

March 15, 2017

BOE Policies – First Reading: <sup>(CA)</sup>

41. Extracurricular Events and Field Trip Policy (new)
42. Investment Policy (former 5220)
43. Procurements of Goods & Services  
Enacted in Accordance with General Municipal Law 104-b (new)
44. Pest Management Policy (formerly 5633)
45. Alcohol & Drug Testing Bus Drivers  
(former 5761 – No Change/Review Only)
46. Conditional Appointments (new)
47. Drug-Free Workplace Policy (new)
48. Employees' Personally Identifiable Information (new)
49. Dissection of Animals – Opt-Out Policy (new)
50. Medicaid Compliance Policy (former 2420)
51. Education of Homeless (new)
52. Concussion Management (former 7531)
53. Dignity for All Students Act – Cyberbullying (former 2420)
54. Time Out Room (new)

**Policy # 41**

**EXTRACURRICULAR AND FIELD TRIP POLICY**

When the District has provided transportation to students to a school sponsored field trip, extracurricular activity or other similar event involving the use of School District transportation services, the School District shall return all students to the point of departure unless the parent or legal guardian of the student has provided the District with written notice authorizing an alternative form of return transportation of such student. If intervening circumstances make School District transportation of any one student impractical, then a chaperone shall remain with the student until the parent(s) or legal guardian has been contacted and informed of the intervening circumstances which make such transportation impractical and such student and the parent(s) or legal guardian are together in the same location.

First Reading:           March 15, 2017  
Second Reading:       April 5, 2017  
BOE Adoption:

**EXTRACURRICULAR EVENTS AND FIELD TRIP FORM**

I have read this field trip or extracurricular activity transportation policy. I agree to abide by the policy and I understand that I may be asked to remain with the student if return transportation for the student is impractical.

**Dated:** \_\_\_\_\_  
\_\_\_\_\_ **Chaperone**

Please note that the second paragraph of the policy is in the policy in order to provide chaperones with notice that they may be called upon to remain behind. Accordingly, the document should be signed and dated by chaperones before the commencement of the trip. We suggest the following as a sign-out form:

**Extracurricular or Field Trip Transportation Release**

I hereby authorize my son or daughter to be transported from the District sponsored extracurricular activity or field trip in the manner described below:

**Date of Activity** \_\_\_\_\_

**Name of Student** \_\_\_\_\_

**Alternate Transportation\***

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Parent or legal guardian**

\*Please indicate the name of the individual transporting the student.

**Policy # 42**

**INVESTMENT POLICY**

**1. SCOPE**

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

**2. OBJECTIVES**

The primary objectives of the School District's investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

**3. DELEGATION OF AUTHORITY**

The governing board's responsibility for administration of the investment program is delegated to the treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

**4. PRUDENCE**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the School District to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

**5. DIVERSIFICATION**

It is the policy of the School District to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

**6. INTERNAL CONTROLS**

It is the policy of the School District for all moneys collected by any officer or employee of the government to transfer those funds to the treasurer within five business days of deposit, or within the time period specified in law, whichever is shorter.

The treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

**7. DESIGNATION OF DEPOSITARIES**

The banks and trust companies authorized for the deposit of monies up to the maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>	<u>Officer</u>
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**8. COLLATERALIZING OF DEPOSITS**

In accordance with the provisions of General Municipal Law, § 10, all deposits of School District, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by at least one of the following:

a. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML § 10.

b. i. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk based capital requirements, or

ii. In lieu of or in addition to the deposit of eligible securities, the officers making a deposit may, in the case of an irrevocable letter of credit issued in favor of the local government by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, accept such letter of credit payable to such local government as

security for the payment of one hundred percent of the aggregate amount of public deposits from such officers and the agreed upon interest, if any.

c. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

## **9. SAFEKEEPING AND COLLATERALIZATION**

Eligible securities used for collateralizing deposits shall be held by depositary or a third party bank or trust company subject to security and custodial agreements as determined by the treasurer.

The security agreement shall provide that eligible securities are being pledged to secure the School District deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the School District to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the School District, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the School District or its custodial bank.

The custodial agreement shall provide that securities held by the bank or, trust company, or agent of and custodian for, the School District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the School District a perfected interest in the securities.

