

Agenda

Glen Cove Board of Education

Wednesday, March 18, 2026 at 7:00 PM

Glen Cove High School

Via Livestream: www.glencoveschools.org

Page

I. Opening Ceremony - 6:00PM

- A) Anticipated Executive Session
- B) Return to Public Session - 7:00PM
- C) Salute to the Flag
- D) Roll Call

II. Approval of Minutes of the Board of Education Meeting

- A) Minutes of March 4, 2026 - Presented by District Clerk
[Regular Meeting - New - Mar 04 2026 - Minutes - Html](#) 

4

III. Committee Reports

- A) Audit Committee
 - 1. Maureen Jimenez
 - 2. Meghan Lavine
 - 3. Brett Miller
- B) Policy Committee
 - 1. Lia Leone
 - 2. Anne Markoulis
 - 3. Maria Venuto
- C) Education Committee
 - 1. Meghan Lavine
 - 2. Lia Leone
 - 3. Maria Venuto
- D) Facilities Report
Theresa Kahan

IV. Student Board Member Report

V. Superintendent Report

- A) Updates

1. Budget Presentation 2026-2027 #4

VI. Public Participation on Agenda Items

This section gives opportunity to residents who wish to raise a question or make a brief statement on agenda items.

VII. Instructional Report

- A) Committee on Special Education - [BOE INSTRUCTIONAL REPORT - CSE.pdf](#)  14
- B) Committee on Preschool Special Education - [BOE INSTRUCTIONAL REPORT - CPSE.pdf](#)  41

VIII. Business Affairs

- A) Finance - No Reports
- B) Business Affairs - Operations 45
 - 1. Contract - BOCES Summer School - [\(1\)BOE BUSINESS AFFAIRS - OPERATIONS - Contract BOCES.pdf](#) 
 - 2. Approval of Field Trip - [\(2\)BOE BUSINESS AFFAIRS - OPERATIONS - Field Trip - Puerto Rican Hispanic Youth Institute.pdf](#) 
 - 3. Budget Transfer - [\(3\)BOE BUSINESS AFFAIRS- OPERATIONS BUDGET TRANSFERS 2025-2026.pdf](#) 
 - 4. Donation - Digital Picture Frame - [\(4\)BOE BUSINESS AFFAIRS - OPERATIONS - Donation -Digital Picture Frame.pdf](#) 
 - 5. Cooperative Bid Award - [\(5\)BOE BUSINESS AFFAIRS - OPERATIONS - Cooperative Bid Award.pdf](#) 
 - 6. Donation - Landing PTA - [\(6\)BOE BUSINESS AFFAIRS - OPERATIONS - Donation -Landing School PTA.pdf](#) 

IX. Personnel

- A) Certified - [3-18-26 BOE CERTIFIED PERSONNEL AGENDA.pdf](#)  83
 - 1. Appointment of AP Review Class Teachers
 - 2. Additional Hours for Credit Recovery Teacher
 - 3. Appointment of Spring Coach
 - 4. Requests for Leave of Absence
 - 5. Resignations
- B) Classified - [3-18-26 BOE CLASSIFIED PERSONNEL AGENDA.pdf](#)  87
 - 1. Appointment of School Monitors
 - 2. Appointment of Emergency Medical Technicians- Spring 2026
 - 3. Request for Leave of Absence
 - 4. Resignations

X. Unfinished Business 90

- 1. Policy # 5500 (Update) Second Reading and Adoption - [GC Policy 5500 \(Update\).pdf](#) 
- 2. Policy # 5500 E.1 (Update) Second Reading and Adoption - [GC Update 5500-E.1 \(Update\).pdf](#) 
- 3. Policy # 5500 E.2 (Update) Second Reading and Adoption - [GC Policy 5500 E-2](#)

[\(Update\).pdf](#) 

4. **Policy # 4710 (Update) Second Reading and Adoption - [GC Policy 4710 Update.pdf](#)** 

XI. New Business

XII. Board Comments

XIII. Public Participation

This section gives opportunity to residents who wish to raise a question or make a brief statement on matters including, but limited to, agenda items.

XIV. Adjournment

XV. Executive Session (if necessary)

Draft



Regular Meeting – Board of Education – March 18, 2026

VII. Instructional Report

A. Committee on Special Education

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education approves the recommendations of the Committee on Special Education for Initial Placement Programs/Services for cases listed as per the attached from meetings and approves the authorization of funds to implement the special education programs and services.

