

SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEBPAGE PUBLISHING**General Criteria**

The availability of Internet access in the District provides an opportunity for staff and students to access information and contribute to the District's presence on the World Wide Web. The District/school/classroom websites must relate to curriculum or instructional matters, school authorized activities, or general information of interest to the public pertaining to the District or its schools. Staff and students are prohibited from publishing personal home pages or links to personal home pages as part of the District/school/classroom webpage(s). Similarly, no individual or outside organization will be permitted to publish personal webpages as part of the District/school/classroom webpage(s).

Internet access for the creation of webpages is provided by the District and all information must be reviewed by the Website Manager prior to publishing it on the web. Personnel designing information for the webpages must familiarize themselves with and adhere to District standards and procedures. Failure to follow District standards or responsibilities may result in disciplinary sanctions in accordance with law and/or the applicable collective bargaining agreement.

The District will ensure that any and all notifications and documents required by law, regulation, or District policy to be posted on its website will be so published.

Content Standards

- a) Approval for posting a webpage must be obtained from the website manager/designee(s). If at any time, the website manager /designee(s) believes the proposed material does not meet the standards approved by the District, it will not be published on the web. Decisions regarding access to active webpages for editing content or organization will be the responsibility of the website manager/designee(s).
- b) A webpage must be sponsored by a member of the District faculty, staff or administration who will be responsible for its content, design, currency and maintenance. The sponsor is responsible for ensuring that those constructing and maintaining the webpage have the necessary technical training and that they fully understand and adhere to District policies and regulations. The webpage must include the name of the sponsor.
- c) Staff or student work should be published only as it relates to a school/classroom authorized project or other school-related activity, and in compliance with any and all relevant laws, rules, and regulations.
- d) The review of a Student webpage (if considered a school-sponsored student publication) shall be subject to prior District review as would any other school-sponsored student publication.
- e) An authorized teacher who is publishing the final webpage (s) for themselves or for a student will edit and test the page(s) for accuracy of links and check for conformance with District standards and practices.

Continued

SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING

- f) Commercial advertising or marketing on the District/school/classroom webpage (s) (or the use of school-affiliated webpages for the pursuit of personal or financial gain) shall be prohibited unless otherwise authorized in accordance with law and/or regulation. Decisions regarding website advertising must be consistent with existing District policies and practices on this matter. School-affiliated webpages may mention outside organizations only in the context of school programs that have a direct relationship to those organizations (e.g., sponsorship of an activity, student community service project).
- g) Webpage may include faculty or staff names; however, other personal information about employees including, but not limited to, home telephone numbers, addresses, email addresses, or other identifying information such as names of family members may be published only with the employee's written permission.
- h) All webpage must conform to the standards for appropriate use found in the District's Acceptable Use Policy(ies) and accompanying Regulations regarding standards of acceptable use; examples of inappropriate behavior; and compliance with applicable laws, privacy, and safety concerns.
- i) All staff and/or students authorized to publish material on the District/school/classroom webpage (s) shall acknowledge receipt of the District's webpage Standards and agree to comply with same prior to posting any material on the web.

Release of Student Education Records/Directory Information

The District will not permit students' personally identifiable information to be posted on any District Web Pages unless such action is consistent with the Family Educational Rights and Privacy Act (FERPA) and District policy.

Bus Schedules

Online posting of school bus schedules and/or other specific activity schedules detailing dates/times/locations (e.g., field trips) is prohibited on school-affiliated websites as such information can pose risks of child abduction or other security concerns. Password protected websites may be authorized by the Superintendent/designee.

Use of Copyrighted Materials and "Fair Use" Exceptions

Copyrighted Materials

All employees and students are prohibited from copying materials not specifically allowed by the copyright law, "Fair Use" guidelines, licenses or contractual agreements, or the permission of the copyright proprietor. webpage publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials or notice that such publication is in accordance with the "Fair Use" provisions of the Copyright Law.

Continued

SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING

Consequences for Non-Compliance

Webpages that do not comply with the above criteria are subject to revocation of approval and removal from the District/school/classroom websites.

Staff

Faculty or staff posting non-approved or inappropriate material on a school-affiliated website are subject to discipline, including possible suspension or revocation of access to the District's computer network, in accordance with law and applicable collective bargaining agreements. In the case that a violation may constitute a criminal offense, it will be reported to the appropriate authorities.

Students

Students posting non-approved or inappropriate material on a school-affiliated website are subject to consequences, in accordance with applicable due process procedures and the District Code of Conduct and the Acceptable Use Policy. In the case that a violation may constitute a criminal offense, it will be reported to the appropriate authorities.

