

WHITESBORO CENTRAL SCHOOL DISTRICT

Board of Education Meeting #5
Whitesboro Administration Bldg.
65 Oriskany Blvd

September 15, 2026
7:00 PM

Our Mission

To inspire, cultivate, and empower all learners to maximize their potential

1. **Call to Order**
2. **Quorum Check**
3. **Pledge of Allegiance**
4. **Public Comment**
5. **President's Report**
 - A. SBI Executive & General Membership Mtg. September 17, 6:00PM
 - B. BOE Goal #1
 - C. NYSSBA Propositions
 - D. Other
 - E. Standing Committee Reports
6. **Consent Agenda**
 - A. Personnel – Instructional
 - B. Personnel – School Related
 - C. Acceptance of Committee on Special Education recommendation on students identified by number on the enclosed information
 - D. Financial Reports – Treasurer's Report – July 2026
 - E. Approval of Minutes -August 18, 2026
7. **Superintendent's Report and Presentations**
 - A. Opening of School
 - B. Universal Pre-K – J. Egresits
 - C. Emergency Response Student Trainings
 - D. Other
8. **Old Business**

A. Policy Manual Revision - Second Reading - 5603

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the second reading of the proposed manual revision, Protection of Student, Teacher, and Principal Personal Information (Data Security and Privacy) (5603), as per the supplemental file, be approved.

9. **New Business**

A. Approval of SEQRA Resolution Transportation Garage Reconstruction-Emergency Project

WHEREAS, the Board has received and reviewed the Scope of the Proposed Project prepared and submitted in connection with the Project, and has further received and considered the Architects and advice of its Engineers with regard to the environmental impact of the Project; now therefore

BE IT RESOLVED, by the Board of Education of the Whitesboro Central School District as follows:

1. The Board hereby determines in accordance with Article 8 (State Environmental Quality Review Act - SEQRA) of the Environmental Conservation Law that the Project is a Type II action which will not have a significant impact on the environment and is not subject to review under SEQRA.

2. The Project is hereby approved and the Superintendent of Schools and all officers and employees of the District are authorized and directed to perform all actions and execute all documents necessary or appropriate to obtain the necessary funding, complete the Project and to carry out the intent of this resolution.

3. This resolution is effective immediately.

B. Policy Manual Addition - First Reading -7108

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the first reading of the proposed manual addition, (7108) District/BOCES Protocols For Diapering And Toileting, as per the supplemental file, be approved.

C. Policy Manual Revision - First and Only Reading -1102 & 6201

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the first and only reading of the proposed manual revisions,

- 1102 Code of Conduct (Page 30)
- 6201 Physical Examinations

as per the supplemental file, be approved.

D. Policy Manual Addition - First and Only Reading -7008

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the first and only reading of the proposed manual addition, (7008) IMPLEMENTATION OF NYS EDUCATION LAW § 3201-b, as per the supplemental file, be approved.

E. Snow-Plow Bid Renewal 2026-2027

Be It Resolved, that on the recommendation of the Superintendent of Schools, the agreement between Adirondack Landscaping and Whitesboro Central School District, for the snow plowing contract for the Transportation Garage and High School contingent upon the submission of meeting insurance requirements for the 2026-2027 school year, as per the supplemental file, be approved.

F. Proposal for One New Club at the High School

Be it resolved, that upon the recommendation of the Superintendent of Schools, and the Extra Pay Duty Committee, the following proposal and stipend be included in the WTA contract,

The Extra Pay Duty Committee supports the recommended proposal and stipend for the Mock Trial Club, Stipend: \$2,060 and requests to make it an official club, be approved and become effective for the 2026-2027 school year.

G. Request for Unpaid Leave

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the request for unpaid leave for employee # 03889 Teacher Aide, for October 14, 16, 20, 21, 2026 and February 23, 24, 26, 2027, as per the supplemental file, be approved.

H. School Special Patrol Officer Initiative Agreement

Be It Resolved, that on the recommendation of the Superintendent of Schools, the agreement between the Oneida County Sheriff's Office and the District School Special Patrol Officers from September 1, 2026, - August 31, 2028, as per the supplemental file, be approved.

I. WAO Memorandum of Agreement – Director of Physical Education

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the agreement between the Superintendent of Schools, Whitesboro Central School District and the Whitesboro Administrators Organization, as per the supplemental file, be approved.

10. Discussion
11. Public Comment
12. Executive Session
13. Adjournment

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

I. Statement of Policy

In order to conduct a successful education program, the Whitesboro Central School District (the District) receives, creates, stores, and transfers information about students, teachers, and principals that is protected by state and federal law. The District takes active steps to protect the confidentiality of protected information in compliance with all applicable state and federal laws. The District expects all District-officers, employees, and partners to maintain the confidentiality of protected information in accordance with state and federal law and all applicable Board of Education (the Board) Policies.

