan that has been accepted by the District.

Surveys

The Board of Education recognizes that student surveys are a valuable tool in determining student needs for educational services. Parents have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a U.S. Department of Education (DOE)–funded program. In addition, no minor student may, without parental consent, take part in a survey, analysis or evaluation funded in whole or in part by the U.S. DOE Education that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;

2. mental or psychological problems of the student or the student's family;

3. sex behavior or attitudes;

4. illegal, anti-social, self-incriminating or demeaning behavior;

5. critical appraisals of other individuals with whom respondents have close family relationships;

6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;

7. religious practices, affiliations or beliefs of the student or the student's parent; or

8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

In the event that the District plans to survey students to gather information included in the list above, the District will obtain written consent from the parent/guardian in advance of administering the survey. The notification/consent form will also apprise the parent/guardian of the right to inspect the survey prior to their child's participation. Parents/guardians and eligible students, ~~shall~~ will also have the right to inspect, upon their request, a survey created by a party other than the United States Department of Education before the survey is administered or distributed by a school to a student. Such requests must be submitted, in writing, to the Building Principal ~~with a response to be~~ at least two weeks in advance of any survey to be given.

Parent/guardians have the right to submit a written statement to opt their child out of participation in ~~the following activities:~~ surveys.

Marketing

~~It is the policy of~~ The Board does not ~~to~~ permit the collection, disclosure, or use of PII collected from students for the purpose of marketing or selling that information or providing it to others for that purpose.

Inspection of Instructional Materials

Parents/guardians ~~shall~~ have the right to inspect, upon request, any instructional material, used as part of the educational curriculum for students. "Instructional material" is defined as: "instructional content that is provided to a student, regardless of format including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). It does not include tests or academic assessments."

A parent/guardian who wishes to inspect and review such instructional material shall submit a request in writing to the Building Principal. Upon receipt of such request, arrangements ~~shall~~ will be made to provide access to such material to within 30 calendar days after the request has been received

In the event of such collection, disclosure or use of personal information gathered from students, student privacy ~~shall~~ will be protected by the school district pursuant to the requirements of FERPA.

~~Parent/guardians have the right to submit a written statement to opt their child out of participation in the following activities:~~

1. ~~The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information, or providing it to others for that purpose. Upon request, parents/guardians have the right to inspect any such instrument before it is administered or distributed to their child. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to students or educational institutions, such as:~~

    a. ~~College or other postsecondary education recruitment, or military recruitment (secondary students have the right to submit a written statement to opt themselves out of this participation);~~
    b. ~~Book clubs, magazines and programs providing access to low-cost literary products;~~
    c. ~~Curriculum and instructional materials used in schools;~~
    d. ~~Tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information for students or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;~~
    e. ~~Student recognition programs; and~~
    f. ~~The sale by students of products or services to raise funds for school-related activities.~~

2. ~~In the event of such collection, disclosure or use of personal information gathered from students, student privacy shall be protected by the school district pursuant to the requirements of FERPA~~

3. ~~The administration of any survey revealing information concerning one or more of the following:~~

    a. ~~political affiliations or beliefs of the student or the student's parent;~~
    b. ~~mental or psychological problems of the student or the student's family;~~
    c. ~~sex behavior or attitudes;~~
    d. ~~illegal, anti-social, self-incriminating or demeaning behavior;~~

~~e. critical appraisals of other individuals with whom respondents have close family relationships;~~
~~f. legally recognized privileged or analogous relationships, such as those of~~
~~g. religious practices, affiliations or beliefs of the student or the student's parent; or~~
~~h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).~~

~~5. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.~~

Invasive Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by New York State law, a student's parent/guardian will be notified and given an opportunity to opt their child out of the exam. Hearing, vision and scoliosis screenings are not subject to prior notification. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injecting into the body, but does not include a hearing, vision or scoliosis screening.

Notification of Rights

Parents/guardians and eligible students ~~shall~~ will be notified at least annually, at the beginning of the school year, and when enrolling students for the first time in district schools of this policy. The~~ school~~ District ~~shall~~ will also notify parents/guardians within a reasonable period of time after any substantive change to this policy.

In the annual notification, the District will notify the parents/guardians and eligible students of the specific or approximate dates during the school year when the activities involving collection, disclosure or use of personal information collected from students for the purpose of administration of any surveys, and any non-emergency, invasive physical exams or screenings, are scheduled or expected to be scheduled. The annual notification will also inform parents/guardians and eligible students that, upon request, the District will disclose the name, address and telephone number of high school students to military recruiters and institutions of higher learning unless the parents/guardians or eligible students exercise their right to prohibit the release of the information without prior written consent. The District will also notify parents/guardians

and eligible students within a reasonable period of time after any substantive change to this policy.

Notification of Breach or Unauthorized Release

The District will notify affected parents, eligible students, teachers and/or principals of a breach or unauthorized release of information as set forth in *Policy 8635 Information Security Breach and Notification.*

Great Neck Public Schools
Adopted: 04/20/03
Amended: 03/28/11
Proposed Revision: 1/19/22; 2/16/22

n. Policy 7510 – Naming Portions of Schools or Grounds and Commemorative Plaques (Second Reading)

INFORMATION: Attached for Board of Education consideration is a revised policy: ***Naming Portions of Schools or Grounds and Commemorative Plaques* (7510)**. The original revision presented at its first reading on 11/17/21 addressed the existing stipulation that any grounds or portions of a school that had been named retain those names in perpetuity. Upon advice of counsel, that provision was proposed to be replaced with new language indicating that the Board of Education reserves the right to rename any of those spaces, so as not to bind successor Boards of Education to previous decisions. During that first reading, a question arose regarding the proposed new language, and it was recommended that the policy be returned to committee for further review. Following that review, new proposed language has been incorporated into the policy to define the Board's role in the naming or renaming of facilities, with a corresponding proposed title change to ***Naming of District Facilities***. In addition, a new proposed section governing dedications, memorials and recognitions has been included. In accordance with *Policy 2400 Board Policy Development*, this revised policy is being submitted for a second reading.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed Policy 7510 for a second reading, in accordance with *Policy 2400 Board Policy Development*.

~~NAMING PORTIONS OF SCHOOLS OR GROUNDS AND COMMEMORATIVE PLAQUES~~

NAMING OF DISTRICT FACILITIES

The Board of Education of the Great Neck Public Schools may name District facilities/grounds, including:

1. **new** facilities/grounds that are to be constructed or acquired,
2. **existing** facilities/grounds that are undergoing major or minor renovations, or
3. **existing** facilities/grounds that are not undergoing renovations.

The Board, in its sole discretion, reserves the right to rename any of the facilities, portion(s) of facilities or grounds that have previously been named, or to add names to any facilities, grounds or programs.

Definitions:

- Facilities includes buildings, rooms, interior spaces, exterior spaces, athletic fields, open spaces, and all other tangible and relatively permanent features owned, operated or controlled by the District.
- Naming shall constitute the official name of a facility. This will not preclude or prevent the hanging or displaying of other approved plaques or commemorative objects on District property

The Board of Education will consider written requests to name grounds or a portion of a building, or to affix a commemorative plaque. Such requests should be made with the endorsement of the building's Shared Decision Making Committee and PTA/PT~~SA~~O, where they exist.

1. Naming Portions of Schools or Grounds
   School or community groups can make naming requests to the Board of Education to honor a person who has rendered exceptional service and has made an outstanding contribution to the school, school district, community, county, state, or country. Because of the high honor involved in such a request, there will be a three-year waiting period from the time of the original request to consideration of the request. When three years have elapsed, the request must be resubmitted to the Board ~~of Education~~ in the same manner as the original. Upon resubmission, the Board will render a decision.

