

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



Gary Markowicz, Sr.
Richard Radomski
Gail Rice
Richard Ross
Janet Wroblecki

BOARD OF EDUCATION MEETING
TUESDAY, APRIL 2, 2013
JR./SR. HIGH SCHOOL LIBRARY – 6:30 P.M.

1. Meeting Call to Order

- 1.1 Pledge to the Flag
- 1.2 Acceptance of Agenda
- 1.3 Budget Workshop

2. Communications

- 2.1 From the Floor
- 2.2 President's Messages
 - a. Committee Report(s)
 - 1. Building & Grounds – R. Ross
 - 2. Health & Safety – R. Radomski
 - 3. Policy – J. Wroblecki
 - 4. Transportation – J. Edwards
 - b. Board Calendar
 - c. BOCES Representative Report

3. Consent Agenda

- 3.1 Board of Education Minutes
 - a. Minutes of Meeting held March 5, 2013
 - b. Minutes of Meeting held March 19, 2013
- 3.2 Business Office Reports - N/A
- 3.3 CSE Reports
 - a. Minutes of meeting held 3/4/13
 - b. Minutes of meeting held 3/11/13
 - c. Minutes of meetings held 3/14/13

4. Old Business

- 4.1 2nd reading of Policy #7001, School Census; 7002, Admission Requirements; 7003, Determination of Student Residency; 7003.1, Principles and Procedures for Determining Student Residency; 7003.2, Student Affidavit of Emancipation; 7003.3, Parent Affidavit; 7004, Resident and Nonresident Student Policy; 7005, Education of Homeless Children; 7005.1, Procedures for Achieving Education of Homeless Children; 7005.2, Designation of School District of Attendance for a Homeless Child; 7006, Student Attendance; 7007 Student Dismissal; and 7007.1 Student Dismissal Release Form

5. New Business

- 5.1 Personnel Report – Action
- 5.2 Resolution to Abolish School Monitor Positions - Action
- 5.3 1st reading of Policy #4506, Student Fundraising Activities; 7100, Concussion Policy; 7100.1, Concussion Guidelines and Procedures; 7101, Jr. Sr. High School Extra Curricular Policy; 7101.1, Parental Notice for Athletes; 7101.2, Athletic Release Form; 7101.3, Athletic Medication Information; 7200, Student Medications; 7201.1, Student Medication Authorization Form; 7201.2, Parent/Guardian Authorization of Another Adult for Administration of Medication; 7201.3, Self-Medication Permission Form; 7202, Student Alcohol and Drug Abuse; and 7203, Student Pregnancy
- 5.4 Adopt 2013-14 Proposed Budget - Action

6. Building Reports

- 6.1 Elementary Building Report
 - a. Teddy Bear Clinic
 - b. Science Fair
- 6.2 Secondary Building Report
 - a. Jr. National Honor Society
 - b. Military Promotion Ceremony

7. Superintendent's Report

- 7.1 Jr. – Sr. High School Musical Performances
- 7.2 Winter Sports Award Ceremony
- 7.3 CORE Communities Schools Model
- 7.4 Jr. – Sr. High School Principal Position
- 7.5 Regents Reform Agenda/APPR

8. Board Discussion

9. Visitors Comments

- 10. **Executive Session** – to discuss an Equal Employment Opportunity Commission Charge and potential pending litigation

11. Adjournment

**NEW YORK MILLS
UNION FREE
SCHOOL DISTRICT**

1.3

**2013-14
PUBLIC BUDGET
WORKSHOP #3
TUESDAY, MARCH 19, 2013**

SCHOOL DISTRICT MISSION

The mission of the New York Mills Union Free School District is to help students become motivated, responsible, caring individuals by *providing resources* and a safe, supportive environment that encourages students to pursue excellence.

DISTRICT GOALS

Provide programs, resources, and facilities that will ensure all students are given equal opportunities to achieve higher district, state, and national standards.

Provide staff development to all employees that will enable them to elevate their skills, knowledge, and attitude in order to help our students achieve excellence.

Promote school pride and spirit through a partnership with the community.

REQUESTED INFORMATION FISCAL YEAR 2012-13

2012-13 BUDGET

**1% to 2012-13 Budget =
\$125,550.381**

**1% to 2012-13 Levy =
\$67,473**

2012-13 TAX RATES

**New Hartford =
\$26.42/\$1,000**

**Whitestown =
\$31.35/\$1,000**

**2012-13 Tax on True =
\$22.26/\$1,000**

**EXPENDITURE
INCREASES**

\$343,417

BOCES
Regents Reform Agenda
Occupational Education

Textbooks
Health Insurance
Payroll/Contractual
Obligations
ERS/TRS

PROPOSITION #1

Budget

2.74% Increase

To vote upon the adoption of the Budget of the School District for the Fiscal year ending June 30, 2014, which will include two (2) five (5) year leases of up to \$37,138.20 yearly for one (1) seventy-two passenger bus and one (1) 36 passenger wheelchair bus, for which the required funds shall be appropriated and the necessary real property taxes shall be raised by a tax on taxable property in the District, which will appear as Proposition No. 1 - Budget on the voting machines.

PROPOSITION #2

Full-time
School Resource
Officer

RESOLVED that the New York Mills Union Free School District be authorized to expend a sum, not to exceed **\$75,000**, to hire a full time School Resource Officer, and to pay for such sum, to the extent necessary, through the necessary real property taxes which shall be raised by a tax on taxable property in the District?

.59% Additional Increase

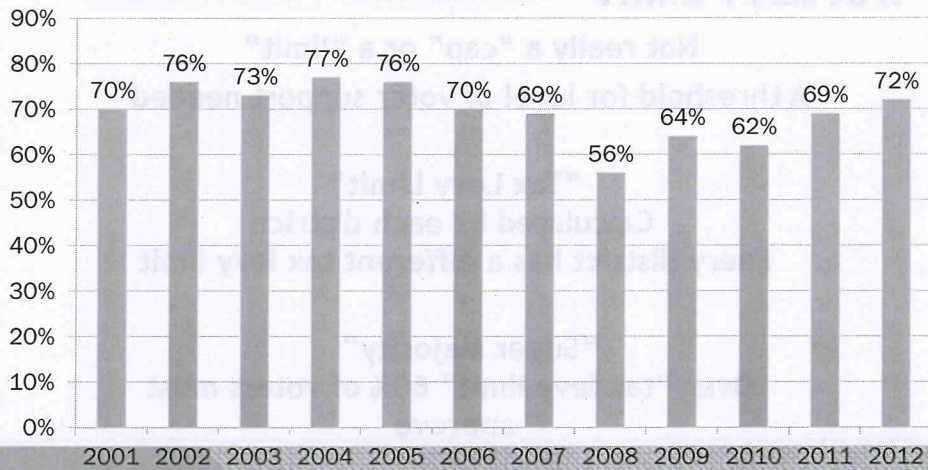
**ANNUAL TAX INCREASE
WITH BASIC STAR**

\$75,000 House	\$100,000 House	\$125,000 House
Increase of NH/Whites. Budget \$54.29/\$64.42	Increase of NH/Whites. Budget \$72.39/\$85.90	Increase of NH/Whites. Budget \$90.49/\$107.37
Budget and Proposition \$65.98/\$78.30	Budget and Proposition \$87.98/\$104.40	Budget and Proposition \$109.97/\$130.49

HISTORY

School Year	Budget to Budget Inc	Tax Levy
2007-2008	3.35%	4.45%
2008-2009	4.08%	3.64%
2009-2010	-.02%	2.98%
2010-2011	3.15%	3.00%
2011-2012	2.06%	3.00%
2012-2013	2.55%	2.72%

BUDGET "YES" VOTE HISTORY



**TOTAL POSITIONS
REDUCED/CUT SINCE
2008-09**

3.1 FTE Instructional

5.3 FTE Non-Instructional

1.2 FTE Administrative/Supervisory

9.6 FTE Total Reductions/Cuts

TAX LEVY LIMIT

Not really a “cap” or a “limit”

A threshold for level of voter support needed

“Tax Levy Limit”

Calculated by each district

Every district has a different tax levy limit

“Super Majority”

Over “tax levy limit” 60% of voters must
approve

“Simple Majority”

Under “tax levy limit” more than 50% of voters
must approve



PROPOSITIONS AND THE TAX CAP

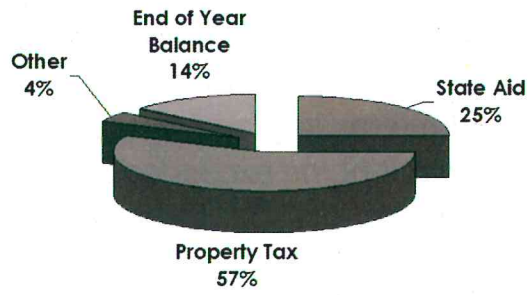
If any proposition, or propositions collectively that are subject to a vote on the same date, would require an expenditure of money that would require a tax levy and would result in the tax levy limit being exceeded for the corresponding school year then such proposition shall be approved if sixty percent of the votes cast thereon are in the affirmative.

BUDGET TAX LEVY LIMIT

2012-13 Budget	\$12,555,038
Proposition #1 Proposed 2013-14 Budget	\$12,898,455
Budget to Budget Increase	2.74%
Proposition #2 Full Time School Resource Officer	\$75,000
Proposition #1+#2 Tax Rate Increase	3.3%

Allowable Tax Levy Limit 7.27%
(due to PILOTS)

REVENUES



BUDGET ADOPTION NEEDED

BUDGET TIMELINE

Tuesday, April 2 – Board of Education Approval of Budget

Saturday, April 6 – Legal Notice Budget Hearing & Board Member Election

Monday, April 22 – Deadline for Board of Education Candidate Petitions

**Tuesday, April 23 – Regular Board Meeting to elect BOCES Board Members
and Approve or Disapproval of the Tentative Administration Budget**

Tuesday, May 7 – Public Budget Hearing

Wednesday, May 8 – Budget Notices mailed

Tuesday, May 21 – Annual Budget Vote & Board Member Election

**SCHEDULE OF THE REGULAR MEETINGS
OF THE COOPERATIVE BOARD, BOARD COMMITTEES, ETC.
2012-2013**

- All Board members are expected to attend.
- * All Board members are encouraged to attend.
- Designated Board member(s) or alternate will attend.
- R Register in advance.

April 2013

S	M	Tu	W	Th	F	S
	1	■2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	■23	24	25	26	27
28	29	30				

April 6 – Good Friday

April 7 – Passover (begins at sundown on April 6)

April 8 – Easter Sunday

April 8-12 – Spring Recess for Students

- April 2 ■ Regular Board of Education Meeting, 6:30 p.m.
- April 3 *Annual Cooperative Board Meeting, The Learning Center,
Career and Technical Education Building, 6:00 p.m.
- April 3 Athletic Boosters Meeting, 7:00 p.m.
Jr. National Honor Society Induction, 7:00 p.m.
- April 4 School and Business Alliance (SABA) Executive Committee meeting,
12 noon – 1:30 p.m. Oneida BOCES, Learning Center.
- April 17 Regular meeting of the Cooperative Board,
The Learning Center, Career and Technical Education Building,
4:30 p.m.
- April 17 Music, Art, and Drama Boosters Meeting, 7:00 p.m.
- April 18 School District Foundation Meeting, 7:00 p.m.
- April 19 Jr. Sr. High School Arts Fest
- April 19 - Oneida-Madison-Herkimer School Boards Institute, Executive
Committee meeting. Business Meeting and Nominations, 6:00 p.m.
Oneida BOCES, The Learning Center (Light dinner will be served.)
- April 22 National Honor Society Induction, Harts Hill Inn 6:00 p.m.,
- April 23 ■ Regular Board of Education Meeting, 6:30 p.m.
- April 24 PTSO Meeting, 7:00 p.m.
- April 26 Kindergarten Arbor Day Tree Planting, 2:15 p.m.
Rain Date April 29, 2:30 p.m.
- April 30 R Oneida-Madison-Herkimer School Boards Institute, Board
Development Workshop. “Effective Lobbying Strategies/Update on

Current Legal Topics”. 6:00 pm – 9:30 pm., Radisson Hotel, 200 Genesee St., Utica. For reservations, please call Paula at 768-8127

May 2013

S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	■ 7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 12 – Mother’s Day

May 27 – Memorial Day Holiday for Students and Staff

- May 1 Athletic Boosters Meeting, 7:00 p.m.
- May 4 R Oneida-Madison-Herkimer School Boards Institute, Board Development Workshop. Presenters: Board Member, Superintendent, District Superintendent & Business Administrator. “So You Want to be a School Board Member”. 8:15 a.m. – 12:00 p.m., Oneida BOCES, The Learning Center, New Hartford. (light breakfast will be served) For reservations, please call Paula at 768-8127
- May 7 ■ Regular Board of Education Meeting, 6:30 p.m.
- May 9 R Oneida-Madison-Herkimer School Boards Institute, General Membership meeting, Distinguished Service Awards and Student Achievement Awards, Radisson Hotel, 200 Genesee St., Utica. Grande Ballroom. Registration at 5:15 p.m. – Dinner at 6:30 p.m. Reservations, please call Paula at 768-8127
- May 15 Regular meeting of the Cooperative Board, The Learning Center, Career and Technical Education Building, 4:30 p.m.
- May 15 Music, Art, and Drama Boosters Meeting, 7:00 p.m.
- May 17 Elementary Arts Fest/Special Person’s Day and Grade K-12 Talent Show, 6:30 p.m.
- May 21 School Budget Vote and Board Member Election, 12 noon – 9:00 p.m.
- May 22 School District Foundation Meeting, 7:00 p.m.
- May 27 Village Memorial Day Parade – 11:00 a.m.
- May 29 PTSO Meeting, 7:00 p.m.
Jr. – Sr. High School Spring Concert, 7:30 p.m.
- May 30 Elementary Chorus/Band Spring Concert, 7:00 p.m.

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



Gary
Ric 3.1

Richard Ross
Janet Wroblecki

**BOARD OF EDUCATION BUDGET WORKSHOP MINUTES
TUESDAY, MARCH 5, 2013
JR./SR. HIGH SCHOOL CAFETERIA – 6:00 P.M.**

PRESENT: Ms. Jacqueline Edwards, President, Dr. Gary Porcelli, Vice President, Mr. Gary Markowicz, Mr. Richard Radomski, Mrs. Gail Rice, Mr. Richard Ross, and Mrs. Janet Wroblecki

Also Present: Ms. Kathy Houghton, Mr. Gary Hadfield, Dr. René Wilson, Mrs. Lisa Stamboly, Mr. William Lachut, Mr. Michael Klenotiz, Mrs. Paula Ann May, and 8 visitors and guests

1. Meeting Call to Order

Ms. Edwards called the meeting to order at 6:30 p.m.

1.1 Pledge to the Flag

Dr. Porcelli led the Pledge of Allegiance.

1.2 Acceptance of Agenda

Dr. Porcelli made the motion to accept the Agenda seconded by Mr. Markowicz.

Yes 7 No 0
Motion carried.

1.3 Teacher/Leader Report – Common Core Ambassadors, Jennifer Goodfriend and Amée Zbytniewski

Mrs. Goodfriend and Mrs. Zbytniewski told the Board Members that there were 12 slots for Common Core Ambassadors in Oneida County. This fall they applied to be teacher ambassadors and we were fortunate that they both were chosen. They have been to Albany for training with approximately 100 other teachers. More training is scheduled for this spring and summer. Meetings were on ELA and Math and how to execute Common Core in our classrooms. Mrs. Goodfriend and Mrs. Zbytniewski gave a brief description of the training they have attended, how they are turnkey training our teachers, and how they are implementing the Common Core in our classrooms.