This Policy shall be published on the District website.

II. Scope of Policy

A. Protected Information

1. The term Protected Information used in this Policy includes both, Protected Student Information, and Protected Teacher and Principal Information that is recorded in any form, including paper or digital, and text or image or sound.
2. The term Protected Student Information means personally identifiable information as defined in the federal regulations implementing the Family Educational Rights and Privacy Act (FERPA), found at 34 C.F.R. Section 99.3.
3. The term Protected Teacher and Principal Information means personally identifiable information about an individual's Annual Professional Performance Review (APPR) rating, as described in Education Law Section 3012-c(10).

B. Affected Persons and Entities

1. The term Student includes any person attending school in an educational agency, or seeking to become enrolled in an educational agency.
2. The term Parent includes the parent, legal guardian, or person in parental relation to a Student.

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3. The term Data Subject includes any Student and the Parent of the Student, and any teacher or principal who is identified in II. A., Protected Information held by the District.
4. As used in this Policy, the term Third Party means any person or organization that (a) is not employed by this District and is not an Educational Agency and (b) receives Protected Information from this District. The term Third Party includes for-profit organizations, not-for-profit organizations, higher education institutions, and governmental agencies that are not Educational Agencies (such as law enforcement agencies).
5. As used in this Policy, the term Educational Agency includes public school districts, boards of cooperative educational services, charter schools, the State Education Department, certain pre-k programs, and special schools described in Section 2-d of the Education Law; higher education institutions are not Educational Agencies for purposes of this Policy.

C. Other Important Definitions

1. The term Breach means the unauthorized acquisition of, access to, use of, or disclosure of Protected Information by or to a person who is not authorized to acquire, access, use, or receive that Protected Information.
2. A Disclosure of Protected Information occurs when that information is released, transferred, or otherwise communicated to an unauthorized party by any means, including oral, written, or electronic; a disclosure occurs whether the exposure of the information was intentional or unintentional. A Disclosure is Unauthorized if it is not permitted by state or federal law or regulation, or by any lawful contract, or not made in response to a lawful order of a court or tribunal.
3. The term Commercial or Marketing Purpose means (a) the sale of Protected Student Information, (b) the use or disclosure of Protected Student Information by any party (including the District) for purposes of receiving remuneration, either directly or indirectly, (c) the use of Protected Student Information for advertising purposes, (d) the use of Protected Student Information to develop or improve a Third Party product or service, or (e) the use of Protected Student Information to market products or services to students.

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D. Implementation with Other Policies and Laws

The District has adopted other Policies and practices to comply with state and federal laws such as FERPA, Individuals with Disabilities Education Act (IDEA), and the National School Lunch Act. This Policy will be implemented to supplement, and not replace, the protections provided by those laws, as recognized in District Policies and practices.

III. General Principles for Use and Security of Protected Information

A. Intentional Use of Protected Information

1. All District staff and officers are expected to receive, create, store, and transfer the minimum amount of Protected Information necessary for the District to implement its education program and to conduct operations efficiently. In particular, the number of email documents containing Protected Information should be minimized.
2. Protected Student Information will only be disclosed to other District staff or Third Parties when that person or entity can properly be classified as a school official with a legitimate educational interest in that Protected Information, meaning that the person or entity requires that information to perform their job or fulfill obligations under a contract with the District.
3. Protected Information shall not be disclosed in public reports or other public documents.
4. Before Protected Student Information is disclosed to a Third Party, there shall be a determination that the disclosure of the Protected Information to that Third Party will benefit the student(s) whose information is being disclosed and the District.
5. Except as required by law or in the case of educational enrollment data, the District shall not report to the State Education Department student juvenile delinquency records, student criminal records, student medical and health records, or student biometric information.

B. Commercial and Marketing Use of Protected Information Prohibited

The District shall not sell protected information or use or disclose protected information for the purpose of receiving remuneration either directly or indirectly.

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The District shall not facilitate the use of Protected Information by another party for that party's commercial or marketing purpose.

IV. Data Protection Officer

A. Board Designation

Upon the recommendation of the Superintendent, the Board will designate a Data Protection Officer. The designation shall be made by formal action at a Board meeting.