Draft





Regular Meeting – Board of Education – March 18, 2026

VII. Instructional Report

B. Committee on Preschool Special Education

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education approves the recommendations of the Committee on Preschool Special Education for Initial Placement Programs/Services for cases listed as per the attached from meetings.

Draft





Regular Meeting – Board of Education – March 18, 2026

VIII. **Business Affairs**

B. Operations

1. Contract – BOCES Summer School

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education approves the Regional Summer School Program Agreement between Glen Cove City School District and Nassau BOCES for July/August 2026 as outlined on the attached contract and authorizes the President to sign such contact upon approval.

Draft





Regular Meeting – Board of Education – March 18, 2026

VIII. Business Affairs

B. Operations

2. Approval of Field Trip – Puerto Rican Hispanic Youth Leadership Institute

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education approves the LI Bern sponsored trip to the Puerto Rican Hispanic Youth Leadership Institute in Albany, New York on April 18, 2026 through April 20, 2026.

Draft



**Regular Meeting – Board of Education – March 18, 2026****VIII. Business Affairs****B. Operations****3. Budget Transfer**

RESOLVED, on the recommendation of the Superintendent of Schools, the Board approves the attached **2025-2026** budget transfer.

BUDGET TRANSFER(S)			
Account Code	Account Name	Transfer In	Transfer Out
A 2250 471	Special Ed Contractual Srvs RS	\$325,000.00	
A 2250 470	Tuition Special Ed Schools		325,0000.00
Total		\$325,000.00	\$325,000.00
Transfer funds to cover related services costs through end of year			





Regular Meeting – Board of Education – March 18, 2026

VIII. **Business Affairs**

B. Operations

4. Donation – Digital Picture Frame

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education accepts, with gratitude, a donation from Robert Wilson of a 32 inch digital picture frame worth approximately \$411.00 to the Glen Cove School District's Gribbin School as outlined on the attached.

Draft





Regular Meeting – Board of Education – March 18, 2026

VIII. Business Affairs

B. Operations

5. Cooperative Bid Award

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education award the Nassau County School Buildings Association 2026-2027 Cooperative Bid for Playground Installation, Repair and Inspection, opened on Monday March 2, 2026 to the following contractors:

1. Playground Purchase and Installation

- A) Big Toy: NZL Equipment, Inc. DBA NextStep Recreational
- B) Burke: American Recreational Products
- C) Gametime: NZL Equipment, Inc. DBA NextStep Recreational
- D) Landscape: Young Equipment Solution-Bidding Miracle Req Equipment
- E) Playcraft Systems: No Bid
- F) Play & Park Structures: NZL Equipment, Inc. DBA NextStep Recreational
- G) Ultra-Site: Young Equipment Solution

2. Playground Site Preparation
Young Equipment Solution

3. Playground Removal & Disposal

- A) Pea Gravel (Carting on site and Removal)Young Equipment
(Off Site) NZL Equipment, Inc. DBA NextStep Recreational
Stockpile w/ and without Installation-Young Equipment
- B) Wood Fiber: (On site)- Young Equipment, Inc.
(Off site)- NZL Equipment, Inc. DBA NextStep Recreational
- C) Woodfiber Mixed Material
American Recreation
- D) Structures: Playground Medic

4. Playground Repair
Playground Medic

5. Playground Inspections
NZL Equipment, Inc. DBA NextStep Recreational

6. Playground Safety Surfaces –Material and Install

- A) Engineered Wood Fiber: Playground Medic
- B) Blown-in EWF: Young Equipment Solution

7. Rubber Tiles

- A) Burke- Material catalog price-Installation and labor
American Recreation
- B) Play & Park Structures- Material catalog price-Installation and labor
NZL Equipment, Inc. DBA NextStep Recreational



- C) Playcraft Systems- Material catalog price-installation and labor
Young Equipment Solution

8. Synthetic Turf – Material and Install

- A) Burke: American Recreational Products
- B) Play & Park Structures: NZL Equipment, Inc. DBA NextStep Recreational
- C) Playground Craft- NZL Equipment, Inc. DBA NextStep Recreational bidding Turf Tek

9. Poured In Place Rubber Material & Install

- A) 2" Thick-2 ½ Thick -3" thick Black-Color-Standard
Young Equipment Inc.

