

February 2026 Policy - Second Reading Packet

Policy Number	Title of Policy	Explanation	Adopted BOCES Update	Revised by SH	Keep Current Policy	Deleted	Date of Vote	Not Voted Upon
1220	Board Members: Nomination and Election	<p>"Between 9 a.m. and 4 p.m." was previously at the end of the sentence. Because of the location of this phrase, several districts interpreted the sentence to imply that the school board election had to occur between 9 a.m. and 5 p.m. However, per Education Law Section 2018(a): "In all union free school districts candidates for the office of member of the board of education shall be nominated by petition...Each petition shall be filed in the office of the clerk of the district between the hours of nine a.m. and five p.m., not later than the thirtieth day preceding the school meeting or election at which the candidates nominated are to be elected." See also Education Law Section 2608(1).</p> <p>Revised in response to amendments to Education Law Sections 1702, 1804, 1901, 1950, 2502, 2552, 2553, to require every district and BOCES to have at least one ex officio student Board member effective July 1, 2025. The new law requires that all districts operating a high school and all BOCES establish procedures to designate at least one high school student as an ex officio, non-voting member(s) of their Boards of education. The new law provides that student members will be entitled to sit with the Board members at all public meetings and hearings and may be permitted to participate in other Board activities and responsibilities at the discretion of each Board of education, but will: (1) not be allowed to attend executive sessions or other meetings or hearings not open to the public, (2) not be entitled to compensation of any form, and (3) not be allowed to vote as a member of the school Board. The law also provides an opportunity for students to build skills and habits of civic engagement while providing a voice in their districts' and/or BOCES' policies and operations. For districts, the law states (1) they are no longer permitted to appoint the student member via referendum of the voters of the district; and (2) ex officio student members of the Board may be any of the following: a student that has been duly elected as student president of the high school; a student duly elected by the student body; a student selected by the high school student government; a student selected by the high school principal; a student selected by the superintendent of schools; a student selected by majority vote of the school Board.</p> <p>Policy Committee recommends adopting with customization</p>						
5413	Procurement: Uniform Grant Guidance for Federal Awards	<p>Recently revised in response to revisions to the uniform grant guidance in 2 CFR Part 200 and the Education Department General Administrative Requirements in 34 CFR Parts 76 and 77. The new requirements went into effect on July 1, 2025. Additional revisions were made for clarity and consistency.</p> <p>Policy Committee recommends adopting as is.</p>						
5674	Data Networks and Security Access	<p>This policy was renumbered to 5850 for better placement within the District's policy manual.</p> <p>Policy Committee recommends adopting as is.</p>						

January 2026 Policy - First Reading Packet

Policy Number	Title of Policy	Explanation	Adopted BOCES Update	Revised by SH	Keep Current Policy	Deleted	Date of Vote	Not Voted Upon
5681	School Safety Plans	<p>New language was added requiring all districts and BOCES develop training for staff and students that includes: A description of the roles and responsibilities of the building level emergency response team, the building level Incident Command System, and the building level-emergency response plan procedures for implementing required emergency response terms: evacuate/evacuation, hold/hold-in place, lockdown, secure lockout, and shelter/shelter-in place; Procedures for conducting drills that address whether classrooms will be released from lockdown by law enforcement or school or District administrators during drills; and District and building policies, procedures, and programs related to safety and those with components on violence prevention and mental health. New employees hired after the start of the school year are required to receive training within 30 days of hire or as part of the District's existing new hire training program, whichever is sooner.</p> <p>Revised in response to recent legislation that requires school districts to formalize a cardiac emergency response plan to respond to a sudden cardiac arrest event on school property or at any school sponsored event. Effective September 1, 2025, policies and procedures for response to sudden cardiac arrest must be included in the building-level emergency response plans. Effective January 20, 2026, school safety training for students and staff required in the district-wide school safety plan must now include training in sudden cardiac arrest. Additionally, district-wide school safety teams may provide voluntary first aid, CPR, and AED training to school staff, including members of the building-level emergency response teams. If training is provided, then Education Law and Commissioner's regulations require any training to be in accordance with Public Health Law Section 3000-b. AEDs in schools must be clearly marked, accessible, and maintained consistent with guidelines by the American Heart Association or other nationally recognized guidelines focused on emergency cardiovascular care.</p> <p>Policy Committee recommends adopting as is.</p>						

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Policy Number	Title of Policy	Explanation	Adopted BOCES Update	Revised by SH	Keep Current Policy	Deleted	Date of Vote	Not Voted Upon
5685	Maximum Temperature for School Buildings and Indoor Facilities	<p>Required Policy. This new policy was developed in response to Senate Bill S3397A, which added new Section 409-n to the Education Law to require districts and BOCES to develop and implement a policy to "ensure the health and safety of students, faculty, and other employees, on extreme heat condition days." For purposes of this policy, extreme heat condition days are defined as days when the occupiable educational and support services spaces are found to be eighty-two degrees Fahrenheit or higher. Support services spaces do not include kitchen areas used in the preparation of food for consumption by students. Room temperature is measured at a shaded location, three feet above the floor near the center of the room. Districts and BOCES are required to take action when occupiable and support services spaces (not including a kitchen area used in the preparation of food for consumption by students) reach a certain temperature: If the room temperature reaches eighty-two degrees Fahrenheit, the district or BOCES must take action to "relieve heat-related discomfort." The law does not mandate specific actions but gives examples of actions districts or BOCES may take including but not limited to: turning off overhead lights; pulling down shades or blinds; turning on fans; opening classroom doors and windows to increase circulation (if permitted), turning off unused electronics that produce heat and providing water breaks. If the room temperature reaches eighty-eight degrees Fahrenheit, the Superintendent or designee will direct building principals to evacuate the space by: Moving students and staff to cooler spaces within the school building(s); or Closing school early and sending students and staff home according to the District's emergency school closing policy and/or procedure which include communicating with parents and persons in parental relation. The Board should consider the anticipated number of extreme heat condition days when adopting or adjusting the District's school calendar. The District should also be mindful of collective bargaining agreements.</p> <p>Policy Committee recommends adopting as is.</p>						
5851	Cybersecurity Incident Response	<p>This policy was developed in response to Senate Bill S 7672A, which added new Sections 995-a through 995-c to the General Municipal Law to require districts and BOCES to report all cybersecurity incidents to the Department of Homeland and Emergency Services via a required form on their website. Requirements to report any ransom payments in connection with ransomware attacks were also added.</p> <p>Policy Committee recommends adopting as is.</p>						

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Policy Number	Title of Policy	Explanation	Adopted BOCES Update	Revised by SH	Keep Current Policy	Deleted	Date of Vote	Not Voted Upon
7316	Use of Internet-Enabled Devices During the School Day	<p>Replaces existing sample policy 7316, (Student Use of Personal Technology). Required Policy. Customization Required. As part of the 2025-2026 New York State Budget, Governor Hochul signed legislation on May 9, 2025, adding Education Law Section 2803 to require all districts, BOCES, and charter schools to adopt and publish a policy prohibiting student use of internet-enabled devices during the school day. "Internet-enabled devices" are defined to include smartphones, tablets, smartwatches, or any device capable of accessing internet content (including social media). The definition excludes non-internet capable devices and school-issued devices used for educational purposes. Students are generally prohibited from using internet-enabled devices during the school day anywhere on school grounds. The policy outlines the limited exceptions outlined in the law for when a student may use an internet-enabled device. Other key requirements include the following: Districts, charter schools, and BOCES must consult with local stakeholders, including but not limited to employee organizations representing each bargaining unit within the school building, parents, and students in the development of its policy prior to its adoption. The adopted policy must be published in a clearly visible and accessible location on the district's website. Upon request by a student or parent or person in parental relation the district must provide a translation of the policy into the 12 most common non-English languages spoken in the state. Beginning September 1, 2026, and annually thereafter, all districts, charter schools, and BOCES must publish on their website a report detailing the enforcement of the policy, including non-identifiable demographic information of students who have faced disciplinary action for failure to comply and analysis of any demographic disparities in enforcement of the policy. If the annual report identifies a statistically significant enforcement impact, the report must include a mitigation action plan to address the disparity.</p> <p>Policy Committee recommends adopting with customization</p>						

