

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Duties of the District Clerk

Policy Number: 1331

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 10/15/2023

Replacement of Policy Number: _____

The District Clerk is appointed by the Board of Education at the Annual Organizational Meeting and will serve for a period of one (1) year. The duties of the District clerk include but are not limited to the following:

- a) Attends all meeting of the Board and keeps a record of its proceedings and records, by name, those in attendance
- b) Prepares minutes of the meetings of the Board, obtains approval of the minutes by the Board at the next meeting and forwards copies of the minutes to each member of the Board of Education
- c) Sends notices of special meetings to the members of the Board, contacts and communicates with the members as required
- d) Ensures that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law
- e) Maintains up to date record of Board Policies and by-laws
- f) Delivers to and collects from the President (or Vice President) such papers for signature as may be necessary
- g) Distributes notices to the public announcing availability of copies of the budget to be presented at the annual District meeting in compliance with the requirements of the State Education Law
- h) Administers oaths of office, as required by Section 10, Public Officers Law
- i) Gives written notice of appointment to person appointed as inspectors of election
- j) Calls all meetings to order in the absence of the President and/or Vice President
- k) Assumes other duties customary to the office

The above duties of the District Clerk should serve as a comprehensive guide in undertaking the duties of this office. The District Clerk shall perform other duties as assigned from time to time by the board.

Education Law Section 2121
Public Officers Law Section 104

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Duties of the School District Treasurer

Policy Number: 1332

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 10/15/2023

Replacement of Policy Number: _____

The Treasurer is appointed by the Board of Education at the Annual Organizational Meeting and will be covered by a blanket bond. In addition to the routine duties of accounting, filing, posting and preparing reports and statements concerning District finances, the District Treasurer shall perform other specific tasks, including but not limited to the following:

- a) Acts as custodian of all moneys belonging to the School District and lawfully deposits these moneys in the depositories designated by the Board
- b) Pays all authorized obligations of the District as directed
- c) Maintains proper records and files of all checks, and approved payment of bills and salaries
- d) Makes all such entries and posts all such financial ledgers, records and reports as may be properly required to afford the District and acceptable and comprehensive financial account of the use of its monies and financial transactions.
- e) Signs all checks drawn on District fund accounts provided that the District's Internal Claims Auditor has attested to the authority to issue the check based upon proper evidence of a charge against District's funds
- f) Assumes other duties customary to the office.

Duties: Education Law Section 2122
Bond: Education Law Section 2130
Part 8 New York Code of Rules and
Regulations (NYCRR) Section 170.2
(0) and (p)

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Duties of the Tax Collector

Policy Number: 1333

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 10/15/2023

Replacement of Policy Number: _____

The Tax Collector is appointed by the Board of Education annually and shall be covered by a bond. The District Tax Collector shall be responsible for the following duties:

- a) Prepares and mails tax notices
- b) Uses suitable printed tax receipt forms as prescribed by the State of Tax Commission
- c) Collects taxes in the amount of the warrant, upon the issuance of the tax warrant by the Board of Education and penalty fees in accordance with the terms of such warrant
- d) Turns over daily, to the School District Treasurer, all monies collected by virtue of any tax list and warrant issued and all monies shall be deposited
- e) Submits a report, certified by him/her to the Board of Education, showing the amount of taxes and fees collected along with the unpaid total. The combination of taxes collected and the uncollected shall equal the amount of the warrant
- f) Turns over to the County Treasurer prior to November 15th, a list of all unpaid taxes
- g) Carries out such other duties of the position as prescribed in Education Law, Real Property Tax Law, or as established by the Regulations of the Commissioner of Education

Education Law Section 2126, 2130
and 2506

Real Property Tax Law Section 922,
924, 1322, 1330 and 1338

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Duties of the Extra Classroom Activities
Funds Treasurer (s) _____

Policy Number: 1336

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 1/13/2021

Date of Next Review: 09/16/2023

Replacement of Policy Number: _____

Duties of the Extra Classroom Activities Funds Treasurer(s)

The Extra Classroom Activities Funds Treasurer is appointed by the Board of Education and is responsible for the supervision of the Extra Classroom Activities funds.

The Extra Classroom Activities Funds Treasurer's duties include the following:

- Countersigns all checks disbursing funds from the Extra Classroom Activities Accounts
- Provides general supervision to insure that all receipts are deposited and that disbursements are made by check only
- Maintains records of all receipts and expenditures
- Submits records and reports to the Board as required
- Assumes other duties customary to the position.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Senior Class Student Funds

Policy Number: 2010

Date of Original Policy: 01/20/2010

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 09/17/2023

Replacement of Policy Number: _____

At the end of the school year, it shall be the duty of the Treasurer to assemble the quarterly reports and prepare a composite report listing the financial condition of each activity for the full school year for the guidance of the Chief School Officer and the Board of Education. At this time a review is done to close any inactive extra classroom activity accounts with an unused balance for a period of time of one year. If a graduating class has an unused balance at the time of graduation, the class may wish to donate the money to other accounts; otherwise the remaining unused balance will be transferred to the general student organization. An entry is made to close the account and transfer any unused balance to the general student organization.

Regulation of the Commissioner Education Section 172

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Confidentiality of Electronic Information &
Public Access to Records

Policy Number: 3321

Date of Original Policy: 02/11/2013

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 09/16/2022

Replacement of Policy Number: 3320 & 3310 (from 2002)

Confidentiality of Computerized Information

The safeguarding of confidential data from inappropriate use is essential to the success of the District's operation. Access to confidential electronic information shall be limited only to authorized personnel of the School District.

It shall be a violation of the District's policy to release confidential electronic information to any unauthorized person or agency. Any employee who releases or otherwise makes improper use of such information shall be subject to disciplinary action.

However, if the electronic information sought is available under the Freedom of Information Law and can be retrieved by means of existing technology, the District is required to disclose such information.

Public Access to Records

Access to records of the District shall be consistent with the rules and regulations established by the State Committee on Open Government and shall comply with all requirements of the New York State Public Officers Law Section 84 et seq.

Regulations and procedures pertaining to accessing District records shall be as indicated in the School District Administrative Manual.

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: <u>Budget Planning and Development</u>	Policy Number: <u>5110</u>
Date of Original Policy: <u>07/10/2002</u>	Date Revision Adopted _____
Reviewed by Policy Committee: <u>01/13/2021</u>	Date of Next Review: <u>05/22/2023</u>
Replacement of Policy Number: _____	

Budget Planning and Development for the Jordan-Elbridge School District will be an integral part of program planning so that the annual operating budget may effectively express and implement programs and activities of the school system. Budget planning will be a year round process involving participation of the district level administrators, principals, team leaders, teachers and other personnel. The process of budget planning and development should allow for community input and contain numerous opportunities for public information and feedback.

The Superintendent will have overall responsibility for budget preparation, including the construction of and adherence to a budget calendar. Program managers will develop and submit budget requests for their particular areas of responsibility after seeking the advice and suggestions of staff members. Principals will develop and submit budget requests for their particular schools in conjunction with the advice and suggestions of staff members and their own professional judgment. Each school's budget request will be the principal's recommendation as to the most effective way to use available resources in achieving progress toward the approved educational objectives of the school. Program budgets and school budgets will reflect state and /or federal requirements, special sources of funding, and District objectives and priorities.

The Jordan-Elbridge Board of Education will give consideration to budget requests, and will review allocations for appropriateness and for their consistency with the school system's educational priorities. All budget documents for distribution to the public shall be in plain language and organized in a manner which best promotes public comprehension of the contents. Documents shall be complete and accurate and contain sufficient detail to adequately inform the public regarding such data as estimated revenues, proposed expenditures, transfers to other funds, fund balance information, and changes in such information from the prior year's submitted budget.

The budget will be presented in three (3) components which are to be voted upon as one proposition:

- a) A program component which shall include, but need not be limited to, all program expenditures of the school district, including the salaries and benefits of teachers and any school administrators or supervisors who spend a majority of their time performing teaching duties, and all transportation operating expenses.

- b) A capital component which shall include, but need not be limited to all transportation capital, debt service and lease expenditures; costs resulting from judgments and tax certiorari proceedings or the payment of awards from court judgments, administrative orders or settled or compromised claims; and all facilities costs of the school district, including facilities leases expenditures, the annual debt service and total debt for all facilities financed by bonds and notes of the school district, and the cost of construction, acquisition, reconstruction, rehabilitation or improvement of school buildings provided that such budget shall include a rental, operations and maintenance section that includes base rent costs, total rent costs, operation and maintenance charges, cost per square foot for each facility leased by the District, and any and all expenditures associated with custodial salaries and benefits, service contracts, supplies, utilities , and maintenance and repairs of school facilities
- c) An administrative component which shall include, but need not be limited to, office and central administrative expenses, traveling expenses and salaries and benefits of all certified school administrators and supervisors who spend a majority of their time performing administrative or supervisory duties, any and all expenditures associated with the operation of the Office of the School Board, the Office of the Superintendent of schools, general administration, the school business office, consulting costs not directly related to direct student services and programs, planning and all other administrative activities.

Each component must be separately delineated in accordance with Commissioner's Regulations. Additionally, The Jordan-Elbridge Board of Education shall append to the proposed budget the following documents:

- a) A detailed statement of the total compensation to be paid to the Superintendent of Schools, and any Assistant or Associate Superintendent of Schools in the insuring school year, including a delineation of the salary, annualized cost of benefits and any in kind or other form of remuneration
- b) A list of all other school administrators and supervisors, if any, who annual salary for the coming school year will be at or above that designated in law for such reporting purposes, with the title of their positions and annual salary identified
- c) A school district report card, prepared pursuant to Commissioner's Regulations, which includes measures of the academic performance of the School District, on a school by school basis, and measures of the fiscal performance of the District
- d) A property tax report card prepared in accordance with law and commissioner's regulations (see subheading " Property Tax Report Card")

The proposed budget for the ensuing school year shall be reviewed by the Board of Education and publicly disseminated, in accordance with law, prior to its submission to District voters for approval. District funds may be expended to inform the public regarding the annual budget and to present the annual budget to Districts voters; however, such funds shall not be utilized to promote either a favorable to negative opinion of the proposed budget.

Property Tax Report Card

Each year, the Jordan-Elbridge Board of Education shall prepare a property tax report card, pursuant to Commissioner's regulations, and shall make it publicly available by transmitting it to local newspapers of general circulation, appending it to copies of the proposed budget made publicly available as required by law making it available for distribution at the annual meeting, and otherwise disseminating it as required by the commissioner.

The property tax report card shall include:

- a) The amount of total spending and total estimated school tax levy that would result from adoption of the proposed budget , and the percentage increase or decrease in total spending and total school tax levy from the School District budget for the preceding school year
- b) The projected enrollment growth for the school year for which the budget is prepared , and the percentage change in enrollment from the previous year
- c) The percentage increase in the Consumer Price Index, form January first of the prior school year to January first of the current school year.

A copy of the Property Tax Report Card prepared for the annual meeting shall be submitted to the State Education Department in the manner prescribed by the Department by the end of the business day next following approval of the Property Tax Report card by the Board of Education, but not later than twenty four (24) days prior to the statewide uniform voting day (i.e. the third (3rd) Tuesday in May.

Education Law Section 1608 (3)-(7), 1716 (3)-(7)

2022(2-a), and 2601-a(3) and (7)

8 New York Code of Rules and Regulations (NYCRR) Sections 170.8 and 170.9

General Municipal Law Section 36

State Education Department Handbook No. 3 on Budget

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: School District Budget Hearing

Policy Number: 5120

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 08/16/2023

Replacement of Policy Number: _____

School District Budget Hearing

The Jordan-Elbridge Board of Education will hold an annual budget hearing, in accordance with law, so as to inform and present to district residents a detailed written statement regarding the District's estimated expenditures and revenue for the upcoming school year prior to the budget vote which is taken at the Annual District Meeting and Election.

The budget hearing will be held not less than seven (7) nor more than fourteen (14) days prior to the Annual District Meeting and Election at which the budget vote will occur. The proposed budget will be completed at least seven (7) days prior to the budget hearing at which it is to be presented.

Notice of the date, time and place of the annual budget hearing will be included in the notice of the Annual Meeting and Election as required by law.

All school district budgets which are submitted for voter approval shall be presented in three components: a program component, an administrative component, and a capital component; and each component will be separately delineated in accordance with law and /or regulation.

The Board will also prepare and attach to the proposed budget, a School District Report Card, pursuant to the Regulations of the Commissioner of Education, referencing measures of academic and fiscal performance. Additionally, the Board shall also append to copies of the proposed budget a detailed statement of the total compensation to be paid to various administrators as enumerated in law and /or regulation, and a Property Tax Report Card prepared in accordance with law and Commissioner's Regulations.

All budget documents for distribution to the public will be written in plain language and organized in a manner which best promotes public comprehension of the contents.