## 10. PERMITTED INVESTMENTS

As authorized by General Municipal Law § 11, the School District authorizes the treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL § 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the School District;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- Certificates of Participation (COPs) issued pursuant to GML § 109 b. Obligations of this School District, but only with any moneys in a reserve fund
- Obligations of this School District, but only with any moneys in a reserve fund established pursuant to GML §§ 6 c, 6 d, 6 e, 6 g, 6 h, 6 j, 6 k, 6 m, or 6 n.

All investment obligations shall be payable or redeemable at the option of the School District within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the School District within two years of the date of purchase.

## 11. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The School District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the School District conducts business must be credit worthy. Banks shall provide their most recent

Consolidated Report of Condition (Call Report) at the request of the School District. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

## 12. PURCHASE OF INVESTMENTS

The treasurer is authorized to contract for the purchase of investments:

- a. Directly, including through a repurchase agreement, from an authorized trading partner.

b. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.

c. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the School District, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the School District by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, § 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the School District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the School District a perfected interest in the securities.

### **13. REPURCHASE AGREEMENTS**

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

First Reading: March 15, 2017

Second Reading: April 5, 2017

BOE Adoption:



**Policy # 43**

**PROCUREMENTS OF GOODS AND SERVICES ENACTED IN ACCORDANCE WITH  
GENERAL MUNICIPAL LAW § 104-b**

The following procedures shall be followed regarding all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law § 103 (1).

**DETERMINATION OF WHETHER PUBLIC BIDDING IS REQUIRED**

The Superintendent shall determine whether public bidding is required. If the determination is made that public bidding is not required because of the cost of acquisition, the Superintendent shall make a written certification specifying the estimated cost and the basis of such determination. The cost of a particular item will be based on the total acquisition cost of the same or similar items during the entire school year or the term of the contract. Such certificate shall be filed with the Clerk of the District.

If the determination is made that bidding is not required because the law does not require competitive bidding for the particular event, product, or services, the Superintendent shall file with the Clerk of the Board a written opinion by the school attorney so stating.

The resolution of award shall make reference to the certification or opinion filed with the Clerk of the Board.

**WHEN PARTICULAR ALTERNATE PROPOSALS SHALL BE USED**

In relation to acquisitions in excess of \$1,000, written quotations shall be obtained after the solicitation of proposals from at least three vendors. Quotations from current catalogs, including the current State contract catalog, shall be considered a written proposal.

If the cost of acquisition shall be \$1,000 or less, the procedure for acquisitions in excess of \$1,000 may be followed, or oral quotations may be obtained. When oral quotations are received, a written memorandum shall be maintained indicating, at least, the date of the quotation, the name of the company, the person who gave the quote, the item quoted, and the actual quotation.

All documentation shall be filed with the Clerk of the District and the Board shall, in its resolution of award, make reference to the quotations received and the fact that the documents regarding the quotations are filed with the Clerk of the District.

**PROCEDURE WHEN AWARD IS NOT MADE TO THE LOWEST SUPPLIER**

An award need not be awarded to the lowest supplier when:

- the bidder is not a responsible bidder.

- the bidder is not a responsible bidder.
- the language submitted by the bidder imposes conditions which, in the written opinion of the school Superintendent or attorney, are not in the best interests of the district.
- the bidder fails to demonstrate that the item or service can be delivered at the appropriate time.
- the proposed product, in the written opinion of the Superintendent, is not compatible with the products which interact with the product desired to be acquired.
- in relation to personnel services, that there is an existing relationship and such continued relationship is in the best interests of the district.
- in relation to personnel services, that the experience or educational basis is not the same. It is the desire of the Board to acquire the best professional services available to meet the needs of the district. When proposals are received for personnel services, the Board shall consider the professional experience of the applicants in rendering similar services to other school districts or to this school district. When personnel services are awarded on the basis of experience and background, the resolution of the Board shall identify the various elements considered in making the award.
- The District shall give preference in purchasing instructional materials to any vendor able to provide those materials in alternative formats.

#### **WHEN NO BID IS RECEIVED**

When the procedures are followed and no bid is received, the Board of Education shall, by resolution, set forth another method to follow to obtain a quote. The procedures shall then be followed.

#### **PROCEDURES OF § 103 (1)**

In all situations, the Superintendent may elect to follow the procedures of General Municipal Law § 103 (1) even though bidding is not required by law or the anticipated cost is under the statutory limits.