Oversight

The Superintendent/designee shall have the authority to approve or deny the posting of any proposed webpages on school-affiliated websites based upon compliance with the terms and conditions set forth in this policy as well as applicable District practices and procedures.

Digital Millennium Copyright Act (DMCA), 17 USC
Sections 101 et seq., 512 and 1201 et seq.
Family Educational Rights and Privacy Act of 1974,
20 USC Section 1232(g)
34 CFR Parts 99 and 201

NOTE: Refer also to Policies #7241 - Student Directory Information
#7411 - School Sponsored Student Publications and Activities
#8350 - Use of Copyrighted Materials

Adoption Date: 04/25/2022

Community Relations

SUBJECT: WEBSITE ACCESSIBILITY

The District is committed to making information on its website accessible to all online visitors, including those individuals with hearing, vision, or cognitive disabilities, so that they have equal opportunity to obtain the same results, gain the same benefits, and reach the same levels of achievement.

The District has undertaken good-faith efforts to ensure that its website complies with the current New York State standards on website accessibility, which include conducting a regular and thorough audit of online content and functionality. The District will make all reasonable efforts to ensure that all new, newly added, or modified online content and functionality will be accessible to people with disabilities.

Access Notice

The District will post a notice on its website about how users may request access to information that they believe is not currently accessible. The District may request that users provide their name, email address, phone number, a description of the problem they experienced, and the location of the information they tried to access. The District will make all reasonable efforts to provide inaccessible information in an alternative format.

Accessibility Contact Person

The District will designate a person whom website users may contact if they experience accessibility issues. The District will post contact information and specify how to contact this person on its website home page.

Exemptions

The District may conclude that features, programs, applications, or activities on its website are not accessible if making them accessible would cause them to be fundamentally altered, or when ensuring accessibility would result in an undue financial and administrative burden. The District will maintain all documents supporting its exemption determinations as required by law.

Training

The District will provide website accessibility training as necessary to appropriate personnel, including any website content developers, webmasters, and procurement officials, and all others who develop, load, maintain, or audit its web content or functionality.

Third-Party Sites

Any links to third-party sites on the District's website are not under its control, and thus, the District is not responsible for the content or accessibility of third-party sites. Third-party sites may not comply with accessibility standards.

Section 508 of the Rehabilitation Act of 1973, as amended, 29 USC § 794(d); Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC § 794; Title II of the Americans with Disabilities Act of 1990, 42 USC § 12101, et seq.; Individuals with Disabilities Education Act (IDEA), 20 USC § 1400, et seq.; 28 CFR Part 35; 34 CFR Parts 104 and 300; New York State Information Technology Policy No. NYS-P08-005

NOTE: Refer also to Policies #3420 - Non-Discrimination and Anti-Harassment in the District
#8130 - Equal Educational Opportunities

Adoption Date: 04/25/2022

Community Relations

SUBJECT: VISITORS TO THE SCHOOL

All visitors will be required to report to the main office upon arrival at school and state their business. When any visitor, including parents and volunteers, wishes to enter any school building during school hours, he or she may be asked to present a valid state or government issued photo ID, such as a valid driver's license, prior to entry being permitted.

Once the visitor is correctly identified, they will be issued a visitor's pass, which must be worn throughout the duration of the visit. For those buildings utilizing an electronic visitor management system (EVMS), the EVMS will check visitors against known sexual offender databases. Once the visitor's ID is scanned, the EVMS will print a visitor's badge which must be worn throughout the duration of the visit. Visitors should return this badge at the end of their visit so that they may be checked out of the building in a timely fashion. Visitors who refuse to produce IDs or fail the check of sexual offender databases, may be asked to either wait in the school building lobby or to leave school premises.

Visitations to classrooms for any purpose require permission in advance from the building principal in order to allow teachers the opportunity to arrange their schedules to accommodate these requests.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

Education Law § 2801
Penal Law §§ 140.10 and 240.35

Adoption Date: 04/25/2022

SUBJECT: USE OF ASSISTANCE ANIMALS

The District recognizes the importance of service animals and affirms its commitment to allowing the use of these animals by individuals with disabilities on school grounds to facilitate their full participation in and equal access to District services, programs, and activities. Service animals are distinguished from emotional support, therapy, comfort, or companion animals. The District will comply with all applicable federal and state laws and regulations related to service animals.

Additionally, the District permits the use of therapy dogs on school grounds subject to the conditions of this policy. The use of therapy dogs can have many benefits including reduced anxiety and increased mental stimulation, as well as decreased depression, feelings of isolation, and boredom.