**10. Poured In Place Rubber-Service call-Material & Labor
Playground Medic**

**11. Synthetic Turf Repairs: Service call-Material & Labor
Playground Medic**

12. Playground Safety Surfaces-Materials Only

- A) Rubber Tile: Young Equipment Solution bidding Play & Park
- B) Engineered Wood Fiber: Playground Medic
- C) Wear Mats:
 - 1" thick: NZL Equipment, Inc. DBA NextStep Recreational
 - 1 ½" thick: NZL Equipment, Inc. DBA NextStep Recreational
 - 2 "thick: Playground Medic



Regular Meeting – Board of Education – March 18, 2026

VIII. **Business Affairs**

B. Operations

6. Donation – Landing School PTA

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education accepts, with gratitude, a donation from the Landing School PTA a monetary donation of \$759.00 to the Glen Cove City School District to be used towards the busing for the Landing School 5th grade moving up trip to the YMCA as outlined on the attached.

Draft



Book Policy Manual
Section 5000 Students
Title STUDENT RECORDS
Code 5500
Status Active
Adopted July 6, 2022

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights will be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule LGS-1 as adopted by the Board in policy 1120.

The District will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, pursuant to Chapter 56 of the Laws of 2014, the district will execute agreements with third-party contractors who collect, process, store, organize, manage or analyze student personally identifiable information (PII) to ensure that the contractors comply with the law in using appropriate means to safeguard the data.

The Superintendent of Schools is responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

Definitions

Authorized Representative: an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Education Record: means those records, in any format, directly related to the student and maintained by the district or by a party acting on behalf of the district, except:

- a. records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute (e.g. memory joggers);
- b. records of the district's law enforcement unit;
- c. grades on peer-graded papers before they are collected and recorded by a teacher.

Eligible student: a student who has reached the age of 18 or is attending postsecondary school.

Legitimate educational interest: a school official has a legitimate educational interest if they need to review a student's record in order to fulfill their professional responsibilities.

Personally identifiable information (PII): as it pertains to students, is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parents' name and/or address, a biometric record, etc. This term is fully defined in federal regulations at 34 CFR 99.3.

School official: a person who has a legitimate education interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing their tasks.

The district prohibits volunteers from accessing student information. The district expects that if volunteers discover any information about students in the course of their volunteer duties, they will not redisclose such information to anyone other than a school official with a legitimate educational interest.

Third party contractor: is any person or entity, other than an educational agency (which includes schools, school districts, BOCES, or the State Education Department), that receives student or teacher/principal PII from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of such educational agency, or audit or evaluation of publicly funded programs. This includes educational partnership organizations that receive student or teacher/principal PII from a school district to carry out responsibilities under Education Law §211-e (for persistently lowest-achieving schools or schools under registration review) and is not an educational agency. This also includes not-for-profit corporations or other nonprofit organizations, other than an educational agency.

Annual Notification

At the beginning of each school year, the district will publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and New York State Law and the procedures for exercising those rights. A 'Parents' Bill of Rights for Data Privacy and Security' will be posted on the district website and included in any agreements with third-party contractors. (see 8635-E) The notice and 'Bill of Rights' may be published in a newspaper, handbook or other school bulletin or publication. The notice and 'Bill of Rights' will also be provided to parents, guardians, and students who enroll during the school year.

The notice and Parents' Bill of Rights will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations; and/or file a complaint regarding a possible data breach by a third party contractor with the district and/or the New York State Education Department's Chief Privacy Officer for failure to comply with state law.

The annual notice and Parents' Bill of Rights will inform parents/guardians and students:

1. that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests. The notice will define 'school official' and 'legitimate educational interest.'
2. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance purposes.
4. that the district, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent. The district will not sell directory information.
5. that, upon request, the district will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.
6. of the procedure for exercising the right to inspect, review and request amendment of student records.
7. that the district will provide information as a supplement to the 'Parents' Bill of Rights' about third parties with which the district contracts that use or have access to personally identifiable student data.

The district may also release student education records, or the personally identifiable information contained within, without consent, where permitted under federal law and regulation. For a complete list of exceptions to FERPA's prior consent requirements see accompanying regulation 5500-R, Section 5.

The district will effectively notify parents, guardians and students who have a primary or home language other than English.

