

STUDENT WELFARE

Student welfare is the central priority of the Board of Trustees. The Board recognizes that the school district has a responsibility to ensure the safety and security of the students in its care. The Board is dedicated to the promotion of student welfare through medical services, psychological services, social services and support services.

Adoption: December 10, 1998

Reviewed: ~~June 9, 2014~~ February 14, 2023

EDINBURG COMMON SCHOOL DISTRICT'S WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION

INTRODUCTION:

Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. Good health fosters student attendance and education. ~~Obesity rates have doubled in children and tripled in adolescents over the last two decades. Up to 45 percent of childhood diabetes are associated with obesity.~~

Healthy eating can help individuals achieve and maintain a healthy body weight, consume important nutrients, and reduce the risk of developing health conditions.

Between 2001 and 2010, consumption of sugar-sweetened beverages among children and adolescents decreased, but still accounts for 10% of total caloric intake. Empty calories from added sugars and solid fats contribute to 40% of daily calories for children and adolescents age 2-18 years – affecting the overall quality of their diets.

Approximately half of these empty calories come from six sources: soda, fruit drinks, dairy desserts, grain desserts, pizza, and whole milk. Most youth do not consume the recommended amount of total water. Between 2003 and 2010, total fruit intake and whole fruit intake among children and adolescents increased. However, most youth still do not meet fruit and vegetable recommendations.

The Edinburg Common School District is committed to provide a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity within fiscal and scheduling constraints. Therefore, it is the policy of Edinburg Common School District that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades Pre-K will have the opportunity, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition guidelines of the U.S. Dietary Guidelines from Americans.
- The Edinburg Common School will participate in federal school meal programs (including the School Breakfast Program and National School Lunch Program).
- The Edinburg Common School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

TO ACHIEVE THESE POLICY GOALS:

I. School Health Councils

The school district will create, strengthen, and work within existing

school health councils to develop, implement, monitor, review, and as necessary, revise school nutrition and physical activity policies. The councils will also serve as resources to school sites doe implementing those policies.

A School health council should consist of the following:

Parent School food representative
School board member
Administrator
Teacher
Health professional
Prevention professional

Nutritional Quality of Foods and Beverages Sold and Served in School

II. School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- Be appealing and attractive to children.
- Be served in clean and pleasant settings.
- Meet, at a minimum, nutrition requirements established by state and federal statutes and regulations.
- Offer a variety of fruits and vegetables
- Serve only low-fat (1 percent) and fat-free milk.
- Ensure that half of the served grains are whole grain.
- Include whole foods rather than processed preservative-laden foods when possible.

The Edinburg Common School should engage students and staff through taste-tests of new entrees and surveys, for selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices.

The Edinburg Common School will ensure that breakfast and lunch will be available to all students in order to meet their nutritional needs and enhance their ability to learn.

Free and Reduced-Price Meals

Edinburg Common School will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

Meal Times and Scheduling

- Provide students with at least 15 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
- Schedule meal periods at appropriate times.
- Provide students access to hand washing or hand sanitizing before they eat meals or snacks.
- Federal Regulations require lunches to be served between 10:00am and 2:00pm.

Sharing of Foods and Beverages

Edinburg Common School will discourage students from sharing their foods or beverages with one another during meal or snack time, due to concerns about allergies and other restrictions on some children's diets.

Beverages

In addition to 1 percent or skim milk, only water, fruit and vegetable juices and fruit-based drinks that are 100 percent fruit juice and that do not contain additional caloric sweeteners will be served.

Snacks & Rewards

Snacks served during the school day will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, PTO, and parents.

School-Sponsored Events (such as, but not limited to, athletic events, dances, or performances). Group sponsored fund raisers that take place off school grounds or outside of the school day are not required to meet these requirements but are encouraged too.

Foods and beverages offered or sold at school-sponsored events outside the school day are encouraged to meet the nutrition standards for meals or for foods and beverages sold individually but are not required to.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion

Edinburg Common School District aims to teach, encourage, and support healthy eating by students. Edinburg Common School will provide nutrition education and engage in nutrition promotion that:

- Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills

necessary to promote and protect their health; is part of not only health education classes but also classroom instruction in subject such as math, science, language arts, social sciences, and elective subjects;

- Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotion, taste testing;
- Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- Emphasizes caloric balance between food intake and physical activity/exercise.

Integrating Physical Activity into the Classroom setting

Edinburg Common School District will encourage health instruction in health class and in the regular classroom.

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- Opportunities for physical activity will be incorporated into the classroom setting.
- The district will participate in initiatives that promote physical activities at home.

Communication with parents

The Edinburg Common School District will support parents' efforts to provide a healthy diet and daily physical activity for their children. Semi-annually the Edinburg Common School District will send home and post on the district's website nutrition information and nutrition tips that will encourage parents to make use of the list of healthy food suggestions for celebrations, parties, rewards and for packing lunches and snacks.

Food Marketing in Edinburg Common School

School-based marketing will be consistent with nutrition education and health promotion.

Staff Wellness

The Edinburg Common School District highly values the health and well-being of every staff member and will plan and implement activities and support facilities that will encourage personal efforts by staff to maintain a healthy lifestyle. These activities should encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff.

IV. Physical Activity Opportunities and Physical Education

Physical Education

All students in grades K-6 will receive three days per week of physical education for the entire school year. A certified physical education teacher will teach all

physical education instruction. Physical Education will not be withheld as a form of punishment or discipline. Pre-K students will also receive physical education.

Daily Recess

Elementary school student that are eligible receive at least 20 minutes a day of supervised recess, preferably outdoors, during which Edinburg Common School should verbally encourage moderate to vigorous physical activity and provide space and equipment.

Edinburg Common School will encourage students to have periodic breaks during which they are encouraged to stand and be moderately active as part of the educational process (e.g., kinesthetic learning).

Research also indicates that having recess before lunch leads to less food waste and fewer behavioral problems at lunch. Outdoor recess as long as children are adequately protected has a benefits over indoor recess due to fresh air sunshine, but also psychological effects of leaving the school building. Recess will be held outdoors whenever possible and held indoors during the most inclement weather, at the discretion of the superintendent.

Moderate to vigorous physical activity releases brain chemicals that also help learning. Some school experimenting with more recess (four daily 15 minute periods in grades K-1 and two daily periods in grades 2-5 have found increased self-discipline and focus, higher academic performance, decreased misbehavior and decreased off-task classroom behavior. Recess shall not be for punishment or reward.

Use of School Facilities Outside of School Hours

School facilities are available to student, staff, and community members after the school day.

V. Monitoring and Policy Review

Monitoring and Policy Review

The Wellness Committee will ensure compliance with established district-wide nutrition and physical activity wellness policies. The Committee will review the Wellness Policy every three years to assess progress and determine areas in need of improvements.

RESOURCES:

1. Preventing Childhood Obesity: Health in the Balance, the Institute of Medicine of the National Academies, www.iom.edu/report.asp?id=22596
2. Ten Strategies for Promoting Physical Activity, Healthy Eating, and a Tobacco-free Lifestyle through School Health Programs, Centers for Disease Control and Prevention, www.cdc.gov/healthwouth/publications/pdf/ten_strategies.pdf

3. Health, Mental Health, and Safety Guidelines for Edinburg School, American Academy of Pediatrics and National Association of School Nurses, <http://www.nationalguidelines.org>
4. Dietary Guidelines for Americans, 2005, U.S. Department of Health and Human Services and U.S. Department of Agriculture www.health.gov/dietaryguidelines/dga2005/document/
5. Local Support for Nutrition Integrity in Schools, American Dietetic Association, www.eatright.org
National Farm-to-School Program website, hosted by the Center for Food and Justice, www.farmtoschool.org Fruit and Vegetable Snack Program Resource Center, hosted by United Fresh Fruit and Vegetable Association, <http://www.uffva.org/fvpilotprogram.htm>
6. Constructive Classroom Rewards, Center for Science in the Public Interest, www.cspinet.org/nutritionpolicy/constructive_rewards.pdf
7. Guide to Healthy School Parties, Action for Healthy Kids of Alabama, www.actionforhealthykids.org
U.S. Department of Agriculture Team Nutrition website (lists nutrition education curricula and links to them), www.fns.usda.gov
8. Brain Breaks, Michigan Department of Education, www.emc.cmich.edu/brainbreaks
9. Energizes, East Carolina University, www.ncpe4me.com/energizers.html
10. Reedy J, Krebs-Smith SM. Dietary Sources of Energy, Solid fats, and added sugars among children and adolescents in the United States. Journal of the American Dietetic Association. 2010;110:1477–1484.
11. Mesirow MA, Welsh JA. Changing beverage consumption patterns have resulted in fewer liquid calories in the diets of US children: National health and nutrition examination survey 2001–2010. Journal of the Academy of Nutrition and Dietetics. 2015;115(4):559–66.
12. Kim SA, Moore LV, Galuska D, et al. Vital Signs: Fruit and vegetable intake among children—United States, 2003–2010. MMWR. 2014; 63(No. RR-31):671–6.
13. Drewnowski A, Rehm CD. Socioeconomic gradient in consumption of whole fruit and 100% fruit juice among US children and adults. Nutr J. 2015;14:3.

Adoption: May 9, 2006

Reviewed: June 9, 2014

Revised: ~~March 10, 2020~~ February 14, 2023

STUDENT HEALTH SERVICES

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

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

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

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

Homeless students will be admitted to school even if they do not have the required health or immunization records, but may be temporarily excluded if they show actual symptoms of a communicable disease that poses a significant risk of transmission to others (see "Communicable Diseases" below). The McKinney-Vento liaison shall assist homeless students covered by that law in accessing health services described in this policy and accompanying regulation.

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

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

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

Emergency Care

Each school in the district will include in its emergency plan a protocol for responding to health care emergencies, including anaphylaxis, and head injury. Parents/guardians will be notified of any emergency medical situation as soon as is practicable. Parents/guardians will receive notification of non-

emergent medical situations that have been reported to the nurse in a timely manner.

Schools shall also provide emergency care for students in accidental or unexpected medical situations. The district will stock epinephrine auto-injectors for non-patient specific use. The district shall ensure that designated staff are properly trained.

The district permits emergency administration of opioid antagonists, such as naloxone, by the school nurse to prevent opioid overdose.

Communicable Diseases

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

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

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

Administering Medication to Students

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

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

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

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

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

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

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

Life-Threatening Allergies and Anaphylaxis Management

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

Training

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

Regulations

The superintendent shall develop comprehensive regulations governing student health services. Those regulations shall include the provision of all health services required by law, procedures for the maintenance of health records, and procedures for the administering of medication to students. The superintendent shall also develop protocols, in consultation with the district medical director and other appropriate district staff, for the management of injury, with particular attention to concussion.

