

PERRY CENTRAL SCHOOLS  
PERRY, NEW YORK 14530

BOARD OF EDUCATION

June 11, 2018

7:00 p.m.

Senior High School

A G E N D A

I. Call to Order, Roll Call, Pledge of Allegiance

II. Adopt Agenda

III. Persons Wishing to Address the Board - none

IV. Presentations - none

A. Genesee Valley BOCES Update, *Kevin MacDonald and David DeLaVergne*

B. Physical Fitness Testing, *Jeremy Ohlson and Stefanie Weber*

V. Reports

A. Capital Project Update

VI. Minutes of Previous Meetings

A. May 29, 2018 – Regular Meeting

VII. Consideration of Accounts

A. Request for Payment

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves the following request for payment for services/supplies related to Capital Project contracts:

- Bernard P. Donegan, Inc. Invoice Dated: May 25, 2018 \$887.50

VIII. Old Business - none

IX. New Business

A. Committee on Special Education Recommendations

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education has no objections to the recommendations of the Committee and approves the authorization of funds to implement the special education programs and services consistent with such recommendations dated 05/14/18, 05/18/18, 05/21/18, 05/22/18, 05/23/18, 05/25/18, 05/29/18 and 05/30/18.

B. Committee on Preschool Special Education Recommendations

RESOLVED: That upon recommendation of Superintendent Daryl T. McLaughlin, the Board of Education has no objections to the recommendations of the Committee and authorizes the Committee to implement the special education programs and services consistent with such recommendations dated 06/01/18.

C. Building Use

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves Tom McLaughlin's request for the Perry Fire Department to use district grounds on Sunday, July 29<sup>th</sup> for the Sea Serpent Softball Tournament.

D. Declare Surplus

Upon motion made by , seconded by , the following resolution was offered:

RESOLVED: That upon recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby declares the following as surplus:

- (2) Fisher Speakers, serial #125110325 and #125110326
- (1) Ludwig Bass Drum, serial #670777
- (Set of 2) Ludwig Marching Toms, serial #3171698 (4) Ludwig Marching Snare Drums (Blue), serial #2134790, #2134791, #406974, 4<sup>th</sup> no serial #.
- (2) Ludwig Marching Bass Drum Harness (no serial #s)
- (1) Ludwig Marching Snare Drum Harness (no serial #)
- (1) Ludwig Drum Harness (no serial #)
- (77) Pearson Education (2009) Envision Math, New York
- (43) Harper Collins Publishers, (1994) Rogets Student Thesaurus
- (5) Pearson Education, (2009) Math Intervention System Box
- (6) Pearson Education, (2009) Math Teacher Manuals
- (21) Wester Publisher Co., (1985) A First Thesaurus
- (3) Educators Publishing Co., (2006) Sitten Spelling Teacher Manuals
- (17) Scott, Foresman & Co., (1993) Beginning Dictionary
- (26) Merriam Webster Inc., Publishers, (1986) Websters Basic English Dictionary
- (1) Houghton Mifflin Co., (2001) Houghton Mifflin Reading Traditions

1<sup>st</sup> Grade Houghton Mifflin Reading Series:

- (72) Primer A (1991)
- (69) Primer B (1991)
- (58) Primer C (1991)
- (44) Book 1 (1991)
- (65) Book 1+ (1991)
- (872) Thin Titles (2004)
- (172) Thin Vocabulary Readers (2004)
- (255) Phonics Library (2006)
- (3,075) Thin Titles (2006)
- (397) Anthologies (2006)

E. Authorization – Memorandum of Understanding

RESOLVED: The Board of Education hereby authorizes Superintendent Daryl T. McLaughlin to sign a Memorandum of Understanding with Genesee Valley Educational Partnership and the Genesee Migrant Center to provide translation and interpretation services for non-Migrant educational eligible students attending Perry Central School for the 2018-19 school year.

