Sewanhaka Central High School District

District Field Trip

Manual
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PART I-Overview

All field trips that are school or District sponsored or sanctioned must be carefully planned and must have a clear educational purpose and direct correlation with a specific activity, unit or course of study. To be educationally beneficial, field trips require thoughtful selection, appropriate advance preparation of students, and clearly defined learning objectives. If a proposed field trip will involve travel outside the metropolitan area or overnight travel, additional factors must be considered by the sponsor and administration, including but not limited to the relationship between the distance to be traveled and the age of the students, mode and availability of transportation required, cost of the field trip, security of students, availability of an adequate number of sponsors, and ability to provide sufficient advance notice to parents.

All requests for local field trips (day trips within the metropolitan area) must be reviewed and approved by the building principal. All requests for extended field trips outside the metropolitan area or overnight field trips must be reviewed and approved by the building principal, the Superintendent/Designee, and the Board of Education.

Prior to initiating any plans for field trips the teacher, coach, or sponsor should first review the district policies and regulations governing such travel. Whenever possible, overnight travel or travel outside of the metropolitan area should take place when school is not in session. The following procedures must be followed when planning field trips.

1. Approval Procedures

The application for day trips within the metropolitan area should be completed and submitted to the building principal for approval three weeks prior to the date of the trip. The application for trips overnight and outside the metropolitan area should be completed and a copy filed with the building principal, Student Activities Director/department chairperson, Superintendent/Designee, and Board of Education no less than 60 days before the date of the trip. The trip should not be announced to students until it has received administrative approval.

2. Plan for Appropriate Supervision

a. Teacher/student ratios must be planned according to Policy 6132 and appropriate for the conditions of the trip. The principal, Student Activities Director/department chairperson, principal, Superintendent/Designee, and Board of Education (if applicable) will review and approve the plan for the supervision of students.

b. Parent/Guardian permission forms are to be procured in advance of the trip.

c. Advisors and supervisors are not to leave students unsupervised at any time during the field trip.

d. Parents must be informed in advance, as part of the itinerary, if students will be indirectly supervised at any time (i.e. in hotel rooms, amusement parks, etc.). Expectations for this
indirectly supervised time will be discussed with parents and students in orientation meetings and in written communications.

e. Advisors and supervisors are not to consume alcoholic beverages when supervising students on field trips so as not to risk having impaired judgment should they need to make a decision on a student’s behalf. For purposes of field trips, chaperones are considered to be supervising students at all times during overnight field trips.

3. Code of Conduct

a. Students and parents shall be provided with the Code of Conduct specific for the students on the trip. In addition, it must be stated in written organizational materials for parents and students that both the student and parent/guardian “acknowledge that the Sewanhaka Central High School District Code of Conduct and other policies and regulations governing student behavior are in effect for the entire trip. I have reviewed Board Policy 5500 (Code of Conduct) and its expectations (with my child).”

b. It must be stated in writing if any additional rules/regulations and consequences may apply to an individual trip.

c. If, for disciplinary reasons, it is necessary to send a student home, the parent will be responsible for making all arrangements to ensure the student’s safe return home. A teacher/coach/spONSor will not leave the group to escort a student home. The requirement that the parents make arrangements for the student’s safe return home may cause the parent to come to the student’s location and return home with him/her. Parents will be responsible for transportation costs if their child is sent home early.

d. Teachers/coaches/sponsors/chaperones who are sponsoring an overnight or outside the metropolitan area field trip will file a signed copy of the Student Code of Conduct Agreement and Teachers/Coaches/Sponsors/Chaperone Code of Conduct Agreement with the principal prior to departure on the trip.

4. Itinerary

For trips involving overnight stays, a specific itinerary that includes on-site contacts and phone numbers must be completed and submitted along with the trip application. One copy shall be filed with the principal and one copy with the Superintendent/Designee, with one copy given to the student to carry and one copy given to the parent for reference at home.

5. Communication

a. Staff member chaperones must make arrangements to carry a cell phone at all times.

b. The supervisor/advisor will carry contact phone numbers for parents and school administration/designee. The school administration and parent/guardian should be contacted if
any unusual circumstances arise during the trip (e.g., illness, injury, or for major disciplinary
issues). If the teacher/coach/sponsor is in doubt, the administrator must be contacted.

c. For trips involving overnight stays, a phone chain will be generated to deal with
communication needs. One copy is to be filed with the principal and a copy given to parents. The
principal/advisor should also receive a copy if the trip involves a school sponsored activity.

6. While Traveling

a. The sponsor will carry copies of Student Trip Application Form, Parent/Guardian Permission
Form, the Power of Attorney and Parent Consent Form, student roster, itinerary, and phone chain
(if applicable) at all times.

b. The teacher/coach/sponsor will carry basic emergency first aid supplies. If a student
experiences a minor medical issue beyond what can be addressed by the First Aid kit on the bus,
the teacher should contact the student’s parent/guardian and school administration to determine
appropriate next steps. The ill student should remain directly supervised at all times.

If a student has an illness or injury requiring immediate medical attention, the trip supervisor
should call 911. The student’s parent/guardian should be contacted immediately, as well as
school administrators. The student should be accompanied by school personnel who have been
granted Power of Attorney. The student should not be left unattended at any time.

7. Insurance/Collection of Fees

a. Travel insurance to protect the investment in the trip such as cancellation insurance and lost
baggage insurance is generally available. The district encourages students to purchase trip
cancellation insurance for longer trips such as educational tours.

b. Each student must be covered by medical insurance. Any travel must be school-sponsored to
be covered by the district’s liability insurance.

c. The school district must have financial control of funds for travel to be school sponsored.
Funds are never to be received and disbursed directly by a staff member. All checks need to be
made out to the Sewanhaka Central School District, not individual staff members. Failure of the
district to have financial control will cause the travel to be classified as a non-school sponsored
trip and can expose the staff member to questions, accusations of improprieties and liability
issues. Any travel must be school sponsored to be covered by the district’s liability insurance.

d. When depositing funds, all building and district procedures for handling money must be
followed.

e. To access funds for payments, district procedures shall be followed.
8. Medical Clearance

The student trip roster s to be submitted to the school nurse two weeks prior to the trip to allow the nurse adequate time to assure proper medical clearance is in place for all students attending the field trip.

Administering Medication.

Pursuant to Board Policy 5123.3 *Student Health Services* taking medication on field trips and at after-school activities is permitted if a student is self-directed in administering their own medication. On field trips or at other after-school activities, teachers or other school staff may carry the medication so that the self-directed student can take it at the proper time. The sponsors/chaperones will work with the family and the school nurse to assure that all consents to carry over the counter and prescription medications have been obtained and/or consents for sponsors/chaperones to hold the medication have been obtained and the nurse will review all instructions with staff prior to the trip.

If a student is going on a field trip but is not self-directed (i.e., fully aware and capable of understanding the need and assuming responsibility for taking medicine), then pursuant to Board policy the sponsor/chaperone will work with the family, the school nurse and/or the student’s health care provider to find a suitable alternative to accommodate the student’s particular needs. The sponsor/chaperone will work with the family and the school nurse to obtain any and all necessary consents for the administration of over the counter and/or prescription medications during the field trip and the nurse will review all instructions with staff prior to the trip.

Life-Threatening Allergies and Anaphylaxis Management

Pursuant to Board Policy 5146 *Food Allergy and Bee Stings* the Board recognizes its role and responsibility in supporting a healthy learning environment for all students, including those who have, or develop, life-threatening allergies. The district will work cooperatively with the student, their parent/guardian and healthcare provider to allow the child to participate as fully and as safely as possible in school activities. When a student has a known life-threatening allergy reported on their health form or if the district has been informed by the parent of the presence of a life-threatening allergy, the district will assemble a team, which may include the parent, the school nurse, the child’s teacher, the building principal and other appropriate personnel, which will be charged with developing an individual health care plan. The plan will be maintained by the school nurse. The plan will guide prevention and response. If the student is eligible for accommodations based upon the IDEA, Section 504 or the Americans with Disabilities Act, the appropriate procedures will be followed regarding identification, evaluation and implementation of accommodations for field trips.

9. Forms Needed

Student Trip Application, Parent/Guardian Permission Form, Power of Attorney and Parent Consent Form for Overnight Travel and Trips Outside the Metro Area, SCHSD Jr/Sr/High
School Field Trip Permission Form, Student Code of Conduct Agreement, Teachers/Coaches/Sponsors/Chaperone Code of Conduct Agreement, Student Roster.

10. Student Orientation Meetings

a. For overnight trips, student orientation meetings that prepare the students for what they will see and do during the trip should be held prior to departure.

b. For overnight trips, parent orientation meeting(s) should also be held with the same information conveyed in writing. For major trips, such as study tours, which involve a substantial cost to students, the first parent meeting must be held prior to a deposit being collected. Potential topics to be addressed may include but are not limited to the following: food and dining, electrical appliances, money/debit cards/travelers checks/spending money, schooling, itinerary, appropriate gifts for host families, family picture albums, packing lists and tips, current prescriptions and recommended medications, extra pair of glasses, advance planning for “free” time, public transportation, cameras, film, extra batteries, hotel behavior, telephones and phoning home, significant cultural differences, and specific steps to take in case of emergency.

c. For major trips, such as study tours, students and their parents are required to participate in orientation meetings as a prerequisite to participation in the trip.