Dissemination of Budget Information

Copies of the proposed annual operating budget for the succeeding year may be obtained by any District resident, on request, in each District school building during certain designated hours on each day other than a Saturday, Sunday or holiday during the fourteen (14) days immediately preceding the Annual District Meeting and Election. The availability of this budget information shall be included in the legal

notice of the Annual Meeting; and copies of the proposed budget will also be available to District residents at the time of the Annual Meeting. Additionally, the Board will include notice of the availability of copies of the budget at least once during the school year in any District-wide mailing.

Budget Notice

The school district clerk shall mail a School Budget Notice to all qualified voters of the School District after the date of the Budget Hearing, but no later than six (6) days prior to the Annual Meeting and Election or Special District Meeting at which a school budget will occur. The School Budget Notice shall compare the percentage increase or decrease in total spending under the proposed budget over total spending under the School District budget adopted for the current school year, with the percentage increase or decrease in the Consumer Price Index from January first of the prior school year to January first of the current school year.

The Budget Notice shall include a description of how total spending and tax levy resulting from the proposed budget would compare with a projected contingency budget, assuming that such contingency budget is adopted on the same day as the vote on the proposed budget. Such comparison shall be in total and by component (i.e. program, capital and administrative), and shall include a statement of the assumptions made in estimating the projected contingency budget.

The Budget Notice shall also include, in a manner and format prescribed by the Commissioner of Education, a comparison of the tax savings under the basic school tax relief (STAR) exemption and the increase or decrease in school taxes from the prior year, and the resulting net taxpayer savings for a hypothetical home within the District with a full value of one hundred thousand dollars (\$100,000.00) under the existing school District budget as compared with such savings under the proposed budget.

The Notice shall also set forth the date, time and place of the school budget vote in the same manner as the Notice of Annual Meeting. The School Budget Notice shall be in a form prescribed by the Commissioner of Education.

Notice of Budget Haring/Availability of Budget

Statement:

Education Law Sections 1608 (2), 1716 (2), 2003 (1), 2004 (1), and 2601-a (2)

Election and Budget Vote:

Education Law Sections 1804 (4), 1906 (1), 2002 (1), 2017 (5) and (6), 2022 (1) and 2601-a (2)

Budget Development and Attachments:

Education Law Sections 1608 (3), (4), (5), (6) and (7); and 1716 (3), (4), (5), (6) and (7); 2022 (2-a); 2601-a(3)

8 New York Code of Rules and Regulations (NYCRR) Sections 100.2 (bb), 170.8 and 170.9

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Budget Adoption

Policy Number: 5130

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 05/22/2023

Replacement of Policy Number: _____

The Jordan-Elbridge Board of Education shall review the recommended budget of the Superintendent of Schools and shall seek public input and feedback regarding the recommended budget including, but not limited to, holding a public budget hearing not less than seven (7) nor more than fourteen (14) days prior to the annual meeting at which the budget vote is to occur. The Board may modify the recommended budget of the Superintendent prior to its submission to District voters. Final authorization of the proposed budget is dependent upon voter approval unless a contingency budget is adopted by the Board.

In the event the original proposed budget is not approved at the Annual District Meeting and Election, the Board may resubmit the original proposed budget or a revised budget for voter approval, or individual propositions may be placed before District voters, at a special meeting held at a later date. In the alternative, if the initial proposed budget is defeated, the board may adopt a contingency budget and levy taxes as necessary for implementation of the contingency budget expenditures. If the voters fail to approve the second budget submittal, or budget proposition (s), the Board shall adopt a contingency budget in accordance with law.

The School District budget for any school year, or any part of such budget, or any propositions(s) involving the expenditure of money for that school year, shall not be submitted for a vote of qualified District voters more than twice.

The School District budget, once adopted, becomes the basis for establishing the tax levy on real property within the District.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Administration of the Budget Policy Number: 5140
Date of Original Policy: 07/10/2002 Date Revision Adopted _____
Reviewed by Policy Committee: 01/13/2021 Date of Next Review: 05/22/2023
Replacement of Policy Number: _____

The Superintendent of Schools, working in conjunction with the administrative staff, is responsible to the Jordan-Elbridge Board of Education for the administration of the budget.

- a) The Superintendent shall acquaint District employees with the final provisions of the program budget and guide them in planning to operate efficiently and economically within these provisions.
- b) Under the direction of the Superintendent, the District shall maintain such records of accounting control as are required by the New York State Uniform System of Accounts for School Districts, the Board of Education and such other procedures as are deemed necessary and shall keep the various operational units informed through periodic reports as to the status of the individual budgets.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Contingency Budget

Policy Number: 5150

Date of Original Policy: 7/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 05/22/2023

Replacement of Policy Number: _____

The Jordan-Elbridge District budget for any school year or any part of such budget or any proposition involving the expenditure of money for such school year, shall not be submitted for a vote of qualified voters of the District more than twice in any school year.

If the original proposed budget is not approved by District voters at the annual meeting and election, the Board has the option of either resubmitting the original or revised budget for voter approval at a special meeting held at a later date; or the Board may, at that point, adopts a contingency budget and levy a tax for teachers' salaries and ordinary contingent expenses as enumerated in law. If the Board decides to submit either the original or a revised budget to the voters for a second time, and the voters do not approve the second budget submittal, the Board shall adopt a contingency budget and levy a tax for those expenditures mandated pursuant to law and/or for those services necessary to maintain the educational program.

The contingency budget will include the sum necessary for teachers' salaries (i.e. professional education positions certificated by the State Education Department which include teachers, administrators, teaching assistants, and professional specialist in the various areas of pupil personnel services) and ordinary contingent expenses as determined by the Board in accordance with law including, but not limited to, the purchase of library books and other instructional materials associated with the school library; and expenses incurred for interscholastic athletics, field trips and other extracurricular activities. Ordinary contingent expenses include, but are not limited to, legal expenses incurred by the District; expenditures specifically authorized by statute; and other items necessary to maintain the educational program, preserve property, and assure the health and safety of students and staff. As deemed necessary, school counsel may be consulted for review as those items considered to be ordinary contingent expenses prior to Board adoption of the contingency budget.

In accordance with law, the contingency budget will reflect the statutory expenditure limits imposed on the administrative component of the contingency budget as well as the total spending authorized in the overall contingency budget.

With regard to overall district spending, the contingency budget, as a whole, shall not result in a percentage increase in total spending over the District's total spending under the school district budget for the prior year that exceed the lesser of:

- a) The result when one hundred twenty percent (120%) is multiplied by the percentage increase in the Consumer Price Index (CPI), with the result rounded to two (2) decimal places or
- b) Four percent (4%)

Additionally, the administrative component of the contingency budget shall not comprise a greater percentage of the contingency budget exclusive of the capital component than the lesser of:

- a) The percentage the administrative component had comprised in the prior year budget exclusive of the capital component; or
- b) The percentage the administrative component had comprised in the last proposed defeated budget exclusive of the capital component

The Consumer Price Index (CPI) to be used refers to the percentage that represents the average of the national consumer price indexes determined by the US Department of Labor for the twelve (12) month period proceeding January first of the current year.

In determining the increase in total expenses when computing the contingency budget percentage increase, the following expenditures shall be disregarded:

- a) Expenditures resulting from a tax certiorari proceeding
- b) Expenditures resulting from a court order or judgment against the School District
- c) Emergency expenditures that are certified by the Commissioner of Education as necessary as a result of damage to, or destruction of, a school building or school equipment
- d) Capital expenditures resulting for the construction, acquisition, reconstruction, rehabilitation or improvement of school facilities, including debt service and lease expenditures, subject to voter approval
- e) Expenditures in the contingency budget attributable to projected increases in public school enrollment, which may include increase attributable to the enrollment of student attend a pre-kindergarten program established in accordance with Education Law Section 3602-e
- f) Non-recurring expenditures in the prior year's School District budget
- g) Expenditure of gifts and grants in aid and use of insurance proceeds

Regulations will be developed enumerating a sample list of expenditures which have been determined, pursuant to law, to constitute ordinary contingent expenses. However, the Board reserves the right, in accordance with its legal responsibility, to designate other items as ordinary contingent expenses as deemed necessary to maintain the educational program of the District, preserve property, and assure the health and safety of the students and staff.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Acceptance of Gifts, Grants
and Bequests to the School District

Policy Number: 5230

Date of Original Policy: 07/10/2002_____

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 05/22/2023

Replacement of Policy Number: _____

The Jordan-Elbridge Board of Education may accept gifts, grants and/or bequest of money, real or personal property, as well as other merchandise which, in view of the Board adds to the overall welfare of the District, provided that such acceptance is in accordance with existing laws and regulations. However, the Board is not required to accept any gift, grant or bequest and does so at its discretion, basing its judgment on the best interest of the District. Furthermore, the Board will not accept any gift, grant or bequest which constitutes a conflict of interest and/or gives an appearance of impropriety.

At the same time, the Board will safeguard the District, the staff and students from commercial exploitation, from special interest groups, and the like.

The Board will not accept any gifts or grants which will place encumbrances on future Boards, or result in unreasonable additional or hidden costs to the District.

The Board will not formally consider the acceptance of gifts or grants until and unless it receives the offer in writing from the donor/grantor. Any such gifts or grants donated to the Board and accepted on behalf of the District must be by official action and resolution passed by Board majority. The Board would prefer the gift or grant to be a general offer rather than a specific one. Consequently, the Board would suggest that the donor/grantor work first with the school administrators in determining the nature of the gift or grant prior to formal consideration for acceptance by the Board. However, the Board, in its discretion, may direct the Superintendent to apply such gift or grant for the benefit of a specific school or school program.

The Board is prohibited, in accordance with the New York State Constitution, from making gifts and/ or charitable contributions with district funds.

Gifts and or grants of money to the District shall be annually accounted for under the trust and agency account in the bank designated by the Board.

All gifts, grants and/or bequests shall become District property. A letter of appreciation, signed by the President of the Board and the Superintendent, may be sent to a donor/grantor in recognition of their contribution to the District.

Gift Giving

The Board recognizes that gift giving, especially during the holiday season, may be a common practice for many District employees. While the giving or exchanging of gifts may be acceptable among staff members, the Board strongly encourages District employees and students to show appreciation through written notes or greeting cards.

Additionally, all business contacts will be informed that gifts exceeding \$75.00 to district employees will be returned or donated to charity.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: School Tax Assessments and Collection
Property Tax Exemption for Senior Citizens Disable Citizens

Policy Number: 5242_____

Date of Original Policy: 05/22/2013

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 10/15/2023

Replacement of Policy Number: 5240 and 5241

School Tax Assessments and Collection

A tax collection plan giving dates of warrant and other pertinent data shall be prepared annually and submitted for review and consideration by the School Business Official to the Board of Education. Tax collection shall occur by mail or by direct payment to the place designated by the Board of Education.

Property Tax Exemption for Senior Citizens / Disabled Citizens

By one or more persons, each of whom is sixty –five (65) years of age or over, or real property owned by husband and wife, one of whom is sixty –five (65) years of age or over, shall be exempt from taxation to the extent of per centum of the assessed valuation determined by the Board if the owners meet the criteria established annually by the Board.

The real property tax exemption of real property owned by husband and wife, when one of them is sixty-five (65) years of age or over, once granted, shall not be rescinded solely because of the death of the older spouse so long as the surviving spouse is at least sixty-two (62) years of age.

The District may permit a property tax exemption to an otherwise eligible senior citizen even if a child who attends a public school resides at that address. The Board must adopt a resolution allowing such and exemption following a public hearing on this specific issue.

*Disabled Citizens

Unless specifically exempted by law, real property used exclusively for residential purposes and owned by one or more persons with disabilities; or owned by a husband, wife or both, or siblings, at least one of whom has a disability; and whose income, as defined pursuant to law, is limited by reason of such disability shall be exempt from taxation to the extent of percentum of the assessed valuation determined by the Board if the owners meet the criteria established annually by the Board. The Board must adopt a resolution allowing such an exemption following a public hearing on the specific issue.

No exemption shall be granted unless the real property is the legal residence of and is occupied in whole or in part by the disabled person; except where the disabled person is absent from the residence while receiving health related care as an in-patient of residential health care facility as defined in Public Health Law.

For purposes of this policy, and in accordance with law, a person with a disability is one who has a physical or mental impairment, not due to current use of alcohol or illegal drug use, which substantially limits such person's ability to engage in one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working; and who is certified to receive Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) benefits under the federal Social Security Act or is certified to receive Railroad Retirement Disability benefits under the federal Railroad Retirement Act, or has received a certificate from the State Commission for the Blind and Visually handicapped stating that such person is legally blind.

***District Options**

In accordance with Real Property Tax Law, any exemption provided by this policy shall be computed after all other partial exemptions allowed by law have been subtracted from the total amount assessed; provided however, that no parcel or real property may receive an exemption for the same tax purpose pursuant to both this policy and real property tax exemptions granted pursuant to the Real Property Tax Law for person 65 years of age or over.