2. Commemorative Plaques
   School or community groups can make requests in writing to recognize a group or individual by the donation of a commemorative plaque, including its intended location. Requests to install a recognition plaque larger than 36 square inches in size, including intended location, are to be submitted to the Board of Education for a decision. Requests to install a recognition plaque smaller than 36 square inches, including intended location, are to be submitted to the Superintendent of Schools for a decision.

   The building administrator will be responsible for ensuring that safety requirements are met for all commemoratives.

3. Dedications/Memorials/Recognitions
   The Board of Education will consider written requests for dedications/memorials /recognitions by resolution or proclamation for the following purposes:

   a. To recognize individuals who have attained achievements of extraordinary and lasting distinction. Generally, these will be individuals who have had active, direct, and substantial association with the District. For individuals who have not had such an association with the District, selection may be based on the individual's record of creativity, humanitarian service, leadership, public service or scholarship.
   b. To recognize events/dates, places or programs significant to the life and/or history of the District, including but not limited to, an activity, function, program, or symbol pertinent to the District; an event or date significant in the District's history; a place with significant meaning or ties to the District; a program, activity, function, or symbol pertinent to the District; or the recognition of organizations with historical ties to the District.

The Board of Education reserves the right to make final determinations concerning design, materials, size and wording of all forms of dedications/memorials/recognitions to ensure that items are of high quality, are crafted to be as maintenance free as possible and are consistent in style and material for appropriate display in the intended location.

Great Neck Public Schools
Adopted: 4/14/86
Amended: 11/24/08; 6/17/13
Proposed Revision: 11/17/21; 2/16/22

o. Policy 8505 – Charging of School Meals and Prohibition Against Shaming (Third Reading)

INFORMATION: Attached for Board of Education consideration is a revised policy: ***Charging of School Meals and Prohibition Against Shaming*** **(8505)**. The revision addresses changes to applicable law that limit the remedies available to school districts regarding the collection of unpaid meal charges. There have been no changes since its second reading on 1/19/22, and it is being submitted for a third reading and possible adoption.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed *Policy 8505* and hereby adopts it in accordance with *Policy 2400 Board Policy Development*.

CHARGING OF SCHOOL MEALS AND PROHIBITION AGAINST SHAMING

The Board of Education of the Great Neck Public Schools authorizes the utilization of a point of sale system for the purpose of providing parents/guardians of students enrolled in the District with the ability to fund school meals, as well as identifying and recording all meals provided. The District encourages parents/guardians to avail themselves of this system which allows for automatic replenishment when a balance reaches a certain set amount. Remaining funds in a student's school meal account at the end of a school year will be carried forward into the next school year. When a student ceases attendance in the District and/or graduates from the District, the District will refund any funds remaining in the student's account to the parent/guardian. Parents/guardians may request, in writing, that said remaining funds be transferred to a student who remains enrolled in the District. Unclaimed funds remaining after ninety (90) days will be retained in the school meal account.

The Board ~~of Education~~ recognizes that, on occasion, students may ~~forget to bring meal money to school~~ not have sufficient funds available for the purchase of a meal. To ensure that students do not go hungry, the Board will allow students who do not have enough funds the option to "charge" the cost of meals to be paid back subject to the terms in this policy. Parents/guardians will be notified annually that they have the right to opt out of charging privileges. Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not the day the charge is paid back. Students eligible for free meals will not be denied a reimbursable meal even if they have accrued a prior negative balance.

- Only regular reimbursable meals, and only what is on the published menu may be charged;
- No snacks may be charged;
- ~~A computer-generated point of sale system will be used for identifying and recording all charged meals, as well as for collecting repayments.~~

Students who cannot pay for a meal or ~~who~~ have unpaid meal debt will not be publicly identified or stigmatized by any means or have any outstanding meal debt discussed in the presence of other students. If requested by the student, the District will provide a meal of the student's choosing from the reimbursable meal choices regardless of unpaid school meal fees. ~~The District will not take any action directed at a student to collect unpaid school meal fees. However, the District may discretely notify secondary students of their account balances, and why certain items (e.g., à la carte, etc.) could not be provided with charged meals.~~

As part of its efforts to decrease student distress or embarrassment connected with unpaid meal charges, the District will not:

1. require that a student who cannot pay for a meal or who owes a meal debt to wear a wristband or hand stamp;
2. require that a student who cannot pay for a meal or who owes a meal debt to do chores or other work to pay for meals;
3. require that a student throw away a meal after it has been served because of the student's inability to pay for the meal or because money is owed for earlier meals;
4. take any action directed at a pupil to collect unpaid school meal fees. A school or school district may attempt to collect unpaid school meal fees from a parent or guardian, but will not use a debt collector.

~~The District will discretely notify parents/guardians of students with negative balances of at least five meals to determine if the student is directly certified to be eligible for free meals. Attempts to reach the parent/guardian will be made in order to assist them in the application process for free or reduced price meals, to determine if there are other issues within the household causing the insufficient funds and to offer appropriate support. If a parent/guardian regularly fails to provide meal money and does not qualify for free or reduced price meals, the District may take other actions as appropriate. The District will to determine if the student is directly certified to be eligible for free meals. Attempts to reach the parent/guardian will be made in order to assist them in the application process for free or reduced price meals, to determine if there are other issues within the household causing the insufficient funds and to offer appropriate support.~~

Unpaid meal charges are a financial burden to the District and taxpayers and can negatively affect the school program. In order to maintain a system of accounting for charged meals, both full and reduced price, that complies with New York State guidelines, and to establish a procedure for handling unpaid meal charges, the District will:

1. discretely notify parents/guardians of students with negative balances of at least five meals in a timely manner by the use of an automated telephone or electronic system or by mail of outstanding charges.
2. offer repayment plans, and take other actions that do not result in harm or shame to the child, until unpaid charges are paid.
3. determine eligibility for free or reduced price meals in accordance with *Policy 8520 Free and Reduced Price Meal Services*, by:
   a. making every attempt to determine if a student is directly certified to be eligible for free meals;
   b. making at least two attempts, not including the application or instructions included in a school enrollment packet, to reach the student's parent/guardian to have the parent or guardian fill out a meal application; and

c. contacting the parent or guardian to offer assistance with a meal application, to determine if there are other issues within the causing the insufficient funds and to offer appropriate support.

If a parent/guardian regularly fails to provide meal money and does not qualify for free or reduced price meals, the District may take other actions as appropriate.

If ~~school food service authorities~~ the District's Food and Nutrition Services Office identify that a family may be in violation of this policy by accumulating an outstanding balance greater than $25, they will discretely notify the parent/guardian of the balance and the process to refill the account. This notification will continue regularly until the account is replenished, and may continue into the next school year. ~~Failure to replenish an outstanding balance may result in the curtailment of a parent's electronic access to student records.~~

Information concerning the availability of free and reduced price meals will be provided to the parents/guardians of all students enrolled in the District prior to the start of the school year as follows:

- Applications will be provided to all families prior to the start of the school year, and will be available at the District's Food and Nutrition Services Office.
- The District will provide a free, printed meal application in every school enrollment packet.
- if the District chooses to use an electronic meal application, an explanation of the electronic meal application process with instructions for how parents/guardians may request a paper application at no cost will be provided in school enrollment packets.
- Parents/guardians will be advised that the application for free or reduced price meals is available on the District's website at: https://www.greatneck.k12.ny.us/cms/lib/NY02208059/Centricity/Domain/39/ApplicationFreeReducedInstructions.pdf and at all schools in the District.
- Families may apply for free reduced price meals at any time during the school year.