11. Availability of Alcohol/Drugs/Tobacco Products

The following information must be communicated in writing to parents and students: Sewanhaka Central High School District students are expected to follow district guidelines concerning use of alcohol, illegal drugs, and tobacco products on school-sponsored activities. Engaging in this behavior will subject a student to disciplinary action up to and including the possibility of being sent home and receiving additional consequences under the Student Code of Conduct. Student and parent signatures on the Parent/Guardian Permission form and the Code of Conduct for Students form indicate an understanding that the student’s failure to abide by this rule can result in the student being sent home at the parent’s expense and the student receiving disciplinary consequences upon returning to school. Parents are encouraged to review district policies related to alcohol and drug use and discipline.
PART II-FORMS

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT
FIELD TRIP CHECKLIST

- All trip supervisors must familiarize themselves with all requirements in the District Field Trip Manual prior to planning and school trip.

- Trip supervisors must check the calendar before scheduling a trip. Avoid scheduling a trip on a day where one is already scheduled.

- Field trips are not to be scheduled the week before the end of the marking period, and no field trips after April 30th unless authorized by the school Principal.

- For club and/or sports related field trips, the eligibility list must be enforced.

- For day trips within the metropolitan area, the Student Trip Application Form must be submitted as soon as planned, but not later than three weeks prior to the scheduled trip.

- Trips outside the metropolitan area and overnight trips require special approval. For these trips, chaperones should speak with the principal at least two (2) months in advance, familiarize themselves with the District Field Trip Manual requirements, and submit the Student Trip Application at least 60 day in advance of the trip.

- Refer to Board Policy #6132 for ratio of chaperones to students.

- Obtain current bus prices from the Finance Clerk. A school bus holds 44 people.

- The Student Roster must be provided to the School Nurse TWO WEEKS prior to the trip to assure proper medical clearance for all students.

- The Student Roster must be boxed or emailed ONE WEEK PRIOR to the trip or the field trip will be cancelled. The Student Roster must be boxed or emailed to all Chairpersons and the Attendance Office, as well as posted on the Field Trip Bulletin Board in the Main Office. The names of the students must be in alphabetical order with grade levels indicated. On the day of the trip, report any students who are absent to the Attendance Office before departing.

- Three to four days notice is needed to cancel a field trip bus.

- Review appropriate behavior and safety regulations with your students as delineated in the District Field Trip Manual.
• If you need coverages, check the day before the trip to make sure you are in the coverage book.

• Only those students who have returned a completed Parent/Guardian Permission Field Trip Form, Student Code of Conduct Agreement Form, and Power of Attorney Form (if applicable) will be permitted to participate in a field trip.

• Copies of the final Student Roster, itinerary, Student Code of Conduct Agreement Form, Chaperone Code of Conduct Agreement Form, and Parent/Guardian Permission Form must be left on file with the Principal/Designee AND carried by the trip supervisor on the trip.

• All field trip forms are located in the Main Office.

• You must collect and deposit the total cost of the bus transportation with the Finance Clerk in the Main Office. Upon receipt of the invoice from the Finance Clerk, you must promptly complete the disbursement form, which will be attached to the invoice.

• I have read and understand the above field trip guidelines.

________________________________________________________________________

Teacher’s Signature                                      Date
SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT
SUMMARY OF CODE OF CONDUCT

Effective school discipline is an integral part of the learning environment. Because disruptive behavior deprives students of their right to learn it shall not be tolerated in the schools of the Sewanhaka Central High School District. Equally important is ensuring that the school environment is safe and free from disruption or inappropriate interference from staff, parents, or other visitors. Each student will be treated as a person who can reasonably be expected to be responsible for his own behavior. Students who cannot accept this responsibility and violate school rules will be required to accept the penalties of more regulated supervision.

STUDENTS RIGHTS AND RESPONSIBILITIES
THE RIGHT TO AN EDUCATION AND TO TAKE PART IN ACTIVITIES

The right to an education is guaranteed to all children. Gifted, regular and mentally and physically disabled children are provided with an education appropriate to their needs. No student shall be excluded from participation or benefits of any educational program or discriminated against or harassed or bullied on the basis of race, color or creed, weight, sex, sexual orientation, gender identity and expression, religion, religious practice, ethnic group, national origin, or disability.

THE DIGNITY FOR ALL STUDENTS ACT

New York State’s Dignity for All Students Act provides public school students with a safe and supportive environment free from discrimination, harassment, and bullying in any school environment. Each school within the District employs two Dignity Act Coordinators to promote a safe school environment, oversee bullying prevention efforts, and address any issues of harassment or bullying. The Dignity Act Coordinators for each school are as follows:

1. Elmont Memorial High School:
   A. Assistant Principal Alicia Calabrese (516-488-9200 or 488-9206)
   B. Suzanne Pugh, Social Worker (516-488-9200 ext. 9280)

2. Floral Park Memorial High School:
   A. Assistant Principal John Kenny (516-488-9300 or 488-9301)
   B. Adam Glatzer, Guidance Counselor (516-488-9362)

3. H. Frank Carey High School:
   A. Assistant Principal Sharon Flynn (516-539-9400 or 539-9491)
   B. Dr. Christopher Schnepf, School Psychologist (516-539-9400 ext. 9437)

4. New Hyde Park Memorial High School:
   A. Assistant Principal Rosemary DeGennaro (516-488-9500 or 488-9502)
   B. Assistant Principal Maria Hecht (516-488-9500 or 488-9501)
   C. Dr. Michele Sanzone-Goodrich, Social Worker (516-488-9556)

5. Sewanhaka High School:
   A. Assistant Principal Nichole Allen (516-488-9600 or 488-9601)
   B. Dr. Glen Borkhuis, School Psychologist (516-488-9600 ext. 9675)
STUDENT GOVERNMENT

The essential principal of democratic student government is the eligibility of every student to vote and to hold office. It is important for students to recognize that with the right to vote goes the responsibility to exercise that right.

NEWSPAPER

Official school publications such as school newspapers should reflect the policy and judgment of the student editors. Students have the responsibility to refrain from libel and obscenity, and to observe the normal rules for responsible journalism. School authorities may prohibit material when it would interfere with the educative process.

CLUBS AND ATHLETICS

All students have a right to take part in the extra and co-curricular activities offered in the school. Student organizations should not restrict membership on the basis of race, sex, national origin, disability, or any other arbitrary criteria. They may establish reasonable membership criteria if these are equally applied to all applicants, such as requiring all French Club members to speak French.

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item. Any student who refuses to do so shall be subject to discipline up to and including school suspension.

STUDENT SPEECH

Although freedom of speech is a right that belongs to all Americans, speech which materially interferes with the educational process is prohibited, including the use of obscene,
profane language or gestures.

SCHOOLS COMMUNICATION RESOURCES

Appropriate student club access to equipment and materials for announcements and information includes use of bulletin boards, the school public address system and use of school duplicating equipment subject to reasonable limitations of expense. Regulations as to the manner, time, and place for using school communications facilities are obviously subject to certain operational priorities.

STUDENT RECORD FILE

Parents and students have access and rights to confidential student records as defined by the "Family Educational Rights and Privacy Act."

DISCIPLINE

A Uniform Code of Conduct contains rules pertaining to each particular school. These are reviewed each year with student body and professional staff. The standards of conduct which are established do not infringe upon the constitutional rights of the students. They forbid injury to persons or property and interference with the learning process.

SUSPENSION

The following students may be suspended from required attendance:

...a student who is insubordinate or disorderly, or violent or disruptive or whose conduct otherwise endangers the safety, morals, health and welfare of others.

All students who are suspended for a period in excess of 5 school days have an opportunity for a hearing at which the student shall have the right to be represented by an attorney, the right to present witnesses and other evidence on his/her own behalf, and the right to cross-examine witnesses. Any student under the compulsory school age shall be provided with suitable alternate instruction during his/her suspension. Special education students over 16 must be provided with alternative instruction if the suspension exceeds 10 days.

A student may appeal the findings and determination of the Superintendent to the Board of Education within 30 calendar days.

SEARCH BY SCHOOL PERSONNEL

Persons When school officials have reasonable grounds to believe that weapons, drugs, liquor, stolen property, etc., or other evidence of a violation of law or school rules are secreted on a
student's person, they may act upon that suspicion and search the student without the student's consent.

The right to counsel, and the constitutional warning prior to a confession, are inapplicable to searches by school officials. Strip searches are prohibited. If danger to health or safety is present, police should be summoned.

Lockers

The assignment and the use of student lockers, desks, and other such property, by any student is with the understanding that it remains under the control of the administrators and custodial staff of the building and is subject to the right of inspection at any time.

Automobiles

The use of a school parking lot is a privilege and not a right. The school retains the authority to monitor and control the activities taking place on school property. As such, the school has the authority to conduct a search of a student's automobile when it has reasonable suspicion to believe illegal or unauthorized materials are contained inside.

GRADERS

Students have a right to receive grades that reflect academic performance. Grades may not be lowered based upon disciplinary infractions such as cutting as long as requirements for a course are met. However, unexcused absences may affect a student's grade and ability to receive credit for a high school course. Please refer to the Attendance Policy for additional information.

ACCESS OF OUTSIDE MEDIA TO SCHOOLS

All requests from outside media for information or interviews are to be referred to the office of the Superintendent of Schools. Interviews of students under the age of eighteen or use of the name of such a student can only be permitted with parental consent. Information concerning an individual student's school record or performance shall not be divulged except as authorized by Board Policy, Students 5591, “Family Educational Rights and Privacy Act.”