#### **INSTRUCTIONAL MATERIALS IN ALTERNATIVE FORMATS**

*The Board of Education directs the District administration to create a plan for providing disabled students instructional materials and alternative formats appropriate to their individual needs. Such plan shall be reviewed on an annual basis.*

**or**

*The Board of Education will provide disabled students with instructional materials in alternative formats appropriate to their individual needs. Should the students move into the District with specific needs that require supplemental instructional materials, the District will purchase those instructional materials.*

We also recommend incorporating the following language into the District’s procurement policy:

*The District shall give preference in purchasing instructional materials to any vendor able to provide those materials in alternative formats.*

### **ANNUAL REVIEW**

This policy shall be reviewed annually. The annual review shall take place during the first six weeks of the beginning of the school year. This policy shall be considered a continuing policy unless modified by resolution of the Board.

### **PRIOR CONSULTATION**

Before enacting this resolution, comments concerning the policies and procedures were solicited from the Superintendent, Assistant Superintendents, individuals in the business office, building principals and other administrators, as well as the clerk, treasurer, internal auditor, and purchasing agent.

First Reading:           March 15, 2017  
Second Reading:       April 5, 2017  
BOE Adoption:

**Policy # 44**

**PEST MANAGEMENT POLICY**

**Pest Management Policy Statement**

Structural and landscape pests can pose significant problems for people and property. Pesticides can pose risks to people, property, and the environment. It is therefore the policy of the Greene Central School District to incorporate integrated pest management (IPM) procedures for control of structural and landscape pests. The objective of this program is to provide necessary pest control while minimizing pesticide use.

**Pest Management Plan**

The School District will manage pests to:

1. Reduce any potential human health hazard or threat to public safety.
2. Prevent loss or damage to school structures or property.
3. Prevent pests from spreading into the community, or to plant and animal populations beyond the site.
4. Enhance the quality of life for students, staff and others.

The IPM plan will address each of these goals. The IPM program will specifically address strategies for pest identification, preventive actions, establishment of tolerance threshold levels, monitoring, response actions, public notification, education, and recordkeeping.

**IPM Coordinator**

An IPM coordinator will be appointed by the Board of Education. The coordinator will be responsible for implementing the IPM policy and drafting and implementing the IPM plan. The coordinator's responsibilities will include, but not be limited to, the following:

1. Drafting an IPM plan.
2. Implementing the IPM plan.
3. Assuring notifications comply with applicable State laws and regulations, specifically Education Law § 409-h and this policy.
4. Recording all pesticide use in accordance with Education Law § 409-h and other applicable State laws and regulations.
5. Recording all pest sightings by staff, students and parents.
6. Meeting with pesticide applicators to share information on what pest problems are present in the school.
7. Assuring that all of the PCR's recommendations on maintenance and sanitation are carried out where feasible.
8. Assuring that any pesticide use is done when school is not in session or when the areas can be completely secured against access by school staff or students.
9. Maintaining the District's 48 hour notification list.

10. Evaluating the school's progress on the IPM plan.
11. Assuring that all individuals employing the use of pesticides are properly trained and certified in the use of such pesticide.
12. Any other duties required by State law or Regulation or the Board of Education pertaining to pest control or IPM policy.

### **Pesticide Applicators**

Pesticide applications may only be performed by individuals currently certified by the New York State DEC as pesticide applicators or by a certified pesticide technician or an apprentice working under the direct on-site supervision of a certified applicator pursuant to DEC Regulation Part 325.7. Further, pesticide applicators must be over the age of 21 years old as recommended by the DEC.

### **Selection of Pesticides**

The IPM plan shall include the use of mechanical, biological and physical treatments for pest control to be implemented prior to the use of specific toxic pesticides. When pesticide use is necessary, the Board of Education, Superintendent, or IPM coordinator must approve the pesticide for school use. The school's preferred pesticide for use would be pesticide baits and pesticide sprays with the single word CAUTION as a warning.