January 2026 Policy - First Reading Packet

Policy Number	Title of Policy	Explanation	Adopted BOCES Update	Revised by SH	Keep Current Policy	Deleted	Date of Vote	Not Voted Upon
7513	Medication and Personal Care Items	<p>Customization Required. Revised in response to an amendment to the Public Health Law which added new Section 3000-e, to permit, but not require, districts to purchase, acquire, possess, and use rescue inhaler treatment devices for emergency treatment of a person appearing to experience asthmatic or other respiratory disease symptoms. Other minor revisions were made to the policy for clarity and consistency.</p> <p>Revised in response to a review of the New York State Education Department and the New York State Department of Health Guidelines for Managing Allergies and Anaphylaxis in Schools, 2024. The Section on Self-Administration of Medication was re-written to clarify the roles and responsibilities for independent students who are permitted to self-administer medications during the school day, on school property, and at any school functions and for healthcare providers, parents, and the school. Language was also added to this section to reflect that students with diabetes will be permitted to carry food, oral glucose, or other similar substances necessary to treat hypoglycemia in accordance with District policy. Also revised in response to Public Health Law Section 267, which changes the term "feminine hygiene products" to "menstrual products." Under Public Health Section 267, secondary public schools serving students in any grade from six through twelve are required to provide menstrual products in restrooms at no charge to students.</p> <p>Policy Committee recommends adopting as is.</p>						
7521	Students with Life-Threatening Health Conditions	<p>Customization Required. Now titled "Students with Life-Threatening Health Conditions and/or Anaphylaxis." Revised in response to a review of the New York State Education Department and the New York State Department of Health Guidelines for Managing Allergies and Anaphylaxis in Schools, 2024. Language was added to the policy regarding how Districts should prepare teams and develop plans to respond to the needs of students with life-threatening health conditions, including allergies and anaphylaxis. Additionally, language was added regarding Districts developing communication plans with parents and persons in parental relation. A new section was added regarding District notification to parents and persons in parental relation at least once per calendar year regarding anaphylactic policies and written materials. The notification will include contact information for the individual(s) in the District who can assist with individualized concerns regarding anaphylactic policies.</p> <p>Education Law Section 921-a permits districts to maintain epinephrine auto-injectors (EpiPens) for use during an emergency, even if the individual suffering from the allergic reaction has no previous history of severe allergic reaction. Policy 7521 was revised in response to amendments to Education Law Section 921-a which added new language stating that districts that maintain EpiPens on-site must provide all teachers with written informational material created and approved by the Commissioner of Health on using epinephrine auto-injectors.</p> <p>Policy Committee recommends adopting as is.</p>						

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Policy Number	Title of Policy	Explanation	Adopted BOCES Update	Revised by SH	Keep Current Policy	Deleted	Date of Vote	Not Voted Upon
7522	Concussion Management	Revised to reflect an update to the Guidelines for Concussion Management in Schools. On page 3 of the policy, language was updated to reflect that districts must "obtain" rather than "seek" authorization from parents prior to providing neurocognitive computerized testing after a suspected concussion. Policy Committee recommends adopting as is.						

Bylaws

SUBJECT: BOARD OF EDUCATION MEMBERS: NOMINATION AND ELECTION

- a) Candidates for the office of member of the Board of Education shall be nominated by a petition directed to the Clerk of the School District which is signed by at least twenty-five (25) qualified voters of the District, or by two percent (2%) of the number of voters who voted in the previous annual election, whichever is greater. Petitions must state the residence of each signer, the name and residence of each candidate.
- b) The notice of the Annual District Meeting must state that petitions nominating candidates for the Board of Education must be filed with the Clerk of the District, **between 9 a.m. and 5 p.m.**, no later than 30 days before the Annual or Special District Meeting at which the School Board election will occur, ~~between 9 a.m. and 5 p.m.~~
- c) Voting will be by machine or paper ballot, and provision shall be made for the election by "write-in-vote" of any candidate not previously nominated. The position of candidates on ballots shall be determined by lot at a drawing conducted by the District Clerk on the day after the last filing. Candidates or their proxies may be present for the drawing.
- d) The hours of voting shall be as indicated by Board resolution.
- e) The candidates receiving the largest number of votes shall be declared elected in accordance with Education Law.
- f) At least ten (10) days prior to the election, the Board shall appoint at least two (2) inspectors of election for each voting machine or ballot box, and set their salary.
- g) The District Clerk shall attend the election and record the name and legal residence of each voter. The Clerk shall give notice immediately to each person declared elected to the Board, informing him/her of the election and his/her term of office.
- h) Only qualified voters as determined by Education Law (Section 2012) may vote at any District meeting or election.
- i) No electioneering will be allowed within one hundred (100) feet of the polling place.
- j) When a term of office expires at the end of a school year and the office has become vacant at the time of election, the person elected to fill the new full term vacancy also fills the remaining days of the previous term, beginning his/her term of office immediately upon election.

Ex Officio Student Board Members

The Board will have at least one ex officio student Board member. Ex officio student Board members will be entitled to sit with Board members at all public meetings and hearings of the Board and may participate in other Board activities and responsibilities at the discretion of the Board. However, ex officio student Board members will:

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Bylaws

SUBJECT: BOARD OF EDUCATION MEMBERS: NOMINATION AND ELECTION (Cont'd.)

- a) Not be allowed to vote;
- b) Not be allowed to attend executive sessions or any other meetings or hearings not open to the public; and
- c) Not be entitled to receive compensation of any form for participating at Board meetings.

Ex officio student Board members will serve on the Board for a term of one year, ~~commencing July 1 and ending June 30.~~

Selecting Ex Officio Student Board Members

To be designated as an ex officio student Board member the student must have attended a District high school for at least one year prior to selection.

The ex officio student members of the Board may be any of the following:

- a) The student that has been duly elected as student president of the high school;
- b) A student duly elected by the student body;
- c) A student selected by the high school student government;
- d) A student selected by the high school principal;
- e) A student selected by the Superintendent; or
- f) A student selected by a majority vote of the Board.

The District will take into consideration the number of high schools within the District and provide a mechanism which allows for fair representation among the schools.

Education Law Sections 2004, 2018, 2025, 2029, 2031-a, 2032, 2034(7)(d), 2105(14), 2121, 2502, 2602, 2608(1) and 2610

Adopted: 5/9/06
Revised: 6/20/17;

SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

The District will follow all applicable requirements in the Uniform Grant Guidance (2 CFR Part 200) whenever it procures goods or services using federal grant funds awarded through formula and/or discretionary grants, including funds awarded by the United States Department of Education as grants or funds awarded to a pass-through entity, such as the New York State Education Department, for subgrants.

Uniform Grant Guidance Requirements

Under the Uniform Grant Guidance, the District will, among other things:

- a) ~~Maintain and use its own documented procedures for procurement procedures which reflect applicable state, local and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in the Uniform Grant Guidance.~~ transactions under a federal award or subaward, including for acquisition of property or services. These documented procurement procedures must be consistent with state, local, and tribal laws and regulations and the standards identified in law.
- b) Establish, document and maintain effective internal controls over the federal award that provide reasonable assurance that the District is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. Internal controls means a process, implemented by the District, designed and implemented to provide reasonable assurance regarding the achievement of objectives in the following categories:
 1. Effectiveness and efficiency of operations;
 2. Reliability of reporting for internal and external use; and
 3. Compliance with applicable laws and regulations.
- c) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- d) Evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of federal awards.
- e) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- f) Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the federal awarding agency or pass-through entity designates as

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**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS
(Cont'd.)**

sensitive or **other information** the District considers sensitive and is consistent with applicable federal, state, local, and tribal laws regarding privacy and ~~obligations of responsibility over~~ confidentiality.