SUMMARY

The Sewanhaka Central High School District believes that students have the right to take part in a strong academic educational program without being discriminated against or harassed or bullied regardless of race, color or creed, weight, disability, sex, sexual orientation, gender identity and expression, religious practice, ethnic group or national origin. To promote this goal, all district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with
student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful positive manner.
6. Work to develop mechanisms to control their anger.
7. Seek help in solving problems that might lead to discipline.
8. Dress appropriately for school and school functions.
9. Accept responsibility for their actions.
10. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

**Essential Partners**

The Sewanhaka Central High School District believes there are eight essential partners for providing a safe and orderly learning environment where all students can learn and grown to their fullest potential. These partners specifically include parents, teachers, pupil personnel service providers, other school personnel, Principal, Dignity Act Coordinator, Superintendent and the Board of Education.

**Prohibited Student Conduct**

Students may be subject to disciplinary action, up to and including suspension from school, when they:

1. Engage in conduct that is disorderly. Examples of disorderly conduct include:
   
   A. Making unreasonable noise.
   B. Using abusive or obscene language or gestures.
   C. Inappropriate public sexual contact.
   D. Intentionally damaging or destroying the personal property of another student or District employee or any person lawfully on school property.
   E. Intentionally damaging or destroying school district property, including graffiti or arson.
   F. Disturbing any lawful assembly or meeting of persons.
   G. Obstructing vehicular or pedestrian traffic.
   H. Engaging in any willful act which disrupts the normal operation of the school community.
   I. Trespassing - Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
   J. Computer/electronic communications misuse, including any unauthorized
use of computers, software, or internet/intranet account; accessing or creating inappropriate websites; or any other violation of the district's acceptable use policy.

K. Engages in activities under the school's jurisdiction relating to membership in a prohibited fraternity, sorority or other secret society. This includes but is not limited to initiation activities, and the wearing of fraternity/sorority colors or paraphernalia.

2. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
   A. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
   B. Lateness for, missing or leaving school without permission.
   C. Cutting.
   D. Skipping detention

3. Engage in conduct that is disruptive, specifically, any behavior which adversely interrupts the education process.

4. Engage in conduct that is violent. Examples of violent conduct include:
   A. Committing an act of violence (such as hitting, spitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
   B. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
   C. Possessing a weapon, or what appears to be a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.

5. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
   A. Lying to school personnel.
   B. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
   C. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm their reputation.
   D. Discrimination, which includes the use of race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender identity and expression, sexual orientation, weight, or disability as a basis for treating another in a negative manner.
E. Harassment, which includes a pattern of actions or statements directed at an identifiable individual or group which are intended to be ridiculing or demeaning, or creating a hostile environment.

F. Intimidation.

G. Bullying, which includes any hostile activity that harms, or induces fear.

H. Hazing.

I. Selling, using or possessing obscene material.

J. Using vulgar or abusive language, cursing or swearing.

K. Smoking a cigarette, cigar, pipe, e-cigarette, vaporizer pipes/pens, and/or hookah pipes/pens, or using chewing or smokeless tobacco.

L. Possessing, consuming, selling, distributing or exchanging alcoholic beverages, illegal substances, or synthetic cannabinoids, or being under the influence of such.

M. Possession of drug and/or smoking paraphernalia, including, but not limited to, e-cigarettes, vaporizer pipes/pens, hookah pipes/pens, bongs, grinders, snorters, rolling papers, scales, cigarette lighters, glassine bags or bags used for packaging and/or distribution of drugs.

N. Inappropriately using or sharing prescription and over-the-counter drugs.

O. Illegal gambling.

P. Indecent exposure.

Q. Possession, sale or use of fireworks or noxious materials.

R. Initiating a report warning of fire, bomb threat or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

6. Engage in misconduct while on a school bus.

7. Engage in any form of academic misconduct. Examples of academic misconduct include:

   A. Plagiarism
   B. Cheating
   C. Copying
   D. Altering records
   E. Assisting another student in any of the above actions

8. Engage in off-campus misconduct that interferes with or can reasonably be expected to substantially disrupt the educational process in school or at a school function. Examples of such misconduct include:

   A. Cyberbullying, which includes inflicting willful and repeated harm through the use of electronic text
   B. Threatening or harassing students or school personnel over the phone or other electronic medium
Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the assistant principal or principal.

Procedures and Referrals

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Penalties

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

A. Verbal warning - any member of the district staff
B. Written warning - bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, assistant principal, principal
C. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, assistant principal, principal
D. Detention - teachers, assistant principal, principal
E. Suspension from transportation - director of transportation, assistant principal, principal
F. Suspension from athletic participation, extracurricular activities and other privileges - coach, advisor, director of student activities, athletic director, assistant principal, principal
G. In-school suspension - principal
H. Removal from class - teacher, principal
I. Suspension from school - principal, superintendent
J. Referral to police - principal, superintendent

Teacher Removal

A "disruptive student" is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A classroom teacher may remove a disruptive student from class for up to two days.
The principal or the assistant principal may overturn the removal of the student from class in the event of the following:

A. The charges against the student are not supported by substantial evidence.
B. The student's removal is otherwise in violation of law, including the District's Code of Conduct.
C. The conduct warrants suspension from school.

**Suspension from School**

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

**Minimum Periods of Suspension**

Students who bring a weapon to school other than a student with a disability found guilty may be subject to suspension from school for at least one calendar year.

Students who commit violent acts other than bringing a weapon to school shall be subject to suspension from school for at least five days. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom will be suspended from school for at least five days. The following offenses will result in a minimum five-day suspension and immediate mandatory referral to the Superintendent:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Arson</td>
<td>Deliberately lighting a fire on school property</td>
</tr>
<tr>
<td>Assault</td>
<td>An attack on another person either resulting in physical injury or intended to result in serious physical injury</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>The threat of blowing up the school</td>
</tr>
<tr>
<td>Drug Possession/Use</td>
<td>The possession, use or being under the influence of a controlled substance on school grounds or at school functions, or off school grounds at school sponsored functions or activities</td>
</tr>
<tr>
<td>Drug Sale</td>
<td>When a student sells, exchanges, gives or disburses a controlled substance to another, or offers or agrees to do the same</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>Causing the fire alarm to be activated without a just cause</td>
</tr>
<tr>
<td>Firework/Noxious Materials</td>
<td>The possession, sale or use of fireworks or noxious materials on school property resulting in injury to others. The detonation of explosive devices such as firecrackers, M80s or &quot;cherry bombs&quot;</td>
</tr>
<tr>
<td>Possession of a Weapon</td>
<td>The possession or use of a weapon, or what appears to be a weapon, on school grounds or at a school function, or off school grounds at school sponsored functions or activities</td>
</tr>
</tbody>
</table>
**PINS Petitions**

The District may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

1. Being habitually truant and not attending school.
2. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
3. Knowingly and unlawfully possesses illegal drugs.

**Juvenile Delinquents and Juvenile Offenders**

The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

1. any student under the age of 16 who is found to have brought a weapon to school; or
2. any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law.

**Alternative Instruction**

When a student of any age is removed from class by a teacher, the District will take immediate steps to provide continued educational programming. When a student of compulsory attendance age is suspended from school, the District will take immediate steps to provide alternative means of instruction for the student.

**Discipline of Students with Disabilities**

It may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. Students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

**Corporal Punishment**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:
1. Protect oneself, another student, staff member or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

Visitors to the Schools

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or assistant principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
3. Teachers are expected not to take class time to discuss individual matters with visitors.
4. Any unauthorized person on school property will be reported to the principal or assistant principal. The police may be called if the situation warrants.
5. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

Public Conduct on School Property

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

Prohibited Conduct
No person, either alone or with others, shall:
1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or disruptive to the school program.
5. Intimidate, harass, or discriminate against any person on the basis of actual or perceived race, color, creed, weight, national origin, ethnic group, religion, religious practice, age, gender, sex, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this Code.
15. Smoke inside any enclosed school facility used to provide education services at any time. Smoke anywhere on school grounds during school hours or during any student activity that is supervised by faculty or staff, or during any officially sanctioned school event. Smoke in any vehicles used to transport children or school personnel.
16. Operate a mini bike, go-cart, motorized equipment or other unlicensed motor vehicle.
17. Operate a bicycle on athletic fields or running tracks.
18. Enter school property with a dog unless it is a dog for a handicapping condition.
19. Drive, chip or pitch golf balls on school property.
20. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

The building principal or his or her designee shall be responsible for enforcing the conduct required by the Code.
Dissemination and Review

The Board will work to ensure that the community is aware of this Code of Conduct by:

1. Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year.
2. Making copies of the Code available to all parents at the beginning of the school year.
3. Mailing a summary of the Code of Conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
4. Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current Code of Conduct when they are first hired.
6. Making copies of the Code available for review in the community libraries by students, parents and other community members.

This document is a summary of Board Policy, Students 5500, Code of Conduct, that has been reviewed by all of the constituencies of the Sewanhaka Central High School District and approved by the Board of Education. Anyone wishing to receive the Code of Conduct in its entirety should request a copy from the main office of any district school or from the office of the School Attorney in the Central Office. A copy is also available on the District website. All community, students and staff are encouraged to familiarize themselves with this document.

Revised July 2012; approved by the Board of Education on July 11, 2012
Revised July 2013; approved by the Board of Education on July 9, 2013
Revised and approved by the Board of Education on July 8, 2014
Student Code of Conduct Agreement Form
(To be signed by the parent/guardian and student)

The student and parents or guardians hereby agree to the following Code of Conduct for any
overnight or outside the metropolitan area field trips:

1. As a student representative of the Sewanhaka Central School District, I will do my best to be
aware of my role as a representative of the district. I will retain an open mind about what I see,
experience and do while participating on this trip and I will live up to what is expected of me.