The District will communicate to all parents on an annual basis, prior to the opening day of school and to families transferring into the District during the year, notifying them of the requirements of this policy. The policy will also be published in appropriate school and District publications. All staff involved in implementing and enforcing this policy will also be notified of these requirements and their responsibilities. The District's enrollment process will include the application process for free and reduced price meals. If the District becomes aware that a student is so eligible, it will file an application for the student. Staff responsible for assisting foster, homeless and migrant students (including unaccompanied migrant youth) will coordinate with ~~food services~~ District Food and Nutrition Services staff to ensure such students receive free school or reduced price meals. The District's homeless liaison(s) will coordinate with

the District Food and Nutrition Services office to make sure that homeless, foster, and migrant students (including unaccompanied migrant youth) receive free school meals, in accordance with Federal law.

~~Unpaid meal charges are a financial burden to the District and taxpayers and can negatively affect the school program. All schools will maintain a system for accounting for charged meals that follows New York State guidelines. The District will attempt to recover unpaid meal charges before the end of the school year, but may continue efforts into the next school year. The District will notify parents/guardians of unpaid meal charges at regular intervals, and may engage in collection activities by District staff, which do not involve debt collectors as defined in Federal law (15 USC §1692a), and may not charge fees or interest. The District will offer repayment plans, and may take other actions that do not result in harm or shame to the child, until unpaid charges are paid. As a last attempt to recover unpaid meal charge balances, at the discretion of the Superintendent of Schools or designee, a student's participation in various school sponsored events/activities, including but not limited to receipt of a high school parking pass, a class yearbook, a cap/gown and/or participation in a graduation/moving-up ceremony, may be withheld.~~

~~Remaining funds will be carried over to the next school year. When students leave the District or graduate, the District will attempt to contact the parent/guardian to return remaining funds. Parents/guardians may request, in writing, that funds be transferred to other students (e.g., siblings, unpaid accounts).~~

The District will provide training to staff concerning:

- the procedures to be utilized in the event a student's unpaid meal charges exceed five (5) outstanding charges;
- the manner in which assistance will be provided to affected parents/guardians for establishing eligibility for free or reduced price meals.

Staff

In accordance with Federal law, ~~the District is not permitted to extend credit for meal purchases to~~ staff members are allowed to purchase food from District food services. However, all purchases must be on a cash basis. Staff members will not be allowed to charge meals to be repaid later.

Great Neck Public Schools
Adopted: 6/16/14
Amended: 7/5/17; 6/18/18; 8/28/18; 4/7/21
Proposed Revision: 12/15/21; 1/19/22; 2/16/22

p. Policy 8520 – Free and Reduced Price Meal Services (Third Reading)

INFORMATION: Attached for Board of Education consideration is a new policy: ***Free and Reduced Price Meal Services*** **(8520)**. This policy codifies the District's existing practices regarding the notification of the availability of free and reduced price meal services for eligible students residing within the District as well as information relating to the application process. In concert with *Policy 8505 Charging of School Meals and Prohibition Against Shaming* which encompasses similar elements, this new policy will reinforce the District's ongoing commitment to providing meal services for all students. There have been no changes since its second reading on 1/19/22, and it is being submitted for a third reading and possible adoption.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed *Policy 8520* and hereby adopts it in accordance with *Policy 2400 Board Policy Development*.

8520

FREE AND REDUCED PRICE MEAL SERVICES

The Board of Education of the Great Neck Public Schools recognizes that the nutrition of District students is an important factor in their educational progress. The District therefore will participate in federally funded school meal and milk programs as feasible, and will provide free or reduced price meal and milk services to qualified District students. All records concerning federally funded school meal and milk programs will be maintained in a separate and distinct manner.

Notice of the availability of the free and reduced price meal programs will be provided to parents/guardians of students in the District, local media, the local unemployment office and large employers experiencing layoffs in the area from which the District draws its attendance. Any child who is a member of a family unit whose income is below the Federally established scale will be eligible to receive such services.

To apply for the free or reduced price meal program:

a. Application forms will be available on the District's website and can be completed and submitted at any time during the year. Information will be provided to parents/guardians of all students prior to the start of each school year and upon enrollment in the District. Such information will include a plain summary explanation of the electronic meal application process and instructions for how parents/guardians may request a paper application at no cost.
b. Completed forms must be submitted to the District's Office of Food and Nutrition Services prior to any determination of eligibility.
c. The parent/guardian will be informed of the determination by the District's Office of Food and Nutrition Services within one (1) week of receiving a properly completed application.
d. If a school and/or the District becomes aware that a student who has not submitted a meal application is eligible for free or reduced price meals, the school/District will complete and file an application on behalf of the student.
e. The District's homeless liaison(s) will coordinate with the District's Office of Food and Nutrition Services to make sure that homeless, foster and migrant students (including unaccompanied migrant students) receive free school meals, in accordance with Federal law.

Applications will be kept confidential. Parents/guardians will be responsible for all charges incurred prior to the approval of an application for free or reduced price meals.

Upon written request, the Superintendent of Schools or designee will hear appeals of determinations regarding such services in compliance with Federal regulations governing the National School Lunch Program.

In addition, in order to reach students who are eligible for free and reduced price meals and to comply with New York State law, The Superintendent of Schools or designee will review the list made available by the New York State Education Department of children ages three(3) to eighteen(18) who are in households receiving Federal meal assistance or Temporary Assistance for Needy Families (TANF) and Medicaid to identify students within the District. The District will send a notice to those families apprising them that their student is eligible to participate in the school meal programs without further application. Parents may decline participation by informing the District in writing. If the service is declined, the student will be removed from the eligibility list. Parents may decline participation by informing the District in writing. If the service is declined, the student will be removed from the eligibility list.

In accordance with *Policy 8505 Charging of School Meals and Prohibition Against Shaming*, the Building Principal, in conjunction with the District's Office of Food and Nutrition Services, will establish meal time procedures that both protect the anonymity of the student and allow for proper accounting.

Great Neck Public Schools
Proposed: 12/15/21; 1/19/22; 2/16/22

q. Policy 8635 – Information and Data Privacy, Security Breach and Notification (Second Reading)

INFORMATION: Attached for Board of Education consideration is a revised policy: ***Information and Data Privacy, Security Breach and Notification*** **(8635**). The revision addresses a recommendation from counsel that the policy language be expanded to codify, in policy format, the District's existing practices regarding maintenance of student, teacher and principal private information and data stored on its computer networks in compliance with New York State Education Law §2-d, and the actions it will take should a security breach occur. This revised policy is being submitted for a second reading.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed Policy 8635 for a second reading, in accordance with *Policy 2400 Board Policy Development*.

INFORMATION AND DATA PRIVACY, SECURITY BREACH AND NOTIFICATION

The Board of Education of the Great Neck Public Schools acknowledges the growing concern regarding the rise in identity theft, the need for secure networks as well as prompt notification when any computer security breach occurs.

The District maintains students', teachers' and principals' private information, Personally Identifiable Information (PII), and education records on data management systems and recognizes its responsibility to protect the privacy of student data, including personally identifiable information, and its obligation to notify students and their parents, teachers and principals when a data security breach has/may have resulted in the unauthorized disclosure of, or access to, this information. Therefore, the District has implemented privacy and security measures designed to protect student data stored in its student data management systems (Policy 8625 Privacy and Security for Student, Teacher and Principal Data). These measures include reviewing information systems to identify where PII is stored and used, and monitoring data systems to protect against and detect potential breaches. In the event of a breach or suspected breach, the District will promptly take steps to validate the breach, mitigate any loss or damage, and notify law enforcement, if necessary.