B. Responsibilities of Data Protection Officer

1. The Data Protection Officer shall be responsible for the implementation of this Policy, under the supervision of the Superintendent and consistent with other Board Policies.
2. The Data Protection Officer shall serve as the initial point of contact for data security and privacy matters affecting the District, including communications with the Chief Privacy Officer of the State Education Department.
3. In addition to specific responsibilities identified in this Policy, the Data Protection Officer shall oversee the District's assessment of its risk profile and assist the Superintendent in identifying appropriate steps to decrease the risk of Breach or Unauthorized Disclosure of Protected Information, in alignment with the National Institute of Standards and Technology (NIST) Cybersecurity Framework.

V. Actions to Reduce Cybersecurity Risk

A. NIST Cybersecurity Framework

1. The District shall plan, install, maintain, operate, and upgrade its digital information network systems, infrastructure, and practices in alignment with the NIST Cybersecurity Framework, version ~~1.0~~ 2.0, or any future cybersecurity standard adopted by the NYS Education Department, with the goal of steadily reducing the risk of unauthorized disclosure of, or access to, the Protected Information stored on and transmitted through the network.
2. In accordance with the approach of the NIST Cybersecurity Framework, the Superintendent shall direct appropriate District personnel, including

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the Data Protection Officer, to continually assess the current cybersecurity risk level of the District, identify and prioritize appropriate “next steps” for the District to take to reduce cybersecurity risk, and implement actions to reduce that risk, consistent with available fiscal and personnel resources of the District.

3. Decisions regarding procurement and implementation of hardware and software, and decisions regarding the collection and use of Protected Information, shall take into consideration the anticipated benefit to the education program or operations of the District, and the potential increase or decrease in the risk that Protected Information will be exposed to unauthorized disclosure.

B. Setting Expectations for Officers and Employees

1. Notice of this Policy shall be given to all officers and employees of the District.
2. Officers and employees of the District shall receive annual cybersecurity training designed to help them identify and reduce the risk of unauthorized disclosures of Protected Information. ~~Each employee shall receive such training at least annually.~~ This training shall include information about the state and federal laws that govern Protected Information and how to comply with those laws and meet District expectations for use and management of Protected Information.

VI. Parents Bill of Rights for Data Privacy and Security

A. Content of the Parents Bill of Rights for Data Privacy and Security

The District publishes on its website and will maintain a Parents Bill of Rights for Data Privacy and Security that includes all elements required by the Commissioner’s Regulations, including supplemental information about data-sharing agreements as described in Part B below.

B. Public Access to the Parents Bill of Rights for Data Privacy and Security.

The Parents Bill of Rights for Data Privacy and Security shall be posted on the District-website. The website copy of the Parents Bill of Rights for Data Privacy and Security shall include links to the following supplemental information about each contract between the District and a Third Party that receives Protected Information:

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1. The exclusive purpose(s) for which the District is sharing the Protected Information with the Third Party;
2. How the Third Party will ensure that any other entities with which it shares the Protected Information, if any, will comply with the data protection and security provisions of law and the contract;
3. When the agreement expires and what happens to the Protected Information when the agreement expires;
4. That a Data Subject may challenge the accuracy of the Protected Information through the process for amending education records under the Education Records Policy of the District (Protected Student Information) or the appeal process under the APPR Plan of the District (Protected Teacher and Principal Information);
5. Where the Protected Information will be stored (described in a way that protects data security); and
6. The security protections that will be taken by the Third Party to ensure that the Protected Information will be protected, including whether the data will be encrypted.

VII. Standards for Sharing Protected Information with Third Parties

A. Written Agreement For Sharing Protected Information With a Third Party Required

1. Protected Information shall not be shared with a Third Party without a written agreement that complies with this Policy and Section 2-d of the Education Law.
2. Disclosing Protected Information to other educational agencies does not require a specific written agreement, because educational agencies are not Third Parties. However, any such sharing must comply with FERPA and Board Policy.
3. When the District uses a cooperative educational services agreement (CoSer) with a BOCES (the CoSer BOCES) to access an educational technology platform that will result in Protected Information from this District being received by a Third Party, this District will confirm that the

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product is covered by a contract between the CoSer BOCES and the Third Party that complies with Education Law Section 2-d. This District will confirm with the CoSer BOCES the respective responsibilities of this District and the CoSer BOCES for providing breach notifications and publishing supplemental information about the contract.

B. Review and Approval of Online Products and Services Required

1. District staff do not have authority to bind the District to the Terms of Use connected to the use of online software products, regardless of whether there is a price attached to the use of the online product. Any staff member considering the use of an online product to perform the duties of their position should carefully read the online Terms of Service to determine whether accepting those terms will be considered binding on the District by the vendor.
2. If the use of an online product will result in the vendor receiving Protected Information, then the vendor is a Third Party and any agreement to use the online product must meet the requirements of this Policy and Education Law Section 2-d. Therefore, no staff member may use an online product that shares Protected Information until use of that product has been reviewed and approved by the Data Protection Officer.
3. The Superintendent, in consultation with the Data Protection Officer, shall establish a process for the review and approval of online technology products proposed for use by instructional or non-instructional staff.

C. Minimum Required Content for Third Party Contracts

1. Protected Information may not be shared with a Third Party unless there is a written, properly authorized contract or other data-sharing agreement that obligates the Third Party to:
 - a. maintain the confidentiality of the Protected Information in accordance with all applicable state and federal laws;
 - b. maintain the confidentiality of the Protected Information in accordance with this Policy;
 - c. use the shared Protected Information only for the purpose(s) specifically described in the contract, and to not use the Protected Information for any Commercial or Marketing Purpose;

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- d. limit access to Protected Information to only those officers and employees who need access in order to perform their duties in fulfilling the contract on behalf of the Third Party;
- e. ensure that no officer or employee of the Third Party will be given access to Protected Information until they have received training in the confidentiality requirements of state and federal laws and this Policy;
- f. not disclose any Protected Information to any other party who is not an authorized representative of the Third Party using the information to carry out Third Party's obligations under the contract, unless (i) Third Party has the prior written consent of the Data Subject to disclose the information to that party, or (ii) the disclosure is required by statute or court order, and notice of the disclosure is provided to the source of the information no later than the time of disclosure, unless such notice is expressly prohibited by the statute or court order;
- g. maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of Protected Information in its custody;
- h. use encryption technology to protect data while in motion or in its custody from unauthorized disclosure using a technology or methodology specified by the secretary of the U.S. Department of Health and Human Services (HHS) in guidance issued under P.L. 111-5, Section 13402(H)(2);
- i. notify the District of any breach of security resulting in an unauthorized release of Protected Information by the Third Party or its assignees in violation of state or federal law, or in violation of 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; and
- j. where a breach or unauthorized disclosure of Protected Information is attributed to the Third Party, the Third Party shall pay for or promptly reimburse the District for the full cost

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incurred by this District to send notifications required by the Education Law.

2. The contract or other data-sharing agreement with the Third Party must include the Third Party's Data Security and Privacy Plan that is accepted by the District. The Plan must include a signed copy of the District Parents Bill of Rights for Data Privacy and Security, and shall:
 - a. warrant that the Third Party's practices for cybersecurity align with the NIST Cybersecurity Framework ~~1.0-2.0~~, or any future cybersecurity standard adopted by the NYS Education Department;
 - b. equal industry best practices including, but not necessarily limited to, disk encryption, file encryption, firewalls, and password protection;
 - c. outline how the Third Party will implement all state, federal, and local data security and privacy contract requirements over the life of the contract, consistent with this Policy;
 - d. specify the administrative, operational and technical safeguards and practices it has in place to protect Protected Information that it will receive under the contract;
 - e. demonstrate that it complies with the requirements of Section 121.3(c) of the Commissioner's Regulations;
 - f. specify how officers or employees of the Third Party and its assignees who have access to Protected Information receive or will receive training on the federal and state laws governing confidentiality of such data prior to receiving access;
 - g. specify if the Third Party will utilize sub-contractors and how it will manage those relationships and contracts to ensure Protected Information is protected;
 - h. specify how the Third Party will manage data security and privacy incidents that implicate Protected Information including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the District; and

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- i. describe whether, how, and when data will be returned to the District, transitioned to a successor contractor, at the District's option and direction, deleted or destroyed by the Third Party when the contract is terminated or expires.
3. The contract or other data-sharing agreement with the Third Party must also include information sufficient for the District to publish the supplemental information about the agreement described in Part VI-B of this Policy.

VIII. District Response to Reported Breaches and Unauthorized Disclosures

A. Local Reports of Possible Breach or Unauthorized Disclosures

1. Data Subjects and other District staff who have information indicating that there has been a Breach or Unauthorized Disclosure of Protected Information may report that information to the Data Protection Officer.
2. The report of suspected Breach or Unauthorized Disclosure must be made in writing. A report received by email will be considered a written report. The report shall provide as much information as is available to the reporting party concerning what Protected Information may have been compromised, when and how the possible Breach or Unauthorized Disclosure was discovered, and how the Data Privacy Officer may contact the reporting party. The Data Protection Officer shall make a form available online and in each school office to be used for reporting a suspected Breach or Unauthorized Disclosure.
3. The Data Protection Officer, or designee, shall take the following steps after receiving a report of a possible Breach or Unauthorized Disclosure of Protected Information:
 - a. promptly acknowledge receipt of the report;
 - b. determine, in consultation with appropriate technical staff, what, if any, technology-based steps should be taken immediately to secure against further compromise of Protected Information;
 - c. conduct a thorough factfinding to determine whether there has been a Breach or Unauthorized Disclosure of Protected Information, and, if so, the scope of the Breach or Unauthorized Disclosure and how it occurred;

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- d. if a Breach or Unauthorized Disclosure of Protected Information is found to have occurred, implement the Cybersecurity Incident Response Plan to correct and ameliorate the Breach or Unauthorized Disclosure and provide appropriate notifications to the SED Chief Privacy Officer and affected Data Subjects; and
 - e. when the factfinding process is complete, provide the reporting party with the findings made at the conclusion of the factfinding process; this should occur no later than sixty (60) days after the receipt of the initial report, and, if additional time is needed, the reporting party shall be given a written explanation within the sixty (60) days that includes the approximate date when the findings will be available.
 - 4. The Data Protection Officer shall maintain a record of each report received of a possible Breach or Unauthorized Disclosure, the steps taken to investigate the report, and the findings resulting from the investigation in accordance with applicable record retention policies, including Records Retention and Disposition Schedule for New York Local Government Records (LGS-1).
 - 5. When this reporting and factfinding process results in confirmation of a Breach or Unauthorized Disclosure of Protected Information, the Data Protection Officer, or designee, shall follow the notification procedures described in Part VIII. B., below.
 - 6. The availability of this process for reporting suspected Breaches or Unauthorized Disclosures of Protected Information shall be communicated to all staff and all student households, in addition to the general posting of this Policy on the District-website.
- B. Notification of Breach or Unauthorized Disclosure of Protected Information
- 1. Third Parties who learn of the Breach or Unauthorized Disclosure of Protected Information received from the District are required by law to notify the District of that occurrence no more than seven (7) days after their discovery of the Breach or Unauthorized Disclosure. When the District receives such a notification, the Data Protection Officer, or designee, shall promptly obtain from the Third Party the following information if it is not already included in the notice:

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- a. a brief description of the Breach or Unauthorized Disclosure;
 - b. the dates of the incident;
 - c. the dates of the discovery by the Third Party;
 - d. the types of Protected Information affected; and
 - e. an estimate of the number of records affected.
2. When the District is notified by a Third Party of a Breach or Unauthorized Disclosure of Protected Information in the custody of the Third Party, the Data Protection Officer shall notify the Chief Privacy Officer of the State Education Department of that information within ten calendar days of receiving it from the Third Party, using the form provided by the Chief Privacy Officer.
3. When the District learns of an Unauthorized Disclosure of Protected Information originating within the District, whether as the result of a report made under this Policy or otherwise, the Data Protection Officer shall notify the Chief Privacy Officer of the State Education Department of that information within ten (10) calendar days of discovering the Unauthorized Disclosure, using the form provided by the Chief Privacy Officer.
4. When the District has received notification from a Third Party of a Breach or Unauthorized Disclosure of Protected Information, or has otherwise confirmed that a Breach or Unauthorized Disclosure of Protected Information has occurred, the District shall notify all affected Data Subjects by first class mail to their last known address, by email, or by telephone, of the Breach or Unauthorized Disclosure. Notifications by email shall be copied into the record of the incident. Logs of telephone notifications shall be maintained with each record signed by the District employee making the contact. Each notification shall include the following information:
 - a. each element of information described in paragraph 1 above,
 - b. a brief description of the District investigation of the incident or plan to investigate; and

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- c. contact information for the Data Protection Officer as a point of contact for any questions the Data Subject may have.
5. The notification of affected Data Subjects shall be made in the most expedient way possible and without unreasonable delay, but no later than sixty (60) calendar days after the discovery of the Breach or Unauthorized Disclosure or the receipt of the notice from the Third Party. If notification within the sixty (60) day period would interfere with an ongoing law enforcement investigation or would risk further disclosure of Protected Information by disclosing an unfixed security vulnerability, notification may be delayed until no later than seven (7) calendar days after the risk of interfering with the investigation ends or the security vulnerability is fixed.
6. Where notification of affected Data Subjects is required because of a Breach or Unauthorized Disclosure attributed to a Third Party, the Data Protection Officer shall prepare and submit to the Third Party a claim for reimbursement, as provided in Section 2-d of the Education Law.
7. Where notification of affected Data Subjects is required because of a Breach or Unauthorized Disclosure of Protected Information under this Policy, the Data Protection Officer shall also determine whether the District is required to provide any notifications pursuant to the Information Security Breach policy.

