



**BOARD OF EDUCATION MEETING
TUESDAY, AUGUST 16, 2016
ELEMENTARY GYMNASIUM – 6:30 P.M.**

1. Meeting Call to Order

- 1.1 Pledge to the Flag
- 1.2 Acceptance of Agenda
- 1.3 Presentation
 - a. Smart Bond Initiative – Joe Reilly, Consultant for Hunt EAS
 - b. Municipal Financial Advisor Report - Karen Moon of Bernard P. Donegan Financial Advisor

2. Communications

- 2.1 From the Floor
- 2.2 President's Messages
 - a. Committee Report(s) – N/A
 - b. Board Calendar – N/A
 - c. BOCES Representative Report

3. Consent Agenda

- 3.1 Board of Education Minutes
 - a. Minutes of Meeting held July 6, 2016
 - b. Minutes of Meeting held July 26, 2016
- 3.2 Business Office Reports for Month - N/A
- 3.3 CSE Reports - N/A

4. Old Business

- 4.1 2nd reading of Policy #6300, Leaves of Absence for Serious Health Conditions or Family Care; #6301, Jury Duty; #6302, Accommodating Employees' Need to Express Breast Milk; #6303, Leave for Cancer Screening; #6304, Military leave of Absence; #7401 Security Searches (Students)
- 4.2 Election of Board Vice President

5. New Business

- 5.1 Personnel
 - a. Create New Positions - Action
 - b. Personnel Report – Action
- 5.2 Approve the Director of Facilities I Agreement and authorize the President to sign the Agreement on behalf of the Board of Education - Action

- 5.3 Approve the Superintendent's Secretary Agreement and authorize the President to sign the Agreement on behalf of the Board of Education – Action
- 5.4 Resolution to Set Tax Levy - Action
- 5.5 Resolution to accept \$20,000 Grant for District Comprehensive Improvement Plan Implementation (DCIP) - Action
- 5.6 Reserves – Discussion/Action
- 5.7 Contract for Cooperative Educational Services for the 2016-17 School Year from Oneida Herkimer Madison BOCES – Action
- 5.8 Accept Donation of Bowflex – Action
- 5.9 1st Reading of Policy 7201, Student Medications; Regulation #7201.1 Student Medication Authorization Form; #7201.2, Parent/Guardian Authorization of Another Adult for Administration of Medication; #7201.3, Self-Medication Permission Form; Policy #7301, Child Abuse In An Educational Setting; Regulation #7301.1 Child Abuse In An Educational Setting; #7301.2, Notification of Teacher's Duty to Report child Abuse In An educational Setting And Immunity From Liability; #7301.3, Child Abuse In An Educational Setting Statement of Personal Delivery; #7301.4, Child Abuse In An Educational Setting Confidential Report Of Allegation; Policy #7400, Cell Phone/Electronic Device Policy; #7500, Educational Records; Regulation #7500.1 Education Records; 7500.3 Student Privacy – Record Of FERPA Request's; 7500.4, Request to Correct FERPA Records; #7500.5, Student Privacy FERPA Notice; Policy #7501, Parental Access To Instructional Materials, Third Party Surveys and Marketing Surveys; Regulation #7501.1, Student Privacy – PPRA Opt-Out Letter; Policy 7601, Uniform Violent Incident Reporting; Regulation #7601.1 Violent And Disruptive Incident Report (VADIR) Form
6. **Principal Reports – N/A**
7. **Superintendent's Report – N/A**
8. **Board Discussion**
9. **Visitors Comments**
10. **Executive Session** – Meet with Attorney regarding NYMTA Contract Negotiations and Labor Relation Specialist regarding individual agreements
11. **Adjournment**

NEW YORK MILLS UNION FREE SCHOOL DISTRICT SMART SCHOOLS INITIATIVE

**BOARD OF EDUCATION PRESENTATION
AUGUST 16, 2016**

SMART BOND INITIATIVE

**PASSED BY NEW YORK VOTERS IN
NOVEMBER OF 2014
AWARDED \$2 BILLION TO ALL
PUBLIC SCHOOLS BASED ON
ENROLLMENT AND STATE AID
FORMULA
NY MILLS' AWARD IS \$379,261**

RULES FOR THESE USE OF THESE FUNDS

6 CATEGORIES

- **School Networking**
- **Classroom Technology**
- **Community Connection**
- **Pre-K Classroom
Improvements**
- **Elimination of
Temporary/Trailer
Classrooms**
- **School Security and
Safety**

STEP 1

- ADMINISTRATION CONSULTS WITH THE DISTRICT'S ARCHITECT TO ESTABLISH POSSIBLE PRIORITIES IN THE APPROVED CATEGORIES.
- CONSIDERATION TO
 - NY Mills' Strategic Plan
 - NY Mills' Technology Plan
 - Building Condition Survey
 - Capital Project

STEP 2

**ESTABLISH A SMART BOND
PLANNING COMMITTEE.
MEMBERSHIP MUST INCLUDE:**

- Students**
- Staff**
- Administrators**
- Board of
Education**
- Parents**
- Community**

COMMITTEE RESPONSIBILITIES

**COMMITTEE TO CONSIDER THE PRELIMINARY PROPOSALS
FROM THE DISTRICT AND FORMULATE A
RECOMMENDATION TO THE BOARD OF EDUCATION.**

Preliminary Proposals

- **Completion of projector and Smart Board upgrades for all classrooms initiated in the Capital project.**
- **Reserve funds for the completion of Security Camera Project**

Phase 1 Capital Outlay 2016

Phase 2 New York Safe Schools Act

Phase 3 Reserve Funds as a contingency in the Smart Schools Investment Plan

Proposed Budget

- **Classroom Technology** **\$107,000**
- **High Tech Security** **\$ 35,000**
- Preliminary total** **\$142,000**



What happened to the rest of the money ???

$$\begin{array}{r} \$379,261 \\ -\$142,000 \\ \hline \$237,261 \end{array}$$

Nothing

**The remaining \$237,261 is still there.
This committee must meet and only they can
recommnd to the Board of Education how those
funds are spent.**

Next Steps

1. Board of Education reviews and possibly approves preliminary plan. August 16
2. Smart Bond Investment Plan is published on the school district web site with an email address for public comments for a minimum of 30 days.
3. Smart Bond Investment Plan comments reviewed in a public hearing by the Board of Education. October 4
4. Board of Education possibly approves final plan for submission to NYSED.
5. Final NYSED review 90 to 120 days

Questions ???



Project Name	Amount	General Scope	Funding Source	Full Description	Schedule	Estimated Completion
2015-2016 \$35k Camera Project	\$35K	Camera Purchases and Installation	SED Annual Reimbursement	3 3MP Exterior, 12 3MP Interior, 6 5MP Interior, required Licensing	pending capital outlay (need server, software from capital outlay)	Mid to Late Fall 2016
2016-2017 Capital Outlay Video Surveillance Project	\$83K	Camera Purchases and Installation, Video Management Software and Hardware	SED Capital Reimbursement	2 Servers with required storage, 6 16MP Exterior, required Software and licenses	pending purchase order - Fall commencement	Mid to Late Fall 2016
2016-2017 \$35k Camera Project	\$35K	Camera Purchases and Installation	SED Annual Reimbursement or Smart Bond	3 3MP Exterior, 12 3MP Interior, 5 5MP Interior, required licensing	TBD based on district decision	
2016 Access Control Project	?	Access Control	SED Capital Reimbursement	# of Doors, Server, Licensing	Need drawings from HUNT to complete pricing	Fall 2016



1.3b

MUNICIPAL FINANCIAL ADVISOR

Services Provided

Presented by: Karen Moon
August 16, 2016

What is a Municipal Financial Advisor?

- Individual or firm that advises on issuance of tax-exempt debt
 - Structure
 - Timing
 - Dollar Amount
- Can be contracted to provide advice on other financial matters



Bernard P. Donegan, Inc. - 22 years

- Services BPD, Inc. provides- Capital Fund:
 - Building Capital Project Financial Planning
(Pre- and Post-Vote)
 - State Building Aid Assistance
 - Issuance of Debt
 - Post-issuance Compliance
 - Building Capital Project Debt Service Budgeting

- Additional Services- Other Funds:
 - Long Range Financial Analysis (“LRFA”)

What is a LRFA?

- Projects future general fund revenues and expenditures and fund balance use.
- Helps assess expenditure commitments, revenue trends, financial risk and affordability of new services and capital improvements
- LRFA are not static documents
- Like budgets, track and update regularly

Key Elements of a LRFA

- Revenue Projections
 - State Aid
 - Taxes
 - Tax Cap

- Expenditure Projections
 - Salaries
 - Benefits
 - TRS / ERS, Health
 - Debt Service
 - Capital Improvement Plan
 - Building Condition Survey (BCS)

Key Elements of a LRFA

- Fund Balance
 - Restricted
 - Reserves
 - Available vs. Need
 - Legal Limit; Board Policy
 - Assigned
 - Encumbrances
 - Appropriated
 - Can be used in budget to offset taxes
 - Unassigned
 - Unappropriated
 - ≤ 4% of the ensuing fiscal year's budgeted expenditures

Budgeting in relation to LRFA

- Budgeting:

- Expenditures

= \$1,000,000

- Revenues (excluding taxes)

= 600,000

- Amount needed to balance budget

\$400,000



Combination of
Taxes and
Appropriated
Fund Balance

All Tax Levy OR

- LRFA

- Revenues – Expenditures = Surplus/(Deficit)

- Surplus/(Deficit) → Total Fund Balance

- Project over several years

Moving Forward



Timeframe

- Collect data
 - 2016 Auditor's Report
 - 2016 ST-3 Report
 - Both not completed until after September 1, 2016
- Review with Administration
 - Data Sources
 - Assumptions
 - 2 or 3 Meetings
- Prepare draft Analysis
- Review with Administration
- Make any Revisions and prepare Final Analysis
- Final Analysis to Board of Education
 - Target December 2016

Questions?

BOCES Report to the New York Mills Board

BOCES July 13 Meeting

The Cooperative Board met on July 13, 2016 in its annual re-organizational session. The Oath of Office was administered by Board Clerk, Deb Kimball, to the four persons elected /re-elected to the Cooperative Board. Taking the Oath of Office were:

Mr. Michael J. Moore representing the Clinton Central School District
Mr. Gary P. Nelson representing the Holland Patent School District
Mr. Russell Stewart representing the Waterville Central School District
Dr. Gary W. Porcelli representing the New York Mills Union Free School District

Pursuant to a recent change in the law, the Cooperative Board undertook a resolution to appoint Ms. Evon Ervin to filled the unexpired term of Ms. Margaret Buckley, who represented the Utica City School District. Ms. Ervin had the support of Ms. Buckley and was the unanimous recommendation of the Utica Board of Education.

Ms. Ervin was unanimously elected to the Cooperative Board and was given the Oath of Office by the Board Clerk.

Following the seating those sworn in to office, the Board Clerk moved to accept nominations for the Office of President of the Cooperative Board. Mr. Steve Boucher, Chair of the Nominations Committee reported out that the committee recommended Dr. Gary W. Porcelli to serve as President for the upcoming 2016-2017 school year. Hearing no further nominations from the floor, Dr. Porcelli was unanimously elected Board President and, after being administered the Oath of Office by the Board Clerk, the meeting was turned over to him.

The Board next turned its attention to the election of a Vice President. Mr. Boucher reported out that the Nominating Committee was recommending Mrs. Elaine Falvo. Mrs. Falvo was elected unanimously as Board Vice President and given the Oath of Office.

After considering the items and appointments usual to the Board's Reorganization and coming to a consensus and approval, Dr. Porcelli closed the Board's Re-organizational Meeting and gaveled the regular July meeting to order.

Highlights of the Cooperative Board's July meeting are as follows:

- 1) Board members who attended the Rural Schools Conference in Cooperstown July 10-12, reported out on the various workshops and speakers attended.
- 2) The Board approved new members to the P-TECH Consultant Committee, approved a Perkins Grant application for FY 2017, approved a new member to the Library System Counsel. and also approved several contracts.
- 3) Received a report from the Capital Project Committee and after reviewing bids for the work

proposed, the Board voted affirmatively on a motion to accept the bids and proceed with further Capital Projects at the BOCES campus.

4) The Board discussed details regarding the Board's annual retreat to be held October 7-8 and the NYSSBA conference to be held October 27-29.

5) The District Superintendent gave a report and legislative update to the Board.

6) The Board went into an Executive Session to discuss Personnel and Negotiations.

The July meeting adjourned at approximately 7:45.

Respectfully submitted
Gary W. Porcelli



NY MILLS
UNION FREE SCHOOL
BOARD OF EDUCATION
REORGANIZATIONAL MEETING MINUTES
WEDNESDAY, JULY 6, 2016
JR./SR. HIGH SCHOOL AUDITORIUM – 5:30 P.M.

Present: Ms. Jacqueline Edwards, Mr. Steve King, Mr. Richard Ross, Mr. Rick Surprenant (arrived at 5:37 p.m.), Mrs. Traci Welch, Mrs. Janet Wroblecki (arrived at 5:39 p.m.)

ABSENT: Mr. Jonathan Fiore

ALSO PRESENT: Ms. Kathy Houghton, Mr. Michael Spost, Dr. René Wilson, Mrs. Lisa Stamboly, Mrs. Paula Ann May and 2 visitors and guests

1. Meeting Call to Order

Mrs. May called the meeting to order at 5:30 p.m.

1.1 Pledge to the Flag

Ms. Edwards led the Pledge of Allegiance.

1.2 Acceptance of Agenda

Mrs. Welch made the motion to accept the Agenda seconded by Ms. Edwards.

Yes 4 No 0
Motion carried.

2. Reorganization Business

2.1 Administer Oath to Superintendent, Kathy Houghton

2.2 Administer Oath to new Board Member, Ms. Jacqueline Edwards

2.3 Election of Board President

Mr. Surprenant nominated Ms. Edwards for Board President. Mr. Ross seconded the nomination.

There were no other nominations.

Yes 6 No 0

Motion carried.

2.4 Election of Board Vice President

Mr. Ross nominated Mr. Fiore for Board Vice President. Mrs. Wroblecki seconded the nomination.

Mrs. Welch nominated Mr. King for Board Vice President. Mr. Surprenant seconded the nomination.

There were no other nominations.

Roll Call Vote:

for Mr. Fiore	for Mr. King
Ms. Edwards	Mrs. Welch
Mr. Ross	Mr. Surprenant
Mrs. Wroblecki	Mr. King

Motion dies.