Real Property Tax Law Sections 1300-1342
Education Law Section 2130
Real Property Tax law Section 467
Real Property Tax Law Sections 467
Public Health Law Section 2801

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Expenditures of School District Funds

Policy Number: 5320

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 09/17/2023

Replacement of Policy Number: _____

The Jordan-Elbridge Board of Education authorizes the Purchasing Agent to expend school funds as appropriated by approved operational and capital budgets, and by the adoption of special resolutions. The purchasing Agent will make expenditures in accordance with applicable law and in a manner that will achieve the maximum benefit from each dollar expended.

All claims shall be properly audited before payment by the Internal Claims Auditor who shall attest to the existence of evidence of indebtedness to support the claim.

Complete records of all expenditures shall be maintained for future analysis and reporting within the time frame required by the Records Disposition Law or regulation.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Meal Expenses Incurred During District Meetings Policy Number: 5321

Date of Original Policy: 02/25/2009 Date Revision Adopted 02/25/2009

Reviewed by Policy Committee: 01/13/2021 Date of Next Review: 05/22/2023

Replacement of Policy Number: _____

In general, the provision of meals at a Jordan-Elbridge School District meeting will not be considered as an ordinary and necessary expense eligible for reimbursement or payment by the District.

Meals may be considered a proper municipal expense where the School District is faced with business of an immediate nature between two or more people and the meetings are required to be held at meal times due to staff schedules.

- The topic(s) of the meeting must be of an immediate nature, or there must be a pressing need to complete the business at hand
- Scheduling prevents the meeting from being held at a different time
- The meal must be provided during the meeting, not at the beginning or end

Before meal expenses for meetings can be reimbursed or paid, the following information must accompany the invoice or claim form:

- Date of the meeting
- Time of the meeting
- Purpose of the meeting
- Attendees
- Reason that meal had to be served during the meeting

The Jordan-Elbridge Board of Education recognizes that on occasion the District will provide meals and/or refreshments at district meetings. Examples of authorized expenditures include, but are not limited to, refreshments for staff at opening and closing day gatherings, Superintendent's Conference Days, and special events attended by parent and or students (curriculum night, parent conferences, orientation programs).

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Borrowing of Funds _____

Policy Number: 5340 _____

Date of Original Policy: 7/10/2002 _____

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021 _____

Date of Next Review: 01/21/2024 _____

Replacement of Policy Number: _____

The School District may borrow money only by means of serial bonds, bond anticipation notes capital notes, tax anticipation notes, revenue anticipation notes and budget notes as excerpted from Policy #5221 Revenue and District Investments

NYS Local Finance Law Section 20

Borrowing Purposes and Debt Instruments

- 1) The local Finance Law authorized **OPERATING BORROWING** to cover cash flow shortfalls including Revenue Anticipation Notes, Tax Anticipation Notes or Budget Notes. These types of borrowing must be authorized by the Board of Education through the adoption of a formal borrowing resolution.
- 2) **CAPITAL BORROWINGS** may include Bond Anticipation Notes, Statutory Installment Bonds and Serial Bonds. These borrowings are only authorized for items for which Period of Probable usefulness has been established by the New York Legislature through Section 11.00 of the Local Finance Law. These borrowings, generally, may only be undertaken after a positive majority vote at the annual or special district meeting. The Board of Education must formalize the authority for the indebtedness by adopting a legally complete form BOND RESOLUTION prior to any borrowing. The text of the Board Resolution, vote and legal notices should be prepared by a recognized bond counsel. The Board of Education hereby delegates its authority to set the terms and condition of any borrowing to the President of the Board of Education as Chief Fiscal Officer of the District.

Borrowing Procedures

The Superintendent, assisted by their staff and the district financial consultant, shall make recommendations to the Board of Education on the timing, bidding, terms and conditions, placement and reporting of any borrowing. Operating borrowing recommendations shall be supported by a monthly cash flow estimate covering the time thereof and establishing the amount of such borrowing. The Superintendent is authorized to solicit and use the services of a financial consultant and bond counsel in planning and completing any borrowing to optimize the number of potential bids and obtain lower market interest rates.

Written Reports

All borrowing shall be documented in written reports outlining the details of each borrowing and the interest rate bids received thereon. The written report shall first be presented to the Superintendent who shall report thereon at the next regularly scheduled board meeting.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Procurement Policy

Policy Number: 5410

Date of Original Policy: 07/14/2005

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 11/19/2023

Replacement of Policy Number: _____

Procurement Policy

This policy applied to all purchases of goods and services by the Jordan Elbridge School District (the "District")

The primary objectives of the District procurement policies are:

- a) To conform with all applicable legal requirements.
- b) To effectively supply all administrative unites in the District with needed materials, supplies and contracted services.
- c) To purchase competitively, without prejudice or favoritism.
- d) To obtain materials, supplies and contracted services at the lowest prices possible consistent with required standards of quality.
- e) To ensure that all purchases are within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the District.
- f) To seek maximum educational value for every dollar expended

Delegation of Authority

The school business official shall have primary responsibility to establish written procedures to support the District's procurement policies. The acquisition of services, equipment and supplies shall be centralized under the School Business Office and shall be the responsibility of a person designated by the Board as Purchasing Agent.

No contracts for goods and services shall be made by individuals or organizations in the school that involve expenditures without first securing approval for such contract from the Purchasing Agent.

This policy does not apply to the use of legal services, which requires the formal approval of the Board of Education.

Competitive Bids

As required by law, the District will follow required competitive bidding procedures when it is known or can be reasonably expected that the aggregate amount to be spent on purchases of the same or similar commodities, or the same type of public work, will exceed the dollar thresholds over the course of the fiscal year. As a general guide, items of the same or similar nature which are customarily handled by the same vendor will be treated as single item for the purposes of determining whether the dollar threshold will be exceeded. By law, any agreement by the District for the lease of personal property is subject to competitive bidding requirements.

A statement of "General Conditions" which has been approved by the Board of Education shall be included with all specifications submitted to suppliers for their bids and shall be incorporated in all contracts awarded. All Contracts which require public advertising and competitive bidding shall be awarded by resolution of the Board. Contracts shall be awarded to the lowest responsible bidder who meets specifications. The Board, however, may choose to reject any bid.

Apparel and Sports Equipment Purchases

Competitive Bidding Purchases

The Board of Education will only accept bids from "responsible bidders." A determination that a bidder on a contract for the purchase of apparel for sports equipment is not a responsible bidder shall be based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel, or sports equipment, including but not limited to employee compensations, working conditions, employees rights to form unions, and the use of child labor; or
- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment
- c) All purchases will be consistent with the district's Graphics Standards Manual

Non Competitive Bidding Purchases

The Board's internal policies and procedures governing procurement of apparel or sports equipment, where such procurement is not required to be made pursuant to competitive bidding requirements, shall prohibit the purchase of apparel or sports equipment, from any vendor based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel or sports equipment including but not limited to employee compensation, working conditions, employees rights to form unions, and the use of child labor; or
- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

Cooperative Bidding

The District may join together with others to purchase materials and supplies in bulk to the benefit of lower prices. Any agreement for joint purchasing entered into by the District shall contain provisions relative to the manner of making and awarding these contracts and must conform to the competitive bidding law. All proposals and contracts for cooperative purchasing shall be submitted to the Board of Education for consideration and approval. The board, at its discretion, may approve annually the District's participation in cooperative bids with one or more BOCES.

Procurements Not Subject to Competitive Bidding

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interest of the taxpayers, to facilitate the acquisition of goods and services of appropriate quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

The Purchasing Agent shall have primary responsibility to determine whether a procurement of goods or services is subject to competitive bidding. The basis for any determination that competitive bidding is not required by law will be documented in writing and shall include such evidence as written or verbal quotes that substantiate that the price of the item or service would not exceed the bidding limits, documentation that amounts expended in previous years for similar procurements did not exceed bidding thresholds, documentation to support the determination whether the procurement is a purchase or contract for public work, and other relevant information of support. Supporting documentation will be kept on file in the District's Business Office.

Except for procurements made pursuant to General Municipal Law, Section 103(3) (through County Contracts) or Section 104 (through state contract), State Finance Law Section 175-b (from agencies for the blind or other severely handicapped, special employment programs for the mentally ill or veteran's workshops, Correction Law Section 186 (articles manufactured in correctional institutions), or the items excepted herein, alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b. Appendix A provides a decision-making matrix of procedures to be followed for non-bid procurements. Documentation will be maintained in support of each method of procurement.

Whenever any contract is awarded to other than the lowest responsible dollar offer or, the reasons such an award furthers the purpose of General Municipal Law Section 104-b will be documented in writing. The documentation must summarize the facts supporting the decision as to why the decision is in the best interest of the District. The Purchasing Agent shall be responsible for ensuring the appropriate documentation for the decision is prepared and kept on file in the District's Business Office.

The Board of Education sets forth the following circumstances when, or types of procurements for which, in the sole discretion of the Board, the solicitation of alternative proposals or quotations will not be in the best interest of the District:

- a. Emergencies, where time is critical factor
- b. Procurements for which there is no possibility of competition (sole source items)
- c. Purchase contracts for materials of less than \$2,000.00 and for services of less than \$5,000.00
- d. Public work contracts of less than \$5,000.00

Input from School Officials

Comments concerning the policies and procedures shall be solicited from officials of the District therein involved in the procurement process prior to the enactment of the policies and procedures, and will be solicited from time to time thereafter.

Conflict of Interest

No board member, officer or employee of the District shall be interested financially in any contract entered into by the Board of Education, except as otherwise provided by law. This shall also preclude acceptance of any gratuities, financial or otherwise, by the above persons from any supplier or materials or services to the District contrary to the District's Code of Ethics .

Unintentional Failure to Comply

The unintentional failure to fully comply with the provision of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the District or any officer or employee thereof.

Lease Purchase and Installment Contract

Subject to relevant legal and bidding requirements, the District may enter into lease-purchase agreements and/or installment contracts.

Alternative Formats for Instructional Materials

Preference in the purchase of instructional material will be given to vendor who agree to provide materials in alternative formats (i.e. any medium or format, other than a traditional print textbook for presentation of instructional materials that is needed as an accommodation for a student with a disability, including students required Section 504 Accommodation Plans. Alternative formats include, but are not limited to, Braille, large print, open and closed captioned audio, or an electronic file in an approved format as defined in Commissioner's Regulations.

Annual Review

The Board of Education shall annually review these policies and procedures. The school business official shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

Appendix A
Procurement Decision Matrix

Type of Purchase	Competitive Bid or <u>NYS Contract</u>	Documented Minimum Quotes			<u>RFP</u>	<u>Other</u>
		<u>Verbal</u>	<u>Written</u>			
		0	3	3		
Purchase Contract <ul style="list-style-type: none"> At or Above \$20,000.00 \$5,000.00-\$19,999.99 \$2,000.00-4,999.99 Under \$2,000.00 	X	X	X	X		
Exempt Procurements <ul style="list-style-type: none"> Agencies for Blind/Handicapped Correctional Institutions State Contract County Contract 						(a) (a) (a) (a)
Public Work Contract <ul style="list-style-type: none"> At or above \$35,000.00 \$10,000.00- \$34,999.99 \$5,000.00- \$9,999.99 Under \$5,000.00 	X	X	X	X		
Emergencies						(b)
Insurance						(c)
Professional Services >\$5,000.00					(d)	
Second hand Equipment from Other Governments						(e)
Certain Food & Milk Purchases						(f)
Sole Source						(g)

Footnotes to Procurement Matrix:

- a. Although these purchases are exempted by law from the requirement of written or verbal quotations or proposals, the Purchasing Agent shall document the use of the exception and verify that the source is in the best interest of the District. Where appropriate, comparisons of prices to catalogs or other market price comparison will be conducted.
- b. The emergency situation must arise out of an accident or other unforeseen occurrence or condition and require immediate action that cannot await competitive bidding. At a minimum, documentation will include a telephone log of verbal quotes.
- c. While insurance coverage is not subject to competitive bidding, the District will pursue written quotations through a bidding process or RFP. Documentation will include copies of written quotations.
- d. Requests for Proposal (RFP) will be required for the initial selection of professional services and subsequently utilized at the discretion of the Board of Education.
- e. There is a statutory exception to competitive bidding requirement for purchases of second-hand supplies, material or equipment from Federal or NYS government entities. Documentation will include market price comparisons (written or verbal quotes) and the name of the government.
- f. Subject to regulatory requirement, the District may separately purchase certain food and milk products without competitive bidding. Documentation should be consistent with State Education Department Regulations.
- g. Competitive bidding may not be required if the District determines that a particular item is required in the public interest and it is further determined that such item is available only from one source so that no possibility of competition exists. Documentation will include evidence of the unique benefits of the item as compared to other items available in the market, that no other item provides substantially equivalent or similar benefits, and considering the benefits received the cost of the item is reasonable. In addition, the documentation will evidence that there is no possibility of completion for the procurement.
- h. Thresholds are subject to the aggregate total of like items from same vendor.



JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

District Office: 130 East Main St., Elbridge, NY 13060 • Mail: P.O. Box 902, Jordan, NY 13080

T: (315) 689-8500 • F: (315) 689-0084 • www.jecsd.org

GENERAL CONDITIONS

for the purchase of (insert item)

All invitations to bid issued by the Jordan-Elbridge Central School District will bind bidders and successful bidders to the conditions and requirements set forth in these general conditions, and such conditions shall form an integral part of each purchase contract awarded by the school district.

DEFINITIONS

“School District”	-shall be the legal designation of the Jordan-Elbridge Central School District
“Board”	-the Board of Education, Jordan-Elbridge Central School District
“Bid”	-an offer to furnish materials, supplies, and/or equipment in accordance with the invitation to bid, the general conditions, and the specifications
“Bid Offer”	-the form on which the bidder submits his bid
“Bidder”	-any individual, corporation or other entity submitting a bid
“Successful Bidder”	-any bidder to whom an award is made by the school district
“Specification”	-description of materials, supplies, and/or equipment and the conditions for its purchase

BIDS

1. The date and time of bid openings will be given in the Notice to Bidders. The school district reserves the right to extend the date and time of bid opening by written notice to bidders of record.
- All bids must be submitted on and in accordance with forms provided by the Board of Education. Each bid shall be enclosed in a sealed envelope addressed to the Board of Education and be delivered to the Business Office before the time designated for opening of bids. The envelope shall be marked on the outside **“Insert Item Name”**. No responsibility shall be attached to any person or persons for premature opening of any proposal not properly endorsed.

All bids received after the time stated in the NOTICE TO BIDDERS may be rejected and returned to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail, by employees of the school district. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his/her Bid deposited on time at the place specified. Facsimile or electronic submission of bids is not permitted.

All information required by NOTICE TO BIDDERS, GENERAL CONDITIONS, SPECIFICATIONS and BID OFFER, in connection with each item against which a bid is submitted, must be given to constitute a regular bid.

The non-collusion bidding certification must be included with each bid and signed by the Bidder or his/her authorized representative, as required by General Municipal Law, Section 103-d.

Sales to school districts are not affected by any Fair Trade Agreements. (General Business Law, Ch. 39, Sec. 369-a, Sub. 3.L, 1941).

No charge will be allowed for Federal, State or Municipal Sales and Excise Taxes, since the school district is exempt from such taxes. The price bid shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the Bidder.

The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials, or equipment required and a representation that the bidder can furnish the supplies, materials, or equipment satisfactorily in complete compliance with the specifications.

Where items of equipment or supplies are designated by specific manufacturer, it is understood that the article as specified represents an accepted standard, but it is not intended to limit competition for bidding equivalents.

In all specifications, the words "or equal" are understood after each article giving manufacturer's name or catalog reference, or on any patented article. The decision of the school district, as to whether an alternate or substitution is in fact "equal" shall be final. If bidding on items other than those specified, bidder must in every instance give the trade designation of the item he/she proposes to furnish. Otherwise, the bid will be construed as submitted on the identical item as specified.

Bidder must insert the price per unit and the extensions against each item in his/her bid. In the event of a discrepancy between the unit price and the extension, the unit price will govern. Prices shall be extended in decimals, not fractions.

Prices shall be net, including transportation and delivery charges fully prepaid by the successful bidder to destination as indicated per purchase order. Title shall not pass until items have been delivered and accepted.

No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviation from the specifications must be set forth in space provided in the bid for this purpose.

Prices and information required, except signature of bidder, should be typewritten for legibility. Illegible or vague bids may be rejected. All signatures must be written. Facsimile, printed, or type-written signatures are not acceptable.

Each bidder shall be prepared, if so requested by the school district, to present evidence of his/her experience, qualification and financial ability to perform the terms of the contract. The school district reserves the right to reject any bid if its investigation of the bidder results that, in the school district's opinion, the bidder is not properly qualified to perform.

All prices quoted must be "per unit" as specified: e.g., do not quote "per case" when "per dozen" is requested; otherwise, bid may be rejected.

All regularly manufactured stock electrical items must bear the label of the Underwriters= Laboratories, Inc.

When bids are requested on a lump sum basis, bidder must bid on each item in the lump sum group. A bidder desiring to bid "no charge" on an item in a group must so indicate; otherwise bid for the group may be rejected.

Successful bidder agrees that no employee of the Jordan-Elbridge Central School District shall be employed in any capacity by the successful bidder without written approval of the Superintendent of Schools.

If the supplies, materials, or equipment are to be delivered over an extended period of time, or if the specifications so state, then the successful bidder may be required to execute an agreement in relation to the performance of his contract, such agreement to be executed by the bidder within 15 days after notification to execute such contract. If the specifications so state, the successful bidder also may be required to furnish a performance bond equal to the full amount of the contract to guarantee the faithful performance of such contract. Such performance bond shall be maintained in full force and effect until the contract shall have been fully performed. The surety company furnishing such performance bond shall be authorized to do business in the State of New York and must be satisfactory to the attorney for the school district. The performance bond shall be executed by the successful bidder at the time of the execution of the contract by the successful bidder and the board, and must be satisfactory in form to the attorney for the school district.

CERTIFICATIONS

Under penalty of perjury the bidder certifies that:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with any district personnel and/or other vendor of materials, supplies, or equipment of the type described in the invitation for bids, and
2. The contents of the bid have not been communicated by the bidder, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the bidder or its surety on any bond furnished herewith prior to the official opening of the bid.

SAMPLES

1. All specifications are minimum standards and accepted bid samples do not supersede specification for quality unless bid sample is superior, in which case deliveries must be the same identity and quality as accepted bid samples.
2. The school district reserves the right to request a representative sample of the item quoted upon either prior to the award or before shipments are made. If the sample is not in accordance with the requirements of the specification, the school district may reject the bid; or, if award has been made, cancel the contract at the expense of the successful bidder.
3. Samples, when required, must be submitted strictly in accordance with instructions; otherwise, bid may be rejected. If samples are requested subsequent to bid opening, they shall be delivered within ten (10) days of the request, or as directed, for bid to be considered. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating if the bidder desires their return and specifying the address to which they are to be returned provided they have not been used or made useless by tests. Award samples may be held for comparison with deliveries. The school district will not be responsible for any samples destroyed or mutilated by examination or testing. Samples shall be removed by the bidder at his expense. Samples not removed with fifteen (15) days after written notice to the bidder will be regarded as abandoned and the school district shall have the right to dispose of them as its own property.
4. When a specification indicates that an item to be purchased is to be equal to a sample, such sample will be on display at a designated location in the school district. Failure on the part of the bidder to examine sample shall not entitle him to any relief from the conditions imposed in the proposal, specifications, etc.

AWARDS

1. The Board of Education will evaluate the bids on a **total** basis and reserves the right to waive any informalities in or accept or reject any or all bids, and to contract with other than the lowest bidder, as is in the best interest of the school.
2. Awards will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the competency and reliability of the bidder, the quality of the materials, equipment, or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of delivery.
3. The Board of Education wishes to avail itself of any and all discounts which may be available and discounts indicated will be considered in the final award to the bidder.
4. If two or more bidders submit identical bids as to price, the decision of the Board of Education to award a contract to one of such identical bidders shall be final.
5. All bids submitted shall be firm for **15** days after bid opening date, or until accepted by the Board of Education, whichever occurs first.
6. A contract may be canceled at the successful bidder's expense upon non-performance of contract.
7. Cancellation of contract for any reason may result in the removal of the successful bidder's name from mailing list for future proposals for an indeterminate period.

GUARANTEES BY SUCCESSFUL BIDDER

The successful bidder guarantees:

His/her products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.

To furnish adequate protection from damage for all work and to repair damages of any kind for which his/her employees or agents are responsible, to the building or equipment, to his/her own work, or to the work of other successful bidders.

To carry adequate insurance to protect the school district from loss in case of accident, fire, theft, etc.

That any equipment or furniture offered is standard, new, latest model of regular stock product, or as required by the specifications, with parts regularly used for the type of equipment or furniture offered; also that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice. Every unit delivered must be guaranteed against faulty material and workmanship for a period of at least one year from date of delivery. If during this period such faults develop, the successful bidder agrees to replace the unit or the part affected without cost to the school district.

Any merchandise provided under the contract which is or becomes defective during the guarantee period shall be replaced by the successful bidder free of charge, with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The successful bidder shall make any such replacement immediately upon receiving notice from the school district.

That all deliveries will be equal to the accepted bid sample.

CONTRACT

1. Each bid will be received with the understanding that the acceptance thereof in writing by the school district, approved by the board of education, to furnish any or all of the items described therein shall constitute a contract between the successful bidder and the school district. Contract shall bind the successful bidder on his part to furnish and deliver at the prices and in accordance with the conditions of his/her bid. Contract shall bind the school district on its part to order from such successful bidder (except in the case of emergency) and to pay for at the contract prices, all items ordered and delivered within ten (10) percent over or under the award quantity, unless otherwise specified.
2. The placing in the mail of a notice of award or purchase order to a successful bidder, to the address given in his bid, will be considered sufficient notice of acceptance of contract.
3. If the successful bidder fails to deliver within the time specified, or within reasonable time as interpreted by the school district, or fails to make replacement of rejected articles, when so requested, immediately or as directed by the school district, the school district may purchase from other sources to take the place of the item rejected or not delivered. The school district reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary. On all such purchases the successful bidder agrees to reimburse the school district promptly for excess costs occasioned by such purchases. Should the cost be less, the successful bidder shall have no claim to the difference. Such purchases will be deducted from contract quantity.
4. A contract may be cancelled at the successful bidders expense upon non-performance of contract.
5. If the successful bidder fails to deliver as ordered, the school district reserves the right to cancel the contract and purchase the balance from other sources at the successful bidder's expense.
6. Cancellation of contract for any reason may result in removal of the successful bidder's name from mailing list for future proposals for an indeterminate period.
7. When materials, equipment, or supplies are rejected, they must be removed by the successful bidder from the premises of the school district within five (5) days of notification. Rejected items left longer than five (5) days will be regarded as abandoned, and the school district shall have the right to dispose of them as its own property.
8. No items are to be shipped or delivered until receipt of an official order from the school district.
9. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or his right, title, or interest therein, or his power to execute such contract, to any other person, company, or corporation, without the previous written consent of the school district. Pursuant to general municipal law section 109, the school district shall revoke and annul the contract if this provision is violated.
10. If the contract is of such a character that the employees engaged thereon are required to be insured under the provisions of the workers' compensation law, the contract shall be void and of no effect unless the successful bidder shall secure insurance under the workers' compensation law and keep such insurance in effect during the life of the contract for the benefit of such employees, in compliance with the provisions of the workers' compensation law.

DELIVERY

1. Delivery must be made in accordance with the instructions on the purchase order. The decision of the school district as to reasonable compliance with delivery terms shall be final.
2. The school district will not accept any deliveries on Saturdays, Sundays or legal holidays, except commodities required for daily consumption or where delivery is for an emergency, a replacement, or is overdue, in which event the convenience of the school district shall govern.
3. Items shall be securely and properly packed for equipment, storage, and stacking in shipping containers and according to accepted commercial practice, without extra charge for packing cases, baling or sacks.
4. The successful bidder shall be responsible for delivery of items in good condition at point of destination. He/she shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices. The receiving school district will note for the benefit of the successful bidder when packages are not received in good condition.
5. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the agent for the school district. The successful bidder will be required to furnish proof of delivery in every instance.
6. Unloading and placing of delivered items is the responsibility of the successful bidder, and the school district accepts no responsibility for unloading and placing of such items. Any costs incurred due to the failure of the successful bidder to comply with this requirement will be charged to him/her. No help for unloading will be provided by the school district, and suppliers should notify their truckers accordingly.
7. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following: Contract Number and/or Purchase Order Number; Name of Article; Item Number; Quantity; and Name of the successful bidder. Cartons shall be labeled with purchase order or contract number, successful bidder's name and general statement of contents. Failure to comply with this condition shall be considered sufficient reason for refusal to accept the goods.

INSTALLATION OF EQUIPMENT

1. The successful bidder shall clean up and remove all debris and rubbish resulting from his work from time to time as required or directed.

Equipment, supplies and materials shall be stored at the site only on the approval of the school district and at the successful bidder's risk. In general, such on site storage should be avoided to prevent possible damage or loss of the material.

Work shall be progressed so as to cause the least inconvenience to the school district and with proper consideration to the rights of other successful bidders or workmen. The successful bidder shall keep in touch with the entire operation and install his work promptly.

Bidders shall acquaint themselves with conditions to be found at the site and shall assume all responsibility for placing and installing the equipment in the locations required.