Whitesboro Central School District

Legal Ref: NYS Education Law Section 2-d; 8 NYCRR Part 121; Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g

Cross Ref: 7500, Education Records; 5304, Information Security Breach; 5300 Internet Safety

Adopted: 03/31/20

Revised: 12/14/21, _____

STUDENTS

Optional Template

DISTRICT/BOCES PROTOCOLS FOR DIAPERING AND TOILETING

I. Statement of Policy

The _____ School District/BOCES (the District/Board of Cooperative Educational Services) is committed to developing a Diapering and Toileting Plan (the Plan) to manage student toileting accidents with sensitivity and without punishment, shaming, or exclusion. These procedures will be designed to ensure student dignity, privacy, and hygiene are maintained while providing necessary support for diapering and toileting.

II. District/BOCES Diapering and Toileting Plan

Key components of the District/BOCES Plan shall include:

- A. Staff roles and responsibilities;
- B. Providing appropriate supervision; and
- C. Procedures to ensure that the Plan is available to parents/persons in parental relations upon request.

III. Training and Development

All relevant school personnel must receive annual training on health and safety procedures. This training must cover:

- A. Keeping these areas safe, sanitary, and hygienic;
- B. How to safely handle blood and other bodily fluids in accordance with the District/BOCES Blood Born Pathogens (BBP) exposure control plan; and
- C. How to assist students with toilet learning and personal care needs.

IV. Maintenance of Facilities and Supplies

- A. Schools must ensure all restrooms and diaper changing areas are consistently maintained, safe, and appropriately equipped, including:
 - 1. The facilities are regularly cleaned and located near a sink with soap, running water, and a hand dryer or paper towels. The sinks must not be used for food preparation.

STUDENTS

Optional TemplateDISTRICT/BOCES PROTOCOLS FOR DIAPERING AND TOILETING

2. A lined, covered container or a plastic bag must be available in the diaper changing area for soiled diapers. Soiled diapers must be moved to an outdoor receptacle or one out of students' reach.
 3. All essential supplies must be readily available at all times. This includes:
 - a. Toilet paper, soap, and hand towels/functional hand dryers.
 - b. Disposable gloves.
 - c. Wipes, plastic bags for soiled clothes, and extra diapers/pull-ups.
 - d. Step stools or potty seats as needed.
 4. Toilet seats and changing tables must be appropriate to the age and size of students.
- B. Restrooms and changing areas must offer privacy and be developmentally appropriate and accessible for all students, including those with disabilities and prekindergarten students. This includes:
1. Toilet learning routines based on individual student needs.
 2. Partnering with families to ensure students have an adequate supply of diapers, pull-ups, and a change of clothes. Soiled clothing must be returned to parents for washing or disposed of properly.
- C. The District/BOCES will provide any necessary equipment as specified in a student's Individualized Education Program (IEP) or Section 504 Plan.
- V. Access to Restroom Facilities
- Students must have access to restroom facilities during instructional and extracurricular time without unreasonable delay.
- VI. Implementation
- The (District) Superintendent or their designee is authorized to develop the Diapering and Toileting Plan, and any regulations or internal procedures necessary to implement the Plan.
- VII. Communication and Non-Discrimination
- A. Information about toileting procedures, expectations, and supports will be made available to families in their preferred language upon request.

Optional Template

DISTRICT/BOCES PROTOCOLS FOR DIAPERING AND TOILETING

- B. The District/BOCES is prohibited from suspending, unenrolling, or excluding a student from the District/BOCES or its programs based on the student's toileting status.

School District/Board of Cooperative Educational Services

Legal Ref: 8 NYCRR 136.10 (**checked 3/2026**)

Adopted: _____

COMMUNITY RELATIONS

Policy is Required.

CODE OF CONDUCT

shall be:

- a. promptly investigated in accordance with the terms of district policy;
- b. forwarded to the school building's Dignity Act Coordinator for monitoring; and
- c. treated as confidential and private to the extent possible within legal constraints.