Service Animals

A service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals.

The work or tasks performed by a service animal must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. Psychiatric service animals that have been trained to take a specific action to help avoid an anxiety attack or to reduce its effects, however, may qualify as a service animal.

Where reasonable, the District also allows the use of miniature horses on school grounds by individuals with disabilities. This use will only be permitted where a miniature horse has been individually trained to do work or perform tasks to benefit an individual with a disability. The use of miniature horses by individuals with disabilities is subject to the considerations and restrictions permitted by federal and/or state law.

The Superintendent/designee may create procedures, regulations, and/or building-specific rules regarding the use of service animals and miniature horses on school grounds by individuals with disabilities.

Therapy Dogs

For purposes of this policy, a therapy dog is defined as a dog that has been trained, evaluated, and certified to work with a handler to provide affection and comfort to individuals in a variety of settings including schools. A handler is defined as an individual that has been trained, evaluated, and certified to work with a particular therapy dog. Therapy dogs are not covered by the same laws that protect service animals.

Continued

SUBJECT: USE OF ASSISTANCE ANIMALS

Although there is no formal identification or certification for therapy dogs, the District requires that any therapy dog and accompanying handler permitted on school grounds to be certified by an American Kennel Club (AKC) recognized therapy dog organization such as Therapy Dogs International. Further, the therapy dog must not pose a health and safety risk to any individual on school grounds. In order to use a therapy dog in the District, a written request must be submitted to the Superintendent/designee. The request must include the following:

- a) General information about the proposed use of the therapy dog including when and where;
- b) Personal information about the therapy dog and handler including name, address, and phone;
- c) Copies of the therapy dog's:
 1. Current licensure from the local licensing authority;
 2. Vaccination and immunization records from a licensed veterinarian;
- d) Copy of a certification from an AKC recognized therapy dog organization;
- e) Copy of an insurance policy that provides liability coverage for the work of the therapy dog and handler while on school grounds and names the District as an additional insured.
- f) Certification from the handler that, while on school grounds, the therapy dog, will:
 1. Be clean, well-groomed, and free of parasites, illness, or injury;
 2. Remain under the handler's control through the use of a leash or other tether unless the use of a leash or other tether would interfere with the therapy dog's service;
 3. Be supervised and accompanied by the handler;
 4. Wear a therapy dog ID and/or a bandana;
 5. Not disrupt the educational process by excessive barking or any other behavior;
 6. Only go to locations that have been authorized by District administrators;
 7. Be fed, exercised, and cleaned-up after by the handler.

Additionally, handlers who are not employed by the District must comply with all requirements for volunteers in the District. Volunteers will work under the supervision of appropriate staff and are expected to comply with all District rules and regulations.

A new request must be submitted for each proposed use of a therapy dog. There must be one request for each dog. In no case will a request for the use of a therapy dog be valid for more than one school year.

The District reserves the right to deny a request for the use of a therapy dog for any reason. Once a request has been granted, the District reserves the right to exclude a therapy dog from school grounds for any reason including, but not limited to, the therapy dog:

- a) Presenting a direct and immediate threat to others;
- b) Not being under the handler's control;
- c) Interfering with the educational process;
- d) Going into a location in the District that has not been authorized by District administrators.

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

3215

Community Relations 3 of 3

SUBJECT: USE OF ASSISTANCE ANIMALS

If any individual suffers an allergic reaction while in the presence of a therapy dog, the District will require the handler to move the therapy dog to a different location designated by a District administrator.

The handler of a therapy dog is solely responsible and liable for any damage to school property or any injury caused by the therapy dog. Further, the District bears no financial responsibility for the required training, care, or feeding for the therapy dog.

The Superintendent/designee will ensure that parents are notified prior to any therapy dog being permitted on school grounds.

Americans with Disabilities Act (ADA), 42 USC § 12101 et seq. 28 CFR §§ 35.104 and 35.136 Civil Rights Law §§ 47, 47-a, and 47-b Executive Law § 296

NOTE: Refer also to Policy #3150 - School Volunteers

Adoption Date: 04/25/2022

Community Relations

SUBJECT: PUBLIC ISSUES, CONCERNS OR QUESTIONS

Issues, concerns, and questions should be addressed at the appropriate level of District operations. Before an issue, concern, or question is presented to the Board, when it is in session, it should first be directed to the building principal if it is a building level problem; to the Director of Facilities, if it is a facilities problem; or to the Superintendent if it concerns District operations or business of the Board. Issues, concerns, or questions that remain unresolved should be reduced to writing and presented to the Superintendent. The Superintendent will, in turn, deliver the written issue, concern, or question to the Board.