### **Notification**

The school shall provide written notification to all staff and persons in parental relation at the beginning of each school year. Such notices shall contain the following information:

- a. A statement that pesticide products may be used periodically throughout the school year.
- b. A statement that schools are required to maintain a list of staff and persons in parental relationship who wish to receive 48 hours prior written notification of pesticide applications at relevant facilities, and instructions on how to register with the school to be on such list for notification; the name of the school representative and contact number to obtain further information.
- c. If a child enrolls after the beginning of the school year, such notification shall be provided to that child within one week of enrollment.
- d. The school shall also provide notification within ten days of the end of the school year and within two school days of the end of winter recess and spring recess and within two days of the end of summer school. Such notification shall provide written notice to all staff and persons in parental relationship listing the date, location and product used for each application which required prior notification and each emergency application made at relevant facilities during the period of time since the previous notice. Such notification shall also include a statement that schools are required to maintain a list of staff and persons in parental relationship who wish to receive 48 hours prior written notification of pesticide applications and instructions on how to register with the

school to be on such list for prior notification and how to obtain further information about the products being applied including warnings that appear on the labels of pesticides that are pertinent to the protection of humans, animals or the environment and the name of a school representative or contact number for additional information.

e. All individuals requesting written notification 48 hours in advance of pesticide application shall be given such notice within a minimum of 48 hours prior to any such pesticide application. Such notification shall include the following information:

The specific date and location of the application at the facility. If the application is an outdoor application, the notice will provide two alternative dates for application in case weather prohibits application on the first date of application. Further, such notice shall provide the product name and pesticide registration number assigned by the United States Environmental Protection Agency. The following statement shall also be contained within the 48 hour notice:

This notice is to inform you of a pending pesticide application to a school facility. You may wish to discuss with the designated school representative what precautions are being taken to protect your child from exposure to these pesticides. Further information about the product(s) being applied, including any warnings that appear on the label of the pesticide(s) that are pertinent to the protection of humans, animals or the environment, can be obtained by calling the National Pesticide Telecommunications Communications Network information phone number 1-800-858-7378 or the New York State Department of Health Center for Environmental Health Info Line at 1-800-458-1158. Finally, this notice shall contain the name of the school representative and contact number for additional information.

### **Emergency Applications**

In the case of an emergency application of a pesticide to protect against imminent threat to human health, IPM coordinator shall make a good faith effort to supply written notice required pursuant to this section. Further, upon making such emergency application, the IPM coordinator shall notify the Commissioner of the Department of Health on the appropriate form of the pesticide applied and the reason for such application.

### **Education**

Staff, students, pest managers, parents, and the public will be informed about potential school pest problems, the IPM policies, procedures and their respective roles in achieving the desired pest management objectives.

The Board of Education shall review the IPM plan and pest control policy on an annual basis to ensure compliance with § 409-h of the Education Law.

First Reading: March 15, 2017  
Second Reading: April 5, 2017  
BOE Adoption:

**Policy # 45**

**Alcohol and Drug Testing of Bus Drivers**

**I Purpose**

To establish a District-based alcohol and drug testing program to help prevent accidents and injuries resulting from the misuse of alcohol and drugs by covered drivers of commercial motor vehicles in compliance with the Federal Department of Transportation Regulations promulgated in Rule 49 CFR Part 40, and 49 CFR Part 382, and promulgated under the Omnibus Transportation Employee Testing Act of 1991, enacted October 28, 1991.

**II Applicability**

This policy applies to all District employees who operate commercial motor vehicles and are subject to the commercial drivers license (CDL) requirements of the Code of Federal Regulations promulgated under the Omnibus Transportation Act.

The Superintendent of Schools shall promulgate appropriate administrative procedures that will fulfill the following objectives:

**III Objectives**

1. To establish rules and procedures to deter all illegal drug use, and deter on-duty, pre-duty and post-accident alcohol use, as well as on-duty alcohol impairment stemming from pre-duty use, for all covered drivers who perform safety sensitive functions;
2. To detect and eliminate the possibility that District covered drivers will perform safety-sensitive functions after testing positive for alcohol or drugs;
3. To comply with applicable federal and state laws, including the Omnibus Transportation Employee Testing Act of 1991;
4. To provide reasonable measures for the early detection of personnel not fit to perform activities within the scope of the policy;
5. To maintain a workplace free of drugs and alcohol;
6. To inform employees through education, in-service training and other appropriate forums, about illegal drugs, and alcohol abuse, their use, possession, distribution, and the effects of such substances.

The Board of Education shall designate the Medical Review Officer (MRO) on an annual basis.

Any violation of the policy or procedures will result in removal from any safety-sensitive functions in accordance with the Department of Transportation requirements and other discipline may be imposed.

