

# POLICY

2025

3110

Community Relations

## SUBJECT: SCHOOL SPONSORED MEDIA

The principal of each building is responsible for the preparation of news releases concerning the activities within that building, and for reviewing them with the Assistant Superintendent for Educational Services. Copies of all final news releases will be sent to the Superintendent's office.

In addition, a monthly newsletter may be prepared and ~~mailed to~~ **shared with** each resident of the School District. Included in the newsletter will be information regarding school activities, a monthly calendar and other items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.

All news releases concerning the District will be released by the office of the Assistant Superintendent for Educational Services.

All statements of the Board will be released through the office of the Superintendent.

The building office managers or designee will assist the Assistant Superintendent for Educational Services with preparation of the building calendar.

Adopted: 1987; Revised: 5/18/05; **First Reading 10/15/25**

# POLICY

2025

3140

Community Relations

## SUBJECT: FLAG DISPLAY

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

When ordered by the President, Governor, or local official, to commemorate a tragic event or the death of an outstanding individual, the flag shall be flown at half-mast. The Superintendent's approval which should be timely, shall be required for the flag to be flown at half-mast upon any other occasion. ~~Regulations for seeking such approval shall be established in the Administrative Manual of the District.~~

Education Law Sections 418 and 419

Executive Law Section 403

Adopted: 2/25/88; *First Reading 10/15/25*

# POLICY

2025

3200

Community Relations

## SUBJECT: VISITORS TO THE SCHOOL

Parents and other adults are welcome at school. Visitations to classrooms for any purpose require permission in advance from the building principal and the teacher(s) in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

All visitors ~~should report to the office upon arrival at school and~~ **must** state their business, ***show identification and be screened prior to entry to the building***. It is a Class B misdemeanor to remain unlawfully in a public school building, or to refuse to leave the premises when personally asked to by a principal, custodian or other person in charge.

Education Law Section 2801  
Penal Law Sections 140.10 and 240.35

# POLICY

2025

3210

Community Relations

## SUBJECT: PUBLIC EXPRESSION AT MEETINGS

All meetings of the Board shall be conducted in public, and the public has the right to attend all such meetings. Public expression at such meetings shall be encouraged during the public participation's sectors at the start of the meeting ~~and again at the close of the meeting~~. At its discretion, the Board may invite visitors to its meetings to participate in the Board's discussion of matters on the agenda.

## SUBJECT: PUBLIC COMMENT AT BOARD OF EDUCATION MEETINGS

Prior to all regularly scheduled Board of Education meetings, individuals or groups wishing to address the Board of Education will be provided with a forum in which to do so with the following guidelines:

- a) Prior to the public comment segment of a regularly scheduled Board of Education meeting, the President will outline ground rules.
- b) A sign-up book procedure will be used for public comment at regularly scheduled Board of Education meetings.
- c) A maximum of three minutes, if required, will be allowed for each person to be heard.
- d) ~~A maximum of three minutes, if required, will be allowed for an answer or response to a question posed by an individual or group.~~
- de) The President will designate a trustee to monitor time allocations for questions and responses and to notify the Board when such time has elapsed.
- ef) Public comment shall not be used for politicking or slander.

**SUBJECT: PROTECTION OF PUPIL PRIVACY**

The Board recognizes its responsibility under the Federal Protection of Pupil Privacy Rights Act (PPRA) to enact policies that protect student privacy, in accordance with law. This is particularly relevant in the context of the administration of surveys that collect personal information, the disclosure of personal information for marketing purposes and in conducting physical exams.

For purposes of this policy, "parent/guardian" includes a legal guardian or person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

**Surveys**

The Board of Education recognizes that student surveys are a valuable tool in determining student needs for educational services. In accordance with law and Board policy, parent/guardian consent is required before requiring minors to take part in surveys which gather any of the following information:

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

If the District requires students to submit to such a survey, and the survey is part of a program funded by the U.S. Department of Education, students may not participate unless the parent/guardian provides prior written consent (i.e., "opt in"). If such a survey is funded through other sources, or participation in the survey is voluntary, the District will administer the survey but give parents/guardians the opportunity to deny participation by the student (i.e., "opt out"). Prior written consent and the right to inspect surveys transfers to students once they turn 18 years old or are emancipated.

**Marketing**

Under State Education Law §2-d and its implementing regulations (8 NYCRR Part 121), the district is prohibited from disclosing or using "personally identifiable information" for marketing or commercial purposes, or selling that information, or providing it to others for that purpose (see district policies 7370 and 5665, and their accompanying administrative regulations, for more information).

All disclosure or use of student personal information will be protected by the district pursuant to the requirements of the Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), Protection of Pupil Rights Amendment (PPRA), the National School Lunch Act, Children's Online Privacy Protection Act (COPPA), and NY Education Law §2-d.

**SUBJECT: PROTECTION OF PUPIL PRIVACY (continued)*****Inspection of Instructional Material***

Parents/guardians 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." The right to inspect instructional materials transfers to students once they turn 18 years old or are emancipated.

A parent/guardian (or student who is at least 18 years old or is emancipated) who wishes to inspect and review such instructional material must submit a request in writing to the Building Principal. Upon receipt of such request, the district will provide access to such material to within 30 calendar days after the request has been received.

***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 and scheduled by the school in advance, which are not necessary to protect the immediate health or safety of the student or other students, a student's parent/guardian will be notified and given an opportunity to opt their child out of the exam.

"Invasive physical examination" is defined in federal law as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body. Hearing, vision and scoliosis screenings are not included in this definition and are not subject to prior notification, nor are any physical examinations that are permitted or required by state law, including those which are permitted without parent/guardian notification.

***Notification***

The district will notify parents/guardians and students who are at least 18 years old or who are emancipated at least annually, at the beginning of the school year, and when enrolling students for the first time in district schools, of their rights under this policy. The school district will also notify parents/guardians within a reasonable period of time after any substantive change to this policy.

***Cross-ref:***

7370, Student Records Access

5665, Privacy and Security for Student Data and Teacher and Principal Data

***Ref:*** 20 USC §1232h (Protection of Pupil Rights Amendment, as amended)

34 CFR Part 98

Education Law §§2-d; 903

8 NYCRR §136.3(b); Part 121