2. I know the Sewanhaka Central School District policies governing student behavior are in
effect for the entire trip and I have reviewed the Code of Conduct where those rules are defined.
I acknowledge the disciplinary consequences outlined in the Sewanhaka Central School District
Code of Conduct apply to my actions on the trip.

3. I recognize that the teachers/coaches/sponsors/chaperones are responsible for my welfare and
for the welfare of everyone participating in the program. I will, therefore, cooperate with them by
listening to and following their instructions. I will not wander away from the group or leave the
scheduled group activities at any time.

4. I will honor the expectations, rules and policies set for me by (a) Sewanhaka Central School
District; (b) my school; (c) my teachers/coaches/sponsors/chaperones.

5. I will follow district guidelines concerning use of alcohol, illegal drugs and tobacco products
on school-sponsored activities. Just like on a school field trip or a school dance, I will not drink
alcohol, or use drugs considered illegal in New York, regardless of the laws in the state and/or
foreign country being visited. I acknowledge that engaging in this behavior could result in
disciplinary action, including but not limited to the possibility of being sent home, at parent’s
expense, and receiving additional consequences under the Student Code of Conduct. I have
reviewed the district policies related to alcohol and drug use and discipline with my parents.

6. I will participate in and be punctual to all activities planned for the group unless specifically
excused from such activity by the group leaders.

7. I will handle any unstructured “free” time in a responsible manner.

8. I am subject to being sent home early in the event the teacher/coach/sponsor/chaperone
determines I have engaged in inappropriate behavior. Examples of behavior that constitute
sufficient cause to return a student home prior to the scheduled end of the trip include, but are
not limited to, the following:

(a) Evidence or strong suspicion of use, possible or under the influence of illegal substances.

(b) Problems relating to alcohol.
(c) Leaving a hotel without permission after curfew.

(d) Committing any act that endangers the health or well-being of anyone else.

(e) Evidence or strong suspicion of participating in sexual activity.

(f) Refusal to follow teacher’s/coach’s/sponsor’s/chaperone’s instructions.

Students and parents/guardian agree that if student does not abide by this Code of Conduct, the student may be sent home at the discretion of the teacher/coach/sponsor/chaperone, at student’s expense, and the student’s family will be responsible for all financial and other consequences of the student’s behavior. Any student whose behavior warrants the potential for being sent home will be addressed as the teacher/coach/sponsor/chaperone deems appropriate after a conversation involving the teacher/coach/sponsor/chaperone, the student, a parent or guardian and the principal or school administrator.

9. For overnight trips, after lights out, I will remain quiet and in my room until morning wake-up call.

10. I understand that for overnight trips, an Assistant Principal will search the contents of my luggage prior to departure from the school. Luggage and/or property checks will be done in my presence. I understand my parent(s) are welcome to be present if they so desire.

I acknowledge that the Sewanhaka Central High School District Code of Conduct and Discipline Policies are in effect for the entire trip. I have reviewed and will adhere to the Code of Conduct.

_________________________  ______________________
Signature of Student                 Date

I acknowledge that the Sewanhaka Central High School District Code of Conduct and Discipline Policies are in effect for the entire trip. I have reviewed and the Code of Conduct and expectations with my child.

_________________________  ______________________
Signature of Parent/Guardian                 Date
Teachers/Coaches/Sponsors/Chaperone Code of Conduct Agreement Form
(To be signed by all chaperones)

Participation in school and District trips is an important part of our students’ education and development. With your role or designation as a teacher/coach/sponsor/chaperone comes a great responsibility to protect the wellbeing of each of our students. It is your job to ensure that each student is treated with respect and accorded the opportunity to develop that he or she needs and deserves.

This Code of Conduct has been written for all personnel teachers/coaches/sponsors/chaperones who will be working with our students on school trips. All teachers/coaches/sponsors/chaperones must take time to review this document thoroughly and reflect on its implications for their particular role. Veteran teachers/coaches/ sponsors/chaperones should annually review the district’s expectations.

Teachers/coaches/sponsors/chaperones must adhere to the following standards of conduct. It is important for all teachers/coaches/sponsors/chaperones to understand that this list is not exhaustive. It is intended to provide specific, but not exclusive, examples of the standards of conduct that are appropriate for persons who teach/coach/sponsor/chaperone student activities.

1. It is your responsibility to speak and act respectfully to all students, staff, parents and members of the public.

2. Possession of or use of alcohol, drugs and/or tobacco or being under the influence of drugs and/or alcohol is not permitted while in the company of students whether on or off district property. Adults are not to consume alcoholic beverages when supervising students on field trips so as not to risk having impaired judgment should they need to make a decision on a student’s behalf. For purposes of field trips, adults are considered to be supervising students at all times during the trip.

3. Remarks that refer to an individual’s race, sex, religion, national origin or mental or physical disability are not permitted.

4. Language or jokes that may be offensive to others are not permitted.

5. Clear notice must be given when entering locker rooms or other private areas occupied by members of the opposite gender.

6. Teachers/coaches/sponsors/chaperones must not have physical contact with students that are likely to cause the student to be uncomfortable.

7. Fraternization between teachers/coaches/sponsors/chaperones is strictly prohibited. This includes close personal or special relationships, dating and/or sexual contact.
8. Sexual harassment of any person is expressly prohibited. Teachers/coaches/sponsors/chaperones must refrain from all gestures, comments or physical contact that a reasonable person may judge as unwelcomed.

9. Threatening comments or profane language damaging to students’ self-esteem are not permitted.

10. Extreme care should be used to monitor the physical condition of students. This is particularly important in extremely cold or hot weather. If a student experiences a minor medical issue beyond what can be addressed by the First Aid kit on the bus, the teacher should contact the student’s parent/guardian and school administration to determine appropriate next steps. The ill student should remain directly supervised at all times.

If a student has an illness or injury requiring immediate medical attention, the trip supervisor should call 911. The student’s parent/guardian should be contacted immediately, as well as school administrators. The student should be accompanied by school personnel who have been granted Power of Attorney. The student should not be left unattended at any time.

11. Teachers/coaches/sponsors/chaperones are encouraged to pay attention to and develop all students to his/her individual potential.

12. When traveling with students, teachers/coaches/sponsors/chaperones are prohibited from visiting the accommodations of individual students one-on-one.

13. Teachers/coaches/sponsors/chaperones are to assure that students are not left unsupervised at any time.

14. Teachers/coaches/sponsors/chaperones must be in possession of a working cell phone at all times during the field trip.

This principal or trip supervisor has reviewed these rules with me this date and I understand the district’s expectations.

_________________________   _______________________
Signature of teacher/coach/sponsor/chaperone       Date
Sewanhaka Central High School District

Student Trip Application
(Request for Educational Day Field Trips Within the Metro Area)

This Form Must Be Submitted to the Principal THREE WEEKS PRIOR to the Scheduled Trip

School: ___________________________ Date of Request: _____________
Teacher Making Request: ___________________ Teacher Cell #: _____________

Trip Information:
Date of Trip: _______________ Trip #: ___________________ PO#: _____________
_____ In School _______ Out of School _______ Extra-Curricular _______ Academic

Grade: _______ Subject: ___________________ Activity or Competition: _______________

Destination/Location: __________________________ Date of Trip: _____________
Time leaving school: _______________ Time returning to school: _______________
Cost per student: $ ___________ Other costs to student: $ _______________
Number of students: _______________ Number of teachers: _______________
Number of chaperones: ______________________

(Attach a list of students, teachers and chaperones)

Educational Objectives:
__________________________________________
__________________________________________
__________________________________________

Method of Transportation via:
_____ School Bus _____ Coach Bus _____ Private Transport _____ Public Transport

(If a contracted carrier is involved, the transportation supervisor must be consulted before making any arrangements, but at least two weeks prior to date of trip.)

Approval:
Principal: ___________________________
Date: _________________

Please attach Parent/Guardian Permission slips, Teacher/Coach/Sponsor/Chaperone Code of Conduct Agreement, Student Code of Conduct Agreement, Student Rosters, and other required documentation.
Sewnaha Central High School District

Student Trip Application –see NOTE A
(For trips overnight and outside the metropolitan area)

This form must be received at the Office of Curriculum 60 days before the date of the trip

IMPORTANT:
The notes on the attached list must be reviewed when completing this application; also, You must make sure the information in this form is consistent with back-up memo

1. School: __________________________ 2. Date of Application __________________________

3. Are other building participating? _____ Specify: __________________________ **

4. Activity: __________________________

____________________________________

5a. Departure Day: __________ Date: __________ Time: __________

Location: __________________________

5b. Return: Day: __________ Date: __________ Time: __________

Location: __________________________

6. Method of Transportation via:

_______ School Bus _______ Coach Bus ______ Private Transport ______ Public Transport

(If a contracted carrier is involved, the transportation supervisor must be consulted before making any arrangements, but at least two weeks prior to date of trip.)

7. Number of Students: Male: ______ Female: ______ Total: _______

8. COST per Student (See Note C)

Transportation: _______ Meals: _______ Lodging: _______ Total: _______

9. Distribution of per student cost:
a. $_________ to be paid by student
b. $_________ to be paid by Activity Fund (Name: __________________________)
c. $_________ to be paid by General Fund (Name: __________________________)
d. $_________ to be paid by other source (Name: __________________________)

** If students from two or more buildings are participating, student cost must be uniform regardless of what other sources of funding are used. Student Activities Advisors should work together to ensure consistency, especially in setting costs and selecting chaperones.

