Monday, July 10, 2017
Regular Board of Education Meeting

HFC Auditorium
230 Poppy Avenue
Franklin Square, NY 11010

1. Call to Order

<table>
<thead>
<tr>
<th>Subject</th>
<th>A. Motion requested to go into Executive Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Jul 10, 2017 - Regular Board of Education Meeting</td>
</tr>
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</tr>
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<td>Type</td>
<td>Action</td>
</tr>
</tbody>
</table>

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<tr>
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</tr>
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<table>
<thead>
<tr>
<th>Subject</th>
<th>C. Roll Call</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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</tr>
<tr>
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</tr>
<tr>
<td>Type</td>
<td>Procedural</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>D. Approval of Minutes</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
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</tr>
</tbody>
</table>

**Executive Content**
Please click on [link](https://www.boarddocs.com/ny/schsd/Board.nsf/goto?open&id=AMWLE4532C8C&login#) to view June 27, 2017 minutes.

<table>
<thead>
<tr>
<th>Subject</th>
<th>E. Correspondence - None</th>
</tr>
</thead>
</table>

https://www.boarddocs.com/ny/schsd/Board.nsf/goto?open&id=AMWLE4532C8C&login#
Meeting Jul 10, 2017 - Regular Board of Education Meeting
Category 1. Call to Order
Access Private
Type Action
Recommended Action Approval of minutes for the June 27, 2017 Board Meeting

Subject F. Awards and Commendations - None
Meeting Jul 10, 2017 - Regular Board of Education Meeting
Category 1. Call to Order
Access Private
Type Information

Academic Achievement & Athletic Awards Night in HFC Auditorium

Subject G. Superintendent's Monthly Update
Meeting Jul 10, 2017 - Regular Board of Education Meeting
Category 1. Call to Order
Access Private
Type Discussion

2. Superintendent

Subject A. Items for Board Action
Meeting Jul 10, 2017 - Regular Board of Education Meeting
Category 2. Superintendent
Access Private
Type Action

- Authorization is requested for Board members to attend meetings and conferences during the 2017-2018 school year, at District expense.
  - Nassau-Suffolk School Boards Association
  - New York State School Boards Association Capital Conference in Albany, New York (dates TBA)
  - New York State School Boards 98th Annual Convention & Education Expo, (Voting Delegate only), in Lake Placid, New York, October 12-14, 2017
  - National School Boards Association Annual Convention, April 7-9, 2018 in San Antonio, Texas

- Authorization is requested for the Superintendent to attend the following meetings and conferences during the 2017-2018 school year, at District expense.
  - New York State Council of Schools Superintendents, 2017 Fall Leadership Summit in Saratoga Springs, NY, September 24-26, 2017
  - New York State School Boards Association Capital Conference in Albany, New York (dates TBA)
  - New York State School Boards 98th Annual Convention & Education Expo, in Lake Placid, New York, October 12-14, 2017
  - National School Boards Association Annual Convention, April 7-9, 2018 in San Antonio, Texas
  - 2018 Urban Superintendents Summer Academy, July 10-15, 2018 in Louisville, Kentucky

- Authorization is requested for the District to enter into a contract with Hofstra University for graduation ceremonies to be held on June 23 and 24, 2018.
3. Curriculum

Subject: A. Textbook Adoption

Meeting: Jul 10, 2017 - Regular Board of Education Meeting
Category: 3. Curriculum
Access: Private
Type: Action

Recommended Action: Authorization is requested to approve the following textbooks.

Admin Content: Authorization is requested to approve the following textbooks being recommended for adoption in the area of World Languages.

---

Administrative File Attachments
July 2017 - Textbooks.pdf (95 KB)

Subject: B. Remediation - Title 1

Meeting: Jul 10, 2017 - Regular Board of Education Meeting
Category: 3. Curriculum
Access: Private
Type: Action

Recommended Action: Authorization is retroactively requested to approve the following district teachers for Regents review, before, after school and Saturday remediation during the 2016 - 2017 school year.

Admin Content: Authorization is retroactively requested to approve the following district teachers for Regents review, before, after school and Saturday remediation during the 2016 - 2017 school year – This cost will be funded through Title I:

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours/Labor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawrence Sullivan (SHS)</td>
<td>16 hrs.</td>
<td>$784</td>
</tr>
<tr>
<td>Allison Strohson-Marzano (SHS)</td>
<td>7 hrs.</td>
<td>$343</td>
</tr>
<tr>
<td>Lynn Jansen-Stanco (SHS)</td>
<td>15 hrs.</td>
<td>$735</td>
</tr>
<tr>
<td>David Sexton (SHS)</td>
<td>20 hrs.</td>
<td>$980</td>
</tr>
<tr>
<td>Patricia Justin (ELM)</td>
<td>5 hrs.</td>
<td>$245</td>
</tr>
<tr>
<td>Dereeka DeMarté (ELM)</td>
<td>8 hrs.</td>
<td>$392</td>
</tr>
<tr>
<td>Kathryn Farley (ELM)</td>
<td>12 hrs.</td>
<td>$588</td>
</tr>
<tr>
<td>Paul Olewnicki (ELM)</td>
<td>8 hrs.</td>
<td>$392</td>
</tr>
<tr>
<td>Eleana DeSabato (SHS)</td>
<td>6 hrs.</td>
<td>$294</td>
</tr>
<tr>
<td>Nadia Madruga (SHS)</td>
<td>3 hrs.</td>
<td>$147</td>
</tr>
<tr>
<td>Daniel Tesoro (SHS)</td>
<td>3 hrs.</td>
<td>$147</td>
</tr>
<tr>
<td>Donna Patane (SHS)</td>
<td>16 hrs.</td>
<td>$784</td>
</tr>
</tbody>
</table>
Subject: C. ENL New Entrants Placement

Meeting: Jul 10, 2017 - Regular Board of Education Meeting

Category: 3. Curriculum

Access: Private

Type: Action

Recommended Action: Authorization is requested to pay the following guidance counselor to assist with placement of new ENL entrants in August 2017.

Admin Content:
Authorization is requested to pay the following guidance counselor to assist with placement of new ENL entrants on August 23, 2017 - This cost will be funded through Title III.

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours@$52/Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Wilcox</td>
<td>5 hrs./$260</td>
</tr>
</tbody>
</table>

Subject: D. Appointment of Advisory Committee for Career/Technical Education Members

Meeting: Jul 10, 2017 - Regular Board of Education Meeting

Category: 3. Curriculum

Access: Private

Type: Action

Recommended Action: Approval is requested for the following appointment of members to the Advisory Committee for Career/Technical Education.

Admin Content:
Appointment to the Advisory Committee for Career/Technical and Business Education for the Sewanhaka Central High School District - Approval is requested for the following appointment of members to the Advisory Committee for Career/Technical Education effective July 1, 2017 - June 30, 2018:

**AUTOMOTIVE TECHNOLOGY**
Eddy Leger
Broadway Garage
107 N. Wantagh Avenue
Bethpage, NY 11714

Ralph Savarese
L.A. Wilson Tech Western
152 Laurel Hill Road
Northport, NY 11768

Stuart Smith, Owner

Business Owner

Auto Instructor

Auto Service Manager

https://www.boarddocs.com/ny/schsd/Board.nsf/goto?open&id=AMWLE4532C8C&login#
Stu Smith Auto Inc.
4C East 12th Street
Huntington Station, NY 11749

Frank Campanella
Prestige Collision
70 Comsewogue Road
East Setauket, NY 11733

Steve Pratt
Custom Metal, Inc.
221 Central Avenue
Farmingdale, NY 11735

Stuart Patterson
Patterson Brothers Auto
153 Marine Street
Farmingdale, NY 11735

Zachary Widder
Westbury Toyota
1121 Old Country Road
Westbury, NY 11590

**AUTOMOTIVE TECHNICIAN**

Steven Hausman
Star Nissan
171 20 Station Road
Flushing, NY 11358

Michael O'Hara
Eastern Suffolk BOCES
HB Ward Center
970 N. Griffing Avenue
Riverhead, NY 11901

**ARCHITECTURE**

Louis Giaccalone
431 Conklin Street
Farmingdale, NY 11735

Michele F. Toto
EZ Interior Design Solutions LLC
366 N. Broadway
Jericho NY 11753

Dennis Cirolia
25 Landau Ave.
Elmont, NY 11003

Chris Marino
Pryde Contracting of LI
31 Fifth Avenue
Garden City Park, NY 11040

Robert Stephenson, R.A.
MLDS Architects LLP
10 South Middle Neck Road
Great Neck, NY 11021

Business Owner
Auto Service Manager
Service Manager
Auto Instructor
Architect
Designer
Former Instructor
Builder
Instructor/Architect
Mario DiCocco, R.A.
MLDS Architects LLP
10 South Middle Neck Road
Great Neck, NY 11021

Architect

Robert V. Keyloun, A.I.A.
Bobby K. Architects
45 Commonwealth Blvd
Bellerose Village, NY 11001

Architect

Mario R. Vergara
MVA Architect PC
200 Jericho Tpke.
Floral Park, NY 11001

Architect

Dean Samardich, A.I.A.
Dean Samardich Consultants, Inc.
1100 Franklin Avenue, Suite 303
Garden City, NY 11530

Architect

Paulo Rodriguz
516-306-0686

Architect

Shivanie Muneshwar
516-780-3223

Student NYIT

Visnu Anil
516-606-6729

Student NYIT

Michael Gregori
516-578-3420

Student
Philadelphia Univer.

CONSTRUCTION TRADES

Chris Marino
31 5th Avenue
New Hyde Park, NY 11040

Contractor

John Costello
JCR Contractors
132 New Hyde Park Road
Franklin Sq., NY 11010

Owner

COSMETOLOGY

Michael Pauling & Nicole Medoro
Brittany & Co.
836 Hempstead Turnpike
Franklin Sq., NY 11010

Hair Stylists

Studio B (Bernadette Bowden)
49 New Hyde Park Road
Garden City, NY 11530

Salon Owner

DiRosa Salon (Rosa Hawkins)
868 Hempstead Turnpike
Franklin Square, NY 11010

Salon Owner

Fran Aguilino

Salon Owner
Lemon Tree
1625 Hillside Avenue
New Hyde Park, NY 11040

Agatha Tilli
Lemon Tree
1625 Hillside Avenue
New Hyde Park, NY 11040

Carmela Flores
Salon DiCapelli
82 Covert Avenue
Stewart Manor, NY 11530

Lori Santagata
Salon DiCapelli
82 Covert Avenue
Stewart Manor, NY 11530

Christine Papas
Textures Salon
16 Nassau Blvd.
Garden City South, NY 11530

Angela Sorcese
All in One Hair Studio
234 Jericho Tpke.
Floral Park, NY 11001

Victoria & Michael Abilies
Annastasia Hair Studio
730 Franklin Avenue
Garden City, NY 11530

COMPUTER TECHNOLOGY (CCDI)

Karl Nellis
Weta Digital
New Zealand/California

Scott Sanford
P.O. Box 328
Islip, NY 11751

Wyatt Savarese
The Mill
461 Broadway 5th/6th floor
New York, NY 10013

Katie Schiffer
The Mill

Veronica Venturi
NYRA Television

James R. Green
Operating Manager
4 Village Studio

Salon Owner
Make-up Artist
Salon Manager
Salon Owner
Salon Owner
3D Animator
Computer Consultant
3D Artist
3D Artist
Videographer
Floral Park, NY 11001

INSTRUMENTATION & AUTOMATION

John Terranova
North Shore Hospital
149 Ash Street
Floral Park, NY 11001

Tony Fama, Owner
911 Cleveland Street
West Hempstead, NY 11552

A+/NETWORKING

Edward Christiansen
GMAC Commercial Finance
1290 Ave. of the Americas 3rd Floor
New York, NY 10104-0388

Lowell Abraham
Allscripts Healthcare Services
1981 Marcus Avenue
Suite 250
New Hyde Park, NY 11040

Subject  E. Method Test Prep
Meeting  Jul 10, 2017 - Regular Board of Education Meeting
Category  3. Curriculum
Access  Private
Type  Action
Recommended Authorization is requested to enter into a partnership with Method Test Prep for the 2017-2018 school year offering SAT and ACT preparation courses.
Action

Admin Content
Authorization is requested to enter into a partnership with Method Test Prep for the 2017-2018 school year offering SAT and ACT preparation courses in the fall 2017 and Spring 2018. Courses will be offered to students in all five schools. There will be no cost to the Sewanhaka Central High School District.

Subject  F. SIDMUN Facilitator
Meeting  Jul 10, 2017 - Regular Board of Education Meeting
Category  3. Curriculum
Access  Private
Type  Action
Recommended Authorization is requested to approve the following district professional to act as SIDMUN Facilitator for the 2017-18 school year.
Action

Admin Content
Authorization is requested to approve the following district professional to act as SIDMUN Facilitator for the 2017-18 school year:
Subject: G. District Marching Band and Color Guard
Meeting: Jul 10, 2017 - Regular Board of Education Meeting
Category: 3. Curriculum
Access: Private
Type: Action
Recommended Action: Authorization is requested to approve the following district professionals to work as the District Marching Band Director and Color Guard.
Admin Content:
Authorization is requested to approve the following district professionals to work as the District Marching Band Director and Color Guard for the 2017-2018 school year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Function</th>
<th>Hours@$52/Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Doherty</td>
<td>Director</td>
<td>Not to exceed 20 hrs.</td>
</tr>
<tr>
<td>Jessica Torres</td>
<td>Color Guard</td>
<td>Not to exceed 20 hrs.</td>
</tr>
</tbody>
</table>

Subject: H. CTE Honor Society Co-advisors
Meeting: Jul 10, 2017 - Regular Board of Education Meeting
Category: 3. Curriculum
Access: Private
Type: Action
Recommended Action: Authorization is requested to pay the following district professionals as co-advisors of CTE Honor Society during the 2017-18 school year – This cost will be funded through the Perkins Grant.
Admin Content:
Authorization is requested to pay the following district professionals as co-advisors of CTE Honor Society during the 2017-18 school year – This cost will be funded through the Perkins Grant:

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours@$52/Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Labbate (SHS)</td>
<td>16 hrs./$832</td>
</tr>
<tr>
<td>Maryann Contarino (SHS)</td>
<td>22 hrs./$1,144</td>
</tr>
</tbody>
</table>

Subject: I. Substance Abuse Presentations
Meeting: Jul 10, 2017 - Regular Board of Education Meeting
Category: 3. Curriculum
Access: Private
Type: Action
Recommended Action: Authorization is requested to pay the following district professionals to conduct substance abuse presentations during the 2017-18 school year.
Admin Content:
https://www.boarddocs.com/ny/schd/Board.nsf/goto?open&id=AMWLE4532C8C&login#
Authorization is requested to pay the following district professionals to conduct substance abuse presentations during the 2017-18 school year - Authorization is requested to pay the following district professionals to conduct 8, one-hour substance abuse presentations for all student-athletes in grades 7 through 12:

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours@$52/Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Reyer (ELM)</td>
<td>8 hrs./$416</td>
</tr>
<tr>
<td>Kimberly Teemsma (FPM)</td>
<td>8 hrs./$416</td>
</tr>
<tr>
<td>Theresa Schmidt (HFC)</td>
<td>8 hrs./$416</td>
</tr>
<tr>
<td>Kevin Dolan (NHP)</td>
<td>8 hrs./$416</td>
</tr>
<tr>
<td>Eileen Mussler (SHS)</td>
<td>8 hrs./$416</td>
</tr>
</tbody>
</table>

Subject J. District Professional Development Plan
Meeting Jul 10, 2017 - Regular Board of Education Meeting
Category 3. Curriculum
Access Private
Type Action
Recommended Action Authorization is requested to approve the 2017-19 District Professional Development Plan.

Authorization is requested to approve the 2017-19 District Professional Development Plan - Authorization is requested to approve the 2017-19 District Professional Development Plan for the 2017-18 school year.

Subject K. Read 180 Maintenance and Support
Meeting Jul 10, 2017 - Regular Board of Education Meeting
Category 3. Curriculum
Access Private
Type Action
Recommended Action Authorization is requested to pay Scholastic, Inc., for the Read 180 premium product maintenance and support plans for all five schools for 2017-18.

Authorization is requested to pay Scholastic, Inc., for the Read 180 premium product maintenance and support plans for all five schools for 2017-18 - Authorization is requested to pay Scholastic, Inc., $14,750 for the Read 180 support plans for the 2017-18 school year. This cost will be funded through the 611 grant.

Subject L. Curriculum Writing Workshop Adjustments
Meeting Jul 10, 2017 - Regular Board of Education Meeting
Category 3. Curriculum
Access Private
Type Action
Recommended Action Authorization is requested to make the following adjustments and additions in curriculum writing workshop hours.

Authorization is requested to make the following adjustments and additions in curriculum writing workshop hours for https://www.boarddocs.com/ny/schsd/Board.nsf/goto?open&id=AMWLE4S3Z08C8C&login#
previously approved district professionals to conduct curriculum writing workshops during the spring and summer of 2017 – This cost will be funded through Title II:

8th grade Math Quarterly Assessment

Previously Approved

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours@$49/Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rob Pontecorvo (HFC)</td>
<td>17 hrs./$833</td>
</tr>
<tr>
<td>Maryl Fitzpatrick (SHS)</td>
<td>12 hrs./$588</td>
</tr>
<tr>
<td>Michele Hellen (HFC)</td>
<td>12 hrs./$588</td>
</tr>
<tr>
<td>Carleen Hoaching (ELM)</td>
<td>12 hrs./$588</td>
</tr>
<tr>
<td>Deana Vitale (ELM)</td>
<td>12 hrs./$588</td>
</tr>
<tr>
<td>Jeanne Spadanuta (FPM)</td>
<td>0 hrs./$0</td>
</tr>
</tbody>
</table>

Adjusted Hours

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours@$52/Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rob Pontecorvo (HFC)</td>
<td>14 hrs./$728</td>
</tr>
<tr>
<td>Maryl Fitzpatrick (SHS)</td>
<td>11 hrs./$572</td>
</tr>
<tr>
<td>Michele Hellen (HFC)</td>
<td>11 hrs./$572</td>
</tr>
<tr>
<td>Carleen Hoaching (ELM)</td>
<td>11 hrs./$572</td>
</tr>
<tr>
<td>Deana Vitale (ELM)</td>
<td>11 hrs./$572</td>
</tr>
<tr>
<td>Jeanne Spadanuta (FPM)</td>
<td>7 hrs./$364</td>
</tr>
</tbody>
</table>

Subject M. Summer Learning Academy Nurses

Meeting Jul 10, 2017 - Regular Board of Education Meeting
Category 3. Curriculum
Access Private
Type Action
Recommended Authorization is requested to pay the following district nurses to work in the 2017 Summer Learning Academy.
Action
Admin Content Authorization is requested to pay the following district nurses to work in the 2017 Summer Learning Academy from July 10, 2017 - August 3, 2017 - This cost will be paid by general funds:

<table>
<thead>
<tr>
<th>Nurse</th>
<th>School</th>
<th>Hours@$41/Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diane Lisi</td>
<td>NHP</td>
<td>30 hrs./$1,230</td>
</tr>
<tr>
<td>Sheila Villani</td>
<td>SUB</td>
<td>12 hrs./$492</td>
</tr>
</tbody>
</table>

Subject N. Technology for Meetings

https://www.boarddocs.com/ny/schsd/Board.nsf/goto?open&id=AMWLE4532C8C&login#
Authorization is requested to approve the following district personnel for sound, lighting, and audio/visual support for Opening Day, Board meetings, budget presentations, and SIDMUN for the 2017-18 school year.

** Time and a half when hours exceed 40 hours in a work week.

** Subject **

** O. Shared Decision Making Plan **

Meeting  Jul 10, 2017 - Regular Board of Education Meeting  
Category  3. Curriculum  
Access  Private  
Type  Action  
Recommended Authorization is requested to approve the 2017-18 District Shared Decision Making Plan.  
Action  
Admin Content  

Authorization is requested to approve the 2017-18 District Shared Decision Making Plan - Authorization is requested to approve the 2017-18 District Shared Decision Making Plan for the 2017-18 school year.

** Subject **

** P. APPR Plan **

Meeting  Jul 10, 2017 - Regular Board of Education Meeting  
Category  3. Curriculum  
Access  Private  

---

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours@$</th>
<th>Hours@$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Cherson</td>
<td>20.27</td>
<td>Not to exceed 80 hrs.</td>
</tr>
<tr>
<td>Barbara Priester</td>
<td>31.25</td>
<td>Not to exceed 40 hrs.</td>
</tr>
<tr>
<td>Sean Lewis</td>
<td>17.60</td>
<td>Not to exceed 20 hrs.</td>
</tr>
<tr>
<td>Christopher Brustman</td>
<td>52/Cost</td>
<td>16 hrs./$832</td>
</tr>
</tbody>
</table>

https://www.boarddocs.com/ny/schsd/Board.nsf/goto?open&id=AMWLE4532C8C&login#
Authorization is requested to approve the 2017-18 District APPR Plan.

**Subject**

**Q. Summer Clerical Days**

**Meeting**
Jul 10, 2017 - Regular Board of Education Meeting

**Category**
3. Curriculum

**Access**
Private

**Type**
Action

**Recommended Action**
Authorization is requested to pay the following clerical employee for 7 days to support August Regents prep and Regents exam program.

Admin Content
Authorization is requested to pay the following clerical employee for 7 days to support August Regents prep and Regents exam program.

<table>
<thead>
<tr>
<th>Nurse</th>
<th>School</th>
<th>Days@$226.84/Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gayle Hosemann</td>
<td>HFC</td>
<td>7 days/$1,587.88</td>
</tr>
</tbody>
</table>

**Subject**

**R. Approval of Items A through Q**

**Meeting**
Jul 10, 2017 - Regular Board of Education Meeting

**Category**
3. Curriculum

**Access**
Private

**Type**
Action

**Recommended Action**
Authorization is requested to approve Curriculum and Instruction items A through I.

**4. Finance & Operations**

**Subject**

**A. Disbursements**

**Meeting**
Jul 10, 2017 - Regular Board of Education Meeting

**Category**
4. Finance & Operations

**Access**
Private

**Type**
Action

**Recommended Action**
Approval is requested for the Disbursements, as indicated on summary sheet. See Information Packet for Disbursement Register in Library Section of the Boards Docs Program.

Admin Content

Approval is requested for the disbursements as indicated on summary sheet (file attached).

**INFORMATION PACKET INDEX FOR THE MONTH OF July 2017**

https://www.boarddocs.com/ny/schd/Board.nsf/goto?open&lid=AMWE4532C8C&login#
1. Schedule of Disbursements
2. Trial Balances for the month of May 2017
3. Budgetary Reports for the month of May 2017
4. Revenue Reports for the month of May 2017
5. Cash Flow for the month of June 2017
6. Accounts Receivable for the month of May 2017
7. Vandalism Report for the month of June 2017
8. Student Activities Report for the month of May 2017

Information Packet Reports can be located in the Library Section of the Board Docs Program.

Administrative File Attachments
Disbursements Summary.pdf (98 KB)

Subject  B. Treasurer's Report
Meeting  Jul 10, 2017 - Regular Board of Education Meeting
Category  4. Finance & Operations
Access  Private
Type  Action
Recommended Action  Authorization is requested to receive the Treasurer's Report for the month of May 2017.

Subject  C. Approval of Items A through B
Meeting  Jul 10, 2017 - Regular Board of Education Meeting
Category  4. Finance & Operations
Access  Private
Type  Action
Recommended Action  Approval of Items A through E

Subject  D. Other Items Requiring Action

https://www.boarddocs.com/ny/schsd/Board.nsf/goto?open&id=AMWLE435C8C&login#
Authorization is request to approve the following Business and Financial Items Requiring Board Action:

1. **APPROVAL OF CONTRACTS – HEALTH SERVICES**
   
   It is recommended that the Board approve the contractual agreement between the Sewanhaka Central High School District and the districts indicated for the provision of health and welfare services. These are resident students (grades 7-12) who attend private schools located within that district. The District in which the private school is located is required to provide such services for all students.

   South Huntington Union Free School District in the amount of $808.84 per pupil for 9 students attending St. Anthony’s High School in 2016-2017 for a total anticipated expenditure of $7,279.56.

2. Authorization is requested to borrow an amount not to exceed $12 million in Tax Anticipation Notes to meet cash flow requirements for the fiscal year July 1, 2017 to June 30, 2018 as indicated on the attached resolution.

3. Authorization is requested to increase the price of Type A Lunches from $2.30 to $2.40 and Breakfast from $1.75 to $1.85.

4. The Board of Education hereby adopts the Free and Reduced Price Policy Statement for 2017-2018 as provided by the New York State Education Department (see attached file).

5. Authorization is requested to award bids prior to the August 22, 2017 Board Meeting upon recommendation of the Superintendent of Schools and District Counsel. The following are bids that need prior approval.
   
   1. Athletic Equipment
   2. Music Equipment
   3. Science Equipment
   4. Science Supplies

6. **LIBRARY/TEXTBOOKS DISPOSAL**
   
   In accordance with Board Policy #3271 authorization is requested to declare the library/textbooks listed on the attached file as obsolete and give the District authorization to dispose of the books in the manner indicated. (See attachments)

7. **OBsolete EQUIPMENT DISPOSAL**
   
   Authorization is requested to declare the equipment listed on the attached sheet as obsolete and give the District authorization to dispose of the equipment in the manner indicated. (See attachment)

8. Authorization is requested to bind renewal insurance for 2017-2018 in the amount of $525 through Bollinger Specialty Group, a Division of Arthur J. Gallagher & Co. (a increase of $25 from 2016-2017) as follows:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Carrier</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Accident</td>
<td>United States Fire Insurance Company</td>
<td>$525</td>
</tr>
</tbody>
</table>

9. Authorization is requested to enter into an agreement with the Town of Hempstead to allow the boys’ and girls’ swim teams to practice at Averill Boulevard Pool from August 23 through September 1, 2017 for an estimated cost of $2,000.
10. Authorization is requested to enter into an agreement with Nassau County Aquatic Center at Eisenhower Park to allow the boys' and girls' swim teams to practice and hold meets at the Aquatic Center during the 2017-2018 school year an estimated cost of $12,000 (a $1,000 increase from 2016-2017).

Administrative File Attachments
Policy Statement for Free and Reduced Price Meals or Free Milk.pdf (650 KB)
TANS Resolution.pdf (81 KB)
HFC Textbook Disposals.pdf (1.981 KB)
Obsolete Equipment.pdf (418 KB)

Subject E. Use of School Facilities
Meeting Jul 10, 2017 - Regular Board of Education Meeting
Category 4. Finance & Operations
Access Private
Type Action
Recommended Authorization is requested to approve the Use of School Facilities as indicated.
Action
Admin Content Authorization is requested to approve the Use of School Facilities as indicated on the attached.

Administrative File Attachments
Use of School Facilities.pdf (78 KB)
7. Legal

Subject: A. Board Policies and Administrative Regulations for ACTION

Meeting: Jul 10, 2017 - Regular Board of Education Meeting

Category: 7. Legal

Access: Private

Type: Action

Admin Content

ITEM 1
BOARD POLICY, INSTRUCTION 6154.7, ATHLETIC TEAMS/ATHLETIC TRIP REQUIREMENTS AND PROCEDURES, is being presented for INFORMATION ONLY.

ITEM 2
ADMINISTRATIVE REGULATION, INSTRUCTION 6154.7, ATHLETIC TEAM TRIP REQUIREMENTS AND PROCEDURES, is being presented for ACTION. New material is underlined. Highlighted text is to be deleted.

Revisions are being recommended to update the language to include the Athletic Placement Process (APP).

Administrative File Attachments
ITEM 1 BP6154.7 ATHLETIC TEAMS - ATHLETE TRIP REQUIREMENTS FOR INFO ONLY.pdf (80 KB)
ITEM 2 AR6154.7 ATHLETIC TEAM TRIP REQUIRE for ACTION.pdf (133 KB)

Subject: B. Board Policies and Administrative Regulations for SECOND REVIEW

Meeting: Jul 10; 2017 - Regular Board of Education Meeting

Category: 7. Legal

Access: Private

Type: Action

Admin Content

ITEM 1
BOARD POLICY, STUDENTS 5123, MATURITY AND FITNESS STANDARDS FOR INTERSCHOLASTIC AND INTRAMURAL ATHLETIC TEAM MEMBERSHIP, is being presented for SECOND REVIEW. New material is underlined. Highlighted text is to be deleted.

Revisions are being recommended to update the language to include the Athletic Placement Process (APP).

ITEM 2
ADMINISTRATIVE REGULATION, STUDENTS 5123, MATURITY AND FITNESS STANDARDS FOR INTERSCHOLASTIC AND INTRAMURAL ATHLETIC TEAM MEMBERSHIP, is being presented for SECOND REVIEW. New material is underlined. Highlighted text is to be deleted.

https://www.lomaxtnfcs.com/nv/school/Board.rs/acto/?oem&id=AMWLE4532C8C&login#
Revisions are being recommended to update the language to include the Athletic Placement Process (APP).

**ITEM 3**
BOARD POLICY, STUDENTS 5123.1, DETERMINING PHYSICAL CAPACITY OF STUDENTS TO PARTICIPATE IN PHYSICAL EDUCATION AND ATHLETIC PROGRAMS, is being presented for INFORMATION ONLY.

**ITEM 4**
ADMINISTRATIVE REGULATION 5123.1, DETERMINING PHYSICAL CAPACITY OF STUDENTS TO PARTICIPATE IN PHYSICAL EDUCATION AND ATHLETIC PROGRAMS, is being presented for SECOND REVIEW. New material is underlined. Highlighted text is to be deleted.

Revisions are being presented for clarification of existing language.

**ITEM 5**
BOARD POLICY, STUDENTS 5123.3, STUDENT HEALTH SERVICES, is being presented for SECOND REVIEW. New material is underlined. Highlighted text is to be deleted.

Revisions are being recommended consistent with revisions to Public Health Law Section 3000-C.

**ITEM 6**
ADMINISTRATIVE REGULATION, STUDENTS 5123.3, STUDENT HEALTH SERVICES, is being presented for SECOND REVIEW. New material is underlined. Highlighted text is to be deleted.

Revisions are being recommended consistent with revisions to Public Health Law Section 3000-C.

Administrative File Attachments
- **ITEM 1 BP5123 MATURITY AND FITNESS STANDARDS FOR INTERSCHOLASTIC AND INTRAMURAL ATHLETIC TEAM MEMBERSHIP** for SECOND REVIEW.pdf (82 KB)
- **ITEM 2 AR5123 MATURITY AND FITNESS STANDARDS FOR INTERSCHOLASTIC AND INTRAMURAL ATHLETIC TEAMS** for SECOND REVIEW.pdf (90 KB)
- **ITEM 3 BP 5123.1 DETERMINING PHYSICAL CAPACITY STUDENTS PARTICIPATE IN PE AND ATHLETIC PROGRAMS for INFO ONLY.pdf (6 KB)
- **ITEM 4 AR5123.1 DETERMINING PHYSICAL CAPACITY OF STUDENTS TO PARTICIPATE IN PHYS ED AND ATHLETIC PROGRAMS** for SECOND REVIEW.pdf (90 KB)
- **ITEM 5 BP5123.3 STUDENT HEALTH SERVICES** for SECOND REVIEW.pdf (91 KB)
- **ITEM 6 AR5123.3 STUDENT HEALTH SERVICES** for SECOND REVIEW.pdf (141 KB)

Subject  C. Board Policies and Administrative Regulations for ANNUAL REVIEW
Meeting  Jul 10, 2017 - Regular Board of Education Meeting
Category  7. Legal
Access  Private
Type  Action

The following Board Policies and Administrative Regulations are being presented for ANNUAL REVIEW:

- Board Policy 2000 - School Safety Plans and Teams
- Board Policy and Administrative Regulation 2320 - Sexual Harassment
- Board Policy 3330 - Purchasing
- Board Policy and Administrative Regulation 3523 - Energy Conservation
- Board Policy and Administrative Regulation 3546 - School Board Policy on Deposit and Investment of School District Funds
- Board Policy 4175 - Impartial Hearing Officers (Committee on Special Education)
- Board Policy 5500 - Code of Conduct
Subject: D. Authorization Request for Law Firms

Meeting: Jul 10, 2017 - Regular Board of Education Meeting

Category: 7. Legal

Access: Private

Type: Action

Authorization is requested to engage in services with the following law firms at the hourly fees indicated for legal/administrative services for the 2017/2018 school year as necessary for services pursuant to the District's former self-insured retention insurance program, including any future run-off claims. Miscellaneous disbursements will be invoiced as additional expenses.

- Jeffrey S. Shein & Associates (hourly rate)
  - $140.00 for Partners

- Sokoloff Stern, LLP (hourly rate)
  - $190.00 for Partners
  - $175.00 for Associates
  - $85.00 for Paralegals

8. Old Business

9. New Business

10. Audience to Visitors

Subject: A. Public Comment

Meeting: Jul 10, 2017 - Regular Board of Education Meeting

Category: 10. Audience to Visitors

Access: Public

Type: Information

Pursuant to Community Relations Board Policy 1140, Public Participation at Board Meetings, public participation is limited to thirty (30) minutes. Speakers are reminded to limit their comments to no more than three (3) minutes. The Board President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The Board President may limit repetitive comments in support of opinions expressed previously. The Board President shall have the right to discontinue any presentation which violates this policy.
Subject: B. Upcoming Board Meetings: August 22, 2017
Meeting: Jul 10, 2017 - Regular Board of Education Meeting
Category: 10. Audience to Visitors
Access: Private
Type: Information
ATTACHMENTS

FOR

JULY 10, 2017

SCHSD AGENDA
DISBURSEMENTS

Approval is requested for the Schedule of Disbursements, as indicated in the Information Packet as outlined on page C-2. A summary appears below.

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Warrant #s</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VOID</td>
<td>($414.48)</td>
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<tr>
<td></td>
<td><strong>Totals</strong></td>
<td><strong>$13,875,809.77</strong></td>
</tr>
<tr>
<td>School Lunch</td>
<td>C-0051, C-0052, C-0053, C-0054, C-0055, C-0056</td>
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<tr>
<td></td>
<td>VOID</td>
<td>($76,492.57)</td>
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<tr>
<td></td>
<td><strong>Totals</strong></td>
<td><strong>$343,005.90</strong></td>
</tr>
<tr>
<td>Federal Fund</td>
<td>F-0053, F-0054, F-0055, F-0056, F-0057, F-0058</td>
<td>$356,937.16</td>
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<tr>
<td></td>
<td>VOID</td>
<td>($704.01)</td>
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<tr>
<td></td>
<td><strong>Totals</strong></td>
<td><strong>$356,233.15</strong></td>
</tr>
<tr>
<td>Capital Fund</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Capital Bond</td>
<td>H-0042, H-0043, H-0044</td>
<td>$1,413,020.05</td>
</tr>
<tr>
<td></td>
<td><strong>Totals</strong></td>
<td><strong>$1,413,020.05</strong></td>
</tr>
<tr>
<td>Trust &amp; Agency</td>
<td>TA-0052, TA-0053, TA-0054, TA-0055, TA-0056</td>
<td>$8,836,910.49</td>
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<tr>
<td>Trust Fund Expendable</td>
<td>T - 0007</td>
<td>$1,700.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$24,826,679.36</strong></td>
</tr>
</tbody>
</table>
# SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT
## SCHEDULE OF DISBURSEMENTS
### BOARD MEETING JULY 10, 2017

### GENERAL FUND

<table>
<thead>
<tr>
<th>Date</th>
<th>WARRANT</th>
<th>CHECKS</th>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15, 2017</td>
<td>A-0048</td>
<td>126991-127149</td>
<td>3,932,155.63</td>
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<tr>
<td>June 21, 2017</td>
<td>A-0049</td>
<td>127150-127202</td>
<td>1,270,523.75</td>
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<tr>
<td>June 22, 2017</td>
<td>A-0050</td>
<td>ELECTRONIC</td>
<td>8,078,263.89</td>
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<tr>
<td>June 29, 2017</td>
<td>A-0051</td>
<td>127203-127275</td>
<td>595,280.98</td>
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</tr>
<tr>
<td>VOID</td>
<td>VOID</td>
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<td>(414.48)</td>
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</tbody>
</table>

**TOTAL:** $13,875,892.77

### SCHOOL LUNCH FUND

<table>
<thead>
<tr>
<th>Date</th>
<th>WARRANT</th>
<th>CHECKS</th>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 14, 2017</td>
<td>C-0051</td>
<td>47356</td>
<td>47,837.13</td>
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<tr>
<td>June 14, 2017</td>
<td>C-0052</td>
<td>47340-47355</td>
<td>102,004.98</td>
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<tr>
<td>June 21, 2017</td>
<td>C-0053</td>
<td>47357-47359</td>
<td>5,089.95</td>
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<tr>
<td>June 22, 2017</td>
<td>C-0054</td>
<td>47360</td>
<td>43,111.45</td>
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</tr>
<tr>
<td>June 28, 2017</td>
<td>C-0055</td>
<td>47362</td>
<td>105,122.92</td>
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<tr>
<td>June 28, 2017</td>
<td>C-0055</td>
<td>47361</td>
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**TOTAL:** $343,005.90

### FEDERAL FUND

<table>
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<th>Date</th>
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<th>CHECKS</th>
<th>AMOUNT</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>June 14, 2017</td>
<td>F-0053</td>
<td>65182</td>
<td>77,438.71</td>
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<tr>
<td>June 14, 2017</td>
<td>F-0054</td>
<td>65166-65181</td>
<td>10,002.06</td>
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<td>June 21, 2017</td>
<td>F-0055</td>
<td>65183-65184</td>
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<tr>
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<td>65185</td>
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<tr>
<td>June 28, 2017</td>
<td>F-0057</td>
<td>65197</td>
<td>36,294.95</td>
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<tr>
<td>June 28, 2017</td>
<td>F-0058</td>
<td>65186-65196</td>
<td>26,188.98</td>
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<tr>
<td>VOID</td>
<td>VOID</td>
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<td>(704.01)</td>
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</tbody>
</table>

**TOTAL:** $356,233.15

### CAPITAL FUND

NA

### CAPITAL BOND

<table>
<thead>
<tr>
<th>Date</th>
<th>WARRANT</th>
<th>CHECKS</th>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 14, 2017</td>
<td>H-0042</td>
<td>000257-000260</td>
<td>1,202,470.02</td>
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<td>H-0043</td>
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<td>H-0044</td>
<td>000263-00267</td>
<td>195,180.03</td>
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</table>

**TOTAL:** $1,413,020.05

### TRUST AND AGENCY FUND

<table>
<thead>
<tr>
<th>Date</th>
<th>WARRANT</th>
<th>CHECKS</th>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 14, 2017</td>
<td>TA-0052</td>
<td>58856-58866</td>
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<tr>
<td>June 14, 2017</td>
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<td>58867-58882</td>
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<tr>
<td>June 21, 2017</td>
<td>TA-0054</td>
<td>58883</td>
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<tr>
<td>June 23, 2017</td>
<td>TA-0055</td>
<td>58884-58894</td>
<td>4,862,255.44</td>
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<td>June 28, 2017</td>
<td>TA-0056</td>
<td>58895-58903</td>
<td>405,227.77</td>
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</table>

**TOTAL:** $8,836,910.49

### TRUST FUND EXPENDABLE

<table>
<thead>
<tr>
<th>Date</th>
<th>WARRANT</th>
<th>CHECKS</th>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 14, 2017</td>
<td>TE-0007</td>
<td>000280-000281</td>
<td>1,700.00</td>
<td></td>
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</tbody>
</table>

**TOTAL:** $1,700.00

**TOTAL:** $24,826,679.36
# Treasurer's Report

## General Fund - May 31, 2017

**Cash Balance - May 31, 2017**

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>( $ )</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001 Real Estate Taxes</td>
<td>34,577,701.80</td>
</tr>
<tr>
<td>1081 LIPA/Other PILOT</td>
<td>0.00</td>
</tr>
<tr>
<td>1085 STAR</td>
<td>0.00</td>
</tr>
<tr>
<td>1300-2309 Charges for Services</td>
<td>32,583.50</td>
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<tr>
<td>2400 Use of Facilities</td>
<td>0.00</td>
</tr>
<tr>
<td>2401 Interest Earned</td>
<td>10,626.45</td>
</tr>
<tr>
<td>2401 Interest Earned - Reserve</td>
<td>7,004.91</td>
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<tr>
<td>2410-2412 Rental of Real Property</td>
<td>2,899.90</td>
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<tr>
<td>2600-2699 Sale of Property/Compensation for Loss</td>
<td>7,030.64</td>
</tr>
<tr>
<td>2701 Refund of Prior Year Expense - BOCES</td>
<td>1,249.67</td>
</tr>
<tr>
<td>2703 Refund of Prior Year Expense</td>
<td>0.00</td>
</tr>
<tr>
<td>2705 Gifts &amp; Donations</td>
<td>0.00</td>
</tr>
<tr>
<td>2710 Premiums on Obligations TANS</td>
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<tr>
<td>2770 Other Unclassified Revenue</td>
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<tr>
<td>2801 Interfund Revenue</td>
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<td>3101 State Aid - Basic Formula Aid</td>
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<td>3102.2 State Aid - Commercial Gaming Grant</td>
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<td>3102.5 State Aid - Building</td>
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<td>3103 BOCES Aid</td>
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<tr>
<td>3104 Tuition for Students w/Disabilities</td>
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<tr>
<td>3260 Textbook Aid</td>
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<tr>
<td>3262 Computer Sw Aid</td>
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<tr>
<td>3262.1 Hardware &amp; Technology Aid</td>
<td>0.00</td>
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<tr>
<td>3263 Library A/V Loan Program Aid</td>
<td>0.00</td>
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<tr>
<td>3249 Other State Aid</td>
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<td>4285 ARRA Aid</td>
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<tr>
<td>4601 Medicaid</td>
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<tr>
<td>5031 Interfund Transfers - Capital</td>
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</table>

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>( $ )</th>
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<tbody>
<tr>
<td>34,812,423.40</td>
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</table>

<table>
<thead>
<tr>
<th>Disbursements for Month</th>
<th>Date 2017</th>
<th>( $ )</th>
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<tbody>
<tr>
<td>Warrants 42</td>
<td>3-May</td>
<td>241,658.40</td>
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<tr>
<td>43</td>
<td>3-May</td>
<td>1,223,305.30</td>
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<tr>
<td>44</td>
<td>17-May</td>
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<tr>
<td>45</td>
<td>24-May</td>
<td>506,558.00</td>
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<tr>
<td>46</td>
<td>31-May</td>
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<tr>
<td>47</td>
<td>31-May</td>
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<td>Payroll</td>
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<td></td>
<td>19-May</td>
<td>4,147,678.05</td>
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<td>Total</td>
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<td>14,643,323.13</td>
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</tbody>
</table>

**Cash Summary:**
- Checking - Capital One: \( \$ \) 5,423,601.86
- Money Market - Capital One: \( \$ \) 13,497,270.33
- Money Market - Flushing ICS: \( \$ \) 22,055,012.52
- Money Market - Flushing (Reserves): \( \$ \) 12,693,309.36
- Money Market - Capital One (Reserves): \( \$ \) 4,500,322.70

**Cash Balance - May 31, 2017**: \( \$ \) 58,151,516.77

Respectfully submitted,

Donna Squicciarino  
Treasurer
SCHOOL LUNCH FUND - May 31, 2017

CASH BALANCE - April 30, 2017 $357,339.76

RECEIPTS FOR MONTH

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>2401</td>
<td>$45.00</td>
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<tr>
<td>1440A</td>
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<td>1440.1</td>
<td>51,921.75</td>
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<td>47,397.07</td>
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<td>1445.1</td>
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<tr>
<td>1445C</td>
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<tr>
<td>2705</td>
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</tr>
<tr>
<td>2665</td>
<td>0.00</td>
</tr>
<tr>
<td>2770</td>
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<td>4190</td>
<td>0.00</td>
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<tr>
<td>4190</td>
<td>0.00</td>
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</table>

Subtotal $156,427.76

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>210 Till &amp; Petty Cash</td>
<td>$0.00</td>
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<tr>
<td>380 Accounts Receivable</td>
<td>13,884.57</td>
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<tr>
<td>391 Due from Other Funds</td>
<td>0.00</td>
</tr>
<tr>
<td>410 State Aid Breakfast Program</td>
<td>226,589.00</td>
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<td>522 Reduction of Expense</td>
<td>0.00</td>
</tr>
<tr>
<td>635 Sales Tax</td>
<td>882.72</td>
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</table>

Total $397,784.05

$755,123.81

DISBURSEMENTS FOR MONTH

<table>
<thead>
<tr>
<th>Warrant</th>
<th>Date 2017</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>5-May</td>
<td>$51,905.26</td>
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<tr>
<td>46</td>
<td>3-May</td>
<td>9,963.50</td>
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<td>47</td>
<td>19-May</td>
<td>51,714.18</td>
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<tr>
<td>48</td>
<td>17-May</td>
<td>31,430.90</td>
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<tr>
<td>49</td>
<td>31-May</td>
<td>82,005.21</td>
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</tbody>
</table>

Total $227,019.05

$528,104.76

CASH SUMMARY:

Checking - Capital One $528,104.76

Respectfully submitted,

Donna Squeciarino
Donna Squeciarino, Treasurer
SPECIAL AID FUND - May 31, 2017

CASH BALANCE - April 30, 2017 $ 1,382,449.83

RECEIPTS FOR MONTH

980 REVENUES

<table>
<thead>
<tr>
<th>Warrant</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2401</td>
<td>Interest Earned</td>
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</tr>
<tr>
<td>2703</td>
<td>Refund Prior Year Exp</td>
<td>0.00</td>
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<tr>
<td>3289</td>
<td>SSH - July/Aug</td>
<td>243,708.19</td>
</tr>
<tr>
<td>3289</td>
<td>SSH - Prior Year</td>
<td>0.00</td>
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<tr>
<td>4110</td>
<td>ESEA Chpt 1, Migrant Education</td>
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<tr>
<td>4126</td>
<td>ESEA Chpt 1, Basic Grant</td>
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<tr>
<td>4256</td>
<td>IDEA Indiv w/ Disab Ed Act</td>
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<tr>
<td>4289</td>
<td>Other Federal Aid</td>
<td>0.00</td>
</tr>
<tr>
<td>5031</td>
<td>Interfund Transfers</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Subtotal $ 243,708.19