First Reading: September 27, 1995

Second Reading: October 11, 1995

Adopted by the  
Board of Education: October 11, 1995

Reviewed: March 1, 2006

Reviewed: March 15, 2017



**Policy # 46**

**CONDITIONAL APPOINTMENTS**

The Administrator in charge of the program in which the conditional hire or emergency conditional hire is employed shall take such steps as are prudent and necessary to insure the protection of children in the charge of the conditional appointee or emergency conditional appointee.

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BOE Adoption:

**Policy # 47**

**DRUG-FREE WORKPLACE POLICY**

It is the policy of the School District to maintain a drug-free workplace for all programs that receive federal funds. Employees of the District are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on school property. Controlled Substance means a controlled substance in schedules 1 through 5 of Federal Regulations as defined in 21 CFR §1308.11 through 1303.15.

The Board of Education directs the administration to develop regulations to comply with this policy, and further supports such action and activities of the administration as shall be required to maintain a drug-free workplace. 41 USC § 701 etc.

First Reading: March 15, 2017

Second Reading: April 5, 2017

BOE Adoption:

**Policy # 48**

**EMPLOYEE’S PERSONALLY IDENTIFIABLE INFORMATION**

The District shall not, unless otherwise required by law, publicly post or display an employee's Social Security number, print a Social Security number on any identification badge or card, including any time card, place a Social Security number in files with unrestricted access, or communicate an employee's personally identifying information to the general public. For purposes of this section, personal identifying information shall include Social Security number, home address or telephone number, personal electronic mail (e-mail) address, Internet identification name or password, parent's surname prior to marriage, or driver's license number.

Reference: New York Labor Law § 203-d

First Reading:           March 15, 2017  
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BOE Adoption:

**Policy # 49**

**DISSECTION OF ANIMALS - OPT-OUT POLICY**

Any student expressing a moral or religious objection to the performance or witnessing of the dissection of an animal, either wholly or in part, shall be provided the opportunity to undertake and complete an alternative project that shall be approved by such student's teacher. The student's objection must be sustained in writing by the student's parent or legal guardian.

Students who perform alternative projects who do not perform or witness dissection of animals shall not be penalized.

This policy shall be published and distributed to student, parents or legal guardians in the same manner as the plain language version of the code of student conduct. The policy shall be available upon request in any school building in which courses involving dissection of animals are offered. The policy shall also be distributed to parents and students enrolled in a course involving the dissection of animals at least once at the beginning of the school year.

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BOE Adoption:

**Policy # 50**

**MEDICAID COMPLIANCE POLICY**

It is the policy of the Board of Education that all School District practices regarding Medicaid claims for services be in compliance with all applicable federal and State laws and regulations. To prevent, detect, and report incidents of Medicaid fraud and abuse, the School District will develop and implement an effective Compliance Program. The Administration shall develop such a program to meet the requirements of applicable law and regulations.

Reference: New York State Public Health Law §32.  
New York State Social Services Law §363-d  
New York State Regulations 18 NYCRR § 521.3

First Reading: March 15, 2017  
Second Reading: April 5, 2017  
BOE Adoption:

**Policy # 51**

**EDUCATION OF HOMELESS CHILDREN AND YOUTH POLICY**

The No Child Left Behind Act of 2001 and Commissioner’s Regulations allow a homeless child or, a person in a parental relationship to a homeless child or, when the homeless child is living in a shelter for runaway or homeless use, the Director of the shelter to designate this District as the District of attendance for the homeless child when this District is either the School District of current location, the School District of origin or is a School District participating in a Regional Placement Plan.

A homeless child or youth is defined in accordance with the No Child Left Behind Act and Commissioner’s Regulations § 100.2 (x). The term homeless child, however, shall exclude children living in foster care or otherwise placed through a government agency into a family home at board, school for the mentally retarded, hospital or other institution for care, custody and treatment of children under the direction of the Department of Social Services, Office of Mental Health or the Division for Youth.

Homeless child and youth shall be entitled to access to District programs on the same basis as all other District students. Homeless student and youth shall be to the extent possible, integrated with non-homeless children.

Where the student is temporarily living in a Runaway and Homeless Youth (RHY) shelter outside of the school district the student has designated to attend, the RHY shelter may provide transportation and will be fully reimbursed by the New York State Education Department (NYSED). If the RHY shelter is unwilling or unable to provide transportation, the school district must provide transportation and will be fully reimbursed by NYSED

The School District designates a homeless liaison as the Local Educational Liaison for Homeless Children and Youth for the District. In addition to any other duties required by law, this person shall be responsible for reporting to the Board of Education on an annual basis the number of homeless children in the District, the placement of these children, and any suggestions for lowering any barriers to enrollment, attendance, school success and retention of homeless children and youth in the District.