Definitions

Private information means personal information (i.e., information such as name, number, symbol, mark or other identifier which can be used to identify a person) in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:

- Social security number;
- Driver's license number or non-driver identification card number; or
- Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account; or
- Biometric information (data generated by electronic measurements of a person's physical characteristics, such as finger print, voice print, retina image or iris image) used to authenticate or ascertain a person's identity.

Private information does not include publicly available information that is lawfully made available to the general public pursuant to New York State or Federal law or regulation.

~~and therefore~~ The Board has adopted the National Institute for Standards and Technology Cybersecurity Framework Version 1.1 (NIST CSF) for data security and protection.

At its annual organizational meeting, the Board will designate a Data Protection Officer (DPO) to be responsible for the implementation of the policies and procedures required in New York State Education Law §2-d and its accompanying regulations, and to serve as the District point of contact for data security and privacy. The DPO is responsible for ensuring the District's systems follow NIST CSF, the policies and procedures required by Education Law §2-d, and for adopting technologies, safeguards and practices that align with it. This will include an assessment of the District's current cybersecurity state, its target future cybersecurity state, opportunities for improvement, progress toward the target state, and communication about cyber security risk.

The Board directs the Superintendent of Schools, in accordance with appropriate business and technology personnel and the DPO, to establish regulations that ~~address~~ will:

- ~~the protections of Personally Identifiable Information (PII) of students and teachers/principals under New York State Education Law §2-d and the Part 121 Regulations of the New York State Commissioner of Education;~~
- Identify and/or define the types of private information that is to be kept secure. For purposes of this policy, "private information" does not include information that can lawfully be made available to the general public pursuant to Federal or New York State law or regulation;
- Address the protections of private information under New York State Technology Law §208 and the New York Stop Hacks and Improve Electronic Data Security (SHIELD) Act; and
- Include procedures to identify any breaches of security that result in the release of private information; and
- Include procedures to notify persons affected by breaches or unauthorized access of protected information as required by law.

Pursuant to New York State Labor Law §203-d, the District will not communicate employee personal identifying information to the general public. This includes:

1. social security number;
2. home address or telephone number;
3. personal electronic email address;
4. ~~personal account user~~ Internet identification names or passwords;
5. parent's/guardian's surname prior to marriage;
6. ~~and~~ or drivers' license number.

In addition, the District will protect employee social security numbers in that such numbers will not be:

1. publicly posted or displayed;
2. visibly printed on any ID badge ~~or~~, card or time card;
3. placed in files with unrestricted access; or
4. used for occupational licensing purposes.

Employees with access to such information will be notified of these prohibitions and their obligations.

If the District determines that a security breach has occurred, affected individuals will be provided notice without unreasonable delay. The notification method may vary depending on the type of data breached and the number of individuals affected and the Superintendent of Schools will be responsible for implementing an appropriate response.

Any breach of District systems that compromises the security, confidentiality, or integrity of student or teacher/principal PII maintained by the District will be promptly reported to the DPO and the Superintendent of Schools who will then notify the Board of Education.

Breach of the security of the system means unauthorized acquisition or acquisition without valid authorization of computerized data that compromises the security, confidentiality, or integrity of personal information maintained by the District. Good faith acquisition of personal information by an officer or employee or agent of the District for the purposes of the District is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

To successfully implement this policy, the District will inventory its computer programs and electronic files to determine the types of personal, private information that is maintained or used by the District, and review the safeguards in effect to secure and protect that information.

Procedure for Identifying Security Breaches

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the District may consider the following factors, among others:

1. indications that an unauthorized person is in physical possession or control of the information, such as a lost or stolen computer, or other device containing information;
2. indications that an unauthorized person downloaded or copied the information;
3. indications that an unauthorized person used the information , such as fraudulent accounts opened or instances of identity theft reported; and/or
4. any other factors that the District deems appropriate and relevant to such determination.

Security Breaches – Procedures and Methods for Notification

Once it has been determined that a security breach has occurred, the following steps will be taken:

1. If the breach involved computerized data *owned or licensed* by the District, the District will notify those New York State residents whose private information was, or is reasonably believed to have been acquired by a person without valid authorization. The disclosure to affected individuals will be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the system. The District will consult with the New York State Office of Information Technology Services to determine the scope of the breach and restoration measures.

In addition, the District will consult with the New York State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures.

2. If the breach involved computer data maintained by the District, the District will notify the owner or licensee of the information of the breach immediately following discovery, if the private information was or is reasonably believed to have been acquired by a person without valid authorization.

3. In the event a third party doing business with the District experiences a breach of its data security and/or privacy of students, teachers or principals and/or unauthorized release of student data, the third party will immediately notify the District and advise it as to the nature of the breach and the steps it has taken to minimize said breach. Said notification must be made within seven (7) days of the breach. In the case of required notification by the District to a parent, student, teacher or principal, the third party will promptly reimburse the District for the full cost of such notification.

4. In the event that the third party fails to notify the District of a breach, said failure will be punishable by a civil penalty of the greater of $5,000 or up to $20 per student, teacher and principal whose data was released, provided that the maximum penalty imposed will not exceed the maximum penalty imposed under New York State General Business Law, section 899-aa(6)(a).

5. In the event the third party violates New York State Education Law 2-d, said violation will be punishable by a civil penalty of up to $1,000. A second violation involving the same data will be punishable by a civil penalty of up to $5,000. Any subsequent violation involving the same data will be punishable by a civil penalty of up to $10,000. Each violation will be considered a separate violation for purposes of civil penalties and the total penalty cannot exceed the maximum penalty imposed under New York State General Business Law section 899-aa(6)(a).

The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification will be made

after the law enforcement agency determines that such notification does not compromise the investigation.

Notifications will be clear, concise, use language that is plain and easy to understand, and to the extent available, include:

a. A brief description of the breach or unauthorized release, the dates of the incident and the date of discovery, if known;
b. A description of the types of PII affected;
c. An estimate of the number of records affected;
d. A brief description of the District's investigation or plan to investigate;
e. Contact information for representatives who can assist parents or eligible students, teachers or principals that have additional questions; and
f. The telephone number and website of relevant New York State and Federal agencies that provide information on security breach response and identity theft protection and prevention.

This notice will be directly provided to the affected individuals by either:

1. Written notice;
2. Electronic notice, provided that:
   a) the person to whom notice is required has expressly consented to receiving the notice in electronic form;
   b) the District keeps a log of each such electronic notification. In no case, however, will the District require a person to consent to accepting such notice in electronic form as a condition of establishing a business relationship or engaging in any transaction; or
3. Telephone notice, provided that the District keeps a log of each such telephone notice.

However, if the District can demonstrate to the New York State Attorney General that (a) the cost of providing notice would exceed $250,000; or (b) that the number of persons to be notified exceeds 500,000; or (c) that the District does not have sufficient contact information, substitute notice may be provided. Substitute notice would consist of all of the following steps:

1. E-mail notice when the District has such an address for the affected individual;
2. Conspicuous posting on the District's website, if one is maintained; and
3. Notification to major media.

If the District has already notified affected persons under any other Federal or New York State laws or regulations regarding data breaches, including the Federal Health Insurance Portability and Accountability Act (HIPAA), the Federal Health Information Technology for Economic and Clinical Health (HI TECH) Act, or New York State Education Law §2-d, it

is not required to notify them again. Notification to New York State and other agencies is still required.

Notification of State and Other Agencies

Once notice has been made to affected New York State residents, the District will notify the New York State Attorney General, the New York State Consumer Protection Board, the New York State Office of Information Technology Services and the New York State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content, and distribution of the notices and approximate number of affected persons.