- g) Maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- h) Maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- i) Have procurement procedures in place to avoid **the** acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase.
- j) Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed **procurement contract**. Consideration will be given to matters such as contractor integrity, compliance with public policy, **proper classification of employees, record of** past performance, and financial and technical resources **when conducting a procurement transaction**.
- k) Maintain records that sufficiently detail the history of ~~the~~ **each** procurement including, but not limited to:
 - 1. Rationale for the ~~method of~~ procurement **method**;
 - 2. ~~Selection of e~~Contract type **selection**;
 - 3. Contractor selection or rejection; and
 - 4. The basis for the contract price.
- l) Use time and material contracts, only after a determination that no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk.
- m) Conduct all procurement transactions in a manner providing full and open competition consistent with the standards of the Uniform Grant Guidance.
- ~~n) Conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.~~

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**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS
(Cont'd.)**

- on) Have written procedures for procurement to ensure that all solicitations:
1. Incorporate a clear and accurate description of the technical requirements for the ~~material, product, property, equipment,~~ or service ~~to be being~~ procured; and
 2. Identify ~~all~~ any additional requirements which the offerors must fulfill and all other factors ~~to that will~~ be used in evaluating bids.
- po) Ensure that all prequalified lists of persons, firms, or products ~~which are~~ used in ~~acquiring goods and services~~ procurement transactions are current and include enough qualified sources to ensure maximum open ~~and free~~ competition.
- qp) Use one of the following methods of procurement, which include:
1. Micro-purchases;
 2. ~~Small purchase procedures~~ Simplified acquisitions;
 3. Sealed bids;
 4. ~~Competitive p~~ Proposals; and
 5. Noncompetitive proposals.
- rq) Have ~~a~~ written ~~method~~ procedures for conducting technical evaluations ~~of the proposals received~~ and ~~for selecting recipients~~ making selections.
- sr) ~~Take all necessary affirmative steps to assure~~ When possible, ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses and labor surplus area firms are ~~used when possible~~ considered.
- s) To the greatest extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).
- t) To the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

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Non-Instructional/Business
Operations**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS
(Cont'd.)**

- tu) Include in all contracts made by the District the applicable provisions contained in Appendix II of the Uniform Grant Guidance -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- uv) Perform a cost or price analysis ~~in connection with~~ for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold ~~including contract modifications~~.
- ~~v) Negotiate profit as a separate element of the price for each contract in which there is not price competition and in all cases where an analysis is performed.~~
- w) Comply with the non-procurement debarment and suspension standards which prohibit awarding contracts to parties listed on the government-wide exclusions in the System for Award Management (SAM).

2 CFR Sections 200.61, 200.303, 200.318, 200.319, 200.320, 200.321, 200.322, 200.323, 200.324, 200.326, and 200.327

2 CFR Part 200, App. II

34 CFR Parts 76 and 77

NOTE: Refer also to Policies #5410 -- Purchasing: Competitive Bidding and Offering
#5411 -- Procurement of Goods and Services
#5570 -- Financial Accountability
#5670 -- Records Management
#6110 -- Code of Ethics for Board Members and All District Personnel
#6161 -- Expense Reimbursement

Adopted: 2/11/20

Revised:

SUBJECT: SCHOOL SAFETY PLANS

The District considers the safety of its students and personnel to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. As such, it will address those threats accordingly through appropriate emergency response planning. The District-Wide School Safety Plan and the Building-Level Emergency Response Plan(s) will be designed to prevent or minimize the effects of violent incidents, declared state disaster emergency involving a communicable disease or local public health emergency declaration and other emergencies and to facilitate the coordination of schools and the District with local and county resources in the event of these incidents or emergencies. These plans will be reviewed and updated by the appropriate team on at least an annual basis and adopted by the Board by September 1 of each school year.

The Board will make the District-Wide School Safety Plan available for public comment at least 30 days prior to its adoption. The District-Wide School Safety Plan may only be adopted by the Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The District-Wide School Safety Plan and any amendments must be submitted to the Commissioner, in a manner prescribed by the Commissioner, within 30 days of adoption, but no later than October 1 of each school year.

Building-Level Emergency Response Plan(s) and any amendments must be submitted to the appropriate local law enforcement agency and the state police within 30 days of adoption, but no later than October 1 of each school year. Building-Level Emergency Response Plan(s) will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.

The District will provide written information to all students and personnel about emergency procedures by October 1 of each school year.

District-Wide School Safety Plan

District-Wide School Safety Plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the District, addresses crisis intervention, emergency response and management, and the provision of remote instruction during an emergency school closure, at the district-level, and has the contents as prescribed in Education Law and Commissioner's Regulations.

The District-Wide School Safety Plan will be developed by the district-wide school safety team appointed by the Board. The district-wide school safety team will include, but not be limited to, representatives of the Board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel including bus drivers and monitors. The district-wide school safety team will consider, as part of their review of the comprehensive District-Wide School Safety Plan, the installation of a panic alarm system. At the discretion of the Board, a student may be allowed to participate on the district-wide school safety team.

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SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

The District-Wide School Safety Plan will include, but not be limited to:

- a) Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which includes suicide;
- b) Policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including consideration of zero-tolerance policies for school violence;
- c) Appropriate prevention and intervention strategies, which may include:
 1. Collaborative arrangements with state and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;
 2. Nonviolent conflict resolution training programs;
 3. Peer mediation programs and youth courts;
 4. Extended day and other school safety programs; and
 5. If the District has a multi-disciplinary behavioral assessment team, behavioral assessment team, or a county or regional threat assessment team, the establishment and/or participation of district personnel in a multi-disciplinary behavioral assessment team to assess whether certain exhibited behaviors or actions need intervention or other support, including a school or district-level behavioral assessment team or, if available, a county or regional threat assessment team. When these teams are utilized, the District will:
 - (a) Describe the school, district, or county team and its purpose in the District-Wide School Safety Plan; and
 - (b) Include information regarding the purpose and procedures of these teams in the District's annual personnel training on safety and emergency procedures.
- d) Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident;
- e) A description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

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SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

- f) Procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of Executive Law Article 2-B, State and Local Natural and Man-Made Disaster Preparedness;
- g) The identification of district resources which may be available for use during an emergency;
- h) A description of procedures to coordinate the use of district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff personnel members assigned to provide assistance during emergencies;
- i) Policies and procedures for contacting parents, guardians, or persons in parental relation to district students in the event of a violent incident or an early dismissal or emergency school closure;
- j) Policies and procedures for contacting parents, guardians, or persons in parental relation to an individual district student in the event of an implied or direct threat of violence by the student against themselves, which includes suicide;
- k) Policies and procedures relating to school building security, including, where appropriate: the use of school safety officers, school security officers, and/or school resource officers; and security devices or procedures;
- l) Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to, the identification of family, community, and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, parents or other persons in parental relation to students of the District or Board, students, and other persons deemed appropriate to receive the information;
- m) Policies and procedures for annual multi-hazard school safety training for personnel and students, provided that the District must certify to the Commissioner that all personnel have undergone annual training by September 15 on the Building-Level Emergency Response Plan ~~which must include components on violence prevention and mental health, provided further that new~~. The training will include:
 - 1. A description of the roles and responsibilities of the building-level emergency response team, the building-level incident command system including the roles and responsibilities of designated personnel, and the Building Level-Emergency Response Plan procedures for implementing the following required emergency response terms: shelter/shelter-in place, hold/hold-in place, evacuate/evacuation, secure lockout, and lockdown.

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

2. The procedures for conducting drills, including whether classrooms will be released from lockdown by law enforcement or school or district administrators during drills, and the district and building policies, procedures, and programs related to safety including those which include components on violence prevention, mental health, and sudden cardiac arrest.

New employees hired after the start of the school year will receive training within 30 days of hire or as part of the District's existing new hire training program, whichever is sooner;

- n) Procedures for the review and conduct of drills, tabletop exercises, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. At its discretion, the District may participate in full-scale exercises in coordination with local and county emergency responders and preparedness officials. These procedures must ensure that:
 1. Drills conducted during the school day with students present will be conducted in a trauma-informed, developmentally, and age-appropriate manner and will not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency;
 2. When drills are conducted, students and personnel will be informed that the activities are a drill. Students and personnel will not be informed in advance of evacuation drills;
 3. When utilized as a training resource, tabletop exercises may include a discussion-based activity for personnel in an informal classroom or meeting-type setting to discuss their roles during an emergency and their responses to a sample emergency situation;
 4. If the District opts to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency, the District will not conduct these exercises on a regular school day or when school activities such as athletics are occurring on district grounds. These exercises will not include students unless written consent from parents or persons in parental relation has been obtained;
- o) The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions, and kidnappings;

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

- p) Strategies for improving communication among students, and between students and personnel, and between administration and parents or persons in parental relation regarding reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing anonymous reporting mechanisms for school violence;
- q) A description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- r) A system for informing all educational agencies within the District of a disaster or emergency school closure;
- s) The designation of the Superintendent or designee as the district chief emergency officer whose duties will include, but not be limited to:
 - 1. Coordinating the communication between school personnel, law enforcement, and other first responders;
 - 2. Leading the efforts of the district-wide school safety team in the completion and yearly update of the District-Wide School Safety Plan and the coordination of the District-Wide School Safety Plan with the Building-Level Emergency Response Plan(s);
 - 3. Ensuring personnel understanding of the District-Wide School Safety Plan;
 - 4. Ensuring the completion and yearly update of Building-Level Emergency Response Plans for each school building;
 - 5. Assisting in the selection of security-related technology and development of procedures for the use of the technology;
 - 6. Coordinating appropriate safety, security, and emergency training for district and school personnel, including required training in the District-Wide School Safety Plan and Building-Level Emergency Response Plan(s);
 - 7. Ensuring the conduct of required evacuation and lockdown drills in a trauma-informed, developmentally, and age-appropriate manner that does not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency in all district buildings as required by law; and

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

8. Ensuring the completion and yearly update of Building-Level Emergency Response Plan(s) by the dates designated by the Commissioner;
- t) Protocols for responding to a declared state disaster emergency involving a communicable disease that are substantially consistent with the provisions in Labor Law Section 27-c;
- u) An emergency remote instruction plan; ~~and~~
- v) Appropriate accommodations for students with life-threatening health conditions- ;and
- w) Policies and procedures relating to sudden cardiac arrest. The district-wide school safety team will develop and implement a written sudden cardiac emergency response plan that addresses the use of appropriate personnel to respond to incidents involving any individual experiencing sudden cardiac arrest or similar life-threatening emergency on any school site owned or operated by a school or at a location of a school sponsored event, including, but not limited to, all athletic programs. The sudden cardiac emergency response plan will:
 1. Include specific procedures for incidents involving an individual experiencing sudden cardiac arrest or similar life-threatening emergencies while attending or participating in an athletic practice or event while on school grounds that are venue specific.
 2. Integrate nationally recognized, evidence-based core elements recommended by a recognized professional association.
 3. Be integrated into community EMS responder protocols.

The district-wide school safety team may provide first aid, CPR, and AED training for all relevant staff, including members of the building-level emergency response teams that is voluntary.

Building-Level Emergency Response Plan(s)

Building-Level Emergency Response Plan means a building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building-level and has the contents as prescribed in Education Law and Commissioner's Regulations. As part of this plan, the District will define the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS).

Building-Level Emergency Response Plan(s) will be developed by the building-level emergency response planning team. The building-level emergency response planning team is a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the

(Continued)

Non-Instructional/Business
Operations**SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)**

Board. The building-level emergency response planning team will include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors, community members, local law enforcement officials, local ambulance, fire officials, or other emergency response agencies, and any other representatives the Board deems appropriate.

Classroom door vision panels will not be covered except as outlined in the Building-Level Emergency Response Plan.

Education Law Sections [807](#) and [2801-a](#)

Labor Law Section [27-c](#)

8 NYCRR Section [155.17](#)

Adopted: 5/9/06

Revised: 10/19/10; 11/21/17; 5/19/20; 4/20/21; 3/15/22; 3/21/23; 3/18/25;

**SUBJECT: MAXIMUM TEMPERATURE FOR SCHOOL BUILDINGS AND INDOOR
FACILITIES**

The District is responsible for addressing the health, safety, and comfort of students and staff on extreme heat conditions days.

For purposes of this policy, the following definitions apply:

- a) Extreme heat condition days means days when occupiable educational and support services spaces are 82 degrees Fahrenheit or higher.
- b) Room temperature means the temperature measured at a shaded location, three feet above the floor near the center of the room.
- c) Support services spaces do not include kitchen areas used in the preparation of food for consumption by students.

Implementation Plan When the Temperature Reaches Eighty-Two Degrees Fahrenheit

The District is required to take action to relieve heat-related discomfort when the occupiable educational and support services spaces temperatures reach 82 degrees Fahrenheit. These actions may include, but are not limited to:

- a) Turning off the overhead lights;
- b) Pulling down shades or blinds;
- c) Turning on fans;
- d) Opening classroom doors and windows to increase circulation, if permitted;
- e) Turning off unused electronics that produce heat; and
- f) Providing water breaks.

Air conditioners, where available, may also be used to keep room temperatures from reaching 82 degrees Fahrenheit. The District may take the actions above earlier in the day or before school starts in an effort to keep the room temperature below 82 degrees Fahrenheit. This does not prohibit using air conditioning in response to a student's Individualized Education Plan, Section 504 Plan, or in response to a documented student medical need.

Non-Instructional/Business
Operations

SUBJECT: MAXIMUM TEMPERATURE FOR SCHOOL BUILDINGS AND INDOOR FACILITIES (Cont'd.)

Implementation Plan When the Temperature Reaches Eighty-Eight Degrees Fahrenheit

The District will remove students and staff from educational and support services spaces when the room temperature reaches 88 degrees Fahrenheit where practicable. The Superintendent or designee may direct building principals to evacuate the space by:

- a) Moving students and staff to cooler spaces within the school building(s); or
- b) Closing school early and sending students and staff home according to the District's emergency school closing policy and/or procedure which include communicating with parents and persons in parental relation.

The Board will consider the anticipated number of extreme heat condition days when adopting or adjusting the District's school calendar. The District will also be mindful of collective bargaining agreements.

Education Law Section 409-n

NOTE: Refer also to Policy #3510 -- [Emergency School Closings](#)

Adopted:

SUBJECT: CYBERSECURITY INCIDENT RESPONSE

The District is committed to providing a timely and comprehensive response to any cybersecurity incident or demand of ransom payment, in accordance with all applicable laws and regulations.

Definitions

For the purposes of this policy, the following definitions apply:

- a) "Cybersecurity incident" means an event occurring on or conducted through a computer network that actually or imminently jeopardizes the integrity, confidentiality, or availability of computers, information or communications systems or networks, physical or virtual infrastructure controlled by computers or information systems, or information resident thereon.
- b) "Ransom payment" means the transmission of any money or other property or asset, including virtual currency, or any portion thereof, which has at any time been delivered as ransom in connection with a ransomware attack.