Equipment for trade-in shall be dismantled by the successful bidder and removed at his expense. The condition of the trade-in equipment at the time it is turned over to the successful bidder shall be the same as covered in the specifications, except as affected by normal wear and tear from use up to the time of trade-in. All trade-in equipment is represented simply "as is". Equipment is available for inspection only at the delivery point listed for new equipment, unless otherwise specified.

PAYMENT

1. Payment will be made only after correct presentation of claim forms or invoices, as may be required.
2. Partial payment will be permitted before successful completion of delivery of all items as indicated by specific purchase order.
3. Payment will be made after approval of claims by Jordan-Elbridge Central School District, Internal Claims Auditor.
4. Payments of any claim shall not preclude the school district from making claim for adjustment on any item found not to have been in accordance with the contract specifications.

INTERPRETATION AND ADDENDA

1. No oral explanation in regard to the meaning of specifications will be made and no oral instructions will be given before award of contracts. Prospective bidders must examine all documents carefully and before bidding must request from the school district, in writing, for an interpretation or correction of every ambiguity, inconsistency, error, discrepancy, omission or doubt herein.
2. Bidders shall act promptly in requesting any interpretation and shall allow sufficient time for such interpretation to be drafted and to reach all bidders before submission of their bids.
3. Such interpretation or correction as well as any additional contract provision school district may decide to include shall be issued in writing by the school district as an addendum which will be mailed or otherwise sent to each bidder of record not later than three (3) days prior to the date fixed for bid opening. Failure of any bidder to receive such addenda shall not relieve him/her of any obligation under his/her submitted bid. All addenda so issued shall become part of the contract.
4. If bidder, prior to submission of his/her bid, fails to call school district's attention to existence of any such ambiguity, inconsistency, error, discrepancy, omission or doubt in contract, his/her bid will be conclusively presumed to have been based upon interpretation of such ambiguity or inconsistency or the like, or direction correcting such error, which may subsequently be given by the school district.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Use of Federal Funds for Political
Expenditures

Policy Number: 5560

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 01/21/2024

Replacement of Policy Number: _____

The Board of Education prohibits the use of any federal funds for partisan political purposes or expenditures of any kind by any person or organization involved in the administration of federally-assisted programs.

This policy refers generally, but is not limited to, lobbying activities, publications, or other materials intended for influencing legislation or other partisan political activities.

In recognition of the structure, the Board of Education assigns the Purchasing Agent the responsibility of monitoring expenditures of federal funds so that said funds are not used for partisan political purposes by any person or organization involved in the administration of any federally-assisted programs.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Use of District Credit Card

Policy Number: 5575

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 06/18/2023

Replacement of Policy Number: _____

The Jordan-Elbridge Board of Education permits the use of district credit cards by authorized school employees to pay for actual and necessary expenses incurred in the performance of work related duties for the district. All use of district credit cards shall be in accordance with the Education Law Sections 1724 (1) and 2524 (1), Opinions of the State Comptroller No's 79-202, 79-494 and 78-897.

A list of authorized employees that will be issued a specific district credit card will be maintained in the Business Office and reported to the Board of Education each year at its annual re-organizational meeting. All district credit cards will be in the name of the school district.

The District shall establish a credit limit not to exceed \$10,000.00 for each card issued and an aggregate credit limit of \$25,000.00 for all cards issued to the district.

The Superintendent shall ensure that the relationship between the district and the credit card company is such that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Superintendent will ensure that no claim shall be paid unless an itemized voucher shall have been presented and shall have been audited and allowed.

Credit cards may only be used for legitimate school district business expenditures. The use of credit cards is not intended to circumvent the district's policy on purchasing.

Authorized users must take proper care of all district credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution and/or law enforcement agency. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the user to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Employees must submit detailed documentation, including itemized receipts for commodities, services, travel and/or actual and necessary expenses which have been incurred in connection with the school related business for which the credit card has been used.

The Superintendent shall establish administrative regulations governing the issuance and use of district credit cards. Each cardholder shall be apprised of the procedures governing the use of district credit cards and a copy of the policy and accompanying regulations shall be given to each authorized card holder.

The Internal Claims Auditor shall periodically, but no less than twice per year, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board of Education.

Date of Original Policy 07/10/2002
Previous Revision 06/06/2007

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Records Management

Policy Number: 5670

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 09/17/2023

Replacement of Policy Number: _____

A records management officer shall be designated by the Superintendent, subject to the approval of the Board of Education. Such records management officer shall coordinate the development of and oversee a program for the orderly and efficient management of records, including the legal disposition or destruction of obsolete records, and be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

In addition, a Records Advisory Board may be created to assist in the establishing and supporting the records management program. The District's legal council, Superintendent and designated Board of Education member may comprise the Advisory Board.

Appropriate regulations and procedures shall be developed.

Retention and Disposition of Records

The Superintendent shall retain records for such a period and dispose of them in the manner described in Records Retention and Disposition Schedule ED-1, established pursuant to Part 185, Title VIII of the Official Compilation of Codes, Rules and Regulations of the State of New York and Article 57-A of the Arts and Cultural Affairs Law.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Safety and Security

Policy Number: 5680

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 01/21/2024

Replacement of Policy Number: _____

The Board of Education of the Jordan-Elbridge Central School District hereby declares that it is the policy of the School District to provide a safe and secure environment to all those persons, students, staff and visitors, who lawfully enter upon district property or who travel in the district vehicles for the purposes of the District.

It shall be the responsibility of the Superintendent to establish and carry out written relations that will:

- a) Identify those staff members who will be responsible for effective administration of the regulations
- b) Provide staff time and other necessary resources for the effective administration of the regulations
- c) Establish periodic written review of the activities of the staff to ensure compliance with applicable laws and regulations
- d) Provide ongoing mechanism for the effective review of safety and security concerns of the staff, students and affected public
- e) Provide reports to the Board of Education regarding the significant aspects of safety and security of the District

Student Safety

All staff who are made aware of physical or verbal threats to students must immediately report these threats against student to the next level of supervisory authority for prompt action. The immediate supervisor must then inform the Superintendent or their designee, including any action taken, after learning of such threats to students.

The District shall disseminate this policy to all employees in order to ensure staff awareness.

Hazard Communication Standard

All personnel shall be provided with applicable training to comply with the New York State "Right-to-Know" Law and Hazard Communication Standard.

The Superintendent or their designee shall maintain a current record of the name, address and social security numbers of every employee who handles or uses toxic substances and which substance (s) were handled or used by the employee.

Rules and regulations will be developed to insure district implementation of this policy which shall include awareness information, employee training and record keeping.

New York State Labor Law Section 27-a and 879

12 New York Code of Rules and Regulations (NYCRR) Part 820 Article 28

Occupational Safety and Health Administration (OSHA)

29 Code of Federal Regulations (CFR) 1910.1200

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Personal Car for School Business Policy Number: 5741

Date of Original Policy: 07/10/2002 Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021 Date of Next Review: 01/21/2024

Replacement of Policy Number: _____

When any school employees use their personal automobiles for carrying out assigned school duties, they are reimbursed for car expenses at the rate of current IRS rate per mile. Forms for filing claims may be obtained from the office secretary. However, a district-wide vehicle should always be used if available. Carpooling is encouraged if multiple people are traveling to the same destination.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: School Resource Officer Policy Number: 6312
Date of Original Policy: _____ Date Revision Adopted _____
Reviewed by Policy Committee: 01/13/2021 Date of Next Review: 01/20/2024
Replacement of Policy Number: _____

The Board of Education (the “Board”) is committed to maintaining order and discipline on school premises and is likewise committed to maintaining an armed presence in the district’s schools to deter and repel acts of violence. Towards these ends, the Board desires to employ a retired police officer, with appropriate law enforcement training and experience, to serve as an armed Guard (“School Resource Officer”).

The Superintendent shall be responsible for securing the approval of the Onondaga County Personnel Office for the District to employ a security guard in the Civil Service title of “Guard 60090,” a non-competitive position in the labor class of the classified Civil Service.

The Board shall adopt a resolution for the purpose of providing written authorization for the School Resource Officer to possess and carry a firearm and pepper spray on the district’s premises in the performance of his duties as School Resource Officer, conditioned upon the School Resource Officer being at all times appropriately licensed to possess and carry the applicable firearm and pepper spray. Additionally, the School Resource Officer’s authorization to possess and carry a firearm and pepper spray during the course of employment as School Resource Officer shall be subject to and conditioned on the District being able to procure appropriate insurance coverage in connection with the School Resource Officer’s possession and use of the firearm and pepper spray within the scope of the School Resource Officer’s employment.

Prior to commencing employment as School Resource Officer, the Guard shall submit fingerprints and submit to the criminal background investigation and clearance process required by the New York Education Law and the regulations of the Commissioner of Education.

The School Resource Officer shall be compensated at an hourly rate approved by the Board upon the recommendation of the Superintendent, subject to applicable rules (if any) of the Onondaga County Personnel Department. Expenses for meals, tolls, travel, and conference attendance may be incurred by the School Resource Officer, with the prior approval of the Superintendent and within budgeted amounts. The School Resource Officer will not be eligible for any additional compensation or benefits from the District during his/her employment. The School Resource Officer’s work schedule will be determined by the Superintendent. The terms and conditions of the School Resource Officer’s employment by the District may be memorialized in an employment agreement that is consistent with this policy.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Acceptable Use of Technology Policy Number: 6475

Date of Original Policy: 09/28/2016 Date Revision Adopted

Reviewed by Policy Committee: 01/13/2021 Date of Next Review: 01/25/2024

Replacement of Policy Number: 5574, 6470, 6480, 7314, and 8270

Summary

The Board of Education of the Jordan-Elbridge Central School District recognizes that through the District's computer network, a variety of technology services can be made readily available to all school community members. While the District is able and willing to provide staff and students access to technology, users must agree that with the privilege of access comes the responsibility to act in a lawful, ethical manner.

District employees, students, Board of Education members and all individuals using district technology services shall adhere to the laws, policies and rules governing technology resources including but not limited to copyright laws, rights of software publishers, license agreements and rights of privacy created by federal and state laws. Unfortunately, the internet and e-mail may contain defamatory, inaccurate, abusive, racially offensive, adult orientated and/or illegal material and subsequently the Board of Education of the Jordan-Elbridge Central School District declares that the use of such materials is prohibited.

Any district employee, student, Board of Education member or any other user of the District's technologies who engages in unacceptable use may be asked to forfeit his/her access. Legal action may be initiated against district employees, students, and board of education members who willfully, maliciously, or unlawfully damage or destroy district property or data.

Privacy Rights

All e-mail files, electronic data, and media posted, created, maintained and/or stored on the district's hardware and/or network shall remain district property and as such is subject to district control and inspection. The Superintendent or his/her designee may access all such files and communications to ensure system integrity and to ensure that all district employees, students, board of education members and any other users are complying with these regulations. The District's technology services are audited specific to compliance with acceptable use. District employees, students, board of education members and any other users should not have an expectation of privacy. All district policies governing conduct apply to all users of the district's technology services.

Internet Content Filtering

- A. The District, in accordance with the provision of the *Children's Internet Protection Act*, requires that all building computers and mobile devices with internet access be equipped with filtering or blocking technology.

- B. No filtering technology can guarantee that students or staff will be prevented from accessing all inappropriate locations. All students will be properly supervised while accessing the internet so as to further ensure appropriate usage.

Violations of the District's Acceptable Use Policy

The District employs auditing technologies to monitor all activity on the district's hardware and network. The District will cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong doing. Violations of the district's acceptable use policy may result in the suspension or termination of a user's access and/or disciplinary action. The following actions constitute a violation of the district's acceptable use agreement:

- ☐ *Online gaming (including gambling)*
 - ✓ The one exception to this prohibition is when an on-line game is part of a class activity assigned by a teacher and designed to meet an educational purpose.
- ☐ *Theft or vandalism*
 - ✓ This prohibition includes but is not limited to the stealing or theft of software and/or hardware. This prohibition also includes unauthorized modification and/or destruction of software and/or hardware as well as any intentional misuse of the district's technology equipment.
- ☐ *Illegal Use*
 - ✓ Using district technology services to transmit any material that intentionally or unintentionally violates district policies and/or any applicable law is prohibited.
- ☐ *Causing Harm to Minors*
 - ✓ Using the District's technology services to harm or attempt to harm a minor in any way is prohibited.
- ☐ *Accessing or Distributing Threatening and/or Obscene Materials*
 - ✓ Using the District's technology services to transmit any material that threatens or encourages bodily harm, destruction of property, or disrupts the functions of the district's business is prohibited. Accessing or distributing materials determined to be obscene, including but not limited to pornography, via the district's technology services is prohibited. This includes sending any pornographic images and/or texts. Transmitting of pornographic or obscene images of minors is both a state and federal crime.
- ☐ *Other Uses Not Permitted*
 - ✓ The posting of any information regarding the Jordan-Elbridge Central School District without proper authorization is prohibited.
- ☐ *Harassment/Cyber-bullying*
 - ✓ Using the District's technology services to intimidate, abuse, threaten or transmit said material is prohibited. Sexting, which includes sending,

receiving or possession of sexually explicit messages, photographs, or images by electronic devices, is prohibited.