If more than 5,000 New York State residents are to be notified at one time, the District will also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. A list of consumer reporting agencies will be furnished, upon request, by the Office of the New York State Attorney General.

If the District is required to notify the U.S. Secretary of Health and Human Services of a breach of unsecured protected health information under the Federal Health Insurance Portability and Accountability Act (HIPAA) or the Federal Health Information Technology for Economic and Clinical Health (HI TECH) Act, it will also notify the New York State Attorney General within five (5) business days of notifying the U. S. Secretary.

In addition, the District will report every discovery or report of a breach or unauthorized release of student data or teacher or principal ~~data~~ (PII) maintained by the District to the New York State Chief Privacy Officer without unreasonable delay, but no more than ten (10) calendar days after such discovery.

Each third-party contractor that receives student data or teacher or principal data pursuant to a contract or other written agreement entered into with the District will be required to promptly notify the District of any breach of security resulting in an unauthorized release of the data by the third-party contractor or its assignees in violation of applicable laws and regulations, the Parents' Bill of Rights for Student Data Privacy and Security, District policy, and/or binding contractual obligations relating to data privacy and security, in the most expedient way possible and without unreasonable delay, but no more than seven (7) calendar days after the discovery of the breach.

In the event of notification from a third-party contractor, the District will in turn notify the New York State Chief Privacy Officer of the breach or unauthorized release of student data or teacher or principal data no more than ten calendar days after it receives the third-party contractor's notification using a form or format prescribed by the New York State Education Department.

Annual Data Privacy and Security Training

New York State Education Law §2-d mandates that the District provide annual training on data privacy and security awareness to ~~all employees~~ its officers and staff who have access to student and teacher/principal PII. This training will include, but not be limited to, training on the applicable laws and regulations that protect PII and how staff can comply with these laws and regulations. The District may deliver this training using online training tools. Additionally, this training may be included as part of the training that the District already offers to its workforce.

~~I. Student and Teacher/Principal PII under New York State Education Law §2-d~~

~~A. General Provisions~~

~~PII as applied to student data, defined in the Family Educational Rights and Privacy Act (FERPA) (*Policy 5500 Student Records*), includes certain types of information that could identify a student, and is listed in the accompanying regulation 8635-R. PII as applied to teacher and principal data, means Annual Professional Performance Review (APPR) results that identify the individual teachers and principals which are confidential under New York State Education Law §§3012-c and 3012-d, except where required to be disclosed under New York State law and regulations.~~

~~The DPO will ensure that every use and disclosure of PII by the District is legal, appropriate and beneficial to students and the District. PII will not be included in public reports or other documents.~~

~~The District will protect the confidentiality of student and teacher/principal PII using industry standard safeguards and best practices. The District will monitor its data systems, develop incident response plans, limit access to PII to District employees and third-party contractors who need such access to fulfill their professional responsibilities or contractual obligations, and permanently delete PII when it is no longer needed.~~

~~Certain Federal laws and regulations provide additional rights regarding confidentiality of and access to student records, as well as permitted disclosures without consent which are addressed in *Policy 5500 Student Records*.~~

~~Under no circumstances will the District sell PII. It will not disclose PII for any marketing or commercial purpose, facilitate its use or disclosure by any other party for any marketing or commercial purpose, or permit another party to do so. Additionally, the District will take steps to minimize the collection, processing, and transmission of PII.~~

~~Except as required by law, the District will not report the following student data to the New York State Education Department:~~

1. juvenile delinquency records;
2. criminal records;
3. medical and health records; and
4. student biometric information.

The District has created and adopted a Parent's Bill of Rights for Data Privacy and Security (*Policy 8635-E*) which is published on the District's website and can be requested from the District Clerk.

B. Third-party Contractors

The District will ensure that contracts with third-party contractors are compliant with Federal and New York State Law, including New York State Education Law §2-d, and this policy regarding confidentiality of any student and/or teacher or principal PII.

Each third-party contractor that will receive student data or teacher or principal data must:

1. adopt technologies, safeguards and practices that align with the NIST CSF; comply with this policy and applicable laws impacting the District;
2. limit internal access to PII to only those employees or sub-contractors that need access to provide the contracted services;
3. not use the PII for any purpose not explicitly authorized in its contract;
4. not disclose any PII to any other party without the prior written consent of the parent/guardian or eligible student (i.e., students who are eighteen years old or older):
   a. except for authorized representatives of the third-party contractor to the extent they are carrying out the contract; or
   b. unless required by statute or court order and the third-party contractor provides notice of disclosure to the District.
5. maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of PII in its custody;
6. use encryption to protect PII in its custody; and
7. not sell, use, or disclose PII for any marketing or commercial purpose, facilitate its use or disclosure by others for any marketing or commercial purpose, or permit another party to do so. Third party contractors may release PII to subcontractors engaged to perform the contractor's obligations, but such subcontractors must abide by data protection obligations of Federal and New York State law, and the contract with the District.

If the third-party contractor or subcontractor has a breach or unauthorized release of PII, it will promptly notify the District no more than 7 calendar days after the breach's discovery, in the most expedient way possible.

~~C. Third-Party Contractors' Data Security and Privacy Plan~~

~~The District will ensure that contracts with all third-party contractors include the third-party contractor's data security and privacy plan. This Plan must be accepted by the District.~~

~~At a minimum, each plan will:~~

1. ~~outline how all Federal, New York State, and local data security and privacy contract requirements over the life of the contract will be met, consistent with this policy;~~
2. ~~specify the safeguards and practices it has in place to protect PII;~~
3. ~~demonstrate that it complies with the requirements of the New York State Commissioner of Education' s Regulations Part 121.3(c);~~
4. ~~specify how those who have access to student and/or teacher or principal data receive or will receive training on the Federal and New York State laws governing confidentiality of such data prior to receiving access;~~
5. ~~specify if the third-party contractor will utilize sub-contractors and how it will manage those relationships and contracts to ensure PII is protected;~~
6. ~~specify how the third-party contractor will manage data security and privacy incidents that implicate PII including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the District;~~
7. ~~describe if, how and when data will be returned to the District, transitioned to a successor contractor and, at the District's direction, permanently deleted by the third-party contractor when the contract is terminated or expires.~~

~~D. Training~~

~~New York State Education Law §2-d mandates that the District provide annual training on data privacy and security awareness to all employees who have access to student and teacher/principal PII.~~

~~E. Reporting~~

~~Any breach of District systems that compromises the security, confidentiality, or integrity of student or teacher/principal PII maintained by the District will be promptly reported to the DPO and the Superintendent of Schools who will then notify the Board of Education.~~

~~F. Notifications~~

~~The DPO will report every discovery or report of a breach or unauthorized release of student, teacher or principal PII to the New York State Chief Privacy Officer no more than 10 calendar days after such discovery.~~

~~The District will notify affected parents/guardians, eligible students, teachers and/or principals without delay, but no more than 60 calendar days after the discovery of a breach or unauthorized release, or third-party contractor notification in the most expedient way possible.~~

~~However, if notification would interfere with an ongoing law enforcement investigation, or cause further disclosure of PII by publicizing a security vulnerability, the District will notify parents/guardians, eligible students, teachers and/or principals within 7 calendar days after the security vulnerability has been remedied, or the risk of interference with the law enforcement investigation ends.~~

~~The Superintendent of Schools, in consultation with the DPO, will establish procedures to provide notification of a breach or unauthorized release of student, teacher or principal PII, and establish and communicate to parents/guardians, eligible students, and District staff a process for filing complaints about breaches or unauthorized releases of student and teacher/principal PII.~~

~~II. Private Information under New York State Technology Law §208~~

~~Private information, defined in New York State Technology Law §208, includes certain types of information, outlined in the accompanying regulation (*8635-R*), that would put an individual at risk for identity theft or permit access to private accounts. Private information does not include information that can lawfully be made available to the general public pursuant to Federal or New York State law or regulation.~~

~~Any breach of District systems that compromise the security, confidentiality, or integrity of private information maintained by the District must be promptly reported to the Superintendent of Schools who will then notify the Board of Education in accordance with the above procedures.~~

~~III. Employee Personal Identifying Information under New York State Labor Law §203-d~~

~~Pursuant to New York State Labor Law §203-d, the District will not communicate employee personal identifying information to the general public. This includes:~~

~~7. social security number;~~
~~8. home address or telephone number;~~
~~9. personal email address;~~
~~10. personal account user names or passwords;~~
~~11. parent's/guardian's surname prior to marriage; and~~
~~12. drivers' license number.~~

~~In addition, the District will protect employee social security numbers in that such numbers will not be:~~

~~5. publicly posted or displayed;~~
~~6. visibly printed on any ID badge or card;~~
~~7. placed in files with unrestricted access; or~~
~~8. used for occupational licensing purposes.~~

~~Employees with access to such information will be notified of these prohibitions and their obligations.~~

Great Neck Public Schools
Adopted: 06/05/06
Amended: 10/17/11; 5/13/20
Proposed Revision: 1/19/22; 2/16/22

r. College(s) for Student Teacher, Observer, Intern Placement

NOW THERFORE, 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 2021-2022 school year;

- New York University
- St. Joseph's College

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.

s. Inservice Institute Courses – Spring 2022

WHEREAS, the Superintendent and her Inservice Institute designees, Jennifer Kirby and Kelly Newman, propose that the district-wide and/or intra-building courses described below be offered to District personnel as part of our ongoing staff development program;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the following Spring 2022 Inservice Institute courses based upon the recommendation of District Administration:

Course Titles/Descriptions	# Hours	Supplies

School/Life Balance for You AND Your Students — **4** — **0**

Now more than ever, we must find ways to strike a balance between our work and all of the other demands in our lives. Whereas we used to "leave" the school building each day, it now sometimes feels that work never leaves our side. In this course, participants will find out what can be done to strike a peaceful balance and explore ways to help students learn to do the same. Skills of time management, planning, self-care practices, coping, and resiliency, grounded in both Skinner's positive reinforcement and Piaget's development and self-worth psychological theories, will be explored and reinforced.

Educating Educators about the Dangers of Alcohol and Drug Abuse — **8** — **0**

This inservice course will provide educators with the current trends, information, and statistics surrounding drug and alcohol experimentation, use, misuse, and abuse. The instructors will provide lessons and activities that can be used with students in a developmentally appropriate manner at all grade levels.

Further Exploration of the Portrayal of the American Family in Current Television and Media — **16** — **0**

Since the advent of the first sitcom in 1947, television has been a vehicle used both to portray American ideals and to move the needle forward on cultural and social issues of national significance. We can learn much about our history by surveying the manner in which the American family has been portrayed on TV. In this course, we will not only explore the history of specific decades, but also determine how that history manifests itself in the media arts that were created to mirror the times.

Teachers Talk About Teaching (G3) (SHS) — **4** — **0**

This series is designed to foster collegiality while exploring and addressing challenges and innovations for teachers. Each session is focused on a different topic and explores aspects of the teaching experience specific to the needs of the building and current participants. Staff members are invited to present and share their expertise with the group.

Course Titles/Descriptions	# Hours	Supplies

Further Explorations of the Color of Law **16** **0**

This course will explore additional excerpts of Richard Rothstein's noteworthy book, *The Color of Law*, in which he presents case studies of empirical data that are difficult to ignore. We will also delve into Newsday's landmark 10-part study, Long Island Divided, and the impact of Robert Moses on segregation in New York. Note: This course will be offered with a combination of synchronous and asynchronous instruction. Each Zoom "in-person" class will be two hours in duration; each asynchronous component, which will require reading select chapters of *The Color of Law* and other readings, and the completion of companion questions submitted via Google Classroom for instructor input and interaction, will also require two hours per week.

Contemporary Issues in American Education **8** **0**

Education in America is drastically different today than it was just a few years ago. From pedagogical practices and instructional methods, to mental health and political polarization, schools have taken center stage with regard to society's most pertinent issues. This course will examine some of the most pressing challenges facing schools today and engage in a discourse that is informative and critical when assessing the current educational landscape. Topics include learning loss during the pandemic, compassion fatigue, culturally responsive pedagogy, and culture wars in schools. This course will include synchronous and asynchronous instruction.

American Education and its Mental Health Crisis **8** **0**

The impact of the pandemic on education in America has been unprecedented and in turn, the landscape for our students and our profession is drastically different today than it was just a few years ago. In continuing to examine contemporary issues within the educational arena, this course will focus on topics related to mental health, learning loss during the pandemic, and compassion fatigue. This course will include synchronous and asynchronous instruction.

t. Credit Card Payments for Adult Learning Center Programs

WHEREAS, the District's Adult Learning Center has begun using an online system called FamilyID to accept and process registrations from adult students for fee-based programs; and

WHEREAS, in June 2018, the Board of Education approved the District's use of a service called MySchoolBucks, which allows parents to fund their children's meal accounts online via credit card; and

WHEREAS, at this time, the District is seeking the Board's permission to integrate the FamilyID and MySchoolBucks services, so that registrants can pay by credit card for Adult Learning Center programs starting in spring 2022; and

WHEREAS, the parent company of MySchoolBucks, Heartland School Solutions, will charge the district a 4.95 percent fee for each transaction processed, and this fee will be paid by the registrant; and

WHEREAS, as in the past, registrants who choose not to use MySchoolBucks can continue to pay for Adult Learning Center programs via cash, check, or money order;

NOW THEREFORE, BE IT RESOLVED, that the District is authorized to enter into an agreement with Heartland School Solutions for credit card payment services in connection with the FamilyID and MySchoolBucks programs;

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes its President to execute the necessary documents to effectuate said agreement with Heartland School Solutions on behalf of the Board of Education.

u. Flexible Benefits Plan Administration

WHEREAS, in January 1990, the Board adopted a Flexible Benefits Plan under Section 125 of the Internal Revenue Code; and

WHEREAS, this Plan allows participating District employees to set aside pre-tax earnings for eligible healthcare and dependent-care expenses; and

WHEREAS, in 2022, the Plan will continue to be administered by Brown & Brown of Garden City and claims submitted by District employees will be processed by FBA of Syosset; and

WHEREAS, each employee who participates in the Plan will pay the annual administrative fee of $47.50, so there is no cost to the District;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves and sign the Flexible Benefits Plan Agreement for 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the agreement with Brown & Brown and authorizes the Board President to execute the necessary documents to effectuate said agreement on behalf of the Board of Education for the administration of the Flexible Benefits Plan for 2022.

v. Purchase of Radio Equipment

WHEREAS, the Town of Islip has made available to other municipalities a contract for Two-Way Radio System Maintenance & Equipment, which is numbered 520-84 ("Bid 520-84"); and

WHEREAS, the Great Neck Union Free School District is permitted to utilize said contract in accordance with the terms and conditions of the bid and requirements of General Municipal Law, section 103; and

WHEREAS, the contract period runs through June 15, 2022;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the District's utilization of the Town of Islip Bid 520-84 for Two-Way Radio System Maintenance and Equipment, in accordance with the requirements of General Municipal Law, section 103 and hereby awards the contract to Integrated Wireless Technologies, LLC for the supply of two-way radio equipment in the amount of $8,711.48 in accordance with the terms of Bid 520-84.

w. Additions & Alterations – E.M. Baker School (Change Order #1)

WHEREAS, one of the projects in the District's capital program includes the additions & alterations at the E.M. Baker School;

WHEREAS, while working on the project, Maccarone Plumbing, Inc. was asked to perform additional work as follows:

Items Back Charged	**Amount**
Change Order #1	
The District has directed the contractor to furnish and install two (2) P-WF wash fountain sinks (semi-circular). The new sinks will be installed in the cafeteria along the north and south walls as directed by the engineer of record.	$31,175.27
The District has requested that the contractor provide a credit for the remaining unused general construction allowance.	($9,706.30)
Total Change Order #1:	**$21,468.97**

Original Contract Sum:	$246,695.00
Change Order #1:	$21,468.97
Amended Contract Sum:	$268,163.97

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves Change Order #1 in the amount of $21,468.97 with Maccarone Plumbing, Inc.

x. Capital Improvements – South High School (Change Order #1)

WHEREAS, one of the projects in the District's capital program includes the capital improvements at the South High School;

WHEREAS, while working on the project, Palace Electrical Contracting, Inc. was back charged for work not performed as follows:

Items Back Charged	**Amount**
Change Order #1	
The District has requested a credit back for the unused general allowance.	($5,000)
Total Change Order #1:	**($5,000)**

Original Contract Sum:	$216,300
Change Order #1:	($5,000)
Amended Contract Sum:	$211,300

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves Change Order #1 for a credit of $5,000 with Palace Electrical Contracting, Inc.

y. Proscenium Fire Curtain Replacement – North Middle School (Change Order #1)

WHEREAS, one of the projects in the District's capital program includes the proscenium fire curtain replacement at the North Middle School;

WHEREAS, while working on the project, Symbrant Technologies, Inc. was asked to perform additional work as follows:

Items Back Charged	**Amount**
Change Order #1	
As a result of an unforeseen field condition, the District has requested that the contractor infill two existing voids, one at each end of the proscenium. The contractor will provide dowel and additional steel as indicated in sketch Sk-1.	$20,601.43
Total Change Order #1:	**$20,601.43**

Original Contract Sum:	$205,560.00
Change Order #1:	$20,601.43
Amended Contract Sum:	$226,161.43

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves Change Order #1 in the amount of $20,601.43 with Symbrant Technologies, Inc.

z. Vacuum Condensate & Feedwater Tank Replacement – South High School (Change Order #1)

WHEREAS, one of the projects in the District's capital program includes the vacuum condensate & feedwater tank replacement at the South High School;

WHEREAS, while working on the project, Best Climate Control Corp. was asked to perform additional work as follows:

Items Back Charged	**Amount**
Change Order #1	
The District has requested that the contractor of record perform an alternative rigging method to bring new mechanical equipment from the loading dock to the basement.	$18,857.34
Total Change Order #1:	**$18,857.34**

Original Contract Sum:	$209,996.00
Change Order #1:	$18,857.34
Amended Contract Sum:	$228,853.34

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves Change Order #1 in the amount of $18,857.34 with Best Climate Control Corp.

aa. Project Independence Lease Amendment: Great Neck Social Center

WHEREAS, the Social Center (SC), a tenant in the Grace Avenue Facility owned by the District, subleases space to the Town of North Hempstead (TONH) for their Project Independence Program;

WHEREAS, the TONH would like to extend the sublease agreement for one additional year for the period January 1, 2022 through December 31, 2022;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the lease extension between the TONH and the SC for the period January 1, 2022 through December 31, 2022.

bb. Establishment of the Bonnie Mamiye Scholarship Award

WHEREAS, the family of Bonnie Mamiye would like to establish a new scholarship called the “Bonnie Mamiye Scholarship Award” which will provide a Great Neck North High School senior with a $1,000 award;

WHEREAS, the student must meet the criteria attached, and the award will end when funds are no longer available;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the establishment of the “Bonnie Mamiye Scholarship Award”.

The Bonnie Mamiye Scholarship Award

Bonnie Mamiye was admirable for her inner strength, strong morals and insatiable thirst for life. Although she faced challenges, Bonnie never complained but rather embraced life as it was. She savored every special moment and truly lived to bring joy, knowledge, and tolerance to those fortunate enough to spend time with her. She was always ethically motivated, projecting her voice and standing up for what was right. She was the glue of the community and had friends in every clique, from every background, race, gender, ethnicity and religion- she never saw the things that divided people and instead only saw the soul and character within.

We are looking for one student who stands out for meeting and exceeding the following requirements:

- Overcomes Challenges
- Bridges gaps in the community
- A part of something bigger than themselves
- Someone hoping to further their education after high school

This award will be given to anyone deserving, regardless of ethnicity, gender, race, socioeconomic class, etc. There is no academic requirement such as an essay or class rank. Nominations for this award will be reviewed with the selection committee which may include one of Ms. Mamiye's children. Final approval of the scholarship will be determined by the District.

cc. Establishment of the Don Samuels Character and Kindness Award

WHEREAS, the family of Don Samuels would like to establish a new scholarship called the “Don Samuels Character and Kindness Award” which will provide two Great Neck South High School seniors with a $500 award each;

WHEREAS, the student must meet the following criteria: one winner each from the Boys and Girls Track team. A key criterion is high character, kindness and effort. The winner must be a great teammate and classmate, and not necessarily the strongest performer. The award will end when funds are no longer available;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the establishment of the “Don Samuels Character and Kindness Award”.

dd. Donation – Monetary: South Middle School (Blackbaud Giving Fund)

WHEREAS, the Blackbaud Giving Fund would like to donate $1,000 to South Middle School for 80 hours of volunteer work performed by their employee and our district parent, Mary Lau, with the South Middle School PTA;

WHEREAS, the funds will be used for instructional supplies;

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 to the Great Neck Public Schools and increases the following budget code:

	Budget Code	Description	School	Amount
Expenditures:	2110-4500-031-2500	Instructional Supplies	South Middle	$1,000
Revenues:	A2705-096	Gifts and Donations	District	$1,000

5. 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

2021 - 2022
(For Board of Education Approval)
February 16, 2022

ORGANIZATION	LOCATION	DAY	DATE	START TIME	END TIME	PURPOSE	FEE	CLASS	LIABILITY WAIVER SIGNED
Great Neck PAL	Gym Lakeville	Thursday	04/07/2022 - 06/06/2022	7:00 PM	9:00 PM	Youth Badminton	$225.00	3	Yes
Great Neck PAL	Gym North Middle	Monday	03/07/2022 - 05/09/2022	6:30 PM	9:30 PM	Youth Basketball	$225.00	3	Yes
Great Neck PAL	Gym North Middle	Saturday	03/05/2022 - 05/14/2022	9:30 AM	5:00 PM	Youth Basketball	$1,800.00	3	Yes
Great Neck PAL	Gym North Middle	Wednesday	03/30/2022 - 06/08/2022	7:00 PM	8:00 PM	Youth Volleyball	$225.00	3	Yes
Great Neck PAL	Track North Middle	Monday & Wednesday	04/04/2022 - 06/15/2022	5:00 PM	6:30 PM	Youth Track & Field	$475.00	3	Yes
Great Neck Park District	Gym 2 South Middle	Saturday	03/05/2022 - 04/09/2022	12:30 PM	4:30 PM	Youth Sports and Soccer	Waived	1	Yes
Great Neck Park District	Gym & Pool North Middle	Monday - Friday	02/21/2022 - 02/25/2022	12:00 PM	3:30 PM	Youth Mini-Camp	Waived	1	Yes
Great Neck North High School	Track North Middle	Sunday	5/22/2022	9:00 AM	2:00 PM	Color Run Fundraiser for Make-A-Wish Foundation	Waived	1	Yes