Where the District receives a completed Commissioner’s form designating the District as the school of attendance for a child and disputes issues relating to school enrollment or school selection of that student, the following shall occur:

1. The student shall be immediately enrolled in the designated school.
2. Prior to making a final determination on the disputed issue, the Superintendent or

Superintendent's designee shall afford the student or person in parental relation to the student an opportunity to submit information to the District addressing the disputed issue.

3. The Superintendent or Superintendent's designee shall render a decision in writing and provide a copy to the student or person in parental relation.

A written decision shall include an explanation of the school's decision and a statement regarding the right to appeal the decision to the Commissioner of Education as required by law.

The School District will collect and transmit to the Commissioner of Education in accordance with the Commissioner's rules, a report containing information the Commissioner determines necessary to assess the educational needs of homeless children and youths.

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Second Reading:        April 5, 2017  
BOE Adoption:

**Policy # 52**

**CONCUSSION MANAGEMENT POLICY**

The Board of Education recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity and can have serious consequences if not managed carefully. Therefore, the District adopts the following policy to support the proper evaluation and management of head injuries.

Concussion is a mild traumatic brain injury. Concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

While district staff will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, nurses and other appropriate staff will receive training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. The school nurse or appropriate coach will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians.

If a student sustains a concussion at a time other than when engaged in a school-sponsored activity, the district expects the parent/legal guardian to report the condition to school nurse and appropriate coach so that the district can support the appropriate management of the condition.

The student shall not return to school or activity until authorized to do so by an appropriate health care professional. The school's chief medical officer or his designee will make the final decision on return to activity including physical education class and after-school sports. Any student who continues to have signs or symptoms upon return to activity must be removed from play and reevaluated by their health care provider. The Superintendent, in consultation with appropriate district staff, including the chief school medical officer, will develop regulations and protocols to guide the return to activity.

[www.nysphsaa.org/safety/pdf/DraftPolicyConcussionManagement.pdf](http://www.nysphsaa.org/safety/pdf/DraftPolicyConcussionManagement.pdf)

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**Policy # 53****The Dignity for All Students Act - Cyberbullying**

The Board is committed to providing a school environment that is free from harassment, bullying and discrimination. Harassment, discrimination, intimidation or bullying and acts of cyberbullying, as defined by New York Education Law Article Two and the Regulations of the Commissioner § 100.2 by students, staff or visitors toward students are strictly prohibited. Therefore, in accordance with such laws and regulations, conduct of this nature is subject to discipline in accordance with the District's Code of Conduct and the Internet Safety and Acceptable Use Policies.

Reports of harassment, bullying and discrimination shall be made to the Building Principal\*\*\*, Superintendent or the Principal's or Superintendent's designee. Students and parents/guardians may make an oral or written report of harassment, bullying or discrimination to District teachers or administrators.

District employees who witness harassment, bullying or discrimination, or who receive an oral or written report of harassment, bullying or discrimination, shall promptly orally notify the Building Principal, Superintendent or the Principal's or Superintendent's designee not later than one school day after such employee witnesses or receives a report of harassment, bullying or discrimination. After oral notification, the District employee shall file a written report with the Building Principal, Superintendent or the Principal's or Superintendent's designee not later than two school days after making the oral report.

The Building Principal, Superintendent or the Principal's or Superintendent's designee shall lead or supervise a thorough investigation of all reports of harassment, bullying or discrimination, and ensure that said investigation is completed promptly after receipt of any written reports made.

In the event an investigation verifies harassment, bullying or discrimination, the District shall take prompt actions reasonably calculated to end the harassment, bullying or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such harassment, bullying or discrimination was directed. Retaliation against any individual who, in good faith, reports or assists in the investigation of harassment, bullying or discrimination, is strictly prohibited.

Individuals whose behavior is found to be in violation of this policy will be subject to discipline or removal from the premises in accordance with school policy, including the

Code of Conduct. If appropriate, individuals may also be referred to law enforcement officials.

The Building Principal shall make a regular report on data and trends related to harassment, bullying and discrimination to the Superintendent.

The Superintendent shall establish procedures and guidelines that will include, but not be limited to, staff training and professional development, the method of reporting an incident believed to be in violation of this policy, the procedure for investigation and the prohibition of retaliation for reporting an incident. The District shall also provide required instruction supporting development of a school environment free of harassment, bullying and discrimination having an emphasis on discouraging acts of harassment, bullying (including cyberbullying) and discrimination and including instruction in the safe, responsible use of the Internet and electronic communications.

The Board will review this policy from time to time, but no less than annually, and will make any necessary modifications as required by the applicable laws and regulations.

This policy and any amendments or addendums shall be published in the student handbook and on the District website. At least once each school year, the District shall provide all school employees, students and parents or persons in parental relation with a written or electronic copy of this policy and any other policy created by the District in compliance with the Dignity for All Students Act.

If the Superintendent or Principal designates a staff member to receive oral or written reports of harassment, bullying, or discrimination, then the Superintendent or Principal shall publish the name and title of the designee to the school community as an addendum to this policy.

**Cross Reference:** Anti-discrimination Policy; Sexual Harassment Policy, Code of Conduct; Internet Safety Policy; Acceptable Use Policy; NYS Educ. Law §§ 10-13; 8 NYCRR §100.2

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**Policy # 54****TIME OUT ROOM**

The use of a time out room may be an effective and safe means for a student with a disability to deescalate safely, regain control, and prepare to return to the education program. It may also on occasions be necessary to use the time out room to remove a student from a potentially dangerous situation:

- to protect oneself from physical injury;
- to protect another student, teacher, or any person from physical injury;
- to protect the property of the school, or of others; or
- to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of school district functions, if that student has refused to comply with a request to refrain from further disruptive acts.

Except where there is an unanticipated and immediate concern for the health or safety of a student or others, a time out room is to be used only in conjunction with a disabled student's behavioral intervention plan (*bip*).

The student may not be placed in a locked room and may not be placed in a room, or in a space within a room, where the student cannot be continuously observed and supervised. Any time out room must conform to the requirements set forth below.

A student may be placed in a time out room: (1) consistent with the student's IEP and in accordance with that student's *bip*, which shall include specification of factors to determine the need for use of the time out room and the maximum amount of time to be spent in the room; or (2) if not designated in an IEP nor in a *bip*, when the student's behavior poses an immediate and unanticipated concern for the health or safety of that student or of others, and it is determined by the professional staff working with the student that the use of the time out room is the least restrictive means to enable the student or others to remain safe and to enable the student to deescalate safely and to regain control.

Whenever a student's *bip* indicates that the student would be removed to a time out room as a planned strategy to address behaviors, the student's IEP must specify the use of a time out room, including the maximum amount of time a student will need to be in the room as determined on an individual basis in consideration of the student's age and individual needs.

If a student is removed to a time out room on an emergency basis and not pursuant to an IEP nor a *bip*, the parent must be notified as soon as possible after the removal.

Use of the time out room for an individual student may not exceed the time designated on the student's *bip* and in the IEP. If the student is not able to return safely to the education program after the maximum time specified, staff shall follow the *bip* for other behavioral interventions.

All parents of students with a disability whose IEP and *bip* specify the use of a time out room shall be provided with a copy of this policy. They shall also be notified prior to

implementation of a time out room and that they have the right to view the physical space to be utilized as the time out room.

Staff shall continuously monitor any student in the time out room. A log will be maintained for each use of the time out room to monitor the effectiveness of the time out procedure to decrease specified behaviors. The log will include the student's name, factors precipitating the time out intervention, the time the student entered and exited the room, and the name of the staff member(s) who initiated the time out placement, who supervised the student during the time out procedure, and who removed the student from the time out room.

Data will be gathered to monitor the effectiveness of the use of the time out room. Such information is to be made available to the CSE and, upon request, to the student's parents. The Director of Special Education shall arrange for training of staff regarding the use of the time out room.

The time out room must be of adequate width, length and height to allow the student to move about and recline comfortably. It must provide a means for continuous visual and auditory monitoring of the student and must have adequate lighting and ventilation. Wall and floor coverings shall be designed and constructed to prevent injury. The temperature of the room is to be within the normal comfort range and consistent with the rest of the building. The room is to be clean and free of all objects and fixtures that could be potentially dangerous to a student, and shall meet all local fire and safety codes. The room shall be unlocked and able to be opened from the inside at all times while the student is in the room.

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