- ☐ *Fraudulent Activity*
 - ✓ Using the District's technology services to make fraudulent offers to sell, buy, or trade products and/or other services is prohibited.
- ☐ *Forgery or Impersonation*
 - ✓ Adding, removing, or modifying network headers or identifying information in an effort to deceive or mislead is prohibited. Attempting to impersonate any person by using forged headers or other identifying information is prohibited.
- ☐ *Hacking*
 - ✓ Hacking, including the use of the District's technology services to access or attempt to access security measures of the District or another entity's computer software, hardware, electronic communications system, or telecommunications system, regardless of whether or not the attempt results in the corruption of data or loss data, is prohibited. Hacking is a federal offense.
- ☐ *Plagiarizing Copyrighted Materials or Trademark Infringement*
 - ✓ Using the District's technology services to download, transmit or copy any material that infringes upon any copyright, trademark, patent or other proprietary rights of any third party is prohibited.
- ☐ *Collection of Personal Data*
 - ✓ Using the District's technology services to collect or attempt to collect personal information about third parties without their knowledge or consent is prohibited.
- ☐ *Storage of Confidential Information*
 - ✓ The use of personal storage devices to copy and/or transport confidential information such as but not exclusive to student or employee biographical data, health data, or Individualized Education Plans is prohibited.
- ☐ *Reselling or Using the District's Technology Service for Commercial Purposes*
 - ✓ Reselling the District's technology services or using the District's technology services for commercial activities is prohibited. The District's technology services are intended to support the education process and the execution of official school business only.
- ☐ *Causing Network Disruptions or Engaging in Unfriendly Action*
 - ✓ Using the District's technology services for any activity which adversely affects the ability of other people or systems to use the service is prohibited. Downloading or loading software applications on the network drive is considered an unfriendly action and as such is prohibited.
- ☐ *Abuse of Printing Services*
 - ✓ The District's printers should only be used to print minimal copies of instructional or official business materials. All other copy jobs should be sent to the BOCES Copy Center.

Indemnity

The District is not responsible for the theft, loss, or damage that may occur to any personal electronic device that is brought on school grounds, buses, or to any district-sponsored event or from connecting to the District's guest wireless network.

Offsite Wireless Access

District-owned devices may be connected to an offsite wireless network provided that the site does not require installation of software, modify the preset firewall configuration and/or change any of the District's network settings.

Frequent Backup

It is the employee's responsibility to regularly backup files contained on a district laptop or district mobile device.

Use of District Laptop or Personal Computing Devices or Portable Computing Devices

The District may assign technology devices to an employee or student to support specific educational or official district business activities, programs and/or functions. These devices include but are not limited to district-owned laptops, iPads, Chromebooks and portable computing devices. The assigned device is the property of the District and is managed by district technology support personnel. All district-owned devices are assets and are audited for acceptable use.

District Owned Cell Phones

Any district purchase of cell phones or related equipment must reflect NYS contract pricing. Positions requiring district-owned cell phones shall be listed in administrative regulations and are subject to board of education approval on an annual basis. The Superintendent's authorization or that of his/her designee is required prior to purchasing and/or assignment of cell phones. All district-owned cell phones are to remain the property of the District. The District's Director of Technology shall evaluate the District's cell phone plan specific to cost and necessity on an annual basis. District-owned cell phones shall be immediately turned over upon an employee's termination and/or upon the District's request. Employees who fail to return a district-owned cell phone and/or associated equipment will be billed for the cost of said items as well as the cost of any personal calls made subsequent to the termination of the employee or upon the District's request to forfeit said equipment.

Reporting Theft, Damage or Loss

Theft or the suspected theft of a district-owned technology device must be reported to a district official immediately and an official police report must be filed. Any damage to a district-owned technology device must be reported to the District's technology personnel immediately. As a condition of use, an employee accepts responsibility for any costs that can be attributed to negligence, intentional misuse, or the loss of a district-owned technology device.

Tampering With District Assets

The removal or alteration to any district identification label is prohibited. Modification, addition or deletion of user accounts is prohibited. Software or hardware excluding mice, keyboards, speakers, headphones and portable storage devices shall not be installed or removed from any

district laptop or personal computing device. Only district technology support personnel may remove or install software or hardware on any District laptop or personal computing device. Modification to any district antivirus software and/or firewall system is prohibited. Only district technology support personnel are allowed to perform periodic upgrades and repairs.

Return of District-owned Technology Devices

Upon request, district-owned technology devices must be returned immediately. Private or personal information should not be stored on district-owned technology devices. District-owned technology devices must be turned in minimally 1 time per year for auditing purposes. The date and time for said return will be announced by the District's technology department. All contents housed on district-owned devices may be accessed at any time as deemed necessary by the District's administration.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Special Education District Plan Policy Number: 7610

Date of Original Policy: 07/10/2003 Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021 Date of Next Review: 01/13/2024

Replacement of Policy Number: _____

A District plan shall be developed and updated every two years describing the Special Education program in the Jordan Elbridge Central School District. The District plan shall include the following:

- a) A description of the nature and scope of special education programs and services currently available to students residing in the District, including but not limited to descriptions of the District's resource room programs and each special class program provided by the District in terms of group size and composition.
- b) Identification of the number and age span of students (school age and preschool) to be served by type of disability and recommended setting.
- c) The method to be used to evaluate the extent to which the objectives of the program have been achieved.
- d) A description of the policies and practices of the Board of Education to ensure the allocation of appropriate space within the district for special education programs that meet the needs of students and preschool children with disabilities.
- e) The estimated budget to support such plan
- f) The date on which such plan was adopted by the Board of Education

The District plan, with personally identifiable student information deleted, shall be filed and available for public inspection and review by the Commissioner.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: The Role of the Board of Education in
Implementing a Student's Individualized
Education Program _____

Policy Number: 7613

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 01/13/2024

Replacement of Policy Number: _____

The Board of Education shall establish at least one (1) Committee on Special Education and one (1) Committee on Preschool Education. The Board shall also establish, as necessary, Subcommittees on Special Education to ensure timely evaluation and placement of students with disabilities.

Committee on Special Education

The Board of Education shall, upon completion of its review of the student's Individualized Education Program (IEP), arrange for the appropriate special education programs and services to be provided to a student with a disability as recommended by the Committee on Special Education (CSE). The Board shall notify the parent/guardian of its action in accordance with federal and state law and regulations.

For a student not previously identified as having a disability, the CSE shall provide a recommendation to the Board which shall arrange for the appropriate special education programs and services to be provided within 60 school days of the date of receipt of consent to evaluate. For a student with a disability referred for review, a recommendation shall be provided to the Board which shall arrange for the appropriate special education programs and services to be provided within 60 school days of the referral for review. However, if such recommendation of the CSE is for placement in an approved in-state or out-of-state private school, the Board shall arrange for such special education programs and services of students with disabilities within 30 days of the Board's receipt of the recommendation of the CSE.

If upon review of the recommendation of the CSE, the Board of Education disagrees with such recommendation, the Board shall follow one of the following procedures:

- a) The Board may remand the recommendation to the CSE with a statement of the Board's objections or concerns and a request that a timely meeting be held to review and consider such objections or concerns. The CSE shall consider the Board's objections or concerns, revise the IEP where appropriate and resubmit a recommendation to the Board. If the Board continues to disagree with the recommendation of the CSE, the Board may continue to remand the recommendation to the original committee for additional reviews of its objections or concerns, or establish a second CSE to develop a new recommendation in accordance with the following

paragraph, provided that the Board arranges for the programs and services in accordance with the student's IEP within the timelines as outlined above; or, in the alternative,

- b) The Board may establish a second CSE to develop a new recommendation for the student. If the Board disagrees with such new recommendation, the Board may remand the recommendation to the second CSE with a statement of the Board's objections or concerns and a request that a timely meeting be held to review and consider such objections or concerns. The second CSE shall consider the Board's objections or concerns, revise the IEP where appropriate, and resubmit a recommendation to the Board. If the Board continues to disagree with the recommendation of the second CSE, the Board may continue to remand the recommendation for additional reviews of its objections or concerns by the second CSE, provided that the Board arranges for the programs and services in accordance with the student's IEP, as developed by the second CSE, within the timelines as outlined above.

Pursuant to Commissioner's Regulations, the Board may not select the recommendation of the original CSE once it has established a second CSE.

The Board shall provide the student's parents/guardians with a copy of the statement of its objections or concerns and notice of due process rights in accordance with Section 200.5 of the Regulations of the Commissioner.

Committee on Preschool Special Education

Upon receipt of the recommendation of the Committee on Preschool Education (CPSE), the Board of Education shall arrange for the preschool student with a disability to receive such appropriate programs and services in accordance with the student's IEP via a county-approved provider; such services shall be provided no later than 30 days from the recommendation of the CPSE.

If the Board disagrees with the recommendation of the CPSE, the Board shall send the recommendation back to the CPSE with notice of the need to schedule a timely meeting to review the Board's concerns and to revise the IEP as deemed appropriate. The Board of Education shall provide such notice as required by federal and state law and regulations.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Least Restrictive Environment Policy Number: 7616

Date of Original Policy: 07/10/2002 Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021 Date of Next Review: 01/13/2024

Replacement of Policy Number: _____

Least restrictive environment means that placement of students with disabilities in special classes, separate schools or other removal from the regular educational environments occurs only when the nature of severity of the disability is such that even with use of supplementary aids and services, education in regular classes cannot be satisfactorily achieved. The placement of an individual student with a disability in the least restrictive environment shall:

- a) Provide the special education and related services, as well as supplementary aids and services, needed by the student
- b) Provide for education of the student to the maximum extent appropriate to the needs of the student with other students who do not have disabilities
- c) Be as close as possible to the student's home

The District has an obligation, pursuant to law and regulation, to educate students with disabilities in the least restrictive environment. The School District shall ensure that:

- a) Each student with a disability shall be educated with nondisabled students to the maximum extent appropriate
- b) Each student with a disability shall be removed from the regular educational environment only when the nature or severity of the student's disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily
- c) To the maximum extent appropriate to the student's needs, each student with a disability shall participate with nondisabled students in nonacademic and extracurricular services and activities.

The District shall ensure that a continuum of alternative placements, in accordance with law and regulation, will be available to meet the needs of students with disabilities for special education and related services. To enable students with disabilities to be educated with nondisabled students to the maximum extent appropriate, specially designed instruction and supplementary services may be provided in the regular class. Such services may include, but are not limited to, consultant teacher services and other group or individual supplemental or direct special education instruction.

20 United States Code (USC) Section 1400-1485
Individuals with Disabilities Education Act (IDEA)

34 Code of Federal Regulations (CFR) Part 300

State Law- Education Law Sections 4401-4410-a

8 New York Code of Rules and Regulations (NYCRR) Sections 100.5, 100.9, 200.1(cc), 200.2(b), 200.4 and 200.6

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Pre-referral Intervention Strategies in
General Education (Prior to Referral for
Special Education)

Policy Number: 7617

Date of Original Policy: 07/10/2002

Date Revision Adopted 10/19/2016

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 01/13/2024

Replacement of Policy Number: _____

The School District shall establish a plan for implementing school wide approaches and pre-referral interventions in order to remediate a student's performance *prior to referral* for special education.

The provision of programs or services for students starts with consideration/implementation of instruction in the general education curriculum, with appropriate supports or modifications as may be necessary. In implementing pre-referral intervention strategies, the District may utilize resource /strategies already in place for qualified students including, but not limited to, services available through Section 504 of the Rehabilitation Act of 1973, and Educationally Related Support Services and Academic Interventions Services as defined in Education Law and Commissioner's Regulations. All of these programs may be considered as possible components of Pre-referral /Intervention Instructional Support Plans. The District will ensure that they have a system in place, with appropriate personnel, for developing, implementing and evaluation pre-referral intervention strategies.

The District will provide general education support services, instructional modifications, alternative instructional approaches, or alternative program options to address a student's performance prior to a referral to a Committee on Special Education (CSE). Formal Instructional Support Services Teams (ISST) or other school based team (e.g. Direct Student Support Teams or Child Study Teams), will be formed in accordance with law and regulations as may be applicable as well as District guidelines. The ISST will include representatives from general and special education as well as other disciplines and include individuals with classroom experience. Parents/persons in parental relations to students will be involved in developing pre-referral strategies to address the educational needs of their child. Additionally, the District will seek collaboration between outside agencies and the school prior to a referral of the student to the CSE in order to address necessary student support services.

Administration shall ensure that appropriate opportunities exist for collaboration between general educators and special educators , and that consultation and support are available to teachers and other school personnel to assist parents/persons in parental relation to students and teacher in exploring alternative approaches for meeting the individual needs of any student prior to the formal referral for special education.