In the absence of the parent or secondary school student exercising their right to opt out of the release of information to the military, the district is required to, under federal law, release the information indicated in number five (5) above.

Directory Information

The district has the option under FERPA of designating certain categories of student information as "directory information." The Board directs that "directory information" include a student's:

- Name
- ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems (only if the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity),
- Address (except information about a homeless student's living situation, as described below)
- Telephone number
- Date of birth
- Major course of study
- Participation in school activities or sports
- Weight and height if a member of an athletic team
- Dates of attendance,
- Degrees and awards received
- Most recent school attended

 Members-only attachment

- Grade level
- Photograph
- E-mail address
- Enrollment status

The use and disclosure of student directory information that is also personally identifiable information (PII) must benefit students and the district. Such uses and disclosures must either improve academic achievement, empower parents and students with information, and/or advance efficient and effective school operations.

Information about a homeless student's living situation will be treated as a student educational record, and will not be deemed directory information. A parent/guardian or eligible student may elect, but cannot be compelled, to consent to release of a student's address information in the same way they would for other student education records. The district's McKinney-Vento liaison will take reasonable measures to provide homeless students with information on educational, employment, or other postsecondary opportunities and other beneficial activities.

Social security numbers or other personally identifiable information will not be considered directory information.

Students who opt out of having directory information shared are still required to disclose their student ID cards.

Once the proper FERPA notification is given by the district, a parent/guardian or student will have 14 days to notify the district of any objections they have to any of the "directory information" designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or student for the release. Once the student or parent/guardian provides the "opt-out," it will remain in effect after the student is no longer enrolled in the school district.

The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

Cross-ref:

1120, School District Records
4321, Programs for Students with Disabilities Under IDEA and Part 89
4532, School Volunteers
5550, Student Privacy
5151, Homeless Children
8635, Information and Data Security, Breach and Notification

Ref:

Family Educational Rights and Privacy Act, as amended, 20 USC 1232g; 34 CFR Part 99
No Child Left Behind Act, 20 USC §7908 (Military Recruiter Access)
10 USC §503 as amended by §544 of the National Defense Reauthorization Act for FY 2002
Education Law §§ 2-a; 2-b; 2-c; 2-d; 225
Public Officers Law §87(2)(a)
Arts and Cultural Affairs Law, Article 57-A (Local Government Records Law)
8 NYCRR Part 121 (Data Privacy)
8 NYCRR §185.15 (Appendix L) Retention and Disposition Schedule LGS-1 for New York Local Government Records
"Guidance for Reasonable Methods and Written
Agreements," http://www2.ed.gov/policy/gen/guid/fpco/pdf/reasonablemtd_agreement.pdf
Parents' Bill of Rights for Data Privacy and Security, July 29, 2014: <http://www.p12.nysed.gov/docs/parents-bill-of-rights.pdf>
Family Policy Compliance Office/Student Privacy Policy Office website: <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Adoption date: July 6, 2022

 Members-only attachment

Book Policy Manual
Section 5000 Students
Title FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE REGARDING ACCESS TO STUDENT RECORDS AND STUDENT INFORMATION
Code 5500-E.1
Status Active
Adopted July 6, 2022

Dear Parent or Eligible Student:

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as "directory information." Directory information includes a student's name, ID number (including user ID or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems, but only if the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity), address, telephone number, date of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, grade level, photograph, e-mail address, and enrollment status.

You may object to the release of any or all of this "directory information." However, you must do so in writing within 10 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent. For your convenience, you may note your objections to the release of directory information on the enclosed form and return it to the Building Principal.

Sincerely,

{Insert Building Principal's Name Here}

Adoption date: July 6, 2022

 Members-only attachment

Book Policy Manual
Section 5000 Students
Title STUDENT RECORDS EXHIBIT - DIRECTORY INFORMATION
Code 5500-E.2
Status Active
Adopted July 6, 2022

Dear Parent or Eligible Student:

The school district has designated certain categories of student information as "directory information." Directory information includes a student's name, ID number (including user ID or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems, but only if the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity), address, telephone number, date of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, grade level, photograph, e-mail address, and enrollment status.

If you object to the release of any or all of the directory information listed above, you must do so in writing within 10 business days of receiving this notice. For your convenience, you may note your objections to the release of directory information on this form and return it to the Building Principal.