The Board will review each issue, concern, or question presented to them in writing. The Board may or may not address the issue, concern, or question. If the Board does choose to respond, it reserves the right to respond at a time and by a means most appropriate to the individual situation. Nothing herein shall preclude individual(s) from speaking directly to individual Board members regarding any school related matter.

Any Board member receiving a complaint shall report it at once to the Superintendent.

NOTE: Refer also to Policies #1510 - Regular Board Meetings and Rules (Quorum, Attendance and Parliamentary Procedures)
#8310 - Purpose of Instructional Materials
#8330 - Controversial Issues

Adoption Date: 04/25/2022

Community Relations

SUBJECT: STUDENT PARTICIPATION

Students provide an important channel of communication with parents and the entire community. Information concerning the schools may be properly disseminated through students. The District's administrators shall review all messages and materials prior to authorizing their dispersal through the student body.

Adoption Date: 04/25/2022

Community Relations

SUBJECT: PARENT AND OTHER SCHOOL SUPPORT ORGANIZATIONS

Parent Teacher Student Association

The District recognizes that the goal of the Parent Teacher Student Association and its analogous components is to develop a united effort between educators and the general public to secure for every child the highest achievement in physical, academic and social education. Therefore, staff members and parents are encouraged to join the Parent Teacher Student Association and/or its components and to participate actively in its programs.

Booster Clubs and Other Support Organizations

Booster clubs or other related organizations may be created to promote community support and to raise funds for specific school activities or programs. These groups must receive official Board approval and may not discriminate on the basis of sex, color, national origin, ethnic background, religion or any other arbitrary criteria.

Rules and Regulations Governing Activities

The Board directs the Superintendent/designee to establish rules and regulations governing the activities of booster clubs and other related organizations. The Board further requires that:

- a) Financial records be maintained and made available, upon request, for Board and/or public inspection;
- b) Fund raising activities be approved in advance by the Superintendent; and/or the Building Principal;
- c) Groups wishing to make a contribution adhere to the District's policy and regulations regarding the acceptance of gifts.

Violations to District policy or regulations may result in the dissolution of the club or organization.

Adoption Date: 04/25/2022

Community Relations

SUBJECT: SOLICITATION OF CHARITABLE DONATIONS

School Children

Direct solicitation of charitable donations from children in the District schools on school property during regular school hours shall not be permitted. It will be a violation of District policy to ask District school children directly to contribute money or goods for the benefit of a charity during the hours in which District students are compelled to be on school premises.

However, this policy does not prevent the following types of fund raising activities:

- a) Fund raising activities which take place off school premises, or outside of regular school hours during before-school or after-school extracurricular periods;
- b) Arms-length transactions, where the purchaser receives a consideration for his/her donation. For example, the sale of goods or tickets for concerts or social events, where the proceeds go to charity, shall not be prohibited as the purchaser will receive consideration - the concert or social event - for the funds expended;
- c) Indirect forms of charitable solicitation on school premises that do not involve coercion, such as placing a bin or collection box in a hallway or other common area for the donation of food, clothing, other goods or money. However, collection of charitable contributions of food, clothing, other goods or funds from students in the classroom or homeroom is prohibited.

The Superintendent/designee shall decide which organizations, groups, etc. can solicit charitable donations and for what purposes, as long as the activities comply with the terms of this policy and the Rules of the Board of Regents.

Regulations shall be developed by the administration to implement this policy.

School Personnel

Soliciting of funds from school personnel by persons or organizations representing public or private organizations shall be prohibited. The Superintendent shall have the authority to make exceptions to this policy in cases where such solicitation is considered to be in the District's best interest. The Board shall be notified of these instances.

Distribution of information about worthwhile area charities may be made through the Office of the Superintendent as a service to District personnel.

New York State Constitution Article 8, Section 1; Education Law Section 414
8 New York Code of Rules and Regulations (NYCRR) Section 19.6

NOTE: Refer also to Policy #7450 - Fund Raising by Students

Adoption Date: 04/25/2022

Community Relation

SUBJECT: ADVERTISING IN THE SCHOOLS

Neither the facilities, the staff, nor the students of the District shall be employed in any manner for the sole purpose of advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual or organization, except that:

- a) Schools may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict nor impair the educational program of the schools or conflict with Section 19.6 of the Rules of the Board of Regents.
- b) The schools may use films or other educational materials bearing only simple mention of the producing firm;
- c) The building principal has responsibility for implementation of this policy at the school level;
- d) The Superintendent/designee may, at their discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit;
- e) The schools may, upon approval of the Superintendent, cooperate with any agency in promoting activities in the general public interest which are non-partisan and non-controversial, and which promote the education and other best interests of the students.