The determination of prevention and pre-referral intervention strategies/services shall consider the student's strengths, environment, social history, language and cultural diversity in addition to the teacher's concerns. The building administrator will further ensure that all staff are familiar with intervention procedures and procedures for operating ISST.

Pre-referral /Intervention Instructional Support Plans shall be proactive in their strategies to meet the broad range of student needs and to improve student performance. Pre-referral / Intervention strategies or Instructional Support Plans are to be reviewed and evaluated to determine their effectiveness, and modified as may be appropriate. Appropriate documentation of the prevention or intervention strategies implemented shall be maintained.

However, should a referral be made to the CSE during the course of implementing pre-referral / intervention instructional support services, the CSE is obligated in accordance with law to continue its duties and functions, and must meet mandatory time lines in evaluating the student for special education services and implantation of and individualized education program, if applicable.

Educational Related Support Services

Educational related support services (ERSS) means curriculum and instructional modification services; direct student support team services; assessment and non-career counseling services, special instruction to eligible students with disabilities as defined in Education Law Section 4401, which does not generate excess cost aid including related services but excluding transportation and transition services; and to eligible, qualified students pursuant to Section 504 of the Rehabilitation Act of 1973. These services are provided to eligible students, individually or in groups, and may include those related consultation services provided to their families and related school personnel in order to enhance the academic achievement and attendance of such students. Educational related support services shall also meet speech and language improvement services as defined in Commissioner's Regulations.

ERSS may be utilized as a component of any Pre-referral / Intervention Instructional Support Plan.

Section 504 of the Rehabilitation Act of 1973

For students who are qualified for services pursuant to Section 504 of the Rehabilitation Act, but are not classified as students with disabilities as defined in Education Law section 4401, Section 504 Accommodation Plans may address instructional support services that can be utilized as components of any pre-referral /intervention strategies as deemed necessary or appropriate.

Academic Intervention Services

Academic intervention services means additional instruction which supplements the instruction provided in the general curriculum and assists students in meeting the State learning standards as defined in Commissioner's Regulations and student support services which any include guidance, counseling, attendance and study skills which are needed to support improved academic performance. However, such services shall not include services provided to students with limited English proficiency pursuant to Commissioner's Regulations and special education services and programs as defined in Education Law Section 4401. Academic intervention services are intended to assist students who are at risk of not achieving the state learning standards in English language arts, mathematics, social studies and science, or who are at risk of not gaining the knowledge and skills needed to meet or exceed designated performance levels on State assessments.

In implementing prevention or pre-referral intervention support strategies in order to remediate a student's performance prior to referral for special education, the utilization of academic intervention services, as enumerated in Commissioner's Regulations, may be included as a component of any such Pre-referral / Intervention Instructional Support Plan.

Education Law Sections 3602(32), 4401 and 4401-a

8 New York Code of Rules and Regulations (NYCRR) Sections 100.1(g),(p),(r),(s) and (t); 100.2(v); 100.2 (dd)(4); 200.2(b)(7); 200.4(a)(2) and (9); 200.4(c); and

Part 154 Section 504 of the Rehabilitation Act of 1973,

29 United States Code (USC) Section 794 et seq.

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Declassification of Students with Disabilities Policy Number: 7618

Date of Original Policy: 07/10/2002 Date Revision Adopted 10/19/2016

Reviewed by Policy Committee: 01/13/2021 Date of Next Review: 01/13/2024

Replacement of Policy Number: _____

The School District shall establish and implement a plan for the appropriate declassification of students with disabilities which must include:

- The regular consideration for declassifying students when appropriate
- A reevaluation of the student prior to declassification
- The provision of educational and support services to the student upon declassification

Eligibility Determination

The School District must evaluate a student with disability prior to determining that a student is no longer a student with a disability as defined in accordance with the Commissioner's Regulations, and the District shall provide a copy of the evaluation report and the documentation of eligibility to the student's parent. The District is not required to conduct a reevaluation of a student before the termination of a student's eligibility due to graduation with a local high school or Regent diploma or exceeding the age eligibility for a free appropriate public education. However, the parent must receive prior written notice, in accordance with Commissioner's Regulations, before the student's graduation from high school with a local or Regents diploma or before he or she receives an Individualized Education Program (IEP) diploma. The results of any reevaluations must be addressed by the Committee on Special Education (CSE) in a meeting to review and, as appropriate, revise the student's IEP.

Prior to the reevaluation, the School District shall obtain informed parental consent unless otherwise authorized pursuant to law and regulation. Parental consent need not be obtained if the District can demonstrate that it has taken reasonable measures to obtain the consent, and the student's parents fail to respond. The District must have a record of its attempts to obtain parental consent. Should the student's parents refuse consent for the reevaluation, the District may continue to pursue the reevaluation by using mediation or due process procedures.

The District shall take whatever action is necessary to ensure that the parent understands the proceedings at the meeting of the CSE, including arranging for an interpreter for parent with deafness or whose native language is other than English.

Individual Evaluation

As part of any reevaluation, a group that includes the CSE and other qualified professionals, as appropriate, shall review existing evaluation data on the student including evaluations and information provided by the parents of the student, current classroom-based assessments and observations, and observations by teachers and related services providers.

On the basis of that review, and input from the student's parents, the CSE and other qualified professional, as appropriate, shall identify what additional data, if any, are needed to determine:

- a) In the case of a reevaluation of a student, whether the student continues to have such a disability
- b) The present levels of performance and educational needs of the student
- c) In the case of a reevaluation of a student, whether the student continues to need special education
- d) Whether any additions or modifications to the special education services are needed to enable the student to meet the measurable annual goal set out in the Individualized Education Program (IEP) of the student and to participate, as appropriate, in the general curriculum

If additional data are not needed, the District must notify the parents of that determination and the reasons for it and of the right of the parents to request an assessment to determine whether, for purposes of services provided in accordance with law and Commissioner's Regulations, the student continues to be a student with a disability. The District is not required to conduct the assessment unless requested to do so by the student's parents.

The CSE shall arrange for an appropriate reevaluation of each student with a disability at least every three (3) years by a multidisciplinary team or group of persons, including at least one teacher or other specialist with knowledge in the area of the student's disability. The reevaluation shall be sufficient to determine the student's individual needs, educational progress and achievement, the student's ability to participate in instructional programs in regular education and the student's continuing eligibility for special education. The results of any reevaluations must be addressed by the CSE in reviewing and, as appropriate, revising the student's IEP.

Recommendation for Declassification

If the student has been receiving special education services, but it is determined CSE that the student no longer needs special education services and can be placed in a regular educational program on a full-time basis, the recommendation shall:

Identify the declassification support services, if any, to be provided to the student; and the student's teacher

Indicate the projected date of initiation of such services, the frequency of provision of such services, and the duration of these services, provided that such services shall not continue for more than one year after the student enters the full-time regular education program.

Declassification Support Services

When appropriate, the District shall provide declassification support services to students who have moved from special education to a full time regular educational program in accordance with the recommendation of the CSE.

Declassification support services means those services provided by persons appropriately certified pursuant to Part 80 of Commissioner's Regulations, or holding a valid teaching license in the appropriate area of service, to a student or the student's teacher to aid in the student's move from special education to full-time regular education, including:

- a) For the student, psychological services, social work services, speech and language improvement services, non career counseling and other appropriate support services
- b) For the student's teacher, the assistance of a teacher aide or a teaching assistant, and consultation with appropriate personnel.

Procedural Safeguards Notice

The District shall use the procedural safeguards notice prescribed by the Commissioner of Education. The District will further ensure that the procedural safeguards notice is provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so. If the native language or other mode of communication of the parent is not a written language, the District shall take steps to ensure that the notice is translated orally or by other means to the parent in their native language or other mode of communication; that the parent understands the content of the notice; and that there is written evidence that all due process procedures, pursuant to law and regulation, have been met.

20 United States Code (U.S.C.) Sections 1400-1485,
Individuals with Disabilities Education Act (IDEA)

34 Code of Federal Regulations (C.F.R.) Part 300

State Law- Education Law Sections 4401-4410-a

8 New York Code of Rules and Regulations (NYCRR) Sections 100.1(q), 100.2(u), 200.2(b)(8), 200.4(b)(4) and (5), 200.4(c)(3), 200.4(d)(1) and 200.5

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Section 504 of the Rehabilitation
Act of 1973 _____

Policy Number: 7621

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 01/13/2024

Replacement of Policy Number: _____

The Board of Education affirms its compliance with those sections of the Rehabilitation Act of 1973 dealing with program accessibility.

Section 504 of the Rehabilitation Act prohibits discrimination against qualified individuals with disabilities in federally assisted programs or activities solely on the basis of disability. The District shall make its program and facilities accessible to all its students with disabilities.

The District shall also identify, evaluate and extend to every qualified student with a disability under Section 504 a free, appropriate public education, including modifications, accommodations, specialized instruction or related aids and services, as deemed necessary to meet their educational needs as adequately as the needs of nondisabled student are met.

The District official responsible for coordination of activities relating to compliance with Section 504 is the Superintendent of Schools. This official shall provide information, including compliant procedures, to any person who feels his or her rights under Section 504 have been violated by the District or its officials.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Impartial Hearings/Selection of Impartial
Hearing Officers _____

Policy Number: 7670

Date of Original Policy: 07/14/2005

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 01/13/2024

Replacement of Policy Number: _____

The School District is committed to making every effort to amicably resolve differences involving the educational programs for students with disabilities. When outside assistance is needed to aid in resolving a disagreement about the identification, evaluation, educational placement or provision of a free appropriate education for a student with a disability, mediation is encouraged. For those exceptional circumstances where a more formal method is required, the impartial hearing process will be utilized. The Impartial Hearing Officer (IHO) renders a written decision after the parties present and refute evidence before him/her. The decision of the IHO is final and binding on both parties unless appealed to the State Review Officer (SRO).

Impartial Hearing Process/Prehearing Conference

The following is an overview of the impartial hearing process/prehearing conference:

- a) Either the parent or the School District may request an impartial hearing. If a parent makes the request, it must be in writing to the Board of Education describing the nature of the dispute and a proposed resolution of the problem. The District will provide a form for this purpose. However, the District may not deny or delay a parent's right to an impartial hearing if the written request is not complete.

If the District is the party initiating an impartial hearing, the District will provide prior written notice to the parent including a statement of the action proposed and any explanation of why the District proposes to take such action.

- b) Upon receipt of or initiation of a request for an impartial hearing, the District will inform the parent of the availability of mediation, of any free or low-cost legal and other relevant services available in the area, and provide the parent with a copy of the District's Procedural Safeguards Notice.
- c) The District must immediately (but not later than two (2) business days after receipt of the written request for the hearing) initiate the process to select an IHO. The District selects the IHO through a rotational selection process in accordance with regulatory timelines. The Superintendent's Secretary/District Clerk will be responsible for contacting IHOs and maintaining appropriate records.

- d) The IHO must be certified by the Commissioner of Education, be independent and have access to the support and equipment necessary to perform the duties of an IHO. When the selected IHO indicates availability, the Board of Education must immediately appoint him/her. To expedite this process, the Board may designate one (1) or more of its members to appoint the IHO on behalf of the Board.
- a) The IHO may not accept appointment unless he/she is available to initiate the hearing within the first fourteen (14) days of being appointed.
- b) The hearing, or a prehearing conference, shall be scheduled to begin within the first fourteen (14) days of the IHO's appointment, unless an extension is granted pursuant to Commissioner's Regulations.
- c) The hearing will be conducted at a time and location that is reasonable and convenient to the parent and the student involved. The hearing shall be closed to the public unless the parent requests an open hearing.
- d) The role and responsibilities of the IHO will be as enumerated in Commissioner's Regulations.
- e) The student shall remain in his/her current placement during the pendency of the impartial hearing unless both parties agree or except as otherwise provided for expedited impartial hearings for certain disciplinary suspensions or removals of a student.
- f) The IHO renders and forwards the finding of fact and decision to the parties and to the State Education Department in accordance with regulatory timelines.
- g) The decision of the IHO is final and binding on both parties unless appealed to the State Review Officer (SRO).

Recordkeeping and Reporting

The District will utilize the New York State Education Department's Impartial Hearing Reporting System (IHRS) to access the alphabetical list of the names of each IHO who is certified in New York State and available to serve in the District. The District will record and report to the State Education Department required information relating to the selection of IHOs and the conduct of impartial hearings according to the manner and schedule specified by the Department. The Superintendent shall designate a staff member(s) who will be responsible for reporting such information as required relating to the impartial hearing process into the State Education Department's web-based reporting system.

Compensation of Impartial Hearing Officers

The District will be responsible for compensating the IHO for prehearing, hearing and post-hearing activities at the rate agreed upon at the time of the IHO's appointment. The rate of compensation may not exceed the maximum rate approved by the Director of the Division of the Budget. The District will also reimburse the IHO for travel and other hearing-related expenses (e.g., duplication and telephone costs) pursuant to an annually determined schedule. On an annual basis, the District will forward a copy of its compensation rates to each IHO on the District's rotational list.

Mediation

Mediation is voluntary and does not deny or delay a parent's right to an impartial hearing. If mediation is initiated after a request for an impartial hearing has been received, the impartial hearing must continue unless the request for the impartial hearing is withdrawn. However, a party may request an extension to an impartial hearing in order to pursue mediation.

Guardians ad Litem at Impartial Hearings

Unless a surrogate parent has been previously appointed, the IHO must appoint a guardian ad litem when he/she determines that the interests of the parent(s) are opposed to or are inconsistent with those of the student or whenever the interests of the student would be best protected by such appointment.

Confidentiality

All issues relating to a request for and conduct of an impartial hearing must be kept confidential by all District staff.

Administrative Procedures

Administrative procedures will be developed for the selection and appointment of an IHO consistent with regulatory requirements.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: Independent Educational Evaluations Policy Number: 7680

Date of Original Policy: 07/10/2002 Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021 Date of Next Review: 01/13/2024

Replacement of Policy Number: _____

Parents of children with disabilities have the right under Federal and State regulations to obtain and independent evaluation at public expense under certain conditions. Regulatory standards are outline in New York State Regulations of the Commissioner of Education Part 200.5(a)(1)(vi). Additionally, the Federal Regulations (34 Code of Federal Regulations [CFR] 300.503) specify requirements for an independent evaluation.

Administrative regulations on independent evaluations will be developed in order to explain the rights of parents and the responsibilities of school districts with regard to independent evaluations, and also to avoid any misunderstandings.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT	
Policy: <u>Special Education Mediation</u>	Policy Number: <u>7690</u>
Date of Original Policy: <u>07/10/2002</u>	Date Revision Adopted _____
Reviewed by Policy Committee: <u>01/13/2021</u>	Date of Next Review: <u>01/13/2024</u>
Replacement of Policy Number: _____	

Parents or persons in parental relation to students suspected of or having disabilities will receive written notice of the availability of the mediation program each time they receive notice of their entitlement to the impartial hearing procedures in accordance with Federal and State law and regulations.

Education Law Section 4404-a

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: EQUAL EDUCATION OPPORTUNITIES

Policy Number: 8130

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 03/18/2024

Replacement of Policy Number: _____

It is the policy of the District that each student shall have equal educational opportunities and will not be excluded or prevented from participating in or having admittance to the educational courses, programs or activities; school services; and extracurricular events on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity or expression).

Administration shall establish grievance procedures that provide for the prompt and equitable resolution of complaints pertaining to discrimination on the nature of bias or biases involved whether the discrimination or harassment was based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (gender identity or expression).

Title VII of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000-e, et seq. – Prohibits discrimination on the basis of race, color, religion, sex or national origin.

Title VI of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000-d, et seq. – Prohibits discrimination on the basis of race, color or national origin.

Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.

The Americans With Disabilities Act, 42 United States Code (USC) Section 12101 et seq. –

Prohibits discrimination on the basis of disability.

Title IX of the Education Amendments of 1972, 20 United States Code (USC) Section 1681 et seq. – Prohibits discrimination on the basis of sex.

New York State Executive Law Section 290 et seq. - Prohibits discrimination on the basis of age, race, creed, color, national origin, sex, disability or marital status.

Age Discrimination in Employment Act, 29 United States Code Section 621.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: SAFETY CONDITIONS AND PROGRAMS

Policy Number: 8210

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 03/18/2024

Replacement of Policy Number: _____

The practice of safety will be considered an integral part of the instructional program through fire prevention, emergency procedures and drills, driver education, and traffic and pedestrian safety. Each principal will be responsible for the supervision of a safety program for his/her school. The safety program may include, but not be limited to, in-service training, plant inspection, fire prevention, accident recordkeeping, driver and vehicle safety programs, emergency procedures and drills, and traffic safety programs relevant to students, employees and the community. It shall be the duty of the Board of Education to oversee inspections and supervision of the health and safety aspects of the school facilities.

Eye Safety/Student Use of Hand-Held Laser Pointers

Eye safety devices are to be provided by the School District for the protection of employees, students and visitors, and worn in the technology education classes and labs when activities present a potential eye hazard. The Superintendent or his/her designee will ensure that these devices are properly repaired, cleaned and stored to prevent the spread of germs or diseases after individuals use them.

Each classroom teacher is responsible for the safe and proper use of all instructional materials and equipment by students in his/her classroom. Laser pointers are to be used by students only when such use is approved and supervised by the classroom instructor.

Students will be advised not to stare directly into the beam from a laser pointer or direct the beam at the eyes of another individual. Students are not to aim the pointer into the audience. Students are to be made aware of the hazards associated with the particular type of laser pointer used.

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: CAREER AND TECHNICAL (OCCUPATIONAL)
EDUCATION

Policy Number: 8220

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 03/18/2024

Replacement of Policy Number: _____

The Board of Education recognizes the need for career and technical education and reaffirms its policy of strengthening the local high school career and technical education program through utilization of any available federal and state funds for that purpose and of supporting the BOCES program.

Equal Opportunity

The Board of Education prohibits discrimination on the nature of bias or biases involved whether the discrimination or harassment was based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (gender identity or expression). The career and technical education program and/or activities shall be readily accessible to students with disabilities.

Public Notification

Prior to the beginning of each school year or academic semester, the District shall issue an appropriate public announcement which advises students, parents, employees and the general public that career and technical education opportunities will be offered without regard to actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (gender identity or expression) included in such announcement will be the name, address, and telephone number of the person designated to coordinate Title IX/Section 504/ADA activities.

Grievance Procedure

Grievance procedures for resolving complaints regarding discrimination on the nature of bias or biases involved whether the discrimination or harassment was based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (gender identity or expression).

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: DRIVER EDUCATION
AND PHYSICAL EDUCATION

Policy Number: 8240

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 03/18/2024

Replacement of Policy Number: _____

Driver Education

A driver education course may be offered under the conditions set forth by the New York State Education Department and Commissioner's Regulations.

Education Law Article 90 and Section 3204(2)(b)
8 New York Code of Rules and Regulations (NYCRR) Section 142

Physical Education Class

All students, except those with medical excuses, shall participate in physical education in accordance with the Commissioner's Regulations. Any student whose condition precludes participation in a regular program shall be provided with adaptive physical education approved by the Commissioner of Education, which could be conducted within the regular physical education program.

Education Law Sections 803 and 3204
8 New York Code of Rules and Regulations (NYCRR) Section 135.4

JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT

Policy: INSTRUCTION FOR ENGLISH LANGUAGE
LEARNERS OR STUDENTS WITH LIMITED
ENGLISH PROFICIENCY

Policy Number: 8280

Date of Original Policy: 07/10/2002

Date Revision Adopted _____

Reviewed by Policy Committee: 01/13/2021

Date of Next Review: 03/18/2024

Replacement of Policy Number: _____

The Board of Education recognizes its responsibility to ensure that students of foreign birth or ancestry, who have limited English proficiency, are provided with an appropriate program of bilingual transitional education or a free-standing program of instruction composed of English as a Second Language component. Regulations and procedures shall be developed pursuant to the Regulations of the Commissioner to:

- a) Identify those students who are English language learners or who have limited proficiency by means of a diagnostic screening of new entrants and provide a program of bilingual education or English as a Second Language for eligible students. A plan shall be developed to meet the educational needs of each student and proficiency will be measured annually by a language assessment instrument in order to determine further participation by a student. The plan will include assessment of each student's performance in content areas to measure the student's academic progress. State mandated tests may be offered in a student's native language.
- b) Ensure that such students have access to appropriate instructional and support services, including guidance programs pursuant to Commissioner's Regulations and the opportunity to participate in District educational programs, including all existing extracurricular programs and activities, which are available to all other students enrolled in the public schools of the District.

The instructional programs and services available to limited English proficient pupils to help them acquire English proficiency may include, pursuant to Commissioner's Regulations, bilingual education programs, free standing English as a second language programs, appropriate support services, transitional services, in-service training and parental notification.

No pupil shall be served in a bilingual or English as a second language program pursuant to Commissioner's Regulations for a period in excess of three (3) years from the date of enrollment in school unless such period is extended by the Commissioner of Education with respect to an individual pupil for a period not to exceed six (6) years.

A student whose score on an English language assessment instrument as specified in Section 154.2(a) of the Commissioner's Regulations is a result of a disability shall be provided special education programs and services in accordance with the individualized education program (IEP) developed for such student and shall also be eligible for services pursuant to Part 154 of the Commissioner's Regulations when these services are recommended in the IEP.

The parent/guardian of a student identified as an English language learner or as limited proficient shall be informed in his/her native language, if necessary, of the student's identification for and/or participation in an English language learner instructional program.

The Superintendent shall ensure that all data required by the Commissioner's Regulations is submitted to the State Education Department in a timely manner.



JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Principal/ AD Consideration of Employment

Recommendation:				
To:	Jim Froio – Superintendent of Schools		From:	Daniel Stadtmiller - Director of Health, PE, and Athletics
Candidate's Name:	Mike Frood			
Appointment Information:				
Start Date:	School Year 2020-21		Position:	<input type="checkbox"/> Probationary <input type="checkbox"/> P/T FTE: _____
Appointment:	<input type="checkbox"/> Teacher <input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Teacher Aide <input type="checkbox"/> Nurse <input type="checkbox"/> Clerical <input type="checkbox"/> Monitor			
	<input type="checkbox"/> LTS Teacher <input type="checkbox"/> Substitute Certified Teacher <input type="checkbox"/> Substitute Non-Certified Teacher <input type="checkbox"/> Substitute Clerical			
	<input type="checkbox"/> Substitute Monitor <input type="checkbox"/> Substitute Teaching Assistant <input type="checkbox"/> Substitute Teacher Aide <input type="checkbox"/> Other (Indicate Below)			
Coach:	Wrestling			
	<input type="checkbox"/> Head <input type="checkbox"/> Assistant <input checked="" type="checkbox"/> Volunteer			
	<input checked="" type="checkbox"/> Varsity <input type="checkbox"/> Junior Varsity <input checked="" type="checkbox"/> Modified <input checked="" type="checkbox"/> Boys <input type="checkbox"/> Girls			
Salary:	0	<input type="checkbox"/> Hourly	<input type="checkbox"/> Yearly	<input checked="" type="checkbox"/> Seasonal
Reason for selection:				
Mike Frood has coached the program for years and will continue in a volunteer role.				
Signature:	Daniel Stadtmiller		Date:	2/1/21
Personnel Information – Provided for new employees and re-appointments if required				
	Attached	On File	Not Required	Verified
Application		✓		
Resume		✓		
Certification		✓		
Fingerprint Clearance		✓		
Civil Service Contracted Appointment Information:				
Civil Service Class:		Probationary Term:		
Certified Contracted Appointment Information:				
Tenure Area:			Prior Tenure:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certification(s):				
Certification Status:		Degree:		Credits:
Probationary Start Date:		End Date:		
Reviewed by District Clerk:				
Signature:			Date:	2/2/21



JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Principal/ AD Consideration of Employment

Recommendation:

To: Jim Froio – Superintendent of Schools **From:** Daniel Stadtmiller - Director of Health, PE, and Athletics

Candidate's Name: Kurt Alpha

Appointment Information:

Start Date: School Year 2020-21 **Position:** ☐ Probationary ☐ P/T FTE: _____

Appointment: ☐ Teacher ☐ Teaching Assistant ☐ Teacher Aide ☐ Nurse ☐ Clerical ☐ Monitor
☐ LTS Teacher ☐ Substitute Certified Teacher ☐ Substitute Non-Certified Teacher ☐ Substitute Clerical
☐ Substitute Monitor ☐ Substitute Teaching Assistant ☐ Substitute Teacher Aide ☐ Other (Indicate Below)

Coach: Wrestling

☐ Head ☐ Assistant ☒ Volunteer
☒ Varsity ☐ Junior Varsity ☐ Modified ☒ Boys ☐ Girls

Salary: 0 ☐ Hourly ☐ Yearly ☒ Seasonal

Reason for selection:

Kurt Alpha has coached the program for years and will step aside in a volunteer role.

Signature: Daniel Stadtmiller **Date:** 2/1/21

Personnel Information – Provided for new employees and re-appointments if required

	Attached	On File	Not Required	Verified
Application		✓		
Resume		✓		
Certification		✓		
Fingerprint Clearance		✓		

Civil Service Contracted Appointment Information:

Civil Service Class: **Probationary Term:**

Certified Contracted Appointment Information:

Tenure Area: **Prior Tenure:** ☐ Yes ☐ No

Certification(s):

Certification Status: **Degree:** **Credits:**

Probationary Start Date: **End Date:**

Reviewed by District Clerk:

Signature: **Date:** 2/2/21