Please do not release directory information without my prior consent.

(Parent/Guardian or Eligible Student Signature)

(Date)

Adoption date: July 6, 2022

Book	Policy Manual
Section	4000 Instruction
Title	GRADING SYSTEMS
Code	4710
Status	Active
Adopted	July 6, 2022

Grading is considered a positive tool to indicate achievement and development in each class or subject in which a student is enrolled. The Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades.

The district shall use a uniform grading system. Classroom teachers shall evaluate students and assign grades according to the established system.

Grading shall be based upon student improvement, engagement, and mastery in classroom discussions and activities. Parent(s) / Guardian(s) will receive report cards to inform them of their child's progress at least three (3) times a year in Pre-Kindergarten through fifth grade. There will be four (4) report cards a year in the sixth grade through twelfth grade. Grading shall not be used for disciplinary purposes,

All students are expected to complete the assigned class work and homework as directed. Students are also expected to engage meaningfully in class discussions and activities in order to receive course credit. If work is missed due to absence, the student is expected to make up the work. The student and/or the student's parent(s) or guardian(s) should discuss with the student's teacher an appropriate means of making up the missed work. Every effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class.

Processing and Changing Student Grades

Grades are expected to be submitted in a timely fashion to be reported to parents throughout each grading period. The Principal will determine the date for the submission of grades and the point at which the grading system will be closed and locked. Any submissions after that date must be accompanied by a written request. Grading systems will only be unlocked for enough time to allow the modification. Any extension to the date the system will be locked must be approved by the Building Principal.

While the professional judgment of the teacher shall be respected it is understood that occasionally there may need to be an adjustment in grades after the term. Examples include, but are not limited to, reflecting additional assignments, correcting mistakes, or to accommodate student illnesses. Once a grade is assigned to a student by a teacher and grades close, the grade may only be changed by a Building Principal, a district administrator, or designee after consultation with the teacher about the reason for such change, or upon request of the teacher. Should an administrator enforce a grade change they shall notify the Superintendent of Schools. All grade changes require supporting documentation, to be maintained in the system and in the student's record, including the name and title of the person making the request, the date of the request, and the specific reason(s) for the change.

The district's student management system will serve as a historic and official representation of the grades and credits earned. Grade changes and documentation will be filed in the student's permanent record folder.

All re-opening of the grading system and grade changes will be documented in the Principal's office and reviewed annually by the Superintendent of Schools or designee to ensure the process is followed and that there is no unusual or inappropriate activity.

There will be a limited number of personnel other than teachers who have access or permissions to enter or change grades in the system. This list includes a Building principal, a district administrator or designee.

The Assistant Superintendent for Curriculum and Instruction will develop regulations and procedures for adding users, establishing user's access rights (include if applicable: override abilities); deactivating or modifying user accounts, granting user permissions, and monitoring user access to and activity within the system. Access and permission will be reviewed annually to ensure that appropriate individual users have the correct permissions to perform the tasks required of them. Access and permissions will be compatible with roles or job duties. The access and permissions of people no longer employed by the district, or no longer in positions requiring access and permissions, will be removed, modified or deactivated immediately.

Cross-ref:
5100, Attendance

Ref:
Education Law §§3202; 3205 et seq.
Matter of Nathaniel D., 32 EDR 67 (1992)
Matter of Hegarty, 31 EDR 232 (1992)
Matter of Shepard, 31 EDR 315 (1992)
Matter of Handicapped Child, 32 EDR 83 (1992)
Matter of Ackert, 30 EDR 31 (1990)
Matter of Augustine, 30 EDR 13 (1990)
Matter of Boylan, 24 EDR 421 (1985)
Matter of Burns, 29 EDR 103 (1989)
Matter of Chipman, 10 EDR 224 (1971)
Matter of Dickershaide, 26 EDR 112 (1986)
Matter of Fitchett-Delk, 25 EDR 178 (1985)
Matter of Gibbons, 22 EDR 134 (1982)
Matter of LaViolette, 24 EDR 37 (1984)
Matter of MacWhinnie, 20 EDR 145 (1980)
Matter of McClurkin, 28 EDR 136 (1988)
Matter of Reid, 65 Misc 2d 718 (1971)
Matter of Rivers, 27 EDR 73 (1987)
Matter of Shamon, 22 EDR 428 (1983)

Adoption date: July 6, 2022