Cross-ref:

4321, Programs for Students with Disabilities
5020.3, Students with Disabilities and Section 504
5151, Homeless Students
5280, Interscholastic Athletics
5550, Student Privacy

8121.1, Opioid Overdose Prevention
8130, School Safety Plans and Teams
9700, Staff Professional Development

Ref:

Education Law §§310 (provisions for appeal of child denied school entrance for failure to comply with immunization requirements); 901 et seq. (medical, dental and health services, BMI reporting); 916 (student self-administration of rescue inhalers); 916-a (student self-administration of epinephrine; 916-b (students with diabetes); 919 (provide and maintain nebulizers); 921 (epinephrine auto-injectors; training of unlicensed personnel); 922 (naloxone); 6527 (emergency treatment: anaphylaxis; naloxone); 6909 (emergency treatment: anaphylaxis; naloxone)
Public Health Law §§613 (annual survey); 2164 (immunization requirements); 3000-c (emergency epinephrine); 3309 (naloxone)
8 NYCRR §§ 64.7 (anaphylaxis; naloxone); 135.4 (Physical Education); Part 136 (school health services program; concussion, anaphylaxis, medication, naloxone)
0 NYCRR Part 66-1 (immunization requirements); § 80.138 (naloxone)
Guidelines for Medication Management in Schools, State Education Department, December 2017, www.p12.nysed.gov/sss/documents/MedicationManagement-DEC2017.pdf
Immunization Guidelines: Vaccine Preventable Communicable Disease Control, State Education Department, revised August 2000
Making the Difference: Caring for Students with Life-Threatening Allergies, New York State Department of Health, New York State Education Department, New York Statewide School Health Service Center, June 2008
Concussion Management Guidelines and Procedures, www.nysphsaa.org
New Policy for Stocking Albuterol Metered Dose Inhalers (MDIs), State Education Department, August 2011, www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/Albuterol2011memo.pdf.

Adoption: December 10, 1998

Revised: ~~January 14, 2020~~ February 14, 2023

STUDENT HEALTH SERVICES REGULATION

This regulation provides specific details about major areas of the district's student health services, such as immunization, medications, medical exams, medical care, emergency records, and return to school after injury/illness. For purposes of this regulation, the McKinney-Vento liaison shall assist homeless students covered by that law in accessing school health services.

A. Immunization Against Communicable Diseases

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

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

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

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

All students must present appropriate documentation of their immunization status, as set forth in the Regulations of the Commissioner of Health 10 NYCRR Subpart 66-1. Homeless students shall be admitted to school even if they do not have the required immunization records, but may be temporarily excluded if they show actual symptoms of a communicable disease that poses a significant risk of transmission to others.

The Superintendent may permit students without adequate documentation to attend school up to 14 calendar days while the parent/guardian furnishes the necessary documents. This time period may be extended to 30 days for students transferring from another state or country, as long as they show a good faith effort to obtain the necessary documentation, or the child has received at least the first dose in an immunization series and has scheduled appointments to complete the series according to the recommended age schedules.

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

When a child is excluded from school for immunization reasons, the Superintendent shall notify the parent/guardian of their responsibility to have the child immunized, and the public resources available for doing so. The Superintendent shall also notify the local health authority of the child's name and address and the

immunization(s) the child lacks, and shall cooperate with that authority to provide a time and place for the required immunization(s) to be administered.

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

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

B. Administering Medication to Students in School

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

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

1. a written order from a NYS licensed health care provider (e.g. physician, nurse practitioner or physician assistant) containing the following: student's name, the date and name of the medicine, dosage and time to be administered, and list of possible side effects; and
2. A written note from the parent/guardian giving appropriate licensed school personnel permission to administer the medication to their child during school or for trained unlicensed personnel to assist their child in taking their own medication.

Students who may carry and use certain medications

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

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

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

All documents pertaining to student medication will be kept on file in the nurse's office.

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

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

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

Sunscreen

Students are permitted to carry and apply sunscreen without a medical provider's order under the following conditions:

1. the sunscreen is used to avoid overexposure to the sun and not for medical treatment of an injury or illness, if sunscreen is required to treat a medical condition, the procedures for administering medication (above) apply;
2. the sunscreen is FDA approved for over the counter use;
3. the student's parents or guardians provide written permission annually for the student to carry and use the sunscreen.

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

Administering medication on field trips and at after-school activities

Taking medication on field trips and at after-school activities is permitted if a student is an "independent student" described above in administering their own medication. On field trips or at other after-school activities, teachers or other school staff may carry the medication (if the student does not need it on hand for rapid administration) so that the independent student can take it at the proper time. If a student is a "supervised student" described above, unlicensed school personnel who have been trained by a licensed school health professional may assist the student in taking his/her medication. The student's parent/guardian, if attending the trip, may also perform these activities, but may not be required to do so.

If a student is "nurse dependent" (i.e., requires a licensed health professional to administer their medication), then the student must have their medication administered by a licensed health professional, or the district may:

- permit the parent or guardian to attend the activity and administer the medication.
- permit the parent to personally request another adult friend or family member to voluntarily administer the medication on the field trip or activity and inform the school district in writing of such request.
- allow the student's health care provider to be consulted and, if he/she permits, order the medication time to be adjusted or the dose eliminated.

If no other alternative can be found, the trip will be canceled or rescheduled.

Administering epi-pen in emergency situations

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

Pursuant to Commissioner's regulations, registered professional nurses may carry and administer agents used in non-patient specific emergency treatment of anaphylaxis.

Additionally, the district will stock epinephrine auto-injectors to be used on any student or staff member having symptoms of anaphylaxis, whether or not there is a previous history of severe allergic reaction. The medical director shall oversee use of the auto-injectors, ensuring that designated staff are appropriately trained. However, any school personnel may be directed in a specific instance to use an auto-injector by the nurse or medical director.

In addition, pursuant to SED guidelines, school nurses may provide training to unlicensed school staff in administering epi-pens, epinephrine auto-injectors and glucagon prescribed by a licensed medical provider, to a child who has been diagnosed with the associated disease in accordance with the process described in this policy and regulation.

Use of Albuterol Metered Dose Inhalers

~~Students diagnosed with asthma whose personal albuterol prescription is empty may receive an emergency dose of school stocked albuterol under the following conditions:~~

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

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- ~~1. The process for obtaining and replacing the stock albuterol;~~
- ~~2. The maintenance and cleaning of the school's stock MDI and nebulizer; individual students' MDIs and spacers; and/or students nebulizer tubing, facemask or mouthpiece;~~
- ~~3. The protocol for informing parents that the school stock albuterol was used; and~~
- ~~4. The protocol for informing parents/guardians of the need for replacement of their child's albuterol medication along with any district imposed deadlines for doing so.~~
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~~This procedure will be approved by both the district medical director and the board of education.~~

C. Student Medical Exams

In accordance with Sections 903 and 904 of the state Education Law, each student shall have a physical exam given by the school doctor or licensed health provider (including a physician, physician assistant or nurse practitioner) upon entrance to school and upon entering pre-kindergarten or kindergarten, and first, third, fifth, seventh, ninth, and eleventh grades. Findings are to be kept on record at the school on forms that can be obtained from the school nurse. In addition, the school will request a dental health certificate according to the same schedule.

A student may be excluded from the medical examination requirements because the child's parent/guardian holds a genuine and sincere religious belief which is contrary to medical examinations. The request for exemption must be in writing to the superintendent or his/her designee.

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

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

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

D. Illness or Injury in School

If a student becomes ill or injured in school:

1. The nurse will determine if the student should receive further medical attention, remain in the dispensary or return to class.
2. The nurse will call the parent, guardian or designated emergency contact if he/she feels the student should go home. In general, a parent or guardian will pick up the student from school.
3. The nurse will contact the superintendent if he/she feels the child should be transported by bus to the home.
4. If there is to be a change in bus routing in order to carry the student to his/her home, that decision will be made by the administrator and the ~~transportation supervisor~~ head bus driver.
5. If the route is to be changed, the ~~transportation supervisor~~ head bus driver will inform the bus driver.
6. If no parent, guardian or designated emergency contact picks up the student at school, or if no parent/guardian or designated emergency contact will be home, the student will remain in the nurse's office until such time as a parent, guardian or designated emergency contact becomes available to assume responsibility for the child.
7. If the nurse determines that the child can return to class, but needed some type of medical attention (i.e., a bandage for a minor scratch, a brief rest, etc.), the nurse will notify the parent using district form 5420-E.1.

8. The nurse will maintain appropriate records of all student visits.

The district permits the administration of opioid antagonists, such as naloxone, to prevent opioid overdose, pursuant to policy 8121.1, Opioid Overdose Prevention. District staff shall follow all regulations regarding the storage, accessibility, administration, recordkeeping, and reporting of naloxone use.

E. Medical Emergency Record

All students shall have on file a medical emergency record which shall state the name and telephone numbers of the following:

1. the student's parent(s) or guardian(s) at home, cell and work;
2. 3 local emergency contacts
3. ~~the student's next of kin;~~
4. ~~a neighbor;~~
5. the student's licensed health care provider;-
6. preferred hospital; and
7. any allergies or serious health conditions.

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

F. Student Return to School after Illness/Injury

In general, students should be symptom-free before returning to school and resuming normal activities. In some instances, students may be asked to provide a note from their licensed health care provider before they return to school or participate in the full range of school activities. The final decision to permit participation rests with the school physician. The superintendent, in consultation with the school physician, nurse and other appropriate staff, will develop protocols to address a student's return to activities when there has been a serious illness or injury.

Adoption: December 10, 1998
Reviewed: June 9, 2014
Revised: ~~January 14, 2020~~ February 14, 2023

STUDENT HEALTH SERVICES EXHIBIT**Parent and Prescriber's Authorization for
Administration of Medication in School**A. ~~To be completed by the parent or guardian:~~

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 will
 administer the medication or an adult will supervise my child taking his/her
 own medication.

Signature (Parent or Guardian): _____

Address: _____

Telephone: Home _____ Work _____ Date: _____

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

I request that my patient, as listed below, receive the following
 medication:

Name of student: _____ Date of Birth: _____

Diagnosis: _____

Name of Medication: _____

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:~~

Authorization for the Administration of Medications and Treatment *Top Section to be completed by Parent/Guardian*

I give permission for the following medication/treatment to be given to my child if needed.

Child's Name: _____ Grade: _____

I understand that I will need to supply any medications in a properly labeled original container from the pharmacy and my child's physician must sign below.

Parent: Please *initial* each item giving your permission to administer:

- _____ **Hydrocortisone Cream 1%** to affected area 1-2 times per day as needed
- _____ **Chapstick** to lips as needed
- _____ **Aloe Vera Gel** to sunburns as often as necessary
- _____ **Cough Drops** one every two hours as needed (Parents **must** supply)
- _____ **"Bactine"** antiseptic/analgesic spray to affected area 3-4 times per day as needed
- _____ **Calamine Lotion** to affected area as often as necessary
- _____ **Bacitracin Ointment** to affected area 2-3 times per day as needed
- _____ **Hand Sanitizer** to hands as needed

Parent/Guardian Signature: _____ Date: _____

The New York State Department of Education requires a doctor's order (including dosage) for any oral OTC medication to be given, including topical applications. **Medications will only be administered with both the parent's and Doctor's consent and signature.**

TO BE COMPLETED BY PHYSICIAN/MEDICAL EXAMINER

[] I approve the use of the above medications/treatments PRN for my patient at School _____
Exceptions if any _____ (Provider's initials)

I request that my patient listed below receive the following additional medications at school:

Student Name: _____ DOB: ____/____/____
Diagnosis: _____
Name of Medication: _____
Prescribed dosage frequency, route: _____

Name of Medication: _____
Prescribed dosage frequency, route: _____

Please list any possible side effects to monitor and any recommendations:

Print Name of Prescribers and Title: _____
Prescriber's Signature: _____ Phone: _____
Address: _____ Date: _____

Adoption: October 8, 2002
Reviewed: June 9, 2014
Revised: ~~November 8, 2017~~ February 14, 2023

Edinburg Common School Pediculosis (Head Lice) Policy

According to the Centers for Disease Control and Prevention (CDC), National Association of School Nurses (NASN) and American Academy of Pediatrics (AAP) “no-nit” policies are no longer recommended.

- Lice is a nuisance but has not been shown to spread disease
- The burden of unnecessary absenteeism far outweighs the risks associated with head lice and may violate a child’s civil liberties
- Treatment should be started immediately (once home)
- Nits may be present after treatment but crawling lice should be killed
- Schoolwide or routine screenings should be discouraged because it has not been proven to have a significant effect on the incidence of head lice
- Check a specific students head if demonstrating symptoms
- Remain in class but be discouraged from close or direct head contact with others
- Confidentiality is important
- Notify parents by telephone or note stating prompt and proper treatment is important
- Parents should contact their primary care provider for advice since many strands can be resistant to treatment
- Survival of lice when not on the head is usually less than one day and eggs can only hatch when incubated by body heat for near the scalp
- It is not recommended to highlight cases of head lice by sending notes home because it has been proven to increase community anxiety, social stigma, and puts student rights to confidentiality at risk
- Students with live lice should not return to school unless proper treatment has been started and the student is free from active lice
- A student will be readmitted to school once they are cleared by the nurse
- Only send home with nits if they are within a ½” from scalp or an overabundance

References

American Academy of Pediatrics. (2015). Head lice. Retrieved from <https://pediatrics.aappublications.org/content/135/5/e1355>
 Centers for Disease Control and Prevention. (2015). Head lice information for school. Retrieved from <https://www.cdc.gov/parasites/lice/head/schools.html>
 National Association of School Nurses. (2016). Head lice management in the school setting. Retrieved from <https://www.nasn.org/advocacy/professional-practice-documents/position-statements/ps-head-lice>

Adoption: January 14, 2020
 Reviewed: February 14, 2023

Concussion Management School Policy

PURPOSE:

The Board of Education of the Edinburg Common School District recognizes the seriousness of concussions in children and adolescents who participate in school sponsored sports and recreational activities and the outstanding need to manage the potential consequences of mild traumatic brain injuries. Therefore, the District hereby adopts the following policy to enact appropriate training for school personnel, support the proper evaluation and management of head injuries and to comply with New York State's Concussion Management Awareness Act.

A concussion is defined as a mild traumatic brain injury and can cause harmful, long-term effects to brain functions. Generally speaking, concussions occur when normal brain functioning is disrupted by a blow or jolt to the head. While recoveries from concussions vary from child-to-child, avoiding re-injury and over-exertion until fully recovered are critical to proper concussion management. The following policy shall represent the minimum standards that must be complied with by the Edinburg Common School District relating to mild traumatic brain injuries.

POLICY:

While District staff will exercise reasonable care to protect students, head injuries during athletics or other school sponsored activities may still occur. The following preventative measures shall be instituted to educate school personnel and parents regarding concussions and the importance of proper medical treatment:

Training:

In order to provide the appropriate education, care and attention to students who may receive a concussion, personnel must be able to recognize the signs, symptoms and behaviors consistent with a concussion. Accordingly, the Edinburg Common School District shall require a biennial course of instruction for all school coaches, physical education teachers, nurses and athletic trainers which shall include, but not be limited to, the definition of "concussion," signs and symptoms of mild traumatic brain injuries, how such injuries may occur, practices regarding prevention and the guidelines for the return to school and to certain activities after a pupil has suffered a mild traumatic brain injury, regardless of whether such injury occurred outside of school. Such training may be completed by means of classroom instruction, online providers or teleconference approved by the Department of Education.

Concussion Management Team:

The Edinburg School District, in its discretion, may establish a concussion management team which may be composed of the athletic director (if any), a school nurse, the school physician, a coach of an interscholastic athletic team, an athletic trainer or such other appropriate personnel as designated by the school district. The team shall oversee the District's implementation of the training requirement set forth herein. Additionally, every concussion management team may establish and implement a program which provides information on mild traumatic brain injuries to parents and persons in parental relation throughout the year.

OR

The District shall assemble a concussion management team (CMT). The CMT may consist of selected coaches, ~~the Athletic Director~~, school nurse, ~~athletic trainer~~ and chief medical officer, or any combination of the above. The District's CMT shall coordinate training for all administrators, teachers, coaches and parents. Annual training shall be mandatory for all coaches, assistant coaches and volunteer coaches that are a part of the concussion management team. The CMT shall ensure that this policy and information related to concussions should be available and distributed at parent meetings or in information provided to parents at the beginning of the sports seasons.

The CMT will act as a liaison for any student returning to school or play following a concussion. The CMT will review the student's condition and any directives of the student's physician and establish an appropriate plan to ensure a safe return to school and/or athletics for the student.

Parental Permission:

The Edinburg Common School District shall provide a permission form to the parent or person in parental relation prior to student participation in any interscholastic sports. The permission form shall either include the definition of "concussion," signs and symptoms of mild traumatic brain injuries, how such injuries may occur and the guidelines for the return to school and certain school activities after a pupil has suffered a mild traumatic brain injury or a reference how to obtain such information from the Department of Education and the Department of Health Internet websites.

CONCUSSION MANAGEMENT PROTOCOL

The superintendent of Schools, in consultation with the appropriate district personnel and the Chief School Medical Officer hereby develop the following standard protocols to guide the return to activity. Such protocols shall be case-by-case and shall consider recommendations of the student's physician and the District's Chief Medical Officer.

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. In the event that there is any doubt as to whether a pupil has sustained a concussion, District personnel shall presume that he or she has been so injured until proven otherwise. The school nurse will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians and following up with a physician. The student will not be left alone at any point. The student will be immediately removed from activities, the latest Child SCAT form will be filled out and the parents/guardian will be notified.

If a student sustains a concussion other than when engaged in a school-sponsored activity, the District expects the parent/legal guardian to report the condition to the school nurse. This enables the district to support the appropriate management of the condition.

Return to Play:

There are many risks to premature return to play including, but not limited to, greater risk for a second concussion due to a lower concussion threshold, second impact syndrome (abnormal brain blood flow that can result in death), exacerbation of any current symptoms, and increased risk for additional injury due to alteration in balance. The district utilizes the NYSPHAA return to play recommendations, in addition to proper concussion management protocol pursuant to NYS Laws, Rules and Regulations.

Return to play following a concussion involves a stepwise progression once the individual is symptom free. Students are prohibited from returning to play the day the concussion is sustained. After diagnosis of a concussion by a treating physician, the student will be removed from all activity for minimum of seven (7) days, even if asymptomatic. Once the student is symptom free for twenty-four (24) hours and has been evaluated by and received written and signed authorization from a licensed physician, the District's Chief Medical Officer shall make a final decision on return to activity, including physical education class and after-school sports. The authorization shall be kept on file in the pupil's permanent health record. Any student who is reported to have signs or symptoms upon return to activity must be removed from play and reevaluated by their health care provider. A return to play progression shall be generally

followed below (unless directed otherwise by the student's treating physician or Chief Medical Officer):

PLAY PROGRESSION:

Day 1: Light aerobic activity – supervised, low impact, non-contact (i.e., stationary bike, walking < 70% max hr.)

Day 2: Sport-specific activity – any simple movement that does not involve the risk of a collision (sports specific skills at moderate intensity)

Day 3: Non-contact training drills – sport specific drills at full intensity (no contact)

Day 4: ~~Full contact practice – normal training activities (medical clearance necessary)~~

Day 5: Return to play – normal play is allowed with close monitoring of symptoms

Each step shall take twenty-four (24) hours so that an athlete will take approximately one (1) week to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with Physician approval. If any post-concussion symptoms occur while in the step program, then the student shall not be allowed to participate again until asymptomatic for twenty-four (24) hours. Upon their return, they shall drop back to the previous asymptomatic level and attempt to progress through the stages again.

CONCUSSION MANAGEMENT IN THE CLASSROOM:

Students recovering from concussions may experience significant academic difficulties due to impaired cognitive abilities. Mental exertion and environmental stimulation can aggravate concussion symptoms such as headache and fatigue, which in turn can prolong recovery. To ensure academic progress and set optimal conditions for a successful recovery, academic accommodations shall be available to the student.

Adopted: May 9, 2016

Revised: February 14, 2023

STUDENT PSYCHOLOGICAL SERVICES

The Board of Trustees recognizes the need to provide psychological services to those students in need of such service. The district shall employ a certified school psychologist to perform such services.

The Board also recognizes the need to provide psychological testing for certain students. In order to administer such tests, written referral by the psychologist and written permission must be obtained from parents/guardians of students who are under the age of 18.

Cross-ref: 5312.1, Drug and Alcohol Abuse
5460, Suspected Child Abuse and Maltreatment

Ref: Education Law 93602(32) 8 NYCRR
9100.1,2

Adoption: December 10, 1998
Reviewed: ~~June 9, 2014~~ February 14, 2023

SUICIDE PREVENTION

Adolescent suicide is a major cause of death for teenagers. The Board of Trustees shall attempt to address the problem through intervention, prevention and education.

It is understood that district employees do not have expertise either in the general area of mental health care nor the specific area of adolescent suicide. However, all school personnel and most specifically guidance counselors and teachers who work with students shall receive training to assist them to recognize clues and give help once suicide appears as a possibility for a student known to them. The superintendent is responsible for planning and implementing personnel in-service programs which address the problem of adolescent suicide. The programs may be planned in cooperation with the state or community mental health agency.

Adoption: December 10, 1998
Reviewed: ~~June 9, 2014~~ February 14, 2023

SUICIDE PREVENTION REGULATION

The purpose of these guidelines is to provide clear policies and procedures in the event of suicidal behavior being presented by any student in the school. These guidelines have been developed to address the roles of school and community service agency personnel in providing counseling crisis-intervention services. The procedures are designed to ensure that the district has done its best as an educational institution to prevent suicide, to obtain appropriate services for youth at risk of suicide, and to assist the school and community to deal effectively with suicide or suicidal behaviors.

A. General Provisions

Confidentiality: In the case of the threatening situations, students and staff members involved must understand that confidential information will only be released to parties designated by the superintendent to assist individuals in suicide prevention. All reports on individual cases shall be kept in a confidential file by the superintendent.

Staff members under no circumstances shall release information regarding an alleged student suicidal behavior, or actual suicides, to the media. The superintendent or a designee is the sole person who shall communicate with the media with respect to such matters.

B. Definition of Terms

Suicide Ideation: Thoughts of killing oneself in however vague terms, i.e., "I don't want to go on any more", "They would be better off without me", "If he breaks up with me, I'll kill myself."

Suicide Gesture: Any self-destructive behavior that does not threaten a youth's immediate safety. Since gestures over time can escalate into attempts, it is vital that all such gestures be taken seriously.

Suicide Attempt: Any self-destructive behavior that threatens the youth's immediate safety.

Suicide Behavior: Includes suicide ideation, gesture, incident, or attempt.

Stabilization: Refers to the support necessary to ensure the immediate safety of the youth.

Emergency Services: Will include, but will not be limited to, those provided by the school medical staff, school psychologist, social worker, guidance counselor, and community resources such as local emergency rooms.

C. Assessment Procedure

Any youth suspected by a member of the staff to be presenting a possible suicidal behavior will be referred to the superintendent or a designee. Referrals may be made verbally or via the Suicide Incident Report (see attached).

The superintendent will refer such youth to the ~~School Assessment~~ **Crisis** Team. If intervention is deemed necessary, the parent/guardian shall be informed, and the ~~Assessment~~ **Crisis** Team Administrator shall take appropriate actions to prevent suicidal behaviors.

When any youth is referred to the Assessment Crisis Team, the Assessment Administrator shall document such referral. The documentation shall consist of initiating a Suicide Incident Report (in the event that the report has been verbal), or continuing an existing Suicide Incident Report. A copy of the Suicide Incident Report shall be forwarded to the superintendent for filing in a confidential file other than the student's cumulative folder.

D. Intervention Services

After the Assessment Crisis Team completes the assessment, the following procedures will apply:

1. In the case of suicide ideation and gestures, but not attempt:

The Assessment Crisis Team will provide appropriate counseling services, using community based referrals, as needed.

2. In case of a suicide attempt:

The Assessment Crisis Team shall address the immediate needs of the suicidal youth by mobilizing emergency services. These emergency services may include: emergency medical treatment, on-site crisis-intervention, and/or emergency psychiatric services.

If, in the opinion of the Assessment Crisis Team, the suicide attempt is related to abuse or neglect and the student is under eighteen years of age, the team will alert the superintendent, who shall act in accordance with 5460, Child Abuse and Maltreatment.

It shall be the responsibility of the superintendent or designee to arrange for follow-up services such as reintegration of the youth at school and support services for the staff and student body.

Upon return to the school, the student shall be accompanied by a parent/guardian and shall report to the superintendent. The superintendent shall determine the appropriate educational program for the student. The Assessment Crisis Team may act as a consultant, providing expertise, assistance and guidance to address the long-term needs of the youth.

3. In the event of an actual suicide:

The procedures below are to assist school personnel in implementing appropriate activities for dealing with suicides or similar crises. It is important, however, to retain a measure of flexibility in all urgent situations, as events differ slightly and could require individual decisions made by the Assessment Crisis Teams.

DAY 1

First Hour

1. ~~verify death;~~
2. ~~protect privacy of family;~~
3. ~~notify superintendent;~~
4. ~~convene School Assessment Team;~~
5. ~~contact other Building Assessment Teams;~~

6. ~~notify staff of death;~~
7. ~~direct media to superintendent or designee; and~~
8. ~~announce the death to students and staff.~~

Second Hour

1. ~~provide rooms for students to meet in small groups with counselors;~~
2. ~~notify teachers of faculty meeting; and~~
3. ~~identify students about whom faculty are concerned.~~

End of Day Announcements

~~It is suggested that a follow-up announcement be made regarding:~~

1. ~~morning staff meeting; and~~
2. ~~providing the deceased student's parents have made known their wishes, direct students to evening newspaper for funeral details, if this had not been discussed earlier in the day.~~

DAY 2

1. ~~morning staff meeting;~~
2. ~~counselors still available for both staff and students; and~~
3. ~~afternoon staff meeting.~~

DAY 3

1. ~~morning staff meeting;~~
2. ~~counselors still available for both staff and students;~~
3. ~~afternoon staff meeting; and~~
4. ~~reassurance group parent meeting.~~

DAY 4

1. ~~morning staff meeting;~~
2. ~~counselors still available for both staff and students; and~~
3. ~~afternoon staff meeting.~~

In the event of a crisis, we would refer to the Safety Plan regarding protocols and procedures for grief and loss.

Adoption: December 10, 1998
 Reviewed: June 9, 2014
 Revised: February 14, 2023

SUICIDE PREVENTION EXHIBITStudent Crisis Intervention Program
Suicide Incident Report

Student Name: _____

School: _____

Concern: _____
(What, When, Where)

Lethality Assessment Completed by: _____

Title: _____

Action Taken: _____

Parent contacted by: _____

Date: _____

Title: _____

Assessment Team ActionsDate Initial Comments on Actions Taken (Please date all entries and be specific)_____
Signature of Concerned Person Date_____
Signature of superintendent Date

This document should be filed in a confidential file by the superintendent.

Adoption: December 10, 1998
Reviewed: ~~June 9, 2014~~ February 14, 2023

STUDENT SAFETY

The Board of Trustees recognizes the district's responsibility for ensuring the safety of all students in school buildings or on school grounds, and/or participating in school activities.

The safety of all students shall be the responsibility of all staff members. In case of accident or injury, students shall receive first aid from the nurse, teacher, or other trained employee nearest the scene. The nurse or teacher shall notify the parent(s) as soon as possible or, if neither parent(s) nor guardian(s) is available, the family or school physician shall be notified.

The safety of students will be assured through close supervision of students on school premises and on school buses. Special attention will be given to the following:

1. maintaining a safe school environment through periodic inspection of the physical condition of all buildings and grounds;
2. observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards. Section 409-a of the Education Law and the relevant sections of the Commissioner's Regulations regarding the wearing of eye safety devices in shops and laboratories, etc. will be strictly observed;
3. offering safety education to students, as appropriate, in subjects such as laboratory courses in science, shop courses, and health and physical education; and
4. notifying the school nurse of all accidents. For every accident, an accident report must be completed and filed.

In addition, school personnel shall be conscious of suspicious strangers loitering in or near the school. The superintendent shall notify law enforcement agencies if the circumstances seem to warrant it. Students shall be instructed to notify teachers, their parents/guardian(s), police or school officials of any suspicious strangers.

The Board recognizes its responsibility to include in the curriculum instruction that deals with student safety and welfare. Such instruction will meet state mandates in the following areas:

1. fire and arson instruction;
2. bus emergency drills;
3. disaster planning and civil preparedness;
4. substance abuse prevention;
5. driver education;
6. the use of safety devices;
7. energy conservation; and
8. environmental conservation.

Safety Measures

1. Fire drills are to be conducted on a regular basis and at least as often as required by law.
2. The superintendent is responsible for a decision to close school or to evacuate the schools in case of emergency.

The safety and welfare of the children is to be the prime consideration in decisions.

Cross-ref: 4315.2, Safety Education
5450.1, Notification of Sex Offenders
8100, Safety Programs
8115, Pesticides and Pest Management
8120, Accident Prevention and Safety Procedures
8130, Emergency Plans
8414, School Bus Safety

Ref: Education Law 33806; 807; 808; 3212-
a 8 NYCRR 33107.1; 141.10

Adoption: December 10, 1998
Reviewed: ~~June 9, 2014~~ February 14, 2023

NOTIFICATION OF SEX OFFENDERS

The Board of Trustees acknowledges the efforts of local law enforcement to notify the district when a person with a history of sex offenses against a child is being paroled or released into the community, in accordance with the provisions of the Sex Offender Registration Act, commonly known as Megan's Law. The purpose of this notification is to protect members of the community, particularly children, by notifying them of the presence of individuals in their midst who may present a danger. Consistent with its duty to protect students under its care, the district shall cooperate with local law enforcement agencies in this endeavor.

Any information provided by local law enforcement officials pursuant to Megan's Law shall be posted in an appropriate location in all school buildings. In addition, the superintendent shall ensure the dissemination of any such information to all staff who might come into contact with the offender in the course of doing their jobs, including staff who issue visitors' passes, bus drivers, custodians, playground monitors, security personnel, and coaches. All other staff members and community residents shall be informed of the posting requirement for such information established by this policy and of the availability of the information, upon request. Community residents shall also be reminded of the security measures and personal safety instruction provided at school. All staff requests for information provided by the law enforcement agencies ~~shall~~ **will be** directed to the superintendent. Requests for information from community residents shall be directed to the District Clerk.

The superintendent shall establish any necessary regulations for implementing this policy with the advice of the school attorney.

This policy shall be disseminated at least once a year to all district residents.

Cross-ref: 1120, School District Records
 1240, Visitors to the Schools
 5450, Student Safety

Ref: 42 U.S.C. 31407(D)
 Correction Law, Article 6-C (Sex Offender Registration Act)
 Doe v. Pataki F. Supp. (S.D.N.Y., 1996)
 Shante D. v. City of New York 83 NY2d948 (1994)
 ***Mirand v. City of New York*, 84 NY2d 44 (1994)**
 ***Stoneking v. Bradford Area S.D.*, 882 F.2d 720 (2d Cir. 1989)**

Adoption: December 10, 1998
 Reviewed: ~~June 9, 2014~~ **February 14, 2023**

NOTIFICATION OF SEX OFFENDERS EXHIBIT

Dear Parents and Guardians,

In accordance with New York State's Sex Offender Registration Act, local law enforcement agencies will, at their discretion, be notifying school administrators of sex offenders living or working in this district. Such information may include the offender's address or zip code, photograph, crime of conviction, modus of operation, type of victim targeted and the description of any special conditions imposed on the offender. As of now we (have/have not) received such notification.

All information the district receives from local law enforcement will be posted in an appropriate location in all district buildings, and will be available to you upon request. In addition, any information received will be circulated to all staff who might come into contact with the offender in the course of doing their jobs, including staff who issue visitors' passes, bus drivers, custodians, playground monitors, and coaches. All other staff members will be informed of the availability of the information. All staff have been directed to notify their supervisor if they observe any suspicious person(s) in an area where children congregate, and law enforcement officials will be notified if cases where the circumstances warrant it.

We are dedicated to the safety of our children while they're in school. All of our schools have strict sign-in/sign-out procedures for our students, and all visitors must first report to the school's main office for a visitor's pass. In addition, our school curriculum includes teaching personal safety and stranger awareness skills.

We encourage you to talk to your children about personal safety. Books and other resources are available from school counselors, if necessary.

Specific questions about this matter may be directed to 6010 County Farm Rd, Ballston Spa, NY 12020 (518) 885-6761.

Please be assured that the school district will continue to take responsible and appropriate measures to protect our students.

Very truly yours,

superintendent

Adoption: December 10, 1998
Reviewed: ~~June 9, 2014~~ February 14, 2023

STUDENT BICYCLE USE

Students are permitted to ride bicycles to school. Bicycles must be parked and locked in the designated rack areas. While on school grounds, all bicycle riders should ride with caution. Any student found to be endangering the safety of himself/herself or others while riding a bicycle on school grounds will have ~~his/her~~ **them** bicycle privileges denied.

Adoption: December 10, 1998

Reviewed: June 9, 2014

Revised: February 14, 2023

CHILD ABUSE, MALTREATMENT OR NEGLECT IN A DOMESTIC SETTING

Under the Education Law, Boards of Education must develop and maintain written policies on child abuse reporting and establish training programs on district procedures for reporting of child abuse cases. The Board of Trustees recognizes that because of their sustained contact with school-aged children, employees are in an excellent position to identify abused or maltreated children and refer them for treatment and protection. The Board further recognizes the specific dictates of law which require school officials to report suspected instances of child abuse, maltreatment (which includes neglect) in a domestic setting.

The purpose of mandatory reporting is to identify suspected abused and maltreated children as soon as possible, so that such children determined to be abused or maltreated can be protected from farther harm and, where appropriate, can be offered services to assist him or her and his or her family.

School officials, who have reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment, must immediately report this to the New York State Central Register for Child Abuse and Maltreatment (Central Register), as required by law. No conditions may be imposed which limit their responsibility to report. A school official is defined as:

Athletic coach is defined in the statute as any full or part time paid employee required to hold a temporary coaching license or professional certificate.

- Teacher
- Guidance counselor
- Psychologist
- Nurse
- Social Worker
- Full or part-time paid athletic coach
- Administrator
- Any school personnel required to hold a teaching or administrative license or certificate

The school official will also report the matter to the superintendent.

The report shall be made by telephone or by telephone facsimile machine on a form supplied by the Commissioner of Social Services. A written report shall be made within forty-eight hours to the appropriate local child protective service, and to the statewide Central Register.

School employees who are not school officials, as defined above, but who have reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment are encouraged to report to the Central Register. However, the school employee must report the matter to the superintendent. If the matter has not yet been reported to the Central Register, the Superintendent shall make the report, in accordance with state law. In being required to file such report, the superintendent does not have discretion.

School employees or officials may not contact the child's family or any other person to determine the cause of the suspected abuse or maltreatment. It is not the responsibility of the school official or employee to prove that the child has been abused or maltreated.

Any school official or employee who has cause to suspect that the death of any child is a result of child abuse or maltreatment must report that fact to the appropriate medical examiner or coroner.

In accordance with the law, any employee who fails to report an instance of suspected child abuse or maltreatment may be guilty of a Class A misdemeanor and may be held liable for the damages caused by the failure to report. The law grants employees and other persons who report instances of child abuse immunity in good faith from any liability.

School employees will not be subject to retaliatory action, as defined in state law, as a result of making a report when they reasonably suspect that a child has been abused or maltreated.

The Board recognizes that knowingly reporting a false claim of child abuse is a violation of state law and this policy acknowledges that it is a crime to do so. The district will make every reasonable effort to ensure the integrity of the district's child abuse reporting process and procedure.

School District Relationship with Local Social Service District

The school district will cooperate to the extent possible with authorized child protective services workers in investigations of alleged child abuse. The superintendent, or his or her designee, will represent the district when collaborating with local social service agencies to address instances of abuse or maltreatment, and in the development of policy and procedures regarding abuse or maltreatment (including educational neglect). In addition, the superintendent will share a copy of the district's attendance policy, 5100, with the local social service district.

Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services

when they have reasonable cause to suspect that a student has been abused or maltreated, the district will provide data and assistance to local child protective services workers, or members of a multi-disciplinary team accompanying such workers, who are responding to allegations of suspected child abuse, and/or neglect, or custody investigations. Such data and assistance include access to records relevant to the investigation, as well as interviews with any child named as a victim in a report, or a sibling of that child, or a child residing in the same home as the victim.

All requests by child protective services to interview a student on school property must be made directly to Principal or his or her designee. Child protective service workers and any associated multi-disciplinary team members must comply with the district's procedures for visitors, provide identification, and identify the child(ren) to be interviewed.

The superintendent or designee will decide if it is necessary and appropriate for a school staff member, including but not limited to an administrator or school nurse, to observe the interview either from inside or outside the interview room.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if they were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

Training Program and Dissemination of Information

Districts must train "school officials", who are mandated reporters under the law, however, the district may choose to offer training to other employees, beyond "school officials." The school district shall maintain an ongoing training program which will address the identification and reporting of child abuse and maltreatment, including the legal implications of reporting and not reporting. Attendance at sessions of this training program shall be required of all school officials. Attendance records shall be kept, and notations will be made in personnel files as to the dates of attendance.

The superintendent shall develop, with input from appropriate personnel, a plan for implementation of such a training program, to be approved by the Board. In addition, the policy and regulations will be included in all employee handbooks and distributed annually to all school officials who are not covered under existing handbooks. The superintendent will prepare and implement all regulations as are necessary to accomplish the intent of this policy.

As required by state law and regulation, the district shall publicize the toll-free number for reporting child abuse and neglect to the Central Register (800-342-3720), and directions for accessing the NYS Office of Children and Family Services website (<http://ocfs.ny.gov/main/cps/>), in both English and Spanish.

Cross-ref: Attendance, 5100

Ref: Child Protective Services Act of 1973, Social Services Law 39411 et seq.
Family Court Act 31012 Family Educational Rights and Privacy Act,
20 U.S.C. 31232g, 45 CFR 399.36 Education Law 33209-a

Adoption: December 10, 1998

Reviewed: August 8, 2017

Revised: ~~October 2017~~ February 14, 2023

CHILD ABUSE, MALTREATMENT OR NEGLECT IN A DOMESTIC SETTING REGULATION

New York State Law (Child Protective Service Act of 1973, as amended) provides for reporting of suspected cases of child abuse by school personnel. These regulations are designed to implement this law within the district and to help protect students from the harmful effects of child abuse.

Definitions

The definition of child abuse and maltreatment is established by law.

Abused Child, according to Social Services Law and the Family Court Act, is a child less than 18 years of age whose parent or other person legally responsible for his or her care:

- a. inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ; or
- b. creates or allows to be created a substantial risk of physical injury to such a child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted impairment of physical or emotional health, or protracted loss or impairment of the function of any bodily organ; or
- c. commits, or allows to be committed, a sex offense against such child, as defined in the penal law, provided, however, that the corroboration requirements contained therein shall not apply to proceedings under this article.

Neglected or maltreated child, according to the Family Court Act, is a child less than 18 years of age:

- a. whose physical, mental, or emotional condition has been impaired or is in danger of becoming impaired as a result of the failure of his parents or other person legally responsible for his care to exercise a minimum degree of care:
 1. in supplying the child with adequate food, clothing, shelter, or education in accordance with provisions of Part One, Article 65 of the Education Law, or medical, dental, optometrical or surgical care though financially able to do so or offered financial or other reasonable means to do so; or

In order for a report of educational neglect to be accepted, three elements need to be established:

- (a) Excessive absence from school by the child

(b) Reasonable cause to suspect that the parent is aware or should have been aware of the excessive absenteeism and the parent has contributed to the problem or is failing to take steps to effectively address the problem, and;

(c) Reasonable cause to suspect educational impairment or harm to the child or imminent danger of such impairment or harm.

2. in providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or a substantial risk thereof, including the infliction of excessive corporal punishment; or by using a drug or drugs; or by using alcoholic beverages to the extent that he/she loses self-control of his/her actions; or by any other acts of a similarly serious nature requiring the aid of the court; or

b. who has been abandoned by his/her parent(s) or other person legally responsible for his/her care.

Person legally responsible includes the child's custodian, guardian, or any other person responsible for the child's care at the relevant time. Custodian may include any person continually or at regular intervals found in the same household as the child when the conduct of such person causes or contributes to the abuse or neglect of the child.

Impairment of emotional health and impairment of mental or emotional condition includes a state of substantially diminished psychological or intellectual functioning in relation to, but not limited to, such factors as failure to thrive, control of aggressive or self-destructive impulses, ability to think and reason, or acting out of misbehavior, including incorrigibility, ungovernability, or habitual truancy; provided, however, that such impairment must be clearly attributable to the unwillingness or inability of the parent, guardian, or custodian to exercise a minimum degree of care toward the child.

Reporting procedures and related information:

1. All school officials must, when they have reasonable cause to suspect that a child is abused or maltreated, report it to the New York State Central Register for Child Abuse and Maltreatment (800-342-3720). A school official, under state law, is defined as:

- Teacher
- Guidance counselor
- Psychologist
- Nurse
- Social Worker
- Full or part-time paid athletic coach
- Administrator
- Any school personnel required to hold a teaching or administrative license or certificate

Personnel have the right to request that information which would identify the individual making the report be withheld if furnishing such data might prove detrimental to the safety or interest of that individual.

2. The school official must also report the matter to the superintendent who will determine if any additional steps need to be taken by the school district (for instance, contacting the school physician, social worker, or other support services).
3. In the event that a school employee, who is not required to report under the law (such as a bus driver, custodian, cafeteria monitor, etc.), has reasonable cause to suspect that a child is abused or neglected, he/she is encouraged to make a report to the Central Register. The employee must, by district policy, report the matter to the Superintendent.
4. If the Superintendent is informed of a case of suspected child abuse or maltreatment that has not yet been reported to the Central Register, the Building superintendent is required to:
 - (a) phone the New York State Center Register for Child Abuse and Maltreatment (800-342-3720) and inform them verbally of the problem; or
 - (b) contact the above agency by telephone facsimile machine on a form supplied by the Commissioner of Social Services; and
 - (c) file a written report with the local child protective services agency and the statewide central registry of child abuse and maltreatment within forty-eight hours after the above report; and,
 - (d) determine if additional steps need to be taken by the school district, as outlined in step 2 above.
5. The superintendent may take color photographs or cause photographs to be taken of the areas of visible trauma on the child, and/or, if medically indicated, cause an examination to be performed. Such actions may be performed at public expense if they will provide appropriate documentation when filing the report. Photogenic equipment shall be kept at the school and be available for this purpose.
6. The written report that must be filed shall include all information which the Commissioner of Social Services may require.
7. If it should be necessary for Child Protective Services to interview a child at school to ascertain whether he/she has been abused or maltreated, or to obtain documentation of such acts, the interview should be conducted in the presence of a school official, unless circumstances require otherwise. The school official shall examine and verify the credentials of Child Protective Services worker(s) before allowing such worker(s) to either interview the child or to examine the child's records. If sexual abuse is indicated, the presence of a same-sex staff member during the interview is appropriate.

8. The superintendent shall request a summary report of the investigation of a case referred to Child Protective Services so the district can take appropriate next steps.
9. The district shall maintain an ongoing training program which will address identification and reporting of child abuse, neglect and maltreatment. Attendance at sessions of this training program shall be required of all school officials.
10. Employee handbooks shall include a copy of these regulations and the related Board policy concerning child abuse and reporting requirements.
11. Only one report of any suspected abuse is required.
12. School personnel who, in good faith, make a report or take photographs of injuries and bruises have immunity from any liability, civil or criminal. The good faith of any person required to report cases of child abuse or maltreatment is presumed.
13. School personnel who have reasonable cause to suspect that a child has died as a result of child abuse or maltreatment shall report that fact to the appropriate medical examiner or coroner.
14. Any person required to report suspected cases of child abuse or maltreatment and who fails to do so may be found guilty of a class A misdemeanor and may be held civilly liable for the damages caused by this failure.
15. Any school employee who fails to comply with this policy is subject to discipline in accordance with collective bargaining agreements and/or policy.
16. The district shall post the toll-free number for the Central Register (800-342-3720) and directions for accessing the NYS Office of Children and Family Services (<http://ocfs.ny.gov/main/cps/>), in both English and Spanish, on the district website and in highly visible areas of school buildings so it is readily accessible to students and staff. The district shall also make such information available in district and school administrative offices, provide it to parents/persons in parental relation at least once per school year (including electronically and/or sent home with students), and provide it to all teachers and administrators.

Adoption: December 10, 1998
Reviewed: June 9, 2014
Revised: ~~October 2017~~ February 13, 2023

CHILD ABUSE IN AN EDUCATIONAL SETTING

The Board of Education recognizes that children have the right to an educational setting that does not threaten their physical and emotional health and development. Child abuse by school personnel and school volunteers violates this right and therefore is strictly prohibited.

Allegations of child abuse by school personnel and school volunteers shall be reported in accordance with the requirements of Article 23-B of the Education Law.

Required Reporters

Any person holding any of the following positions shall be required to promptly report written and oral allegations of child abuse in an educational setting:

- ~~school board member~~
- teacher
- school nurse
- school counselor
- school psychologist
- school administrator
- other school personnel required to hold a teaching or administrative license or certificate.

For purposes of this policy, persons holding these positions shall be referred to as "required reporters."

Other district employees may, of course, report allegations of child abuse allegedly committed by district staff and volunteers and are encouraged to do so.

Definitions

For purposes of this policy, "educational setting" means the buildings and grounds of the district, the vehicles provided by the district to transport students to and from school buildings, field trips, co-curricular and extra-curricular activities both on and off school district grounds, all co-curricular and extra-curricular activity sites, and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.

"Child" means a person under the age of 21 enrolled in a New York State school district, other than New York City.

"Child abuse" generally refers to any intentional or reckless act by an employee or a volunteer against a child which injures or kills a child or creates a risk of injury or death, or constitutes child sexual abuse, or involves the actual or attempted dissemination of indecent materials to minors. If a required reporter or any

other district employee has a question as to whether alleged conduct constitutes "child abuse," ~~he or she shall~~ **they will** promptly raise the question to superintendent of Schools. The superintendent shall consult Article 23-B of the Education Law or the school attorney, if necessary, to determine whether the allegations constitute child abuse.

Reporting Requirements

Required reporters and any other district employee deciding to report an allegation of child abuse by district staff or volunteers shall complete a written report as soon as practical after receiving the allegation, but in no event shall a required reporter wait more than one workday to file a report.

The required reporter shall personally file the report with the superintendent. ~~the child occurred.~~

If the alleged abuse did not occur in a school building, the report shall be filed with the superintendent.

If the alleged abuser is an employee or volunteer of another district, the report shall be sent to the superintendent of the district where the alleged child victim attends school and to the superintendent of the district where the abuse allegedly occurred (if different). The report shall be prepared on a standard form supplied by the district. The Confidential Secretary shall keep a supply of the forms available in his or her office.

Upon receiving a written report, the superintendent shall determine whether there is reasonable suspicion to believe that an act of child abuse has occurred. If the person making the allegation of abuse is someone other than the child or the child's parent, the superintendent shall contact the person making the report to learn the source and basis for the allegation.

If the superintendent determines there is reasonable suspicion, he or she shall promptly notify the parent of the alleged child victim (assuming that the parent is not the person who originally reported the alleged abuse). The notice shall be given by telephone (if possible) and in writing, sent via overnight mail to the parent.

The notice shall inform the parent of his or her rights and responsibilities related to the allegations of abuse.

The superintendent shall also promptly provide a copy of the written report the appropriate law enforcement authorities.

The superintendent shall send to the Commissioner of Education any written report forwarded to the local law enforcement authorities where the employee or volunteer alleged to have committed an act of child abuse holds a certificate or license issued by the department.

Rights of Employees and Volunteers

Employees. Pending resolution of the allegations, no employee against whom an allegation of child abuse has been made shall be permitted to have unsupervised contact with any district student. Any employee against whom an allegation of child abuse has been made and against whom the district intends to take adverse action shall be entitled to receive a copy of the report and to respond to the allegations.

Volunteers. Pending resolution of the allegations, no volunteer against whom an allegation of child abuse shall be permitted to render volunteer services to the district. Any volunteer against whom an allegation of child abuse has been made and against whom the district decides to take adverse action shall be entitled to receive a copy of the report and to respond to the allegations.

Confidentiality

All reports and other written material submitted pursuant to this policy and Article 23-B of the Education Law shall be confidential and may not be redisclosed except to law enforcement authorities involved in investigating the alleged abuse or except as expressly authorized by law or pursuant to a court-ordered subpoena. The superintendent shall exercise reasonable care to prevent unauthorized disclosure.

Penalties

Required Reporters. Any required reporter who willfully fails to make a written report of alleged child abuse required by Article 23-B of the Education Law shall be subject to criminal penalties provided for in law, as well as disciplinary sanctions imposed in accordance with law and any applicable collective bargaining agreement.

Administrators. Any administrator who (1) willfully fails to submit a written report of alleged child abuse to an appropriate law enforcement authority as required by Article 23-B of the Education Law, or (2) makes any agreement to withhold from law enforcement authorities, the superintendent or the Commissioner, the fact that an allegation of child abuse in an educational setting on the part of any employee or volunteer has been made in return for the employee's or volunteer's resignation or voluntary suspension from his or her position, or (3) willfully discloses a confidential record shall be subject to criminal penalties provided for in law, as well as disciplinary sanctions imposed in accordance with law and any applicable collective bargaining agreement. In addition, the Commissioner of Education may, following an administrative determination, impose a civil penalty of up to five thousand dollars on any administrator who fails to submit a report of child abuse to an appropriate law enforcement authority.

Record Retention

Any report of child abuse by an employee or volunteer that does not result in a criminal conviction shall be expunged from the records kept by the district with respect to the subject of the report after five years from the date the report was made.

Training

The superintendent shall be responsible for establishing and implementing on an ongoing basis a training program for all required reporters on the procedures required under Article 23-B. The program shall include at a minimum all the elements specified in Commissioner's regulations.

Ref: Education Law §§1125-1133
8 NYCRR § 100.2 (hh) (Reporting of Child Abuse in an Educational Setting)

Adoption: September 11,2001

Reviewed: June 9,2014

Revised: February 14, 2023

STUDENT RECORDS

The Board of Trustees recognizes the legal requirement to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights will be consistent with state and federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulation

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The District will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, pursuant to Chapter 56 of the Laws of 2014, the district will execute agreements with third-party contractors who collect, process, store, organize, manage, or analyze student personally identifiable information (PII) to ensure that the contractors comply with the law in using appropriate means to safeguard the data.

The superintendent of Schools shall be responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

Definitions

Authorized Representative: an authorized representative is any individual or entity designated by a State or Local educational authority or a federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement of compliance activities relating to educational programs.

Education Record: means those records, in any format, directly related to the student and maintained by the district or by a party acting on behalf of the district, except:

- (a) records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute;
- (b) records of the district's law enforcement unit;
- (c) grades on peer-graded papers before they are collected and recorded by a teacher.

Eligible student: a student who has reached the age of 18 or is attending postsecondary school.

Legitimate educational interest: a school official has a legitimate educational interest if they need to review a student's record in order to fulfill their professional responsibilities.

Personally identifiable information (PII): as it pertains to students, is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parents' name and/or address, a biometric record, etc. This term is fully defined in federal regulations at 34 CFR 99.3.

School official: a person who has a legitimate education interest in a student record who is employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Trustees; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing their tasks.

The district prohibits volunteers from accessing student information. The district expects that if volunteers discover any information about students in the course of their volunteer duties, they will not re-disclose such information to anyone other than a school official with a legitimate educational interest.

The district could prohibit volunteers from accessing student information. The district expects that if volunteers discover any information about students in the course of their volunteer duties, they shall not re-disclose such information to anyone other than a school official with a legitimate educational interest.

Third party contractor: is any person or entity, other than an educational agency (which includes schools, school districts, BOCES, or the State Education Department), that receives student teacher/superintendent PII data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of such educational agency, or audit or evaluation of publicly funded programs. This includes educational partnership organizations that receive student or teacher/superintendent PII from a school district to carry out responsibilities under Education Law §211-e (for persistently lowest-achieving schools or schools under registration review) and is not an educational agency. This also includes not-for-profit corporations or other nonprofit organizations, other than an educational agency.

Annual Notification

At the beginning of each school year, the district will publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and New York State Law and the procedures for exercising those rights. A 'Parents' Bill of Rights for Data Privacy and Security' will be posted on the district website and included in any agreements with third-party contractors.(see 8635-E). This notice and 'Bill of Rights' may be published in a newspaper, handbook or other school bulletin or publication. This notice and 'Bill of Rights' will also be provided to parents, guardians, and eligible students who enroll during the school year.

The and Parents' Bill of Rights must include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the Department of Education alleging failure of the district to comply with FERPA and its regulations; and/or file a complaint regarding a possible data breach by a third-party contractor with the district and/or the New York State Education Department's Chief Privacy Officer for failure to comply with state law.

In addition, the annual notice Parents' Bill of Rights will inform parents/guardians and students:

5. that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests. For purposes of this policy, a school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel; a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing ~~his or her~~ **their** tasks. A school official has a legitimate educational interest if the official needs to review a student record in order to fulfill her or her professional responsibilities.

6. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
7. of the procedure for exercising the right to inspect, review and request amendment of student records.
8. That the district, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent. The district will not sell directory information.
9. That, upon request, the district will disclose a high school student's name, address, and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.
10. Of the procedure for exercising the right to inspect, review and request amendment of student records.
11. That the district will provide information as a supplement to the 'Parents' Bill of Rights' about third parties with which the district contracts that use or have access to personally identifiable student data.

The district may also release student education records, or the personally identifiable information contained within, without consent, where permitted under federal law and regulation. For a complete list of exceptions to FERPA's prior consent requirements see accompanying regulation 5500-R, Section 5.

The district will effectively notify parents, guardians and students who have a primary or home language other than English.

In the absence of the parent or secondary school student exercising their right to opt out of the release of information to the military, the district is required to, under federal law, release the information indicated in number 5 above.

Directory Information

The district has the option under FERPA of designating certain categories of student information as "directory information." The Board directs that "directory information" include a student's:

- Name
- ID number, user ID, or other unique personal identifier used by a student for purpose of accessing or communicating in electronic systems (only if the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity),
- Address (except information about a homeless student's living situation, as described below)

- Telephone number
- Date and place of birth
- Major course of study
- Participation in school activities or sports
- Weight and height if a member of an athletic team
- Dates of attendance
- Degrees and awards received
- Most recent school attended
- Grade level
- Photograph
- E-mail address
- Enrollment status

Under federal and state law and regulation regarding homeless students, “information about a homeless student’s living situation” must be treated as an education record and not directory information. Such information would include a student’s address, but could also include other information that would disclose a student’s eligibility for services under McKinney-Vento. However, parents/guardians (and eligible students) could still consent to disclosure in the same way as for other education records under FERPA, but could not be compelled to do so. If further guidance or clarification is received, this policy may be amended.

In the meantime, districts should take reasonable steps to provide homeless students with beneficial information they otherwise would have received via directory information. The underlined text below, utilizing the McKinney-Vento liaison is one method. This would be consistent with the liaison’s responsibilities to provide information about educational and related services to homeless students. The district could also allow the parent/guardian to select the school address as the student’s address for purposes of directory information, and act as a pass-through.

Information about homeless student’s living situation will be treated as a student educational record, and will not be deemed directory information. A parent/guardian or eligible student may elect, but cannot be compelled, to consent to release of a student’s address information in the same way they would for other student education records. The district’s McKinney-Vento liaison will take reasonable measures to provide homeless students with information on educational, employment, or other postsecondary opportunities and other beneficial activities.

Social security numbers or other personally identifiable information will not be considered directory information.

Students who opt out of having directory information shared are still required to disclose their student ID cards.

Once the proper FERPA notification is given by the district, a parent/guardian or eligible student will have 14 days to notify the district of any objections they have to any of the “directory information” designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or eligible student for the release. Once the student or parent/guardian provides the

“opt-out,” it will remain in effect after the student is no longer enrolled in the school district.

The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

Cross-ref: 1120, School District Records
4321, Programs for Students with Disabilities
4532, School Volunteers
5550, Student Privacy
5151, Homeless Children
8635, Information and Data Security, Breach and Notification

Ref: Family Educational Rights and Privacy Act, as amended, 20 USC 1232g;
34 CFR Part 99
No Child Left Behind Act, 20 USC §7908 (Military Recruiter Access)
10 USC §503 as amended by §544 of the National Defense
Reauthorization Act for FY 2002
Education Law §§ 2-a; 2-b; 2-c; 2-d; 225;
Public Officers Law §87(2)(a)
Arts and Cultural Affairs Law, Article 57-A (Local Government Records
Law)
8 NYCRR Part 121 (Data Privacy)
8 NYCRR §185.12 (Appendix I) Records Retention and Disposition,
Schedule ED-1 for Use by School Districts and BOCES
“Guidance for Reasonable Methods and Written Agreements,”
http://www2.ed.gov/policy/gen/guid/fpc/pdf/reasonablemtd_agreement.pdf
Parents’ Bill of Rights for Data Privacy and Security, July 29, 2014:
<http://www.p12.nysed.gov/docs/parents-bill-of-rights.pdf>
Family Policy Compliance Office/Student Privacy Policy Office website:
<http://www2.ed.gov/policy/gen/guid/fpc/index.html>

Adoption: December 10, 1998
Reviewed: June 9, 2014
Revised: ~~June 16, 2020~~ February 14, 2023

STUDENT RECORDS REGULATION

It is recognized that the confidentiality of student records must be maintained. The following necessary procedures have been adopted to guarantee the protection of student records.

Section 1. Pursuant to the Family Educational Rights and Privacy Act (FERPA) it is the policy of this school district to permit parents/guardians and eligible students to inspect and review any and all official records, files and data directly related to their children (themselves), including all materials that are incorporated into each student's cumulative record folder. For the purpose of this regulation, eligible students are those students who are 18 or older or former students who are attending any school beyond the high school level. The rights created by FERPA transfer from the parents/guardians to the student once the student attains eligible student status.

Section 2. Parents/guardians or the eligible student will have an opportunity for a hearing to challenge the content of their child's school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Section 3. A notice will be in the Student/Parent Handbook informing them of their rights pursuant to FERPA and state law, and will include a Parents' Bill of Rights. See Exhibit 5500-E.1 and 8635-E. The district will provide translations of this notice, where necessary, to parents/guardians and eligible students in their native language or dominant mode of communication. (See Policy 5500 for further information on the notice requirements.)

Section 4. To implement the rights provided for in Sections 1 and 2 the following procedures are adopted:

(a) A parent/guardian or an eligible student who wishes to inspect and review student records must make a request for access to a child's school records, in writing, to the superintendent. Upon receipt of such request, once the district verifies the identity of the parent/guardian or eligible student, arrangements will be made to provide access to such records within 45 days after the request has been received. If the record to which access is sought contains information on more than one student, the parent/guardian or eligible student will be allowed to inspect and review only the specific information about the student on whose behalf access is sought.

1. Before providing access to student records, the district will verify the identity of the parent/guardian or eligible student.
2. The district may provide the requested records to the parent/guardian or eligible student electronically, as long as the parent/guardian or eligible student consents. The district will transmit PII electronically in a way

that maintains its confidentiality, using safeguards such as encryption and password protection.

(b) A parent/guardian or eligible student who wishes to challenge the contents of their child's school records, must submit a request, in writing, identifying the record or records which they believe to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student together with a statement with the reasons for their challenge to the record to the superintendent.

(c) Upon receipt of a written challenge, the superintendent will provide a written response indicating either that they:

1. finds the challenged record inaccurate, misleading or otherwise in violation of the child's rights and it will be corrected or deleted, or
2. finds no basis for correcting or deleting the record in question, but that the parent/guardian or eligible student will be given an opportunity for a hearing. Such written response by the superintendent will be provided the parent/guardian or student within 14 days after receipt of the written challenge. The response will also outline the procedures to be followed with respect to a hearing, if desired by the parent/guardian or student.

(d) Within 14 days of receipt of the response from the superintendent a parent/guardian or eligible student may request, in writing, that a hearing be held to review the determination of the superintendent.

(e) The hearing will be held within 10 days after the request for the hearing has been received. The hearing will be held by the superintendent of Schools, unless the superintendent has a direct interest in the outcome of the hearing, in which case the superintendent will designate another individual who does not have a direct interest in the outcome of the hearing to hold the hearing.

(f) The parent/guardian or eligible student will be given a full and fair opportunity to present evidence at the hearing. The parent/guardian or eligible student may, at their own expense, be assisted or represented by one or more individuals of their own choice, including an attorney.

(g) The hearing officer will make a decision within 14 days after the hearing.

(h) After the hearing, if the superintendent or the individual designated by the superintendent decides not to amend the record, the district will inform the parent/guardian or eligible student that they have the right to place a statement in the record commenting on the contested information or stating why they disagree with the decision of the district. Any statement placed in the record will be maintained with the contested part of the student record for as long as the record is maintained. Further, the statement will be

disclosed by the district whenever it discloses the portion of the record to which the statement relates.

Section 5. Except to the extent that FERPA authorizes disclosure of student records without consent, student records, and any material contained herein which is personally identifiable, are confidential and will not be released or made available to persons other than parents/guardians or eligible students without the written consent of parents/guardians or eligible student.

Exceptions to FERPA's prior consent requirement include, but are not limited to disclosure:

- (a) To other school officials within the district who have been determined to have legitimate educational interests.
- (b) To officials of another school, school system or postsecondary institution where the student seeks or intends to enroll.
- (c) To authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or state and local education authorities in connection with an audit or evaluation of a federal- or state-supported education program or in compliance with legal requirements related to those programs.
- (d) In connection with a student's application for or receipt of financial aid.
- (e) To state and local officials or authorities in compliance with state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are being released.
- (f) To organizations conducting studies for, or on behalf of, education agencies or institutions, in order to develop tests, administer student aid, or improve instruction.
- (g) To accrediting organizations to carry out their accrediting functions.
- (h) To parents of a dependent student, as defined by the Internal Revenue Code.
- (i) To comply with a judicial order or lawfully issued subpoena. Prior to complying with a judicial order or subpoena, the district will make a reasonable effort to notify the parent/guardian or eligible student, unless the district has been ordered not to disclose the existence or content of the order or subpoena.
- (j) In connection with a health or safety emergency.
- (k) To teachers and school officials in other schools who have legitimate educational interests in the behavior or the student when the information concerns disciplinary action taken against the student for conduct that posed a

significant risk to the safety or well-being of that student, other students, or other members of the school community.

- (l) To provide information that the district has designated as directory information.
- (m) To provide information from the school's law enforcement unit records.
- (n) To a court, when the district is involved in legal action against a parent or student, those records necessary to proceed with the legal action.
- (o) To the U.S. Secretary of Agriculture, its authorized representatives from the Food and Nutrition Service, or contractors acting on its behalf, to monitor, evaluate and measure performance of federally-subsidized school food programs, subject to certain privacy protections.
- (p) To any caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan, where the agency or organization is legally responsible for the care and protection of that student, not to be disclosed except as permitted by law.

The district will use reasonable methods to provide access to student educational records to only those authorized under the law and to authenticate the identity of the requestor. The district will use an array of methods to protect records, including physical controls (such as locked cabinets), technological controls (**include those that are applicable:** such as role-based access controls for electronic records, password protection, firewalls, encryption), and administrative procedures. The district will document requests for and release of records, and retain the documentation in accordance with law.

If the district enters into a contract with a third party that calls for receipt of student PII by the contractor, the agreement will include a data security and privacy plan that includes a signed copy of the Parents' Bill of Rights and addresses the following, among other contractual elements:

1. training of vendor employees regarding confidentiality requirements;
2. limiting access to PII to those individuals who have a legitimate educational interest or need access to provide the contracted services;
3. prohibiting the use of PII for any other purpose than those authorized under the contract;
4. prohibiting the disclosure of PII without the prior written consent of the parent/guardian or eligible student, unless it is to a subcontractor in carrying out the contract, or unless required by statute or court order, in which case they must provide notification to the district (unless notice is prohibited by the statute or court order);
5. maintaining reasonable administrative, technical and physical safeguards to protect PII;

6. using encryption technology to protect PII (personal identification information) while in motion or in its custody to prevent unauthorized disclosure;
7. breach and notification procedures.

The district will, via written agreements, designate authorized representatives who have access to educational records. The written agreement will specify how the work falls within the exception, what personally identifiable information is to be disclosed, how the educational record will be used, and that the records will be destroyed by the authorized representative once they are no longer needed for that purpose or the agreement expires.

Section 6. Whenever a student record or any material contained therein is to be made available to third persons, other than those covered by the exceptions authorized by FERPA, the parent/guardian or eligible student must file a written consent to such action. The written consent must specify the records to be released, the reasons for such release, and to whom. If the parent or eligible student so requests, the district will provide them with a copy of the records disclosed. In addition, if the parent of a student who is not an eligible student so requests, the district will provide the student with a copy of the records disclosed.

Section 7. Unless specifically exempted by FERPA, all persons requesting access to such records will be required to sign a written form which indicates the legitimate educational interest that such person has in inspecting the records. Such form shall be kept with the student's file and will be maintained with the students file as long as the file is maintained.

Additional Rights Under New York State Law Related to the Protection of Student Data and Third-Party Contractors

New York State Law offers parents additional rights beyond FERPA in regard to third party contractors and student PII. The district will post on its website and distribute a 'Parents' Bill of Rights for Data Privacy and Security.' The 'Parents' Bill of Rights' will establish the following:

- A. Educational purpose: The use of student personally identifiable information (PII) is for educational or related purposes only.
- B. Transparency: Disclosure of third-party contracts and their privacy provisions.
- C. Authorization: Assurance that proper authorization will be secured prior to the release of PII.
- D. Security: A description of the measures in place to protect PII, without compromising the security plan.
- E. Data Breach Notification: An explanation of the procedures in the event of a data breach.