10. CHAPERONES: (See NOTE D)
a. District Personnel by NAME: ________________________________

b. Non-District Personnel by Name/Title: ________________________________

c. Other: NAME & RELATIONSHIP: ________________________________

d. Cost per chaperone: Transportation: _____ Meals: _____ Lodging: _____

   Total: ______________

e. What part of these expenses will be paid by chaperones? ______________

Please list ALL chaperones: ________________________________

11. SUMMARY STATEMENT must be attached. (SEE NOTE E) The Summary Statement must include: a) Purpose of trip; b) Location; c) Time schedule; d) Permission slips; e) Financial arrangements; f) Transportation and g) chaperone details.

APPROVALS: NO FORM IS TO BE SUBMITTED WITHOUT THE SIGNATURE OF THE STUDENT ACTIVITIES DIRECTOR AND PRINCIPAL

12. Approved by Director of Student Activities or Chairperson for Phys. Ed. & Athletics:

   Signature: ________________________________ Date: ________________________________

13. Reviewed by Coordinator or Chairperson (when appropriate):

   *ATHLETIC TRIPS MUST BE REVIEWED BY DISTRICT ATHLETIC DIRECTOR*

   Signature: ________________________________ Date: ________________________________

14. Approved by Building Principal:

   Signature: ________________________________ Date: ________________________________

15. Approved by Superintendent or Designee:

   Signature: ________________________________ Date: ________________________________

BACK UP INFORMATION:
Appropriate back-up memo must be submitted in addition to this form. The information in the back-up memo must be consistent with the completed application and must include the names of all chaperones. A comprehensive agenda of the trip should be included to assist in reviewing the trip request. (This memo will be included in the Board Agenda; therefore, it should be carefully reviewed for accuracy before submission.) If you have any questions, please contact the Curriculum Office at Central Administration.
Student Trip Application

NOTES

These notes represent BOARD POLICY and must be reviewed when completing the Student Trip Application

A. TYPES OF APPROVABLE TRIPS:

OVERNIGHT: Curriculum-related field trips, athletic events at state or regional championship level; events giving singular honor to individuals participating; meeting of state or national clubs (by a representative).

WEEKEND: Curriculum-related field trips, club or group activities with educational objectives other than social and recreational ones.

EXTENDED FIELD TRIPS: Curriculum-related trips by clubs or groups with educational objectives other than social and recreational ones which extend for several school days (e.g., Model U.N., NYSSMA, Skills U.S.A.).

*Fundraising is prohibited unless a trip has prior approval of the Board of Education.

B. Transportation by one or more of the following methods is authorized in the following Order of preference:

1. Chartered Carrier (Evidence of adequate safety and insurance provision is required.)
2. Scheduled Public Carrier
3. Private Auto – when owned and driven by school personnel or authorized parent/guardian volunteer Private automobile use is DISCOURAGED. In unique circumstances, written requests may be approved on case-by-case basis.

COST PER STUDENT

C. Students should not be excluded from a field trip for financial reasons. Therefore, cost effectiveness is essential.

CHAPERONES

- 1-15 Students – 1 Chaperone Chaperones must reflect
- 16-30 Students – 2 Chaperones the male/female ratio
- 31-40 Students – 3 Chaperones of students.

SUMMARY STATEMENT

E. It is the professional responsibility of teachers, supervisors and administrators to plan and organize learning experiences for the youth whose formal education is entrusted to them. These experiences (i.e., the curriculum) should be many types and should fully involve the educational resources available, resources within and beyond the confines of the classroom and the school building.

Student Activities Advisor or chairperson for Phys. Ed. & Athletics MUST review the following prior to signing:

1. Proofread back-up.
2. Verify that back-up is consistent with application and board policy.
3. Check applications for completion and accuracy.
SAMPLE BACKUP MEMO

DATE: mm/dd/yyyy

TO: Name, Principal

FROM: Name, Chaperone/Advisor

SUBJECT: Field Trip Name

Student Trip Request
Narrative description of field trip with clear connection to curricular goals or co-curricular objectives

Location, dates, and time schedule
Event site
Address
Date range

Departure: Location Date
Arrival: Location Date

Number of Students Attending
Number of students: Total
Number of Male students
Number of Female Students

Transportation
Narrative description of transportation arrangements and costs, specifying bus company/air carrier, etc.

Chaperones
List name, role (teacher/advisor/coach), school for all chaperones. For overnight trips, chaperones must reflect gender breakdown of students.

Meals and Lodging
Narrative description of lodging and costs.

Financial Arrangements
Narrative summary of costs and funding sources plus info listed below:

<table>
<thead>
<tr>
<th>Students: Meals:</th>
<th>Cost</th>
<th>Chaperones: Meals:</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging:</td>
<td>Cost</td>
<td>Lodging:</td>
<td>Cost</td>
</tr>
<tr>
<td>Transportation:</td>
<td>Cost</td>
<td>Transportation:</td>
<td>Cost</td>
</tr>
<tr>
<td>Total student cost:</td>
<td>Cost</td>
<td>Source of funding</td>
<td>Total chaperone cost:</td>
</tr>
<tr>
<td>---------------------</td>
<td>------</td>
<td>------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

*Permission Slips*

Narrative description of required forms that will be maintained by the chaperone and at the school during the trip.
SAMPLE ITINERARY

ITINERARY FOR NATIONAL LEADERSHIP CONFERENCE
Sewanhaka Central High School District
Location
Dates

**Wednesday, July 14**
6:00 a.m. (New York to Denver, Colorado)
Meet at LGA Airport (United Terminal)
**NOTE:** You must have picture identification
8:05 a.m. Depart LGA Airport for Colorado, **United Flight 1143**
10:25 a.m. Arrive at DEN Airport
11:00 a.m. Board ground transportation for Adam’s Mark Hotel ($30.00)
11:45 a.m. Arrive at the Adam’s Mark Hotel
**1550 Court Place**
Denver, CO 80202
**Phone:** (303) 893-3333
12:15 p.m. Check in Adam’s Mark Hotel
2:30 p.m. – 4:00 p.m. Event Confirmation
3:00 p.m. – 7:00 pm. Conference Registration
4:30 p.m. Dinner
5:30 p.m. Mandatory New York State Meeting
7:30 p.m. – 10:00 p.m. Mandatory Opening General Session & Campaign Rally
12:00 a.m. Curfew

**Thursday, July 15**
7:30 a.m. – 5:00 p.m. Competitive Events
9:00 a.m. – 4:00 p.m. Exhibits and Campaign Booths
4:00 p.m. – 5:00 p.m. Mandatory Regional Campaign Rallies
5:10 p.m. – 5:45 p.m. Mandatory Voting Delegate Session
6:00 p.m. Dinner
12:00 a.m. Curfew

**Friday, July 16**
8:15 a.m. – 4:15 p.m. Competitive Events
9:00 a.m. – 2:00 p.m. Exhibits & Campaign Booths
5:00 p.m. Dinner
12:00 a.m. Curfew

**Saturday, July 17**
8:00 a.m. – 9:00 a.m. National Voting Session
9:15 a.m. – 10:45 a.m. Mandatory Regional Voting and Recognition Sessions
5:00 p.m. Dinner
7:00 p.m. – 9:30 p.m. Mandatory Awards of Excellence Program
9:30 p.m. – 11:30 p.m. Awards Dance
12:00 a.m. Curfew

**Sunday, July 18**
4:30 a.m. (Colorado to New York) Wake up
5:00 a.m. Board shuttle bus for airport
7:20 a.m. Depart DEN Airport for LGA United Airlines Flight 400
12:51 p.m. Arrive at LGA Airport, New York

**LEADERSHIP CONFERENCE CHAPERONES AND CONTACT INFO**

Name   Cell Number
Name   Cell Number
Name   Cell Number
Name   Cell Number

Please submit the following forms to (name) by (date):
1. Parent/Guardian Permission Form
2. Power of Attorney/ Parent Consent Form
3. Student Code of Conduct Agreement Form
PARENTAL/GUARDIAN PERMISSION FORM

I __________________________ give permission for __________________________
(Name of Parent/Legal Guardian) (Name of Student)

to attend the following trip:

________________________________________________________________________
(Identify Field/Education Trip)

Here list the trip itinerary or refer to an attached document, along with a
description of hazards, skills or conditioning that may be required of participants.
Also include a list of required equipment and supplies.

Transportation is provided by ____________________________________________

I __________________________ (Parent/Legal Guardian) hereby covenant and agree to
release and hold harmless the Sewanhaka Central High School District from and against any and
all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury
and/or property damage, to the extent permissible by law, arising out of participation in the
________________________________________ (Name of Trip).

For overnight trips, I __________________________ (Parent/Legal Guardian) understand
and consent to of Board of Education Policy 5530- Search and Seizure which states, “On any
school sponsored overnight field trip, sporting event or other extracurricular activity the district
shall conduct administrative inspections of luggage and personal property prior to departure.
These searches shall be conducted without particularized suspicion of the violation of a school
rule. These searches shall be made of all students participating in the event. Prior to departure,
parents shall be required to execute a written parental permission slip which shall include a
paragraph informing the parent of the district’s luggage search policy. Parents will be informed
of the opportunity to be present at the time of departure. The Superintendent of Schools shall
submit a written report to the Board of Education at the end of each semester detailing how many
searches have been conducted by school.

________________________________________  __________________________
Parent or Legal Guardian                        Date
Extended Field Trip Notice

Dear Parent/Guardian,

Your child will be returning from the Field Trip to ____________________________
on ______________________ at ______________________ (a.m./p.m.).