Identifying and Determining the Scope of Cybersecurity Incidents

District personnel must report any suspected cybersecurity incident to their immediate supervisor or manager or to the appropriate district information technology staff. In the event that the incident includes a breach of personally identifiable information (PII), all applicable laws and regulations regarding PII must be followed.

Reporting of Cybersecurity Incidents

The District will report all cybersecurity incidents and/or demand of ransom payments to the commissioner of the division of homeland security and emergency services using the reporting forms at the Division of Homeland Security and Emergency Services Cybersecurity Incident and Ransom Payment Reporting website (<https://www.dhSES.ny.gov/cybersecurity-incident-and-ransom-payment-reporting>). This report must:

- a) Include whether the District is requesting or declining advice and/or technical assistance from the division of homeland security and emergency services in relation to the reported cybersecurity incident or demand for a ransom payment; and
- b) Be filed no later than 72 hours after the District reasonably believes the cybersecurity incident has occurred.

These reports and any records related to ransom payments submitted to the commissioner of the division of homeland security and emergency services are exempt from disclosure under the Freedom of Information Law (FOIL).

(Continued)

SUBJECT: CYBERSECURITY INCIDENT RESPONSE (Cont'd.)**Notice and Explanation of Ransom Payment(s)**

In the event that the District makes a ransom payment in connection with a cybersecurity incident, the District will provide the commissioner of the division of homeland security and emergency services with the following information:

- a) Notice of the payment within 24 hours of the ransom payment; and
- b) A written description within 30 days of the ransom payment, to include:
 1. The reasons the payment was necessary;
 2. The amount of the payment;
 3. The means by which the payment was made;
 4. A description of the alternatives to payment that were considered; and
 5. A description of the diligence performed to find alternatives to payment and to ensure compliance with applicable rules, laws, and regulations.

General Municipal Law Article 19 Section 995

Adopted:

Students

SUBJECT: USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY

The District consulted with local stakeholders including employee organizations representing each bargaining unit, parents, and students to develop this policy to prohibit the use of Internet-enabled devices by students during the school day on school grounds. This policy aims to ensure that students remain focused on their academic responsibilities throughout the school day, which includes all instructional and non-instructional periods such as homeroom, lunch, recess, study halls, and passing time.

For purposes of this policy, the following definitions apply:

- a) "Internet-enabled devices" means and includes any smartphone, tablet, smartwatch, or other device capable of connecting to the Internet and enabling the user to access content on the Internet, including social media applications;

"Internet-enabled devices" does not include:

1. Non-Internet-enabled devices such as cellular phones or other communication devices not capable of connecting to the Internet or enabling the user to access content on the Internet; or
 2. Internet-enabled devices supplied by the District, charter school, or Board of Cooperative Educational Services (BOCES) that are used for an educational purpose.
- b) "School day" means the entirety of every instructional day as required by subdivision 7 of the Education Law Section 3604 during all instructional time and non-instructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing time.
- c) "School grounds" means in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a district elementary, intermediate, junior high, vocational, or high school, a charter school, or a BOCES facility.

Students are generally prohibited from using Internet-enabled devices during the school day anywhere on school grounds.

However, students may be authorized to use an Internet-enabled device during the school day on school grounds:

- a) If authorized by a teacher, principal, or the District for a specific educational purpose;
- b) Where necessary for the management of a student's health care;

(Continued)

Students

SUBJECT: USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY (Cont'd.)

- c) In the event of an emergency;
- d) For translation services;
- e) On a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor for a student caregiver who is routinely responsible for the care and well-being of a family member; or
- f) Where required by law.

Students must be permitted to use an Internet-enabled device where the use is included in the student's:

- a) Individualized Education Program (IEP); or
- b) Section 504 Plan.

On-Site Storage of Internet-Enabled Devices Including Cell Phones

~~*[Districts must provide one or more methods for on-site storage where students may store their Internet-enabled devices during the school day, which may include student lockers. Example language has been provided. However, the District should customize this section to reflect its actual practices.]*~~

Students must store their Internet-enabled devices in designated on-site storage areas during the school day. On-site storage areas may include, but are not limited to, student lockers, designated storage bins in classrooms, or secure storage areas in the school's main office. The designated on-site storage areas must be easily accessible to students and provide adequate security to ensure the safekeeping of the student's devices. The District will communicate the procedures for storing and retrieving devices, ensuring that students understand their responsibilities in using the on-site storage facilities provided.

Methods for Parents to Contact Students During the School Day

~~*[Districts must provide one or more methods for persons in parental relation to contact their student during the school day. A list of examples has been provided. However, the District should customize this list to reflect its actual practices.]*~~

To accommodate necessary communication, parents or persons in parental relation may use the following methods to contact their student during school hours while adhering to this policy:

- a) School Office Phone: Parents or persons in parental relation may call the school's main office, and the office staff can relay messages to the student or call the student to the office to speak with their parent or person in parental relation.

(Continued)

Students

**SUBJECT: USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY
(Cont'd.)**

- b) Designated Contact Email: Schools may provide a designated email address for parents and persons in parental relation to send messages. These emails may be monitored by school staff who can then pass the messages on to the students.
- c) Classroom Intercom System: In case of an emergency, the school's main office can use the classroom intercom system to notify students directly or ask them to come to the office.
- d) School Messaging Application: Schools may use a secure messaging application or platform where parents or persons in parental relation can send messages to their student(s). The messages can be monitored and delivered by school staff.
- e) Written Notes: Parents or persons in parental relation can drop off written notes at the school's main office, which can then be delivered to the student by school staff.

Parents and persons in parental relation will be notified in writing of the methods that are available for contacting their student during school hours upon enrollment and at the beginning of each school year.

Student Discipline for Accessing Internet-Enabled Devices During the School Day

The District is prohibited from suspending a student solely for accessing Internet-enabled devices in violation of this policy.

Posting and Translation of Policy

The District will post this policy in a clearly visible and accessible location on its website. Translations of the policy into the 42³ most common non-English languages spoken by limited-English proficient individuals in the state will be provided upon request by a student or other persons in parental relation to a student.

Reporting and Mitigation Action Plan

Beginning September 1, 2026 and annually thereafter, the District will publish an annual report on its website detailing enforcement of this policy within the District in the prior school year. This report will include non-identifiable demographic data of students who have faced disciplinary action for non-compliance and analysis of any demographic disparities in enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a mitigation action plan.

Education Law Section 2803

Adopted:

SUBJECT: MEDICATION AND PERSONAL CARE ITEMS**Administration of Medication**

The school's registered professional nurse may administer medication to a student during regular school hours and at school-sponsored activities under certain conditions. For the purpose of this policy, the term "medication" includes both prescription and non-prescription medications. The school must receive the following before medication will be administered to a student:

- a) The original written order from the student's health care provider stating the name of the medication, precise dosage, frequency, and time of administration;
- b) A written, signed consent from the student's parent or person in parental relation requesting the administration of the medication, as prescribed by the health care provider, to the student in school; and
- c) The medication in its original container, labeled with the student's name, and delivered to the school health office by the student's parent or person in parental relation. Prescription medication must include the following additional information: name and phone number of pharmacy, date and number of refills, name of medication, dosage, frequency, prescribing health care provider, route of administration, and other directions.

A student is not permitted to carry any medication on their person in school, or on the school bus, or keep any medication in their school locker(s). Exceptions may apply for students diagnosed with asthma or other respiratory illnesses, diabetes, or allergies who will be permitted to carry and self-administer medication under certain conditions.

All medication orders must be reviewed annually by school health office personnel or whenever there is a change in dosage.

Students with Asthma or Other Respiratory Illnesses

The District will make a nebulizer available on-site in school buildings where full- or part-time nursing services are provided. Only students with a patient-specific order may have access to the nebulizer. School nursing personnel will clean and maintain the district nebulizer as appropriate.

The District will stock albuterol metered dose inhalers (MDIs) and/or liquid albuterol from a licensed pharmacy for use in a nebulizer for students diagnosed with asthma whose personal albuterol prescription is empty and while awaiting the parent or person in parental relation to provide the school with a new one. School health personnel will promptly inform parents or persons in parental relation

Students

SUBJECT: MEDICATION AND PERSONAL CARE ITEMS (Cont'd.)

that the student's albuterol medication needs to be replaced along with any district-imposed deadlines. The District's stock albuterol is not to be used in place of the parent or person in parental relation providing albuterol medication to the school for the student.

To utilize the school's stock albuterol:

- a) The student must have a patient specific order from their private health care provider that includes an order permitting the student to use the school's stock albuterol if their own albuterol prescription is empty; and
- b) The student's parent or person in parental relation must provide written permission for the student to be administered the school's stock albuterol if their own albuterol prescription is empty.

Stock albuterol may only be utilized when the school nurse is available to administer the medication.

Student's personal equipment used to deliver albuterol will be cleaned and appropriately labeled with the student's name and used solely by that individual student. (Examples of equipment to be cleaned and labeled are nebulizer tubing, facemask, mouthpiece, spacer, etc.)

*The District will purchase, acquire, possess, and use rescue inhaler treatment devices for emergency treatment of a person appearing to experience asthmatic or other respiratory disease symptoms. No one may use a rescue inhaler treatment device on behalf of the District unless they have successfully completed a training course in the use of rescue inhaler treatment devices conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or by an entity or individual approved by the Commissioner of Education, or is directed in a specific instance to use a rescue inhaler treatment device by a health care practitioner. The required training will include:

- a) How to recognize signs and symptoms of severe asthmatic or other respiratory disease reactions;
- b) Recommended dosage for adults and children;
- c) Standards and procedures for the storage and administration of a rescue inhaler treatment; and
- d) Emergency follow-up procedures.

~~*District Option -- A school district may, but is not mandated to, stock rescue inhaler treatment devices. If a district decides to not stock rescue inhaler devices, the above section should be removed.~~

(Continued)

Students

SUBJECT: MEDICATION AND PERSONAL CARE ITEMS (Cont'd.)

The District will designate one or more staff members who have completed the required training to be responsible for the storage, maintenance, control, and general oversight of the rescue inhaler treatment devices acquired by the District.

Self-Administration of Medication

Students are permitted to self-administer medication under certain circumstances, in accordance with law and regulation. Generally, these students' medications are stored in the health office for the student to obtain and administer to themselves.

However, some students must be permitted to carry their medication with them because the medication needs rapid administration. Students with respiratory conditions, allergies, or diabetes are permitted to carry and use prescribed rescue inhaled medication, epinephrine auto-injector, insulin, glucagon, and/or related equipment and supplies if the following conditions are met:

- a) An authorized health care provider furnishes written permission that includes an attestation that the student's diagnosis requires the medication, that the student has demonstrated that they can self-administer the medication effectively, the name of the prescribed medication, the dose, the times when the medication is to be taken, the circumstances which may require the use of the medication, and the length of time for which the medication is prescribed; and
- b) Written parental consent.

Upon written request of the student's parent or person in parental relation, the school will allow the student to keep extra medication and supplies in the care and custody of the school's registered professional nurse, nurse practitioner, physician assistant, or school physician which will be readily accessible to the student.

Students with permission, a health care provider attestation and written parental consent to self-administer medications may administer their medication during the school day, on school property, and at any school function.

Students with diabetes will also be permitted to carry food, oral glucose, or other similar substances necessary to treat hypoglycemia in accordance with district policy.

Each student who is permitted to self-administer medication should have an emergency care plan on file with the school. Further, the school will maintain a record of all written consents from the parent or person in parental relation in the student's cumulative health record.

(Continued)

Students

SUBJECT: MEDICATION AND PERSONAL CARE ITEMS (Cont'd.)Students with Asthma or Another Respiratory Disease

A student will be permitted to carry and self-administer their prescribed inhaled rescue medication during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of asthma or other respiratory disease for which inhaled rescue medications are prescribed to alleviate respiratory symptoms or to prevent the onset of exercise induced asthma; the student has demonstrated that they can self-administer the prescribed medication effectively; and the expiration date of the order, the name of the prescribed medication, the dose the student is to self-administer, times when the medication is to be self-administered, and the circumstances which may warrant the use of the medication; and
- b) Written consent from the student's parent or person in parental relation.

Upon written request of the student's parent or person in parental relation, the school will allow the student to maintain an extra inhaled rescue medication in the care and custody of the school's registered professional nurse, nurse practitioner, physician assistant, or school physician.

Students with Allergies

A student will be permitted to carry and self-administer their prescribed EpiPen during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of an allergy for which an EpiPen is needed for the emergency treatment of allergic reactions; the student has demonstrated that they can self-administer the prescribed EpiPen effectively; and the expiration date of the order, the name of the medicine, the dose the student is to self-administer, and the circumstances which may warrant the use of the medication; and
- b) Written consent from the student's parent or person in parental relation.

Upon written request of the student's parent or person in parental relation, the school will allow the student to maintain an extra EpiPen in the care and custody of a licensed nurse, nurse practitioner, physician assistant, or school physician.

(Continued)

Students

SUBJECT: MEDICATION AND PERSONAL CARE ITEMS (Cont'd.)Students with Diabetes

A student will be permitted to carry and self-administer their prescribed insulin through an appropriate medication delivery device, carry glucagon, and carry and use equipment and supplies necessary to check blood glucose and/or ketone levels during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of diabetes for which insulin and glucagon through appropriate medication delivery devices, and the use of equipment and supplies to check blood glucose and/or ketone levels are necessary; the student has demonstrated that they can self-administer effectively, can self-check glucose or ketone levels independently, and can independently follow prescribed treatment orders; and the expiration date of the order, the name of the prescribed insulin or glucagon, the type of insulin delivery system, the dose of insulin and/or glucagon the student is to self-administer, times when the insulin and/or glucagon is to be self-administered, and the circumstances which may warrant administration by the student. The written permission must also identify the prescribed blood glucose and/or ketone test, the times testing is to be done, and any circumstances which warrant checking a blood glucose and/or ketone level; and
- b) Written consent from the student's parent or person in parental relation.

Upon written request of the student's parent or person in parental relation, the school will allow the student to maintain extra insulin, insulin delivery system, glucagon, blood glucose meter, and related supplies to treat the student's diabetes in the care and custody of a licensed nurse, nurse practitioner, physician assistant, or school physician.

Students with diabetes will also be permitted to carry food, oral glucose, or other similar substances necessary to treat hypoglycemia in accordance with district policy.

Storage and Disposal of Medication

The District will comply with applicable state laws, regulations, and guidelines governing the District's receipt, storage, and disposal of medication.

Personal Care ItemsMenstrual Products

Each school building within the District serving students in any grade from six through 12 will provide menstrual products in building restrooms. These products will be provided at no charge to students.

(Continued)

Students

SUBJECT: MEDICATION AND PERSONAL CARE ITEMS (Cont'd.)

Alcohol-Based Hand Sanitizers

The New York State Education Department (NYSED) permits the use of alcohol-based hand sanitizers in schools. The School Medical Director may approve and permit the use of alcohol-based hand sanitizers in the District's schools without a physician's order. Parents may provide written notification to the school if they do not wish to have their child use hand sanitizers.

Sunscreen

Students may carry and use FDA-approved sunscreen products for over-the-counter use. The student's parent or person in parental relation must provide written permission for the student to carry and use sunscreen. This written parental consent will be maintained by the school. A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the student, if permitted by a parent or person in parental relation, and authorized by the school.

Individuals with Disabilities Education Act (IDEA), 20 USC Section 1400 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
Education Law Sections 902(b), 907, 916, 916-a, 916-b, 919, 921, 6527, 6908(1)(a)(iv), and 6909
Public Health Law Sections 267, 3000-a, 3000-c, and 3000-e
8 NYCRR Sections 136.6 and 136.7

NOTE: Refer also to Policy #7521 -- Students with Life-Threatening Health Conditions and/or Anaphylaxis

Adopted: 5/9/06
Revised: 3/20/12; 9/16/14; 1/19/16; 5/14/19;

Students

SUBJECT: STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS AND/OR ANAPHYLAXIS

Students come to school with diverse health conditions, including allergic reactions, which may be serious and life-threatening. This policy encompasses an array of serious or life-threatening health conditions, including, but not limited to allergies, anaphylaxis, diabetes, seizure disorders, or severe asthma and acute health conditions such as substance overdose. All students within the District with known life-threatening conditions will have a comprehensive plan of care in place: an Emergency Care Plan (ECP) or Individualized Healthcare Plan (IHP) and, if appropriate, an Individualized Education Plan (IEP) or Section 504 Plan.

If a student has a known life-threatening condition on their health history form or if the parent or person in parental relation alerts the District to the student's life-threatening health condition, the District will assemble a team to manage the student's needs. The team may include, but is not limited to, the parent or person in parental relation, the healthcare provider, the school nurse, teachers, administrator, and other appropriate personnel who will be responsible for developing an individualized ECP, IHP, and if appropriate, an IEP or Section 504 Plan.

The District should also develop plans to address managing an allergic reaction in a student or staff member who has not been previously diagnosed as having an allergy.

Life-Threatening Health Conditions and/or Anaphylaxis

For those students with life-threatening health conditions and/or anaphylaxis, the District must work cooperatively with the parent(s) or person(s) in parental relation and the health care provider(s) to:

- a) Immediately develop an individualized ECP for each at risk student to ensure that all appropriate staff are aware of the student's potential for a life-threatening reaction;
- b) If appropriate, develop an IHP that includes all necessary treatments, medications, training, and educational requirements for the student. If the student is eligible for accommodations based upon the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act, the appropriate procedures will be followed regarding evaluation and identification;
- c) Provide training by licensed medical staff (e.g., registered professional nurse) for all adults in a supervisory role in the prevention, recognition, and emergency management of a life-threatening health condition and/or anaphylaxis for specific students;

(Continued)

Students

SUBJECT: STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS AND/OR ANAPHYLAXIS (Cont'd.)

- d) Obtain specific medical-legal documents duly executed in accordance with New York State law; appropriate health care provider authorization in writing for specific students that includes the frequency and conditions for any testing and/or treatment, symptoms, and treatment of any conditions associated with the health issue; and directions for emergencies;
- e) Secure written parent permission and discuss parental responsibility that includes providing the health care provider's orders, providing any necessary equipment, and participation in the education and co-management of the student as they work toward self-management;
- f) Allow supervised students to carry life-saving medication in accordance with applicable laws, regulations, and procedures. The District will also encourage parents and students to provide duplicate life-saving medication to be maintained in the health office in the event the independent student misplaces, loses, or forgets their medication;
- g) Assure appropriate and reasonable building accommodations are in place within a reasonable degree of medical certainty.

In addition, the District will:

- a) Provide training for transportation, instructional, food service, or physical education staff, as appropriate, in the recognition of an anaphylactic reaction;
- b) Have standing emergency medical protocols for nursing or other staff including calling for emergency transport or 911 and determining which school personnel will accompany the student until the parent or person in parental relation is present;
- c) Request the School Medical Director to write a non-patient specific order for anaphylaxis treatment agents for the school's registered professional nurse or other staff, as designated by the administration and allowed under federal and New York State laws and regulations, to administer in the event of an unanticipated anaphylactic episode;
- d) Maintain or ensure the maintenance of a copy of the standing order(s) and protocol(s) that authorizes appropriate district staff to administer emergency medications such as anaphylactic treatment agents;
- *e) As permitted by New York State law, the District will maintain non-patient specific opioid antagonists (naloxone) on-site in each instructional school facility to ensure ready and appropriate access during emergencies for students or staff. To obtain, store, and use naloxone, the District has three options available:

~~*Customize to District in accordance with District practice.~~

(Continued)

Students

SUBJECT: STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS AND/OR ANAPHYLAXIS (Cont'd.)

1. The District has registered with the New York State Department of Health (NYSDOH) to become a Registered Opioid Overdose Prevention Program; or
 2. The District's Medical Director has issued a non-patient specific order to the school nurse to administer naloxone on-site; or
 3. The District participates in an existing New York State Department of Health (NYSDOH) Overdose Prevention Program operated by another organization;
- *f) As permitted by New York State law, maintain epinephrine auto-injectors for use during emergencies. The District must have sufficient supply available to ensure access for use during emergencies to any student or staff member having symptoms of anaphylaxis whether or not there is a previous history of severe allergic reaction. In case of emergency, trained school staff or school staff directed to use an epinephrine auto-injector device by a health care practitioner may administer an epinephrine auto-injector to any student or staff member having symptoms of anaphylaxis in the District. Districts that maintain epinephrine auto-injectors on-site must provide all teachers with written informational material on the use of an epinephrine auto-injector that has been created and approved by the Commissioner of Health;
- g) Allow the school registered nurse, nurse practitioner, physician assistant, or physician to train unlicensed school staff to administer prescribed glucagon or epinephrine auto-injectors in emergency situations, where an appropriately licensed health professional is not available, to students with both a written provider order and parent or person in parental relation consent during the school day, on school property, and at any school function. Training will be provided in accordance with specifications outlined in law and regulation;
- h) Ensure that the District-Wide School Safety Plan and building-level emergency response plans include appropriate accommodations for students with life-threatening health conditions;
- i) Encourage families to obtain medic-alert bracelets for students with life-threatening health conditions;
- j) Educate students regarding the importance of immediately reporting symptoms of an allergic reaction;
- k) Provide professional development and education for both licensed and unlicensed staff related to food, other allergies and treatment of allergic reactions.

~~*District Option: If the District chooses to maintain or administer epinephrine auto-injectors, please keep; if not, remove this paragraph.~~

(Continued)

Students

SUBJECT: STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS AND/OR ANAPHYLAXIS (Cont'd.)

Creating an Allergen-Safe School Environment

The risk of accidental exposure or cross-contamination is always present in school, particularly for students with food allergies. The school setting is a high-risk environment for accidental ingestion of a food allergen due to the presence of a large number of students, increased exposure to food allergens, and cross-contamination of tables, desks, and other surfaces.

In an effort to prevent accidental exposure to allergens, the District will monitor the following high-risk areas and activities:

- a) Cafeteria;
- b) Food sharing;
- c) Hidden ingredients in art, science, and other projects;
- d) Transportation;
- e) Fundraisers and bake sales;
- f) Parties and holiday celebrations;
- g) Field trips; and
- h) Before and after school programs.

All staff, including substitute staff, should be made aware of student allergies on a need-to-know basis.

The District will develop communication plans:

- a) For discussion with students that have developed adequate verbal communication and comprehension skills and with the parents or persons in parental relation of all students about foods that are safe and unsafe and about strategies to avoid exposure to unsafe food; and
- b) Between the school and the parent or person in parental relation, the school nurse and the health care provider, and the school nurse and building staff for intake and dissemination of information for students at risk for anaphylaxis.

(Continued)

Students

SUBJECT: STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS AND/OR ANAPHYLAXIS (Cont'd.)

Empowering Students Toward Medical Self-Management

The District will work toward assisting students in the self-management of their health condition(s) based upon the student's knowledge level and skill by:

- a) Adequately training all staff involved in the care of the student, as appropriate;
- b) Assuring the availability of the necessary equipment or medications;
- c) Providing appropriately trained licensed persons as required by law;
- d) Developing an emergency plan for the student;
- e) Providing ongoing staff and student education;
- f) Teaching students to read food labels and to sharpen refusal skills for foods with unknown ingredients, as appropriate; and
- g) Teaching students to avoid the allergen, including latex, insect, or whatever allergen exists for the student, as appropriate.

Notification of Policy and Written Materials

At least once per calendar year, the District must send a notification to parents and persons in parental relation of all students to make them aware of anaphylactic policies and informational materials pursuant to Public Health Law. The notification will include contact information for the individual at the school who can assist with the individualized concerns regarding the anaphylactic policies.

Americans with Disabilities Act, 42 USC Section 12101, et seq.
Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400-1485
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
34 CFR Part 300
Education Law Sections 921, 921-a, and 922
8 NYCRR Sections 64.7, 136.6, 136.7, and 136.8
Public Health Law Sections 2500-h, 3000-a, and 3000-c

NOTE: Refer also to Policy #7513 -- [Medication and Personal Care Items](#)

Adopted: 5/9/06

Revised: 1/19/16; 5/14/19; 4/19/22;

Students

SUBJECT: CONCUSSION MANAGEMENT

A concussion is a type of mild traumatic brain injury (MTBI) caused by a bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Recovery from concussion and its symptoms will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management. Concussions can impact a student's academic performance as well as their athletic pursuits. As such, the District supports the proper evaluation and management of concussion injuries.

Concussion Management Team (CMT)

The District may establish a Concussion Management Team (CMT) which may be composed of the Athletic Director and/or Director of Physical Education, a school nurse, the school physician/District's Medical Director, a coach of an interscholastic team and/or physical education teacher, a certified athletic trainer, and other appropriate personnel as designated by the District. If established, the CMT will oversee and implement the District's concussion policy, including the requirement that all school coaches, physical education teachers, school nurses, and certified athletic trainers who work with and/or provide instruction to students engaged in school-sponsored athletic activities complete training relating to MTBIs. Furthermore, every CMT may establish and implement a program which provides information on MTBIs to parents and persons in parental relation (parents) throughout each school year.

Staff Training/Course of Instruction

Each school coach, physical education teacher, school nurse, and certified athletic trainer who works with and/or provides instruction to students in school-sponsored athletic activities will complete a training every two years relating to recognizing the symptoms of concussions or MTBIs and monitoring and seeking proper medical treatment for students who suffer from a concussion or MTBI. Since concussion symptoms may manifest themselves in any setting, all staff will be encouraged to take the online training and be alert for students who may display or report concussion symptoms.

Components of the training will include, but not be limited to:

- a) The definition of MTBI;
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;
- d) Practices regarding prevention; and
- e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

(Continued)

Students

SUBJECT: CONCUSSION MANAGEMENT (Cont'd.)

The training must be completed by means of instruction approved by the New York State Education Department (NYSED) which include, but are not limited to, courses provided online and by teleconference.

Each time a staff member completes this training or a related professional development course, they must forward proof of completion to the CMT or, if a CMT has not been established, a designated District staff member who will enter the information into the District's existing system for tracking completed trainings and professional development courses. The system will also use an email to remind staff of the need to complete the training as needed.

Information to Parents and Students

The District will include the following information on MTBIs or concussions in any permission or consent form or similar document that may be required from a parent for a student's participation in interscholastic sports. Similar information will be provided to all students when they sign up for participation in sports and/or through information provided in physical education, health or mental health classes. Information will include:

- a) The definition of MTBI;
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;
- d) Practices regarding prevention; and
- e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The District will provide a link on its website to this information on the NYSED's and New York Department of Health's websites.

~~Identification of Concussion and Removal from Athletic Activities~~

~~The District requires the immediate removal from all athletic activities of any student who has sustained, or is believed to have sustained, a MTBI or concussion. Any student demonstrating signs, symptoms, or behaviors consistent with a concussion while participating in a class, extracurricular activity, or interscholastic athletic activity will be removed from the class, game, or activity and must be evaluated as soon as possible by an appropriate health care professional. This removal must occur based on display of symptoms regardless of whether the injury occurred inside or outside of school. If there is any doubt as to whether the student has sustained a concussion, it will be presumed that the student has been injured until proven otherwise. The District will notify the student's parents and recommend appropriate evaluation and monitoring.~~

(Continued)

SUBJECT: CONCUSSION MANAGEMENT (Cont'd.)**Identification of Concussion and Removal from Athletic Activities**

The District requires the immediate removal from all athletic activities of any student who has sustained, or is believed to have sustained, a MTBI or concussion. Any student demonstrating signs, symptoms, or behaviors consistent with a concussion while participating in a class, extracurricular activity, or interscholastic athletic activity will be removed from the class, game, or activity and must be evaluated as soon as possible by an appropriate health care professional. This removal must occur based on display of symptoms regardless of whether the injury occurred inside or outside of school. If there is any doubt as to whether the student has sustained a concussion, it will be presumed that the student has been injured until proven otherwise. The District will notify the student's parents and recommend appropriate evaluation and monitoring.

The District may, in collaboration with their medical director, allow district staff who are appropriately licensed or certified health care professionals and credentialed to use validated neurocognitive computerized testing to review and obtain baseline and post-concussion performance data. These tools are not a replacement for a medical evaluation to diagnose a concussion or clear a student to return to activities. The District must obtain authorization from the parent prior to the testing. Additionally, parents should be given a copy of the results.

Sweet Home Central School District will follow approved guidelines from the American Academy of Pediatrics in accordance with the Berlin Consensus Statement on Concussion in Sport 5th International Conference. This change has been approved by Dr. Robert Kaplan Sweet Home CSD Medical Director.

Return to School Activities and Athletics

Student athletes will not return to physical activity including athletics and physical education class until cleared by a Health Care Provider. In addition, they must complete Return to Play Protocol monitored by district certified athletic trainer. As recommended by New York State Public High School Athletic Association, the student athlete must have completed all six phases of the protocol in order to return to play. The athlete can progress to the next phase of the return to play protocol provided they stay asymptomatic. If symptoms return, the student athlete must stop activity. The student athlete will return to the previous phase of protocol after they are asymptomatic for 24 hours. The SHCSD Medical Director has the ultimate charge and final responsibility in clearing the student athlete for physical education or athletics. The Medical Director remains the final authority and any memorandum does not negate this responsibility. All authorizations will be kept on file in the student's permanent health record. The standards for return to athletic activity will also apply to injuries that occur outside of school. Staff should be aware that students may exhibit concussion symptoms caused by injuries from outside activities and that these visible symptoms also indicate a removal from play.

(Continued)

SUBJECT: CONCUSSION MANAGEMENT (Cont'd.)

The District will follow any directives issued by the student's treating physician with regard to limitations and restrictions on school and athletic activities for the student. The District will also develop a coordinated communication plan among appropriate staff to ensure that the private provider's orders for post-concussion management are implemented and followed, and for students to resume participation in athletic activities with the District's Medical Director approval. The school nurse will work to ensure that all the necessary staff get the information they need to care for and work with the injured student.

The District's Medical Director and other licensed healthcare professionals employed by the District will also establish a procedure and treatment plan to be utilized by District staff who may respond to students or staff with possible concussions during the school day or at a school-sponsored athletic event.

In accordance with NYSED guidelines, this policy will be both reviewed and updated at least every three years or with updates to guidance. The Superintendent, in consultation with the District's Medical Director and other appropriate staff, may develop regulations and protocols for strategies to prevent concussions, the identification of concussions, and procedures for removal from and return to activities or academics.

Education Law § 305(42)
8 NYCRR §§ 135.4 and 136.5
Guidelines for Concussion Management in Schools, NYSED Guidance Document, 2022

Adopted: 9/16/14
Revised: 4/21/20; 5/9/23;