<table>
<thead>
<tr>
<th>Warrant</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>391</td>
<td>Due from Other Funds</td>
<td>0.00</td>
</tr>
<tr>
<td>410</td>
<td>Federal &amp; State Aid Receivable</td>
<td>0.00</td>
</tr>
<tr>
<td>522</td>
<td>Reduction of Expense</td>
<td>0.00</td>
</tr>
<tr>
<td>630</td>
<td>Due to Other Funds</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total $ 243,708.19

DISBURSEMENTS FOR MONTH

<table>
<thead>
<tr>
<th>Warrant</th>
<th>Description</th>
<th>Date 2017</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>47</td>
<td>Payroll</td>
<td>5-May</td>
<td>$ 70,852.29</td>
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<tr>
<td>48</td>
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<td>3-May</td>
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<td>49</td>
<td>Payroll</td>
<td>19-May</td>
<td>72,480.54</td>
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<td>50</td>
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<td>17-May</td>
<td>507,523.46</td>
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<td>31-May</td>
<td>8,718.02</td>
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<tr>
<td>52</td>
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<td>void</td>
<td>(342.58) $ 699,087.17</td>
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Total $ 927,070.85

CASH SUMMARY:

Checking - Capital One $927,070.85

CASH BALANCE - May 31, 2017 $ 927,070.85

Respectfully submitted,

Donna Squicciarino

Donna Squicciarino, Treasurer
### TRUST AND AGENCY FUND - May 31, 2017

<table>
<thead>
<tr>
<th></th>
<th>General Accounts</th>
<th>Net Payroll</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH BALANCE - April 30, 2017</td>
<td>$ 696,695.28</td>
<td>$ 765.90</td>
<td>$ 697,461.18</td>
</tr>
</tbody>
</table>

### RECEIPTS FOR MONTH

- Payroll Deductions & Related Items: $ 8,881,306.99
- Net Payroll: 0.00
- Trust & Agency Interest: 0.00
- Student Activity Interest: 0.00
- NYS Employees Retirement: 0.00
- Health, Dental and Optical Insurance: 1,431,665.02
- Sales Tax: 2,902.31
- TE Scholarship: 2,690.00
- Annuities: 150.00
- FICA, Medicare & Federal Withholdings: 0.00
- Due to/From Other Funds: 0.00
- Due to/From Other Governments: 0.00
- Accounts Receivable: 28,455.30
- Income Executions: 0.00
- Field Trips, TA Scholarships, PR Dep rec: 1,765.00

**TOTAL RECEIPTS:** $10,348,934.62

### DISBURSEMENTS FOR MONTH

<table>
<thead>
<tr>
<th>Warrant</th>
<th>Date 2017</th>
<th>Payroll Disbursements</th>
<th>Total Disbursements</th>
</tr>
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<tbody>
<tr>
<td>46</td>
<td>5/5</td>
<td>$ 1,928,123.21</td>
<td>$ 1,928,123.21</td>
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<tr>
<td>47</td>
<td>5/3</td>
<td>10,567.56</td>
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<tr>
<td>48</td>
<td>5/17</td>
<td>1,695,251.52</td>
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</tr>
<tr>
<td>49</td>
<td>5/19</td>
<td>1,811,644.11</td>
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<tr>
<td>50</td>
<td>5/31</td>
<td>64,451.85</td>
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<td>51</td>
<td>4/27</td>
<td>(425.00)</td>
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<td>TE</td>
<td>9,750.00</td>
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<td>1099R</td>
<td>5/5</td>
<td>759.40</td>
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<td><strong>payroll</strong> 5/4</td>
<td>$ 2,538,048.49</td>
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<td><strong>payroll</strong> 5/17</td>
<td>$ 2,499,614.89</td>
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<td><strong>TOTAL DISBURSEMENTS</strong></td>
<td>$ 10,416,634.86</td>
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<td></td>
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<td><strong>4,825,975.98</strong></td>
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<td></td>
<td><strong>15,242,610.84</strong></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td><strong>$ 629,760.94</strong></td>
</tr>
</tbody>
</table>

### CASH SUMMARY:

- Checking - Capital One: $ 490,312.19
- Capital One Scholarship: 138,682.85
- **CASH BALANCE - May 31, 2017:** $ 628,995.04

### Respectfully submitted,

**Donna Squicciarino**

Donna Squicciarino, Treasurer
SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT
Board of Education Meeting
July 10, 2017
Section C

CAPITAL FUND - May 31, 2017

CASH BALANCE - April 30, 2017
$48,135,103.09

RECEIPTS FOR MONTH

<table>
<thead>
<tr>
<th>980 REVENUES</th>
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</thead>
<tbody>
<tr>
<td>2401 Interest Earned</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>2401.1 Interest Earned - Bond</td>
<td>22,185.11</td>
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<tr>
<td>3297 Smart Schools Bond</td>
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<tr>
<td>5031.17 16-17 IFT's</td>
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<tr>
<td>5730.02 Elm Bond P1 Roof/Fl/d/Asbestos</td>
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</tr>
<tr>
<td>5730.03 FPM Bond P1 Roof/Fl/d/Asbestos</td>
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</tr>
<tr>
<td>5730.04 HFC BAN/BOND</td>
<td>-</td>
</tr>
<tr>
<td>5730.05 NHP BAN/BOND</td>
<td>-</td>
</tr>
<tr>
<td>5730.06 SHS BAN/BOND</td>
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<tr>
<td>5785 Installment Purchase Debt</td>
<td>-</td>
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</tbody>
</table>

Subtotal $22,185.11

391 Due From Other Funds -

626 Bond Anticipation Notes Payable -

Total $22,185.11

DISBURSEMENTS FOR MONTH

<table>
<thead>
<tr>
<th>Warrant</th>
<th>Date 2017</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>3-May</td>
<td>$4,450.00</td>
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<tr>
<td>38</td>
<td>Bond 3-May</td>
<td>$2,242,819.91</td>
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<tr>
<td>39</td>
<td>17-May</td>
<td>$15,133.50</td>
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<tr>
<td>40</td>
<td>Bond 17-May</td>
<td>95,082.58</td>
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<tr>
<td>41</td>
<td>Bond 31-May</td>
<td>339,577.76</td>
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Total $2,697,063.75

CASH SUMMARY:

Cash For Rev Anticipation Note $3,823,768.11
BAN/Bond - Flushing ICS 40,201,058.47
Checking - Capital One 1,435,397.87

CASH BALANCE - May 31, 2017 $45,460,224.45

Respectfully submitted

Donna Squicciarino
Donna Squicciarino, Treasurer
### 2015-2016 TAX MONEY DUE FROM COMPONENT DISTRICTS

<table>
<thead>
<tr>
<th>Component Districts</th>
<th>Total Due</th>
<th>Received To Date</th>
<th>Received To Date (PILOT)</th>
<th>Received To Date (STAR)</th>
<th>Percentage Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elmont UFSD</td>
<td>$45,776,923.00</td>
<td>38,799,031.30</td>
<td>1,100,991.04</td>
<td>5,876,900.66</td>
<td>100.00%</td>
</tr>
<tr>
<td>Floral Park-Bellerose UFSD</td>
<td>26,800,807.00</td>
<td>23,022,468.15</td>
<td>443,043.85</td>
<td>3,335,295.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Franklin Square UFSD</td>
<td>29,925,698.00</td>
<td>25,167,788.43</td>
<td>534,904.90</td>
<td>4,205,129.67</td>
<td>99.94%</td>
</tr>
<tr>
<td>New Hyde Park-Garden City Park UFSD</td>
<td>35,969,749.00</td>
<td>31,290,835.52</td>
<td>675,613.28</td>
<td>4,003,300.20</td>
<td>100.00%</td>
</tr>
<tr>
<td></td>
<td><strong>$138,473,177.00</strong></td>
<td><strong>118,280,123.40</strong></td>
<td><strong>2,754,553.07</strong></td>
<td><strong>17,420,625.53</strong></td>
<td><strong>99.99%</strong></td>
</tr>
</tbody>
</table>

Respectfully submitted,

*Danna Squicciarino*  
Donna Squicciarino, Treasurer
### TAX MONEY - May 31, 2017

#### 2016-2017 TAX MONEY DUE FROM COMPONENT DISTRICTS

<table>
<thead>
<tr>
<th>Component Districts</th>
<th>Total Due</th>
<th>Received To Date</th>
<th>Received To Date (PILOT)</th>
<th>Received To Date (STAR)</th>
<th>Percentage Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elmont UFSD</td>
<td>$45,138,867.00</td>
<td>37,283,298.83</td>
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<td>5,717,684.08</td>
<td>96.46%</td>
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<tr>
<td>Floral Park-Bellerose UFSD</td>
<td>26,451,415.00</td>
<td>16,999,495.00</td>
<td>224,455.00</td>
<td>3,147,615.00</td>
<td>77.02%</td>
</tr>
<tr>
<td>Franklin Square UFSD</td>
<td>29,442,680.00</td>
<td>19,336,259.88</td>
<td>265,273.18</td>
<td>4,045,901.01</td>
<td>80.32%</td>
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<tr>
<td>New Hyde Park-Garden City Park UFSD</td>
<td>35,180,282.00</td>
<td>27,018,120.65</td>
<td>324,317.99</td>
<td>3,748,569.25</td>
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<tr>
<td><em>Total</em></td>
<td>$136,213,244.00</td>
<td>100,637,174.36</td>
<td>1,353,896.60</td>
<td>16,659,769.34</td>
<td>87.11%</td>
</tr>
</tbody>
</table>

Respectfully submitted,

**Donna Squicciarino**
Donna Squicciarino, Treasurer
POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

Sewanhaka CHSD (Local Education Agency or governing body) responsible for administration of one or more schools referred to as the school food authority (SFA), has entered into agreement to participate in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program and accepts responsibility for providing free and reduced price meals and/or free milk to eligible children in the schools under its jurisdiction.

The SFA assures the State Education Department that it will uniformly implement the following policy with respect to determining the eligibility of children for free and reduced price meals in each school building under its jurisdiction that participates in the programs mentioned above.

In fulfilling its responsibilities, the SFA agrees to the following:

A. Free Meals and (For Milk Only Schools) Free Milk

To serve meals or milk at no charge to children from families whose income is at or below the income levels for free meals and milk listed on the annual income eligibility guidelines, or to children from Supplemental Nutrition Assistance Program (SNAP) households, Temporary Assistance to Needy Families (TANF) households, households participating in the Food Distribution Program on Indian Reservations (FDPIR) that provide a case number, or households that provide an Eligibility Letter for School Meals/Milk or are identified through the SNAP/MEDICAID Direct Certification Matching Process.

B. Reduced Price Meals

To serve breakfast and/or lunch at a reduced price of $.25 or less, to children from families whose income is within the range of the annual income eligibility guidelines for reduced price meals.

C. Special Conditions

To serve free meals/milk to foster children in cases where the court or welfare agency is legally responsible for the child. Documentation from an appropriate State or local agency supports the foster child’s status.

To provide free or reduced price meals or free milk to children whose parents or guardians have become unemployed, provided the loss of income causes the family income during the period of unemployment to be within the eligibility criteria. These students must be approved using one of the methods noted in this eligibility guidance booklet.

D. Non-Discrimination

1. That there will be no physical segregation of, or any other discrimination against, any child because of his/her inability to pay the full price of the meal or milk. The names of children eligible to receive free or reduced price meals or free milk shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means. Further assurance is given that children eligible for free or reduced price meals or free milk shall not be required to:
   - Work for their meals or milk.
   - Use a separate lunchroom.
   - Go through a separate serving line.
   - Enter the lunchroom through a separate entrance.
- Eat meals or drink milk at a different time.
- Eat a meal different from the meal sold to children paying the full price for the same meal or drink milk different from that sold to children paying the full price.

2. That in the operation of Child Nutrition Programs, no child shall be discriminated against because of his or her race, sex, age, color, disability, national origin, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

E. Hearing Procedures

To establish and use a fair hearing procedure in cases of appeal by parents of the school’s decision on applications and in cases where the school official challenges the accuracy of information contained in an application or of the continued eligibility of any child for a free or reduced price meal or free milk. During appeal, hearing, and disposition of the case, the child will receive free or reduced price meals or free milk.

To maintain, for a period of three years plus the current year, records of all such appeals, challenges, and dispositions.

That in initiating the hearing procedure, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted on the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

That the hearing procedure shall provide:

1. A simple, publicly announced method for making an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person in presenting an appeal;
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;
4. That the hearing shall be held with reasonable promptness and convenience and that adequate notice shall be given as to the time and place of the hearing;
5. An opportunity to present oral or documentary evidence and arguments supporting the position;
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
7. That the hearing shall be conducted and the decision made by a hearing official who did not participate in making the decision under appeal or in any previous conference;
8. That the decision of the hearing official, who may not be the same person as the reviewing and/or the verification official, shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record;
9. That the parties concerned and their designated representative shall be notified in writing of the decision of the hearing official;
10. That a written record shall be prepared with respect to each hearing which shall include: the decision under appeal; any documentary evidence and a summary of any oral testimony presented at the hearing; the decision of the hearing official, including the reasons therefore and a copy of the notification to the parties concerned of the decision of the hearing official; and
11. That such written record of each hearing shall be preserved for a period of three years plus the current year and shall be available for examination by the parties concerned or their representative at any reasonable time and place during such period.
F. Reviewing Official

A reviewing official shall review and make determinations of eligibility using the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals or free milk. The official should sign, date, and indicate the eligibility determination on each application.

G. Notice to Parents

To send at the beginning of each school year, and whenever there is an increase in eligibility, to the parent or guardian of each child, a letter such as the prototypes in Attachment VII, VIII, or IX including a form on which to make application for free or reduced price meals or free milk, and a parent disclosure letter and consent statement.

H. Applications

To advise parents to complete the application and return it or submit the Eligibility Letter for Free School Meals/Milk received from the NYS Department of Education to the reviewing official for eligibility determination.

To maintain applications, Eligibility letters, and documentation of action taken, for three years after the end of the school year to which they pertain.

To accept applications at any time during the year and to supply applications to any parent enrolling a child in a school for the first time.

To accept the application of a child who transfers from one school to another under the jurisdiction of the SFA. Copies of the application or Eligibility letter and eligibility dates should be retained with the records of both schools. The application from the transfer student from another SFA must be reviewed to ensure that it is correctly approved. Incorrectly approved applications cannot be accepted.

To inform parents of eligibility determinations. Parents must be notified in writing of the reason(s) for denial of their application, notification of the right to appeal, instructions on how to appeal, and a reminder to parents that they may reapply for free and reduced price benefits at any time during the school year. Copies of denial letters to parents must be maintained for three years plus the current year.

I. Verification of Applications

Verify the eligibility of applicant households by November 15 in accordance with program regulations and annually maintain records.

J. Anonymity and Accountability

To establish a procedure to collect money from children who pay for their meals or milk which prevents overt identification, and accounts, at the point of service, for the number of free, reduced and full price meals served or the number of half-pints of free and full price milk served. The procedure(s) adopted will be used in order that no other child in the school will consciously be made aware, by such procedure, of the identity of the children receiving reduced price meals, free meals, or free milk.

K. Amendments to Policies

To submit to the State Education Department any alterations or amendments to the policy including eligibility criteria, applications, public announcements, etc., for approval prior to implementation. Such changes will be effective following approval by the NYSED Child Nutrition Program Administration office. Any and all changes
in eligibility criteria shall be publicly announced in the same manner used at the beginning of the school year. Changes in content to any prototype documents from this guidance booklet require prior State Agency approval.

L. Records

To maintain a file of the following records for three years plus the current year after the end of the fiscal year to which they pertain:

1. All eligibility determinations obtained through the Direct Certification Matching Process (DCMP) (SNAP, Medicaid, Foster)
2. All applications, Eligibility letters and documents to support homeless, migrant, head start, etc.
3. Records of all appeals and challenges and their disposition.
4. All notifications of eligibility determinations, including denial letters.
5. Records of all verification efforts and resulting eligibility changes.

M. Public Release

At the beginning of the school year, a public release containing the same information supplied to parents and including both free and reduced price eligibility criteria should be provided to the media (local newspaper), the local unemployment office, and any major employers contemplating large layoffs in the areas from which the school draws its attendance. Documentation must be kept on file for three years plus the current year identifying where the public release was sent.

N. Special Assistance - Provisions 1 and 2 and Community Eligibility Provision

Provision 1: Biennially, notify parents, distribute and certify applications for free students in schools where at least 80 percent of all enrolled children are eligible for free or reduced price meals. Annually, notify, distribute, and certify applications for all other students enrolled in the school. Maintain accountability and record keeping requirements as mandated by program regulations for this alternate system.

Provision 2: In schools where all enrolled children, regardless of their category of eligibility, are served meals at no charge; notify parents, distribute, and certify applications for free and reduced price students once every four consecutive school years. For three years after the base year, the school is not required to count meals served by category for claiming purposes. After the base year, the building's monthly reimbursement is based on total meal counts and monthly claim statistics from the base year. Maintain accountability and record keeping requirements as mandated by program regulations for this alternate reimbursement system.

* If your school year begins in September, you must notify your Child Nutrition representative by September 1, 2016 if you intend to participate in Provision 1 or 2 for the 2016-2017 school year. If your school year begins in July, you must notify us by July 1, 2016.

Community Eligibility Provision: Schools where at least 40 percent of enrolled students have been deemed free eligible through a means other than an income application (i.e., directly certified using electronic SNAP/Medicaid, Eligibility Letter for School Meals/Milk, homeless, migrant, runaway, foster, and head start) as of April 1, 2016, may participate in the Community Eligibility Provision for the 2016-2017 school year. The schools will receive reimbursement in the free and paid category based on the percentage of directly certified students as noted above times a multiplier (as written in federal regulation). For more details about participation and how to apply, please see the CEP Memo on the Child Nutrition Management System website.
O. Administrative Prerogative

In certain circumstances when households fail to apply for free or reduced price meals, the nutritional needs of students who are obviously at an economic disadvantage may be addressed by local officials.

Using administrative prerogative, local officials may complete an application for a student known to be eligible if the household had applied. This limited use option acknowledges the various reasons that a family may fail to apply for free or reduced price meals, such as lack of understanding, fear of authority, alien status, substance abuse, etc.

To exercise this option properly, an application must be completed on behalf of the student, based on the best family size and income information available. The source of this information must be noted on the application. Documented prior efforts must be made by the SFA to obtain a completed application from the parent or guardian.

The names of all household members, a social security number, or an adult signature need not be secured. Instead, the name of the student, household size, estimated family income including source, and the administrator's signature must be provided. The household must be notified of the student's approval status for free or reduced price meals. These applications should be excluded from the verification process.

This option must be used judiciously and only after repeated efforts to obtain applications from families have been unsuccessful. It is to be used on an individual basis and must not be used to provide eligibility determinations for large numbers of students. It also may not be used when family income is above the eligibility guidelines, even though the children are coming to school without a meal or money. Family economic status must remain the criterion for administratively making the decision to provide the student access to free or reduced price meals.

P. Meal Eligibility for Homeless/Migrant/Runaway Children

The United States Department of Agriculture (USDA) has acknowledged that the number of homeless, migrant and runaway children has risen considerably in the last few years, that parents/guardians who are homeless or migrant often fail to return a free meal application, and these children are often not included in the direct certification process. While administrators can exercise the administrative prerogative option for determining program eligibility, this process is only intended to be exercised on a case-by-case basis and becomes burdensome in areas where there are many homeless/runaway children residing in shelters or migrant status children. USDA has therefore established the following procedures for all Child Nutrition Programs when an application is not submitted by the household or it is not anticipated that an application will be submitted:

- The migrant coordinator, homeless liaison or runaway provider may provide you with a list of eligible children based on established criteria. The list must be dated and signed by the coordinator, liaison or provider. These children are then directly certified for free meals for the school year. No other documentation is needed. This is the preferred option.

Other options:
- The director of the homeless shelter at which the child resides can complete and submit an application for the child, or send a list of all children residing in the shelter to the school;
- Local level officials may complete an application for a child and approve the child for free meals based solely on their knowledge that the child's address is a homeless shelter or that the child has no known address and is indeed homeless;
- If large numbers of homeless children make it impractical for a homeless shelter or school officials to complete individual applications, the school administrator may establish a list of eligible students based on
his/her knowledge of the family's residence (shelter, address, car, etc.). The documentation necessary to substantiate free meal eligibility for a list of children must contain at a minimum the following information:

- The child's name
- The effective date of eligibility determination
- The name of the shelter, etc., where the child resides
- The signature of the determining official

- Documentation of migrant status children should be maintained by the school migrant coordinator as documentation to substantiate free meal eligibility. This should include the date, the child's name, and signature of the migrant coordinator. For a list of contacts in your school, go to www.nysteaches.org.

Q. Food Distribution Program on Indian Reservation (FDPIR)

Public and nonpublic schools participating in the School Lunch, Breakfast, or Special Milk Programs may accept a Food Distribution Program on Indian Reservation (FDPIR) case number in lieu of household income, SNAP or TANF number.

R. Food Substitutions for Children With Disabilities

Federal regulations governing the operation of Child Nutrition Programs and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. To ensure that these children are not denied reasonable access to the programs, the Department of Agriculture's regulations require schools and institutions to make reasonable accommodations, such as providing substitutions in the regular meal patterns, for children who have a disability and whose disability restricts their diet. A student with a disability is defined in 7 CFR part 15b.3 as one who has "... a physical or mental impairment which substantially limits one or more major life activities..." Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Accordingly, meal substitutions must be made for children with disabilities and must be supported by a statement signed by the physician attesting to the need for the substitutions and recommending alternate foods. These meals must be offered at no extra charge. Substitutions may also be made for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs, though schools are not required to do so in these instances. Substitutions for non-disabled children must be supported by a statement signed by a recognized medical authority. Children with disabilities are not automatically eligible for free meal benefits. Parents must adhere to the same income eligibility criteria and procedures used for all children.

S. Program Termination: To provide 60 days advance written notice to parents and to immediately inform the NYSED Child Nutrition Program Administration of intent to discontinue participation in NSLP/SBP.
TAX ANTICIPATION NOTE RESOLUTION OF SEWANHAKA CENTRAL
HIGH SCHOOL DISTRICT OF ELMONTE, FLORAL PARK, FRANKLIN
SQUARE AND NEW HYDE PARK, NEW YORK, ADOPTED JULY 10, 2017,
AUTHORIZING THE ISSUANCE OF NOT TO EXCEED $12,000,000 TAX
ANTICIPATION NOTES IN ANTICIPATION OF THE RECEIPT OF TAXES TO
BE LEVIED FOR THE FISCAL YEAR ENDING JUNE 30, 2018

RESOLVED BY THE BOARD OF EDUCATION OF SEWANHAKA CENTRAL HIGH
SCHOOL DISTRICT OF ELMONTE, FLORAL PARK, FRANKLIN SQUARE AND NEW HYDE PARK, IN
THE COUNTY OF NASSAU, NEW YORK, AS FOLLOWS:

Section 1. Tax Anticipation Notes (herein called “Notes”) of Sewanhaka Central High
School District of Elmont, Floral Park, Franklin Square and New Hyde Park, in the County of Nassau, New
York (herein called “District”), in the principal amount of not to exceed $12,000,000, and any notes in renewal
thereof, are hereby authorized to be issued pursuant to the provisions of Sections 24.00 and 39.00 of the Local
Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called
“Law”).

Section 2. The following additional matters are hereby determined and declared:

(a) The Notes shall be issued in anticipation of the collection of real estate taxes to be levied
for school purposes for the fiscal year commencing July 1, 2017 and ending June 30, 2018, and the proceeds of
the Notes shall be used only for the purposes for which said taxes are levied.

(b) The Notes shall mature within the period of one year from the date of their issuance.

(c) The Notes are not issued in renewal of other notes.

(d) The total amount of such taxes remains uncollected at the date of adoption of this
resolution.

Section 3. The Notes hereby authorized shall contain the recital of validity prescribed by
Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District
are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes
are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the
budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 4. Subject to the provisions of this resolution and the Law, and pursuant to
Sections 50.00, 56.00, 60.00 and 61.00 of the Law, the power to sell and issue the Notes authorized pursuant
hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of
execution, of such Notes, and to execute tax certifications relative thereto, is hereby delegated to the President
of the Board of Education, the chief fiscal officer of the District.

Section 5. The Notes shall be executed in the name of the District by the manual signature of
the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer,
the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the
District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal
may be attested by the manual signature of the District Clerk.

Section 6. This resolution shall take effect immediately.
USE OF SCHOOL FACILITIES - Routine Community Use of Facilities -
The following requests fall within the scope of policy 1410.2 including evidence of liability insurance.

A.  HOLY SPIRIT CYO
Mondays & Wednesdays, September 6, 2017 to November 29, 2017
6:00 PM – 7:30 PM
Cross Country Track

B.  TOWN OF NORTH HEMPSTEAD PARKS & RECREATION
Friday, August 4, 2017, 5:00 PM – 11:00 PM
Stadium Show

NHP
Baseball Diamond,
Softball Diamond, &
Track

NHP
Parking Lot
EXISTING BOARD POLICY FOR INFORMATION ONLY

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT ADOPTED: Jan. 11, 1995

BOARD POLICY

INSTRUCTION 6154.7

SUBJECT: ATHLETIC TEAMS/ATHLETE TRIP REQUIREMENTS

In order to facilitate participation for an athlete or team that leaves the normal area of athletic activity, an administrative regulation shall be promulgated by the Superintendent of Schools.

This regulation will ensure that the school and District administrators are well aware of the activities and locations of long distance athletic contests either for scheduled activities or State playoffs. The regulation will also expedite the administration clearance procedures and also the reimbursement of coaches, athletes or both.
EXISTING ADM REGULATION

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT

ADOPTED: Jan. 11, 1995
AMENDED: Oct. 26, 1999
June 22, 2010

ADMINISTRATIVE REGULATION

INSTRUCTION 6154.7

SUBJECT: ATHLETIC TEAM TRIP REQUIREMENTS AND PROCEDURES

The purpose of athletics is to promote the physical, mental, moral, and emotional well-being of the individual players. Everyone concerned with high school athletics has a duty to emphasize the ideals of sportsmanship, ethical conduct and fair play no matter what the circumstances.

Team travel is an integral part of the total athletic program, whether it be a day, overnight, or an extended overnight activity. For the well-being of every athlete, the rules and regulations of the District MUST be followed each time a team travels. This regulation will outline the policies governing our program.

I. Athletic Team Trip Requirements

In order to ensure the safety of all student/athletes involved in trips, the following procedures MUST be followed:

A. League Schedule Travel - (four hours to a full day):

These trips transport student/athletes throughout the Metropolitan area to participate in league and non-league games, scrimmages, tournament and invitational meets.

Students who participate in these activities must have the following:

1. A completed Parent Permission form.
2. A completed Health History form.
3. A completed Pre-Participation form.
4. A completed Helmet form (football only).
5. The student's name must be submitted to Section VIII on an official roster.
6. A student team manager and/or statistician MUST complete a Parent Permission and Health History form.
7. Selective classification Completed Athletic Placement Process (APP), if appropriate.

B. Athletic Team Scheduling Individual Events:
During this type of trip, teams or individuals participate in activities that require an overnight stay. These activities include sport camps, State championships, and the Metropolitan area non-league games. The trips including overnight trips fall into three categories:

1. Athletic Team Scheduled Season Travel:
Teams such as the winter track team that regularly schedule more than one meet outside of the normal area of participation per season will do the following:

   a. Fill out a blue Athletic Team - Trip Application form, covering the entire season. This form is available from the building athletic director or the District Director’s office. The form must be submitted prior to the season.

   b. In addition, the blue form must be signed and approved by the building athletic director and District Director.

2. Post-Season Overnight Travel: Post-season activities occur when the league schedule is extended because of winning or advancement for State championships. This includes both team and individual competition.

   The student/athlete or team that competes in these post-season requirements MUST complete the following:

   a. The District blue Athletic Trip Application form which must be submitted to the District Director (including names of individuals on team roster).

   b. The Section VIII - Student Participation form.

   c. The District yellow Student Trip Application form where time allows.

   d. The District Code of Conduct form.

   e. District approval for transportation.
3. **Planned Scheduled Activities:** Activities planned and scheduled in advance which enrich student involvement, such as football camps or sports played in either an out-of-state area or in the upstate area, may necessitate an overnight stay or an extended overnight stay. The coaches of teams that attend this type of trip **MUST** complete the following for approval:

a. Letter of Request, which includes: location, date and time, number of students, transportation information, chaperones, sleeping accommodations (name and address of hotel, phone number, cost of meals).

b. A District yellow Student Trip Application completed and submitted 15 days before two successive Board of Education meetings prior to the scheduled date of the trip.

c. A complete itinerary of the trip.

d. Parent Permission Form.

e. A certificate of insurance which indicates the Sewanhaka Central High School District as an additional insured party.

f. District Athletic Code of Conduct form (including parent permission).

g. Student Trip - Section VIII Code of Conduct form (if required).

h. Once final approval is granted by the Superintendent of Schools and Board of Education, coaches should conduct a meeting with the parents of all athletes.

i. All out-of-state contests must be an approved member of good standing in their respective high school athletic association and approved by the NYSAAA prior to competition.

II. **District Payment Prior to Trip:**
Whenever possible, the District will pay in advance entry fees to meets for payment and miscellaneous fees such as hotel or food (for playoffs). Coaches will submit the following:

A. blue Athletic Team Trip Application;
B. purchase requisition made out to self with approximate anticipated expenses; and
C. appropriate forms signed by principal, athletic director and district director.
III Coaches Reimbursement After Trip:
On completion of event or activity, coaches will submit the following:

A. proof of payment (original receipt or copy of canceled check);
B. proof of attendance (copy of certificate, copy of agenda or brochure); and
C. reimbursement Claim form for approved anticipated expense with receipts attached for meals, hotel, mileage (Mapquest), toll receipts, etc.

IV. Student Reimbursement: On completion of the event or activity, a District reimbursement form must be submitted to the building athletic director who will in turn submit it to the district athletic director in order to secure reimbursement for the student. The student will follow the same procedure as outlined above for coaches’ reimbursement. Every effort should be made to have the coach pay for the student’s fees and then have the coach be reimbursed.

V. Adding or Deleting: In the event that an approved activity is canceled, both the District Director and building athletic director must be notified as soon as possible. If an event is added, the coach must submit a new Athletic Team Trip Application.

VI. Methods of Team Travel: The Sewanhaka Central High school District will provide a bus whenever reasonable. This decision will be made by the building athletic director and District Director of Athletics. In the event that other means of transportation is approved, proper reimbursement of payment for transportation will be given to coach and/or student.

A. Coaches Driving Own Vehicles: Coaches may drive students using their own vehicles upon prior approval of the building athletic director and district athletic director. In the case of coaches driving their own vehicles while transporting a small number of athletes, the following criteria must be adhered to:

1. Prior to using a personal vehicle, the coach must complete an Authorization to Obtain Records form which is submitted to our insurance company and the New York State Department of Motor Vehicles for clearance.
2. The coach must have a valid New York State driver’s license.
3. The vehicle used for transporting students must be registered in the coach’s name.

4. The name of the vehicle’s insurance company must be included on the athletic team trip application form.

5. All coaches will be reimbursed at the appropriate rate plus tolls on the return from trips that have previously been approved by administration.

6. The coach must submit a District Reimbursement Claim form with receipts.

**B. Students Transported by Parents/Legal Guardian:** It is highly recommended that students travel with the team to and from athletic events. Under exceptional circumstances, a parent/legal guardian may transport his or her child to and from an athletic event if the following criteria is met:

1. A written request signed by the parent/legal guardian listing date, activity, reason for request, must be submitted to the building athletic director prior to the event. This permission may be granted for the parent’s child only.

**VII. Coaches'Supervisors' Responsibilities - The Coach is expected to:**

A. Set a positive example both on and off the playing area.
B. Be aware that he/she is representing a school district, school and student body, creating a positive impression on those he/she represents
C. Command respect by his/her personal attitude and behavior.
D. Never use crude or abusive language with players, opponents, officials or spectators.
E. Select participating students based on their overall performance, including academics, behavior and maturity.

**VIII. Athlete Responsibility - The Athlete is expected to:**

A. Understand that the athletic program is just one portion of the educational opportunities provided for all students.
B. Conduct themselves as ladies and gentlemen at all times.
C. Demonstrate self-control and mutual respect at all times.
D. Never use crude or abusive language or gestures in dealing with opponents, officials or spectators.
E. Accept victory with grace and defeat with dignity.
F. Set an example by word and deed, both on and off the playing arena. Athletes should remember that they assume a leadership role and that younger students emulate athletes as role models.

G. Act as a representative of the school. He/she should be well-groomed, both on and off the field, and should remember that improper behavior in uniform reflects badly upon himself/herself, his/her school, and his/her community.

H. Place athletic competition in its proper perspective. Athletics represents only one part of the learning experience and should not interfere with school work.

I. Remember that participation in athletics is a privilege that should never be abused.

IX. Coaches Supervision of Travel Procedures: In order to provide a safe environment for the student-athletes involved with athletic trips, the following method of supervision MUST be followed:

A. Assignment of rooms.
B. Coaches stay on same floor, adjoining room when possible.
C. Bed check (time posted).
D. Lights out (time posted).
E. List of student travel rules (posted).
F. Check of rooms for cigarettes, alcohol, illegal substances and weapons.
G. Providing parents, principal and athletic director with a copy of the itinerary.
H. Having emergency telephone number readily available in addition to the telephone numbers of principal, athletic director and parents.
I. Being aware of the athletes’ location at all times.
J. Assuming responsibility for making proper eating arrangements for athletes.
K. Following pre-approved schedule for hall supervision, approved by the building principal and athletic director prior to their departure.

X. Student Rules for Travel:
A. There will be no use of alcoholic beverages.
B. There will be no smoking.
C. There will be no use of drugs in any form unless prescribed by a physician.
D. Athletes will not engage in any sexual activity.
E. All curfews and bed checks will be adhered to, as set up by the coach in charge.
F. Athletes are responsible for their conduct in regards to public property, such as hotel rooms, transporting vehicles, fields and courts, locker rooms, etc.
G. Athletes will be held financially responsible for any damage that they cause. Rooms will be inspected by the coach and the occupants of each room prior to the occupying of each room and again before check-out. Any damage to the room will be the responsibility of the occupants.

H. Athletes must use provided district transportation unless alternate travel has been approved by parents, coach, building principal and athletic director.

I. There will be no gambling of any kind.

J. Athletes should make sure the coach knows where they are and who they are with at all times.

K. No visitors are permitted in any athlete’s room without prior approval of the coach.

L. Athletes agree to comply with the Student Disciplinary Code District Code of Conduct as adopted by the Board of Education.

1. **Violation of Student Rules:** If a student at any time violates the rules for travel, the coach must do the following:
   a. Notify the building principal and building athletic director immediately in order to discuss possible course of action.
   b. Call parent

   The building athletic director will then notify the District Director of Athletics.

2. **Penalties For Violation:**
   a. If the violation is prior to the contest or event, the athlete will not be allowed to compete in the contest or further contests and the building principal must be notified in order to take further disciplinary action.
   b. If the violation is after the contest or event, the building principal must be notified in order to take disciplinary action.
   c. If any situation has been deemed a serious violation, the parent will be notified immediately and arrangements will be made for the parents to come to the site and transport the athlete home at the parent’s expense.
   d. If a student is suspended from an event, and the parent cannot be reached, the student will be supervised at all times with no free time allowed.
   e. All rules and regulations governing student behavior in the Sewanhaka Central High School District extend to all field trips and if any student violates these rules, they will be subject to the same penalties.
XI. Emergency Procedures: In the event of an Accident or an Injury the following MUST be adhered to:

A. Coaches/Supervisors' Responsibilities:
   1. Administer First Aid.
   2. Never move a seriously injured athlete.
   4. Call Police or Emergency Rescue Service.
   5. Send an adult with the injured student.
   6. Notify each of the following:
      - parent;
      - building principal; and
      - athletic director.
   7. The athletic director will notify the District Director of Athletics.
   8. Make a second follow-up call to parent or hospital.
   10. Fill out a District Student/Athlete Accident Report form.
   11. Make certain that an injured student/athlete does not participate in athletics until cleared by the school nurse or reviewed by the school physician if absent five days or more.

B. Student's Responsibility:
   - report any injury to the coach;
   - report any injury to the school nurse; and
   - complete all insurance forms as soon as possible.

XII. Coaches'/Supervisors' Responsibilities When a Suspicion Exists that a Crime or Serious Offense has been Committed:

A. Assist investigation of all claims to determine if crime or serious offense has been committed.
B. Call police - 911 in an emergency.
C. Contact immediately when a crime or serious offense is committed:
   - building principal;
   - building athletic director; and
   - parent.
EXISTING BOARD POLICY FOR SECOND REVIEW

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT ADOPTED: Jan. 27, 1981
AMENDED: Mar. 8, 1995

BOARD POLICY

STUDENTS 5123

SUBJECT: MATURITY AND FITNESS STANDARDS FOR INTERSCHOLASTIC AND INTRAMURAL ATHLETIC TEAM MEMBERSHIP

In order to insure the optimum safety of students, as provided by the regulations of the Board of Regents, athletic teams involving physical contact between participants will be organized in a manner which limits membership to persons in an age/grade span of approximately two years. Athletes of exceptional physiological maturity, physical fitness, and skill, however, may be placed on a team of higher grade/age category. Determination of the appropriateness of such placement shall be made in accordance with the selection/classification Athletic Placement Process procedure of the Commissioner of Education and Board Policy, STUDENTS 5141A STUDENT ATHLETE-ATHLETIC ELIGIBILITY PROCESS.
EXISTING ADM REGULATION FOR SECOND REVIEW

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT ADOPTED: Mar. 8, 1995

ADMINISTRATIVE REGULATION

STUDENTS 5123

SUBJECT: MATURITY AND FITNESS STANDARDS FOR INTERSCHOLASTIC AND INTRAMURAL ATHLETIC TEAM MEMBERSHIP

Selection/Classification Screening Procedures Athletic Placement Process (APP)

In accordance with the Commissioner of Education's regulations governing Physical Education and Athletic programs and Board Policy STUDENTS 5141A, STUDENT ATHLETE-ATHLETIC ELIGIBILITY PROCESS, the following guidelines must be followed when a 7th or 8th grade "Exceptional Athlete" is promoted to a junior varsity or varsity athletic team. These guidelines are in compliance with the New York State Selection/Classification Screening Procedures Athletic Placement Process (APP) for Modified Student-Athlete's Promotions.

In utilizing the following District Selection/Classification procedures APP, it is important for the coach and athletic director to evaluate not only the student's physical development and athletic abilities, but also his or her emotional maturity.

1. There must be a recommendation from a Coach in order for the child to go through APP.

2. A parent permission form must be on file giving approval for the child to participate on a junior varsity or varsity team, as appropriate.

3. A physical examination by the school physician must be scheduled to determine adolescent development in reference to both height and weight and maturation development.

4. A physical test must be administered by a certified Physical Education Teacher.
5. The student's score on the New York State Physical Fitness test should be evaluated in accordance to the New York State Fitness Standards in relation to the sport and level of play requested.

6.5. After the completion of procedures #1, #2, #3, and #4, the exceptional student-athlete will be allowed to try-out. Using the same skill standards as for all other candidates, the coach will allow the athlete to remain on the team or to be dropped from it.

7.6. On satisfactory completion of the Selection/Classification APP testing, the school athletic director has the responsibility to:

   a. Identify student to Section VIII by placing an asterisk next to the student's name with (SCT) (APP) in parenthesis on the official school sports roster.

   b. Send a letter to all opposing athletic directors identifying the 7th or 8th grade student who has completed the Selection/Classification APP testing procedure and will compete against their schools. Also, indicate the sport in which the student will participate.

   c. Send a copy of this letter to the District director who will forward the information to the Superintendent of Schools.

When administering the Selection/Classification APP testing it is important to remember the following New York State Modified rules:

TRY-OUTS

Try-out sessions are permitted when sports season starting dates are the same or when the high school starts their modified programs at an earlier date. The try-out period is 3 days with the exception of football (8 days), wrestling and lacrosse (5 days). Students participating in an approved try-out session are not subject to the promotion rule.

PROMOTION
A student in grades 7, 8, and 9, who practices or competes with or against a junior varsity or varsity team shall not return to a modified athletic program. A student shall not be promoted to a junior varsity or varsity team after having completed fifty percent of their modified season.
EXISTING BOARD POLICY FOR INFORMATION ONLY

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT

BOARD POLICY

ADOPTED: Dec. 15, 1999

STUDENTS 5123.1

SUBJECT: DETERMINING PHYSICAL CAPACITY OF STUDENTS TO PARTICIPATE IN PHYSICAL EDUCATION AND ATHLETIC PROGRAMS.

Physical Education and Athletics are an integral part of the total education process entered into by the students of the Sewanhaka Central High School District.

Students who may lack the physical capacity to participate in physical education and athletic programs shall be governed by the Administrative Regulation established pursuant to this policy annually for the physical education program or competition in athletics (contact sports). An example of such a physical impairment might be a student with one missing vital organ such as a kidney, ovary or testicle.
EXISTING ADM REGULATION FOR SECOND REVIEW

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT ADOPTED: Dec. 15, 1999

ADMINISTRATIVE REGULATION

STUDENTS 5123.1

SUBJECT: DETERMINING PHYSICAL CAPACITY OF STUDENTS TO PARTICIPATE IN PHYSICAL EDUCATION AND ATHLETIC PROGRAMS

Any student with a physical impairment should be examined by the school physician to determine his/her status regarding physical education and/or athletics. If a student is declared eligible for athletics or regular physical education, no other procedures are necessary.

In the case of a student who is not medically approved for regular physical education, the school nurse should recommend an adapted physical education program to the guidance department.

If a student is recommended for adapted physical education or declared not medically approved for athletics, the following steps must be completed if this designation is to be overruled.

1. Student Participation in Regular Physical Education:

1. A note from the private physician stating that the student may participate in regular physical education in lieu of adapted physical education is required.

2. This letter should state any limitations, such as football, speedball, etc., and any safety device needed that the student will utilize.

3. Then the student must be re-evaluated by the school physician in writing prior to consideration for inclusion by the building Child Study Team.

4. The chairperson of physical education will then review all the above and make his/her recommendation in writing to the Child Study Team.
5. This completed packet will then be submitted to the building Child Study Team for consideration regarding whether or not the student should be scheduled for regular physical education.

6. The final step is for approval by the principal and assignment of the student into regular physical education by the Pupil Personnel Department.

2. Participation in Athletics:

1. Moreover, if the student athlete with a physical impairment is approved medically for participation in athletics by the school physician and a parent permission form is on file, no other approval is necessary.

2. If the school physician does not approve this student medically for athletic competition and the student and parents still want the student to participate, a committee consisting of the school doctor, building athletic director and building principal will review all pertinent information and make a decision that is beneficial to both students and school. If the decision still does not allow this student to participate, the parents may utilize the provisions of Section 3208-a of the Education Law (Dunn Amendment).

3. Section 3208-a Education Law (Dunn Amendment):

In accordance with Section 3208-a of the Education Law (Dunn Amendment) concerning a student who is not medically approved to participate in athletic competition, the parents of the student may do the following:

1. Seek two private physicians who will approve the student’s participation in athletics.

2. Submit a petition, in addition to the physicians approval, to the Supreme Court of Nassau County asking to have the student participate.

3. Request that the Supreme Court of Nassau County issue an order to the Sewanhaka Central High School District
allowing the student to participate in athletics.

An example of such a physical impairment might be a student with one missing vital organ such as a kidney, ovary or testicle.
EXISTING BOARD POLICY

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT

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 within 14 calendar days after entering, 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. The district will stock epinephrine auto-injectors. Pursuant to Public Health Law §3000-c, the district will establish a collaborative agreement with an emergency health care provider to institute written protocols and procedures for the use of non-patient specified epinephrine auto-injectors. The district shall ensure that designated staff are properly trained. 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.

The District permits emergency administration of opioid antagonists, such as naloxone, by trained volunteer responders and/or the school nurse to prevent opioid overdoes, as specified in Board Policy 5123.4, Opioid Overdose Prevention.

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 an authorized medical provider.
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;
2. the written order of the prescribing authorized medical provider, 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; and
3. that in order for a student to carry and use a rescue inhaler, an epinephrine auto-injector, insulin, or glucagon and associated testing supplies, written permission must be provided both by the parent the prescribing authorized medical provider in accordance with state law and regulation.

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 and/or emergency action plan. The plan(s) 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.
A. Immunization Against Communicable Diseases

Under state Public Health Law 2164, in order to be enrolled in or attend District schools, children must be fully immunized against certain communicable diseases. Those diseases are: poliomyelitis, mumps, measles, diphtheria, rubella, varicella (chicken pox), Haemophilus influenzae type b (Hib), pertussis, tetanus, pneumococcal disease, meningococcal disease, and hepatitis B.

"Fully immunized" means that the child has either: (1) received the required vaccinations for these diseases as set forth in state regulations; (2) for measles, mumps, rubella, hepatitis B, poliomyelitis, or varicella only, shown immunity with a positive blood test for those disease antibodies; or (3) for varicella only, has had the disease, verified by a physician, nurse practitioner, or physician's assistant.

Children who are not fully immunized may only be admitted to school if they: (1) are in the process of receiving immunization or obtaining blood tests; or (2) have been granted a medical or religious exemption.

Medical exemptions may be issued if immunization is detrimental to a child's health. Medical exemptions must either be: (1) the medical exemption form issued by the New York State Department of Health or the New York City Department of Health and Mental Hygiene; or (2) a statement signed by a physician licensed to practice medicine in New York State indicating the specific immunization, the medical contraindication, and the length of time the exemption is for. Medical exemptions must be reissued annually to remain valid. The Building Principal may require supporting documents for medical exemptions.

Religious exemptions may be granted by the District upon either: (1) a signed and completed Request for Religious Exemption to Immunization created by the NYSED; or (2) a written and signed statement from a parent/guardian stating an objection to immunization because of genuine and sincere religious beliefs which prohibit immunization. The Building Principal may require supporting documents for religious exemptions.
All students must present appropriate documentation of their immunization status, as set forth in the Regulations of the Commissioner of Health 10 NYCRR Subpart 66-1.

The Building Principal will permit students without adequate documentation to attend school up to 14 calendar days while the parent/guardian furnishes the necessary documents. This time period may be extended to 30 days for students transferring from another state or country, as long as they show a good faith effort to obtain the necessary documentation.

District schools may access the New York State Immunization Information System (NYSIIS) or the New York City Citywide Immunization Registry (CIR) to verify the immunization history of students entering or registered in that school.

When a child is excluded from school for immunization reasons, the Building Principal shall notify the parent/guardian of their responsibility to have the child immunized, and the public resources available for doing so. The Principal shall also notify the local health authority of the child’s name and address and the immunization(s) the child lacks, and shall cooperate with that authority to provide a time and place for the required immunization(s) to be administered.

The District will maintain a list of all students who have been exempted from immunization for medical or religious reasons, or who are in the process of receiving immunization, and shall exclude such students from school when so ordered by the Commissioner of Health, in the event of an outbreak in school of the vaccine-preventable diseases listed in Public Health Law 2164 and the first paragraph of this section.

When a student transfers out of the District, the parent/guardian will be provided with an immunization transfer record showing the student’s current immunization status which will be signed by the school nursing personnel or the school physician. A transcript or photocopy of the immunization portion of the cumulative health record will be provided to the new educational institution upon request.

B. Administering Medication to Students in School

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or failure to administer the medication would seriously affect the student’s health.

Parent(s) or guardian(s) must present the following information:

1. a written order from a NYS licensed health care provider (e.g., physician, nurse practitioner or physician assistant) containing the following information: student’s name, the date and name of the medicine, dosage and time to be administered, and list of possible side effects; and

2. a written note from the parent/guardian giving appropriate licensed school personnel permission to administer the medication to their child during school or for trained unlicensed personnel to assist their child in taking their own medication.
Students who may carry and use certain medications

Students are permitted to self-administer medication under certain circumstances, in accordance with state law and regulation. A student is authorized to carry and use the following medications; rescue inhaler, epinephrine auto-injector, insulin, glucagon (and associated diabetes testing supplies), if the following conditions are met:

1. An authorized medical provider must provide written permission that includes an attestation that the student’s diagnosis requires the medication; the student has demonstrated that he/she can self-administer the prescribed medication effectively; the name of the medication, the dose, the times when it is to be taken, the circumstances which may warrant use and the length of time during which the student may use it.

2. Written parental permission.

If a student is authorized to carry and use medication as described above, the parent/guardian is permitted to give extra medication and supplies that the district will maintain in accordance with the written directions submitted by the authorized medical provider. Such extra medication and supplies shall be readily accessible to the student.

All documents pertaining to student medication will be kept on file in the school’s health office.

The school nurse shall develop procedures for the administration of medication, which require that:

1. all medications will be administered by a licensed person unless the child is a “supervised student” (able to self-administer with assistance and supervision) or an “independent student” (able to self-administer and self-carry);
2. medications, other than as noted above, shall be securely stored in the office and kept in their original labeled container, which specifies the type of medication, the amount to be given and the times of administration; the school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration; and
3. all medications shall be brought to school by the parent(s) or guardian(s) and shall be picked up by the parent(s) or guardian(s) at the end of the school year or the end of the period of medication, whichever is earlier. If not picked up within five days of the period of medication, the medication shall be discarded.

An adult must bring the medication to school in the original container. The administering staff member should clearly label the medication with the time to be given and dosage.

Sunscreen. Students are permitted to carry and/or apply sunscreen without a medical provider’s order under the following conditions:
1. The sunscreen is used to avoid overexposure to the sun and not for medical treatment of an injury or illness, if sunscreen is required to treat a medical condition, the procedures for administering medication (above) apply.

2. The sunscreen is FDA approved for over the counter use.

3. The student’s parents or guardians provide written permission for the student to carry and use the sunscreen.

The school nurse will keep written permission for students on file and develop procedures pertaining to this policy.

*Administering medication on field trips and at after-school activities.* Taking medication on field trips and at after-school activities is permitted if a student is an “independent student” 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.

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 the District may:

- permit the parent or guardian to attend the activity and administer the medication;
- permit the parent to personally request another adult who is not employed by the school to voluntarily administer the medication on the field trip or activity and inform the school District in writing of such request;
- allow the student’s health care provider to be consulted and, if he/she permits, order the medication time to be adjusted or the dose eliminated.

If no other alternative can be found, a school nurse or licensed person must administer the medication.

*Administering epi-pen in emergency situations.* The administration of epinephrine by epi-pen has become an accepted and extremely beneficial practice in protecting individuals subject to serious allergic reactions (e.g., individual has an anaphylactic reaction to a wasp sting or the ingestion of peanut butter).

The district will stock epinephrine auto-injectors to be used on any student or staff member having symptoms of anaphylaxis, whether or not there is a previous history of severe allergic reaction. Pursuant to Public Heal Law §3000-c, the district will establish a collaborative agreement with an emergency health care provider to allow for use of epinephrine auto-injectors in district schools. The collaborative agreement will outline the protocols and procedures for the use of the auto-injectors. The medical director shall oversee the program; ensuring implementation of the terms of the collaborative agreement and that designated staff are appropriately trained.
In addition, pursuant to SED guidelines, school nurses may provide training to unlicensed school staff in administering epi-pens, epinephrine auto-injectors and glucagon prescribed by a medical provider, to a child who has been diagnosed with the associated disease in accordance with the process discussed in this policy and regulation.

**Use of Albuterol.** Students diagnosed with asthma whose personal albuterol prescription is empty may receive an emergency dose of school-stocked albuterol under the following conditions:

- The student has a prescription ordering albuterol MDI or nebulized albuterol from their licensed health care provider which must include an order allowing the student to use the school’s stocked albuterol if their personal prescription is empty.
- The student’s parent/guardian must provide written permission for the student to be administered dosing from the school’s stocked albuterol if their personal prescription is empty.
- The school’s stock supply of albuterol is not to be used in place of the parent/guardian providing the medication for their child to the school. The school’s stock supply is for use only in the event that the student’s personal supply is empty while awaiting the parent/guardian to provide the school with a new one.
- The student must have their own labeled spacer, tubing and facemask, or mouthpiece provided by the parent/guardian that is used when administering their own or the school’s stock albuterol.

Specific procedures will be developed by school health personnel that will outline the following:

1. the process for obtaining and replacing the stock albuterol;
2. the maintenance and cleaning of the school’s stock nebulizer, individual students’ MDIs and spacers, and/or students nebulizer tubing, facemask or mouthpiece;
3. the protocol for informing parents that the school stock albuterol was used; and
4. the protocol for informing parents/guardians of the need for replacement of their child’s albuterol medication along with any District imposed deadlines for doing so.

This procedure will be approved by both the District medical director and the Board of Education.

C. **Student Medical Exams**

In accordance with Sections 903 and 904 of the state Education Law, each student shall have a physical exam given by the school doctor or licensed health provider (including a physician, physician assistant or nurse practitioner) upon entrance to school and at grades seven and ten. Findings are to be kept on record at the school on forms that can be obtained from the school nurse. In addition, the school will request a dental health certificate according to the same schedule.
A student may be excluded from the medical examination requirements because the child’s parent/guardian holds a genuine and sincere religious belief which is contrary to medical examinations. The request for exemption must be in writing to the principal or his/her designee.

In the event that the student’s medical history reveals that they have a known life-threatening allergy, the school nurse, in conjunction with the family, student, child’s teacher, and other appropriate staff, will develop and implement an individual health care plan and/or emergency action plan(s) which will guide prevention and response.

The District will work with students in the self-management of their life-threatening allergy, or other chronic health conditions, by:

1. Adequately training staff involved in the care of the child.
2. Assuring the availability of the necessary equipment and/or medications.
3. Providing appropriately licensed and trained persons on school premises, as required by law.
4. Providing ongoing staff and student education.

D. **Illness or Injury in School**

If a student becomes ill or injured in school:

1. The nurse will determine if the student should receive further medical attention, remain in the dispensary or return to class.

2. The nurse will call the parent, guardian or designated emergency contact if he/she feels the student should go home. In general, a parent or guardian will pick up the student from school.

3. The nurse will contact the Building Principal if he/she feels the child should be transported by bus to the home.

4. If there is to be a change in bus routing in order to carry the student to his/her home, that decision will be made by the administrator and the transportation supervisor.

5. If the route is to be changed, the transportation supervisor shall inform the bus driver.

6. If no parent, guardian or designated emergency contact picks up the student at school, or if no parent/guardian or designated emergency contact will be home, the student will remain in the health office until such time as a parent, guardian or designated emergency contact becomes available to assume responsibility for the child.

7. If the nurse determines that the child can return to class, but needed some type of medical attention (i.e., a bandage for a minor scratch, a brief rest, etc.), the nurse will notify the parent.
8. The nurse will maintain appropriate records of all student visits.

The District permits the administration of opioid antagonists, such as naloxone, to prevent opioid overdose, pursuant to Board Policy 5123.4, Opioid Overdose Prevention. District staff shall follow all regulations regarding the storage, accessibility, administration, recordkeeping and reporting of naloxone use.

E. Medical Emergency Record

All students shall have on file a medical emergency record which shall contain:

1. telephone number for the student's parent(s) or guardian(s) at home and/or work;
2. telephone number for a local neighbor or relative;
3. any allergies or serious health conditions.

Students diagnosed with diabetes shall have a written diabetes management plan maintained as part of the student’s cumulative health record. The management plan shall be developed in accordance with state regulation and district procedures. Students diagnosed with asthma or other respiratory disease requiring a rescue inhaler, students diagnosed with life-threatening allergy or diabetes may have an emergency action plan maintained as part of the student’s cumulative medical record. The emergency action plan will be developed in accordance with state regulation and district procedures.

F. Student Return to School after Illness/Injury

In general, students should be symptom-free before returning to school and resuming normal activities. In some instances, students may be asked to provide a note from their licensed health care provider before they return to school or participate in the full range of school activities. The final decision to permit participation rests with the school physician. The Superintendent, in consultation with the school physician, nurse and other appropriate staff, will develop protocols to address a student’s return to activities when there has been a serious illness or injury.
SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT  ADOPTED: June 26, 2001
AMENDED: Jan. 24, 2017

BOARD POLICY

ADMINISTRATION: 2000

SUBJECT: SCHOOL SAFETY PLANS AND TEAMS

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive district-wide school safety plan and building-level emergency response plan(s) which address violence prevention, crisis intervention, emergency response and management.

Taken together, the district-wide and building level plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district’s coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools.

In accordance with state law and regulation, the district shall have the following safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

Comprehensive District-Wide School Safety Team and Plan

The Board shall annually appoint a district-wide school safety team that includes, but is not limited to, a representative from the following constituencies: The Board, teachers, administrators, and parent organizations, school safety personnel and other school personnel. This team shall be responsible for the development and annual review of the
comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management including communication protocols, at the district level. It shall include all those elements required by law and regulation.

The Board may also appoint a student representative to the district-wide school safety team. However, no confidential building-level emergency response plans shall be shared with the student member, nor shall the student member be present during discussion of any confidential building-level emergency response plans, or confidential portions of the district-wide emergency response strategy.

The Superintendent of Schools or his/her designee shall be the district’s chief emergency officer, and shall coordinate communication between school staff and law enforcement and first responders. The chief emergency officer shall ensure that all staff understand the district-wide school safety plan and receive training on the building-level emergency response plan, violence prevention and mental health, and shall also ensure that district-wide and building-level plans are completed, reviewed annually, and updated as needed by the designated dates. The chief emergency officer shall ensure that the district-wide plan is coordinated with the building-level plans, and shall ensure that required evacuation and lock-down drills are conducted.

**Building-Level Emergency Response Plans and Teams**

Each Building Principal shall be responsible for annually appointing a building-level emergency response team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, law enforcement officials, fire officials and other emergency response agencies. The emergency response team shall be responsible for the development and review of a building-level emergency response plan for each district building. The plan(s) shall address response to emergency situations, such as those requiring evacuation, sheltering and lock-down at the building level and shall include all components required by law and regulation. These confidential plans shall include evacuation
routes, shelter sites, medical needs, transportation and emergency notification of parents and guardians.

Building-level emergency response plans shall include protocols in response to carbon monoxide alarms or detection. Alarm or detection of carbon monoxide will result in the appropriate actions as described by the emergency response plan.

Building-level emergency response plans shall designate:

- An emergency response team for incidents that includes appropriate school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a violent incident or emergency; and

- A post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

The Building Principal, in consultation with the Superintendent, shall annually designate a threat assessment team to provide ongoing support and information in order to identify, and assess individuals who may be potential threats to safety, with the intent of minimizing acts of violence in the school community. The threat assessment team shall be composed of, but not limited to, the following personnel from both within the school and the larger community, as appropriate: building administrators, legal counsel, the medical director and/or school nurse, school counselors, local mental health and social service providers, law enforcement, security personnel, and facilities and maintenance personnel. The team shall meet regularly. The team shall be mindful of the need for discretion and observance of confidentiality requirements.

Students shall be encouraged to bring their concerns to any district employee. If a district employee becomes aware of a threat to the school community, the Building Principal shall be informed and he/she will convene the threat assessment team. The Building Principal may request the participation of the following additional individuals who may have specific knowledge of the potential perpetrator: supervisors,
teachers, students and parents. The Building Principal is responsible for keeping the Superintendent informed about the activities of the threat assessment team. Threat assessment team members shall receive appropriate training.

The Building Principal shall be responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

All plans shall be annually reviewed and updated, if necessary, by the appropriate team by July 15th. In conducting the review, the teams shall consider any changes in organization, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires no changes, then it shall remain in effect. If the district-wide plan requires change, then the updated plan shall be submitted to the Board of Education in time to allow 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students and other interested parties prior to Board adoption. All plans must be adopted by the Board of Education by September 1st.

The Superintendent of Schools shall be responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption. The district-wide plan will be posted on the district’s website. Each Building Principal shall be responsible for filing the building-level emergency response plan for his or her building, and any amendments to the plan, with the appropriate local law enforcement agency and the state police within 30 days after their adoption, but no later than October 15th of each year.

Cross-ref: 5020.2, Bullying and Harassment Prevention and Intervention
5500, Code of Conduct
Ref:

Education Law §2801-a (school safety plans)
Executive Law §2B (state and local natural and manmade disaster preparedness)
8 NYCRR Part 155 (Educational Facilities)
School Safety Plans Guidance, New York State Education Department, June 2010
The Board of Education recognizes that harassment of students and staff on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms targets and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing andremedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

Sex-based harassment can be comprised of two types of behavior: sexual harassment and/or gender-based harassment. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment includes verbal, nonverbal or physical aggression, intimidation or hostility that is based on actual or perceived gender and sexual stereotypes. Sexual or gender-based harassment of a student can deny or limit the student’s ability to participate in or to receive benefits, services, or opportunities from the school’s program.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the District.

Because sexual harassment can occur staff to student, staff to staff, student to student, student to staff, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student or employee.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all targets of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The District will promptly investigate all complaints of sexual harassment, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation. If the complainant reports that they feel unsafe at school due to the nature of the complaint, the District will determine if accommodations need to be made until the issue is resolved.
If, after appropriate investigation, the District finds that a student, an employee or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, District policy and state law.

All complainants and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

The Superintendent of Schools is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment. Age-appropriate instructional materials will be incorporated into the curriculum to educate students so that they can recognize and reduce the incidence of sexual harassment.

This policy shall be posted in a prominent place in each District facility, on the District’s website, and/or be published in school publications as appropriate.

This policy shall be reviewed annually for effectiveness and compliance with applicable state and federal law, and to recommend revisions to Board as needed.
SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT ADOPTED: October 28, 2014

ADMINISTRATIVE REGULATION

ADMINISTRATION: 2320

SUBJECT: SEXUAL HARASSMENT

This regulation is intended to create and preserve an educational and working environment free from unlawful sexual harassment on the basis of sex, gender and/or sexual orientation in furtherance of the District's commitment to provide a healthy and productive environment for all students and employees that promotes respect, dignity and equality.

Sexual Harassment Defined

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

“Gender-based harassment” means verbal, non-verbal or physical aggression, intimidation or hostility that is based on actual or perceived gender identity or expression.

Sexual or gender-based harassment occurs when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's employment or a student's education (including any aspect of the student's participation in school-sponsored activities, or any other aspect of the student's education); or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's employment or a student's education; or
3. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

Unacceptable Conduct

School-related conduct that the District considers unacceptable and which may constitute sexual harassment includes, but is not limited to, the following:

1. rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender-based activity of criminal nature as defined under the State Penal Law;
2. unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extracurricular activities or job assignments, homework, etc.;
3. unwelcome and offensive public sexual display of affection, including kissing, making out, groping, fondling, petting, inappropriate touching of one's self or others, sexually suggestive dancing, and massages;

4. any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures; public conversations about sexual activities or exploits; sexual rumors and "ratings lists;" howling, catcalls, and whistles; sexually graphic computer files, messages or games, etc.;

5. unwelcome and offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual orientation, gender identity or expression;

6. unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating such as the unwelcome touching of another's body parts, cornering or blocking an individual, standing too close, spanking, pinching, following, stalking, frontal body hugs, etc.;

7. unwelcome and sexually offensive physical pranks or touching of an individual's clothing, such as hazing and initiation, "streaking," "mooning," "snuggies" or "wedgies" (pulling underwear up at the waist so it goes in between the buttocks), bra-snaping, skirt "flip-ups," "spiking" (pulling down someone's pants or swimming suit); pinching; placing hands inside an individual's pants, shirt, blouse, or dress, etc.;

8. unwelcome leers, stares, gestures, or slang that are sexually suggestive; sexually degrading or imply sexual motives or intentions;

9. clothing with sexually obscene or sexually explicit slogans or messages;

10. unwelcome and offensive skits, assemblies, and productions that are sexually suggestive, sexually degrading, or that imply sexual motives or intentions, or that are based on sexual stereotypes;

11. unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.;

12. any unwelcome behavior based on sexual stereotypes and attitudes that is offensive, degrading, intimidating, or demeaning, including, but not limited to:

   a. disparaging remarks, slurs, jokes about or aggression toward an individual because the person displays mannersisms or a style of dress inconsistent with stereotypical characteristics of the person's sex;

   b. ostracizing or refusing to participate in group activities with an individual during class projects, physical education classes or field trips because of the individual's sex, gender expression or gender identity;

   c. taunting or teasing an individual because they are participating in an activity not typically associated with the individual's sex or gender

For purposes of this regulation, action or conduct shall be considered "unwelcome" if the student or employee did not request or invite it and regarded the conduct as undesirable or offensive. In addition, in the remainder of this regulation, the term sexual harassment will refer to both sexual and gender-based harassment.
Determining if Prohibited Conduct is Sexual Harassment

Complaints of sexual harassment will be thoroughly investigated to determine whether the totality of the behavior and circumstances meet any of the elements of the above definition of sexual harassment and should therefore be treated as sexual harassment. Not all unacceptable conduct with sexual connotations may constitute sexual harassment. In many cases (other than quid pro quo situations where the alleged harasser offers academic or employment rewards or threatens punishment as an inducement for sexual favors), unacceptable behavior must be sufficiently severe, pervasive and objectively offensive to be considered sexual harassment. If the behavior doesn’t rise to the level of sexual harassment, but is found to be objectionable behavior, the individual will be educated and counseled in order to prevent the behavior from continuing.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes sexual harassment, the individual investigating the complaint should consider:

1. the degree to which the conduct affected the ability of the student to participate in or benefit from his or her education or altered the conditions of the student’s learning environment or altered the conditions of the employee’s working environment;
2. the type, frequency and duration of the conduct;
3. the identity of and relationship between the alleged harasser and the subject of the harassment (e.g., sexually based conduct by an authority figure is more likely to create a hostile environment than similar conduct by another student or a co-worker);
4. the number of individuals involved;
5. the age and sex of the alleged harasser and the subject of the harassment;
6. the location of the incidents and context in which they occurred;
7. other incidents at the school; and
8. incidents of gender-based, but non-sexual harassment.

Reporting Complaints

Any person who believes he or she has been the target of sexual harassment by a student, District employee or third party related to the school is required to report complaints as soon as possible after the incident in order to enable the District to effectively investigate and resolve the complaint. Targets are encouraged to submit the complaint in writing; however, complaints may be filed verbally.

Complaints should be filed with the Building Principal or the Title IX Coordinator, Ms. Regina Agrusa.

Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee’s obligation to report the complaint to the school administration, and then shall immediately notify the Building Principal and/or the Title IX Coordinator, Ms. Regina Agrusa.

In order to assist investigators, targets should document the harassment as soon as it occurs and with as much detail as possible including: the nature of the harassment; dates, times, places it has occurred; name of harasser(s); witnesses to the harassment; and the target’s response to the harassment.
Confidentiality

It is District policy to respect the privacy of all parties and witnesses to complaints of sexual harassment. To the extent possible, the District will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. However, because an individual’s need for confidentiality must be balanced with the District's legal obligation to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve the complaint, the District retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation shall inform the complainant that:

1. the request may limit the District's ability to respond to his/her complaint;
2. District policy and federal law prohibit retaliation against complainants and witnesses;
3. the District will attempt to prevent any retaliation; and
4. the District will take strong responsive action if retaliation occurs.

If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the District from responding effectively to the harassment and preventing the harassment of other students or employees.

Investigation and Resolution Procedure

A. Initial (Building-level) Procedure

The Building Principal or the Title IX Coordinator, Ms. Regina Agrusa, shall conduct a preliminary review when they receive a verbal or written complaint of sexual harassment, or if they observe sexual harassment. Except in the case of severe or criminal conduct, the Building Principal or the Title IX Coordinator, Ms. Regina Agrusa, should make all reasonable efforts to resolve complaints informally at the school level. The goal of informal investigation and resolution procedures is to end the harassment and obtain a prompt and equitable resolution to a complaint.

As soon as possible but no later than three working days following receipt of a complaint, the Building Principal or Title IX Coordinator, Ms. Regina Agrusa, should begin an investigation of the complaint according to the following steps:

1. Interview the target and document the conversation. Instruct the target to have no contact or communication regarding the complaint with the alleged harasser. Ask the target specifically what action he/she wants taken in order to resolve the complaint. Refer the target, as appropriate, to school social workers, school psychologists, crisis team managers, other school staff, or appropriate outside agencies for counseling services.
2. Review any written documentation of the harassment prepared by the target. If the target has not prepared written documentation, instruct the target to do so, providing alternative formats for individuals with disabilities and young children, who have difficulty writing and need accommodation.

3. Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing.

4. Instruct the alleged harasser to have no contact or communication regarding the complaint with the target and to not retaliate against the target. Warn the alleged harasser that if he/she makes contact with or retaliates against the target, he/she will be subject to immediate disciplinary action.

5. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and his/her statement confidential.

6. Review all documentation and information relevant to the complaint.

7. Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, use appropriate informal methods to resolve the complaint, including but not limited to:

   a. discussion with the accused, informing him or her of the District's policies and indicating that the behavior must stop;
   b. suggesting counseling and/or sensitivity training;
   c. conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
   d. requesting a letter of apology to the complainant;
   e. writing letters of caution or reprimand; and/or
   f. separating the parties.

8. Parent/Student/Employee Involvement and Notification

   a. Parents of student targets and accused students shall be notified within one school day of allegations that are serious or involve repeated conduct.
   b. The parents of students who file complaints are welcome to participate at each stage of both informal and formal investigation and resolution procedures.
   c. If either the target or the accused is a disabled student receiving special education services under an IEP or section 504/Americans with Disabilities Act accommodations, the committee on special education will be consulted to determine the degree to which the student's disability either caused or is affected by the discrimination or policy violation. In addition, due process procedures required for persons with disabilities under state and federal law shall be followed.
   d. The Building Principal or Title IX Coordinator, Ms. Regina Agrusa, (i.e., the investigator) shall submit a copy of all investigation and interview documentation to the Superintendent.
e. The investigator shall report back to both the target and the accused, notifying them in writing, and also in person as appropriate regarding the outcome of the investigation and the action taken to resolve the complaint. The investigator shall instruct the target to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him/her.

f. The investigator shall notify the target that if he/she desires further investigation and action, he/she may request a District-level investigation by contacting the Superintendent of Schools. Targets may also contact the U.S. Equal Employment Opportunity Commission or the New York State Division of Human Rights, and/or the U.S. Dept. of Education’s Office for Civil Rights as appropriate.

If the initial investigation results in a determination that sexual harassment did occur, the investigator will promptly notify the Superintendent, who shall then take prompt disciplinary action in accordance with District policy, the applicable collective bargaining agreement or state law.

If a complaint received by the Building Principal or the Title IX Coordinator, Ms. Regina Agrusa, contains evidence or allegations of serious or extreme harassment, such as employee to student harassment, criminal touching, quid pro quo (e.g., offering an academic or employment reward or punishment as an inducement for sexual favors), or acts which shock the conscience of a reasonable person, the complaint shall be referred promptly to the Superintendent. In addition, where the Building Principal or the Title IX Coordinator, Ms. Regina Agrusa, has a reasonable suspicion that the alleged harassment involves criminal activity, he/she should immediately notify the Superintendent, who shall then contact appropriate child protection and law enforcement authorities. Where criminal activity is alleged or suspected by a District employee, the accused employee shall be suspended pending the outcome of the investigation, consistent with all contractual or statutory requirements.

Any party who is not satisfied with the outcome of the initial investigation by the Building Principal or the Title IX Coordinator, Ms. Regina Agrusa, may request a District-level investigation by submitting a written complaint to the Superintendent within 30 days.

B. District-level Procedure

The Superintendent shall promptly investigate and resolve all sexual harassment complaints that are referred to him/her by a Building Principal or Title IX Coordinator, Ms. Regina Agrusa, as well as those appealed to the Superintendent following an initial investigation by a Building Principal or Title IX Coordinator, Ms. Regina Agrusa. In the event the complaint of sexual harassment involves the Superintendent, the complaint shall be filed with or referred to the Board President, who shall refer the complaint to a trained investigator not employed by the District for investigation.

The District-level investigation should begin as soon as possible but not later than three working days following receipt of the complaint by the Superintendent or Board President.

In conducting the formal District-level investigation, the District will use investigators who have received formal training in sexual harassment investigation or that have previous experience investigating sexual harassment complaints.
If a District investigation results in a determination that sexual harassment did occur, prompt corrective action will be taken to end the harassment. Where appropriate, District investigators may suggest mediation as a means of exploring options of corrective action and informally resolving the complaint.

No later than 30 days following receipt of the complaint, the Superintendent (or in cases involving the Superintendent, the Board-appointed investigator) will notify the target and alleged harasser, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or take appropriate action, the Superintendent or Board-appointed investigator will provide all parties with a written status report within 30 days following receipt of the complaint.

The target and the alleged harasser have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. In addition, targets have the right to register sexual harassment complaints with the U.S. Department of Education’s Office for Civil Rights.

Employee targets also have the right to register complaints with the federal Equal Employment Opportunity Commission and the New York State Division of Human Rights. Nothing in these regulations shall be construed to limit the right of the complainant to file a lawsuit in either state or federal court.

Retaliation Prohibited

Any act of retaliation against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and illegal, and therefore subject to disciplinary action. Likewise, retaliation against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action, up to and including suspension or termination.

Discipline/Penalties

Any individual who violates the sexual harassment policy by engaging in prohibited sexual harassment will be subject to appropriate disciplinary action. Disciplinary measures available to school authorities include, but are not limited to the following:

Students: Discipline may range from a reprimand up to and including suspension from school, to be imposed consistent with the student conduct and discipline policy and applicable law.

Employees: Discipline may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.

Volunteers: Penalties may range from a warning up to and including loss of volunteer assignment.
Vendors: Penalties may range from a warning up to and including loss of District business.

Other individuals: Penalties may range from a warning up to and including denial of future access to school property.

False Complaints

False or malicious complaints of sexual harassment may result in corrective or disciplinary action taken against the complainant.

Training

All students and employees shall be informed of this policy through the District website and in all other appropriate school publications. A poster summarizing the policy shall also be posted in a prominent location at each school.

In addition, age appropriate curricular materials will be made available so that it can be incorporated in instruction K-12 to ensure that all students are educated to recognize and report sexual harassment.

All new employees shall receive information about this policy and regulation at new employee orientation. All other employees shall be provided information at least once a year regarding this policy and the District’s commitment to a harassment-free learning and working environment. Building Principals, Title IX Coordinator, Ms. Regina Agrusa, and other administrative employees who have specific responsibilities for investigating and resolving complaints of sexual harassment shall receive training on this policy, regulation and related legal developments.

Building Principals in each school and program directors shall be responsible for informing students and staff on a yearly basis of the terms of this policy, including the procedures established for investigation and resolution of complaints, general issues surrounding sexual harassment, the rights and responsibilities of students and employees, and the impact of sexual harassment on the target.
BOARD POLICY

BUSINESS 3330

SUBJECT: PURCHASING

1. General Scope
   The Board of Education designates the Assistant Superintendent for Finance and Operations as Purchasing Agent for the school district. The Board shall formally designate the individual named as purchasing agent at the annual organizational meeting, which will be recorded in the minutes of that meeting. If the individual so named becomes unable to fulfill the duties during the course of the year, the Board will designate another purchasing agent at the next Board meeting. This administrator may delegate this responsibility to another administrator or supervisor, but compliance to all laws and policies shall remain with the designated Assistant Superintendent for Finance and Operations. It shall be the responsibility of said Assistant Superintendent for Finance and Operations to report all awards to the Board of Education in writing. This policy shall be reviewed each year at the Organizational Meeting after soliciting comments from district officers.

A. Materials and Supplies and Equipment

1. In accordance with the provisions of the General Municipal Law, competitive public bids must be solicited for the purchase of all materials and supplies, and equipment costing $20,000 or more during the period of one fiscal year, using the representative designated categories for the grouping of similar items. Contracts shall be awarded to the lowest responsible bidder furnishing the required security, if applicable, after the District advertises for sealed bids.
In addition to the required newspaper advertising, where feasible or practicable, five or more vendors must be sent the bid based upon vendor request, past purchasing experience and through the ongoing build-up of competitive vendors on our bidding lists. Recommendations to the Board of Education to make an award where only one responsible bidder responds shall be discouraged, but may be made if substantive information is presented to support the recommendation.

The Assistant Superintendent for Finance and Operations will analyze the bids and make recommendations to the Board of Education at their regularly scheduled meeting for their official approval.

2. If not purchased from an authorized bid, the purchase of supplies and materials and equipment falling into representative categories and amounting to a yearly fiscal total of $5,000.01 to $19,999.99 will be made on the basis of written quotes from three or more vendors. The Purchasing Supervisor will analyze the quotes received and make a recommendation to the Assistant Superintendent for Finance and Operations responsible for purchasing to approve the award and subsequent purchase. The Assistant Superintendent for Finance and Operations will analyze the quotes and make recommendations to the Board of Education at their regularly scheduled meeting for their official approval.

3. The purchase of supplies and materials and equipment falling into representative categories and amounting to a yearly fiscal total of $1 to $5,000.00 may be made directly from a catalog, a salesperson, or after the solicitation of a telephone quotation, from two or more vendors. Wherever possible or practicable oral quotations must be confirmed in writing before any purchase can be made. Purchasing department employees, building principals, supervisors, administrators, teachers, etc. may solicit the quotation of
prices in this category which will then be approved by the Purchasing Supervisor following the guidelines established by the Assistant Superintendent for Finance and Operations designated as being responsible for all District purchases.

4. The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the Office of General Services (OGS), the District will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective so that the District may continue to purchase non-green products as necessary. Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and regulation.

5. In accordance with the law, the District shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term “alternative format” shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the District (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.
6. In order to ensure that the District avails itself of advantageous purchasing opportunities, the Board authorizes the Purchasing Agent to represent the district in applying for federal programs designed to discount prices for goods and services. Specifically, the Purchasing Agent will abide by the rules and regulations associated with applying for telecommunications service discounts through the Universal Service Fund (E-Rate), in addition to complying with the local purchasing policies set forth by the Board. As with all purchasing activity, appropriate documentation of the application and purchase through any federal program will be maintained by the business office.

B. Public Works Contracts and Other Contractual Services

Public Works Contracts
1. In accordance with the provisions of the General Municipal Law, competitive public bids must be solicited for all contracts for the purchase of materials and labor involving a public works contract amounting to $35,000 or more. Contracts shall be awarded to the lowest responsible bidder furnishing the required security after the District advertises for sealed bids. In addition to the required newspaper advertising, five or more vendors should be solicited to bid based upon vendor requests, past purchasing experience and through the ongoing buildup of competitive vendors on our bidding lists. Recommendations to the Board of Education to make an award where only one responsible bidder responds shall be discouraged, but may be made if substantive information is presented to support the recommendation. The Assistant Superintendent for Finance and Operations will analyze the bids and make recommendations to the Board of Education at an official Board meeting for their approval.

2. The solicitation of competitive prices will be requested by utilizing a written quotation from three or more vendors for contracts amounting to $20,000.00 to $34,999.99, with the Director of
Facilities and Operations making a recommendation to the Supervisor of Purchasing. The Assistant Superintendent for Finance and Operations will analyze the quotes and make recommendations to the Board of Education at an official Board meeting for their approval. It is the policy of this Board of Education that all purchases should be based upon written quotations unless there is an emergency which requires immediate action. Quotes obtained on an emergency basis must be confirmed in writing.

3. The solicitation of competitive prices will be requested by utilizing a written quotation from two or more vendors for contracts amounting to $5,000.01 to $19,999.99, with the Director of Facilities and Operations making a recommendation to the Supervisor of Purchasing. The Assistant Superintendent for Finance and Operations will analyze the quotes and make recommendations to the Board of Education at an official Board meeting for their approval. It is the policy of this Board of Education that all purchases should be based upon written quotations unless there is an emergency which requires immediate action. Quotes obtained on an emergency basis must be confirmed in writing.

Other Contractual Services

4. All other contractual services amounting to $1 to $5,000 (including specialized equipment and building service contracts on specific equipment) will be determined on the basis of catalog or official company price lists or a telephone solicitation from two or more vendors. Wherever possible or practicable, oral quotations must be confirmed in writing before any purchase can be made. Purchasing department employees, building principals, supervisors, administrators, teachers, etc. may solicit the quotation of prices in this category which will then be approved by the Purchasing Supervisor following
the guidelines established by the Assistant Superintendent for Finance and Operations designated as being responsible for all District purchases.

C. Iran Divestment Act

In accordance with the General Municipal Law, the District shall not consider any person or entity engaging in investment activities in the energy sector in Iran as a responsible bidder or offerer. The State’s Office of General Services (OGS) will create a list of such persons and entities, and will post it on its website. Every bid or proposal made where competitive bidding is required must include the following affirmation from the bidder:

"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created by OGS pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law."

A bid without the above affirmation may not be considered for award nor shall any award be made without it, unless the bidder submits with the bid a signed statement which sets forth in detail the reasons why it cannot make the certification. On a case-by-case basis, the District may award a bidder who cannot make the certification if: (a) the investments activities in Iran were made before April 12, 2012, have not been expanded or renewed since, and the bidder has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or (b) the District determines that the goods or services provided by the bidder are necessary to its functions and that, without an exemption, it would be unable to obtain the goods or services for which the contract is offered.
Such determination must be made in writing and shall be a public document.

D. Authorized exceptions to the Competitive Bidding Requirements

a. Purchases from New York State, Counties (within New York State), and BOCES (within New York State) purchasing contracts, and other cooperative bids authorized by law, are encouraged because these awards have been made only after public competitive bids have been utilized and save the District money and time in instances where the product being purchased is a quality product and acceptable for our stated purposes.

b. New York State General Municipal Law mandates that we purchase some items from the industries for the Blind of New York State, New York State Industries for the Handicapped, and New York State Department of Correctional Services, if they meet our quality and delivery standards and specifications.

c. Purchases of specified food items may be made directly from producers or growers, or associations of producers and growers under the conditions and circumstances set forth in the General Municipal law and Commissioner's regulations.

d. A public emergency arising out of an accident or other unforeseen occurrence or condition which requires immediate action which cannot await competitive bidding.

e. Purchase of surplus and second hand supplies, material or equipment from the federal government, the State of New York, or other political subdivision, district or public benefit corporation.
f. Purchase of milk directly from licensed milk processors where authorized by the General Municipal law.

g. The Board authorizes that purchase contracts may be awarded upon written recommendation of the Assistant Superintendent for Finance and Operations on the basis of best value (competitive offering). State Finance Law §163 defines “best value” as an award to the offeror which optimizes quality, cost, and efficiency among responsive and responsible offerors. Whenever possible, “best value” shall reflect objective and quantifiable analysis.

h. “Piggybacking” - The Board authorizes purchases of an apparatus, materials, equipment and supplies, or to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state, or any other political subdivision or district therein, if such contract was let to the lowest responsible bidder or on the basis of “best value” in a manner consistent with Section 103 of the General Municipal Law and made available for use by other governmental entities, (i.e., bid specifications and/or resultant contract contained a clause extending the terms to other government entities).

E. Other Goods and Services Not Required by Law to be Competitively Bid

1. Provisions of other goods and services not constituting materials and supplies or public works contracts shall be awarded upon the recommendation of the Superintendent of Schools in the same manner as and pursuant to the same procedures utilized materials, supplies and equipment not required to be competitively bid. See Paragraph A(2) and A(3) above. In those
circumstances where the Superintendent of Schools feels that the solicitation of alternative proposals will not be in the best interest of the school district, he shall make a written recommendation to the Board of Education. Such circumstances might include such items as recommendations to retain or continue professional services where the quality of the services, reputation, experience and past performance of the service provider are of primary concern.

F. Transportation
1. In accordance with the provisions of Education law Section 305, all contracts for the transportation of school children involving an annual expenditure in excess of $20,000 shall be awarded to the lowest responsible bidder after the District advertises bids in a newspaper having general circulation within the district. Nothing contained in this section shall apply to annual, biennial or triennial extensions of a contract in accordance with the procedures specified in Education Law, Section 305. In the event of an emergency or other unforeseen occurrence, interim transportation contracts may be let without competitive bidding for a period not to exceed one month.

G. Purchasing Documents
1. The issuing and delivery of a District purchase order shall be considered as an adequate offer and acceptance for the major portion of our purchasing; however, in addition to the traditional purchase order, a written contract may be required in the following instances:
   
a. Any single purchase which amounts to $10,000 or more.

b. All student transportation contracts.

c. All contracts which are requests for the rental or leasing of equipment, supplies and materials and personal services.
d. All contracts which request that a contractor perform services in our buildings or on our grounds and must provide the District with liability and property insurance as requested.

H. Bid Bonds and Performance Bonds
1. All public works bids shall require the posting of a bid bond in the amount of 5% of the total of the vendor's bid total, which the successful bidder shall convert to a 100% faithful performance bond when granted the award by the Board of Education.

2. In addition, bids for materials and supplies or equipment may require a 5% bid bond to insure that the bidder complies to the terms and specifications of the bid.

3. Special exceptions to the above requirements may be permitted on a bid-by-bid basis in instances where the Assistant Superintendent for Finance and Operations may request that the school board attorney prepare a bid bond or performance bond alternative which may request a cash bond or some other suitable alternative which would be acceptable and in the best interest of the Board of Education.

I. Compliance with New York State Bidding Laws

The above purchasing policy and guidelines are for implementing day-to-day purchasing operations and are intended only to clarify operationally our District procedures which are all based upon New York State General Municipal Law Sections 103 and 104-b. Such law shall prevail in interpreting any and all disputes which may arise. In cases where a determination is made that the purchase of goods and services is not required to be competitively bid, the school attorney shall be consulted to be sure said determination is in accordance with State law.
J. Adequate Documentation and Justification

In all cases, adequate documentation shall be maintained for all recommendations or determinations involving purchasing of any kind. Where awards are made to other than the lowest responsible dollar offeror, written justification shall be maintained setting forth the reasons such an award furthers the purposes of the General Municipal Law. This requirement shall apply to all goods and services whether required to be competitively bid or not.
SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT

BOARD POLICY

BUSINESS 3523

SUBJECT: ENERGY CONSERVATION

The Board of Education embraces energy conservation and believes it to be the responsibility of the District to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management. The Board further recognizes the importance of adopting an energy conservation policy to govern its energy conservation program. The implementation of this policy will be the joint responsibility of the Board, administration, faculty, staff, students, support personnel, and Cenergistic, the District’s energy conservation consultants. Success is based on cooperation amid all groups.

This policy shall be subject to annual review.
To ensure the overall success of the District’s behavior-based energy conservation program, the following areas will be emphasized:

1. A designated campus Administrator will be accountable for energy conservation for the District along with a designated Energy Specialist who will conduct energy audits and provide timely feedback.

2. Personnel throughout the District are expected to make a positive contribution to maximize energy conservation and produce real energy savings.

3. Cenergistic will implement its energy conservation program primarily through an energy management team led by the Energy Specialist(s) and Program Liaison. Accurate records of energy consumption and cost will be maintained by the Energy Specialist for each campus to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each building shall review and adhere to the preventive maintenance and monitoring plan developed for its facilities and systems, including HVAC, building envelope, and moisture management.
SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT  ADOPTED: Nov. 27, 1979
AMENDED: Oct. 13, 1993
AMENDED: Feb. 23, 2016
AMENDED: June 28, 2016

BOARD POLICY

BUSINESS 3546

SUBJECT: SCHOOL BOARD POLICY ON DEPOSIT AND INVESTMENT OF
SCHOOL DISTRICT FUNDS

The objectives of the district’s investment policy are to: safeguard district funds and to minimize risk, ensure that investment mature when cash is required to finance operations, and ensure a competitive rate of return in order to supplement other district revenues for the support of the educational program of the school system. In accordance with this policy, the Chief Fiscal Officer or his/her designee is authorized to invest and/or deposit all funds, including proceeds of obligations and reserve funds, in time-deposit accounts, certificates of deposit, short-term government securities, repurchase agreements or other investment instruments permitted by law, subject to the investment regulations approved by the Board of Education.

To the extent feasible, investment and deposits shall be made in and through local or regional financial institutions. Depositories shall be authorized by the Board of Education. Concentration of investment in a single financial institution shall be avoided. Diversification of investment and deposits is encouraged.

Ref:
Education Law §§1604-a; 1709(8); 1723-a; 2131; 3651; 3652
Local Finance Law §24.00; §25.00; §165
General Municipal Law §§ 6-d; 6-h; 6-j; 6-n; 6-p; 6-r; 10, 11, 39
Banking Law §9-R
ADMINISTRATIVE REGULATION

BUSINESS 3546

SUBJECT: SCHOOL BOARD POLICY ON DEPOSIT AND INVESTMENT OF SCHOOL DISTRICT FUNDS

Authorized Investments

1. The Chief Fiscal Officer is authorized to invest all available district funds, including proceeds of obligations and reserve funds, in the following types of investment instruments:
   a. Savings Accounts or Money Market Accounts of designated banks
   b. Certificates of Deposit issued by a bank or trust company located in and authorized to do business in New York State
   c. Demand Deposit Accounts in a bank or trust company located in and authorized to do business in New York State
   d. Obligations of New York State
   e. Obligations of the United States Government (U.S. Treasury Bills and Notes)
   f. Repurchase Agreements involving the purchase and sale of direct obligations of the United States.
   g. A Qualified Reciprocal Deposit Placement Program whereby our designated depository bank arranges for the "redeposit" of funds in one or more banking institutions in accordance with GML §11 and Banking Law §9-R.

2. All funds except Reserve Funds may be invested in Revenue Anticipation Notes and Tax Anticipation Notes of other school districts and municipalities, with the approval of the State Comptroller.
Conditions

All investment made pursuant to this investment policy will comply with the following conditions:

1. Collateral
   a. Savings accounts, money market accounts, time deposit accounts, certificates of deposit and a Deposit Placement Program will be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State, the United States, New York State school districts and federal agencies whose principal and interest are guaranteed by the United States. The market value of collateral will at all times exceed the principal amount of the certificate of deposit. Collateral will be monitored no less frequently than on a monthly basis.
   b. Collateral will not be required with respect to the direct purchase of obligations of New York State, The United States and federal agencies, the principal and interest of which are guaranteed by the United States Government.

2. Delivery of Securities
   a. Payment of funds may only be made upon receipt of collateral or other acceptable form of security, or upon the delivery of government obligations whether such obligations are purchased outright, or pursuant to a repurchase agreement. Written confirmation of delivery shall be obtained from the custodial bank.
   b. Every Repurchase Agreement will make payment to the seller contingent upon the seller’s delivery of obligations of the United States to the Custodial bank designated by the school district, which shall not be the repurchase, or in the case of a book-entry transaction, when the obligations of the United States are credited to the Custodian’s Federal Reserve account. The seller will not be entitled to substitute securities. The Custodial Bank shall confirm all transactions in writing to ensure that the school district’s ownership of the securities is properly reflected in the records of the Custodial Bank.
3. Written Contracts

a. Written contracts are required for certificates of deposit and custodial undertakings and Repurchase Agreements. All Repurchase Agreements must be entered into subject to a Master Repurchase Agreement. With respect to the purchase of direct obligations of U.S., New York State, or other governmental entities, etc., in which monies may be invested, the interests of the district will be adequately protected by conditioning payment on the physical delivery of purchased securities to the school district or custodian, or in the case of book-entry transactions, on the crediting of purchased securities to the Custodian’s Federal Reserve System account. All purchases will be confirmed promptly in writing to the district.

b. The following written contracts are required:

- Written agreements will be required for the purchase of all certificates of deposit.
- A written contract will be required with the Custodial Bank(s)
- Written contracts shall be required for all Repurchase Agreements. Only credit worthy banks and primary reporting dealers shall be qualified to enter into a Repurchase Agreement with the school district.

The written contract will stipulate that only obligations of the United States may be purchased and that the school district shall make payment upon delivery of the securities or the appropriate book-entry of the purchased securities. No specific repurchase agreement will be entered into unless a master repurchase agreement has been executed between the school district and the trading partners. While the term of the master repurchase agreement may be for a reasonable length of time, a specific repurchase agreement will not exceed thirty (30) days.

4. Selection of Financial Institutions

a. The Treasurer will periodically monitor, to the extent practical but not less than annually, the financial strength and credit worthiness of all institutions and trading partners through which the district’s investment are made.

b. Investment in time deposits and certificates of deposit are to be made only with commercial banks or trust companies, as permitted by law.
5. Operations, Audit, and Reporting
   a. The Chief Fiscal Officer or designee will authorize the purchase and sale of all securities and execute contracts for investments and deposits on behalf of the district. Oral directions concerning the purchase or sale of securities will be confirmed in writing. The district will pay for purchased securities upon the simultaneous delivery or book-entry thereof.
   b. The district will encourage the purchase and sale of securities through a competitive process involving telephone solicitation for at least three quotations.
   c. The independent auditors will audit the investment proceeds of the district for compliance with the provisions of the district investment policy.
   d. Monthly investment reports will be furnished to the Board of Education.

6. Provence
   a. All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Sewanhaka Central High School District to govern effectively.
   b. Investments shall be made with judgment and care, under circumstances then prevailing, which persons or prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.
   c. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT  
ADOPTED:  Apr. 28, 1981 
AMENDED:  Jan. 10, 1985 
 Nov. 25, 1991 
 June 8, 1994 
 Oct. 24, 1995 
 July 11, 1996 
 Jan. 28, 1997 
 Dec. 16, 1998 
 Sept. 25, 2001 
 Aug. 26, 2003 
 Sept. 25, 2007 
 August 26, 2014 

BOARD POLICY 

PERSONNEL  4175 

SUBJECT:  IMPARTIAL HEARING OFFICERS (COMMITTEE ON SPECIAL EDUCATION) 

1. Only persons appointed in accordance with State Education Department requirements and certified by the Commissioner of Education shall serve as Impartial Hearing Officers on appeals of decisions from the Committee on Special Education (CSE).

2. The District Clerk is directed to compile a list of the names and resumes of all eligible Impartial Hearing Officers certified by the Commissioner of Education for service in Nassau County. Additionally, the Clerk must include certified impartial hearing officers who contact the district directly and indicate their availability to serve in the District. The list must be established in alphabetical order. The list must be maintained in alphabetical order with new appointees being inserted into the alphabetical order of the list. The District Clerk is authorized under the direction of the Board President to select, on a rotational basis beginning with the first name after the Hearing Officer who last served, the first available Impartial Hearing Officer from said list no later than two business days after receipt by the school district of the due process complaint notice or mailing of the due process complaint notice to the parent. The Impartial Hearing Officer may not accept appointment unless he or she is available to make a determination of sufficiency of a
due process complaint notice within five (5) days of receiving such a request and to initiate the hearing with the first fourteen (14) days after:
a. the date upon which the Impartial Hearing Officer receives the parties' written waiver of the resolution session; or

b. the date upon which the Impartial Hearing Officer receives the parties' written confirmation that a resolution session was held but no agreement could be reached; or

c. the expiration of the 30-day period beginning with the receipt of the due process complaint notice, whichever occurs first.

If a Hearing Officer declines appointment, the Clerk must offer appointment to the next person on the list following the established alphabetical order until an appointment is accepted. The Clerk must document at least two efforts to contact an Impartial Hearing Officer in a manner that is independently verified and documented within a 24 hour time period before offering appointment to the next individual on the list. Once identified by the District Clerk, the Impartial Hearing Officer shall be immediately appointed by the Board of Education. The President of the Board, or in his or her absence, the Vice President, is authorized to immediately appoint the identified Impartial Hearing Officer.

3. Pursuant to the Regulations of the Commissioner of Education, if an impartial hearing is currently pending for the same student when a new hearing request is received, the District will appoint the same Impartial Hearing Officer, if available, who will determine whether or not to consolidate the hearings. Additionally, if the new hearing request concerns an issue which had been previously withdrawn in the 12 months prior, the District shall appoint the same Impartial Hearing Officer, if available.

4. Persons so appointed shall constitute a list of persons approved for service in such capacity. Only action of the Board, the Commissioner, or a written request of the
5. Hearing Officers shall be compensated in an amount not to exceed the applicable rate prescribed in a schedule of maximum rates approved by the Director of the Division of Budget - ($100 per hour). The Sewanhaka Central High School District does not provide reimbursement for lodging or meal expenses. Travel expenses will be reimbursed for travel from within the Metropolitan area (Nassau, Suffolk, City of New York, Westchester and Rockland Counties) in accordance with the current District reimbursement rate set for District employees. Mailing costs associated with the hearing will also be reimbursed. The District will not reimburse Hearing Officers for administrative assistance, secretarial or other overhead expenses.

6. In the event that the district and the parents agree that the Impartial Hearing Officer is incapacitated or otherwise unavailable or unwilling to continue the hearing or issue a decision, the President of the Board of Education, or in his or her absence, the Vice President, shall rescind the original appointment and make a new one.

7. The District shall attempt to provide an Impartial Hearing Officer with two (2) business days' advance notice of the cancellation or rescheduling of an Impartial Hearing. Should the District request the cancellation or rescheduling of a hearing date, and fail to provide an Impartial Hearing Officer with two (2) days notice, the District agrees to pay the Impartial Hearing Officer a fee of $100.00. The District shall not be responsible for costs associated with a parent or guardian's cancellation or adjournment of a hearing.

8. A copy of this policy will be forwarded to the Impartial Hearing Officer at the time of appointment.
SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT  ADOPTED:  Mar. 1, 1960
AMENDED:  Sept. 27, 1977

BOARD POLICY

STUDENTS:  5500

SUBJECT:  Code of Conduct

I.  Introduction

In accordance with the requirements of Part 100 of the Commissioner’s Regulations, this and other related policies referenced below have been developed in consultation with the teachers, administrators, other school service professionals, students and parents. These policies shall be reviewed by the Board of Education annually at its reorganization meeting each July.

Effective school discipline is an integral part of the learning environment. Because disruptive behavior deprives students of their right to learn in a conducive atmosphere, such behavior 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.

It is the Board’s belief that each student should be treated as a person who can reasonably be expected to be responsible for his own behavior. Students shall respect duly constituted authority. This includes conformity to school rules and regulations and to those provisions of law which apply to the conduct of minors.

Students who cannot accept this responsibility and violate school rules will be required to accept the penalties of more regulated supervision.
Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change of behavior in the classroom. When the teacher has made every reasonable effort to bring about positive behavioral change, and has been unsuccessful, the student’s problem will be referred to the department chairperson. Should the inappropriate or disruptive behavior continue, the student shall be referred to the attention of the assistant principal by the chairperson. The assistant principal will contact parents as soon as possible.

It is understood that major disciplinary problems call for the direct involvement of the assistant principal. Offending students should be sent to the assistant principal’s office; the teacher will fill out the referral form as soon as is practical.

Disciplinary action, when necessary, will be firm, fair and consistent in order to be most effective in changing behavior. Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

The Superintendent shall promulgate such additional administrative regulations as may be necessary to effectuate this and other related policies.

II. Definitions

For purposes of this code, the following definitions apply.

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment.

“Disruptive student” means a student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority
over the classroom.

"Employee" means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9(b) of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

"Gender" means actual or perceived sex and includes a person's gender identity or expression.

"Harassment" means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

"Parent" means parent, guardian or person in parental relation to a student.

"School Bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).

"School property" means in or within any building, structure, athletic playing field, parking lot or land contained within the real property boundary line of a
public school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

“School function” means any school-sponsored extracurricular event or activity.

“Sexual Orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality.

“Violent student” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee, other student or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

“Weapon” means a firearm as defined in 18 UCS §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, toy gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

III. Student Rights and Responsibilities

Within the Save Legislation adopted by the New York State
Legislature is the requirement that every school District adopt and implement a written policy on school conduct and discipline. The purpose of the policy is to promote a safe, healthy, orderly and civil school environment.

This document will serve as the Code of Conduct for all schools of the District. More detailed rules are set forth in related District Board policies and administrative regulations of the Superintendent of Schools. What is emphasized is the need for involvement by all concerned with the education of the youth of the communities that make up this District.

Rights do mandate responsibilities for all. To treat each person with respect and dignity is the objective of all school discipline policies. Self-discipline is stressed in today's society for persons in all age groups. Together, all members of the school society can achieve personal and common goals by maintaining a sense of respect for one another's rights.

THE RIGHT TO AN EDUCATION AND TO TAKE PART IN ACTIVITIES

Because education today not only provides personal fulfillment, but is perceived as the only means of gaining economic and social mobility, the most basic "student right" is the right to a free education. 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 in or be denied the benefits of, or be subjected to discrimination under any educational program or activity on the basis of race, color, creed, sex, sexual orientation, religion, national origin, age, weight or disability, see

Board Policy and Administrative Regulations, Community Relations 1160, "Prohibition Against Sex Discrimination"

Board Policy and Administrative Regulations, Community Relations 1170, "Ensuring Non-Discrimination Against Persons With Disabilities"

Board Policy and Administrative Regulations, Students 5020.2, "Harassment, Discrimination and Bullying"
Board Policy, Administration 2315, "Elimination of Academic, Extra-Curricular and Business Operation Sex Bias"

Board Policy, Administration 2316, "Elimination of Vocational Sex Bias"

Although a child may be compelled to go to school until the end of the school year in which he/she turns 16 years of age, students have the right to attend school until the year they turn 21 or until graduation.

**STUDENT GOVERNMENT**

Elected student governments have traditionally symbolized democratic principles at work in our schools. The essential principal of democratic student government is the eligibility of every student to vote and to hold office. The right to vote and hold office is not contingent upon race, sex, disability, ethnic background, religion, beliefs, disciplinary record, achievement, evaluation of ability, or payment of student fees. It is important for students to recognize that with the right to vote goes the responsibility to exercise that right.

Use of student activity funds is governed by the Extra Classroom Activities Handbook as required by Part 172 of the Commissioner’s Regulations. Leftover funds of graduating classes or discontinued activities revert to the account of the Student Activity Fund - Building or Student Council/Government.

Class reunion accounts will not be maintained by the District or be established by class officers. Student Activity Treasurers are to sign off with the finance clerk on a monthly basis verifying the monthly cash balance. It is the responsibility of the activity treasurer to inform the other activity officers of the monthly balance. It is important that class advisors review the monthly balance with the activity treasurer to insure a minimal cash balance at graduation. If possible, class dues, prom bids and yearbook costs should be reduced. On or about March 1st, if there will be a projected surplus in the class account, the senior class, in consultation with the class advisor, should vote as to the disposition of these funds. Building principals shall insure that the senior class is advised that the initial determination of how leftover funds are to be used rests with the students themselves, subject to approval by the Board.
Fund raising activities are to be utilized for the sole purpose of establishing a cash balance necessary to meet financial obligations of each activity, and not to serve nor maintain an excessive fund balance.

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 dissemination of student originated material when such material would materially interfere or substantially disrupt the educative process or intrude upon the rights of others. Within these bounds, student papers are as free as other newspapers to report the news and to write editorials and opinion columns. Student publications produced as part of a classroom activity of journalism/writing may be edited for student speech which is not consistent with the school’s “basic educational mission” (see Board Policy Student 5135, “Student Publications and Communications”.

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.

Students are reminded that they are subject to the Extra-Curricular Academic Policy of the District. The policy is to ensure the academic success of the student and not the “success” of a team or a club. (See Board Policy Students 5123, “Maturity and Fitness Standards for Interscholastic Athletic Team Membership”; Board Policy and Administrative Regulation, Student 5140, See “Academic Requirements for Participation in Extra-Curricular Activities”; Board Policy, Students 5141, “Medical Approval for Participation in Extra-Curricular Athletic Activities”.)
STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

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.

Each building principal shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline up to and including school suspension.
STUDENT SPEECH

Freedom of speech is a right that belongs to all Americans. This doesn’t guarantee, however, the right to interfere with the orderly conduct of classes, the right to coerce others to participate in a particular mode of expression or to violate the rights of those who disagree with a given point of view. Responsible speech must respect the rights of others. 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 disseminating announcements and information includes use of bulletin boards; announcements on 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. Recommendations as to general use beyond these requirements can be established effectively through cooperation of students, faculty and administrators.

STUDENT RECORD FILE

Permanent record files are intended to provide information which can be used to develop the best possible educational program for each student.

A parent or legal guardian is entitled to inspect the student record file, and not merely to have items selected and read by school officials. At the time of such inspection, it is advisable that appropriate school personnel be present to prevent misinterpretations of the record, and to answer questions. Access to both permanent and temporary record files are limited to the student, his parents (only until the student reaches age eighteen) or legal guardian, and school personnel, except when the student gives written permission to allow access to other personnel or when courts subpoena such records. All records should be open to challenge by the student and/or his/her parents or legal guardian, but this right of question does not, per se, imply an obligation upon school personnel to make changes in the records.
Information subject to change is not permanently recorded in the student's permanent record file and is recorded in a temporary file, which is destroyed shortly after the student leaves the school. See - Board Policy, Student 5591, "Family Educational Rights and Privacy Act".

DISCIPLINE

A Uniform Code Conduct and Range of Penalties are stated in writing. 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, but need not prescribe school discipline for offenses committed within the school which are already adequately provided for by criminal law, unless the presence of the student in school would constitute a danger to the student him/herself, to other members of the school community, or to the continuation of the educative process.

SUSPENSION

A student is entitled by law to a free secondary education until the student graduates or reaches the age of 21. The right is contingent upon the student's fulfilling the responsibility to attempt to complete the academic program and obey school rules. A student who does not fulfill these responsibilities may be denied the right to continue in school. If the student is under the compulsory attendance age, the Board of Education must provide alternative instruction. The Board of Education is not required to provide alternative instruction for a suspended student who is over the compulsory age unless the student has been designated by the Committee on Special Education as having a disability.

Generally, disciplinary problems are preferably handled by the faculty, with the principal dealing with chronic disciplinary problems or the more serious disciplinary problems which could result in suspension. Students have the right to present their version of the relevant events to school personnel
authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

The following students may be suspended from required attendance, according to Section 3214 of the Education Law:

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

A teacher, guidance counselor, or an assistant principal may not suspend a student. The assistant principal may recommend suspension for a student and a student has a right to an informal conference with the principal. The principal may suspend a student for a period not to exceed 5 school days.

No student may be suspended for a period in excess of 5 school days unless the student and the person in parental relation to the student have had 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.

If the student is not absolved of the charged acts of misconduct, the student may appeal the findings and determination of the Superintendent to the Board of Education within 30 calendar days. Where the Board of Education has, itself, made the determination or has, on appeal, affirmed the determination of its Superintendent, a student may further appeal either to the Commissioner of Education in accordance with the provisions of Section 310 of the Education law or to the courts pursuant to Article 78 of the Civil Practice Law and Rules.
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. Students will first be asked to empty their pockets and other personal possessions. Resulting evidence may be used in connection with the student's disciplinary hearing. Parents will be notified of any search.

When the school officials have reasonable grounds to believe that something of an illegal nature may be occurring on school property, school officials have the responsibility of ascertaining the truth of such information.

The right to counsel, and the constitutional warning prior to the admissibility of a confession are inapplicable to searches by school officials. Strip searches are prohibited. If a clear and imminent danger to health or safety is present, police should be summoned. Whenever a school official reports a crime committed by a child with a disability as defined by the IDEA, copies of the special education and disciplinary records of the student must be transmitted for consideration to the appropriate authorities.

Overnight Activities

On any school sponsored overnight field trips, sporting event or other extracurricular activity the District shall require 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.
Lockers and other School District Property

The assignment to, and the use of, student lockers, desks, District computers and/or portable computing devices 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/or 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.

The student’s primary responsibility in regard to searches and seizures is to be familiar with and abide by the school’s standards of conduct.

See - Board Policy, Students 5530, “Search and Seizure”;
Board Policy, Students 5580, “Alcohol Drug/Substance Abuse”
Board Policy and Administrative Regulation, Students 6105, Internet and Instructional Technology Acceptable Use for Students
Board Policy, Students 6106, Student Use of Personal Electronic Devices

Automobiles

The use of a District parking lot is a privilege and not a right. The District retains the authority to monitor and control the activities taking place on school property. As such, the District 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. These inspections may be performed by authorized District personnel without notice, student consent or a search warrant. Any student who denies access to the interior of his/her automobile will be subject to disciplinary action including but not limited to a permanent revocation of parking privileges.
POLICE IN THE SCHOOLS

Police can enter schools if a crime has been committed, if they have a warrant for arrest or search, or if they have been invited by school officials. The police may search a student, or his/her locker, if they have valid warrant to do so, or if they have "probable cause" to believe that the student is in possession of contraband.

In the absence of a warrant or probable cause for suspicion, police authorities have no right to interview students in the school building, or to use the school facilities in connection with official police work, nor does the Board of Education have any obligation to make students available to the police. If police wish to speak to a student in the absence of a warrant or probable cause for suspicion, they should take the matter up directly with the student’s parents (Formal Opinion of Counsel No. 67, New York State Education Department, March 7, 1952; 1 Ed. Dept. Rep. 766).

When police are permitted to interview students in school, the students must be afforded the same rights they have outside the school. They must be informed of their legal rights, may remain silent if they so desire, and must be protected from coercion and illegal restraint. Within the framework of their legal rights, students have the responsibility to cooperate with the police.

Teachers and administrators have the responsibility to maintain effective communications with the student body. Good communications can often forestall or resolve a problem before it becomes necessary to involve police authorities.

Whenever a school official reports a crime committed by a child with a disability as defined by the IDEA, copies of the special education and disciplinary records of the student must be transmitted for consideration by the appropriate authorities.

See - Board Policy and Administrative Regulation, Students 5510, “Pupil and Police Action”.

GRIEVANCE AND APPEALS

A grievance is simply any situation occurring in the course
of the school's operation which causes students to consider themselves aggrieved. Students should be encouraged to discuss their grievances informally with the persons involved, prior to invoking formal grievance procedures.

Sewanhaka Central High School District grievance procedures function as follows:

The first step involves submission of a grievance in writing to the principal, unless the grievance directly involves the principal or one of his/her policies, in which case the student might wish to file his/her grievance with the Superintendent of Schools. When a grievance is filed with the principal, he/she would call a meeting of personnel appropriate to the grievance, with student and staff representation permitted. The principal is expected to resolve the matter equitably within ten school days following the meeting and to communicate his/her decision in writing to all parties to the grievance. Failure on the part of the principal either to call a meeting or to render a decision within ten school days constitutes the basis for an automatic appeal to the Superintendent of Schools.

If the student is dissatisfied with the determination of the Superintendent he/she can appeal to the Board of Education.

Students who believe that they have been the victim of discrimination on the basis of sex or disability should refer specifically to the complaint procedures set forth in Board Policy and Administrative Regulations, Community Relations 1160, "Prohibition Against Sex Discrimination" or Board Policy and Administrative Regulations Community, Relations 1170, "Ensuring Non-Discrimination Against Persons With Disabilities".

COUNSELING
Concerning Careers and Academics

An annual review of each student's educational and career plans, either individually or in small groups shall be conducted each year.

Concerning Marriage, Pregnancy and Parenthood

The opportunity to participate in all the activities of the
school is not restricted or denied solely because of marriage, pregnancy or parenthood. If a student so desires, he or she may return to the school previously attended after the birth of his or her child.

Students have access to counselors who are qualified to provide objective information to students concerning pregnancy and marriage.

Concerning Other Personal Problems – Drugs, etc.

Personal concerns such as drug problems and sexually transmitted disease can seriously threaten the educational as well as the personal development of high school students. The schools do make relevant and objective information concerning such problems available to students, and refer students seeking help with severe personal problems to individuals or agencies capable of providing direct assistance. In order to encourage students to come forward with problems, the Board of Education reaffirms its policy of confidentiality concerning such requests. Confidentiality cannot be maintained where the health, safety, or welfare of a student or another is in danger.

GRADES

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 requirements for a course are met. Since what is important academically is the student’s presence and participation in classroom instruction, illegal absences cannot be treated any differently from legal absences for purposes of “make-ups”. If “make-ups” are required for class cutting, they must also be required for “legal” absences.

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 regardless of race, color, creed, sex, sexual orientation, gender, gender identity, religion, national origin, age, weight or disability to take part in a strong academic educational program.

On the other hand, 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 to learn.
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. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
10. Accept responsibility for their actions.
11. 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.

IV. 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 grow to their fullest potential.
These partners specifically include parents, teachers, pupil personnel service providers, dignity act coordinators, Principals, the Superintendent, the Board of Education and other personnel. Listed below are the rights and responsibilities as well as the District expectations for each partner.

1. Parents
   All parents are expected to:

   1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
   2. Send their children to school ready to participate and learn.
   3. Ensure their children attend school regularly and on time.
   4. Ensure absences are excused.
   5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
   6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
   7. Know school rules and help their children understand them.
   8. Convey to their children a supportive attitude toward education and the District.
  10. Help their children deal effectively with peer pressure.
  11. Inform school officials of changes in the home situation that may affect student conduct or performance.
  12. Provide a place for study and ensure homework assignments are completed.

2. Teachers
   All District teachers are expected to:

   1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice,
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules and enforce them in a fair and consistent manner.
5. Maintain confidentiality in conformity with federal and state law.
6. Communicate to students and parents:
   1. Course objectives and requirements
   2. Marking/grading procedures
   3. Assignment deadlines
   4. Expectations for students
   5. Classroom discipline plan

7. Communicate with students, parents, and other teachers concerning growth and achievement.
8. Participate in school-wide efforts to provide adequate supervision in all school space.
9. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
10. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

3. **Pupil Personnel Service Providers**

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
4. Regularly review with students their educational progress and career plans.
5. Maintain confidentiality in accordance with federal and state law.
6. Provide information to assist student with career planning.
7. Encourage students to benefit from the curriculum and extracurricular programs.
8. Make known to students and families the resources in the community that are available to meet their needs.
9. Participate in school-wide efforts to provide adequate supervision in all school spaces.
10. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
11. Address personal biases that may prevent equal treatment of all students.

4. Other School Personnel

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Maintain confidentiality in accordance with federal and state law.
3. Be familiar with the Code of Conduct.
4. Help students understand the District’s expectations for maintaining a safe, orderly environment.
5. Participate in school-wide efforts to provide adequate supervision in all school spaces.
6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students.

5. Principals/Administrators

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and
learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

2. Ensure that students and staff have the opportunity to communicate regularly with the principal/administrators and approach the principal/administrators for redress of grievances.

3. Maintain confidentiality in accordance with federal and state law.

4. Evaluate on a regular basis all instructional programs to ensure infusion of civility education in the curriculum.

5. Support the development of and student participation in appropriate extracurricular activities.

6. Provide support in the development of the Code of Conduct, when called upon. Disseminate the Code of Conduct and anti-harassment policies.

7. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

8. Participate in school-wide efforts to provide adequate supervision in all school spaces.

9. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.

10. Address personal biases that may prevent equal treatment of all students and staff.

6. The Dignity Act Coordinators - The name and contact information of each school's designated Dignity Act Coordinator can be found in Administrative Regulation 5020.2. Each Dignity Act Coordinator is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

2. Oversee and coordinate the work of the District-
wide and building-level bullying committees.

3. Identify curricular resources that support infusing civility in classroom instruction and provide guidance to staff as to how to access and implement those resources.

4. Coordinate, with the Professional Development Committee, training in support of the Bullying Prevention Committee.

5. Be responsible for monitoring and reporting on the effectiveness of the District’s bullying prevention policy.

6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.

7. Address personal biases that may prevent equal treatment of all students and staff.

7. Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

2. Review with District administrators the policies of the Board of Education and state and federal laws relating to school operations and management.

3. Inform the Board of Education about educational trends relating to student discipline.

4. Maintain confidentiality in accordance with federal and state law.

5. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.

6. Work with District administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

7. Participate in school-wide efforts to provide adequate supervision in all school spaces.

8. Address issues of harassment or any situation that threatens the emotional or physical health
or safety of any student, school employee, or any person who is lawfully on school property or at a school function.

9. Address personal biases that may prevent equal treatment of all students and staff.

8. Board of Education

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

2. Maintain confidentiality in accordance with federal and state law.

3. Develop and recommend a budget that provides programs and activities that support achievement of the goals of the Code of Conduct.

4. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.

5. Adopt and review at least once a year the District’s Code of Conduct to evaluate the Code’s effectiveness and the fairness and consistency of its implementation.

6. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

7. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.

8. Address personal biases that may prevent equal treatment of all students and staff.

V. Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper
regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their 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:

   1. Intentionally causing public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, by:

      1. Making unreasonable noise
      2. Using abusive or obscene language or gestures
      3. Inappropriate public sexual contact
      4. Intentionally damaging or destroying the personal property of another student or District employee or any person lawfully on school property
      5. Intentionally damaging or destroying school district property, including graffiti or arson
      6. Disturbing any lawful assembly or meeting of
7. Obstructing vehicular or pedestrian traffic,
8. Engaging in any willful act which disrupts the normal operation of the school community
9. 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
10. Misusing computer/electronic communications including any unauthorized use of computers, software, or internet/intranet account; creating or accessing inappropriate websites; or; any other violation of Board of Education Policy and Administrative Regulation 6105 (Acceptable Use Policy).
11. Misusing Personal Electronic devices (PEDs). Possessing and using laser pointers is prohibited. Students may possess and use other PEDs consistent with Board Policy and Administrative Regulation 6106 and according to the following guidelines:

a. Students may only use PEDs in academic settings (i.e. classrooms, library) for educational purposes with teacher permission. Such use shall not be disruptive to other students and/or the educational process.

b. Students may use PEDs in extra-curricular settings with permission of the supervisor/advisor/chaperone.

c. Students may use PEDs in non-academic areas (i.e. cafeteria, hallway) as long as it does not interfere with the learning process of themselves or others, or present a safety issue or disruption to the running of the school program. The Principal or his/her designee reserves the right to prohibit use as needed for reasons such as but not limited to safety, communication, disruption, etc. Students are not permitted to use earphones of any kind in hallways.

d. Students may not use the camera feature
of any device to capture, record, or transmit audio, video, or still photos of other students, faculty, or staff without explicit permission given by the subject of the photo, video, audio recording.

e. Misuse of PEDs by students is subject to discipline by school staff as per the Code of Conduct.

f. Where permitted, use of PEDs is at the parent’s/student’s own risk. The school shall not be responsible for loss, theft, or damage to the devices. This includes those placed in lockers.

12. Engaging 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:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.

2. Lateness for, missing or leaving school without permission

3. Cutting

4. Skipping detention

3. Engage in conduct that is disruptive. Examples of disruptive conduct include:

1. Any behavior which adversely interrupts the education process.

4. Engage in conduct that is violent. Examples of violent conduct include:

1. 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.

2. 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.

3. Possessing 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, physical or mental health or welfare of others. Examples of such conduct include:

1. Lying to school personnel
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. 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 or to deny rights, equitable treatment or access to facilities available to others.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person perceive as ridiculing or demeaning. Harassment is also the creation of a hostile environment. (See Policy 5020.2: HARASSMENT, DISCRIMINATION, AND BULLYING for a more complete definition and explanation of the Dignity for All Students Act.)
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily
harm.

7. Bullying, which may be a hostile activity which harms or induces fear through the threat of further aggression. (See Policy 5020.2: HARASSMENT, DISCRIMINATION, AND BULLYING for a more complete definition.)

8. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team. (See Policy 5020.2: HARASSMENT, DISCRIMINATION, AND BULLYING for a more complete definition.)

9. Selling, using or possessing obscene material.

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

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

12. Possessing, consuming, selling, distributing or exchanging alcoholic beverages, illegal substances, or synthetic cannabinoids, or being under the influence of such. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, Ecstasy, amphetamines, heroin, steroids, imitation or look-alike drugs, and any substances commonly referred to as "designer drugs".

13. 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.

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

15. Illegal gambling.

16. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

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

18. Possession, sale or use of fireworks or noxious materials.
6. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

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

8. Engaging in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Examples of such misconduct include, but are not limited to:

1. Cyberbullying (i.e., inflicting willful and repeated harm through the use of electronic text).
2. Threatening or harassing students or school personnel over the phone or other electronic medium.
3. 

VI. 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. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, guidance counselor, the assistant principal or the principal.

All District staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if
so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or assistant principal must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or assistant principal learns of the violation. The notification may be made in person or by telephone. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

VII. Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student’s age;
2. The nature of the offense and the circumstances which led to the offense;
3. The student’s prior disciplinary record;
4. The effectiveness of other forms of discipline;
5. Information from parents, teachers and/or others, as appropriate; and
6. Other extenuating circumstances.
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.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

1. **Penalties**

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

   1. Verbal warning - any member of the District staff.
   2. Written warning - bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, assistant principal, principal.
   3. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, assistant principal, principal.
   5. Suspension from transportation - director of transportation, assistant principal, principal.
   6. Suspension from athletic participation, extra curricular activities and other privileges - coach, advisor, director of student activities, athletic director, assistant principal, principal.
   7. In-school suspension - principal.
   8. Removal from class - teacher, principal.
   10. Referral to police - principal, Superintendent.
2. **Discipline Procedures**

It is the responsibility of teachers to establish discipline in their classrooms. The District recognizes that positive student behavior is the result of cooperative efforts of teachers and administrators. The District will follow a graduated approach in dealing with disciplinary infractions. The following guidelines and assumptions should be used in Section I determining the appropriate level of involvement by various staff members:

**SECTION I - POLICY**

1. Referral and removal forms will be used in each school and it will be available in an office designated by the principal.
2. Building level reactions to disciplinary infractions will place responsibility upon the teacher, the chairperson, Dean and the counselor. An administrator may become involved in the disciplinary process at various stages. Parental contact must be established and maintained at all of these levels. An emphasis will be placed on involving parents in seeking solutions.
3. The principal shall be responsible for informing teachers and students of procedures to be followed.

**SECTION II - PROCEDURES**

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.
Students who are to be given penalties other than a verbal warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. Detention
   Teachers, chairpersons, assistant principal and the principal may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate.

2. Suspension from transportation
   If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal’s attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the Superintendent.

In the event of a disciplinary referral the appropriate assistant principal or principal shall be notified. Parents shall also be notified. Where the student involved is under the jurisdiction of the Committee on Special Education or is suspected or known to be under a disability the District’s Assistant Superintendent for Pupil Personnel and Special Education shall be contacted. Students with disabilities shall not be recommended for discipline unless they are capable of understanding the nature of the offense and benefitting from the disciplinary experience. However, when a student engages in actions deemed potentially dangerous while being transported, the District is obligated to temporarily remove the student from the bus. The Supervisor of Transportation shall consult with the Assistant Superintendent for Pupil Personnel and Special Education or his/her designee regarding the student’s disability and its influence on the behavior. If the behavior is disruptive to the extent that the safety of the bus and its occupants are jeopardized, the student’s bus riding privileges may be interrupted. The Supervisor of Transportation shall notify the parent and the school of the action. When the referral involves students with disabilities the
Assistant Superintendent for Pupil Personnel and Special Education or his/her designee shall contact the school staff regarding possible remedies to alter the behavior. The student may attend school during the period of bus transportation suspension if the parent can provide alternative transportation.

In the event that the alleged infractions warrant an interruption of transportation privileges immediate notice of the same shall be provided to the child’s parent. Parents shall be advised of the specific reasons for the interruption and of their right to a conference. The purpose of the conference shall be to determine the facts and take appropriate corrective actions.

Parents, students and appropriate personnel from the transportation carriers shall be required to attend. (Special Education students may be excused from attendance where appropriate). Parents shall be afforded the opportunity to question all present concerning the circumstances underlying the referral.

3. Suspension from athletic participation, extracurricular activities and other privileges
A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the suspension to discuss the conduct and the penalty involved.

4. In-school suspension
The board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes building principals to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension."

A student subject to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student’s parent
will be provided with a reasonable opportunity for an informal conference with the District official imposing the in-school suspension to discuss the conduct and the penalty involved.

5. Teacher disciplinary removal of disruptive students
A student’s behavior can affect a teacher’s ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student’s behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term “time out”, (2) sending a student to a department chairperson, (3) send a student to the assistant principal’s office for the remainder of the class time or (4) sending a student to a guidance counselor or other District staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student’s behavior may become disruptive. For purposes of this Code of Conduct, 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 substantial disruption of the educational process or substantial interference with a teacher’s authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher’s instructions or repeatedly violates the teacher’s classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or on-going threat of disruption to the academic process, the teacher must provide the student with an
explanation for why he or she is being removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or on-going threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The teacher must complete a District-established disciplinary removal form and meet with the principal or his or her assistant principal as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or assistant principal is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or assistant principal as soon as possible on the next school day.

Within 24 hours after the student’s removal, the principal or assistant principal designated by the principal must notify the student’s parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the assistant principal to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student’s removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.
The principal may request the teacher who ordered the removal to attend the referral conference.

If at the informal meeting the student denies the charges, the principal or assistant principal must explain why the student was removed and give the student and the student’s parents a chance to present the student’s version of the relevant events. The informal meeting must be held within 48 hours of the student’s removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.

The principal or the assistant principal may overturn the removal of the student from class in the event of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student’s removal is otherwise in violation of law, including the District’s Code of Conduct.
3. The conduct warrants suspension from school pursuant to Education law §3214 and a suspension will be imposed.

The principal or assistant principal may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48 hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a District provided form) for all cases of removal of students from his or her class. The principal must keep a log of all removals of students from class.
Removal of a student with a disability, under certain circumstances, may constitute a change in the student’s placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student’s rights under state or federal law or regulation.

6. 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.

The board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the building principals.

Any staff member may recommend to the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short-term (5 days or less) suspension from school.
When the principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must
provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parents in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within 10 business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the board of
education with the District Clerk within 10 business days of the date of the Superintendent’s decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

b. Long-term (more than 5 days) suspension from school.
When the Superintendent determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student’s parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape or digital recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof. An appeal of the decision of the Superintendent may be made to the board that will make its decision based solely upon the record before it. All appeals to the board must be in writing and submitted to the District Clerk within 30 days of the date of the Superintendent’s decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The board may adopt in whole or in part the decision of the Superintendent. Final decisions of the board may be appealed to the Commissioner within 30 days of the decision.
3. **Minimum Periods of Suspension**

1. **Students who bring a weapon to school:**

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis.

In deciding whether to modify the penalty, the Superintendent may consider the following:

1. the student’s age;
2. the student’s grade in school;
3. the student’s prior disciplinary record;
4. the Superintendent’s belief that other forms of discipline may be more effective;
5. input from parents, teachers and/or others; and/or
6. other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. **Students who commit violent acts other than bringing a weapon to school:**

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days.

If the proposed penalty is the minimum five-day suspension, the student and the student’s parents will be given the same notice and opportunity for an informal conference given to all students
subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student’s parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher’s authority over the classroom:

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom will be suspended from school for at least five days. For purposes of this Code of Conduct, “repeatedly is substantially disruptive” means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) “Teacher removal of a disruptive pupil” and this code on four or more occasions during a semester. If the proposed penalty is the minimum five-day suspension, the student and the student’s parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student’s parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension.

4. The following offenses will result in a five-day suspension and immediate mandatory referral to the Superintendent:
Arson - Deliberately lighting a fire on school property.

Assault - An attack on another person either resulting in physical injury or intended to result in serious physical injury.

Bomb Threat - The threat of blowing up the school.

Drug and/or Alcohol Possession/Use -
The possession, use or being under the influence of alcohol, drugs or other illegal substances including a controlled substance on school grounds or at school functions, or off school grounds at school sponsored functions or activities.

Drug Sale -
When a student sells, exchanges, gives or disburses alcohol, drugs or other illegal substances including a controlled substance to another, or offers or agrees to do the same.

Fire Alarm -
Causing the fire alarm to be activated without a just cause.

Fireworks/Noxious Materials -
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, M80's or "cherry bombs".

Possession of a Weapon -
The possession or use of a weapon on school grounds or at a school function, or off school grounds at school sponsored functions or activities.

4. Involvement of Other Staff

Proactive measures must be applied in order to Meet our expressed goal of improving behavior. The
following efforts should be utilized:

1. The guidance counselor will be notified of any pattern of undesirable behavior. Once this information is received, the counselor shall see the student. The counselor will serve as the coordinator of any pupil personnel services that seem appropriate at this level.

2. The Child Study Team.

   1. Each principal is required to form a Child Study Team or develop other written procedures to provide for the needs of students with learning, emotional or discipline problems.

   2. A Child Study Team may consist of an administrator, counselors, social worker, psychologist, nurse and guidance chairperson. Teachers and parents may also be invited to participate in these meetings.

   3. Modification in program, incentives, in-school assignments and temporary removal of privileges and a referral to the Committee on Special Education are examples of alternatives the team may recommend.

Together a plan of action is developed with the intent of bringing the student to the understanding that a need exists, and the professional staff seeks to assist in solving any problems the student is having with the school experience.

3. 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 as required by part one of Article 65 of the Education Law.

   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 in violation of Penal Law §221.05. A single violation of §221.05 will be sufficient basis for filing a PINS petition.

4. 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 §1.20(42).

The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

VIII. 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 is suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide alternative means of instruction for the student.

IX. Discipline of Students with Disabilities

The board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The board also recognizes that 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.

This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations. Should there be a conflict with the Code of Conduct and the law, the law and its implementing regulations shall control.

1. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the Code of Conduct, the following definitions apply.

A “suspension” means a suspension pursuant to Education Law §3214.

A “removal” means a removal for disciplinary reasons from the student’s current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.

An “IAES” means a temporary educational placement for a period of up to 45 school days, other than the student’s current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student’s current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services
and modifications to address the behavior to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

a. The Board, the Superintendent of Schools or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.

b. The Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.

c. The Superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.

3. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time
that a student without a disability would be subject to discipline, but not more than 45 school days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.

a. "Weapon" means the same as "dangerous weapon" under 18 U.S.C. §930(g)(2) which includes "a weapon, device, instrument, material or substances, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except...[for] a pocket knife with a blade of less than 2½ inches in length."

b. "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

c. "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possess or used under any other authority under the Controlled Substances Act or any other federal law.

4. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 school days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

2. Change of Placement Rule
a. A disciplinary change in placement means a suspension or removal from a student’s current educational placement that is either:
   i) For more than 10 consecutive school days; or
   ii) For a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

b. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the District may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student’s disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

3. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. Conduct manifestation determination review of the relationship between the student’s disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal
drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.

2. CSE responsibility for functional behavioral assessments and behavioral intervention plans:
   If the manifestation team makes the determination that the conduct subject to the disciplinary action was a manifestation of the student's disability, the CSE must either:
   a. Conduct a functional behavioral assessment, unless the school district had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the student; or
   b. If a behavioral intervention plan has already been developed, review the behavioral intervention plan and modify it as necessary to address the behavior.

3. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the District is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
   a. The Superintendent, building principal
or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.

b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the District had knowledge the student was a student with a disability, the District either:

i) Conducted an individual evaluation and determined that the student is not a student with a disability, or;

ii) Determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the District, which can include suspension.

4. The District shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for
either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

5. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.

6. Superintendent hearings on disciplinary charges against student with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.

7. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

8. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

4. Expedited Due Process Hearings
An expedited due process hearing shall be conducted in the manner specified by the Commissioner’s regulations if:

1. The District requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.

2. The parent requests such a hearing from a determination that the student’s behavior was not a manifestation of the student’s disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
   a. During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student’s disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the District agree otherwise.
   b. If school personnel propose to change the student’s placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

3. An expedited due process hearing shall be conducted according to the following timelines:
a. A resolution meeting shall occur within seven days of receiving notice of the due process complaint.
b. The expedited due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of receipt of the due process complaint.
c. The expedited due process hearing shall occur within 20 school days of the date the complaint requesting the hearing is filed.
d. The impartial hearing officer shall make a determination within 10 school days after the hearing.

5. **Referral to law enforcement and judicial authorities**

In accordance with the provisions of IDEA and its implementing regulations;

1. The District may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student’s placement.

2. The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

X. **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.

XI. Student Searches and Interrogations

The board of education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the Superintendent, building principals and assistant principals to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Code of Conduct.

An authorized school official may conduct a search of a student’s belongings without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search. There will be a witness to all searches except in situations that pose an immediate threat to health and safety.

An authorized school official may search a student or the student’s belongings based upon information received from a reliable informant. Individuals, other than the District employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest or they provide the same information that is received independently from other sources, or they appear
to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student’s belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the District code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

1. Student Lockers, Desks and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks, District computers and/or portable computing devices and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks, District computers and/or portable computing devices and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

2. Cell phone searches

Teachers and administrators are authorized to confiscate student cell phones that are being used in violation of the Code of Conduct and/or Board Policy, Students 6105, Acceptable Use Policy for Students. Teachers and administrators are permitted to look at the screen of the cell phone and can request the student’s cooperation to search the cell phone further. Without a student’s permission, teachers and administrators should not undertake a more extensive search until conferring with the Superintendent or school attorney for guidance.

3. Overnight Activities
The rules in this Code of Conduct regarding searches of students and their belongings shall also 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.

4. Strip Searches

It should be noted that strip searches are prohibited. If a clear and imminent danger to health or safety is present, police should be summoned.

5. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

a) Name, age and grade of student searched.
b) Reasons for the search.
c) Purpose of search (that is, what item(s) were being sought).
d) Type and scope of search.
e) Person conducting search and his or her title and position.
f) Witnesses to search.
g) Time and location of search
h) Results of search (that is, what item(s) were found).
i) Disposition of items found.
j) Time, manner and results of parental notification. The building principal or the assistant principal shall be responsible for the
custody, control and disposition of any illegal or dangerous item taken from a student. The principal or assistant principal shall clearly label each item taken from the student and retain control of the item(s), until the items are turned over to the police. The principal or assistant principal shall be responsible for personally delivering dangerous or illegal items to police authorities.

6. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

a) a search or an arrest warrant; or
b) probable cause to believe a crime has been committed on school property or at a school function; or

c) been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or assistant principal shall first try to notify the student’s parent to give the parent the opportunity to be present during the police questioning or search. If the student’s parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal or assistant principal will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

a) They must be informed of their legal rights.
b) They may remain silent if they so desire.
c) They may request the presence of an attorney.

Child Protective Services Investigations

Consistent with the District’s commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the District will provide data and assistance to local child protective services workers or members of a multi-disciplinary team accompanying such workers, who are responding to allegations of suspected child abuse, and/or neglect, or custody investigations. Such data and assistance include access to records relevant to the investigation, as well as interviews with any child named as a victim in a report, or a sibling of that child, or a child residing in the same home as the victim.

All requests by child protective services to interview a student on school property shall be made directly to the building principal or his or her designee. Child protective service workers and any associated multi-disciplinary team members must comply with the district’s procedures for visitors, provide identification, and identify the child(ren) to be interviewed. The principal shall decide if it is necessary and appropriate for a school staff member, including but not limited to an administrator or school nurse, to observe the interview either from inside or outside the interview room consistent with state regulations (Social Services Law §425; 18 NYCRR §432.3).

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger or abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent’s consent.
XII. 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. 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. Unauthorized persons will be asked to leave. 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.

XIII. 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. For purposes of this section of the Code, “public” shall mean all persons when on school property or attending a school function including students, teachers and District personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression are indispensable to the objectives of the District. The purpose of this Code is to maintain public order and prevent abuse of the rights of others. The District recognizes its obligation to apply the prohibition and penalties set forth in this section in a manner consistent with applicable law. The prohibitions and penalties set forth in this section shall not be applied to employees of the District in a manner that abridges or restrains
their freedom of expression, right of free association, academic freedom, or protected union activities including, but not limited to, union meetings, rallies, information picketing, and other lawful demonstrations on school property.

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.

The use of school property shall be limited to students duly enrolled and in attendance of the various District schools, employees of the District in the performance of their duties, visitors to the schools, offices and other properties of the District for the purpose of conducting legitimate business with the District, attending educational conferences, meetings, programs, athletic events, concerts, authorized or conducted by the Board of Education, or other school District personnel or invitees thereto by such persons. All other persons shall be deemed to be trespassers.

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 are disruptive to the school program.
5. Intimidate, harass or discriminate against any person basis of actual or perceived race, color, creed, weight, national origin, ethnic group, religion, religious practice, age, disability, sexual orientation, gender, or sex.
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. Illegally 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 (smoking includes but is not limited to cigarettes, cigars, pipes, e-cigarettes, or use of chewing or smokeless tobacco).
16. Operate a mini-bike, go-kart, 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 used for a handicapping position.
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.

Penalties

Persons who violate this Code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave
the premises. If they refuse to leave, they shall be subject to ejection.

2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.

4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.

5. Staff members other than those described in subdivisions 3 and 4. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

6. Authorized Permit Holders. They shall be subject to license or permit revocation on a permanent or temporary basis where appropriate.

Enforcement

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

When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the persons refuses to stop engaging in the prohibited conduct, or if the person’s conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall direct the individual or individuals to immediately leave school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

When school is not in session, or when the principal or designee is not present, any District employee is authorized and directed
upon observing or being informed of any violation of these rules and regulations, to make inquiry of the facts and circumstances surrounding the violation. Said employee is authorized to have the individual removed from school or the school function. If necessary local law enforcement authorities will be contacted to assist in removing the person.

Subsequently, such school District employees, at the first opportunity, shall make a written report of the facts and circumstances surrounding the enforcement of these rules and regulations to the school principal, or other immediate superior, which information shall be immediately transmitted to the Superintendent.

Subdivision (d) of Section 140.10 of the Penal law (L.1987, Chapter 192) also authorizes school board members or trustees to personally communicate to trespasser a request to leave the premises. Accordingly, where there are no other authorized school personnel present, school board members are authorized to direct individuals to leave school property and to contact law enforcement authorities to assist if necessary.

The school district shall indemnify and save harmless any such principal, the designee, or any other school District employee from any action, claim, or proceeding instituted against such District employees. The District shall initiate disciplinary action against any student or staff member, as appropriate, with the “Penalties” section above. In addition, the District reserves its right to pursue a civil or criminal legal action against any person violating the Code.

XIII. 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, and thereafter on request.

3. A summary of the Code of Conduct written in plain language will be posted on each school’s website with a link to the full Code of Conduct on the District website.

4. Provide all current teachers and other staff members with a copy of the Code of Conduct and all amendments
to the Code as soon as possible after adoption.

5. Providing all new employees with a copy of the current Code of Conduct when they are first hired.

6. The Board will sponsor an in-service education program for all District staff members to ensure the effective implementation of the Code of Conduct. The Superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

The Board of Education will review this Code of Conduct every year and update it as necessary. In conducting the review, the board will consider how effective the Code’s provisions have been and whether the Code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the Code and the District’s response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the Code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The Code of Conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.