Since this return is after school hours, it will be necessary for you to provide transportation for your child from school to home. Please inform us of arrangements you have made and return this form by tomorrow. Thank you for your cooperation.

Sincerely,

Principal

Date

Name of Student ____________________________

Name of Parent/Guardian ____________________________

The following arrangement have been made for my child, ____________________________, to have transportation from school to home after the field trip:

Please check one

☐ I will be picking up my child.
☐ My child will be walking home as usual.
☐ My child has my permission to ride home with

______________________________________________.

Signature of Parent/Guardian
POWER OF ATTORNEY AND PARENT CONSENT FORM

Student's Name: ________________________________

Permission is granted for travel to ________________________, participation in all activities of the trip, and for return travel.

I (We) hereby authorize and empower ______________________ to secure necessary and required aid for the below named student from departure on __________ until return on __________. Further, if an emergency should arise necessitating surgery by reason of illness or accident, the said advisor may execute any medical or hospital authorization for and in behalf, as if I were personally present.

It is agreed and understood that prior to exercising the above power of attorney in the event of an emergency, every effort to contact the parent or guardian for oral approval or disapproval shall be made. In the event a parent or guardian cannot be contacted, serious medical treatment will be postponed until contact is made, unless a life-threatening situation exists.

Name of Student __________________________ Signature of Legal Guardian _______________________

Signature of Father __________________________ Signature of Mother __________________________

Hospitalization Plan & Number __________________________ Emergency Contact No. (with area code) __________________________

Allergies: __________________________________________________________________________

Current Medications: __________________________________________________________________

Any other medical condition advisors should be aware of: __________________________________________________________________________

________________________________________
Transportation Permission Form

When the District is Not Providing Transportation

I _______________________________ give permission for _______________________________

(Name of Parent/Legal Guardian) (Name of Student)

to attend the following trip: _______________________________

(Identity of Field Trip)

The district will not be providing or arranging transportation for this trip, therefore, other
students and parents and/or guardians will provide transportation. To this end, I give permission
for _______________________________ (Name of Student) to be transported in a vehicle operated
by _______________________________ (Name of Student, Parent or Guardian). I
understand that it is my responsibility to make certain that my child is safely transported to this
event.

______________________________  _______________________________
(Parent/Legal Guardian) (Date)
Sewanhaka Central High School District Junior/Senior High School
Field Trip Permission Form

Instructions to the Student: Please be advised that you will not be able to attend the field trip if all requirements are not met.
   * Fill in the necessary information
   * Obtain signatures from all of your teachers
   * Obtain a signature from your parent/guardian

<table>
<thead>
<tr>
<th>*Student Name:</th>
<th>*Grade:</th>
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<tbody>
<tr>
<td>Teacher/Advisor Name:</td>
<td>Subject:</td>
</tr>
</tbody>
</table>

| Place to visit: | Date of Trip: |
| Time of Departure: | Time of Return: | Due Date for Permission Slip: |

* Hand in your permission slip before the date written on your form

A student is required to list below all of his/her teachers as well as obtain their signature and approval in order to attend this trip. If there are any missing signatures or disapproval, this will result in the student not being eligible to attend the trip.

<table>
<thead>
<tr>
<th>Period</th>
<th>*Subject</th>
<th>*Teacher Name</th>
<th>Teacher Signature</th>
<th>Approved</th>
<th>Disapproved</th>
<th>Reason for disapproval</th>
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*Required fields. Students are responsible to fill in all required information.

Teacher

Teachers who are not recommending a student are asked to indicate the reason using the codes below:
   A = Attendance. Student is in danger of reaching the maximum number of absences allowed in relation to the date/
Illegal absences.
   P = Performance. Student is currently in danger of failing the marking period/year.
   E = Examination. A major exam is scheduled for the date of the field trip.
   O = Other. If other, please provide additional information.
**Student**

I understand it is my responsibility to: notify all teachers of this field trip, obtain all assignments beforehand and complete all assignments by the due date.

*Student signature: ___________________________ *Date: __________________

**Parent/Guardian**

As the parent / guardian I hereby grant ____________________________ (please print name of student) permission to participate in the aforementioned field trip. I understand that the student will not be able to attend the field trip if all of the requirements are not met.

Our goal is to assure that your child is completely safe during his / her field trip. Please list any health concerns (ex. food allergies, seizures, etc.) of which the chaperone should be made aware of prior to the trip. Please check one; if yes, include details on the line provided below.

_____ My child **does not** have health issues that may arise during the trip

_____ My child **has** the following health issues that should be known by the chaperones:

_____________________________________________________________________________

Parent / Guardian name: __________________________ Relationship to student: ________________

Parent / Guardian signature: __________________________ Date: __________________
SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT
STUDENT ROSTER FORM

School Name ___________________________ Date of Trip __________________ Site __________________
Teacher’s Name ___________________________ Grade __________________
Destination ____________________________
Time Leaving School _____________________ Time Arriving Back at School __________________
Number of Students Participating ___________ Number of Chaperones ________________

This form must be submitted to the School Nurse TWO WEEKS in advance of the trip.
This form must be boxed or emailed to all staff ONE WEEK in advance of the trip.
Students absent ON THE DAY OF THE TRIP must be reported to the Attendance Office.

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<tr>
<th>LAST NAME (Alphabetical)</th>
<th>FIRST NAME</th>
<th>GRADE</th>
<th>EMERGENCY PHONE NUMBER</th>
<th>NOTES</th>
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PART III- Relevant Policies and Regulations
BOARD POLICY

INSTRUCTION 6132

SUBJECT: FIELD TRIPS

It is the professional responsibility of teachers, supervisors and administrators to plan and organize learning experiences for the youth whose formal education is entrusted to them. These experiences (i.e., the curriculum) should be many types and should fully involve the educational resources available, resources within and beyond the confines of the classroom and the school building.

The educational field trip is one type of learning experience designed to explore the educational resources of the region beyond the confines of the classroom. Principals, supervisors and department chairpersons are to encourage teacher participation in field trips that clearly have an impact and relation to classroom instruction.

To provide guidance to the Superintendent with regard to field trips extended in time and distance, the following statements are adopted:

1. Field trips will not exceed one week of school time, and should be planned for vacation periods whenever possible.

2. The direct cost of an extended field trip to the student, or his parent, should never be such that it causes a student to be excluded on the basis of cost.

3. For extended curriculum-related field trips, trips giving recognition to students, the reasonable expenses of chaperones will be paid by the District. Other than regular pay, there will be no additional salary to teachers chaperoning students on extended field trips, with the exception of air fare or other direct reimbursement or rebate of verified travel expenses by the District or by a common carrier. Teachers and chaperones are strictly prohibited from accepting any other remuneration or benefit from any person or organization.
4. Curriculum-related trips and trips honoring students, may extend as far within the United States, United States possessions, and Canada as required for the essential attainment of their objectives. International travel will also be considered for approval by the Board of Education.

5. Chaperones: Chaperones shall be in attendance in accordance with the ratios set forth below. In all cases, an attempt should be made to obtain the attendance of certified personnel. In no event shall a trip be approved unless at least one of the chaperones in attendance is a certified teacher, teaching assistant, or coach. On trips involving overnight stays when both male and female students are in attendance, there shall be both male and female chaperones in attendance. For overnight and extended trips, all those counted as chaperones must be a certified teacher, teaching assistant or coach. Exceptions may be authorized by the Superintendent of Schools where students are engaged in individualized competition or study and are accompanied by a parent or person in custodial relationship.

Ratio of Chaperones to Students:

<table>
<thead>
<tr>
<th># of Students</th>
<th># of Chaperones</th>
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<tr>
<td>1 - 16</td>
<td>1</td>
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<td>17 - 32</td>
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When the size of a student group exceeds 40, the building principal will consult with the Assistant Superintendent for Curriculum and Instruction to determine the necessary number of chaperones. The type of field trip, location and nature of the activity will be carefully evaluated in making this decision.

Ratio of Chaperones for field trips involving the District’s PALS, DLC, CDP, or ADL programs:

<table>
<thead>
<tr>
<th># of Students</th>
<th># of Chaperones</th>
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<td>19-24</td>
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<td>25-30</td>
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</table>
6. Travel outside the metropolitan area or which will require an overnight stay, must be approved in advance by the Board of Education.

7. **Non-District Sponsored Field Trips:** Participation of teachers or other staff in the promotion of unauthorized travel under their direction can create an illusion of proprietary interest on the part of the Board of Education or the teachers themselves. Such misconceptions on the part of the students, parents and the public are counter-productive to the central focus of the institution and must, therefore, be avoided. Accordingly, consistent with the provisions of paragraph 3(G) of Board Policy 4001 (Code of Ethics), all employees are prohibited from soliciting for or promoting any student trip on the school premises unless prior written approval for same has been obtained from the Superintendent of Schools. In the event permission is granted by the Superintendent of Schools, the employee must distribute a statement that clearly explains the trip’s non-affiliation with the Sewanhaka Central High School District and/or any of its five junior/senior high schools to parents of all participants. A copy of the statement must be submitted to the principal of the school and the Superintendent of Schools.

Within the above-prescribed limitations, the Superintendent will make all decisions concerning field trips. The Superintendent may seek advice of the Board as he requires.
INSTRUCTION 6132

SUBJECT: FIELD TRIPS

1. Faculty supervision of students must be provided in accordance with Board Policy at all times. Additional supervision may be required in the judgment of the Building Principal. Other adults may supplement faculty. Students cannot be authorized to travel independent of such supervision. Authorized exceptions for individualized competition or study must be specifically submitted to the Assistant Superintendent for Curriculum and Instruction for approval by the Superintendent of Schools.