6. FINANCE AND OPERATIONS

a. Bid(s) – Cooperative Large Equipment

WHEREAS, the Long Island School Nutrition Director's Association executed a combined co-op bid for large equipment under RFP #566. Specifications were duly advertised for the purchase of the products to be used for the period February 1, 2022 through January 31, 2023. Bids were received in the name of the Long Island School Nutrition Director's Association on January 10, 2022;

WHEREAS, fourteen invitations to bid were mailed. Seven vendors submitted bids that included items requested by the Great Neck Public Schools;

WHEREAS, the following vendors represent the individual low price on each item conforming to specifications:

Bar Boy Products
Culinary Depot
Douglas Equipment
J & F Supplies
Nassau Food Association
Sam Tell Companies
TriMark Strategic Equipment

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby accepts and awards the bids for large equipment to the above listed vendors for the period starting February 1, 2022 through January 31, 2023 pursuant to Long Island School Nutrition Director's Association RFP #566.

b. **Bid(s) – Smallwares**

WHEREAS, the Long Island School Nutrition Director's Association executed a combined co-op bid for smallwares under RFP #567. Specifications were duly advertised for the purchase of the products to be used for the period February 1, 2022 through January 31, 2023. Bids were received in the name of the Long Island School Nutrition Director's Association on January 10, 2022;

WHEREAS, fourteen invitations to bid were mailed. Six vendors submitted bids that included items requested by the Great Neck Public Schools;

WHEREAS, the following vendors represent the individual low price on each item conforming to specifications:

Bar Boy Products
J & F Supplies
Nassau Food Association
Sam Tell Companies
TriMark Strategic Equipment
WB Mason

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby accepts and awards the bids for smallwares to the above listed vendors for the period starting February 1, 2022 through January 31, 2023 pursuant to Long Island School Nutrition Director's Association RFP #567.

c. 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 contracts with the consultants/agencies noted below, for service to be rendered as needed during the 2021-2022 school year:

The Center for Developmental Disabilities
Dana Slackman Licensed Behavioral Analyst, PC
Developmental Disabilities Institute
Interdisciplinary Center for Child Development
John A. Coleman School d/b/a Elizabeth Seton Children's School
Kidz Therapy Services, PLLC.
Long Island Licensed ABA, PC
Metro Physical and Aquatic Therapy
The New York Institute for Special Education
Quality Services for the Autism Community
Summit School – Jamaica
Summit School – Upper Nyack
United Cerebral Palsy Association of Nassau County

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, 2021 through June 30, 2022;

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.

d. 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
Mineola Union Free School District	18	$1,020	$18,360	2021-2022

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

e. Contract(s) – Tuition Addenda

WHEREAS, New York State adjusts tuition rates for approved private special education schools during the school year and sets final rates during and after the school year is over. This state process requires us to approve adjustments to such tuitions several times;

WHEREAS, in that regard, the Board of Education is asked to approve payments resulting from the tuition adjustments for students who attend(ed) approved private special education schools, as noted below.

School	Location	Classified Student(s)	Adjustment	Dates
New York Institute for Special Education	Bronx	1	Revised tuition rate of $67,924.80 to $74,943 per student	9//2019 -6/2020

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the revised rate(s) above for classified student(s) who attend(ed) approved private special education schools.

f. Claims Audit Report to the Board of Education – January 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 January 2022 claims audit reports, as presented.

g. 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 2021-2022 school year identified therein, subject to the terms and conditions of written Third Party Service Agreements;

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.

THIRD PARTY SERVICE AGREEMENTS
GENERAL CONSULTANTS

Consultant	Purpose	Location	Date(s)	Rate	Max. Amount	
Cold Spring Harbor Laboratory DNA Learning Center	Science Lab	North High	2/28/22	$25/student	$2,350	***
Cold Spring Harbor Laboratory DNA Learning Center **(^Revision to 12/15/21 Board Agenda)**	Science Lab	**South Middle^**	2/14/22-2/16/22	$750/class	$7,500 $1,500	***
Crescent Beach Club	Senior Prom Venue	South High	6/9/22	$88.50/student + $500 security	$32,000	***
Emma Ente	Piano Accompanist	EM Baker	1/25/22	$35/hr	$70	
Long Island Chess Kids LLC	Chess Instruction	North Middle South Middle	2/5/22-6/4/22	$120/hr	$14,400	***
The Safe Center LI, Inc.	Provide Mandated Erin's Law Workshops to Students, Staff, Parents (K-5)	District-Wide	2/17/22-6/30/22	$25 for students; $1,250 for faculty; parents free	$3,000	
Etti Siegel **(^Amendment to 11/17/21 Board Agenda)**	Mentor Staff and **Students^**	Yeshiva Bnot Yaakov	2/17/22-8/30/22	$100/hr	$1,500	
Daniel Pitt Stoller	Acting Workshop	South Middle	2/5/22-6/4/22	$60/hr	$1,440	***
Suffolk County Vanderbilt Mansion Museum Planetarium	Museum Field Trip	Saddle Rock	3/11/22-3/17/22	$8/student	$848	***
Herbert Wagner	Shared Decision Making Presentation	District-Wide	3/29/22	$5,000/ presentation	$5,000	
Yoga Mind LI	Yoga Instruction	JF Kennedy	1/26/22-2/5/22	$155/hr	$3,100	***

*Partially or fully funded by a State of Federal Grant.
**Emergency conditional appointment as defined in Section 1709, Subdivision 39 of the education law.
***Amount included in fee paid for by participants.

h. Payment of Fees to Counsel (Ingerman Smith) – December 2021

RESOLVED, that the Board of Education hereby authorizes the payment of $33,205.23 for the month of December 2021 as per the invoice submitted by district counsel, Ingerman Smith, LLC, for professional services rendered.

i. Payment of Fees to Frazer & Feldman – September 2021

RESOLVED, that the Board of Education hereby authorizes the payment of $465.91 for the month of September 2021 as per the invoice submitted by Frazer & Feldman, LLC, for professional services rendered.

j. Electronic Submission of Reports to the Board of Education

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

1) Monthly Treasurer's Report – November and December 2021
2) Monthly Budget Status Report for General, Capital, Debt Service, Lunch and Special Aid Funds – November and December 2021
3) Revenue Status Report General Fund – November and December 2021
4) Quarterly Budget Transfer Report – October through December 2021

7. STUDENT MATTERS AND CURRICULUM

a. Committee on Preschool Special Education Recommendations 2021-2022

WHEREAS, in accord with applicable regulations and law, the Board of Education is required to approve services to students with disabilities as recommended by the Committee on Preschool Special Education;

WHEREAS, the Board of Education has been provided with the schedule of specific recommendations for the 2021-2022 school year made by the Committee on Preschool Special Education for students whose ID numbers appear in a Confidential Schedule provided to the Board of Education;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves this schedule.

b. Committee on Special Education Recommendations 2021-2022

WHEREAS, in accord with applicable regulations and law, the Board of Education is required to approve services to students with disabilities as recommended by the Committee on Special Education;

WHEREAS, the Board of Education has been provided with the schedules of specific recommendations for the 2021-2022 school year made by the Committee on Special Education for students whose ID numbers appear in a Confidential Schedule provided to the Board of Education;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves these schedules.