2. Communications

2.1 From the Floor

Mrs. Dziekan said that she wanted to congratulate the Bowling team and Boys basketball team for Sectional Championships and Mike Adey with his 500th win and 5th sectional title in a row. New coverage has been unbelievable for New York Mills in the newspaper or on TV every other day.

Also to the Girls' Basketball team for almost winning the Sectional title when all odds were against them. There are 8 girls that have lost to Oriskany 3 times already. The heart and compassion this team has shown this team showed Mrs. Dziekan is something she never encountered with any other team before. Time Warner had mothering but praise for the girls' especially Carly, her one senior. Everyone is still talking about the game and how proud they are of the team.

Mrs. Dziekan also said that she has been a teacher and coach for 27 years at the high school and collegiate level, fifteen years at New York Mills. She was brought up in a sport family and her father, being her role model, was an Athletic Director at UFA for many years. Having said that she was very confused, frustrated, and disappointed in the Board's decision-making as of late. She cannot believe the Board would make a decision to not approve Coach Fiorini whom has coached at New York Mills since 2004 and not have the respect to at least communicate with her, as the Athletic Director, as to the Board's concerns about Coach Fiorini. She could not believe the Board would not accept an appointment that was put forth by Mr. Hadfield, Ms. Houghton, and the Athletic Director. To this date she still did not know exactly why he was not approved as the Varsity Baseball Coach. As soon as she heard Coach Fiorini was not approved she immediately had to start searching for a baseball coach for the boys because she knew it was not fair to the team to leave them without a coach. She basically had two weeks one of those being the winter vacation week to select a coach. In that time she had to coach her basketball team, host sectional games in Beekman Gymnasium, and help with all the important details to help with all teams in their sectional games. She believes that under #7 and #11 in the policy "Duties of the School Board" they were not upheld in the process of not accepting Coach Fiorini. Number 7 being to render all decisions based on available facts and her independent judgment and refuse to surrender that judgment to individuals or special interest groups and #11 being "remember always that my first and greatest concern must be for the educational welfare of the students attending our public schools." I was never asked about Coach Fiorini or given the opportunity to speak on behalf of her coach and there was no concern for the students that just had a coach pulled from them with no logical explanation as to why. She said her heart breaks for Coach Fiorini whom has dedicated a good part of his life coaching young athletes in the area and especially here at New York Mills. She has a loss for words to the players when all they have had in the past two weeks have been questions and she had no answers. We have been lucky in the years that she has been a teacher/coach and Athletic Director to have such a respected group of coaches from modified level to varsity level who have truly made a positive impact on the school, students, coaches, and community.

2.2 President's Messages

- a. NYSSBA Capital Conference/Lobby Day, March 9-11
The lobby day dealing with safe schools
- b. BOCES Annual Meeting, Wednesday, April 3, 2013
- c. Nominate One Person for a Term of Three Years

Mrs. Wroblecki nominated Dr. Porcelli for the BOCES Board. Mr. Ross seconded the motion.

Yes 7 No 0
Motion carried.

d. Committee Report(s)

1. Building & Grounds – R. Ross

Mr. Ross reported that the committee met on February 12th. Mr. Lachut continued with the tour of the district's facilities. There will be a tour of the outside when weather improves. There is one large list of needs and at the next meeting on March 12th we will start prioritizing them.

2. Health & Safety – R. Radomski

Mr. Radomski said there is no report and the next meeting is scheduled for April 17th at 6 p.m.

3. Policy – J. Wroblecki

Mrs. Wroblecki said the committee met last Tuesday and went through the rest of the 6000's. You will see some for the 1st reading and some for the 2nd reading. The committee is planning to meet at 6:30 p.m. on March 13th to review the 7000s.

4. Transportation – J. Edwards

No meeting has been scheduled. We will get back to the Superintendent with possible dates.

e. Board Calendar

Mrs. Rice said that the National Honor Society Induction Ceremony was changed from March 4th to April 22nd.

f. BOCES Representative Report – Dr. Porcelli

Dr. Porcelli reported that the NYSSBA Capital Conference is this Saturday, March 9 – 11. Utica National is sponsoring a workshop on safety. Mr. Mettelman will hold a workshop at BOCES on March 10th to review materials that will be presented at the Conference.

Dr. Porcelli said he is pleased to report the students attending Career and Tech Center recently competed in Skills USA Competition and received 30 awards. Two awards were for students from New York Mills.

The next BOCES Board meeting is March 13th at 4:30 p.m.

g. Foundation Request – Dr. Porcelli

The Foundation has not received another list of requests so they will move forward with the current list.

3. Consent Agenda

Mr. Ross made the motion to approve the Consent Agenda which includes:

- 3.1 Board of Education Minutes
 - a. February 5, 2013
 - b. February 12, 2013
- 3.2 Business Office Reports for Month ending January 2013
- 3.3 CSE Reports
 - a. Minutes of meeting held 1/29/13
 - b. Minutes of meeting held 2/8/13
 - c. Minutes of meetings held 2/11/13
 - d. Minutes of meetings held 2/12/13
 - e. Minutes of meetings held 2/13/13

Dr. Porcelli seconded the motion.

Yes 6 No 1

Mr. Radomski was not present during the vote returned at 7:03 p.m.

Dr. Porcelli voting nay on 3.2 because of Confirming Purchase Order And other items he disagrees with Motion carried.

4. Old Business

- 4.1 2nd reading Policy #6100, Certificated Personnel: Recruitment, Selection and Assignment; 6002, Certification and Tenure; 6003, Staff Inservice Programs and Credit; 6004, Substitute Teachers; 6005, Stipend Payment of Coaches; 6100, Job Descriptions; 6200, Fingerprinting and Criminal History Records Checks for Prospective Employees; 6200.1, Statement for Emergency conditional or Conditional Appointment; 6201, Drug and Alcohol Testing for Bus Drivers; 6201.1, Pre-Duty Acknowledgement, Authorization and Consent Form; 6201.2, Acknowledgement, Authorization and Consent Form; 6202, Physical Examinations; 6203, Non-Probationary Appointment Pending Board Approval; 6300, Leaves of Absence for Serious Health Conditions for Family Care; 6300.1, Request for Family/Medical Leave; 6300.2, Certification of Health Care provider for Employees' Serious Health Condition, 6300.3 Notice of Eligibility and Rights and Responsibilities; 6300.4, Certification of Qualifying Exigency for Military Family Leave; 6301, Jury Duty; 6302, Accommodating Employees' Need to Express Breast Milk; 6303, Leave for Cancer Screening, and 6304, Military leave of Absence (*copies of policies with changes from 1st reading are the only copies included*)

Dr. Porcelli made the motion to approve the second reading of the above policies seconded by Mr. Ross.

Yes 7 No 0
Motion carried.

5. New Business

5.1 Personnel Report – Action

Dr. Porcelli made the motion to approve the following Personnel Report seconded by Mr. Markowicz.

EMPLOYEE	CERTIFICATION AREA	CERT	SALARY*	EFFECTIVE DATE
I. Resignations				
Hadfield, Gary	Jr. - Sr. High School Principal			6/5/2013
Carpenter, Megan	Girls' Varsity Track & Field			2/15/2013
Calogero, Carly	Modified Track & Field			2/15/2013

II. Coaching Appointments

Calogero, Carly	Varsity Girls Track & Field	C	\$3,634.00	2012-13 School Year
D'Allesandro, Erik	Varsity Baseball	T	\$3,634.00	2012-13 School Year
Nicotera, John	Modified Track & Field	C	\$1,456.00	2012-13 School Year

III. Non-Instructional Substitute Appointments

Booth, John	Cleaner	Y	\$7.25/hour	3/6/2013
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IV. Non-Instructional Appointments

Bates, Joyce	Office Specialist I 40 Hrs per Week (increase of hours from 32)	Y	\$14.51/no change	1/14/2013
Chamberlain, Edward	Temporary Sp. Ed. Bus Driver/ 1 Hr. per day	Y	16.19/hour	3/6/2013
D'amore, Laura	Office Specialist I 30 Hrs. Per Week	Y	\$13.45/hour	3/25/2013

V. Instructional Appointment

LaVine, Emanuella	Special Education	Y	\$80 per day and 1/200th of B4 Salary per day after the 40th day	3/11/2013
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Yes 7 No 0
Motion carried.

5.2 2013-14 School Calendar – Action

Mr. Ross made the motion to approve the 2013 School Calendar seconded by Mrs. Rice.

Yes 7 No 0
Motion carried.

- 5.3 1st reading of Policy #7001, School Census; 7002, Admission Requirements; 7003, Determination of Student Residency; 7003.1, Principles and Procedures for Determining Student Residency; 7003.2, Student Affidavit of Emancipation; 7003.3, Parent Affidavit; 7004, Resident and Nonresident Student Policy; 7005, Education of Homeless Children; 7005.1, Procedures for Achieving Education of Homeless Children; 7005.2, Designation of School District of Attendance for a Homeless Child; 7006, Student Attendance; 7007 Student Dismissal; and 7007.1 Student Dismissal Release Form

6. Building Reports

6.1 Elementary Building Report

a. School Based Inquiry Team Meetings

Dr. Wilson said the School Based Inquiry Team is comprised of our AIS staff, grade level teachers, social worker, guidance counselor, and the principal. The process we subscribe to consists of classroom teachers benchmarking their children using the STAR assessment system in both ELA and math. The team then convenes for an hour or more and looks at how the class did in general, and then the prescriptive notes for those performing below the grade level expectations. Just recently: Outcomes of these meetings consisted of overall systemic change discussions, development of response to intervention plans, parent teacher conferences, after school and within school tutoring by faculty and honor society kids, attendance improvement plans, learning goal setting, and curriculum alignment and resources discussions.

b. Regional Scoring for State Exams

Dr. Wilson said that our 3rd, 4th, 5th, 6th, AIS and special education teachers will all be attending regional training, and will participate in scoring the state assessments. This will give our teachers insight on how students in the region performed overall, and also the kinds of questions the state will be using to assess the common core curriculum.

c. Echoes Performance

Dr. Wilson said that she doesn't have all the specifics; however New York Mills 6th graders were represented very well. Alex Matrossi's performance, which was a song about being a new student sung to the tune of "Call Me Maybe," opened the entire show, and will open all Echoes shows as they tour to different schools. Also we had several students receive honorable mention awards.

Mr. Hadfield said that Claudia Spost had two pieces performed which is rare. Echoes is for 6th, 7th, and 8th grade and this year we had three pieces performed.

6.2 Secondary Building Report

a. Career Day

Career Day was last Friday. Assemblyman Brindisi kicked off Career Day. He spoke as a lawyer and Member of Assembly. Students attended four different sessions. They listened to speakers and had an opportunity to ask questions. There was a wide variety of different speaker and different career paths.

b. Sports Roundup

Mr. Hadfield said that Mrs. Dziekan covered pretty much everything. The MVP for Class D was Nick Commenale. This was Mr. Adey's 500th win and is Coach of the Year for Class D.

d. Heart Run and Walk

Mrs. Gates headed the Heart Run and Walk for the school. A dance was held as the main fundraiser and the proceeds of more than \$700 were given to the Heart Run and Walk.

7. Superintendent's Report

7.1 NYSCOSS Mid-Winter Conference/Lobby Day, March 3-5

Ms. Houghton said that she just returned from NYSCOSS. The topic this year was Public Education. The speakers were excellent and she had an opportunity to talk and question the Commissioner. She has materials from the conference if any Board Member would like to review them.

7.2 Regents Reform/APPR Update

Ms. Houghton shared that we are in the midst of implementing our 2012-13 APPR, with OASYS/MyLearningPlan training and use of our approved assessments. The PEC is already working on the 2013-14 APPR because it is due on September 1st.

7.3 Budget Workshop

Ms. Houghton presented a PowerPoint on the budget, followed by discussion with the Board and Mrs. Stamboly, District Treasurer.

NEW YORK MILLS UNION FREE SCHOOL DISTRICT

2013-14
Public Budget Workshop #1
Tuesday, March 5, 2013

Budget Decisions Driven by District Goals

- Provide programs, resources, and facilities that will ensure all students are given equal opportunities to achieve higher district, state, and national standards
- Provide staff development to all employees that will enable them to elevate their skills, knowledge, and attitude in order to help our students achieve excellence.
- Promote school pride and spirit through a partnership with the community

Expenditure
Increases

\$380,917

- BOCES Regents Reform Agenda Occupational Education
- Textbooks
- Health Insurance
- Payroll/Contractual Obligations
- P/T SRO
- ERS/TRS

RETIREMENT COSTS

ERS			TRS		
YEAR	RATE	EXPENSE	YEAR	RATE	EXPENSE
2009-10	7%	\$55,001	2009-10	8.19%	\$291,632
2010-11	22.5%	\$110,204	2010-11	8.62%	\$293,560
2011-12	25.7%	\$151,692	2011-12	11.11%	\$371,691
2012-13	26.5%	\$179,519	2012-13	11.84%	\$436,131
2013-14	20.9%	\$212,903	2013-14	16.25%	\$507,293

School Safety Staffing Options Decision Needed

	STARTING	STOP	ADDITIONAL	TOTAL	ADDITIONAL
			STARTING	BUDGET	PERSONNEL
ERSRO	\$7,000.00	\$7,000.00	\$7,000.00	3.47%	2%
TRSP	\$12,000.00	\$12,000.00	\$12,000.00	5.88%	3%
TRSP	\$12,000.00	\$12,000.00	\$12,000.00	5.88%	3%
ERSRO	\$7,000.00	\$7,000.00	\$7,000.00	3.33%	5%
TRSP	\$12,000.00	\$12,000.00	\$12,000.00	5.77%	6.1%

Pre-K Costs Options Decision Needed

	STARTING	STOP	ADDITIONAL	TOTAL	ADDITIONAL
			STARTING	BUDGET	PERSONNEL
ERSRO	\$7,000.00	\$7,000.00	\$7,000.00	3.47%	2%
TRSP	\$12,000.00	\$12,000.00	\$12,000.00	5.88%	3%
TRSP	\$12,000.00	\$12,000.00	\$12,000.00	5.88%	3%
ERSRO	\$7,000.00	\$7,000.00	\$7,000.00	3.33%	5%
TRSP	\$12,000.00	\$12,000.00	\$12,000.00	5.77%	6.1%

Elementary Staff:Student Ratio

Additional Monitors
5 Monitors
6 Hours per day including Benefits

This will provide a monitor in each elementary classroom

\$170,877

Additional Teacher
1 Classroom Teacher

\$70,532

Total Budget to Budget w/Additional Increase 4.40%

Total Budget to Budget w/Additional Increase 3.60%

Maintenance Needs

Truck Replacement
\$25,000

The District owns a 2002 GMC Caboverhead (4000 CC) (4200 miles) and 2008 Ford F250 (4000 miles) (24000 miles)

Estimated \$46,000

Total Budget to Budget w/Additional Increase 3.40%



2013-14 List of Possible Cuts

BOCES contract	\$400	BOCES	\$400
Elementary Teacher	\$1,000	Elementary Teacher	\$1,000
Elementary Administration	\$1,000	Elementary Administration	\$1,000
Elementary Support Staff	\$1,000	Elementary Support Staff	\$1,000
Elementary Transportation	\$1,000	Elementary Transportation	\$1,000
Elementary Other	\$1,000	Elementary Other	\$1,000
Elementary Total	\$5,000	Elementary Total	\$5,000
Elementary Total	\$5,000	Elementary Total	\$5,000
Elementary Total	\$5,000	Elementary Total	\$5,000
Elementary Total	\$5,000	Elementary Total	\$5,000

Tax Levy Limit

Not really a "cap" or a "limit"
A threshold for level of voter support needed

"Tax Levy Limit"

Calculated by each district
Every district has a different tax levy limit

"Super Majority"

Over "tax levy limit" 60% of voters must approve

"Simple Majority"

Under "tax levy limit" more than 50% of voters must approve

2013 - 2014 Tax Levy Cap Calculation

2012-13 Approved Budget	108,000,000
2012-13 Actual Revenue	106,000,000
2013-14 Budgeted Revenue	106,000,000
2013-14 Budgeted Expenditures	108,000,000
2013-14 Budgeted Surplus/Deficit	(2,000,000)
2013-14 Levy Cap	106,000,000
2013-14 Levy Rate	1.0000
2013-14 Levy Rate Increase	0.0000

Budget Tax Levy Limit

2012-13 Budget \$12,555,038

Proposed 2013-14 Budget \$12,935,955

Budget to Budget Increase 3.03%

Projected Tax Rate Increase 3%

Allowable Tax Levy Limit 7.27%
(due to PILOTs)

Propositions and the Tax Cap

Chapter 97 allows separate propositions. Nothing in this section shall preclude the trustee, trustee, or board of education of a school district, in their discretion, from submitting additional items of expenditures to the voters from submitting propositions pursuant to sections two thousand eight and two thousand thirty-two of this part, provided however, except in the case of a proposition submitted for any expenditure contained within subsection (f) through (v) of paragraph 1 of subsection two of this section, if any proposition, or propositions collectively that are subject to a vote on the same date, would require an expenditure of money that would require a tax levy and would result in the tax levy limit being exceeded for the corresponding school year then such proposition shall be approved if sixty percent of the votes cast thereon are in the affirmative.