10. Prevention is the cornerstone of the district's effort to address bullying and harassment. In order to implement this anti-bullying prevention program, the Board will designate, at its annual organizational meeting, individuals at each school to act as the Dignity for All Students Act Coordinator (DASA Coordinator). These individuals shall be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status. Those coordinators are:

Deerfield Elementary School
Kelli McGowan, Principal 315-266-3410

Harts Hill Elementary School
~~Lisa Putnam~~ Luke Manolescu, Principal 315-266-3430

Westmoreland Road Elementary School
~~Andrea Centro~~ Rachel Dichiera, Principal 315-266-3440

Marcy Elementary School
~~Kim Newton~~ Melissa Leone, Principal 315-266-3420

Middle School Campus
~~John Egresits~~ Eric Rothendiener, Principal 315-266-3100

High School
~~Jeffrey Kuhn~~ David Cognetti, Principal 315-266-3200

11. The DASA Coordinators will be responsible for assisting in coordinating and enforcing the requirements of the Dignity for All Students Act and its related policies and regulations at each school building, including but not limited to:

- a. Professional development for staff members;

PERSONNEL

PHYSICAL EXAMINATIONS

I. Instructional Staff

- ~~_____ A. All teachers initially appointed to probationary positions shall obtain a physical examination. Such examination will be conducted at the expense of the Board by the Board's designated doctor. A teacher may elect to use his or her own physician for such required medical examination or test, but in that case the expense of the examination will be borne by the teacher.~~

II. ~~_____~~ Non Instructional Staff

- ~~_____ A. Non Instructional staff initially appointed to positions may be requested to obtain physical examinations at the expense of the District, by the Board's designated doctor.~~
- ~~_____ B. All bus drivers and substitute bus drivers shall have yearly physical examinations. Each bus driver initially employed by the School District shall have a physical examination not more than four (4) weeks prior to the opening of school in September. In no case shall the interval between physical examinations exceed a twelve (12) month period. The results are to be reported on the State required form.~~
- ~~_____ C. The cost of all medical examinations, requested or required of full time non-probationary employees shall be paid by the school district and the district shall provide the forms to be completed by the school approved physician. Only the required examination and tests will be paid by the district. Additional tests done by the physician or requested by the employee will be the responsibility of the employee.~~

III. ~~_____~~ Post Offer Examination

- ~~_____ The examinations required by this policy shall take place after a conditional offer of employment has been made.~~

IV. ~~_____~~ Annual or Frequent Examinations

I. Statement of Policy

- A. Annual or more frequent examinations of any employee may be required, when, in the judgment of the school physician and the Superintendent, such procedure is deemed necessary.
- B. The Board of Education (the Board) of the Whitesboro Central School District (the District) reserves the right to require an additional physical examination(s) at any

POLICY

PERSONNEL

Draft 09/03/26
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PHYSICAL EXAMINATIONS

time during employment in accordance with Education Law 913 in order to determine the physical and mental capacity of an employee to perform ~~his/her~~ their duties.

~~V. Acceptance or Rejection of Examination~~

~~The final acceptance or rejection of a medical report with reference to the health of an employee lies within the discretion of the Board. The decision of the physician designated by the Board as the determining physician shall take precedence over all other medical advice.~~

Whitesboro Central School District

Legal Ref: NYS Education Law Section § 913; 8 NYCRR 156.3; ~~Commissioner's Regulations of Motor Vehicles, Section 5.09-b~~

Adopted: 2005

Revised: 10/06/10, _____

STUDENTS

IMPLEMENTATION OF NYS EDUCATION LAW § 3201-b

I. Statement of Policy

- A. The Whitesboro Central School District (the District) shall maintain a safe environment for all students in accordance with all state and federal laws, including ensuring uninterrupted access to education regardless of actual or perceived immigration status, citizenship, nationality, or country of origin of a student or their parent/person in parental relation.
- B. If necessary, the Superintendent or their designee shall develop additional Regulations or internal procedures to implement this Policy and ensure compliance with the law.

II. Designated District Official

The [Assistant Superintendent for Learning and Accountability](#) is designated to handle requests from immigration authorities related to a student or their parent/person in parental relation (the Designated Official).

III. Access and Custody Protocols to Students and Student Information

A. Access to and Custody of Students

1. District School Personnel, as defined by NYS Education Law 3201-b, will not grant or facilitate access to students or to non-public areas of school property or facilities by any immigration authority unless presented with a valid federal judicial search or arrest warrant signed by a federal U.S. District Court or Magistrate judge.
2. School Personnel are prohibited from assisting immigration authorities in locating, questioning, or detaining a student absent a valid judicial warrant or court order.
3. Any School Personnel who receives a request from an immigration authority to enter school property and/or take custody of a student must immediately inform the Designated Official.
4. The Designated Official will notify the student's parent or person in parental relation unless specifically prohibited to do so. (e.g., by a judicial order).

IMPLEMENTATION OF NYS EDUCATION LAW § 3201-b

5. Upon receipt of the request from the immigration authority, and prior to any response, the Designated Official must seek guidance from the District's legal counsel.
6. The District and legal counsel will determine whether or not the request(s) is accompanied by a valid judicial warrant or court order issued by a federal U.S. District Court. Administrative or civil immigration documents are legally insufficient and not acceptable substitutes to a valid judicial warrant or court order issued by a federal U.S. District Court or federal Magistrate judge.

B. Access to or Sharing of Student Information

1. School Personnel are prohibited from:
 - a. Disclosing to an immigration authority the personally identifiable information (PII) of a student, student's parent or person in parental relationship to such student, including but not limited to name, social security number, physical description, associated addresses, telephone number, financial information, medical information, or place of employment or education.
 - b. Disclosing or threatening to disclose any information or records about the actual or perceived citizenship or immigration status of a student or their parent/person in parental relationship to an immigration authority except to comply with a valid court order or judicial warrant.
2. In the event immigration authorities request student information, School Personnel shall contact the Designated Official immediately.
3. The Designated Official must seek guidance from the District's legal counsel before proceeding. The District and legal counsel will then determine whether or not the request(s) is accompanied by a valid judicial warrant or court order issued by a federal U.S. District Court. Administrative or civil immigration documents are legally insufficient and not an acceptable substitute to a valid judicial warrant or court order issued by a federal U.S. District Court or federal Magistrate judge.
4. The Designated Official will notify parents or guardians (if any) if federal or local law enforcement officials have requested their child's information.

IMPLEMENTATION OF NYS EDUCATION LAW § 3201-b

5. The District and legal counsel will determine whether or not the request(s) is accompanied by a valid judicial warrant or court order issued by a federal U.S. District Court. Administrative or civil immigration documents are legally insufficient and not an acceptable substitute to a valid judicial warrant or court order issued by a federal U.S. District Court or federal Magistrate judge.
6. Following consultation with the District's legal counsel, the Superintendent or their designee will notify the New York State Education Department (NYSED) Privacy Office of receipt of such a request.

IV. Emergency Placement and Pickup Safeguards

- A. In the event that a student's parent or person in parental relation to a student is detained by an immigration authority, and/or fails to pick up a student as scheduled, School Personnel will keep the student safely on school premises until an individual authorized by the parent/person in parental relation, or an individual authorized by law, is able to pick up the student.
- B. The Designated Official shall ensure that the appropriate School Personnel will make reasonable efforts to contact all known individuals authorized to pick up the student, including but not limited to contacting any emergency contacts designated by the parent/personal in parental relation.
- C. No School Personnel will contact the Statewide Central Register for Child Abuse and Maltreatment until such reasonable efforts have been made and documented.

V. Other Prohibited Activities

- A. Access to District Property
 1. School Personnel are prohibited from granting or facilitating access to non-public areas of school property until reviewing such request with the Designated Official or Superintendent.
 2. Access will be granted by the Superintendent or the Designated Official only if a valid federal judicial search or arrest warrant (signed by a federal U.S. District Court or Magistrate judge) is presented.
- B. School Personnel are further prohibited from:
 1. Using school resources for immigration enforcement purposes.

STUDENTS

IMPLEMENTATION OF NYS EDUCATION LAW § 3201-b

2. Inquiring about or collecting information from a student, student's parent, or person in parental relation to such student with respect to such person's citizenship, immigration status, nationality, or country of origin, except:
 - a. To comply with a valid court order or judicial warrant;
 - b. As needed to administer a public program or benefit sought by such person;
 - c. When registering an individual to vote and other election related matters; or
 - d. As otherwise required by law.
3. Designating immigration status, citizenship, nationality, or national origin as directory information under the Family Educational Rights and Privacy Act (FERPA).
4. Employing registration and enrollment requirements or procedures that have the intent or effect of disproportionately delaying or denying the enrollment of non-citizen students.
5. Using an immigration authority as an interpreter or translator for law enforcement matters relating to individuals that schools or school personnel interact with as part of their employment duties.
6. Using an immigration authority as interpreters or translators for any law enforcement matters involving individuals they interact with during the course of their employment duties.

VI. Parental and Community Notification(s)

The Designated Official will notify parents and persons in parental relationship regarding the statutory rights, privacy protections, and safety safeguards afforded to students and families under the law by **providing a written document outlining these rights on the District website under the For Parents tab.**

Whitesboro Central School District

Legal Ref.: NYS Education Law § 3201-b

Cross Ref.: 0012 Non-Discrimination in Public Accommodations; 6504 Prohibition of Discrimination and Harassment Including Sexual Harassment in Employment; 7403 Non-Discrimination in Educational Services; 7404 Prohibition of Discrimination Harassment and Bullying (DASA); 1102, Code of Conduct; 7500, Education Records

Adopted: _____