- F. Complaint Procedure: The district offers a complaint procedure in the event that a parent suspects a breach of student data by a third-party contractor and provides information about lodging a complaint with the New York State Education Department's Chief Privacy Officer.

See policy 8635 (and regulation 8635-R), Information and Data Privacy, Security, Breach and Notification for more information on data security and breaches of PII, and 8635-E for the Parent's Bill of Rights for Data Privacy and Security.

Retention and Disposition of Student Records

The Board has adopted the Records Retention and Disposition Schedule ED-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for district records. The Board directs all district officials to adhere to the schedule and all other relevant laws in retaining and disposing of student records. In accordance with Article 57-A, the district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

Adoption: December 10, 1998
Reviewed: June 9, 2014
Revised: ~~June 16, 2020~~ February 14, 2023

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Dear Parent or Eligible Student:

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents ~~and students over 18 years of age (referred to in the law as eligible students)~~ the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the superintendent of Schools a written request that identifies the records they wish to inspect. The superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the superintendent, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education

concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is:

~~Family Policy Compliance Office–
U.S. Department of Education 600–
Independence Avenue SW–
Washington, DC 20202-4605~~

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as directory information. Directory information includes a student's name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster.

You may object to the release of any or all of this directory information; however, you must do so in writing within 10 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent. For your convenience, you may note your objections to the release of directory information on the enclosed form and return it to the superintendent.

Sincerely,

SUPERINTENDENT

Adoption: December 10, 1998
Reviewed: June 9, 2014
Revised: ~~December 16, 1999~~ February 14, 2023

OBJECTION TO RELEASE OF DIRECTORY INFORMATION DESIGNATIONS

The school district has designated certain categories of student information as directory information. Directory information includes a student's name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster.

If you object to the release of any or all of the directory information listed above, you must do so in writing within 10 business days of receiving this notice. For your convenience, you may note your objections to the release of directory information on this form and return it to the superintendent.

Please do not release directory information without my prior consent.

(Parent/Guardian or Eligible Student Signature)

(Date)

Adoption: December 16, 1999
 Reviewed: ~~June 9, 2014~~ February 14, 2023

**NOTIFICATION OF RELEASE OF STUDENT RECORDS
PURSUANT TO COURT ORDER OR SUBPOENA**

TO: _____
Parent/Guardian – Student

Address

The purpose of this notice is to notify you that on _____ (date),
the Edinburg Common School District released the following documents:

from your child's (your own) student records to _____

pursuant to a court order or subpoena, a copy of which is attached hereto.
DATED:

Adoption: December 10, 1998
Reviewed: ~~June 9, 2014~~ February 14, 2023

**APPLICATION TO REVIEW STUDENT'S RECORDS AND
CONSENT THERETO BY PARENT/GUARDIAN OR STUDENT**

APPLICATION

I, _____,
have hereby requested access to _____
_____ records for the following reasons:

Said records will not be made available to any other person or persons
without the specific written consent of _____

_____ (Parent/Guardian - Student).

SIGNATURE: _____

DATED: _____

CONSENT

I hereby consent that _____
have access to my child's (to my) records with the understanding that such records
will not be released by him/her to other persons without my further consent.

SIGNATURE: _____

DATED: _____

Adoption: December 10, 1998
Reviewed: June 9, 2014 February 14, 2023

STUDENT PRIVACY

The Board of Trustees recognizes that student surveys are a valuable tool in determining student needs for educational services. Parents have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a U.S Department of education (DOE)- funded program. In addition, no minor student may, without parental consent, take part in a survey, analysis or evaluation funded in whole or in part by U.S. DOE Education that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileges or analogous relationships, such as those of lawyers, physicians and ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parent;
or
8. Income (other than that required by law to determine eligibility for participation in a program or for leaving financial assistance under such program)

Ref: .20USC§1232h
No Child Left Behind Act, Public Law 107-110, January 8,2002, §
1061
34CFRPart98
Education Law §903

Adoption date: May 20, 2003

Reviewed: ~~June 9, 2014~~ February 14, 2023

PREGNANT STUDENTS

The Board of Trustees 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.

As soon as pregnancy is medically confirmed, the Board recommends that the student and her parent(s) or guardian(s) consult with the superintendent and/or other appropriate staff to plan an appropriate education program.

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 school after delivery; and that every opportunity is given to complete school.

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 incident to or other than pregnancy that warrants home instruction. After delivery, the student is expected to attend school.

Cross-ref: 4324, Programs for Pregnant Students

Ref: *Ordway v. Hargraves*, 323 F Supp 1155 (1971)

Perry v. Grenada Municipal Separate School District, 300 F Supp 748
(1969) *Matter of Murphy*, 71 EDR 180 972,

Adoption date: December 13, 1998

Reviewed: June 9, 2014

STUDENT VOLUNTEERS FOR SCHOOL AND PUBLIC SERVICE

The Board of Trustees recognizes the social and scholastic benefits derived from student participation in various community-sponsored activities. However, neither an individual nor the school as a whole shall be permitted to use school time in working on community-sponsored projects unless such an undertaking is deemed to contribute to the educational program. The administration has the responsibility to develop procedures for community groups to request student involvement during school hours, as well as guidelines for the consideration of such request.

Adoption: December 10, 1998
Reviewed: ~~June 9, 2014~~ February 14, 2023

STUDENT GIFTS AND SOLICITATIONS

Only those organizations granted approval by the Board of Trustees shall have permission to solicit donations and contributions from students. All fund-raising activities must be voluntary and in accord with the Rules of the Regents and the State Education Department's "Guidelines Relating to Solicitation of Charitable Donations from Children." No direct solicitation of students is permitted during school hours.

The following constitute permissible indirect forms of solicitation, and the Board has the authority to determine which, if any, forms it will allow:

1. the sale of tickets to a social, musical, or athletic event where a portion of the funds go to a charitable purpose;
2. the recruitment of students during school hours to participate in fund-raising activities to be conducted off school premises and/or when school is not in session. School personnel are permitted to hang posters or distribute flyers notifying students of these activities. However, school personnel may not act as a conduit and collect funds from students on behalf of a charity for which they recruited; and
3. the placement of a bin or collection box in a hallway or other common area for the voluntary donation of food, clothing or money.

Gifts

Students are discouraged from presenting the school staff with elaborate gifts. Spontaneous inexpensive gifts will be allowed when reasonable to express gratitude. Letters of appreciation are always welcome.

Cross-ref: 1510, Public Sales on School Property

Ref: NYS Constitution, Article 8 91
 Education Law 9414 Rules of the
 Board of Regents 919.6
Guidelines Relating to Solicitation of Charitable Donations from School
 Children. SED, January 1994 *Matter of Schanbarger*, 11 EDR 70

Adoption: December 10, 1998

Reviewed: ~~June 9, 2014~~ February 14, 2023

STUDENT FEES, FINES AND CHARGES

Students are expected to exercise reasonable care in the use of school equipment and any damage done to library books, textbooks or other school equipment due to misuse or negligence must be paid for by them at a pro-rated amount based on age of textbook.

Lost or damaged textbooks will be immediately reported to the office for payment.

Other school equipment which is damaged should be reported to the superintendent, who will determine if negligence on the part of the student was the cause of the damage. If so, the student will be expected to pay for such damage.

Adoption: December 10, 1998
Reviewed: ~~June 9, 2014~~ February 14, 2023

STUDENTS AND PERSONAL ELECTRONIC DEVICES

The Board of Trustees recognizes that there are personal electronic devices that have educational applications such as calculators, voice recorders, digital cameras and music listening devices. These devices shall be allowed to be used in classrooms only when they are included as part of a lesson under the direction of the teacher.

The Board acknowledges that cellular phones, ~~paggers, and 2-way communication systems~~ can be a positive means to facilitate communication; however, the display and/or use of such devices can cause disruption to the educational process. No items are to be on the playground during school hours. Items are to be stored in student's book bag or cubicle.

Therefore, to prevent such disruption, the display and/ or use by students of cellular phones, ~~paggers, 2-way communication systems,~~ digital cameras, and/or other electronic devices shall be prohibited from the time the students arrive at school until the end of the regular school day. Such devices must be turned off and stored in secure location. The district is not responsible for stolen, lost, or damaged personal electronic devices.

In emergency situations, exceptions to the prohibition of the use of cellular phones, ~~paggers, and 2-way communication systems~~ may be granted by teachers or administrators.

Misuse of any of these electronic devices will result in confiscation until the end of the school day as outlined in the code of conduct. The second occurrence will require confiscation and the parent must pick up the device. The third occurrence there will be loss of privilege for the remainder of the school year. Some uses of personal electronic devices constitute violation of the school district code of conduct and in some instances, the law. The school district will cooperate with law enforcement officials as appropriate.

Cross ref: 5300 Code of Conduct

Ref: Price vs. New York City Board of Education, 16 Misc.3d 543 (2007)

Adoption: November 8, 2011

Reviewed: June 9, 2014

Revised: February 14, 2023

VIOLENT OR DISRUPTIVE INCIDENT REPORTING

The Board of Education is committed to promoting and maintaining the safety of all students, staff and visitors to the schools. Consistent with this commitment and in accordance with state law and regulation, the district shall submit an annual report to the Commissioner of Education regarding violent or disruptive incidents in the form prescribed by the Commissioner.

Reporting Requirement

Each teacher shall be responsible for preparing a report of violent or disruptive incidents of their students that have occurred in/on the building/school grounds. **The teacher must enter the report in SchoolTool and notify** ~~and forwarding the report to~~ the superintendent of Schools. The superintendent shall be responsible for compiling the reports received from the teacher into the annual report and submitting the report to the Commissioner. The report shall contain all the information required by law and shall be filed with the Commissioner on or before September 30 of each year.

The Confidential Secretary shall be responsible for assuring that copies of each report at the building level are retained for the period prescribed in the records retention schedule issued by the State Education Department and published as Appendix I to the Commissioner's Regulations.

Confidentiality

Any violent or disruptive incident report prepared in accordance with law shall be available for inspection by the State Education Department upon request. All names and other personally identifiable information included in any report shall be confidential and shall not be disclosed to any person for use by any person for purposes other than the reporting purposes in Education Law §2802, except as otherwise authorized by law.

Ref: Education Law §2802 (Uniform Violent Incident Reporting System) 8
 NYCRR 100.2 (gg) (Uniform Violent Incident Reporting System) 8
 NYCRR 185.11 (Appendix I) (Records Retention and Disposition Schedule ED-1)

Adoption: September 11, 2001

Reviewed: June 9, 2014

Revised: February 14, 2023

STUDENT AWARDS AND SCHOLARSHIPS

The Board of Trustees mandates that all students regardless of race, color, creed, sex and national origin, religion, age, economic status, marital status or disability shall be eligible for all awards and scholarships given or disseminated by the district.

Eligible candidates for academic or other achievement awards will be selected on the basis of academic achievement, school citizenship, and/or co-curricular performance, as applicable to the type of award being given. Recipients of academic awards shall be selected by the superintendent from a list of eligible candidates prepared in consultation with appropriate school staff.

Ref: Education Law 39404; 1709
Matter of Wilson, 59 NY2d 461

Adoption: December 10, 1998
Reviewed: June 9, 2014
Revised: February 14, 2023