2. Transportation by one or more of the following methods is authorized in the following order of preference:

A. Chartered Carrier (evidence of adequate safety and insurance provision is required).

B. Scheduled Public Carrier.

C. Private auto when owned and driven by school personnel or authorized parent/guardian volunteer. Private vehicles used for this purpose must meet state minimum insurance and inspection requirements. Drivers must hold a valid driver’s license.

3. Overnight trip expense reimbursement for lodging and transportation may be claimed by faculty upon presentation of receipts to the extent of prior approval (Board Policy 4133).

4. Trips outside the metropolitan area and overnight trips require the approval of chairperson, building principal, and
Superintendent as indicated on the Student Trip Application form. Similar or identical trips are to be coordinated in terms of transportation, costs, and chaperonage by the subject area coordinator. The Student Trip Application form must be presented to the principal 60 days (or earlier) prior to departure. A back-up memorandum is to be attached, which should include the following information:

Purpose:

Number of students and method of selection
Travel arrangements and itinerary
Costs per student and method of financing
Plans for chaperonage and chaperone’s expenses
Plans for medical and other emergencies

5. Types of Approval Trips:

A. **During School Day:** Those directly related to the curriculum of the academic class(es) participating if within feasible distance.

B. **After School and on Non-school Days:** Those that are co-or curriculum related; intramural and interscholastic activities; club-sponsored social and recreational activities (skating, bowling, theatre).

C. **Overnight:** Curriculum-related field trips, athletic events at state or regional championship level; events giving singular honor to individuals participating; meeting of state or national clubs (by a representative).

D. **Weekend:** Curriculum-related field trips; club or group activities with educational objectives other than social and recreational ones.

E. **Extended Field Trips:** Curriculum-related trips or trips by clubs or groups with educational objectives other than social and recreational ones and which extend for several school days (e.g., FBLA, NYSSMA, Model U.N., Skills USA).

6. Types of Prohibited Trips:

A. Trips which entail travel under potentially hazardous conditions.

B. Trips beyond the local area for primarily social or recreational purposes (ski trips, horseback-riding trips).
C. Trips which entail travel by automobile when driven by non-school personnel unless by authorized parent/guardian volunteers.

D. Trips on school time for primarily non-curriculum related purposes.

E. Trips which entail undue loss of school time for benefit received.

7. **District Field Trip Manual:**

   A. All District building principals and chaperones are responsible for being familiar with and adhere to the District Field Trip Manual.
BOARD POLICY

PERSONNEL 4270

SUBJECT: ALCOHOL - FREE WORKPLACE

The Board of Education prohibits the manufacture, distribution, dispensing, possession and/or use of any alcoholic beverage in the workplace. "Workplace" shall mean any site on school grounds, at school-sponsored activities, or any place in which an employee is working with the scope of his/her employment or duties. "Alcoholic beverages" shall include any beverages containing alcohol with the exception of prescription medicines or other over-the-counter medications when taken for legitimate purposes in the appropriate dosages.

The Superintendent of Schools or his/her designee shall implement related regulations.
SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT

ADOPTED: Nov. 21, 1969
AMENDED:
Nov. 26, 1985
Aug. 25, 1987
May 24, 1988
June 27, 2006

BOARD POLICY

STUDENTS 5530

SUBJECT: SEARCH AND SEIZURE

A. Lockers

1. The assignment to, and the use of, student lockers, desks and other such property by any student is upon the condition, which is to be made known to and accepted by such student at the time of assignment, that it remains under the control of the administrators and custodial staff of the building and is subject to the right of entry thereto and periodic administrative inspection at any time. Building principals will conduct periodic unannounced inspections for administrative purposes (i.e. to assure that hazardous or dangerous materials or substances are not present). The district exercises exclusive control over school property and students should not expect privacy with respect to items placed therein.

2. Students are expected to assume full responsibility for the security of their lockers. Students are responsible for whatever is contained in desks and lockers issued to them by the school. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed or destroyed. A locker is provided for day-to-day use in keeping therein personal clothing of the person to whom it is assigned, athletic equipment, supplies and books and other materials used as part of the educational program of such person. Such articles may be removed therefrom at any time by such person.

3. No flammable, combustible material, explosive or noxious substance which could be employed to disrupt the school program, no narcotic, depressant or stimulant drug, hallucinogenic drug, dangerous drug or dangerous instrument or weapon shall be placed in any locker.
B. Persons

1. Searches of students may only be made where there is reasonable grounds for believing that the search will yield evidence of a violation of the law or school rules. Searches must be reasonably related in scope to the circumstances which justified the search in the first place. Strip searches are prohibited. If a clear and imminent danger to health or safety is believed to be present, police should be summoned.

2. A reasonable basis to believe that an immediate search is necessary will be determined by the building principal or an acting principal. Such basis must be related to removal of a dangerous or illegal item or substance derived from reliable information or personal observation indicating that a student is in violation of school safety rules or the law. The following criteria and standards will be used in determination of reasonable warrantless searches of students by school officials:

   a) The child’s age, history, and school record.
   b) The prevalence and seriousness of the problem in the school to which the search is directed.
   c) The exigency requiring the search without delay.
   d) The probative value and reliability of the information used as a justification for the search.
   e) The school official’s prior experience with the student.

3. No flammable, combustible material, explosive or noxious substance which could be employed to disrupt the school program, no narcotic, depressant or stimulant drug, hallucinogenic drug, dangerous drug or dangerous instrument or weapon shall be in the possession of any student.

C. Field Trips/Extracurricular Activities

1. The above-mentioned policy shall also apply to field trips and other school sponsored events wherever appropriate. Building Principals are responsible for reviewing the terms of field trip “consent forms” to insure that they do not require consent to improper searches.
2. The rules in this Policy regarding searches of students and their belongings shall not apply to searches of student luggage and belongings under the following circumstances. On any school sponsored overnight field trip, sporting event or other extracurricular activity the district shall conduct administrative inspections of luggage and personal property prior to departure. These searches shall be conducted without particularized suspicion of the violation of a school rule. These searches shall be made of all students participating in the event. Prior to departure, parents shall be required to execute a written parental permission slip which shall include a paragraph informing the parent of the district’s luggage search policy. Parents will be informed of the opportunity to be present at the time of departure. The Superintendent of Schools shall submit a written report to the Board of Education at the end of each semester detailing how many searches have been conducted by school.

D. Police Undercover Operations

The Superintendent of Schools or his designee is authorized to permit federal, state, county or village law enforcement officials to conduct undercover operations in the schools where it is determined to be in the best interest of the school district. District employees shall not conduct surrogate searches on behalf of law enforcement authorities. Where possible, the administration shall seek hold harmless agreements with law enforcement personnel.
BOARD POLICY

STUDENTS: 5123.3

SUBJECT: STUDENT HEALTH SERVICES

The Board of Education recognizes that good student health is vital to successful learning and acknowledges its responsibility, along with that of parent(s) or guardian(s), to protect and foster a safe and healthy environment for the students.

The school shall work closely with students' families to provide detection and preventive health services. In accordance with law, the school will provide vision, hearing, dental inspection and scoliosis screening. Problems shall be referred to the parent(s) or guardian(s) who shall be encouraged to have their family physician/dentist provide appropriate care.

In order to enroll in school, a student must submit a health certificate within 30 calendar days after entering school, and upon entering second, fourth, seventh and tenth grades. The examination, which must conform to state requirements, must have been conducted no more than 12 months before the first day of the school year in question. If a student is unable to furnish the health certificate, the school will provide a physical examination by a licensed provider. A request for exemption from the physical examination, or the requirement to provide a health certificate, must be made in writing to the school principal or designee, who may require documents supporting the request. The only basis for exemption is a claim that the physical examination is in conflict with the parent or guardian's genuine and sincere religious belief.

In order to enroll in school, students must also furnish documentation of required immunizations against certain communicable diseases, as set forth in state law and regulations, unless exempted from immunizations for medical or religious reasons as permitted by state law and regulation.

The Board recognizes that the State of New York may authorize and require the collection of data from health certificates in furtherance of tracking and understanding health care issues that affect children. The Board supports these efforts and expects administrators to cooperate and to observe the appropriate laws and regulations in carrying out those responsibilities, including those that relate to student privacy.

In addition, students will be asked to provide a dental health certificate when they enroll in school and in accordance with the same schedule as the health certificate.

A permanent student health record shall be part of a student's cumulative school record and should follow the student from grade to grade and school to school along with his/her academic record. This record folder shall be maintained by the school nurse.

Schools shall also provide emergency care for students in accidental or unexpected medical situations. Each school in the District will include in its emergency plan a protocol for
responding to health care emergencies, including anaphylaxis, and head injury. Parents/guardians will be notified of any emergency medical situation as soon as is practicable. Parents/guardians will receive notification of non-emergent medical situations that have been reported to the nurse in a timely manner.

Communicable Diseases

It is the responsibility of the Board to provide all students with a safe and healthy school environment. To meet this responsibility, it is sometimes necessary to exclude students with contagious and infectious diseases, as defined in the Public Health Law, from attendance in school. Students will be excluded during periods of contagion for time periods indicated on a chart developed by the school nurse.

During an outbreak of these communicable diseases, if the Commissioner of Health or his/her designee so orders, the district will exclude students from school who have an exemption from immunization or who are in the process of obtaining immunization.

It is the responsibility of the Superintendent of Schools, working through District health personnel, to enforce this policy and to contact the county or local health department when a reportable case of a communicable disease is identified in the student or staff population.