Budget "YES" Vote History



DISCUSSION/QUESTIONS

Additional Information Needed for Decision-Making

8. Board Discussion

9. Visitors Comments

Mrs. Porcelli said having guns in school drives her crazy. She has held a pistol permit because her father had guns and if they got stopped with guns in the car they were able to deal with it. She has nothing against guns and simply pay for somebody who's retired to carry a weapon without some sort of training would be a huge mistake.

Mr. King asked if we approached both villages and the sheriff as well. He also said that it wonderful to see great things happening to our kids. A lot of learning happens outside the classroom. Sports team or musical are things that will carry through. Congratulations to the athletic department. Mr. King also encourages everyone to come and enjoy the musical. He also said tht he has delt with Mr. Hadfield and the things he has done can't be counted, it is beyond comprehension. We will miss having him here and maybe he will come back and visit.

Mrs. Dziekan said that being a teacher and parent has been tough. Having children here with his support don't know what she will do without him. No one knows what a great principal he has been for this school district. She said she has heard kids talking the seniors are very upset their Principal cannot give out their diploma. Speaking for the Senior Class they really want Mr. Hadfield to handout diplomas.

Ms. Edwards said that will be Mr. Hadfield's decision.

Mr. Hadfield read the following statement "As you know I have submitted my resignation and you acted on it tonight. I would like to let you know why I did it at the time I did. This school does mean a lot and it is important to me to let you why. The main reason was because the Board of Education made it clear by their actions that they did not want my input on actions they are taking. In addition to voting down our recommendations, I am being excluded form conversations regarding the duties of staff that I supervise and that work directly in my building. In my opinion, the Board is acting more on personal agendas than on what is best for our district or student. I will not be a part of that type of agenda. I hope in the future you will give the Superintendent and administrators the respect for their hard work that they deserve." As far as graduation I have been here for the students all along, my whole career. I have done what is best for the student and I will continue to do what is best for the students.

10. Executive Session – to discuss negotiations with CSEA and NYMTA

Mr. Ross made the motion to go into Executive Session at 8:43 p.m. after taking a 5 minute break to discuss negations with CSEA and NYMTA Dick seconded by Dr. Porcelli.

Yes 7 No 0
Motion carried.

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

Respectfully submitted,



Paula Ann May
District Clerk

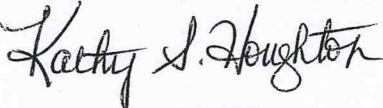
Ms. Edwards called the meeting back into regular session at 9:16 p.m.

11. Adjournment

Dr. Porcelli made the motion to adjourn at 9:16 p.m. seconded by Mr. Ross.

Yes 7 No 0
Motion carried.

Respectfully submitted,



Kathy Houghton
Clerk Pro-tem

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



Gary
Ric

3.1b

Richard Ross
Janet Wroblecki

**BOARD OF EDUCATION BUDGET WORKSHOP MEETING
TUESDAY, MARCH 19, 2013
JR./SR. HIGH SCHOOL LIBRARY – 6:30 P.M.**

PRESENT: Ms. Jacqueline Edwards, President, Dr. Gary Porcelli, Vice President, Mr. Richard Radomski, Mrs. Gail Rice, Mr. Richard Ross, and Mrs. Janet Wroblecki

Absent: Mr. Gary Markowicz

Also Present: Ms. Kathy Houghton, Mr. Gary Hadfield, Dr. René Wilson, Mrs. Lisa Stamboly, Mr. William Lachut, Mrs. Paula Ann May and two visitors

1. Meeting Call to Order

Ms. Edwards called the meeting to order at 6:30 p.m.

1.1 Pledge to the Flag

Dr. Porcelli led the Pledge of Allegiance.

1.2 Acceptance of Agenda

Dr. Porcelli made the motion accept the agenda seconded by Mr. Ross.

Yes 6 No 0
Motion carried.

2. Proposed Executive Session

Mr. Ross made the motion to go into Executive Session at 6:31 p.m. to discuss CSEA Contract Negotiations seconded by Mrs. Wroblecki.

Yes 6 No 0
Motion carried.

Ms. Edwards called the meeting back into regular session at 6:41 p.m.

3. Communications

3.1 President's Messages

Ms. Edwards went over the handouts that were added to the Board folder and stated that tonight's meeting was primarily to work on budget.

4. Consent Agenda

N/A

5. Old Business

N/A

6. New Business

6.1 Personnel Report – Action

Dr. Porcelli made the motion to approve the following Personnel Report seconded by Mr. Radomski:

EMPLOYEE	CERTIFICATION AREA	CERT	SALARY*	EFFECTIVE DATE
I. Resignations				
Salamy, Michael	Modified Baseball Coach		\$0.00	3/20/2013
II. Coaching Appointments				
Galimo, Dominick	Modified Baseball Coach	T	\$1,942.00	2012-13 School Year
Carpenter, Megan	Asst. Volunteer Track & Field Coach	C	\$0.00	2012-13 School Year
Dziekhan, Andrew	Asst. Volunteer Varsity Softball	T	\$0.00	2012-13 School Year
Salamy, Michael	Asst. Volunteer Varsity Baseball	T	\$0.00	2012-13 School Year
III. Non-Instructional Substitute Appointments				
Booth, John	Long-Term Substitute Cleaner	N	\$11.60/hour	3/20/2013
Fatata, Neil	Cleaner	N	\$7.25/hour	3/20/2013
IV. Instructional Substitute Appointments				
Cook, Michael	N-6 Elementary & 7-12 Social Studies	Y	\$80	3/20/2013

Yes 6 No 0
 Motion carried.

7. Building Reports

N/A

8. Superintendent's Report

8.1 Budget Workshop

Ms. Houghton did a PowerPoint presentation on the 2013-14 proposed budget. Slides follow:



**NEW YORK MILLS
UNION FREE
SCHOOL DISTRICT**

2013-14
Public Budget Workshop #1
Tuesday, March 5, 2013

**Budget Decisions Driven by
District Goals**

- Provide programs, resources, and facilities that will ensure all students are given equal opportunities to achieve higher district, state, and national standards
- Provide staff development to all employees that will enable them to elevate their skills, knowledge, and attitude in order to help our students achieve excellence
- Promote school pride and spirit through a partnership with the community

**Expenditure
Increases**

\$380,917

**BOCES
Regents Reform Agenda
Occupational Education**

- Textbooks
- Health Insurance
- Payroll/Contractual Obligations
- P/T SRO
- ERS/TRS

RETIREMENT COSTS

ERS			TRS		
YEAR	RATE	EXPENSE	YEAR	RATE	EXPENSE
2009-10	7%	\$55,801	2009-10	6.19%	\$261,632
2010-11	22.3%	\$118,294	2010-11	8.62%	\$293,560
2011-12	25.7%	\$151,692	2011-12	11.11%	\$371,894
2012-13	28.5%	\$179,516	2012-13	11.84%	\$435,131
2013-14	29.9%	\$212,903	2013-14	16.20%	\$597,202

**School
Safety
Staffing
Options**

**Decision
Needed**

ERS/TRS	ERS	TRS	Total
ERS/TRS Option 1	\$1,000,000	\$1,200,000	\$2,200,000
ERS/TRS Option 2	\$1,000,000	\$1,200,000	\$2,200,000
ERS/TRS Option 3	\$1,000,000	\$1,200,000	\$2,200,000

**Pre-K
Costs
Options**

**Decision
Needed**

Option	ERS	TRS	Total
Option 1	\$100,000	\$100,000	\$200,000
Option 2	\$100,000	\$100,000	\$200,000
Option 3	\$100,000	\$100,000	\$200,000

Elementary Staff:Student Ratio

Additional Monitors	Additional Teacher
5 Monitors 6 Hours per day excluding Benefits	1 Classroom Teacher
Total Budget to Budget w/Additional Increase 4.4%	Total Budget to Budget w/Additional Increase 3.60%

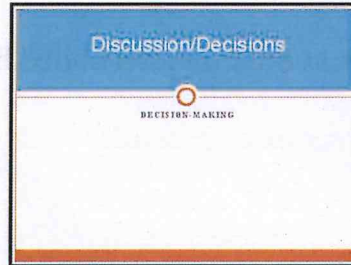
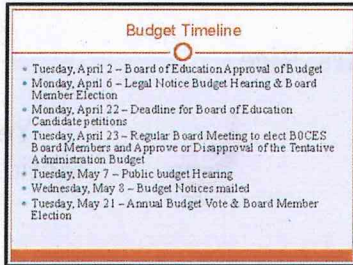
**Maintenance
Needs**

The District owns a 2011 Ford Transit (over 40,000 miles) and 2006 Ford F250 (over 24,000 miles). Estimated \$40,000.

Total Budget to Budget w/Additional Increase 3.4%

2013-14 List of Possible Cuts

Account	Current	Proposed	Amount
BOCES	2,500,000	2,500,000	0
BOCES	2,500,000	2,500,000	0
BOCES	2,500,000	2,500,000	0



9. Board Discussion

Discussion continued by the Board Members regarding which items to include in the budget. It was unanimously decided not to include a Pre-K Program, additional Monitors, an additional elementary Teacher, or a truck for maintenance. The Board decided to take the part-time School Resource Officer out of the budget. They agreed to place a proposition before the voters for one full-time School Resource Officer and let the community vote.

10. Visitors Comments

Mr. Lachut thanked Mrs. Stamboly for allowing the Maintenance Department to keep his equipment upgraded. The maintenance department is very well equipped with updated equipment. In 2013 \$46,000 is a lot of money but if we wait four years a truck will be over \$50,000. Could we possibly set aside \$10,000 a year for five years. Then we would have the money and not have to take such a big bite. Mr. Lachut also said that he guarantees that the SRO proposition will pass. With the chain of events that have happened, every grandparent and parent will vote yes.

Mr. King said that he hopes Mr. Lachut is right. He believes we are missing part of what the SRO does; not counting safety which is transparent to the public. This should have been included in the budget. This is what he said he expects a Board of Education to do. We entrust that you, the Board has more knowledge. He said again that he hopes Mr. Lachut is right and the proposition passes with flying colors. Mr. King also asked if we advertise on the web site.

11. Adjournment

Dr. Porcelli made the motion to adjourn at 8:24 p.m. seconded by Mrs. Rice.

Yes 6 No 0
Motion carried.

Respectfully Submitted,



Paula Ann May
District Clerk

NEW YORK MILLS SCHOOL

SPECIAL EDUCATION

77	Students classified as of 2/26/13
<u>1</u>	Elementary Student added
78	Total Classified Students as of 3/26/13

Policy

Draft 03/18/2013

7001 Replaces policy 7010

STUDENTS

SCHOOL CENSUS

- I. The Board of Education serves as a permanent census board that has a duty to maintain a day to day census of all children residing in the district. Such census of the School District shall include all persons between birth and eighteen (18) years of age and shall particularly note any children between birth and twenty-one (21) years of age who are physically or mentally handicapped.
- II. Census Data Collection
 - A. The data must be organized so the district can determine whether each student is receiving an appropriate public education, a partial education or no education at all.
 - B. All persons involved in the collection of such data are required to receive prior training and written information regarding the procedures to be followed in collecting the data.
 - C. The data on each pupil must include at least the following types of data:
 1. Student's name, address and birth date;
 2. Student's parents' names, address(es), and the native language of the student's home;
 3. Student's suspected disability;
 4. Dates of referral, evaluations, recommendations of the Committee on Special Education, actual placement and annual program reviews;
 5. Site where the student is currently receiving an educational program; and
 6. If the student is not receiving an appropriate public education, the reason shall be described.
- III. Parents/guardians of those children between such ages residing within the district shall report to the Board of Education the following information:
 - A. Two weeks before any child shall become of the compulsory school age (Ed Law 3202):
 1. Student's name, address and birth date;
 2. Student's parents' names, address(es), and the native language of the student's home;
 3. The name and location of the school to which the child shall have been or shall be sent as a student;
 4. Such other information as required by law (8 NYCRR 200.2, Ed Law 3242) or as the Board may require.

POLICY

Draft 03/18/2013
7001 Replaces policy 7010

STUDENTS

CENSUS

- B. A parent/guardian of a child between birth and eighteen (18) years of age who withholds or refuses to give known information to such census data as required by law or gives false information in relation to such census data, shall be liable to and punished by a fine or imprisonment as established by law (Ed law 3243).

IV. Reporting Requirements

- A. Upon written request from the Commissioner of Education, the Board of Education shall provide the census data.
- B. The census shall be prepared annually for children between ages five and eighteen who are entitled to attend the public schools without payment of tuition in duplicate in their respective school districts, and one copy thereof filed with the teacher or principal and the other copy filed with the Superintendent on or before the fifteenth day of October.
- C. Pre-school students from birth to five years of age, such census may be prepared and filed biennially on or before the fifteenth day of October in duplicate in their respective school districts, and one copy thereof filed with the teacher or principal and the other copy filed with the Superintendent.
- D. All information regarding a student with a disability under the age of twenty-one years shall be filed annually with the District Superintendent of the Oneida-Herkimer-Madison Board of Cooperative Educational Services (BOCES).

New York Mills Union Free School District

Legal Ref: New York State Education Law, Sections 3240, 3241, 3242 and 4402(1)(a); 8 N.Y.C.R.R., Section 200.2

Adopted: 11/05/02

Revised: _____

Policy

Draft 03/18/2013

STUDENTS

7002 Revised/renumbered from 7011

ADMISSION REQUIREMENTS INITIAL KINDERGARTEN ENROLLMENT

- I. New York State Education Law provides that all residents of the school district over five (5) and under twenty-one (21) years of age are entitled to attend public school free of charge; provided they have not received a high school diploma.

Upon registration, all new students may be required to present proof of date of birth, residency and required immunizations and a health certificate.