No materials of a commercial nature shall be distributed through the children in attendance in the District except as authorized by law or the Commissioner's Regulations.

New York State Constitution Article 8, Section 1
8 New York Code of Rules and Regulations
(NYCRR) Section 19.6

Adoption Date: 04/25/2022

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT

School Facilities

It is the policy of the District to encourage the greatest possible use of school facilities for community-wide activities. This is meant to include those uses permitted by New York State law. Groups wishing to use the school facilities must secure written permission from the Board or its designee and abide by the rules and regulations established for such use including restrictions on alcohol, tobacco and drug use.

The District reserves the right to charge a fee for the use of its facilities in a manner consistent with law and form 3280F1, and on terms specified in regulation 3280R or by agreement with such organizations. At the Reorganization Meeting, the Superintendent shall recommend, annually to the Board, a schedule of Facility Usage Fees for the ensuing school year.

Materials and Equipment

Except when used in connection with or rented under provisions of Education Law Section 414, school-owned materials or equipment may be used for school related purposes only. Private and/or personal use of school-owned materials and equipment is strictly prohibited. The loan of equipment and materials for public purposes that serve the welfare of the community is allowed, as long as the equipment is not needed at that time for school purposes and that the proposed use will not disrupt normal school operations.

The District will permit school materials and equipment to be loaned to staff members when such use is directly or peripherally related to their employment and to students when the material and equipment is to be used in connection with their studies or extracurricular activities. Community members will be allowed to use school-owned materials and equipment only for educational purposes that relate to school operations. The District will also allow the loan of equipment to local governments and other entities that benefit the welfare of the surrounding community. The District supports such inter-municipal cooperation as it saves taxpayer monies and is a more efficient use of scarce or costly equipment and resources.

Rules

Consistent with Board Policy and applicable law, the District encourages the use of school facilities. Any such use will comply with 3280R.

The use of tobacco products, e-cigarettes and vaping products are prohibited on school grounds.

Education Law Section 414; NY Constitution Article 8

NOTE: Refer also to Policies #3410 - Code of Conduct on School Property
#5640 - Smoking/Tobacco Use
#7320 - Alcohol, Tobacco, Drugs and Other Substances
#7410 - Extracurricular Activities
District Code of Conduct

Adoption Date: 04/25/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

3290

Community Relations

SUBJECT: OPERATION OF MOTOR-DRIVEN VEHICLES ON DISTRICT PROPERTY

To provide for the safety and welfare of all persons on property under the jurisdiction of the Lewiston-Porter Central Schools, the Board exercises its legislative power to regulate traffic.

The use of motor-driven vehicles, including cars, snowmobiles, mini-bikes, motorcycles, all-terrain vehicles (ATV's) and other such vehicles is prohibited on any school grounds or areas except for authorized school functions or purposes.

Motor vehicles, not licensed for highway use, are prohibited from driving on school property.

All student vehicles are to be registered with the High School Principal or designee and parked in authorized areas only in accordance with district policy.

Vehicle and Traffic Law Section 1670

Adoption Date: 04/25/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

POLICY TABLE OF CONTENTS

**COMMUNITY RELATIONS
(Section 3000)**

SCHOOL-COMMUNITY RELATIONS

School-Community Relations3110
School Sponsored Media3120
 School District Standards and Guidelines for Web Page Publishing3121
 Website Accessibility.....3122
Use of School District Trademarks and Service Marks.....3130
Flag Display3140
School Volunteers3150

PARTICIPATION BY THE PUBLIC

Visitors to the School.....3210
 Use of Assistance Animals3215
Public Issues, Concerns or Questions3230
Student Participation.....3240
Parent and Other School Support Organizations3250
 Solicitation of Charitable Donations.....3271
 Advertising in the Schools3272
Use of School Facilities, Materials and Equipment.....3280
Operation of Motor-Driven Vehicles on District Property3290

DISTRICT RECORDS

Public Access to Records.....3310
Confidentiality of Computerized Information3320

PUBLIC ORDER ON SCHOOL PROPERTY

Code of Conduct on School Property3410
 Prohibition of Weapons on School Grounds3411
 Threats of Violence in School.....3412
Non-Discrimination and Anti-Harassment in the School District3420
 Title IX Policy Against Sexual Harassment and Sex Discrimination.....3421

EMERGENCY SITUATIONS

Emergency School Closings.....3510
Extraordinary Circumstances.....3520