Administering Medication to Students

Neither the Board nor District staff members shall be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours shall be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to him/her during school hours, or where it is done pursuant to law requiring accommodation to a student’s special medical needs (e.g., Section 504 of the Rehabilitation Act of 1973). “Medication” will include all medicines prescribed by a physician.

Before any medication may be administered to or by any student during school hours, the Board requires:

1. the written request of the parent(s) or guardian(s), which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication; and
2. the written order of the prescribing physician, which will include the purpose of the medication, the dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed, and the possible side effects of the medication.

Students are allowed to carry and apply parentally provided sunscreen without a prescription from a medical provider, assuming that the sunscreen is FDA approved and that the sunscreen is
not treating a medical condition. Parents need to provide the District with written permission for students to use sunscreen.

Permission slips and medical orders shall be kept on file in the office of the school nurse.

The District shall make a nebulizer available on site in school buildings where nursing services are provided. Students with a patient specific order shall have access to the nebulizer.

The school stocks albuterol in liquid form for use in nebulizers for students who are in need of emergency dosing when their personal prescription is empty. The District will develop procedures in collaboration with school health personnel that is approved by the District medical director and the Board of Education.

**Life-Threatening Allergies and Anaphylaxis Management**

The Board recognizes its role and responsibility in supporting a healthy learning environment for all students, including those who have, or develop, life-threatening allergies. The District will work cooperatively with the student, their parent/guardian and healthcare provider to allow the child to participate as fully and as safely as possible in school activities. When a student has a known life-threatening allergy reported on their health form or if the District has been informed by the parent of the presence of a life-threatening allergy, the District will assemble a team, which may include the parent, the school nurse, the child’s teacher, the building principal and other appropriate personnel, which will be charged with developing an individual health care plan. The plan will be maintained by the school nurse. The plan will guide prevention and response. If the student is eligible for accommodations based upon the IDEA, Section 504 or the Americans with Disabilities Act, the appropriate procedures will be followed regarding identification, evaluation and implementation of accommodations.

**Training**

Training to support the fulfillment of staff responsibilities in regard to student health services will be provided as part of the District’s ongoing professional development plan and in conformity with Commissioner’s regulations.

**Regulations**

The Superintendent shall develop comprehensive regulations governing student health services. Those regulations shall include the provision of all health services required by law, procedures for the maintenance of health records, and procedures for the administering of medication to students. The Superintendent shall also develop protocols, in consultation with the District medical director and other appropriate District staff, for the management of injury, with particular attention to concussion.
SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT   ADOPTED:  Mar. 26, 2002
AMENDED:  March 24, 2009

BOARD POLICY

STUDENTS  5146

SUBJECT:  FOOD ALLERGY AND BEE STINGS

In order to be prepared for food and/or bee sting allergy reactions which may occur in our district, the following emergency plan, including training to help the student, the parent, the coach (if applicable), and the school nurse will be in place. This plan will help students with food and/or bee sting allergy reactions remain safe and able to fully participate in all school activities.

The School Plan

1. Identify all food allergies (peanuts, tree nuts, milk, seafood, etc.) that may be a problem for all children. The District Food Allergy Student Information Form will be distributed in the Superintendent’s summer mailing.

2. Students will be responsible for reading labels and understanding the listed food products and their potential for causing an allergic reaction (peanut free, trace food, peanut butter wafers, etc.).

3. Each health office will be furnished with a standing order to administer EpiPen and/or Benadryl in the event it becomes necessary.

4. Upon parental consent, parents of allergic students may meet with the school nurse, the student, members of administration deemed necessary (i.e., Chairperson of Pupil Personnel Services, Cafeteria Manager) to review the following:

   a. The student’s medical orders prescribed by his/her physician indicating the foods to avoid, along with the use of oral antihistamines and EpiPens.

   b. The identification, reading, and comprehension of all food labels.

   c. Any lunches brought to school from home by allergic students will be in accordance with the physician’s recommendations.
d. Arrangement of special seating, if requested by the parent, during lunch periods should be in place in order to avoid contact with undesirable foods.

e. Instructions prohibiting the sharing of snacks or lunches.

f. It is the parent’s responsibility to notify the teacher (in the event of a field trip) or the coach, of any allergies.

g. It is the parent’s responsibility to provide the health office with the physician’s order for medication, along with the medication, and written parental permission to administer the medication.

5. Students are responsible for carrying an allergy identification card or wearing an identification bracelet listing the specific food allergy.

a. Parents are responsible for providing a current photograph of their child to be used by school staff (e.g., school nurse, cafeteria workers) to help identify the student.

6. Students are responsible for carrying their own EpiPens and knowing how to use them.

**Teacher/Coach Information & Training**

The following will facilitate prompt assistance in the event of exposure:

1. Immediate telephone call to responsible party, i.e., parent, doctor, hospital, 911, or CPR certified personnel.

2. Request that students/athletes with allergies wear allergy alert bracelets.

3. Contact with school nurse, teacher, coach immediately.
For students with life threatening allergies, the school nurse will have an Emergency Care Plan (ECP) in place. This plan will outline the care that a student may require in the event of an emergency. Both the parent/guardian and medical provider should review the ECP to ensure its accuracy. The plan will contain language allowing the sharing of information on the plan with members of the staff on an as-needed basis. The ECP may be distributed to faculty and staff on a need-to-know basis.

In addition to the ECP, the school nurse may also initiate an Individualized Healthcare Plan (IHP). IHPs are considered a standard of nursing practice, and the school nurse can determine which students would benefit from having an IHP. An IHP is based upon nursing diagnosis and discusses the interventions or actions to be taken for students with health needs.
BOARD POLICY 5146

FOOD ALLERGY AND BEE STINGS

Parent Form to Sign

STUDENT_________________________ YOG_____ALLERGY________________

Address_____________________________ Yes No

1. Note from physician regarding specific allergy and medication orders. ______ ______

2. Student can read and understand food labels. ______ ______

3. Lunches brought to school are in compliance with allergy. ______ ______

4. Student will have special seating if requested. ______ ______

5. Student will not share snacks or lunch. ______ ______

6. Student is encouraged to wear allergy bracelet at all times. ______ ______

7. Student will carry EpiPen at all times as ordered by private physician. ______ ______

8. Parent will provide current photo of student provided for cafeteria staff and school nurse. ______ ______

9. Notification of allergy provided for field trips and coaches. ______ ______

10. A second EpiPen, physician orders, and parental permission provided to school nurse. ______ ______

Parent Signature Date Student Signature Date

To be submitted annually ON the first day of school or before participation in Fall sports.
SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT
EMERGENCY CARE PLAN (ECP) - FOOD ALLERGY

Student: ____________________ Grade: ______ School Contact: _______________ DOB: ________________
Asthmatic: □ Yes □ No (increased risk for severe reaction) Allergen(s): ____________________________
Mother: _____________________ MHome #: __________ MWork #: __________ MCell #: __________
Father: _____________________ FHome #: __________ FWork #: __________ FCell #: __________
Emergency Contact: __________ Relationship: __________ Phone: __________

SYMPTOMS OF AN ALLERGIC REACTION MAY INCLUDE ANY/ALL OF THESE:
- MOUTH  Itching & swelling of lips, tongue or mouth, mouth “feels hot”
- THROAT  Itching, tightness in throat, hoarseness, cough
- SKIN    Hives, itchy rash, swelling of face and extremities
- STOMACH Nausea, abdominal cramps, vomiting, diarrhea
- LUNG    Shortness of breath, repetitive cough, wheezing
- HEART   “Thready pulse”, “passing out”

The severity of symptoms can change quickly – it is important that treatment is given immediately.

STAFF MEMBERS INSTRUCTED:
- Classroom Teacher(s)
- Special Area Teacher(s)
- Administration
- Support Staff
- Transportation Staff

TREATMENT: Rinse contact area with water if appropriate

Treatment should be initiated □ with symptoms □ without waiting for symptoms
Benadryl ordered: □ Yes □ No  Give _________ Benadryl per provider’s orders

Call school nurse. Call parent/guardian if off school grounds.
Epinephrine ordered: □ Yes □ No  Special instructions: ____________________________________________

IF INGESTION OR SUSPECTED INGESTION OF ALLERGEN OCCURS, SYMPTOMS ARE
PRESENT AND EPINEPHRINE IS ORDERED, GIVE EPINEPHRINE IMMEDIATELY AND
CALL 911.

Preferred Hospital if transported: _________________________________________________________
Epinephrine provides a 20 minute response window. After epinephrine, a student may feel dizzy or have
an increased heart rate. This is a normal response. Students receiving epinephrine should be transported
to the hospital by ambulance. A staff member should accompany the student to the emergency room if the
parent, guardian or emergency contact is not present and adequate supervision for other students is present.

Healthcare Provider: ____________________ Phone: __________________
Written by: ____________________________ Date: ______________________
Parent/Guardian Signature to share this plan with Provider and School Staff: ______________________

This plan is in effect for the current school year and summer school as needed. Revised 2/2009
<table>
<thead>
<tr>
<th>Individualized School Health Plan (IHP)</th>
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<tbody>
<tr>
<td>Student Name:</td>
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<td>Date plan written:</td>
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<td>Grade:</td>
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<td>Anticipated End Date:</td>
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**Nature and description of medical concern:**

**Symptoms that indicate medical attention is needed:**
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<th>Accommodations needed in school:</th>
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<th>Accommodations needed on a field trip:</th>
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cc: Principal
    Assistant Principal
    Nurse
    Guidance Counselor
    Parent
    Teachers: