

## **ANNUAL NOTIFICATIONS**

### **Asbestos Management Plan**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1987, Pulaski Academy and Central School District's facilities have been inspected and response actions are planned to ensure a continued safe environment for our students and employees. The district conducts re-inspections every three years. The Oswego County BOCES safety & risk management department was contracted to complete the 2013 triennial inspection of all facilities and update the asbestos management plan, which is available for your review in the district office.

### **Body mass index reporting policy**

New York State requires schools to track each student's Body Mass Index (BMI) and weight status category as part of school health examinations. Every year, the NYS Department of Health will survey some schools for the number of pupils in each of six possible weight status categories. If Pulaski Academy & Central Schools is surveyed by the state, the district will share summary group data only, not individual names or information. Parents who wish to exclude their child's data from such group calculations must contact the child's school building nurse.

### **Child Nutritional Program**

Children need healthy meals to learn. Pulaski Academy and Central Schools offer healthy meals every school day. Breakfast costs \$1.30; lunch costs \$1.85 at the elementary level, and \$2.10 at the secondary level. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.25 for breakfast and \$0.25 for lunch if you meet certain requirements. Additional information may be obtained by contacting the School Business Manager, Sheilla Roth.

### **Code of Conduct**

The Pulaski Academy Board of Education is committed to providing a safe and orderly learning environment in which students may receive – and Pulaski schools personnel may deliver – quality educational services without disruption or interference. Responsible behavior by students, teachers, other Pulaski Academy & Central School District personnel, parents and other visitors is essential to achieving this goal.

To this end, the Board of Education has adopted a district Code of Conduct. The Code applies to all students, school personnel, parents and other visitors when on Pulaski Academy & Central School District property or attending a Pulaski Academy schools function. Additional expectations in support of the Code of Conduct can be found in each school's handbook.

Copies of the Code of Conduct are available in the district office and online at [www.pacs.cnyric.org](http://www.pacs.cnyric.org)

### **FERPA: Access to Student Records**

The Family Educational Rights and Privacy Act (FERPA) gives students over 18 years of age and parents the right to review certain educational records. Pursuant to law, the following records are available for review:

- the guidance folder, which contains standardized test scores, biographical data and elementary progress reports;
- academic records for grades seven through 12;
- cumulative health records;
- attendance records;
- student disciplinary records reflecting superintendent's hearings in which the student has been found guilty and letters and/or records of school suspension lasting five days or less;
- school medical records maintained at the school nurse's office that contain the student's medical history;
- pupil service records that include psychological reports maintained by school personnel.

These records are confidential and cannot be released without the prior written consent of the parent or guardian. The law does provide for limited exceptions to the prior consent requirement, e.g., certain school employees or state or federal officials have a legitimate purpose for needing access to information contained in the students' records.

The Board of Education has established a policy for maintaining the confidentiality of student education records, and for providing access to such records for parental review. Copies of this policy are available in the district office. Applications for access to student records also are available in the district office. Please direct any questions about the right to review student records to the respective building principal.

### **Fire inspection report policy**

Notice is hereby given that the annual inspection for 2014 of structures within the Pulaski Academy & Central School District for fire hazards which might endanger the lives of students, teachers, and employees therein has been completed.

Structures inspected include: Lara Sharp Elementary, Junior-Senior High School, Bus Garage, Storage Shed @ High School, Mower Storage at High School. The report is available for review by all interested persons at the district office.

### **Health information privacy**

Under the Health Insurance Portability and Accountability Act (HIPPA), some districts or schools may be a "covered entity." If a district or school (or person within that school, i.e. the school nurse) is included in the "covered entity" category, then the district must provide notice of its privacy practices with regard to protected health information.

### **Homeless students policy**

As required by No Child Left Behind, all districts have responsibilities to homeless students in the district. In order to serve these students, each district must appoint a liaison for homeless children that are currently residing within a district. The liaison must first identify these students and, to aid in doing so, post notifications regarding educational services and contact information at places where the parents of homeless students will see

it. These locations can include, but are not limited to, homeless shelters, medical clinics, post offices and local Social Service offices. School Business Manager, Sheilla Roth is the liaison for Pulaski Academy & Central School District.

### **Idling School Buses on School Grounds**

New York Codes, Rules and Regulations require that the engine of a bus or truck powered by diesel fuel shall not idle for more than five consecutive minutes when the bus or truck is not in motion except when a bus or truck is forced to maintain motionless because of the traffic conditions over which the operator thereof has no control or when state regulations require the maintenance of a specific temperature for passenger comfort.

### **Non-discrimination policy**

It is the policy of the district not to discriminate on the basis of race, color, creed, national origin, political affiliation, sex, sexual orientation, age, marital status, military status or disability in its educational programs, activities or employment, in accordance with Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitative Act of 1973. Any parent who believes his or her child is disabled has the right to refer the child to the building principal for evaluation. No otherwise qualified individual with a disability solely on the basis of that disability, shall be denied benefits of, or be subject to, discrimination from any program or activity of the district.

Any parent who believes his or her child has been denied the benefits of an appropriate education as a result of discrimination based on disability should contact the building principal or Superintendent of Schools. Moreover, any person who believes his or her rights have been violated should contact the Superintendent of Schools.

### **Pest Management**

Pulaski Academy & Central School District practices Integrated Pest Management to keep pests a safe distance away from students, staff and property, while limiting the use of pesticides.

New York State Education Law requires school districts to notify parents/guardians, faculty and staff about the potential use of pesticides periodically throughout the school year. Further, the state requires us to maintain a list of those who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirement:

- anti-microbial products;
- non-volatile rodenticides in tamper-resistant bait stations in areas inaccessible to children;
- non-volatile insecticidal baits in tamper-resistant bait stations in areas inaccessible to children;
- silica gels and other non-volatile, ready-to-use pastes, foams or gels in areas inaccessible to children;
- boric acid and disodium octaborate tetrahydrate;

- the application of EPA-designated bio-pesticides;
- the application of EPA-designated exempt materials under 40CFR152.25;
- the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects, including venomous spiders, bees, wasps and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

To receive 48-hour prior notification of pesticide applications scheduled to occur in a school, please contact Paul Etz, 298-5103 X4300.

### **Release of Student Information to Military Recruiters**

Pursuant to the federal No Child Left Behind Act, the Pulaski Academy & Central School District upon request will disclose students' names, addresses and telephone listings to military recruiters. Parents and students can request the district not release such information without prior written parental consent.

### **Staff Qualifications: Parents' Right to Know**

In accordance with the federal No Child Left Behind Act, parents/guardians are entitled to information about the professional qualifications of their children's classroom teachers. This includes whether the teacher has state certification for the classes being taught; the teacher's bachelor's degree major and any other certifications or degrees by field or discipline; and whether the child is provided services by instructional aides or similar paraprofessionals and, if so, their qualifications. To obtain this information, call the district office at 298-5188.

### **Student Directory Information**

From time to time, student directory information (e.g., name, grade, photo, awards) depicting activities in the schools is released for use in district publications, on the district website or given to the media. Parents who object to the release of their child's directory information and/or photograph should notify both the superintendent and their child's building principal in writing by Sept 15.

### **Student privacy policy**

The Protection of Pupil Rights Amendment (PPRA) to the federal Family Educational Rights and Privacy Act (FERPA) affords parents certain rights regarding district surveys, collection and use of information for marketing purposes, and certain physical exams. Parents may exercise their right to excuse their child from participating in any survey created by a third party (before it is distributed to students) and questionnaires intended to collect personal information from students for marketing purposes.

### **Annual Professional Performance Review**

Under Article 61, § 3012-C of New York State Education Law, a parent or legal guardian may obtain information concerning the final quality rating and composite effectiveness score for the teachers and principal to which their student is assigned for the

current school year. If you are a parent or legal guardian and wish to receive information related to the Annual Professional Performance Review (APPR) of your child's principal and/or classroom teachers, you may request this information from the principal of your child's school on or after September 30th.

### **Parents' Bill of Rights for Data Privacy and Security**

The Common Core Implementation Reform Act enacted in 2014 requires school districts to publish a "Parents' Bill of Rights for Data Privacy and Security" on their websites:

1. A student's personally identifiable information (PII) cannot be sold or released by the District/BOCES for any commercial or marketing purposes.

2. Parents have the right to inspect and review the complete contents of their child's education record including any student data stored or maintained by the District/BOCES. This right of inspection is consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA). In addition to the right of inspection of the educational record, Education Law §2-d provides a specific right for parents to inspect or receive copies of any data in the student's educational record. NYSED will develop policies and procedures pertaining to this right some time in the future.

3. State and federal laws protect the confidentiality of PII, and safeguards associated with industry standards and best practices, including, but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.

4. A complete list of all student data elements collected by the State is available for public review at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx> or parents may obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.

5. Parents have the right to file complaints with the District/BOCES about possible privacy breaches of student data by the District's/BOCES' third-party contractors or their employees, officers, or assignees, or with NYSED. Complaints regarding student data breaches should be directed to Mr. Brian Hartwell, 2 Hinman Road, Pulaski, NY 13152. Complaints to NYSED should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234, email to [CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov). The complaint process is under development and will be established through regulations to be proposed by NYSED's Chief Privacy Officer, who has not yet been appointed.