Mr. Ross made the motion to go into Executive Session at 5:45 p.m. to discuss Individual Contract Officer of Employment and the NYMTA Contract Negotiations seconded by Mr. King.

Yes 6 No 0
Motion carried.

Ms. Edwards called the meeting back into regular session at 7:41 p.m.

Mrs. Welch made the motion to approve 2.5 through 2.6.3 seconded by Mrs. Wroblecki.

- 2.5 2016-17 Internal Claims Auditor Report – Cheryl Radomski
- 2.6 Annual Board Appointments
 - 2.6.1 Clerk of the Board - Paula Ann May*
 - 2.6.2 District Treasurer – Lisa Stamboly*
 - 2.6.3 School Attorneys – Ferrara, Fiorenza PC

Yes 6 No 0
Motion carried.

Mr. King made the motion to approve 2.6.4 through 2.6.6e seconded by Mrs. Wroblecki

- 2.6.4 Central Treasurer, Extra Activities Account – Patricia Klimacek
- 2.6.5 Internal Claims Auditor – Cheryl Radomski
- 2.6.6 Board Sub-Committees
 - a. Audit & Committee - T. Welch Chairperson
 - b. Policy Review Committee – J. Wroblecki Chairperson
 - c. Facilities Health & Safety Committee – R. Ross Chairperson
 - d. Transportation Committee – R. Surprenant Chairperson

e. Survey Committee - S. King Chairperson

Yes 6 No 0
Motion carried.

Mrs. Welch made the motion to approved 2.6.7 through 2.6.14d seconded by Mr. Surprenant

- 2.6.7 External District Auditor – Bonadio & Company, LLC (formerly Moore & Hart)
 - 2.6.8 403b Service Providers – OMNI Group Renewal Service Agreement
 - 2.6.9 Financial Advisors – Bernard P. Donegan
 - 2.6.10 Bond Council – Timothy McGill
 - 2.6.11 School Physician – BOCES School Physician Service
 - 2.6.12 R. Wilson, M. Spost Lead Evaluators for Teachers and K. Houghton Lead Evaluator for Principals and Teachers
- *See Personnel Report
- 2.6.13 Tax Collectors – Margaret Hardy, Whitestown; Oneida County Office of Finance, New Hartford
 - 2.6.14 Authorization to Participate in the following Consortiums:
 - a. Central New York School Employees Workers Compensation Plan
 - b. Oneida-Herkimer-Madison Area Schools Property & Casualty Insurance Group
 - c. Madison-Oneida-Herkimer Health Insurance Consortium
 - d. Herkimer-Fulton-Hamilton-Otsego BOCES Disability Insurance Consortium

Mrs. Welch made the motion to approve 2.6.15 through 2.6.18 seconded by Mr. Surprenant.

- 2.6.15 Committee on Special Education – Appoint
 - *Kim Zogby Chairperson, Special Education Teacher
 - Barbara Bowen School Psychologist
 - BOCES School Social Worker
 - Kristen Hubley Parent Member
 - Barbara Piacenti Parent Member
 - BOCES School Physician Service
 - Child’s Guidance Counselor
 - Child’s Special Education and Regular Education Teacher(s)
- 2.6.16 Sub-Committee on Special Education for Elementary School and Junior-Senior High School - Appoint
 - Kim Zogby Chairperson, Special Education Teacher
 - Child’s Guidance Counselor
 - Child’s Special Education and/or Regular Education Teacher(s)
 - BOCES School Social Worker
 - Barbara Bowen - School Psychologist (when a new Psychological report is reviewed, or a more restrictive environment

- is being considered)
- 2.6.17 Committee on Special Education for Pre-School Education – Appoint
Kim Zogby Chairperson, Special Education Teacher
Barbara Bowen School Psychologist
BOCES School Social Worker
Beth Miller Parent Member
BOCES School Physician Service
Preschool Special Teacher
Education Teacher of the child
 - 2.6.18 District Specific List for Impartial Hearing Officers as
maintained by the New York State Education Department
Impartial Hearing Reporting System – On-Line

Yes 6 No 0
Motion carried.

Mrs. Wroblecki made the motion to approve 2.6.19 – 2.6.21 seconded by Mrs. Welch.

- 2.6.19 Resolution - New York Public Officers Law Section 18
- 2.6.20 Resolution Community/School Organizations:
Marauder Athletic Booster Club, School District Foundation, and Parent-
Teacher-Student Organization
- 2.6.21 2015-16 Tuition Rate - 100% of the State Education Department Formula
(Currently estimated K-6 – \$6,569; 7-12 – \$15,719, subject to change in
November)

Yes 6 No 0
Motion carried.

2.6.22 Day and Time of Monthly Meetings

Mr. Surprenant made the motion to approve the following Board of Education Meeting Calendar seconded by Mr. King.

- July 6, 2016 – Reorganizational and Business
 - Tuesday, August 16, 2016
 - Tuesday, September 6, 2016
 - Tuesday, October 4, 2016
 - Tuesday, November 1, 2016
 - Tuesday, December 6, 2016
 - Tuesday, January 3, 2017
 - Tuesday, February 7, 2017
- Tuesday, March 7, 2017 – Budget Workshop Tuesday, March 21,
2017 – Budget Workshop Tuesday
April 4, 2017 – Adopt Budget for Vote

Tuesday, April 25, 2017 – Vote for BOCES Budget & Board Members
Tuesday, May 2, 2017 – Public Budget Hearing
Tuesday, May 16, 2017 – Budget Vote and Board Election – Noon – 9:00 p.m.
Tuesday, June 6, 2017

Mr. King asked about having a second meeting every month. After some discussion, the Board decided to adopt the Calendar as presented.

Yes 6 No 0
Motion carried.

2.7 Annual Board Designations:

- 2.7.1 Official Bank Depository – M&T Bank and Citizens Bank
- 2.7.2 Investment Banks: Any bank deemed profitable by the District Treasurer
- 2.7.3 Authorized Signatures on Checks: School Treasurer and Superintendent of Schools
- 2.7.4 Authorize Signatures on Extra-Curricular Activities Account – Executive K-12 School Principal, Central Treasurer, and Superintendent's Secretary
- 2.7.5 Authorize Wire Transfers Up To \$2 million with the exception of Serial Bond Payments – District Treasurer
- 2.7.6 Budget Transfers authorization Superintendent of Schools or Treasurer as their designee
- 2.7.7 Authorization Use of Credit Cards: Kathy Houghton
- 2.7.8 Official Newspaper - Utica Observer Dispatch
- 2.7.9 Medicaid Compliance Officer – Kim Zogby

Yes 6 No 0
Motion carried.

Mrs. Welch made the motion to approve the following Annual Authorizations seconded by Mrs. Wroblecki.

2.8 Annual Authorizations

- 2.8.1 Certification of Payroll – Superintendent of Schools
- 2.8.2 Establishment of Petty Cash Funds: High School - \$100, Elementary - \$100, District Office - \$100
- 2.8.3 Purchasing Agent – Lisa Stamboly, School Treasurer
- 2.8.4 Superintendent or his/her designee be authorized to make transfers of appropriations within the budget of each program or service per board policy
- 2.8.5 Authorization for participation and payment of dues:
School Boards Institute
NYS School Boards Association

- Association for School Business Organization
- New York State Council Of School Superintendents
- 2.8.6 Superintendent Conference Approval (local, state and national)
- 2.8.7 Mileage reimbursement rate: IRS reimbursement rate
- 2.8.8 Staff/curriculum Development \$22 per hour and Tutorial and Home Bound Instruction \$25 per hour
- 2.8.9 Substitute Teacher pay Rate: \$90/day for certified teacher and \$70/day for uncertified
- 2.8.10 Fees for Varsity Football and Boys & Girls Basketball Games
 - \$2 per adult and \$1 per student non-NYM student
 - Ticket taker/seller \$10/hour
 - Clock/timer \$25/game
 - Announcer \$20/game
 - Site Supervisor \$20/hour
 - Shot Clock \$20/game
- 2.8.11 Records Retention Officer - Paula Ann May
- 2.8.12 Records Access Officer - Paula Ann May
- 2.8.13 Asbestos LEA Designee – William Lachut
- 2.8.14 Civil Rights, Title IX, ADA Coordinator and Sexual Harassment Compliance Officer – Superintendent of Schools or Designee
- 2.8.15 Dignity Act Coordinators – M. Spost and R. Wilson
- 2.8.16 Pesticide Application for Emergencies

Yes 6 No 0
Motion carried.

Mrs. Welch made the motion to approve the Bonds seconded by Mr. Ross.

- 2.9 Bonds
 - 2.9.1 District Treasurer, Lisa Stamboly - \$1,000,000
 - 2.9.2 District Clerk, Paula Ann May - \$100,000
 - 2.9.3 Central Treasurer, Patricia Klimacek - \$1,000,000

Yes 6 No 0
Motion carried.

Mr. King made the motion to approve 2.10 and 2.11 seconded by Mr. Surprenant.

- 2.10 Readoption of Board Policies and Code of Ethics
- 2.11 Board Presidential Appointments
 - 2.11.1 School Board Institute Executive Committee – Ms. Edwards appointed Mr. King appointed The SBI Executive Committee Representatives with Ms. Edwards as the alternate.

Yes 5 Abstaining 1
Mr. King abstaining

Motion carried.

2.12 Career & Technical Education Advisory Council - BOCES Council

Mrs. Welch made the motion to approve BOCES Council as the Career & Technical Education Advisory Council seconded by Mr. Surprenant.

Yes 6 No 0
Motion carried.

2.13 BOCES Cooperative Bids - Authorization for Participation Therein

Mrs. Welch made the motion to participate in the BOCES Cooperative Bids seconded by Mr. King.

Yes 6 No 0
Motion carried.

- 2.15 Mass Care Facility Usage - Authorization for Superintendent to Commit School District
- 2.18.1 Army Reserve
 - 2.18.2 American Red Cross

Mr. King made the motion for the Mass Care Facility Usage seconded by Mr. Surprenant.

Yes 6 No 0
Motion carried.

3. Consent Agenda

Mrs. Welch made the motion to approve the following Consent Agenda seconded by Mrs. Wroblicki.

- 3.1 Minutes of Meeting held June 7, 2016
- 3.2 Business Office Reports for Month ending May 2016
- 3.3 CSE Reports
 - a. Minutes of meeting held 5/5/16
 - b. Minutes of meetings held 5/9/16
 - c. Minutes of meeting held 5/17/16
 - d. Minutes of meeting held 5/24/16
 - e. Minutes of meeting held 5/25/16
 - f. Minutes of meetings held 6/2/16
 - g. Minutes of meetings held 6/6/16
 - h. Minutes of meetings held 6/7/16

- i. Minutes of meetings held 6/8/16
- j. Minutes of meeting held 6/9/16
- k. Minutes of meetings held 6/10/16
- l. Minutes of meetings held 6/16/16
- m. Minutes of meetings held 6/28/16

Yes 6 No 0
Motion carried.

4 Old Business

4.1 2nd reading of Policy #6201, Drug and Alcohol Testing for Bus Drivers

Mrs. Wroblecki made the motion to approve the 2nd reading of Policy #6201 Drug and Alcohol Testing for Bus Drivers seconded by Mr. King.

Yes 6 No 0
Motion carried.

5. New Business

5.1 Personnel Report

Mr. Ross made the motion to move Roman Numeral I #1 to Executive Session. Mr. King wanted to have a separate vote on Roman Numeral #1, 1 and 3 so Mr. Ross amended his motion to move Roman Number I #1 and #3 to Executive Session and approve the rest of the Personnel Report seconded by Mrs. Wroblecki.

NYM Board of Education Minutes
 July 6, 2016
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NAME	TENURE AREA/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY*	EMPLOYEE REPLACING	EFFECTIVE DATE
<i>The commencement dates of the appointments are *subject to the employees' obtaining all necessary clearances from the State Education Department*.</i>						
I. Board Appointments						
2	Zodry, Kim	Committee on Special Education Chair		\$3,800.00		2016-17 School Year
II. Coaching Appointments						
1	Finnerty, Michael	Assistant Varsity Track	C	\$9,040.00		2015-16 School Year
2	Finnerty, Michael	8th Grade Boys Basketball	C	\$1,530.00	Dziekan, Andrew	2015-16 School Year
3	Jennings, Alexandria	Modified Softball	TCL	\$9,040.00		2015-16 School Year
4	Jennings, Alexandria	7th Grade Girls Basketball	TCL	\$1,530.00		2015-16 School Year
5	Blair, Holly	Girls Modified Volleyball	TCL	\$1,530.00		2015-16 School Year
6	Blair, Holly	Modified Girls/Bovs Track	TCL	\$1,530.00		2015-16 School Year
7	Dziekan, Andrew	Modified Baseball	TCL	\$9,040.00		2015-16 School Year
9	Meyers, Michael	Varsity Boys Basketball	PCL	\$5,827.00	Adey, Michael	2015-16 School Year
III. Resignations for Purpose of Retirement						
1	Ross, Helene	Office Specialist I				7/29/2016
IV. Summer Bus Appointments						
1	Kurzan, John	1.5 hrs. AM run, 1.50 hrs. PM run M-Th and Batavia Fri/Sat Total 28 hrs./week		Per CSEA Contract \$18.22/hour		July 11 - Aug 4 (Mon-Thurs) and July 10 - Aug 19 F/S for Batavia
2	Miller, Doug	1.75 hrs. AM run, 1.5 hrs. PM run M-Th Total 13 hours/week		Per CSEA Contract \$18.22/hour		July 11 - August 4 Mon. - Thurs
3	Pardi, Marc	1.5 hrs. AM run, 1.5 hrs. PM run Total 20 hrs./week		Per CSEA Contract \$18.22/hour		July 5 - August 12 Mon. - Friday
4	Soja, Lisa	1.25 hrs. AM/ 1.5 hrs. PM total 12.25 hrs./week		Per CSEA Contract \$13.13/hour		July 5 - August 12 Mon. - Friday
5	Edwards, Bernice	1.25 hrs. AM / 1.5 hrs. PM M-Th Total 7.5 hrs./week and Batavia 7.5 hours every Friday total 13.50/hr week		Per CSEA Contract \$13.05/hour		July 5 - August 12 Mon. - Friday (no Friday PM) and July 10 - Aug 19 Fridays for Batavia
6	Fatata, Neil	1.25 hrs. AM M-F and 1.5 PM every Friday Total 7.75 hrs./week		Per CSEA Contract \$13.05/hour		July 5 - August 12 Friday only
V. Advisors/Coordinators						
1	Shreev, Steve	Extra Music Activities	Y	\$11,740.50		2015-16 School Year
VI. Non-Instructional Appointment						
1	David, George	Mechanic/ Building Maintenance Worker .5 FTE Building Maintenance Worker		\$17.11		7/7/2016

Yes 6 No 0
 Motion carried.

3.4 Intermunicipal Agreement between New York Mills Union Free School District and Madison-Oneida-BOCES Legal Services

Mrs. Wroblecki made the motion to approve the Intermunicipal Agreement between New York Mills Union Free School District and Madison-Oneida-BOCES Legal Services seconded by Mrs. Welch.

Yes 6 No 0
 Motion carried.

5.3 Request for School Bus for the Summer Recreation Program from the Village of New York Mills

Mrs. Wroblecki made the motion to approve the request for a school bus for the Summer Recreation Program from the Village of New York Mills seconded by Mrs. Welch.

Yes 6 No 0
Motion carried.

5.4 Non-Resident/Non-Tuition Students

Mr. King made the motion to approve the following Non-Resident/Non-Tuition Students seconded by Mrs. Welch:

NAME	GRADE	PARENT
Galime, Lena	1	Jody Galime
Clements, Emma	7	Mary Clements
Maciol, Robert	10	Tammy Maciol
Maciol, Sydney	8	Tammy Maciol

Yes 6 No 0
Motion carried.

5.5 1st reading of Policy #6300, Leaves of Absence for Serious Health Conditions or Family Care; #6301, Jury Duty; #6302, Accommodating Employees' Need to Express Breast Milk; #6303, Leave for Cancer Screening; #6304, Military leave of Absence; #7401 Security Searches (Students)

5.6 Excess list for bid, sale, or disposal of – Action

Mr. King made the motion to approve the following as excess for bid, sale, or disposal of seconded by Mr. Surprenant.

52 Amsco's Integrated Algebra 1 textbooks
25 Physics textbooks from 1992
12 Physics workbooks from 1988
58 Physics workbooks from 2000
40 Physics workbooks from 2002 (standards have changed since and I have a collection from 2014)
20 Physics workbooks from 1985
120 Physics books from 1987
8 Physical science texts from 1988
4 non function multimeters
1 nonfunctioning oscilloscope
1 Walk-in Cooler
1 Walk-in Cooler Door

- 2 Hobart Conduction Ovens
- 1 Fry Master
- 1 Hobart Stove
- 1 Cleveland Convection Steamer
- 1 Market – Forgo Soup Maker
- 1 Stainless Work Table with Sink
- 2 Stainless Refrigerators
- 1 Hobart Commercial Dishwasher w/garbage disposal
- 1 3-Bay Wash Sink
- 1 Hood for Fire Control
- 1 Walk-in Freezer

Yes 6 No 0
Motion carried.

5.7 Resolution to accept Special Inspections and Air Monitoring Bid

Mrs. Welch made the motion to approve the following resolution seconded by Mr. Ross:

BE IT RESOLVED that the New York Mills Board of Education awards the bids for Special Inspections and Air Monitoring for the Capital Improvement Project to the following low bidder:

Atlantic Testing Laboratories

301 St. Anthony Street
Utica, NY 13501

Yes 6 No 0
Motion carried.

5.8 Accept proposal for Track Re-surfacing from Field Turf USA, Inc.

Mr. Ross made the motion to accept the proposal for Track Re-surfacing from Field Turf USA, Inc. seconded by Mr. Surprenant.

Yes 6 No 0
Motion carried.

6. **Building Reports – N/A**

7. **Superintendent's Report**

7.1 Enrollment for 2016-17 School Year

Ms. Houghton shared projected enrollment figures for 2016-17. Presently, we have 263 students registered for K-6 and 267 registered for 7-12 with 27 students placed outside the district in other educational programs: Grade K-6 Special Education – 11, Grade 7-12 Special Education Placements – 11, 2 BOCES P-Tech students and 3 Alternative Ed students for a total of 557 K-12 students. She reminded the Board that enrollment will fluctuate throughout the summer due to transfers in and out of the school district and additional Kindergarten enrollments. She will bring updated enrollment figures to the Board at the end of the summer.

7.2 Focus District Update

Ms. Houghton told the Board that our principals have been working on a K-12 SCIP (School Comprehensive Improvement Plant). The Board will be meeting with Karen Markoff, our OEE (Outside Educational Expert) to revise and/or develop our district mission, vision, and core beliefs on July 19th and August 9th. She also wanted the Board to know that NYSED has given a variance for the district to keep two building BEDS codes through 2018 while we work through the transition to a K-12 configuration.

7.3 Capital Project Update

Ms. Houghton spoke briefly about several capital project items: The track resurfacing will take place in the fall, ceiling demolition is complete in our K-12, main office, and counseling office; and our parent pick-up/drop off with sidewalks is nearly complete. Sam Sanzone, Clerk of the Works, and Priore Construction, General Contractor are working together to keep the project moving as the 2016-17 school year is fast approaching.

8. Board Discussion

The Board said that the little blurb from WKTU implied we mismanaged funds and they were appalled by it. Ms. Houghton had a nice rebuttal. It was unfair to us as a District and it was unfair negative publicity.

9. Visitors Comments N/A

10. Executive Session

Mrs. Wroblecki made the motion to go into Executive Session at 8:18 p.m. to discuss Personnel Report I. numbers 1 and 3 seconded by Mr. King.

Yes 6 No 0
Motion carried.

Ms. Edwards appointed Ms. Houghton Clerk Pro-tem.

Respectfully submitted,

Paula Ann May
District Clerk

Ms. Edwards called the meeting back into regular session at 9:14 p.m.

Mr. King made the motion to approve Offer of Employment to Lisa Stamboly, District Treasurer's Agreement seconded by Mrs. Wroblecki.

Yes 5 No 0
Motion carried.

Mrs. Wroblecki made the motion to approve Paula Ann May as District Clerk at a stipend of \$3,675 seconded by Mrs. Welch.

Yes 5 No 0
Motion carried.

Mr. King made the motion to approve Lisa Stamboly's District Treasurer at a salary of \$83,996.64 seconded by Mrs. Welch.

Yes 4 No 1
Mr. King voting Nay
Does not agree with terms and conditions
Motion carried.

11. Adjournment

Mr. King made the motion to adjourn at 9:20 p.m. seconded by Mrs. Wroblecki.

Yes 5 No 0
Meeting adjourned.

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Respectfully submitted,

Kathy Houghton
Clerk Pro-tem

DRAFT



**BOARD OF EDUCATION MEETING MINUTES
TUESDAY, JULY 26, 2016
DISTRICT OFFICE – 5:30 P.M.**

PRESENT: Mr. Steve King, Richard Ross, Mr. Rick Surprenant, Mrs. Traci Welch (arrived at 5:36 p.m.), and Mrs. Janet Wroblicki.

ALSO PRESENT: Ms. Kathy Houghton, Clerk Pro-tem

1. Meeting Call to Order

Ms. Kathy Houghton, Clerk Pro-tem called the Meeting to Order at 5:34 p.m.

1.1 Pledge to the Flag

Mrs. Wroblicki led the Pledge of Allegiance.

1.2 Acceptance of Agenda

Mrs. Wroblicki made the motion to accept the agenda seconded by Mr. King.

Yes 4 No 0
Motion carried.

Mrs. Welch arrived 5:36 p.m.

3. Consent Agenda – N/A

4 Old Business – N/A

5. New Business

5.1 Personnel Report – N/A

5.2 Accept High Bid for Excessed Kitchen Equipment

Mr. Surprenant made the motion to approve the following resolution:

BE IT RESOLVED that the New York Mills Board of Education accept the high bidder, Brian Mazzaferro from North Country Equipment, for \$2,500.00 for the following Excessed Kitchen Equipment:

1 Walk-in Cooler

- 1 Walk-in Cooler Door
- 2 Hobart Conduction Ovens
- 1 Fry Master
- 1 Hobart Stove
- 1 Cleveland Convection Steamer
- 1 Market – Forgo Soup Maker
- 1 Stainless Work Table with Sink
- 2 Stainless Refrigerators
- 1 Hobart Commercial Dishwasher w/garbage disposal
- 1 3-Bay Wash Sink
- 1 Hood for Fire Control
- 1 Walk-in Freezer

Mr. King seconded the motion.

Yes 5 No 0
Motion carried.

- 6. **Building Reports – N/A**
- 7 **Superintendent's Report - N/A**
- 8. **Board Discussion – N/A**
- 9. **Visitors Comments – N/A**
- 10. **Executive Session – N/A**
- 11. **Adjournment**

Mrs. Wroblicki made the motion to adjourn at 5:44 p.m. seconded by Mr. King.

Yes 5 No 0
Meeting adjourned.

Respectfully submitted,

Kathy Houghton
Clerk Pro-tem



5.1 a

Resolution to Create 1.0 FTE Elementary Teaching Position

RESOLVED, that the New York Mills Union Free School District Board of Education hereby creates one (1) full-time position in the tenure area of Elementary Education, effective September 1, 2016.



RESOLUTION TO SET TAX LEVY

BE IT RESOLVED that the New York Mills Board of Education authorizes the School Business Official to collect taxes in the amount of \$3,855,583.22 from the town of New Hartford and \$3,625,591.78 from the town of Whitestown totaling \$7,481,175.00

THEREFORE, the tax rate for the 2016-17 school year will be \$27.42 per one thousand dollar of assessed value for the Town of New Hartford and \$32.00 per one thousand dollar of assessed value for the Town of Whitestown.

- Motion:
- Second:
- Yes:
- No:



This represents 3.16% (84¢) increase for the Town of New Hartford and a -1.55% (-50¢) decrease in Whitestown per thousand



RESOLUTION TO ACCEPT GRANT MONEY

BE IT RESOLVED that the New York Mills School District accept a \$20,000 Grant from Senator Griffo's Office for District Comprehensive Improvement Plan Implementation (DCIP)

Motion
Second
Vote



RESOLUTION TO ACCEPT DONATION

BE IT RESOLVED that the New York Mills School District Board of Education accept a donation of Bowflex at an estimated cost of \$1,500 from John Oles.

Policy

Draft 08/10/2016
7201

STUDENTS

STUDENT MEDICATIONS

- I. The Board of Education and/or District employees will not be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours will 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 or school sponsored activities (e.g. field trips, athletics) if the medicine were not made available to him/her, or where it is administered pursuant to law requiring accommodation of a student's special medical needs.
- II. For the purposes of this policy, the term "medication" will mean both prescription and non-prescription drugs.
- III. Authority To Administer Medications:
 - A. The student's parent or guardian must provide a written statement requesting the administration of the medication in the school as ordered by a licensed health care provider ~~prescriber~~ (Medical Authorization Forms 7201.1, 7201.2 and 7201.3).
 - B. All medications, including nonprescription drugs given in school, shall be prescribed by a licensed health care provider ~~prescriber~~ on an individual basis as determined by the child's health status. At minimum, the written order will include the students' name and date of birth, diagnosis, the name of the medication, the dosage and route of administration, self-administration orders - if indicated, the frequency and time of administration (for prn/as necessary medications, the conditions under which the medication should be administered), the date written, the health care provider's ~~prescriber's~~ name, title, and signature and the prescriber's ~~prescriber's~~ phone number.
 - C. The parent/guardian must assume responsibility to have the medication delivered directly to the health office in a properly labeled container.
 - 1. The pharmacy label must display the students name, the name and phone number of the pharmacy, the licensed health care provider's ~~prescriber's~~ name, the date and number of refills, the name of the medication/dosage, the frequency of administration, the route of administration and/or other directions.
 - 2. Over the Counter medications must be in the original manufacturer's container/package with the student's name affixed to the container. The same applies to drug samples.

POLICY

Draft 08/10/2016
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STUDENTS

STUDENT MEDICATIONS

1. Medication orders must be renewed annually or when there is a change in medication or dosage.
 2. A pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a health care provider ~~licensed prescriber~~.
 3. When a properly labeled medication comes to the health office accompanied by a written request from the parent/guardian for administration of the medication, but without a written order from a health care provider ~~licensed prescriber~~, the following procedure will be followed:
 - a. Contact parent/guardian regarding need for written order from a health care provider ~~licensed prescriber~~.
 - b. Contact health care provider ~~licensed prescriber~~ to obtain verbal permission to administer medication.
 - c. Request fax or written orders to be received within 48 hours.
 - d. Contact parent/guardian and discontinue medication if written orders are not received in two (2) business days. ~~8 hours~~.
- IV. Medication Administration ~~May Only Be Administered By~~ Appropriate School Personnel:
- A. Medication to students may only be administered by appropriately licensed health professionals including but not limited to physicians, nurse practitioners (NP), physician assist (PA), registered professional nurses (RN), and licensed practical nurses (LPN) under the direction of an RN pursuant to Title VIII of the Education Law. However, situations and circumstances may occur in the school setting when an authorized health care professional may not be available to administer medications.
 - B. Any prescription medication which require administration through a subcutaneous, intramuscular, intravenous or rectal route or prescribed medications being administered through pumps, tubes or nebulizers; or oral, topical or inhalant medications needed by Nurse Dependent Students ~~non-self-directed students~~ must be given by an appropriate licensed health professional ~~school nursing personnel or licensed practical nurses under the direction of school nursing personnel~~. Administration of such prescribed medications may not be performed by unlicensed persons, except in emergencies.

STUDENTS

STUDENT MEDICATIONS

- C. Designated persons in the school setting, following assignment and in conjunction with approval by school nursing personnel may assist Supervised Students self-directed students with the taking of their own oral, topical and inhalant medication. Volunteer staff may be trained by an appropriate licensed health professional to administer Epi pens and Glucagon injections to students with a specific order for such. School nursing personnel and as well as the administration should assure that the unlicensed staff person receives the training and supervision needed to perform these tasks in a safe and effective manner. Epinephrine may need to be given again after the initial effects wear off, potentially in fifteen to twenty minutes. Only licensed medical personnel or trained unlicensed individuals in certain emergency circumstances may administer a second dose of epinephrine if needed.
- V. Procedures For Administering Medications:
- A. All medications should be given as close to the prescribed time as possible. Given student schedules and compliance with coming to the health office in a timely fashion, medications accepted for school administration generally may be given up to one hour before and no later than one hour after the prescribed time. However, the parent/guardian and health care provider should be advised, so that they can advise the school if there is a time-specific concern regarding administration of the medication.
- B. If a student fails to come for a dose, the District will provide support to the health office to locate the student. If the medication has not been given for any reason within the prescribed time frame, the District must make reasonable efforts to notify the parent/guardian that day.
- C. If a student chronically fails to come for medications, the school nurse should contact the parent/guardian to address the problem. It is good practice to advise the health care provider of the poor compliance so that appropriate adjustments can be made.
- D. A medication may be changed or discontinued by a written order of the health care provider at any time. If a parent/guardian requests discontinuation of a prescribed medication without the health care provider's order to do the same, it is good practice to send a confirmation to the parent/guardian with a copy to the health care provider of the school's intention to discontinue the medication at the parent's/guardian's request.
- E. When the dose of a medication is changed by a health care provider's written order and a parent/guardian request, and the old pharmacy bottle has not been corrected, the nurse may label the bottle with the correct dose until the new

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Draft 08/10/2016
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pharmacy labeled prescription bottle is received. The importance of parent/guardian compliance with sending in a new bottle quickly needs to be conveyed.

VI. Transportation and Storage of Medication

- A. No medication should be brought into school without the knowledge of the health office.
- B. Medications should not be transported daily to and from school unless the student, with proper authorization, is permitted to carry and self-administer his/her own medications. All Medications shall be brought to school by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier. Parents/guardians should be advised to ask the pharmacist for two containers, one to remain home and one to remain at school.
- C. ~~Medication is to be stored in a locked cabinet in a separate locked drawer in the health office. Medication requiring refrigeration should be refrigerated in a secure area. All medications, except as otherwise arranged, should be properly stored and secured within a health office cabinet, drawer or refrigerator designated for medications only. The site must include a lock for the cabinet, drawer and refrigerator, as well as a lock to the outside health office door. Controlled substances must always be secured and must never be left open or accessible to the public at any time. Whenever possible, medication storage units ideally should be secured to the wall or floor, and should not have breakable glass doors. Ideally, all medications should be stored in a health office. However, there may be instances when either request are made by a parent/guardian and physician for a student to carry and self-administer medications because of the emerging nature of the health problem or the severity of the health condition.~~

VII. Independent Students Carry and Self-Administer Medication

- A. If school personnel receive a request from a parent/guardian and health care provider licensed prescriber to permit a student to carry and self-administer his/her own prescribed medication, such decisions should be made on an individual basis and in accordance with the following criteria:
 - 1. The Self Medication Permission Form (Regulation 7201.3) completed by a physician or a duly authorized health care provider permitting students who have been diagnosed with a severe asthmatic, diabetic, or allergy condition to carry and use a prescribed inhaler, insulin, glucagon and other diabetes supplies or epinephrine kit during the school day.

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STUDENT MEDICATIONS

2. The severity of health care problems, particularly asthmatic, diabetic, or allergic conditions.
3. Licensed health care provider ~~licensed prescriber~~ order directing that the student be allowed to carry her/his medication and self-administer.
4. Parent statement requesting compliance with licensed health care provider's ~~licensed prescriber~~ order.
5. Student has been instructed in the procedure of self-administration and can assume responsibility for carrying properly labeled medication in original container on her or his person or keeping in school or physical education locker.
6. School nursing assessment that student is self-directed to carry and self-administer her/his medication properly.
7. Parent/guardian contact made to clarify parental responsibility regarding the monitoring of the student on an ongoing/daily basis to insure that the student is carrying and taking the medication as ordered. This contact should be documented.

B. Sunscreen

Students do not need to obtain an order from a health care provider in order to use sunscreen in school. In order for a student to be able to apply sunscreen in school, however, they must meet the following criteria:

1. The student's parent or guardian must provide written permission to the school principal (or school nurse) to allow the student to carry and use the sunscreen. Parents or guardians may permit unlicensed school personnel to apply sunscreen if the student is unable to do so on their own.
2. The sunscreen must be available over-the-counter, and approved by the Federal Drug Administration (FDA).
3. The sunscreen must be used for the purpose of avoiding overexposure to the sun.
4. Parents or guardians are responsible for providing their child's sunscreen.

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- C. Any student self-administering medication without proper authorization should be counseled by the school nursing personnel. In addition, the parent/guardian and the school administration should be notified.
- D. No student is to have any other type of medication on his/her person in school under any circumstances.

VIII. Responsibilities of School Nursing Personnel ~~School nursing personnel should maintain accurate records of the medication administered, any special circumstances related to the procedure, and student's reactions/responses. The following procedure for record keeping is recommended:~~

- ~~A. Retain the written order from the prescriber.~~
- ~~B. Retain the parent request letter.~~
- ~~C. Retain pertinent information on cumulative health record.~~
- ~~D. Maintain an individual daily medication record for each student taking medication during time frame medication is being given.~~
- ~~E. Periodically summarize daily medication record on cumulative health record.~~

A. General:

1. Become familiar with and adhere to the State Education Department's document titled "Administration of Medication in School Settings" and its periodic revisions.
2. Facilitate policies and procedures regarding the administration of medication in schools.
3. Ensure proper and appropriate techniques for the administration of medication in schools.
4. Provide and/or document adequate in-service education for staff assisting students with self-medication
5. Maintain adequate and secure storage of all medications.
6. Document or assure documentation by other licensed or unlicensed persons for each dose of medication given or taken on a daily log and periodically summarize in each student's cumulative health record.

STUDENT MEDICATIONS

7. Perform intermittent evaluation of the practices and procedures related to the administration of medications and modify as needed.

B. Specific For Each Student:

1. Observe and evaluate the student's health status and response to medication, informing parents, guardians, or health care provider as deemed necessary.
2. Educate the student regarding the importance of medication and encourage the student's self-directed involvement in the process, including coming to the health office on time and receiving or taking medications. If a student forgets, it is recommended that the school nurse call for the student to ensure that medication is not missed. Parents/guardians should be advised if their child is not fully participating in the established school procedure.
3. Involve school staff only as needed to ensure student safety and only where disclosure of health information is permitted by law.

C. Procedures for Taking Oral, Topical or Inhalant Medications Off School Grounds or After School Hours While participating in a School-Sponsored Activity. The school nursing personnel should ensure that:

1. Oversight of self-administration to:
 - a. A Supervised Student who is self-directed
 - b. Designated staff member who has been appropriately instructed by the school nursing personnel to assist a Supervised self-directed Student.
 - c. If no designated staff member is available, it becomes the responsibility of the parent/guardian to ensure administration of medication.
2. Preparation of medication. When oral medication is to be given off school grounds or after school hours, the school nurse may prepare the medication for short out-of-school experiences. Children needing medication on extended trips must have their medication in a properly labeled pharmacy container.

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3. Administration of oral, topical or inhalant medications to Nurse Dependent Students ~~non-self directed students~~ and injectable medications to anyone must remain the responsibility of the school registered professional nurse, licensed practical nurse under the direction of a school registered professional nurse, physician, or parent/guardian. However, EpiPen type injectable and/or glucagon injectable may be administered by other trained school personnel in absence of an RN. Epi-Pens must be pre-measured and self-injected in an emergency situation.
4. The parent/guardian may designate, in writing another adult, as described in Education Law Section 6908, to administer the medication in situations where the school nurse, physician or parent/guardian is unavailable. (Medical Authorization Form, Attachment 7201.2).
5. Medications must be in the possession of the school nurse, teacher, volunteer who has been instructed by the school nursing personnel, parent/guardian or another adult who has been designated by the parent/guardian.

D. Medication Errors:

1. Medication errors should be addressed immediately according to District protocol.
2. Additionally, school nursing personnel should assess the student and, if appropriate notify the supervisor, school administrator and/or school physician; notify the health care provider; notify the parent/guardian and secure the student's safety; complete a written report of the medication error (detailing the student's name, parent's/guardian's name and phone number, specific statement of the medication error, people notified and remedial action).
3. School nursing personnel should review reports of medication errors and take necessary steps for appropriate medication administration in the future.

E. Disposal of Medications, Needles and Syringes

1. Medications that remain at the end of the school year or after the order is changed or discontinued or is past the expiration date must be:
 - a. Returned to the parent/guardian or a responsible designee picking up the medication from the health office, or

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STUDENT MEDICATIONS

- b. If the parent/guardian does not retrieve the unused medication before the end of the school year, the school nurse must document that that the medication was abandoned and dispose of the unused medication.
 - c. All medication being considered for disposal should be taken to an appropriate disposal location, such as a pharmacy.
2. Needles and Syringes must be disposed of in a manner consistent with state law and the following guidelines:
- a. Needles should not be recapped and should not be purposely bent or broken.
 - b. Disposable syringes and needles (and other sharp items) should be placed in approved sharps' containers and labeled "BIOHAZARD."
 - c. Arrangements should be made with custodial staff or an appropriate agency to dispose of containers at periodic intervals according to established procedures of the school regarding regulated medical waste.
 - d. Sharps include, but are not limited to, needles, syringes, diabetic testing, and Epi pens.
- F. Emergency Building Evacuations and Medication
1. The health office should be supplied with a readily accessible, easily carried and recognizable emergency pack that includes supplies for basic first aid, including supplies for infection control, a stock Epi pen with non-patient specific orders and a glucose source, such as glucose gel or honey sticks. A plan for communicating with the appropriate building principal should be established. A list of all students with significant medical conditions and medical orders for prescription medication, including emergency contact numbers, should be kept in the emergency pack.
- H. Record Keeping
1. School nursing personnel should maintain accurate records of the medication administered, any special circumstances related to the procedure, and student's reactions/responses.

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Draft 08/10/2016
7201

STUDENTS

STUDENT MEDICATIONS

2. At minimum, school nursing personnel should retain the written order from the health care provider, retain the parent/guardian request letter, retain pertinent information about medication on cumulative health record, maintain an individual daily medication record for each student taking medication during the time frame the medication is being given, periodically summarize daily medication records on the cumulative health record.

IX. Additional Guidelines For Best Practices

- A. For certain medications, especially controlled substances, the standards of best practice include counting the medication upon receipt and periodically. Discrepancies should be reported to appropriate school administrators and the student's parent/guardian immediately.
- B. Instructions should be left for substitute nurses that are clear and concise on the handling of all aspects of medication acceptance, handling, delivery and storage.
- C. Education of families regarding the school district's medication protocols is an ongoing responsibility of the school district.

X. Student Privacy

The District will protect the privacy rights of students as required by the Family Education Rights and Privacy Act of 1974, Education Law §2-D and the Health Insurance Portability and Accountability Act of 1996.

New York Mills Unions Free School District

Legal Ref: State Education Department's "Administration of Medication in the School Setting, Revised April 2002, Education Law 902, 907, 916, 921, 6909; 8 NYCRR 64.7, 136.6; Public Health Law §3000-c.

Adopted: 11/05/02

Revised: 01/07/14, _____

Regulation

Draft 06/09/2016
7201.1

STUDENTS

STUDENT MEDICATION AUTHORIZATION FORM

Authorization for Administration of Medication

A. To be completed by the parent or guardian annually:

I request that my child _____ grade _____ receive the medication as prescribed below by our licensed health care provider ~~prescriber~~. The medication is to be furnished by me in the properly labeled original container from the pharmacy. I understand that the school nurse, or other assigned person will administer the medication.

Signature (Parent or Guardian) _____
Address: _____
Telephone No.: Home: _____ Work _____ Date _____

B. To be completed by the licensed health care provider ~~prescriber~~:

I request that my patient, as listed below, receive the following medications:
Name of Student: _____ Date of Birth: _____
Diagnosis: _____
Name of Medications: _____
Prescribed Dosage, Frequency and Route of Administration: _____

Time to Be Taken During School Hours: _____
Duration of Treatment: _____
Possible Side Effects and Adverse Reactions (if any): _____

Other Recommendation: _____

Name of Licensed Provider ~~Prescriber~~ and Title (please print): _____
Provider's ~~Prescriber's~~
Signature: _____ Date: _____
Address: _____ Phone: _____

New York Mills Union Free School District
Adopted: 11/05/02
Revised: 01/07/14, _____

Regulation

Draft 06/09/2016
7201.2

STUDENTS

PARENT/GUARDIAN AUTHORIZATION OF
ANOTHER ADULT FOR ADMINISTRATION OF MEDICATION

To be completed by parent/guardian:

I authorize _____, my friend, family member, household member
(Name of Designee)
or other relationship appropriate in accordance with Education Law §6908 to administer the
following medication(s):

to my child _____, at the following school sponsored event:
(Student Name)

(Name and Date of Event)

I acknowledge that New York Mill Union Free School District will not be liable for any problems
that may arise as a result of the administration of such medication by the designee.

(Parent/Guardian Signature) Date: _____

Print Name: _____

New York Mills Union Free School District

Adopted: 01/07/14

Board Reviewed: _____

Regulation

Draft 06/09/2016
7201.3

STUDENTS

SELF-MEDICATION PERMISSION FORM

Date: _____

Child's Name: _____

Has been instructed in the proper use of the following medication procedures; _____

We (Physician's signature) _____

and (Parent or Guardian's signature) _____

Request that (Child's name) _____ be permitted to carry the medication on his/her person or to keep same in his/her locker, as we consider him/her responsible. He/she has been instructed in and understands the purpose and appropriate method and frequency or use.

Note: This form must be completed in addition to routine district medication form for those students who request permission to carry their own medication on campus or keep this medication in a locker.

New York Mills Union Free School District

Adopted: 01/07/14

Board Reviewed: _____

STUDENTS

CHILD ABUSE IN AN EDUCATIONAL SETTING

- I. Article 23-B of the NYS Education Law requires certain school district employees and school board members to report allegations of child abuse committed by an employee or volunteer on school grounds, in a school vehicle, at a school function or any other location where direct contact between an employee or volunteer and a child has allegedly occurred.
- II.
 - A. Notice of Staff

School districts must annually provide a written explanation of the reporting obligation, including the entitlement to immunity for reports made in good faith, to teachers and all other school officials. A copy of this notice is attached as 73017047.2.
 - B. Notice to the Parent

The principal must promptly notify the parent of the student victim of the allegation of child abuse and provide the parent with a written statement setting forth their parental rights, responsibilities and the procedures under Article 23-B of the Education Law. The Commissioner has issued regulations relative to the required components of this written statement. A copy of the parental notice is attached as 73017047.1.
 - C. Training in Reporting of Child Abuse in an Educational Setting

Each school district and each Board of Cooperative Educational Services shall establish, and implement on an ongoing basis, a training program regarding the procedures set forth in Article 23-B of the Education Law for all current and new teachers, school nurses, school counselors, school psychologists, school social workers, school administrators, other personnel required to hold a teaching or administrative certificate or license including all compensated District employees who are required to hold a temporary coaching license or permanent coaching certificate, whether full-time or part-time and school board members.
- III. Any employee or volunteer who reasonably and in good faith makes a report of allegations of child abuse in an educational setting to a person and in a manner described in this section shall have immunity from civil liability which might otherwise result by reason of such actions.

New York Mills Union Free School District

Legal Ref: Article 23-B, NYS Education Law & NYCRR 100.2(hh)

Cross Ref: 7300 Reporting Child Abuse and Maltreatment Policy #7051

Adopted: 11/05/02

Revised: 05/07/13, _____

Regulation

STUDENTS

Draft 08/10/2016
7301.1

CHILD ABUSE IN AN EDUCATIONAL SETTING

This notice is provided pursuant to Education Law §1128 and sets forth parental rights and the responsibilities and procedures of school districts, the District Attorney's Office and the Commissioner of Education under Article 23-B of the Education Law relative to child abuse that occurs in an educational setting.

I. Duties of Employees

The law imposes reporting requirements on teachers, administrators, school nurses, school guidance counselors, school psychologists, school social workers, school board members and all other school personnel required to hold a teaching or administrative license or certificate including all compensated District employees who are required to hold a temporary coaching license or permanent coaching certificate, whether full-time or part-time. When these employees receive an allegation of child abuse by an employee or volunteer in an educational setting, they must take the following steps:

- A. Upon receipt of an oral or written allegation of child abuse in an educational setting, the employee must promptly complete the "Child Abuse in an Educational Setting" report form (Regulation 7301.4 202.4).
- B. Upon completion of the report form, the employee must personally deliver it to the site administrator of the school in which the child abuse allegedly occurred.
- C. If the allegation(s) involves a child who was allegedly abused by an employee or a volunteer of a school in another school district, the employee must promptly forward the report form to the superintendent of schools or his/her designee of the school district of attendance and the school district where the abuse allegedly occurred.

II. Site Administrators

In all cases, upon receipt of a report form, the school ~~building~~ administrator must review the form and determine if there is reasonable suspicion to believe that an act of child abuse, as defined by law, has occurred. If he or she finds reasonable suspicion to believe that an act of child abuse has occurred, additional steps must be taken which differ depending upon the individual who has made the allegation.

A. Child makes the Allegation

1. Promptly notify the parent of the child that an allegation of child abuse in an educational setting has been made.

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CHILD ABUSE IN AN EDUCATIONAL SETTING

2. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
3. Promptly provide a copy of the completed report form to the District Superintendent or his/her designee.
4. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the District Superintendent.

B. Parent Makes the Allegation

1. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
2. Promptly provide a copy of the completed report form to the District Superintendent or his/her designee.
3. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the District Superintendent.

C. Person other than the Parent or the Child Makes the Allegation

1. Promptly notify the parent of the child that an allegation of child abuse in an educational setting has been made
2. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
3. Ascertain from the reporting employee the source and basis for the allegation and complete that portion of the report form.
4. Promptly provide a copy of the completed report form to the Superintendent.
5. Promptly forward a copy of the completed report form to appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the Superintendent or his/her designee.

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CHILD ABUSE IN AN EDUCATIONAL SETTING

III. Duties of the Superintendent

In most cases, the principal site administrator will receive the completed report form from an employee and make the reasonable suspicion determination. However, there are situations in which the Superintendent will receive the report form directly and he or she will be responsible for making the reasonable suspicion determination such as:

- A. Where the principal site administrator receives the oral or written allegation and is required to complete the report form;
- B. Where it is alleged that a child was abused by an employee or volunteer of a school other than a school within the school district where the child attends.
- C. In addition, the Superintendent or his/her designee may receive an oral or written allegation of child abuse in an educational setting from local law enforcement officials or from child protective services. In these cases, the Superintendent or his/her designee would be responsible for completing the report form and, subsequently, making the reasonable suspicion determination.
- D. If the Superintendent finds reasonable suspicion to believe that an act of child abuse has occurred, as defined by law, additional steps must be taken which differ depending on the individual who has made the allegation.
 1. Child makes the Allegation
 - a. Promptly notify the parent of the child that an allegation of child abuse in an educational setting has been made.
 - b. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
 - c. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities.
 2. Parent Makes the Allegation
 - a. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).

CHILD ABUSE IN AN EDUCATIONAL SETTING

- b. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities.
 3. Person other than the Parent or the Child Makes the Allegation
 - a. Promptly notify the parent of the child that an allegation of child abuse in an educational setting has been made.
 - b. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8NYCRR §100.2(hh)).
 - c. Ascertain from the reporting employee the source and basis for the allegation and complete that portion of the form.
 - d. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities.
- E. In all cases where a completed report is forwarded to the appropriate law enforcement authorities and the employee or volunteer alleged to have committed an act of child abuse holds a certification or license issued by the Department of Education, the Superintendent or his/her designee must also refer such report to the Commissioner of Education.

IV. Expungement

A report that does not, after investigation, result in a criminal conviction shall be expunged from any record which may be kept by a school or school district with respect to the subject of such a report after a period of five years from the date of the making of such report or at such earlier time as the Board of Education determines.

V. Penalty Provisions

The requirements set forth within the law are mandatory. Willful failure of an employee to prepare and submit a report form as required by the law is a Class A misdemeanor. The law also provides that a willful failure of a school building administrator or District Superintendent to forward a copy of the report form to the appropriate law enforcement authority is a Class A misdemeanor. In addition, the Commissioner of Education can also fine a school building administrator or a superintendent up to \$5,000 for failure to forward a copy of the completed report form to the appropriate law enforcement authorities.

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CHILD ABUSE IN AN EDUCATIONAL SETTING

VI. Immunity Provisions

The law provides immunity from civil liability for employees, volunteers, school board members District site administrators and the Superintendent or his/her designee if they, reasonably and in good faith make a report of child abuse in an educational setting in the manner described in the law. The law also provides immunity from civil liability to District site administrators and the Superintendent, if they reasonably and in good faith forward a copy of the report form to a person or agency as required by law and in the manner described in the law.

VII. Confidentiality of Records

In general, the only persons authorized to receive the written report form and any related materials are the District site administrator and the Superintendent. The law requires that all reports, records, photographs and other material submitted remain confidential and may not be disclosed except to law enforcement authorities involved in the criminal investigation of child abuse in an educational setting or as expressly authorized by law or pursuant to a court-ordered subpoena. Willful disclosure of a written record required to be confidential, to a person not authorized to receive or review such record is a class A misdemeanor. The law requires that the District site administrator and Superintendent exercise reasonable care to prevent unauthorized disclosure.

VIII. Duties of District Attorneys

A. Where a criminal investigation is undertaken in response to a report forwarded to the appropriate law enforcement authorities, the district attorney must notify the Superintendent where the acts of child abuse occurred and the superintendent of the school district where the child attends, if different, of the following:

1. an indictment;
2. the filing of an accusatory instrument;
3. the disposition of the criminal case; or,
4. the suspension or termination of the investigation.

B. Where a criminal conviction is obtained for a crime involving child abuse in an educational setting by a licensed or certified school employee, the district attorney is required to notify the Commissioner of Education, as well as the Superintendent if the acts of child abuse occurred at a District site and the Superintendent of the school district where the child attends, if different.

IX. Duties of the Commissioner of Education

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CHILD ABUSE IN AN EDUCATIONAL SETTING

- A. Upon receiving notification of conviction from a district attorney, the Commissioner of Education must begin proceedings against the convicted individual pursuant to Part 83 of the Commissioner's regulations to determine whether the individual possesses good moral character. The determination may result in additional action taken against the individual related to his or her license or certification.
- B. The Commissioner has also issued the attached form (Regulation 7301.4) that must be used for the recording and transmission of allegations of child abuse in educational settings.
- C. The Commissioner and the Board of Regents also promulgated §100.2(hh)(2), which sets forth the training requirements relating to child abuse in an educational setting.

X. Unreported Resignations or Voluntary Suspensions

The law prohibits the District site administrator or Superintendent from agreeing to withhold from the appropriate law enforcement authorities, the Superintendent or the Commissioner of Education, where appropriate, an allegation of child abuse in an educational setting on the part of any employee or volunteer as required by law, in return for the resignation or voluntary suspension of the alleged perpetrator. Violation of this prohibition can result in a class E felony charge and a civil penalty of up to \$20,000.

New York Mills Union Free School District

Adopted: 11/05/02

Revised: 05/07/13, _____

Regulation

Draft 06/09/2016
7301.2

STUDENTS

NOTIFICATION OF TEACHER'S DUTY TO REPORT CHILD ABUSE IN AN EDUCATIONAL SETTING AND IMMUNITY FROM LIABILITY

This notice is to be annually provided to teachers and other school officials pursuant to Educational Law §3028-b to provide a written explanation of their duty to report incidents of child abuse in an educational setting, and of their entitlement to immunity from civil liability for making such reports in good faith.

Where an oral or written allegation is made to any teacher, administrator, school guidance counselor, school social worker, school nurse, school psychologist, or board member and all other school personnel required to hold a teaching or administrative license or certificate including all compensated District employees who are required to hold a temporary coaching license or permanent coaching certificate, whether full-time or part-time that a school district employee or volunteer has subjected a student to child abuse, that person must complete a written report of such allegation (Regulation 7301.4). The author of the written report must then personally deliver a copy of it to the building principal where the student currently attends school, whether or not the abuse occurred on school district premises.

If the abuse occurred at a school outside the school district, the report must be promptly forwarded to both the Superintendent of the school district where the student attends school and to the Superintendent of the school district where the abuse occurred.

School employees or volunteers who reasonably and in good faith make a report of child abuse in an educational setting as set forth above have immunity from civil liability.

New York Mills Union Free School District

Adopted: 11/05/02

Revised: 05/07/13, _____

Regulation

Draft 08/10/2016
7301.3

STUDENTS

CHILD ABUSE IN AN EDUCATIONAL SETTING
STATEMENT OF PERSONAL DELIVERY

I, _____, hereby state that I have personally delivered a copy of the attached report of Allegation (Regulation 7301.4) of child abuse to _____, building principal of _____ School, on _____, 20 at _____ am/pm.

Signature of Employee

New York Mills Union Free School District
Adopted: 11/05/02
Revised: 05/07/13, _____

STUDENTS

Draft 06/09/2016
7301.4

CHILD ABUSE IN AN EDUCATIONAL SETTING CONFIDENTIAL REPORT OF ALLEGATION

SUBJECT CHILD	PARENT OF SUBJECT CHILD
Name _____ Last First MI	Name _____
Address _____ _____	Address (if different) _____ _____
School _____	
Grade _____ Sex (M, F, Unknown) _____	
Age or Birthday (Mo/Day/Yr) _____	

SOURCE OF ALLEGATION (Check as Appropriate)

Child Parent Other - Name _____ Relationship to Child (if any) _____

ALLEGED PERPETRATOR (EMPLOYEE OR VOLUNTEER)

Name _____ School District _____
School Building _____ School Position _____

SPECIFIC ALLEGATION

Use this space to provide information to describe or explain the circumstances surrounding the allegation.
(attach additional sheets if necessary)

REPORTER INFORMATION

Name _____ School District _____
School Address _____ School Telephone _____
Relationship to Child (if any) _____

Teacher School Guidance Counselor School Nurse School Psychologist
 Administrator School Board Member School Social Worker
 School personnel required to hold teaching or administrator license or certification

Date Submitted to Administrator ____ / ____ / ____ Signature _____

FOR ADMINISTRATOR USE ONLY	FOR SUPERINTENDENT OF SCHOOL USE ONLY
Reasonable Suspicion ____ Yes ____ No	Reasonable Suspicion ____ Yes ____ No
Date Submitted to Superintendent ____ / ____ / ____	Date Submitted to Law Enforcement ____ / ____ / ____
Name/Signature _____	Name/Signature _____
Date Submitted to Law Enforcement ____ / ____ / ____	Date Submitted to Commissioner ____ / ____ / ____
Name/Signature _____	Name/Signature _____

REGULATION

Draft 06/09/2016

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CHILD ABUSE IN AN EDUCATIONAL SETTING
CONFIDENTIAL REPORT OF ALLEGATION

CHILD ABUSE IN AN EDUCATIONAL SETTING
DEFINITIONS

Definitions contained in Section 1125 of Article 23-B, Title I of the Education Law

1. "Child abuse" shall mean any of the following acts committed in an educational setting by an employee or volunteer against a child:
 - a. intentionally or recklessly inflicting physical injury, serious physical injury or death, or
 - b. intentionally or recklessly engaging in conduct which creates a substantial risk of such physical injury, serious physical injury or death, or
 - c. any child sexual abuse as defined in this section, or
 - d. the commission or attempted commission against a child of the crime of disseminating indecent materials to minors pursuant to Article 235 of the Penal Law.
2. "Child" shall mean a person under the age of 21 years enrolled in a school district in this State, other than a school district within a city having a population of one million or more.
3. "Employee" shall mean 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 nine-B of article five 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.
4. "Volunteer" shall mean any person, other than an employee, who provides services to a school or school district, which involve direct student contact.
5. "Educational setting" shall mean the building and grounds of a public school district, the vehicles provided by the school district for the transportation of students to and from school buildings, field trips, co-curricular and extra-curricular activities, both on and off school district grounds, all co-curricular and extra-curricular activity sites, and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.
6. "Administrator" or "school administrator" shall mean a principal of a public school, charter school or board of cooperative educational services, or other chief school officer.
7. "Law enforcement authorities" shall mean a municipal police department, sheriff's department, the division of state police or any officer thereof. Notwithstanding any other provision of law, law enforcement authorities shall not include any child protective service or society for the prevention of cruelty to children as such terms are defined in section four hundred twenty-three of the social services law.
8. "Parent" shall mean either or both of a child's parents or other persons legally responsible for the child.
9. "Child sexual abuse" shall mean conduct prohibited by article one hundred thirty or two hundred sixty-three of the penal law.

New York Mills Union Free School District

Adopted: 11/05/02

Revised: 05/07/13

Board Reviewed: _____

STUDENTS

CELL PHONE /ELECTRONIC DEVICE POLICY

I. Definitions

- A. “Cell phone and wireless electronic communication devices” shall be defined to include portable two-way telecommunication devices, including but not limited to cellular phones, walkie talkies, personal digital assistants, pagers, laptops with two way messaging, and other hand held computing or music player devices. This definition will also include any new telephonic device developed for similar purposes, as well as MP3 players, electronic tablets, iPods, CD players, walkmans, and all other wireless devices.

Excluded from this definition is any device with communication capabilities that has been approved by the district for instructional purposes and district issued cell phones designed for professional use.

- B. The term “instructional day” shall include, but is not limited to, structured or non-structured instructional activity that occurs during the school day, as well as class changes.

II. Use of Cell Phones

- A. The use of cell phones/electronic devices for any purpose are prohibited during the school day unless there is an emergency, which necessitates a 911 call.
- B. The use of cell phones/electronic devices for any purpose on school grounds are allowed only before or after school in areas designated by the ~~building~~ principal.
- C. Once students enter the building, their cell phones/electronic devices must be turned completely off and remain off during the course of the day and must remain out of sight during the school day.
- D. Students that need to use a phone during the school day should stop in the main office during their lunch period to use a school phone.
- E. If an emergency situation exists where the parent or legal guardian needs to contact their child(ren), they are to contact the school’s main office and staff will assist in contacting their child(ren). Parents are discouraged from contacting their children during the school day.
- F. All cell phone/electronic device usage is prohibited in restrooms, locker rooms, and shower facilities.

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CELL PHONE/ELECTRONIC DEVICE POLICY

- G. Cell phone/electronic device usage by students while riding to and from school on a bus, or on a bus during school sponsored activities is to be at the discretion of the bus driver and/or the staff member in charge.
- H. Parents who need to contact their child(ren) who have cell phone should remind him/her to turn the cell phone off during school hours, and check for messages after school is dismissed.

III. Student Discipline

- A. If a student is found using a cell phone/electronic device, or having a cell phone/electronic device visible to a teacher and/or school employee, the student will be asked to immediately relinquish the cell phone/electronic device. Failure to do so shall constitute insubordination, and will result in a referral to the school administration for disciplinary action.
- B. The teacher and/or school employee will deliver the cell phone/electronic device to the main office by the end of the school day. The teacher or school employee will attach the following written information to the cell phone/electronic device when delivering the cell phone/electronic device, to include:
 - 1. Student's name;
 - 2. Teacher or school employee's name;
 - 3. Reason for and time of confiscation.

IV. Violations

- A. Students found to be in violation of this policy will be subject to the following disciplinary process: (any acts of insubordination resulting from this policy will follow the District Code of Conduct, Policy #1030).

1st offense:

The student's cell phone/electronic device will be confiscated by staff and given to the school administrator. The cell phone/electronic device will not be returned to the student; the parent or guardian may retrieve the cell phone/electronic device from administration.

2nd offense:

The student's cell phone/electronic device will be confiscated by staff, given to the school administrator, and the student's parents or legal guardian will be notified. The student will be assigned one after school detention.

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Draft 08/10/2016
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CELL PHONE/ELECTRONIC DEVICE POLICY

3rd offense and subsequent:

The student's cell phone/electronic device will be confiscated by staff, given to the school administrator, and the student's parents or legal guardian will be notified. The cell phone/electronic device will not be returned to the student; the parent or guardian may retrieve the cell phone/electronic device from administration. A third violation will result in the student being assigned one day of ISS. Subsequent violations shall result in such disciplinary action as deemed prudent by the school administration.

V. Other Liability

- A. — The New York Mills School District shall not assume any responsibility for theft, loss or damage of a cell phone/electronic device, or for any unauthorized calls or texts made on a cell phone/electronic device. Students shall be personally and solely responsible for the security of their cell phones/electronic device.

New York Mills Union Free School District

Adopted: 06/02/09

Revised: 08/20/13, ____

Policy

Draft 06/09/2016
7500

STUDENTS

EDUCATION RECORDS

- I. The Board of Education recognizes its obligation to maintain the confidentiality of student education records and to grant parents and eligible student's access to those records in accordance with the *Family Educational Rights and Privacy Act*.
- II. The Superintendent will develop regulations to implement this Policy. The regulations may be promulgated by the Superintendent or adopted by the Board of Education.

New York Mills Union Free School District
Legal Ref: 20 USC 1232(g) & (h).
Adopted: 04/09/74
Revised: 11/14/89, 11/05/02, 06/17/03, 09/03/13
Board Reviewed: _____

Regulation

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Draft 08/10/2016
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EDUCATION RECORDS

I. Purpose:

The District implements this regulation to maintain the confidentiality of student records and to provide parents and eligible students with the opportunity to inspect and review education records, to seek to amend education records, and to consent to the disclosure of education records.

II. Definitions and Designations:

- A. Records Access Officer: The District's Records Access Officer is the Clerk of the Board:

~~Paula Ann May~~, District Clerk
New York Mills Union Free School District
1 Marauder Boulevard
New York Mills, NY 13417
Telephone: (315) 768-8127

- B. Parent: The term "Parent" includes natural parent, a guardian or an individual acting as parent or guardian in the absence of the student's parent or guardian.

- C. Eligible Student: The term "Eligible Student" means a student who has reached age 18 or is attending post-secondary school.

- D. Education Records: The term "Education Records" includes records, files, documents and other materials which contain information directly related to a student and are maintained by the District or a person acting on behalf of the District.

Education Records may exist in any form, including but not limited to print, computer media, video or audio tape, film, microfilm, microfiche and other materials which contain confidential information directly related to a student and which are maintained by the District or a party acting on behalf of the District. Education records do not include:

1. Certain Records in the Sole Possession of the Maker: Records made by instructional, supervisory, administrative personnel or ancillary educational personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the maker of the record.

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2. Employee Records: Records maintained solely with respect to a person's status as an employee rather than as a student.
 3. Certain Medical & Psychological Records: Medical and psychological treatment records of an eligible student are not education records if they are maintained and used only in connection with treatment of the eligible student and disclosed only to individuals providing the treatment, including treatment providers in the student's school.
 4. Post Enrollment Records: Records that only contain information about an individual after he/she is no longer a student at the District (for example, records of alumni activities).
- E. Directory Information: The District designates the following information as Directory Information: student's name, parent's name, address, date and place of birth, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency attended by student, photograph, and video images of students engaged in routine activities when those images are not records of the district's law enforcement unit. Directory information will not be provided online.

III. Rights of Parents and Eligible Students:

- A. Each parent of a student has the rights described in this policy, unless the District has been provided with evidence that there is a court order, statute or legally binding document related to such matters as divorce, separation or custody that specifically revokes these rights.
- B. When a student becomes an eligible student (18 or attending a post-secondary school) all rights accorded to parents and consent required of parents, transfer from the parents to the eligible student. However, the District does not require the consent of the eligible student:
 1. To disclose the education record to the parent if the eligible student is claimed by the parent as a dependent for tax purposes.
 2. To disclose the education record to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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3. A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

IV. Confidentiality of Education Records:

- A. The District will not release education records, including personally identifiable information contained in Education Records, except:
 1. Written Consent: The District may release the information if prior to the release of information, the District receives written consent from the parent or eligible student. The written consent must specify the information to be released, the reason for the release and to whom the information may be released. The District will give the parent or student a copy of the information released, if requested by the parent.
 2. Directory Information: The District may release Directory Information if the District has properly circulated its annual FERPA notification to parents of students in attendance and eligible students in attendance, unless the parent or eligible student has submitted Regulation 7500.5 restricting the District's ability to release this information.
 3. Military Recruiters: The District will disclose to requesting military recruiters the names, addresses and telephone numbers of juniors and seniors, unless the parent or eligible student has submitted Regulation 7500.5 prohibiting such release.
 4. School Officials with a legitimate educational interest: The District may release the information to other school officials, including teachers within the District who have a legitimate educational interest in the information. The District will use reasonable methods to ensure that school officials have access only to the education records in which the school officials have a legitimate educational interest.
 - A school official is: A person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff; a person elected to the School Board; a person or company employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official may be a contractor, consultant, volunteer or other party to whom the District has outsourced instructional services and

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functions if that individual or entity is performing services district employees otherwise perform (is not selling products or services), is under the direct control of the district with respect to the use and maintenance of the education records and is restricted from re-disclosing the education records except as permitted by FERPA.

- A school official has a legitimate educational interest if the official is: Performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.
 - The District receives services from the Madison Oneida BOCES Regional Information Center and its vendors in accordance with FERPA. A request for a complete list of current vendors may be submitted to the Records Access Officer.
5. Student seeks to enroll in a different school: The District may release student records to officials of other schools in which the student seeks or intends to enroll, provided that the student's parents are notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
 6. Certain State and Federal Officials: The District may release information to authorized officials of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education or certain State and Local Educational authorities.
 7. Financial Aid: The District may release information to appropriate parties in connection with a student's application for or receipt of financial aid.
 8. Authorized organizations performing studies: The District may release information to organizations conducting studies for or on behalf of the District to develop, validate or administer predictive tests, administer student aid programs or improve instruction, provided that appropriate safeguards are implemented in accordance with federal regulations.
 9. Accrediting Organizations: The District may release information to authorized accrediting organizations to carry out their accrediting functions.

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10. Court Order or Subpoena: The District may release information pursuant to a valid court order or subpoena, provided that the District makes a reasonable effort to notify the affected parent or eligible student of the court order or subpoena in advance of the release of the information (except that in certain cases, such as in the case of certain subpoenas issued under the U.S. Patriot Act, the court order or subpoena may require release of information without advance notice to the parents).
11. Victim of Specified Crimes: In certain instances, the District may release to the victim of a specified crime, the final results of a disciplinary proceeding commenced against the alleged perpetrator, provided that the release conforms to the requirements of 34 CFR 99.39. The final results may only include the name of the student, the offense committed and the sanction imposed by the District.
12. Information Concerning Registered Sex Offenders: The District may release information provided to it under 42 USC 14071 and the applicable Federal Guidelines.
13. Child Welfare Agencies: The District may release information to an agency caseworker or other representative of a State or local child welfare agency, or tribal organization who has the right to access a student's case plan and when the agency or organization is legally responsible for the child's care and protection to provide accurate information about a child's education history and needs to make informed placement recommendations to the court.
14. Release in connection with an emergency necessary to protect health or safety: The District may release information to appropriate parties in connection with an emergency if the release is necessary to protect the health or safety of the student or other persons. The District will consider the following criteria when determining whether the information should be disclosed:
 - The seriousness of the threat to the health of the student or other individuals;
 - The need for the information to meet the emergency;
 - Whether the parties to whom the information is disclosed are in a position to deal with the emergency;

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- The extent to which time is of the essence in dealing with the emergency.

The District will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the information was disclosed

- B. If the District discloses student records to a third party as permitted by this policy, the District will:
1. Advise the third party of its duty to refrain from redisclosing the information and of its obligation to maintain the confidentiality of the information in accordance with the *Family Educational Rights and Privacy Act*.
 2. If possible, attach to the disclosed record the following statement: "This document contains personal information from a student's education records. It is protected by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) and may not be re-released without the written consent of the parent or eligible student."

V. Requests to Inspect Education Records:

- A. Request: A parent who is interested in inspecting the student's education record must submit his/her request to the Records Access Officer between the hours of 9 am and 4 pm on any school day. Requests should be submitted in writing, on a form provided by the District (Regulation 7500.2). Copies of the form are available in the office of the Records Access Officer. If a parent makes an oral request for access to the education record during a school conference, the District may provide the parent access to the education record even though it has not received the request in writing.
- B. Response: Within forty-five days of his/her receipt of a request for inspection, the Records Access Officer will determine and will advise the person making the request whether the records specified in the request are available for inspection.
1. Records Available: If the records are available for inspection, the Records Access Officer will advise the requestor when and where the record will be available for inspection. If the records contain information about more than one student, the Records Access Officer will remove from the copy of the records shown to the requester, any information which in his/her judgment would constitute an unwarranted invasion of personal privacy of

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any party (other than the student for whom the inspection has been requested).

2. Records Not Available: If the records are not available for inspection, the Records Access Officer will note the reason for the unavailability on the request form and will return a copy of the request form to the requesting party.
3. Explanation of Records: The Records Access Officer will respond to reasonable requests for explanations and interpretations of the records.
4. Copying Fee: The fee for copies of records is twenty-five cents per page, which is required to be paid at the time the copy is requested. The District will waive the fee if the fee effectively denies the parent an opportunity to inspect and review the education record.
5. Maintaining a Record of Requests: The Records Access Officer shall keep with the education record of each student, a record of all individuals, agencies or organizations which have requested or obtained access to the student's record (Regulation 7500.3) and a record of all re-disclosures it has authorized.
 - The record will indicate the parties who requested or received the information and the legitimate interest the party had in the information.
 - The District does not have to keep this record if the requester is the parent or eligible student, a school official with a legitimate educational interest in the information, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking information through certain subpoenas or court orders where the issuing court or agency has ordered that the existence or the contents of the subpoena or information not be disclosed.

VI. Request to Amend Education Records:

- A. If a Parent believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the educational agency or institution to amend the record.

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1. The request shall be directed to the Records Access Officer during regular business hours on the prescribed form. Copies of the form are available in the Superintendent's office or the office of the Records Access Officer. (See Regulation No. 7500.4).
 2. The request shall identify, in writing, the record or records which the parent believes to be inaccurate, misleading or otherwise in violation of the student's rights of privacy, with a statement of the reasons for the challenge to the record.
- B. The Records Access Officer will make a written response to the request to amend an education record within twenty days of his/her receipt of the request. The response will indicate whether the Records Access Officer:
1. Finds that the record in question is inaccurate, misleading or an invasion of the student's rights of privacy and that the record will be amended as requested, or
 2. Finds that there is an insufficient basis to amend the record in question. If the Records Access Officer finds that there is an insufficient basis to amend the record in question, he/she will notify in writing the requesting party of the opportunity for a hearing and will provide the requesting party with a form to request the hearing.
- C. Through informal meetings with the Parents, the settlement of a dispute regarding content of education records is encouraged.

VII. Request for Hearing:

- A. Request: If a parent disagrees with the Records Access Officer's finding that there is an insufficient basis to amend the education record the parent may request a hearing. The request must be submitted to the Superintendent within ten days of the parent's receipt of the Records Access Officer's decision, on a form provided by the District. The hearing will be conducted within ten days of the Superintendent's receipt of the request for a hearing.
- B. Notice: The District will mail a hearing notice to the requesting party reasonably in advance of the hearing. The hearing notice will include the date, time and place of the hearing.
- C. Hearing: The Hearing will be conducted by the Superintendent (or by another person designated by the Superintendent who does not have a direct interest in the outcome of the hearing). During the hearing, the requesting party may be

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represented by an individual or individuals (including an attorney) at his/her own expense. The requesting party will have a full and fair opportunity to present relevant evidence.

- D. Decision: The Superintendent (or designee) will submit a written decision within ten days after completion of the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.
1. If the Superintendent (or designee) finds that the record should be amended, he/she will amend the record and will inform the parent of the amendment in writing.
 2. If the Superintendent (or designee) finds that the record should not be amended, he/she will inform the parent in writing of the right to place a statement in the record commenting on the contested information and/or stating why he/she disagrees with the decision of the District. The District will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

VIII. Notification of Rights:

- A. The District shall annually disseminate a notice to parents and eligible students of their rights relative to education records. The notice will allow parents at least thirty days to ask the District not to disclose some or all of the directory information. (See Regulation No. 7500.5).
- B. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA. Written complaints may be filed with: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

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New York Mills Union Free School District

Legal Ref: The Federal Family Educational Rights and Privacy Act, 20 U.S.C. 1232(g); 34 CFR 99; October 9, 2002 Joint Memorandum from Secretary of Education Rod Paige and Secretary of Defense Donald H. Rumsfeld; February 7, 2003 Memorandum to Superintendent's from LeRoy S. Rooker, Director of the Family Policy Compliance Office, US Dept. of Education; Uninterrupted Scholars Act

Adopted: 11/11/75, 08/08/89

Revised: 11/05/02, 06/17/05, 05/02/06, 10/07/08, 06/04/13, 12/03/13, _____

Regulation

Draft 06/09/2016
7500.3

STUDENTS

STUDENT PRIVACY – RECORD OF FERPA REQUESTS

Name of Person, Agency or Organization Seeking Access	Date Requested	Records Requested	Reason for Request	Access Granted/Denied	Disposition of Request	Remarks

New York Mills Union Free School District

Adopted: 06/04/13

Board Reviewed: _____

Regulation

Draft 06/09/2016
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STUDENTS

REQUEST TO CORRECT FERPA RECORDS

To: Student Records Access Officer

I request a correction of the following school records related to: _____
(Name of Student)

My grounds for requesting such correction are as follows:

Signature

Date

Representing

Mailing Address

New York Mills Union Free School District
Adopted: 11/05/02
Revised: 06/17/03, 06/04/13
Board Reviewed: _____

Regulation

STUDENTS

Draft 08/10/2016
7500.5

STUDENT PRIVACY FERPA NOTICE

Date: _____

Dear Parent or Eligible Student:

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords parents or “eligible students” (students who are over 18 years of age or entering a postsecondary educational institution) certain rights with respect to the student’s education records. The purpose of this letter is to inform you of some of those rights and to provide you with the following contact information for the District’s Records Access Officer:

District Clerk
New York Mills Union Free School District
1 Marauder Boulevard
New York Mills, NY 13417
Telephone: (315) 768-8127

Examples of *FERPA* rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Written requests for such access may be submitted to the Records Access Officer between **8 a.m. and 4 p.m.** on any school business day. Such requests should be submitted on the District’s *Application for Inspection of Student Records* form that is located in the Office of the Records Access Officer, District Office.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading or an invasion of the student’s privacy rights. A request for an amendment may be submitted to the Records Access Officer during regular business hours. Such requests should be submitted on the District’s *Request For Correction of Student Records* form that is located in the Office of the Records Access Officer. If the Records Access Officer denies a properly submitted request for an amendment, the person seeking the amendment will be advised of his/her right to a hearing regarding the requested amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that *FERPA* authorizes disclosure without consent. For example, the District may, without consent, disclose:
 - a. Personally identifiable information to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or

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STUDENT PRIVACY FERPA NOTICE

medical staff; a person elected to the School Board; a person or company employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official may be a contractor, consultant, volunteer or other party to whom the District has outsourced instructional services and functions if that individual or entity is performing services district employees otherwise perform (is not selling products or services), is under the direct control of the district with respect to the use and maintenance of the education records and is restricted from re-disclosing the education records except as permitted by FERPA. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus. The District receives services from the Madison Oneida BOCES Regional Information Center and its vendors in accordance with FERPA. A request for a complete list of current vendors may be submitted to the Records Access Officer.

- b. Appropriately designated "directory information", unless the parent or eligible student has advised the District to the contrary by filling out and returning the below attached *Request to Limit Disclosure of Directory Information* form. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications such as a playbill (showing the student's role in a drama production), an annual yearbook, an honor roll or other recognition list, a graduation program, or a sports activity sheet (such as a wrestling program that discloses participants height or weight), etc. Directory information may also be disclosed to outside organizations such as companies that manufacture class rings or publish yearbooks or other companies. Additionally, Federal Law requires Districts receiving certain federal assistance to provide requesting military recruiters with secondary school names, addresses, telephone listings and possibly other directory information, unless parents or eligible students have advised the District that they do not want their student's information disclosed without prior written consent.
4. The right to know that the District has designated the following information as directory information: Directory Information: student's name, parent's name, address, date and place of birth, telephone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous

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educational agency attended by student, photograph, and video images of students engaged in routine activities when those images are not records of the district's law enforcement unit. If you do not want the District to disclose directory information without your prior written consent, you must complete and return to the District the below attached form by _____ (insert date thirty or more days from the date of this notice).

5. The right to file a complaint with the following office if you believe the District has violated your *FERPA* rights: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Additionally, please be aware that:

- It is the District's policy to disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, and;
- The District uses video surveillance cameras on school property and in school vehicles to maintain the physical security and safety of the campus. The District has designated its ~~Security Office~~ School Resource Officer as its law enforcement unit and has assigned to them the responsibility of maintaining the video surveillance images.

Sincerely,

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STUDENT PRIVACY FERPA NOTICE

Request To Limit Disclosure of Directory Information

Records Access Officer
District Clerk

Dear Records Access Officer:

_____ Please secure my written consent before releasing my child's name, address, telephone number and directory information to military recruiters.

_____ Please secure my written consent before releasing the following directory information to anyone:

Parent Signature

Date of Request

For District Use Only

Request Received By

Date Request Received

New York Mills Union Free School District
Adopted: 11/05/02
Revised: 06/17/03, 10/07/08, 08/20/13
Board Reviewed: _____

STUDENTS

PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS AND MARKETING SURVEYS

I. Introduction:

- A. This regulation governs the District's use and disclosure of Instructional Materials, Protected Information Surveys, Third Party Surveys and Marketing Surveys.
- B. For the purposes of this regulation the term "parent" means parent or legal guardian or other person standing in loco parentis to a student.
- C. The District's Records Access Officer is:

District Clerk
New York Mills Union Free School District
1 Marauder Boulevard
New York Mills, NY 13417
Telephone: (315) 792-4537

II. Protected Information Surveys:

- A. A "Protected Information Survey" is any survey, analysis or evaluation of students that is required by the District BOCES and concerns one or more of the following eight protected areas:
 - 1. Political affiliations or beliefs of the student or the student's parent;
 - 2. Mental or psychological problems of the student or the student's family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 - 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 - 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or student's parent;

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PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS
AND MARKETING SURVEYS

8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- B. The District will not, without prior written consent, require as part of any applicable program, any student to submit to a Protected Information Survey if the survey is funded in whole or in part by the US Department of Education.
- C. The District will provide parents and eligible students with notice and the opportunity to opt-out of any Protected Information Surveys regardless of funding.
- D. In the event that the District administers a Protected Information Survey, the District will:
 1. Strictly safeguard all protected information.
 2. Not use the protected information for any improper purpose;
 3. Restrict the disclosure of the protected information to persons the District BOCES deems essential to the purpose of the collection.
 4. Allow requesting parents an opportunity to inspect the Protected Information Survey.

III. Instructional Materials:

- A. The term “Instructional Materials” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
- B. The District will make available for inspection by parents all instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.
- C. A parent may request the opportunity to inspect instructional materials according to the following procedure:
 1. Requests for inspection of instructional materials may be submitted during regular school hours to the District’s Records Access Officer. The request

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PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS
AND MARKETING SURVEYS

- should be precise enough for the appropriate teacher to find the requested materials.
2. The District Access Officer will review the request with the appropriate teacher and will determine:
 - a. Whether the materials are instructional in nature, and
 - b. What steps, if any, must be taken to preserve the privacy of any student who is not the legal responsibility of the requesting parent.
 3. The District will respond to a parent's request for inspection within a reasonable period of time after the District's receipt of the request.
 - a. If the Records Access Officer determines that the requested materials are not instructional in nature, the Records Access Officer will notify the requesting parent of his/her determination.
 - b. If the Records Access Officer determines that the requested materials are instructional in nature, the appropriate teacher:
 - i. Will take all steps that are necessary to preserve the privacy of any student who is not the legal responsibility of the requesting parent, and
 - ii. Will promptly contact and schedule a meeting with the requesting parent. The purpose of the meeting will be to provide the requesting parent the opportunity to inspect the instructional materials that he/she requested.

IV. Third Party Surveys:

- A. The term "Third Party Survey" means any survey created by a third party and administered or distributed by the school district.
- B. The District BOCES will notify parents of its intent to administer or distribute a third party survey before it is administered or distributed to students. A parent who submits a timely request will be granted a reasonable opportunity to inspect the third party survey before the District administers it or distributes it to students.

V. Marketing Surveys:

- A. The term "Marketing Surveys" means any survey used to disclose or collect individually identifiable information (including a student or parent's first and last

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PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS
AND MARKETING SURVEYS

name, home or physical address (including street name and city/town name), telephone number or social security identification number) from students for the purpose of marketing or selling the collected information, or providing that information to others for the purpose of marketing or selling the collected information.

- B. The term “Marketing Surveys” does not include any instrument used to disclose or collect such information for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students or institutions such as:
1. Colleges or other postsecondary educational recruiters or, military recruiters;
 2. Book clubs, magazines, and programs providing access to low-cost literary products;
 3. Curriculum and instructional materials used by elementary schools and secondary schools;
 4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 5. The sale by students of products or services to raise funds for school-related or education-related activities
 6. Student recognition programs.
- C. The District will notify parents of its intent to administer or distribute a marketing survey before it is administered or distributed to students. A parent who submits a timely request will be granted a reasonable opportunity to inspect the marketing survey before the District administers it or distributes it to students. Requests should be submitted to the District’s Records Access Officer during regular business hours.
- D. If the District uses a marketing survey to collect individually identifiable information from students, the District will:
1. Strictly safeguard all confidential student information that is collected;

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PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS
AND MARKETING SURVEYS

2. Not use such information for any improper purpose;
3. Restrict the disclosure of such information to persons the District deems essential to the purpose of the collection;
4. Allow requesting parents an opportunity to inspect the Marketing Survey.

VI. Parental Notification:

- A. The District will notify parents of the adoption or continued use of this policy at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.
- B. The District will notify parents (or in the case of a student of an appropriate age, the student) annually of the specific or approximate dates when activities involving "Marketing Instruments (as defined by this regulation) are scheduled. The annual notice will offer parents the opportunity to opt their child out of such activities.
- C. The District will notify parents annually of the specific or approximate dates when activities involving Protected Information Surveys are scheduled. The annual notice will:
 1. Offer parents the opportunity to provide prior written consent for their child's participation in any Protected Information Survey that is funded in whole or in part by the US Department of Education,
 2. Offer parents the opportunity to opt their child out of participation in any Protected Information Survey regardless of funding.

VII. Parental Participation: The original policy was developed and adopted in consultation with parents.

New York Mills Union Free School District
Legal Ref: 20 USCA 1232(h); 34 CFR Part 98.
Cross Ref: Policy 7500, Education Records
Adopted: 06/17/03
Revised: 06/04/13, _____

Regulation

Draft 06/09/2016
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STUDENT PRIVACY - PPRA OPT-OUT LETTER

Date: _____

Dear Parent or Eligible Student:

The *Protection of Pupil Rights Amendment (PPRA)* requires the New York Mills Union Free School District to notify you and obtain consent or allow you to opt your child out of participating in the following school activities:

1. Certain Protected Information Surveys: Any student survey, analysis or evaluation that is required by the District and concerns one or more of the following eight protected areas:
 - A. Political affiliations or beliefs of the student or student's parent;
 - B. Mental or psychological problems of the student or student's family;
 - C. Sex behavior or attitudes;
 - D. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - E. Critical appraisals of others with whom respondents have close family relationships;
 - F. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - G. Religious practices, affiliations, or beliefs of the student or parents; or
 - H. Income, other than as required by law to determine program eligibility.
2. Certain Marketing Surveys: In general, surveys that are used to disclose or collect individually identifiable information from students for the purpose of marketing or selling the collected information. Certain exceptions to this definition exist.
3. Certain Non-Emergency Invasive Physical Examinations and Screenings: Certain statutorily specified non-emergency invasive physical examinations or screenings.

The following schedule lists the activities that require parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or is an emancipated minor under State law):

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STUDENT PRIVACY - PPRA OPT-OUT LETTER

(Sample Protected Information Survey Notice)

Date: On or about October 15, 20__.

Grades: Five and Six

Activity: ABC Survey of At-Risk Behaviors

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.

Consent: **(Use the following consent language only if the protected information survey is funded in whole or in part by US Department of Education):** A parent must sign and return the attached consent form no later than (insert date) so that your child may participate in this survey.

Opt-Out: **(Use the following opt-out language only if the protected information survey is not funded in whole or in part by the US Department of Education):** Contact (specify a school official) at (telephone number, email, address, etc.) no later than (insert date) if you do not want your child to participate in this activity.

(Sample Invasive Physical Exam Or Screening Notice)

Date: November 22 - 24, 20__.

Grades: One through Six

Activity: Flu Shots

Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-Out: Contact (specify a school official) at (telephone number, email, address, etc.) no later than (insert date) if you do not want your child to participate in this activity.

(Sample Survey That Collects Only Directory Information)

Date: 20__ – 20__ School Year.

Grades: Nine through Twelve

Activity: Student-Based Commercial Services

Summary: The District collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Opt-Out: Contact (specify a school official) at (telephone number, email, address, etc.) no later than (insert date) if you do not want your child to participate in this activity.

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STUDENT PRIVACY - PPRA OPT-OUT LETTER

Note to schools: This information (names, addresses, and telephone listings) may be designated and disclosed as “directory information” under the Family Educational Rights and Privacy Act (*FERPA*). Instead of using this model notice format, schools may meet PPRA notice requirements for specific marketing activities that involve only designated “directory information” by allowing parents to opt out of “directory information” disclosure at the start of each school year, which should include all marketing activities).