II. Kindergarten Eligibility

- A. To be eligible for admission to kindergarten in the New York Mills School system, a student shall be at least 5 years of age as of December 1 of the current school year. In exceptional cases, younger children may be eligible for kindergarten enrollment. Early kindergarten enrollment will be permitted only when sufficient evidence is available to indicate that the child will be materially helped by such a decision. No child shall be accepted for early enrollment, however, who cannot compete intellectually, socially and physically with students of normal (5.0 years) kindergarten age.
- B. If a child is to be considered for early enrollment, the following must be submitted to the elementary principal by the parents of the child at their own expense and on their own initiative:
1. A written report of examination by a Psychologist certified by the University of the State of New York. The report shall include results of individual intelligence and social maturity testing.
 2. A written report of examination by a licensed pediatrician certifying that the child is in sound physical health and characterized by physical growth and development consistent with generally accepted levels for children between four and six years of age.
 3. Written information of a biographical nature indicating the child's experiential background (family trips, play activities, educational and social experiences, interests and/or accomplishments).
- C. The final decision regarding acceptance of a student for early enrollment shall be made by the Superintendent of Schools upon recommendation of the elementary school principal and school psychologist.

ADMISSION REQUIREMENTS
INITIAL KINDERGARTEN ENROLLMENT

- D. A child who turns six on or before December 1st of any school year must begin attending upon full-time instruction no later than the first day of school in the September of that school year.
- E. A child who turns six after December 1st of any school year must begin attending upon full-time instruction no later than the first day of school in the September of the following school year.

III. Other Grades

Admission of children to other grades shall involve a consideration of both chronological age and the readiness of the children to do the work of those grades.

New York Mills Union Free School District

Legal Ref: NYS Education Law §3202; Public Health Law §2164

Adopted: 04/09/74

Revised: 08/08/89, _____

Policy

Draft 03/18/2013

STUDENTS

7003 Replaces partial policy 7012

DETERMINATION OF STUDENT RESIDENCY

- I. The Board designates the Superintendent to make determinations as to whether a child is entitled to enrollment in District schools as a resident of the District. No other District employee is empowered to make such a determination.
- II. The Superintendent shall promulgate a regulation describing principles and procedures for determining a child's residency status. All such principles and procedures shall comply with applicable statutes and regulations.

New York Mills Union Free School District

Legal Ref: 8 NYCRR 100.2(y)

Adopted: 11/05/02

Revised: 03/08/05, _____

Regulation

Draft 03/18/2013

STUDENTS

7003.1 Replaces partial policy 7012.1

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

I. Purpose of Regulation

The Board has designated the Superintendent to make determinations as to whether a child is entitled to enrollment in District schools as a resident of the District. This Regulation describes guidelines and procedures that will be used to make that determination. The Superintendent's determinations will also be guided by court decisions, Commissioner rulings, and advice of legal counsel.

II. Procedures¹

1. In the course of making any determination regarding student residency, the Superintendent will afford the parent(s), or the person in parental relation, or the child, as applicable, the opportunity to submit information concerning the child's right to attend school in the District.
2. The Superintendent may require the production of relevant documents, such as custody determinations, bills showing a mailing address, and tax returns to support a claim of residency.
3. When the Superintendent determines that the child is neither a resident nor entitled to attend the schools of the District as a homeless child, written notice of the determination will be provided within two (2) business days to the parent, the person in parental relation or to the child. Such notice shall include the basis for the determination, the date of exclusion from the District, and a statement regarding the right to appeal an adverse determination to the Commissioner of Education, in accordance with Section 310 of the New York State Education Law, within thirty (30) days of the date of the determination. Such notice shall also state that the procedure for taking an appeal to the Commissioner may be obtained from the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234.

III. Presumption of Residency With Parents

1. It is presumed that a child's residence is the residence of the child's parents.
2. In considering whether a different residence has been established for a child, the Superintendent will consider information about: the intention of the child and parent to remain in the District; the retention or relinquishment of parental authority; who is financially responsible for a child's shelter, food, medical care, and other personal needs; address listed on legal documents; time actually spent at

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

different locations; and any other factor indicating actual intent to establish a residence.

3. A child may have only one residence.

IV. Parents With Separate Residences

1. Where a student is living with one parent designated the custodial parent by virtue of a court order, the child's residence is presumed to be that of the custodial parent.
2. Where there is a court determination of joint custody, and a child spends substantial amounts of time with each parent, the family may jointly designate one residence or the other as the residence of the child. If the family cannot agree on a joint designation, the Superintendent will make a determination based on the factors described above.

V. Child Living With Adult Other Than Parent

1. If a child claims a residence with an adult other than the child's parent, and a parent of the child is competent and not incarcerated, the Superintendent will require convincing evidence that the parent has transferred custody and control of the child to the adult with whom the child is living, and relinquished both parental responsibility and parental authority.
2. Resident status will be denied if the Superintendent determines that the sole reason the student is living with the non-parent adult is in order to attend school in this District.
3. A child living with an adult other than a parent may qualify for enrollment as an emancipated minor, or as a homeless child.

VI. Emancipated Minor

1. A person who is independent and living apart from their parents, and who is not in need or receipt of foster care, may be considered emancipated for purposes of establishing a residence apart from their parents. Establishment of emancipation rebuts the presumption that a student's residence is with his/her parents.
2. The Superintendent may require documentation from a person who claims the status of an emancipated minor. Such documentation may include, but shall not be limited to, such things as proof of the person's age and means of support; an explanation of the circumstances surrounding the person's emancipation,

REGULATION

Draft 03/18/2013

STUDENTS

7003.1 Replaces partial policy 7012.1

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

including a description of the person's relationship with any living parents; and evidence that the student is not receiving any support from parents. Proof of eligibility for public assistance as an emancipated minor will be deemed to establish a student's status for purposes of residency. The District may require a sworn statement or affidavit from the student as proof of emancipation and residence. (See Regulation 7003.2)

New York Mills Union Free School District

Adopted: 11/05/02

Revised: 03/08/05, _____

ⁱ Paragraphs 1 and 3 required by 8 NYCRR 100.2(y)

Regulation

Draft 03/18/2013

7003.2 Renumbered from 7012.2

STUDENTS

STUDENT AFFIDAVIT OF EMANCIPATION

STATE OF NEW YORK }
COUNTY OF _____ } SS.:

_____, being duly sworn, deposes and says:

1. I was born on _____.
[Date]

2. I am not living with my parents because _____

3. I currently reside at _____

4. Do you plan to return to live with your parents? _____ If
so, when? _____

5. Who will make decisions regarding your health and medical treatment? _____

6. Who will make decisions regarding your education? _____

7. My current means of financial support is _____

8. [Check the one that applies] _____ I am _____ I am not receiving financial
assistance from my parents.

If you are receiving financial assistance from your parents, how much and how often?

Amount: _____ Frequency: _____

9. My current relationship with my parents is as follows[e.g. when last seen, contacted,
knowledge of whereabouts, etc.]: _____

STUDENT AFFIDAVIT OF EMANCIPATION

10. Other facts relevant to my status as an emancipated minor are as follows: _____

I certify that all the information provided on this affidavit is true and accurate.

I understand that:

- A. If I provide false information on this affidavit to the _____ School District, I may be committing the crime of perjury in the third degree (a class A misdemeanor);
- B. If I provide false information on this affidavit to the _____ School District with the intent to defraud the _____ School District, I may be committing the crime of perjury in the second degree (a class E felony); and
- C. I may be prosecuted on criminal charges for such false information.

(Signature of Student)

Sworn to before me this _____
day of _____, 20__.

Notary Public

Regulation

Draft 03/18/2013

7003.3 Renumbered from 7012.3

STUDENTS

PARENT AFFIDAVIT

STATE OF NEW YORK }
COUNTY OF _____ } SS.:

_____, being duly sworn, deposes and says:

[Name of Parent]

1. I am the _____ of _____.
[Relationship to Student] [Name of Student]

2. I reside at _____
[Address of Parent]

3. [Check the one that applies] _____ I do _____ I do not
have legal custody of the Student. (Attach court/custody papers if parents are
separated/divorced).

4. If the other parent has legal custody, identify that person by name, address and telephone
number, and provide a notarized statement form that parent indicating consent to the current
living arrangement.

5. The Student is currently residing with _____ at the following address:

6. The Student's relationship to the person with whom he/she is currently residing is:

7. The Student began living at the current residence on _____ and will continue
to reside there until _____.

8. Why is the student living at the current location?

REGULATION

Draft 03/18/2013
7003.3 Renumbered from 7012.3

STUDENTS

PARENT AFFIDAVIT

9. Will the Student reside in your home during weekends, holidays or any other times during his/her stay in the current location?

10. Who will claim the Student as a dependent for Income Tax purposes?

11. During the time the Student resides at the current location, who is responsible for:

- A. Receiving and responding to academic and other reports concerning the Student?

- B. Making decisions regarding the Student's Education?

- C. Authorizing medical treatment for the Student?

- D. Payment for medical treatment of Student?

- E. Releasing records for the Student?

- F. Providing other necessary consents for the Student?

- G. Expense of Student's room and board?

- H. Expenses of clothing and other necessities?

REGULATION

Draft 03/18/2013
7003.3 Renumbered from 7012.3

STUDENTS

PARENT AFFIDAVIT

Will you provide any other financial assistance to the Student? ____ yes ____ no

If yes, what is the nature and amount of the assistance? _____

12. Other information that would assist the School District in acting on the application of this Student. _____

I certify that all the information provided on this affidavit is true and accurate.

I understand that:

- A. If I provide false information on this affidavit to the _____ School District, I may be committing the crime of perjury in the third degree (a class A misdemeanor);
- B. If I provide false information on this affidavit to the _____ School District with the intent to defraud the _____ School District, I may be committing the crime of perjury in the second degree (a class E felony); and
- C. I may be prosecuted on criminal charges for such false information.

(Signature)

Sworn to before me this _____
day of _____, 20__.

Notary Public

New York Mills Union Free School District
Adopted: 03/08/05
Revised: _____

Policy

Draft 03/18/2013

STUDENTS

7004 Renumbered/revised from 7014

RESIDENT AND NONRESIDENT STUDENT POLICY

- I. It shall be policy of the Board of Education, as prescribed by Education Law to accept resident students who have established primary permanent and legal residency within the established boundaries of the school district.
- II. It shall further be policy of the Board of Education to accept nonresident students on a tuition basis, subject to the following guidelines:
 - A.
 1. The student must have maintained a good academic and discipline record in his/her previous school district.
 2. The student must not impact class sizes, which if he/she is allowed to attend, would necessitate adding staff and/or academic sections.
 - B. The Superintendent of Schools is hereby designated to determine all matters related to whether a child entitled to attend the schools of the district as a resident of the district, as a homeless child or runaway and homeless youth, or as a non-resident student. ~~in accordance with Board policy #7012.~~
 - C. The administrative procedures for acceptance of children on a non-tuition basis who reside with relatives or board within the New York Mills School District, whose parents maintain residence outside district will be as follows:
 1. Obtain, in writing, verification that guardianship and parental control for the child by a district resident has been established through Family Court action or other legal means and verify legal residency within school district boundaries.
 2. Verify legal residency in the school district of those students who have declared themselves emancipated (16 years old or older) from their legal guardians or parents. Such verification may be in the form of bill statements with name of student and address noted voter registration data information, or other pertinent valid documentation.
 - D. Children of persons moving into the New York Mills District before midyear of a given school year and providing reasonable proof thereof shall be allowed to enroll for the full year. While living outside the district, these students shall make tuition payments prorated against full year tuition costs.
 - E. Children of persons moving out of the New York Mills District at midyear of a given school year shall be allowed to complete the school year if desired. While living

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outside the district, these students shall make tuition payments prorated against full tuition costs.

- F. Tuition rates shall be established consistent with the formula established by the Commissioner of Education (8 NYCRR 174.2).
- G. Parents or guardians of tuition students will be expected to sign a tuition agreement in which the parents or guardians agree to make full payment prior to the start of each semester: September 1st and January 15th. Failure to comply with payment by these dates will disallow enrollment for the semester.
- H. The District may terminate this relationship at any time during the school year.

New York Mills Union Free School District

Legal Ref: 8 NYCRR 174.4

Cross Ref: Policy #70037012, Determination of Student Residency

Adopted: 10/09/73

Revised: 06/15/76, 08/26/80, 01/10/84, 05/13/86, 08/08/89, 05/14/91, 09/20/94, 10/03/95,
11/05/02, _____

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Draft 03/18/2013

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7005 Replaces partial policies 7012, 7012.1

EDUCATION OF HOMELESS CHILDREN

I. Statement of Policy

- A. A child who is homeless, within the meaning of this Policy, shall be enrolled in this District or receive other educational services identified in this Policy, whether or not that child otherwise qualifies as a resident of the District. Children who are homeless shall not be segregated in a separate building, or a separate program within a building, based on their status as homeless.
- B. This Policy shall be interpreted and applied in a manner such that the District meets its clear obligations under New York State Education Law Section 3209 and related Regulations of the Commissioner, and the McKinney-Vento Homeless Education Assistance Act (42 USC 11431 et seq.), as amended and reauthorized.
- C. The term “child” is used in this Policy to refer to any person who is between the ages of five (5) and twenty-one (21) and who has not obtained a high school diploma, whether that person is in the physical custody of an adult or not.

II. Status as Homeless

- A. A child is homeless, for purposes of this Policy, if the child:
 - 1. Lacks a fixed, regular, and adequate night-time residence, or
 - 2. Has a primary night-time location that is either:
 - a. a supervised shelter (publicly or privately operated) that is designed to provide temporary living accommodations, or
 - b. a place (public or private) that is not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- B. Among other possible situations, a child shall be considered to lack a fixed, regular, and adequate night-time residence if that child is:
 - 1. Sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason;
 - 2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
 - 3. Abandoned in hospitals; or

EDUCATION OF HOMELESS CHILDREN

4. awaiting foster care placement.
- C. A child who is in foster care, or who is receiving educational services under Sections 3202(4), (5), (6), or (6-a), or Articles 81, 85, 87, or 88 of the Educational Law, is not considered homeless for purposes of this Policy.ⁱⁱ

III. Homeless Liaison

The Superintendent shall designate a District administrator to serve as the District's local Liaison for Homeless Children, and shall promulgate an administrative regulation that describes the Liaison's responsibilities to insure that the District complies with applicable statutes and regulations.

IV. Designation of School Choice and Enrollment

- A. The District shall use an enrollment form that requests information about the living arrangements of the child being enrolled, sufficient to make an assessment of whether the child should be initially enrolled or provided services as a homeless child, pending final determination. When the information provided on the enrollment form indicates that a child should initially be classified as homeless, the District shall obtain a designation of whether the child chooses to attend school:
1. In a school in the district where the child is now located, including, where a student enrolled in this District moves to a temporary housing location elsewhere in this District, the school being attended immediately before the student's homeless status occurred; or
 2. In a school in the district where the child was attending immediately prior to becoming homeless; or
 3. In a school in the district where the student was last enrolled; or
 4. In a school in a school district participating in a regional placement plan (if there is one).
- B. The designation described in Section A, above, shall be made on the form provided by the Commissioner of Education (STAC-202), which the District shall make available. The District shall also use this form to collect information whenever a currently enrolled student initiates a change of address or claims homeless status. The District will honor a designation that is made:
1. By the child's parent, or person in parental relation; or

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2. If the child is not in the physical custody of a parent or legal guardian, by the child with guidance and assistance from the Liaison for Homeless Children; or
 3. If the child is living in a residence for runaway and homeless youth established pursuant to Article 19-H of the Executive Law, by the director of that residence in consultation with the child.
- C. An initial school designation made by one of the authorized persons described in Paragraph B, above, may be changed by that person if that person finds the original designation to be unsound. However, such a change may only be made within 60 days of the student commencing attendance under the initial designation, or before the end of the first semester of attendance at the initially designated school, whichever is later.
- D. If this District is designated as the district the child chooses to attend, the Superintendent shall insure that:
1. the designation form has been completed properly, and copies of the designation form are distributed as required;
 2. the child is admitted to instruction pending a complete evaluation of the child's status as homeless, even if the child is unable to produce the records normally required for enrollment;
 3. the child is provided access to all District programs, activities, and services to the same extent as a resident student;
 4. the school district where the child's records are located is requested to provide a copy;
 5. if this District is also the district of location, and the child's temporary housing location is not operated by the local Department of Social Services or a residential program for runaway youth, SED is provided with a statement of the basis for the determination that the child is homeless and entitled to attend the District's schools, along with the completed designation form.
- E. After the initial assessment of homeless status based on the enrollment form, the Homeless Liaison shall make a complete inquiry into the student's status and make a recommendation to the Superintendent as to whether the child should continue to be classified as a homeless student, or be classified as a resident student or a non-resident student. If the Superintendent determines that the child should not be classified as a homeless child, then the Superintendent shall:

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1. provide a written explanation to the person(s) making the designation, including an explanation of the appeal process; and
2. defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and continue that deferral until the conclusion of any appeal process that is commenced with the Commissioner of Education with a stay application.