(Sample Survey That Collects More Than Directory Information)

Date: 20__ – 20__ School Year.
Grades: Nine through Twelve
Activity: Student-Based Commercial Services
Summary: The District collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, telephone listings and social security numbers. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.
Consent: A parent must sign and return the attached consent form no later than (insert date) so that your child may participate in this survey

Note to schools: While some of the information – names, addresses, and telephone listings may be designated and disclosed as “directory information” under the Family Educational Rights and Privacy Act (*FERPA*), schools that permit marketing activities that involve the collection, use, and disclosure of the students’ social security numbers may not use an opt-out procedure and must obtain prior written consent in accordance with Section 99.30 of the *FERPA* regulations.).

Request To Review Certain Surveys Or Instructional Materials

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to (District Official) at (District Address). (District Official) will notify you of the time and place where you may review these materials. You have the right to review a survey and /or instructional materials before the survey is administered to a student.

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STUDENT PRIVACY - PPRA OPT-OUT LETTER

Consent Form

I _____ (parent's name) give my consent for _____ (student's name) to take the _____ (specify the name and date of the activity).

Date: _____

(Parent's signature)

Please return this form no later than (insert date) to the following school official:

Name: _____

Address: _____

Telephone: _____

New York Mills Union Free School District

Adopted: 06/17/03

Revised: 06/04/13

Board Reviewed: _____

STUDENTS

UNIFORM VIOLENT INCIDENT REPORTING

I. PURPOSE

- A. The 2000 Project SAVE legislation and implementing Section 100.2(gg) of the Regulations of the Commissioner of Education require school Districts to record information on “violent or disruptive incidents.”
- B. Pursuant to the provisions of N.Y.S. Education Law, Section 2802, entitled “Uniform Violent Incident Reporting System,” the Commissioner of Education has been directed by the State Legislature to establish a statewide uniform violent incident reporting system, as well as promulgate regulations defining “violent or disruptive incidents.”
- C. The Violent and Disruptive Incident Report (VADIR) Form serves two purposes:
 1. To provide documentation of each incident to be used by school administrators and Department staff (when warranted) to discern patterns and prevent future incidents.
 2. To assist schools in compiling the summary data that must be reported on the Basic Education Data System (BEDS) School Data Form.

II. DEFINITIONS

- A. “Violent or disruptive incident” shall mean one of the categories of incidents listed on the Violent and Disruptive Incident Report (VADIR) form that occurs on the property of the District. (~~Regulation #7601.1~~)
- B. School “property,” as set forth in N.Y.S. Education Law Section 2801(1), entitled “Codes of Conduct on school property,” shall be defined to mean “...in or within any building, structure, athletic playing field, playground, parking lot and land contained within the real property line of a public elementary or secondary school; or in or on a school bus as defined in Section 142 or the N.Y.S. Vehicle and Traffic Law; and a school function which shall include a school-sponsored or school-authorized extracurricular event or activity, regardless of where such activity or event takes place.(see also: 8 NYCRR Section 100.2 (gg))
- C. The term “removed by teacher” as utilized in item 8 of the VADIR form (~~Regulation #7601.1~~) shall be defined consistent with the definition of teacher removal utilized in the District’s Code of Conduct for the Maintenance of Public Order on School Property. Time-honored classroom management techniques such as short term “time-out” do not constitute such removal.

UNIFORM VIOLENT INCIDENT REPORTING

III. VIOLENT & DISRUPTIVE BEHAVIORS

- A. An incident must be reported if it meets the following criteria;
1. it involved physical injury or the threat of physical injury
 2. it disrupts the educational process and is serious enough to lead to disciplinary or referral action.
- B. Incidents involving physical injury, with or without the use of a weapon or weapons involving the “use or possession of drugs or alcohol,” or involving bomb threats or false alarms, all must be reported regardless of the type of disciplinary or referral action that results. Such incidents must be reported even if they do not result in any disciplinary or referral action. Finally, such incidents must be reported regardless of whether or not the perpetrator(s) is identified.
- C. Alleged incidents of Intimidation, Harassment, Menacing or Bullying that are reported to a building principal or other school administrator responsible for school discipline must be reported, regardless of whether the complaint is subsequently determined to be deemed unfounded.
- D. Incidents defined I Categories 1-8, 14-15, and 17-19 of the VADIR Form that occur on school property or during school-sponsored or school-authorized extracurricular events or activities, are reportable in all circumstances, regardless of both the time when they occurred, and whether or not the person committing the act was an enrolled student.

Incidents in categories 9-13, 16 and 20 of the VADIR Form that occur on school property or during school-sponsored or school-authorized extracurricular events or activities, are reportable if the incident resulted in one or more of the disciplinary responses listed on the Summary Form, or would have resulted in one or more of the disciplinary response listed on the Summary form, in the case of an unknown perpetrator, regardless of the time when the incident occurred and whether or not the person committing the act was an enrolled student.

IV. STATE REPORTING AND RECORD KEEPING

- A. ~~Each~~ The district is required to complete the VADIR form submit the data to the New York State Education Department (NYSED) for each reportable violent or disruptive incident using the NYSED application business portal.

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UNIFORM VIOLENT INCIDENT REPORTING

- B. ~~A school~~ The district must report incidents that occur in common areas or on school property that are under the control of the school district or on school buses that the school district operates or provides by contract.
- C. In addition, ~~each~~ the district must provide a summary of all reportable incidents on the Basic Educational Data System (BEDS) School Data Form the following school year.
- D. Violent and Disruptive Incident Report (VADIR) Forms must be kept on file in the District for ~~six (6) years~~ until the youngest person involved in an incident reaches the age of 27, and must be made available to State Education Department staff on request.
- E. The District will utilize the NYSED to obtain copies of the forms, directions, glossary and additional information.

New York Mills Union Free School District

Legal Ref: NYS Ed Law 2801, 2802, Chapter 425 of the Laws of 2002 relevant to Unsafe School Choice, Provisions of Part 120 of the Commissioner's Regulations Relevant to Unsafe School Choice, 8 NYCRR 100.2 (gg)

Cross Ref: Policy 1030, Code of Conduct

Adopted: 06/17/03

Revised: 06/04/13, _____

VIOLENT AND DISRUPTIVE INCIDENT REPORT (VADIR) FORM Last Revised, October 2006

Make additional copies of this form as needed. Do not send copies of this form to SED. Annual summary results for all reportable incidents occurring during the school year, between July 1 and June 30, should be reported on the SED Electronic VADIR System.

SCHOOL NAME _____

DESCRIPTION OF INCIDENT:

1. **CATEGORY OF INCIDENT** - If the incident involves multiple categories, one category choice is determined by the building official(s)/police handling the matter. The bold characters to the right of each item indicate the sections for annual reporting on the *Summary of Violent and Disruptive Incidents Report* where tallies of the corresponding incidents will be entered. (Check (✓) all columns that apply.) Category definitions are summarized in this document and detailed in the *Glossary of Terms*.

	With Weapon	Without Weapon	Involving Alcohol or Drugs	On School Transportation
1. Homicide (1a): conduct that results in the death of another person.				
2.1 Forcible Sex Offenses (2.1a): involving forcible compulsion.				
2.2 Other Sex Offenses (2.2a): involving inappropriate sexual contact (no forcible compulsion.)				
3. Robbery (3a): forcible stealing of property from a person by threatening the immediate use of physical force.				
4. Assault with Serious Physical Injury (4a): intentionally or recklessly causing physical injury which creates substantial risk of death or serious or protracted disfigurement or protracted impairment of health or protracted loss or impairment of the function of any bodily organ.				
5. Arson (5a): deliberately starting a fire with intent to damage or destroy property.				
6. Kidnapping (6a): to abduct a person or restrain a person with intent to prevent his or her liberation.				
7. Assault with Physical Injury (7a): intentional or reckless act causing impairment of physical condition or substantial pain. (In violation of the school district code of conduct).				
8. Reckless Endangerment (8a): subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious injury but no actual physical injury.				
9. Minor Altercations (9a): involving physical contact and no physical injury.				
10. Intimidation, Harassment, Menacing or Bullying (10a): no physical contact - intentionally placing another person in fear of imminent physical injury. Incidents that do not result in a consequence (j-o) are reported in Item 2 page 3.				
11. Burglary (11a): entering or remaining unlawfully on school property with intent to commit a crime.				
12. Criminal Mischief (12a): Intentional or reckless damaging of school property or the property of another person, including but not limited to vandalism and the defacing of property with graffiti.				

	With Weapon	Without Weapon	Involving Alcohol or Drugs	On School Transportation
13. Larceny, or Other Theft Offenses (13a): unlawful taking and carrying away of personal property with intent to deprive the rightful owner of property. Permanently or unlawfully withholding property from another.				
14. Bomb Threat (14a): a telephoned, written or electronic message that a bomb, explosive or chemical or biological weapon has been or will be place on school property.				
15. False Alarm (15a): falsely activating a fire alarm or other disaster alarm.				
16. Riot (16a): four or more persons simultaneously engaging in tumultuous and violent conduct and thereby intentionally or recklessly causing or creating a grave risk of physical injury or substantial property damage or causing public alarm.				
*17.1 Weapons Possession: Weapons Confiscated through Routine Security Checks at Building Entrances (17a)				
*17.2 Weapons Possession Only: Weapons Found through other Means (17a) (Incidents where weapons were found other than through a routine security check at a building entrance.)				
18. Use, Possession, or Sale of Drugs Only (18a)				
19. Use, Possession, or Sale of Alcohol Only (19a)				
20. Other Disruptive Incidents (20a): incidents involving disruption to the educational process serious enough to lead to one or more consequences listed in (j-o).				

* For the 2005-06 reporting cycle, the combined totals of 17.1 and 17.2 must be reported in the 2005-06 *VADIR Summary Form*. In 2006-07, however, weapons possession incidents where weapons were confiscated through security checks at the building entrance will be reported separately from other weapons possession incidents.

___ 2. Incident involved intimidation, harassment menacing or bullying of students or staff reported to the school principal or other school administrator responsible for student discipline by any source, such as a staff member, student, parent or other concerned citizen. Incident was not reported in Category 10 and did not result in a disciplinary action listed in the summary form (Columns j-o).

3. DATE AND TIME OF INCIDENT _____

4. LOCATION OF INCIDENT _____

5. INCIDENT OCCURRED (Check one item under each column)

Location

- ___ (a) On school property 4(a)
- ___ (b) At school-sponsored function off school grounds 4(b)

Time

- ___ (c) During regular school hours 4(c)
- ___ (d) Before or after regular school hours, or on a day when school is not in session. 4(d)

6. INCIDENT WAS (Check all that apply)

- ___ (a) Gang related 4(e)
- ___ (b) Bias Related 4(f)

7. **VICTIMS (Duplicate this page as necessary)**

Enrolled Students 1(e)

	Name	Grade	Age
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

School Personnel 1(f)

1	Name	Position
2		
3		
4		
5		
6		
7		
8		

Others (Include Unknown) 1(g)

1	Name	Position
2		
3		
4		
5		
6		
7		
8		

8. **OFFENDERS (Duplicate this page as necessary)**

Enrolled Student 1(b)

Name: _____ Grade _____ Age _____

Check all that apply. Report duration in school days.

	(√)	Duration
Referred for counseling or treatment program 1(j)		
Removed by teacher (section 3214) 1(k)		
Suspension from class or activities 1(l)		
Received out-of-school suspension 1(m)		
Transferred to alternative education program 1(n)		
Referred to law enforcement or juvenile justice 1(o)		

Other non-punitive referrals (not to be reported on annual summary form)

Enrolled Student 1(b)

Name: _____ Grade Age
 Check all that apply. Report duration in school days. (√) Duration

Referred for counseling or treatment program 1(j)		
Removed by teacher (section 3214) 1(k)		
Suspension from Class or Activities 1(l)		
Received out-of-school suspension 1(m)		
Transferred to alternative education program 1(n)		
Referred to law enforcement or juvenile justice 1(o)		

Other non-punitive referrals (not to be reported on annual summary form)

Enrolled Student 1(b)

Referred for counseling or treatment program 1(j)		
Removed by teacher (section 3214) 1(k)		
Suspension from class or activities 1(l)		
Received out-of-school suspension 1(m)		
Transferred to alternative education program 1(n)		
Referred to law enforcement or juvenile justice 1(o)		

Other non-punitive referrals (not to be reported on annual summary form)

Enrolled Student 1(b)

Name: _____ Grade Age
 Check all that apply. Report duration in school days. (√) Duration

Referred for counseling or treatment program 1(j)		
Removed by teacher (section 3214) 1(k)		
Suspension from Class or Activities 1(l)		
Received out-of-school suspension 1(m)		
Transferred to alternative education program 1(n)		
Referred to law enforcement or juvenile justice 1(o)		

Other non-punitive referrals (not to be reported on annual summary form)

OFFENDERS (Duplicate this page as necessary) (Continued)

School Personnel 1(c)

Name: _____ Position _____

Check all that apply:

Referred to law enforcement or criminal justice system 3(a)	
Other disciplinary action 3(a)	

School Personnel 1(c)

Name: _____ Position _____

Check all that apply:

Referred to law enforcement or criminal justice system 3(a)	
Other disciplinary action 3(a)	

Other (Include Unknown) 3(b)

Name: _____ Age (if student) _____ Position _____

Check all that apply:

Referred to school of enrollment 3(b)	
Referred to law enforcement or criminal justice 3(b)	
Other disciplinary action 3(b)	

Other (Include Unknown) 3(b)

Name: _____ Age (if student) _____ Position _____

Check all that apply:

Referred to school of enrollment 3(b)	
Referred to law enforcement or criminal justice 3(b)	
Other disciplinary action 3(b)	

9. If the incident involved the use of one or more weapons, indicate the number of weapons used in each weapon type listed below.

- ____ (a) Handguns 5A(1)
 ____ (b) Rifles/shotguns 5A(2)
 ____ (c) Other firearms 5A(3) (specify _____)
 ____ (d) Knives 5A(4)
 ____ (e) Chemical or Biological Agents 5A(5)
 ____ (f) Other weapons 5A(6) (specify: _____)

10. If the incident involved bringing a firearm to or possessing a firearm at a public school, indicate the number of students suspended and the number transferred to alternative education programs.

Discipline	Number of	
	General Education Students	Students with Disabilities
(a)Suspended for one year from the date of suspension (5b)		
(b)Suspension shortened to less than one year (5c)		
(c)How many students reported in Item 10(a) were transferred to an alternative education program? (5d)		
(d)How many students reported in Item 10(b) were transferred to an alternative education program? (5e)		

Report prepared by _____

Date _____

Retain this form in the school. (Do not send to SED).