V. Tuition Reimbursement

- A. If a child classified as homeless under this Policy validly chooses to attend school in this District, and the student's temporary housing is located in this District, and the child's school district of origin is within New York State, the Superintendent shall take the necessary steps to obtain reimbursement by the State Education Department for the direct cost of educational services, not otherwise reimbursed under special federal programs, calculated pursuant to regulations of the Commissioner for the period of time for which such services are provided.
- B. Where the school district a homeless child was attending on a tuition-free basis or was entitled to attend when circumstances arose which caused the child to become homeless is located outside the State, and the child's temporary housing is located in this District, the child shall be deemed a resident of this District and shall be entitled to attend the schools of this District without payment of tuition.

VI. Students With A Disability

If a child who has been receiving services as a child with a disability in another school district relocates to this district during the same school year the child has received those services, and that child is classified as homeless for purposes of this Policy, and that child makes a valid election to attend school in this district, then that child will be provided a free appropriate public education, including services comparable to those described in the individual education plan (IEP) prepared in the prior district of attendance.

VII. Transportation

- A. When a child is classified as homeless for purposes of this Policy, the District will provide transportation between the child's temporary housing location and the school the child has designated for attendance, consistent with the following:
 1. If the child is living in a facility operated by the Department of Social Services or Office of Child and Family Services, transportation will first be sought from the applicable agency;
 2. Transportation to and from the child's temporary housing location and the school the child legally attends will be arranged in the most cost effective

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manner, including cooperative arrangements with neighboring districts when feasible;

3. If this district is also the district of current location, transportation will be provided to the child on the same basis it is provided to resident students; and
4. If the distance between the child's temporary housing location and the school the child legally attends is more than 50 miles (one way trip), transportation will only be provided when the Commissioner of Education certifies that the transportation is in the best interest of the child.
5. If there is a dispute regarding the child's entitlement to transportation as a homeless child, the District will provide transportation pending a final determination of the child's status.

B. Expenditures for the transportation of a parent accompanying a homeless child shall be paid by the District only when:

1. The child is being transported using public transportation, transportation of the child with an accompanying parent has been determined by the District to be the most cost-effective means of transportation, and the District has determined that public transportation unaccompanied by the parent is inappropriate because of the child's age, the distance to be traveled, the complexity of the transportation arrangement, the need to transport the child through a high crime area, or a combination of such factors; or
2. The child is a student with a disability whose individualized education program (IEP) includes the services of a transportation aide or attendant, and providing transportation with the parent serving as the transportation aide or attendant for the child is the most cost-effective means of transportation; or
3. Transportation by the parent in the parent's vehicle is the most cost-effective means of transportation.

C. Transportation will be provided to a child classified as homeless for purposes of this Policy during any disputes regarding school enrollment or selection.

VIII. Meals

A child identified as homeless for purposes of this Policy is eligible for free meals without completion of an application.

EDUCATION OF HOMELESS CHILDREN

IX. Dispute Resolution

The Superintendent shall promulgate an administrative regulation that establishes a dispute resolution process that insures that the District complies with applicable statutes and regulations.

X. Title I Coordination

- A. When a child who qualifies as homeless under this Policy is also eligible for services under Title I, Part A of ESEA, the District will provide those services whether or not that child lives in a Title I school attendance zone or meets the academic requirements for non-homeless children, and Title I, Part A funds will be set aside as necessary to provide homeless children who do not attend participating schools with services comparable to those provided to children in Title I, Part A funded schools
- B. The District will include in its local plan a description of services provided to homeless children.
- C. When the District reports that there are no homeless children or unaccompanied youth in non-Title I schools, the District will describe the efforts it made to identify homeless children and unaccompanied youth. As part of its efforts, the District will contact the local Department of Social Services and Office of Child and Family Services to determine if they have records of homeless youth living within the District.

New York Mills Union Free School District

Legal Ref: 8 N.Y.C.R.R., Section 100.2(x) and (y); Section 3202(1), New York State Education Law

Adopted: 11/05/02

Revised: 03/08/05, 06/02/09, _____

Regulation

Draft 03/18/2013

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7005.1 Replaces partial policies 7012, 7012.1

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

I. Enrollment Form

The District's enrollment form shall collect information about the living arrangements of the child, including asking if he or she is living in a shelter; with relatives or others due to loss of housing or economic hardship; in an abandoned apartment/building; in a motel/hotel, camping ground, car, train/bus station or other similar situation due to the lack of alternative, adequate housing; or awaiting an OCFS permanent foster care placement.

II. Dispute Resolution Procedure

A. Whenever the District declines to classify a child as homeless, or declines to enroll a homeless child in the school designated by or on behalf of the child, or declines to transport a homeless child, the child and those acting on behalf of the child will be provided with a written explanation of the District's decision and the date on which the District intends to exclude the student or withdraw transportation or other services. The written explanation shall be accompanied by:

1. A statement regarding the right to appeal the District's decision, to the Commissioner of Education,
2. A statement that the District will provide enrollment, transportation, or other services pending the appeal process,
3. Contact information for the District's Liaison for Homeless Children and an explanation of the Liaison's availability to assist with the appeal, and
4. The form petition for commencing an appeal to the Commissioner.

B. Whenever the District declines to classify a child as homeless, or declines to enroll a homeless child in the school designated by or on behalf of the child, or declines to transport a homeless child, the District will defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and will continue that deferral when an appeal is commenced with the Commissioner of Education with a stay application.

1. If the Commissioner grants the request for a stay, implementation of the District's decision will be deferred until the expiration of the stay.

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

2. If the Commissioner denies the request for a stay, the District's decision will be implemented.

III. Responsibilities of Liaison for Homeless Children**A. Determinations of Homeless Status**

1. When the District receives an enrollment form, change of address information, or other information indicating that a child may qualify as homeless, the Liaison shall:
 - a. contact the homeless child or adult working on behalf of the child and explain the Liaison's role, and
 - b. facilitate the timely enrollment and provision of services to the child, pending a final determination
2. When a homeless child is not in the physical custody of a parent or legal guardian, the Liaison shall actively assist that child in making a school designation, provide direct coordination with the committee on special education if the child is a student with a disability, and advise the child of the right to appeal District determinations.
3. After a child is initially classified as homeless and provided appropriate services, the Liaison shall promptly conduct a complete inquiry into the child's housing situation, and make a written recommendation to the Superintendent whether the child should be determined to be a resident, a non-resident, or homeless.

B. Assistance With Dispute Resolution and Appeals

The Liaison shall:

1. Be available to the homeless child or adult working on behalf of the child to answer questions about any determination made by the District, and to receive written or oral objections to those determinations;
2. Explain the appeal process to the homeless child or adult working on behalf of the child, provide the form petition for appeal, and actively assist with the completion of the form;
3. Provide the homeless child or adult working on behalf of the child with a complete copy of appeal-related documentation, at no cost to them;

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

4. Accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party, or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;
5. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgment verifying that the Liaison has received the form petition and supporting documents and will either accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party, or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;
6. On behalf of the homeless child or adult working on behalf of the child, transmit the form petition or any pleading or paper to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234, within five (5) days of their being served;
7. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgment verifying that the Liaison has received the form petition and supporting documents and will transmit these documents to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234; and
8. Accept service of any subsequent pleadings or papers, including any correspondence related to the appeal, on behalf of the homeless child or adult working on behalf of the child, if the homeless child or adult working on behalf of the child so elects.

C. Administrative and Coordinating Duties

The Liaison shall:

1. Coordinate the identification of homeless children and the provision of services to the homeless child with other districts and social service agencies.
2. Receive and respond to requests for student records, insuring that a complete copy of a child's records is provided to a requesting school district within five (5) days.

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

3. Insure timely and accurate preparation of reports required by the Commissioner of Education.
4. Inform each homeless child and parent or guardian of all educational opportunities, transportation services, and other services available to the child, and assist parents and guardians to have a meaningful opportunity to participate in the child's education.
5. Assist each homeless child and parent or guardian in obtaining immunizations and medical records.
6. Assist with coordinating the child's transportation services.
7. Maintain a record of all appeals of enrollment, school selection, and transportation determinations.
8. Maintain an accurate record of the number and identity of all students classified as homeless, their grade level, and their nighttime residence(s).
9. Inform school personnel, service providers, and advocates working with homeless families of the Liaison's duties, according to a plan of communications approved by the Superintendent.
10. Collaborate and coordinate with the State Coordinator for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.

New York Mills Union Free School District

Adopted: 11/05/02

Revised: 03/08/05, 06/02/09, _____

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Draft 03/18/2013

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7006 Renumbered/revised from 7015

STUDENT ATTENDANCE

I. Philosophy

The Board of Education, in accordance with Section 104.1 (c) of the Regulations of the Commissioner of Education, establishes this comprehensive attendance policy. The objectives of this policy are to ensure the maintenance of an adequate record verifying the attendance of all children, to establish a mechanism to examine patterns of pupil absence and to develop effective intervention strategies to improve school attendance.

II. Policy

The Board, administration and staff of the district recognize that regular classroom attendance is an essential part of a successful educational program and that there is a critical relationship between academically engaged time and student performance.

III. Expectations for Good Attendance

A. 1. Students are expected to attend scheduled classes. The insistence on good attendance serves as a clear and constant reminder of the importance of attendance in instruction, enabling the student to:

- Learn subject matter and earn good grades
- Develop responsible work and study habits, and
- Prepare for the world of work

2. Under New York State Education Law Section 3205, parents are responsible for the regular attendance of their children for instruction.

B. Absences

1. Excused

Section 175.6 of the Commissioner's regulations define the following as "excused absences:" personal illness, serious illness or death in the family, impassable roads due to weather conditions, religious observance, quarantine, court appearances, attendance at health clinics, approved cooperative work programs, approved college visits, military obligations, disciplinary detention of an incarcerated youth or any other reason approved by the Commissioner. All instances of excused absence require a written parent/guardian excuse. The excuse must identify the date/time of absence, reason for absence, tardiness or early departure and parent/guardian signature. Students failing to present an excuse prior to an early departure or upon reporting back to school

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following an absence or tardiness will be subject to a warning. Subsequent offenses will resort in progressive discipline and/or Department of Social Services contact.

2 Unexcused

Most absences not mentioned above are interpreted under the law as “unexcused absences” including but not limited to vacation, shopping, baby-sitting, oversleeping, needed at home, cold weather or missing the bus. Any reason not listed as excused shall be deemed unexcused unless the Building Principal determines otherwise. The two categories of unexcused absence are:

1. Unlawful Detention: Unlawful detention occurs when the pupil is absent with the knowledge and consent of his/her parent/guardian for other than an excused absence.
2. Truancy: A student who is absent from school without the consent of a parent/guardian is considered to be truant.

IV. Responsibility for Good Attendance.

Successful implementation of this policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and all staff members.

A. Parent/Guardian Responsibilities

1. It is the responsibility of parents/guardians to ensure that their children attend school regularly and on time.
2. When a student is absent from school, parents/guardians must contact the school to report the absence and/or provide appropriate excuses when required (doctor's verification).
3. Parents/Guardians must provide a written explanation of the absence for their child to be turned into their homeroom/first period teacher upon the student's return to school.
4. Parents are required to provide their current home address, telephone number, emergency number(s) and a list of adults to contact in their absence.

B. Student Responsibilities

1. Students must attend school daily and be on time.

INSTRUCTIONS FOR COMPLETING THE STAC-202 FORM
Designation of School District of Attendance for a Homeless Child

Education of homeless children means 1) a child or youth who lacks a fixed, regular, and adequate night-time residence, including a child or youth who is (i) sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason; (ii) living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; (iii) abandoned in hospitals, (iv) awaiting foster care placement; or (v) a migratory child, as defined in § 1309(2) of the Elementary and Secondary Education Act of 1965, as amended, who qualifies as homeless under any of the provisions of clauses (i) through (iv) of this subparagraph or subparagraph two of this paragraph; or 2) a child or youth who has a primary nighttime location that is (i) a supervised publicly or privately operated shelter designed to provide temporary living accommodations including, but not limited to, shelters operated or approved by the state or local department of social services, and residential programs for runaway and homeless youth established pursuant to article nineteen-H of the executive law; or (ii) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar setting.

1. Enter the youth's complete last name and first name.
2. Enter the youth's date of birth.
3. Place a check in the box which identifies the gender of the youth.
4. Enter the youth's social security number, if known.
5. Place a check in the box which identifies, to the best of your knowledge, the racial/ethnic category with which the youth most closely identifies.

Racial/Ethnic Categories:

American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black - A person having origins in any of the black racial groups of Africa.

Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

6. Enter the grade level for which placement is being sought.
7. Enter the complete last permanent address prior to becoming homeless.
- 7A. Enter the name of the school district that served the area where the child resided prior to becoming homeless.
- 7B. Enter the name of the school district where the student was last enrolled. This will be different from 7A if the student was previously temporarily housed in a different district and enrolled in that district as a non-resident homeless student.
8. Enter the complete address of current temporary housing including the name of the shelter if applicable and the date the student moved to the current location. If the location is confidential (for example, if the student is living in a domestic violence shelter), the name and address of the location do not need to be provided.
- 8A. Enter the name of the school district of current location.
9. Enter the date of designation.
- 9A. Enter the name of the designated school district of attendance. One of four districts may be designated to provide the educational component:
 District of attendance before becoming homeless,
 District where last enrolled,
 District of current location of temporary housing, or
 District participating in a Regional Placement Plan (RPP).
10. Enter, if applicable, the date the child moved to permanent housing and is no longer eligible as a homeless student.
11. If the student attends school in a district participating in a Regional Placement Plan or the district where last enrolled (7B), and that district is different from both the district of attendance before becoming homeless (7A) and the district of current location (8A), check the corresponding box where the student attends school (either the District participating in a Regional Placement Plan or the District where last enrolled).
12. Print the name and telephone number of the designator. The designator can be the parent, person in parental relation, the unaccompanied youth (a youth who meets the definition of homeless and is not in the physical custody of a parent or guardian), or the director of a residential program for runaway and homeless youth if the student is living in such a program.
13. The signature of the designator and current date.
14. Print the name of the local Department of Social Services or School District representative and title.
15. The signature of the local Department of Social Services or School District representative is required attesting that this child has moved to temporary housing. A telephone number is required in case the STAC & Special Aids Unit has questions relating to the information provided.
16. The name of the local Department of Social Services that has placed the child in temporary housing, if applicable.

NOTE: Copies should be distributed to the following:

1. State Education Department, only if designated district of attendance is entitled to reimbursement for educational services pursuant to N.Y. Educ. Law § 3209(3);
2. Designated School District of Attendance;
3. District of Attendance before becoming homeless;
4. District where last enrolled;
5. Parent/Guardian/Unaccompanied youth/director of a residential program for runaway and homeless youth; and
6. Local Department of Social Services, only if placed in temporary housing by DSS.

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2. Students must attend all classes and are expected to participate fully.
3. Students are expected to make timely arrangements with their teachers to make up assignments and class work they have missed during their absence.

C. Teacher/Staff Responsibilities

1. Teachers are responsible for maintaining accurate attendance reports and for referring chronic absentees for review by the Building Principal or Designee.
2. School office staff shall be responsible for preliminary contact with parents and students to assess a situation of absenteeism and devise a plan of improvement.
3. Teachers and school personnel will continually stress to students the importance of promptness and regular attendance in all of their classes. Teachers can make a difference in the attendance habits of most of their students. (Phone calls to parents or guardians are encouraged).

D. Administrative Responsibilities

1. The District shall maintain a register of attendance for each pupil which includes the student's name, date of birth, home address, names of parents/guardians, telephone numbers to contact parents/guardians, date of enrollment, record of pupil's attendance on days of instruction, and the date of withdrawal or date dropped from enrollment.
2. The Principal or Designee is responsible for implementing the attendance policy.
3. The Principal or Designee is responsible for identifying students who require alternative services and/or programs for absences or tardiness.

V. Activities to Support Good Attendance

- A. The implementation of an effective and efficient student attendance system that is accurately recorded, consistently maintained and fairly administered.
- B. The provision of prompt service to pupils in need of help as soon as a need is suspected.

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- C. The establishment of cooperative relationships between parents and other members of the staff in the interest of the child.
- D. The establishment of cooperative relationships with other community agencies which serve families of pupils with attendance problems.
- E. The maintenance of an effective policy that encourages student attendance and is in compliance with the commissioner's regulations and rulings.

VI. Intervention

- A. The objective of intervention strategies is to identify the cause(s) of absenteeism, to reduce absenteeism and to circumvent the need for action in the courts (PINS petitions).
- B. Teachers and other appropriate staff members (e.g. the school nurse, social worker, guidance counselor or attendance officer) shall be responsible for preliminary contact with parents and students to assess a situation of absenteeism and devise a plan of improvement. For example, where the absence is due to prolonged illness, the District may arrange for immediate home or hospital instruction.
- C. The Building Principal or designee, based upon the referrals of teachers and the established attendance records, shall identify intervention strategies. Such strategies may include, but are not limited to:
 - communication with the parent/guardian
 - counseling and other support services
 - mentoring
 - progressive disciplinary action
 - related community agencies services.

VII. Incentives

The Commissioner has recommended that all Districts implement an incentive program to improve attendance. An incentive program may include, but not be limited to, prizes or privileges for perfect attendance.

VIII. Disciplinary Sanctions

- A. When other forms of intervention fail, nonacademic sanctions, including the loss of privileges (e.g. participation on interscholastic sports or in extracurricular activities, attendance at school sponsored events), may be imposed.

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- B. Excessive or unreasonable absences and tardiness may properly be the basis for disciplinary action. The use of detentions and in school suspensions related to unexcused absence from school is authorized. A student may be suspended for poor attendance that is willful insubordination. Such removal shall be pursuant to Section 3214 of the Education Law.

IX. Coding System for Absences

- A. The coding of student absences, tardiness and early departures allows the administration to decipher patterns of behavior/absenteeism and to develop specific intervention efforts as early as possible.
- B. The district will utilize a coding system that differentiates student attendance.

X. Notification

Written notification to parents concerning students' absences, tardiness or early departures, will take place at prescribed intervals and will include information that resource/support personnel are available.

XI. Implementation and Review

- A. The Board shall review building level pupil attendance records and if such records show a decline in pupil attendance the Board shall make any revisions deemed necessary to improve pupil attendance.
- B. The Superintendent shall establish a means to provide a plain language summary of this policy to parents/persons in parental relation at the beginning of each school year and take other steps to promote the understanding of such policy.
- C. The Superintendent shall provide each teacher with a copy of this policy after approval/amendment and provide new teachers with a copy upon employment.
- D. Copies of this policy shall be made available upon request to any member of the community.

New York Mills Union Free School District
Legal Ref: 8 NYCRR 104.1, 109.2, 175.6
Adopted: 07/09/02
Revised: _____

Policy

Draft 03/18/2013

STUDENTS

7007 Renumbered from 7016 and Replaces policies 7013, 7013.1

STUDENT DISMISSAL

I. Presumption:

- A. The New York Mills Union Free School District will assume that either parent has equal authority to obtain the release of his/her child from District programs, unless the District is provided with a certified copy of a court order or other legally binding instrument to the contrary.
- B. The District will assume that, if a parent has provided the District with a copy of a court order or other legally binding instrument pertaining to the parent's right to obtain or direct the release of his/her child, the most recent such order or instrument that has been provided to the District will be controlling.

II. Established List:

- A. An established list of individuals authorized to obtain the release of a student enrolled in District programs will be maintained by the District.
- B. Parents may add or delete names from the established list during regular business hours. No parent will be allowed to change the list unless he/she is first able to verify to the District's satisfaction his or her identity with a photo identification.
- C. There will be only one established list per student. If parents cannot agree on the contents of the established list, the District will honor the request of the parent who has primary physical custody. In the event that parents have joint and equal physical custody, both parents must agree to add a name to the established list.
- D. Parents may not add or delete names from the established list in contravention of any court order or other legally binding instrument that is in the possession of the District.

III. Procedure For Regular Release:

- A. The District will only release a student to his/her parents (except if one parent has provided the District with a copy of a court order or other legally binding instrument to the contrary), appropriate legal authorities or to other persons whose names are listed on the established list.
- B. In the event of an emergency, as determined by the principal, a student may be released to an individual not appearing on the established list, but only if the parent or identified emergency contact has been contacted, and he/she gives verbal permission for the release of the student.

POLICY

Draft 03/18/2013

STUDENTS

7007 Renumbered from 7016 and Replaces policies 7013, 7013.1

STUDENT DISMISSAL

- C. Any individual who seeks the release of a student from school must report to the attendance station main office and present identification to the satisfaction of the principal or designee.

New York Mills Union Free School District

Legal Ref: Section 3210(1)(c) of the New York State Education Law

Adopted: 11/05/02

Promulgated: 03/04/03

Revised: 05/02/06, _____

Regulation

STUDENTS

Draft 03/18/2013
7007.1 Renumbered from 7016.1

STUDENT DISMISSAL RELEASE FORM

Child's Name: _____

By signing below:

1. I understand that the New York Mills Union Free School District will release my child to his/her other parent/guardian without my consent, unless I provide the District with a court order or other legally binding instrument that restricts the other parent/guardian's authority to obtain the release of my child.
2. I understand that the New York Mills Union Free School District does not have the power to independently gather court orders or other legally binding instruments that affect the custody of my child. It therefore is my responsibility to provide the District with the most recent court order or other legally binding instrument that affects the custody of my child.
3. I authorize the New York Mills Union Free School District to release my child to the following people:

NAME	RELATIONSHIP TO CHILD	PHONE #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____	_____
Date	Signature of Parent/Guardian	Relationship to Child

_____	_____	_____
Date	Signature of Parent/Guardian	Relationship to Child

New York Mills Union Free School District

Adopted: 05/02/06

Revised: _____

Regulation

STUDENTS

Draft 03/18/2013
7007.1 Renumbered from 7016.1

STUDENT DISMISSAL RELEASE FORM

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3. I authorize the New York Mills Union Free School District to release my child to the following people:

NAME	RELATIONSHIP TO CHILD	PHONE #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____	_____
Date	Signature of Parent/Guardian	Relationship to Child

_____	_____	_____
Date	Signature of Parent/Guardian	Relationship to Child

New York Mills Union Free School District

Adopted: 05/02/06

Revised: _____

NEW YORK MILLS SCHOOL DISTRICT

ABOLISH SCHOOL MONITOR POSITIONS

April 2, 2013

RESOLVED: That upon recommendation of the Superintendent, the Board of Education abolish two (2) 4.25 hour per day positions in the category of School Monitor effective immediately.

5.3

New York Mills Union Free School District
 Board of Education Policy Audit
 Section 7000 (4506-7203) Students
 Monday, March 11, 2013

No.	Name	DELETE Previous No.	Proposed Action
4506	Student Fundraising Activities Move to Section 4000, Fiscal Management	7045	REVISE Approved Y N Date Approved: _____
7100	Concussion Policy		REVISE Approved Y N Date Approved: _____
7100.1	Concussion Guidelines and Procedures		REVISE Approved Y N Date Approved: _____
7101	Jr. Sr. High School Extra Curricular Policy	7046	REVISE Approved Y N Date Approved: _____
7101.1	Parental Notice for Athletes	7046.1 7046.1a	REVISE Approved Y N Date Approved: _____
7101.2	Athletic Release Form	7046.2	REVISE Approved Y N Date Approved: _____
7101.3	Athletic Medication Information	7046.3	REVISE Approved Y N Date Approved: _____
7200	Student Health Examinations	7054	REVISE Approved Y N Date Approved: _____
7201	Student Medications	7050	REVISE Approved Y N Date Approved: _____
7201.1	Student Medication Authorization Form Renumbered	7050.1	REVISE Approved Y N Date Approved: _____
7201.2	Parent/Guardian Authorization of Another Adult for Administration of Medication		NEW Approved Y N Date Approved: _____
7201.3	Self-Medication Permission Form		NEW Approved Y N Date Approved: _____
7202	Student Alcohol and Drug Abuse Renumber	7055	REVISE Approved Y N Date Approved: _____

New York Mills Union Free School District

Board of Education Policy Audit
Section 7000 (4506-7203) Students
Monday, March 11, 2013

DELETE

No.	Name	Previous No.	Proposed Action
7203	Student Pregnancy	7053	REVISE Approved Y N Date Approved: _____

STUDENT FUNDRAISING ACTIVITIES

- I. The New York Mills School District recognizes that students, staff, and student organizations may wish to express support for a particular school or the District by conducting fund-raising drives. While the Board of Education respects such expressions of support, it also requires that such approved fund-raising projects be conducted so that they do not interfere with educational objectives, educational responsibilities or community standards. Fund-raising projects shall not be for the purpose of acquiring equipment or items, which are considered basic to the educational program.
- II. The established principles and provisions herein shall govern fund-raising within the District:
 - A. The use of students, school buildings and facilities by any individual or organization for private gain shall be prohibited, except where specifically permitted by law.
 - B. The Rules of the Board of Regents prohibit the collection of monies of any kind from pupils of the public schools, in order to remove the pressure on students to donate money to a large variety of charitable causes and organizations.

New York Mills School District employees and students may not solicit funds from students in school for any charitable cause or organization.

However, it shall not be a violation of this Policy:

1. To raise funds through a transaction in which something of value is received by the donor, and a portion of the proceeds are a contribution, e.g. band concert tickets, candy bars, etc. (outside the hours of required school attendance);
2. To collect material goods, such as clothing or food, for charitable purposes, provided the material is collected in a manner that it is not apparent which students have contributed or what each student has contributed;
3. To inform students of community-based charitable fundraising activities and to encourage their participation after school hours; or
4. For a student organization recognized pursuant to Policy 4080 to participate in a community service activity consistent with its constitution, and to solicit funds in support of that activity outside the hours of required school attendance.

POLICY

Draft 03/11/2013

FISCAL MANAGEMENT

4506 Renumber/revise policy 7045

STUDENT FUNDRAISING ACTIVITIES

- C. Fund-raising projects by students, staff and school-related organizations shall require the prior approval of the student council and building administration, and shall be held to a minimal number.
1. Approval for door-to-door fund-raising by any student group shall be granted solely for the purpose(s) of:
 - a. Financing student group activities
 - b. purchasing items not regularly funded to improve the school program.
 2. Approved student group fund-raising projects will follow the established Extra classroom Activity Funds regulations.
 3. Elementary school students (K-6) are prohibited from door- to-door solicitation.
 4. The following are guidelines are for the administration to utilize when approving fundraising activities:
 - a. All secondary grade levels will run one fund raiser per year. The building principal can determine if the senior class needs a second fund raiser due to extenuating circumstances.
 - b. If grade 6 is taking a culminating trip at the end of their elementary experience, the parents will work with the building principal and 6th grade advisors to determine the extent of the trip and the appropriate level of fund raising needed.
 - c. Fundraising by extracurricular clubs and teams will be prohibited.
- D. Any request for an in-school or door-to-door fund-raising project by a student organization must conform to the following:
1. Fund-raising projects which involve the use of school pupils during school hours will occur during the lunch period only
 2. All proposed fund-raising projects involving the use of either school property, buildings, or students must first have the prior written approval of the building administration. A Building Use Request Form must accompany requests for the use of a school building or facility.

POLICY

Draft 03/11/2013

FISCAL MANAGEMENT

4506 Renumber/revise policy 7045

STUDENT FUNDRAISING ACTIVITIES

- 3. All monies from parents/teachers organizations intended for use in the schools or for its students are subject to the Principal's approval.
- III. The Board of Education authorizes the Superintendent of Schools to define further the standards for the conduct of fund-raising projects within the District, in accordance with the premises of this policy.

New York Mills Union Free School District

Legal Ref: New York State Constitution, Article 8, Section 1; New York State Education Law, Sections and 414; 8 N.Y.C.R.R. 172.1 et. seq.; Commissioner's Decisions #7780 (July 1, 1967).

Adopted: 03/06/01

Revised: _____

CONCUSSION POLICY

- I. The Board of Education of the New York Mills Union Free School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity and can have serious consequences if not managed carefully. Therefore, the District adopts the following policy to support the proper evaluation and management of head injuries.
- II. NYS Education Law Section 305, 42 [~~Eff. July 1, 2012~~] defines concussion as a mild traumatic brain injury. Concussions occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.
- III. While district staff will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, nurses and other appropriate staff will receive training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. The Coach, Advisor, and/or School Nurse will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians.
- IV. If a student sustains a concussion at a time other than when engaged in a school-sponsored activity, the district expects the parent/legal guardian to report the condition to the School Nurse so that the district can support the appropriate management of the condition.
- V. The student shall not return to school or activity until authorized to do so by an appropriate health care professional. The school's chief medical officer will make the final decision on return to activity including physical education class and after-school sports. Any student who continues to have signs or symptoms upon return to activity must be removed from play and reevaluated by their health care provider.
- VI. The Superintendent, in consultation with appropriate district staff, including the chief school medical officer, will develop regulations and protocols to guide the return to activity.

New York Mills Union Free School District

Legal Ref: 8 NYCRR 136.5; NYS Education Law Sections 207, 305(42), 2854

Adopted: 04/03/12

Revised: _____

Regulation

Draft 03/11/2013

7100.1

STUDENTS

CONCUSSION GUIDELINES AND PROCEDURES

I. Education

Concussion education should be provided for all administrators, teachers, coaches, school nurses, athletic trainers and guidance counselors. This course must meet the requirements of the Commissioner's Regulations Section 136.56 and must be approved by the State Education Department. Education of parents should be accomplished through preseason meetings for sports and/ or information sheets provided to parents. Education should include, but not be limited to the definition of concussion, signs and symptoms of concussion, how concussions may occur, why concussions are not detected with CT Scans or MRI's, management of the injury and the protocol for return to school and return to activity or interscholastic athletics. The protocols will cover all students returning to school after suffering a concussion regardless if the accident occurred outside of school or while participating in a school activity.

II. Concussion Management Team

A. The District will assemble a concussion management team (CMT). The CMT will consist of the School Physician, Athletic Director, and School Nurse. The District's CMT should coordinate training for all administrators, teachers, coaches and parents. Training should be mandatory for all coaches, assistant coaches and volunteer coaches that work with these student athletes regularly. In addition, information related to concussions should also be included at parent meetings or in information provided to parents at the beginning of sports seasons. Parents need to be aware of the school district's policy and how these injuries will ultimately be managed by school officials.

B. Training should include: signs and symptoms of concussions, post concussion and second impact syndromes, return to play and school protocols, and available area resources for concussion management and treatment. Particular emphasis should be placed on the fact that no athlete will be allowed to return to play the day of injury and also that all athletes should obtain appropriate medical clearance prior to returning to play or school.

C. The CMT will act as a liaison for any student returning to school and/or play following a concussion. The CMT will review and/or design an appropriate plan for the student while the student is recovering.

1. *School district CMT's can utilize the NYSPHSAA website as well as www.keepyourheadinthegame.org for information related to the signs and symptoms of concussions and the appropriate return to play protocols. A handout describing the Concussion Management teams is also available on

CONCUSSION GUIDELINES AND PROCEDURES

the NYSPHSAA website. A Concussion Management Check List that has been approved and recommended by NYSPHSAA is available on this site.

III. Concussion Management Protocol

A. Return to play

1. Return to play following a concussion involves a stepwise progression once the individual is symptom free. There are many risks to premature return to play including: a greater risk for a second concussion because of a lower concussion threshold, second impact syndrome (abnormal brain blood flow that can result in death), exacerbation of any current symptoms, and possibly increased risk for additional injury due to alteration in balance. These NYSPHAA current returns to play recommendations are based on the most recent international expert opinion.* No student athlete should return to play while symptomatic. Students are prohibited from returning to play the day the concussion is sustained. If there is any doubt as to whether a student has sustained a concussion, it should be treated as a concussion. Once the student athlete is symptom free at rest for 24 hours and has a signed release by the treating clinician, she/he may begin the return to play progression below (provided there are no other mitigating circumstances).

- a. Day 1: Light aerobic activity
- b. Day 2: Sport-specific activity
- c. Day 3: Non-contact training drills
- d. Day 4: Full contact practice
- e. Day 5: Return to play

- B. Each step should take 24 hours so that an athlete would take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise. If any post concussion symptoms occur while in the stepwise program, then the student should drop back to the previous asymptomatic level and try to progress again after a further 24-hour period of rest has passed.

[These NYSPHAA current return to play recommendations are based on the most recent international expert opinion.*]

New York Mills Union Free School District

Adopted: 04/03/12

Revised: _____

JR. – SR. HIGH SCHOOL
EXTRA CURRICULAR POLICY

I. Philosophy

The New York Mills School District is committed to providing extracurricular activities to the student population. Engaging in such activities provides students with essential experiences and skills to become positive contributing members of their community. Although extracurricular activities are encouraged, they are a privilege, not a right and therefore must be earned. To earn that privilege, all students must abide by the School Code of Conduct, Policy #1030, and maintain academic eligibility. Every effort by school personnel will be made to help our students meet these goals.

II. Extracurricular Activities

Extracurricular activities are defined as, but not limited to any interscholastic athletics, the school musical, clubs, and student government. Any aforementioned activity where the student is representing the New York Mills Union Free School District will be deemed extracurricular.

III. Eligibility

The primary purpose for attending school is academic achievement. The following process will be used to determine a student's eligibility for participation in extra-curricular activities as defined above. Eligibility will be determined on a bi-weekly basis using the following procedure:

- A. The Principal/Guidance Counselor will maintain a list of students participating in extracurricular activities throughout the school year.
- B. At the end of each two-week period, the Principal/Guidance Counselor generates a list of all ineligible students using grades in the electronic grade book and posts it electronically for teacher /coach notification.
- C. Eligibility for fall extracurricular activities will be determined by final grades of the previous spring semester or successful completion of required summer school classes. The Jr.- Sr. High School Principal will review summer mid-term school grades to determine eligibility of participants. Continued eligibility of summer school students will be contingent on final grades in summer school class(es).
- D. A student failing one class is eligible to participate with permission of the teacher whose class the student is not passing, if the student also participates in after-school help from 2:30 – 3:00 p.m. each Monday through Thursday. The teacher will convey

POLICY

Draft 03/11/2013

STUDENTS

7101 Renumber/revise policy 7046

JR. – SR. HIGH SCHOOL
EXTRA CURRICULAR POLICY

consent in writing (or e-mail) to the Athletic Director who will then contact the coach. If a student is failing more than one class, they will be academically ineligible (not allowed to practice, compete, rehearse, perform, participate in meetings, etc.) for a minimum of two weeks.

- E. A student remains ineligible to participate if after, two weeks, he/she is not receiving passing grades in all but one of their deficient subject areas.
- F. A student who is academically eligible may nevertheless be declared ineligible for disciplinary reasons by the building principal, up to and including the remainder of the sports season.

IV. Standards for Student Conduct

Each student who chooses to participate in an extracurricular program shall first acknowledge in writing (by signing the student-parent permission form) their responsibility to abide by the following standards of conduct during the time period that the program is active. Day-to-day decisions regarding the interpretation of this policy are the responsibility of the Building Principal.

Students and coaches/advisors are representatives of the New York Mills Union Free school district. They are to observe respect for staff members, students, property, school rules and laws. Additionally in the instance of interscholastic activities, competing students will show respect to teams, school staff, and officials.

Violation of any of these rules will result in the students being suspended from their extracurricular activity. The student and his/her parents shall be given an opportunity to informally discuss the factual situation with the coach, Director of Athletics, and Principal.

- A. A student must be in school for the full day before a scheduled event in order to participate. Failure to attend school or event/arriving late the day following an activity without a valid legal excuse will make the student ineligible for the next event/activity.
- B. Smoking (or any use of tobacco), consumption of alcoholic beverages or illegal use of drugs by students is prohibited. Any student caught in violation of these offenses while participating in an extra curricular activity will be removed from such activity as outlined below:

POLICY

Draft 03/11/2013

STUDENTS

7101 Renumber/revise policy 7046

JR. – SR. HIGH SCHOOL
EXTRA CURRICULAR POLICY

Seasonal (Athletics/School Musical)	Activities	Full Year (School Newspaper, Student Council, National Honor Society, Etc.)	Activities
1 st Offense – ¼ season		1 st Offense – 1 month (4 weeks)	
2 nd offense – ½ season		2 nd offense – 3 months (12 weeks)	
3 rd offense – 1 full season (or its equivalent)		3 rd offense – 1 calendar year	
May span more than 1 seasons		May span 2 school years	

Arrests for use of illegal drugs or under aged drinking will result in expulsion from school sponsored activities. Students may participate in upcoming activities upon conferring with the building principal and receiving approval.

C. Curfew

In order to insure appropriate rest for students, each coach/advisor may recommend set a curfew on any or all days of the time during which the program is active. The curfew will regulate the time a student will be in his/her own home. If extenuating situations occur, the coach/advisor and student shall meet and resolve same. Principal will be made aware of the curfew.

D. Participation (Practice & Games)

The coach/advisor will govern practice/meeting sessions including the days of practice/meetings, their beginning time and length. Students shall not be tardy or absent from any practice/meeting or contest without a valid excuse. Extra work with teachers after school is recognized as a valid excuse for tardiness.

E. Suspension-Detention

Students who receive either suspension (in or out of school) or a late detention will be ineligible to participate in any practices or events until that disciplinary action has been satisfied. Any student in ISS or OSS for the day will not be allowed at practice, contests, meetings, or other activities after school that day.

F. Injury

In any case of injury, students should report the injury to their coach/advisor, parent/guardian, who will then notify the school nurse as soon as possible. The coach, advisor, or nurse will file an injury report.

G. Team Trips

Trips will begin and terminate at New York Mills Junior/Senior High School. On trips, all students will leave and return with the team and are not allowed to travel in a private vehicle. The only exception to this rule is the student who is transported by a

POLICY

Draft 03/11/2013

STUDENTS

7101 Renumber/revise policy 7046

JR. – SR. HIGH SCHOOL
EXTRA CURRICULAR POLICY

custodial parent or guardian and who has previously provided a written excuse to his or her coach/advisor.

As representatives of our district, students will dress in compliance with our dress code and will conduct themselves appropriately. The coach/advisor has the right to require specific attire of their team or group members.

H. Responsibility for Equipment and Clothing

Each student will be responsible for his or her own issue of clothing and equipment. Theft of any clothing or equipment will not be tolerated. The business office will be provided with a list of all equipment and supplies signed out and not returned by players. In the event that clothing or equipment is lost, stolen or damaged, the student will be responsible for the value of such items.

I. Athletics Only - Terminating the Season Ahead of Time (Quitting)

Once a student becomes a member of a team and the team has started their interschool schedule, he/she is expected to finish the entire season. If unusual circumstances occur (such as medical or family emergency), common agreement between the student and Director of Athletics, may make termination of a season valid. Any student who quits a squad without an agreement as outlined above will be considered suspended from the squad. Furthermore, this suspension will be carried over to the next sport or cheerleading season in which the student participates.

V. Appeal Process/Due Process

- A. Any student who is declared ineligible or placed on probation has the right to appeal his/her status. The student must submit written appeal to the building principal no later than three school days after the eligibility list is created.
- B. Upon receipt of the appeal, the Appeals Committee will meet as soon as possible in order to determine the status of the individual. The Appeals Committee will consist of the following professional staff:
 - 1. Jr./Sr. High School Building Principal -The principal will serve as chairperson and will not be a voting member of the committee.
 - 2. Two teachers and one guidance counselor from the professional staff. These members will serve voluntarily. No teacher who is currently the student's advisor or coach may serve on their appeals committee. If no volunteers, 3 members of the Board of Education will serve as the appeals committee.

The committee will review the facts and gather pertinent data. Involved parties,

POLICY

Draft 03/11/2013

STUDENTS

7101 Renumber/revise policy 7046

JR. – SR. HIGH SCHOOL
EXTRA CURRICULAR POLICY

including the student in question, will present information relative to the student's situation. The majority vote of the Appeals Committee will determine the student's eligibility. The student will be notified of the decision to uphold or deny the appeal within two school days.

If the student is not satisfied with the decision of the committee, he/she may appeal the decision in writing to the Jr. Sr. High School Principal within three school days. The Principal will review the decision of the committee and respond within three school days.

- C. If the student is not satisfied with the decision of the Principal, he/she may file a written appeal with the superintendent within three school days. The Superintendent will review the ruling of the Principal and affirm or deny the appeal within three school days.

New York Mills Union Free School District

Legal Ref: Matter of Clark, 21 EDR Rep. 542 (1982) Appeal of Wright 38 EDR 7565; Ed Law 1709(2), (3).

Adopted: 08/20/01, 04/27/04

Revised: 8/24/10, _____

Regulation

Draft 03/11/2013

STUDENTS

7101.1 Revise/renumbers policy 7046.1, 7046.1a

PARENTAL NOTICE FOR ATHLETICS

New York Mills Union Free School District
Junior-Senior High School
Marauder Blvd. - New York Mills, NY 13417

Dear Parent or Guardian:

Your child has expressed a desire to participate in our interscholastic athletics program. It is important that you and your child understand the goals of the program and agree to abide by the rules established by the district for the benefit of those who participate both as players and as students.

1. Interscholastic sports are a part of a broad extracurricular program designed to teach students certain skills and reinforce concepts of self worth, cooperative effort (teamwork) and ethical decision making (sportsmanship).
2. All participants must have a current physical exam on file with the school nurse prior to their participation in their first practice. Please consult your physician regarding your child's protection against tetanus. If there is a question about your child's eligibility for physical reasons, it will be discussed with you.
3. While the coaching staff and other responsible school officials will do everything within reason to protect your child against injury, including the provision for appropriate equipment, safe facilities and training designed to reduce the impact of accidents, injuries will occur and on a very rare occasion may be serious and disabling. If you are concerned about this possibility you should discuss it with your child's coach.
4. School insurance for the medical treatment of sport related injuries is applicable **only after the parents' health insurance**, if any, has been used. It is scheduled, excess coverage and generally will not pay the full cost of treatment. The cost of medical benefit insurance on a first dollar basis would be so costly as to effectively eliminate the program.
5. Within the first three team meetings the coach will explain the attendance and training rules as well as eligibility rules for participation. In addition to the strict observance of these rules, your child will be expected to continue to meet all regular school obligations of citizenship and academic achievement.
6. Not all students who wish to participate in interscholastic athletics may be able to do so. The size of a team is necessarily limited by the availability of supplies, equipment

REGULATION

Draft 03/11/2013

STUDENTS

7101.1 Revise/renumbers policy 7046.1, 7046.1a

PARENTAL NOTICE FOR ATHLETICS

and coaching staff. Cuts will be made, when necessary, on the basis of skill development, readiness for competition and observance of the rules.

- 7. School equipment issued to your child for participation is his or her responsibility and must be returned promptly upon request. Reimbursement from the student will be expected for loss or destruction beyond ordinary wear and tear.

We hope your child will have a successful and rewarding athletic experience. Your support and encouragement of your child will contribute to that success.

I have read the information in the above letter and understand both the risks of injury to, and the responsibilities of my child while participating in the interscholastic athletic program.

I hereby give my consent for _____ to participate in contests and practices related to _____ during the present school year.
[student]
[activity]

I agree to abide by Jr. – Sr. High School Extra Curricular Policy 7101 #7046-and Code of Conduct, Policy #1030. I also understand that I will be required to abide by team or organization, school and applicable association rules in order to maintain my eligibility to participate in extracurricular activities. I understand that failure to abide by the above rules and policies may result in my ineligibility.

Date: _____ Student Signature _____

Date: _____ Parent/Guardian Signature _____

Address: _____

Home Phone: _____ Emergency Phone: _____

New York Mills Union Free School District

Adopted: 08/08/89

Revised: 09/07/10, _____

Regulation

Draft 03/11/2013

STUDENTS

7101.2 Renumber/revise policy 7046.2

ATHLETIC RELEASE FORM

Date

_____ has not had an illness or suffered any physical injury that required
(Student's Name)

doctor's attention since ~~the school physical~~ his/her last physical. If ill or injured during this time student must bring

a release from own doctor.

Parent's Signature

NOTE: This must be returned to the coach the first day of practice.

NOTE: We send this in the Fall before they can participate on a Fall sports team.

New York Mills Union Free School District

Adopted: 08/08/89

Revised: 09/07/10, _____

Regulation

Draft 03/11/2013

STUDENTS

7101.3 Revise/renumber policy 7046.3

ATHLETIC MEDICAL INFORMATION

Please sign #1 or #2

1. In the event of a medical emergency involving my child, for which I cannot be easily or readily reached, I give my permission for any emergency medical, dental and/or surgical treatment and/or hospitalization deemed necessary by my child's physician or if he/she is not available the physician that can be secured. I understand that every reasonable effort will be made to contact me first, and to contact my child's physician.

SIGNED: _____ DATE: _____
(Parent/Guardian)

2. I do not give permission for emergency treatment and absolve the New York Mills Union Free School District of any responsibility.

SIGNED: _____ DATE: _____
(Parent/Guardian)

- MEDICAL DATA -

Student: _____ D.O.B.: _____

Physician: _____ Telephone: _____

Address: _____

Allergies: _____ Medication: _____

Dosage: _____ Frequency: _____ Time: _____

Date of Last Tetanus: _____ May take aspirin: YES _____ NO _____

Signed _____ Date _____

Address _____ Phones: Home _____

Emergency _____

New York Mills Union Free School District

Adopted: 08/08/89

Revised: 09/07/10, _____

STUDENT HEALTH EXAMINATIONS

- I. Physical Examinations or Screenings Permitted or Required By State Law:
- A. The District will require each child enrolled in public school to have a satisfactory health examination either by the family physician of the child or by the school physician upon entrance into school and at other times as required by law. The District also may require additional health examinations as permitted by applicable law.
 - B. Required health examinations will be at no cost to the examined student's parent or guardian if performed by the school physician as part of the District's health service program.
 - C. If a student uses a family physician to perform a health examination that is required by the District, the student (and/or the student's parent) must provide the District with a health certificate that meets the standards of the Commissioner's Regulations. If no such certificate is provided, the District will send a certified letter to the student's parent stating that, if the health certificate is not furnished within fifteen days of the notice, the student will be examined through the school health service program.
- II. Invasive Physical Examinations:
- A. For the purposes of this policy, an "invasive physical examination" is any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening, physical examinations for work permits, interscholastic athletics, evaluations conducted pursuant to IDEA or any other screening or evaluation permitted under New York Law.
 - B. The District will notify parents, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency "invasive physical examination" or screening is scheduled, if the examination or screening:
 - 1. Is required as a condition of attendance; and
 - 2. Is administered by the school and scheduled by the school in advance; and
 - 3. Is not necessary to protect the immediate health and safety of the student, or other students.

POLICY

Draft 03/11/2013

STUDENTS

7200 Revise/renumber policy 7054

STUDENT HEALTH EXAMINATIONS

- C. The District will offer parents an opportunity to opt their child out of participation in any invasive physical examination” which requires notice pursuant to above Section II (B).

III. Parental Involvement:

- A. This policy was developed and adopted in consultation with parents.
- B. 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.

IV. Athletic Examinations

- A. All athletes must have a complete physical examination by a duly licensed physician, physician assistant, or nurse practitioner.
- B. Health examination must be completed according to timelines and standards of the New York State Public High School Athletic Association.

V. Procedures and Medical Examination Requirements for Student Working Papers

- A. The physical examination for employment certification must be given by a duly licensed physician, physician assistant, or nurse practitioner.

The annual physical examination by the School or private physician and the physical examinations for participation in interscholastic athletic competition may be used for employment certification, provided the examination was administered within the previous twelve (12) months.

New York Mills Union Free School District

Legal Ref: 20 USCA 1232(h); Education Law Section 903 & 904; 8 NYCRR 136.

Adopted: 06/17/03

Revised: _____

Policy

Draft 03/11/2013

7201 Replaces policy 7050

STUDENT

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 purposes of this policy "medication" shall include both prescription and nonprescription 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 prescriber (Medical Authorization Forms (Regulations 7201.1, 7201.2 and 7201.3)).
 - B. The parent 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 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.
 - C. All medications, including nonprescription drugs given in school, shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. The written order of the physician shall minimally include: student's name and date of birth; diagnosis; name of medication; dosage and route of administration; self-administration orders - if indicated; frequency and time of administration; for prn (as necessary) medications - conditions under which medication should be administered; date written; prescriber's name, title and signature, and prescriber's phone number.
 1. Medication orders must be renewed annually or when there is a change in medication or dosage.

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Draft 03/11/2013
7201 Replaces policy 7050

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2. A pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber.
3. When a properly labeled medication comes to the health office accompanied by a written request from the parent for administration of the medication, but without a written order from a licensed prescriber, the following procedure will be followed:
 - a. Contact parent regarding need for written order from a licensed prescriber.
 - b. Contact licensed prescriber to obtain verbal permission to administer medication.
 - c. Request fax or written orders to be received within 48 hours.
 - d. Contact parent and discontinue medication if written orders are not received in 48 hours.

D. OPTIONAL (if the District stocks albuterol): The District stocks albuterol metered dose inhalers (MDIs) and/or liquid albuterol for use in a nebulizer by multiple students diagnosed with asthma in the event their personal albuterol prescription is empty. The albuterol will be available under the following conditions:

1. The school nursing personnel or licensed practical nurses under the direction of the school nursing personnel perform the following duties:
 - a. Maintaining an inventory of albuterol and obtaining and replacing the stock;
 - b. Maintaining, cleaning and labeling of the school's stock MDI and nebulizer, individual student's MDIs and spacers; and the student's nebulizer tubing, facemask or mouthpiece; and
 - c. Informing parents/guardians of use and need for replacement of student's albuterol medication.
2. Students must have a patient specific order for use of albuterol MDI or nebulized albuterol from their private health care provider that includes permission of the school's stock albuterol.
3. Each student must have their own labeled spacer provided by the parent/guardian that is used when administering their own, or the school's

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stock albuterol MDI; or the student must have their own labeled tubing and facemask or mouthpiece that is used when administering their own, or the school's stock albuterol via nebulizer.

4. Signed written permission from the student's parent/guardian for use of the school's stock albuterol.
5. The school's stock albuterol must be obtained from a licensed pharmacy.
6. The school's stock albuterol is not to be used in place of the parent/guardian providing an albuterol medication for their child(ren) in school. The school's stock albuterol is only for use in the event the student's own albuterol is empty and while awaiting the parent/guardian to provide the school with a new one.

IV. Medication May only be Administered by Appropriate School Personnel

- A. Any prescription medication which requires administration through a subcutaneous, intramuscular, intravenous or rectal route or through pumps, tubes or nebulizers or oral, topical or inhalant medication needed by non self-directed students must be given by 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.
- B. Designated persons in the District, or those involved in District sponsored activities, following assignment and in conjunction with approval by school nursing personnel, may assist self-directed students with the taking of their own oral, topical and inhalant medication. Volunteer staff may be trained to administer Epi pens and Glucagon injections. District nursing personnel as well as the administration should assure that the 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. 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. All medications shall be brought to school by the parent and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier.

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- 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.

VI. Carry and Self-Administer Medication

- A. If the school nursing personnel receives a request from a parent or physician to permit a student to carry and self-administer his/her own medication, such decisions should be made on an individual basis. The criteria for determining when a student can self-administer medication are:

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 or allergy condition to carry and use a prescribed inhaler or epinephrine kit during the school day.
2. Severity of health care problems, particularly asthmatic or allergic conditions.
3. Prescriber's order directing that the student be allowed to carry his/her medication and self-administer.
4. Parent statement requesting compliance with prescriber's 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 his or her person or keeping in school or physical education locker.
6. School nursing assessment that student is self-directed to carry and self-administer his/her medication properly.
7. Parent contact made to clarify parental responsibility regarding the monitoring of the child on an ongoing/daily basis to insure that the child is carrying and taking the medication as ordered. This contact should be documented.

B. Sunscreen

Students do not need to obtain a note from a medical 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:

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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.
- C. Any student self-administering medication without proper authorization should be counseled by the school nursing personnel. In addition, the parents 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.
- VII. 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.
- VIII. 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:
- A. Oversight of self-administration to:
 1. A student who is self-directed

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2. Designated staff member who has been appropriately instructed by the school nursing personnel to assist a self-directed student.
3. If no designated staff member is available, it becomes the responsibility of the parent/guardian to ensure administration.

B. Preparation of medication. When oral medication is to be given to a self-directed student in the absence of a school nurse, the student's medication must remain in a properly labeled pharmacy container, or original over the counter container, in the possession of a supervising adult; until it is handed to the self-directed student to self-administer on a field trip or other school event. Children needing medication on extended trips must have their medication in a properly labeled pharmacy container.

C. Administration of Non-Self-Directed Students:

1. Administration of oral, topical or inhalant medications to non-self-directed students must remain the responsibility of the school nurse, licensed practical nurse under the direction of a school nurse, physician, or parent.
2. 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, Regulation 7201.2).
3. 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. 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.

IX. Disposal of Medications, Needles and Syringes

A. Medications that remain at the end of the school year or after the order is changed or discontinued must be:

1. Returned to the parent or a responsible designee picking up the medication from the health office, or

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2. All medication being considered for disposal should be taken to an appropriate disposal location, such as a pharmacy.

B. Needles and syringes must be disposed of in a manner consistent with state law and the following guidelines:

1. Needles should not be recapped and should not be purposely bent or broken.

2. Disposable syringes and needles (and other sharp items) should be placed in approved sharps containers and labeled "BIOHAZARD."

3. 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.

4. Sharps include, but are not limited to, needles, syringes, diabetic testing, and epi pens.

X. Emergency Building Evacuations and Medications

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 EpiPen with non-patient specific orders and a glucose source, such as glucose gel or honey sticks. A plan for communicating with the appropriate administrator 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.

XI. Student Privacy

The New York Mills Union Free School District will protect the privacy rights of students as required by the Family Education Rights and Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1996.

New York Mills Union Free School District

Legal Ref: State Education Department's "Administration of Medication in the School Setting", Revised April 2002 Administration

Adopted: 11/05/02

Revised: _____

Regulation

Draft 03/11/2013

7201.1 Replaces policy 7050.1

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 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 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 Prescriber and Title (please print): _____

Prescriber's

Signature: _____ Date: _____

Address: _____ Phone: _____

New York Mills Union Free School District

Adopted: 11/05/02

Revised: _____

Regulation

New Draft 03/11/2013
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: _____

Regulation

New Draft 03/11/2013
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: _____

STUDENT ALCOHOL AND DRUG ABUSE

I. Policy

The policy of the Board of Education is that it prohibits a student to be under the influence of, in possession of, involved in the sale of, or associated with a prohibited substance or paraphernalia in or about school grounds, activities, or in District sponsored transit.

II. Philosophy

- A. The philosophy of the New York Mills Board of Education is that all students shall abide by the local, state and federal rules as they apply to the use of alcohol, drugs and tobacco. We also believe that these substances shall not be used or consumed on school property or at school-sponsored events.
- B. While the District can and must assume a leadership role in alcohol and other substance use/abuse prevention, this goal will be accomplished only through coordinated, collaborative efforts with parents, students, staff, and the community as a whole.

III. Primary Prevention

- A. The intent of primary prevention programming is to prevent or delay the onset of alcohol, tobacco, and other substance use by students. The components of this programming shall include:
 - 1. A sequential K-12 prevention curriculum that provides for:
 - A. Accurate and age-appropriate information about alcohol, tobacco, and other substances, including the physical, psychological, and social consequences of their use/abuse.
 - B. Information about the relationship of alcohol and other substance use/abuse to other health-compromising issues such as AIDS, teenage pregnancy, eating disorders, child abuse, suicide, and dropping out of school.
 - C. Helping students develop appropriate life skills to resist the use of alcohol and other substances and to promote healthy life styles.
 - D. Helping students identify personal risk factors for alcohol and other substance use/abuse and the steps needed for risk reduction.

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Draft 03/11/2013

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7202 Renumber policy 7055

STUDENT ALCOHOL AND DRUG ABUSE

- E. Helping students develop a positive self-concept.
 - F. Helping students identify when they are under stress and how to manage or reduce stress through non-chemical means.
2. Training school staff, parents and guardians to use the information and skills necessary to reinforce the components of this policy in the home, school and community.
 3. Community education about the issues of alcohol, tobacco, and other substance use/abuse as a basis for providing a consistent message to district youth.
 4. Positive alternatives to alcohol and other substance use/abuse, such as peer leadership programs, service projects, and recreational and extra-curricular activities. Such activities will be planned collaboratively by students, school staff, parents, community members, and agencies.

IV. Intervention

- A. The intent of intervention programming is to eliminate any existing use/abuse of alcohol and other substances, and to identify and provide supportive services to kindergarten through 12th grade students at high risk for such use/abuse. The components of such programming shall include:
 1. Providing alcohol and other substance use/abuse assessment and counseling services for students.
 2. Developing a referral process between District schools and community providers.
 3. Identifying and referring students to appropriate agencies when their use/abuse of alcohol and/or other substances requires counseling and/or treatment.
 4. Providing services to students in or returning from treatment to assure that the school environment supports the process of recovery initiated in the treatment program.
 5. Providing individual, group, and family counseling targeting students at high risk for alcohol and/or other substance use/abuse.

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7202 Renumber policy 7055

STUDENT ALCOHOL AND DRUG ABUSE

6. Educating parents on when and how to access the District's intervention services.
7. Confidentiality.

VI. Disciplinary Measures

- A. Disciplinary measures for students found to have used or to be using, in possession of, selling, or distributing alcohol and/or other substances and for students possessing drug paraphernalia are outlined in the District's Code of Conduct.
- B. Students who are disciplined for any of these infractions will be mandated to the intervention services established by this policy.

VII. Staff Development

- A. The Board recognizes that if the administrative, instructional, and non-instructional staff are to be responsible for understanding, implementing and modeling this policy, they must be trained about the components of an effective alcohol and other substance prevention program. Staff training will be an ongoing process and include:
 1. For all staff: (a) an understanding of why individuals use and abuse alcohol and other substances, (b) their role in implementing this policy, including how to identify students who exhibit high risk behaviors or who are using/abusing alcohol and other substances, and how to refer these students to the appropriate services established by this policy, (c) awareness of personal risk factors for alcohol and other substance use/abuse so that they may identify personal use/abuse problems and seek assistance, and (d) awareness of the special needs of students returning from treatment.
 2. Additionally for teachers: the knowledge and skills necessary to implement the District's K-12 alcohol and other substance prevention curriculum.
 3. For intervention staff: appropriate staff training for those identified to carry out the intervention function to assure that their assessment, individual, group, and family counseling and referral skills support the needs of high-risk, using, and abusing youth.

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Draft 03/11/2013
7202 Renumber policy 7055

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STUDENT ALCOHOL AND DRUG ABUSE

4. For prevention staff: appropriate staff training to assure that they have the necessary knowledge and skills to support the application of prevention concepts through programming targeted at the school, home, and community.

VIII. Implementation, Dissemination and Monitoring

- A. The Superintendent or designee is to collaborate with district staff, parents, students, community members, organizations, and agencies, including alcohol and other substance abuse service providers, in developing the specific programs and strategies necessary to implement this policy.
- B. Upon adoption, copies of this policy will be distributed to all district staff, students and parents annually.
- C. The Superintendent or designee is responsible for providing the board with an annual review of this policy, the programs and strategies implementing it and his recommendations for revisions of the policy.

New York Mills Union Free School District

Legal Ref: NYS Education Law Sections 804, 3028-a; 8 NYCRR 100.2

Adopted: 11/8/83

Revised: 03/02/10, _____

STUDENT PREGNANCY

- I. The Board of Education recognizes the opportunity to receive an education as a prerequisite to leading a full and productive life. Therefore, pregnant students will be encouraged to continue participation in the public school program.
- II. As soon as pregnancy is medically confirmed, the Board recommends that the student and her parent(s) or guardian(s) consult with the Building Principal and/or other appropriate staff to plan an appropriate education program.
- III. Every effort will be made to see that the educational program of the student is disrupted as little as possible; that available student health and counseling services, as well as instruction, are provided; that the student is encouraged to return to high school after delivery; and that every opportunity is given to complete high school.
- IV. A minor under 16 must continue her education. The student will be provided with a home instruction program if her physician certifies that there is a medical condition or incident other than pregnancy that warrants home instruction. After delivery, the student is expected to attend school.
- V. Programs for Pregnant Students - The Board of Education recognizes the need to provide pregnant students with a flexible program. Students are encouraged to continue in their scheduled program of study. However, they may attend alternative programs offered at Regional BOCES facilities. The program coordinator shall work with the medical director and pupil personnel services department in a cooperative effort to meet individual student's special needs.

New York Mills Union Free School District

Legal Ref: Sections 421-428, Social Services Law; Section 1012, Family Court Act

Adopted: 10/05/92

Revised: _____