F. Authorization – Contract

RESOLVED: The Board of Education hereby authorizes Superintendent Daryl T. McLaughlin to sign a contract with Hillside Children’s Center for the provision of therapeutic education programming for the 2018-19 school year.

G. Authorization – Occupational Education Programs

RESOLVED: That upon recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves the following district residents, attending Gilead School of Discipleship, to participate in the occupational education programs provided by the Genesee Valley Educational Partnership for the 2018-19 school year:

- |                  |        |                              |
|------------------|--------|------------------------------|
| ▪ Jackson Guesno | Gr. 10 | Computer Information Systems |
| ▪ Jase Stone     | Gr. 10 | Metal Trades                 |
| ▪ Ally Watson    | Gr. 10 | Cosmetology                  |

H. Transfer of Funds

RESOLVED: That upon recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves the following transfer from 2017-2018 unappropriated fund balance:

|     |                                    |              |
|-----|------------------------------------|--------------|
| To: |                                    |              |
|     | 2018 Building Capital Reserve Fund | \$949,453.21 |

I. Authorization – Memorandum of Agreement

RESOLVED: The Board of Education hereby authorizes Superintendent Daryl T. McLaughlin to sign a Memorandum of Agreement with the Perry Professional Educators Association and Corey J. Hollister regarding terms of employment as a Physics/Chemistry teacher.

J. Out of District Residents Requests to Attend Perry Central School

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves Ruth Manchester's request for Leah Manchester to attend Perry Central School for the 2018-19 school year tuition free.

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves Amy Bush's request for Mason Bush to attend Perry Central School for the 2018-19 school year tuition free.

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves Heidi Dills' request for Hannah Dills to attend Perry Central School for the 2018-19 school year tuition free.

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves Angela Naschke's request for Madeline Naschke and Lucas Naschke to attend Perry Central School for the 2018-19 school year tuition free.

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves Renee Fanaro's request for Zachary Fanaro to attend Perry Central School for the 2018-19 school year tuition free.

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves Julie Schneider's request for Jacob Schneider to attend Perry Central School for the 2018-19 school year tuition free.

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves Stacy Carpenter's request for Alyssa Carpenter and Dalton Carpenter to attend Perry Central School for the 2018-19 school year tuition free.

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves Tracey Hockey's request for Michael Hockey, Mitchel Hockey and Matthew Hockey to attend Perry Central School for the 2018-19 school year tuition free.

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves Amanda Lynch's request for Kahlea Josephine Strauss to attend Perry Central School for the 2018-19 school year tuition free.

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves Jaimie Stanton's request for Ariel Mae Stanton to attend Perry Central School for the 2018-19 school year tuition free.

K. First Reading of Policies

- Policy Number 5660; *Meal Charging and Prohibition Against Meal Shaming*
- Policy Number 5661; *Wellness\**
- Policy Number 6212; *Certification and Qualifications*
- Policy Number 6550; *Leaves of Absence*
- Policy Number 7242; *Military Recruiters and Institutions of Higher Education*
- Policy Number 7512; *Student Physicals*
- Policy Number 7513; *Medication and Personal Care Items*
- Policy Number 8240 *Instruction in Certain Subjects*

X. Round Table Discussion

XI. **Personnel – Instructional (Consent)**

- ❖ Request to withdraw specific item(s) from the Personnel – Instructional consent agenda.

A. Appointment

1. Physics and Chemistry Teacher

XII. **Personnel – Non Instructional (Consent)**

- ❖ Request to withdraw specific item(s) from the Personnel – Non Instructional consent agenda.

A. Appointments

1. 2018-19 Coaches

B. Resignation

1. Teaching Assistant

C. Unpaid Leave

1. Teacher Aide
2. Teacher Aide

XIII. Board Open Forum

XIV. Adjournment

# POLICY

2018

5660  
1 of 4

Non-Instructional/Business  
Operations

## SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING

**[Districts participating in the National School Lunch Program and/or School Breakfast Program must adopt a policy addressing meal charging and prohibiting meal shaming. The policy is not needed where there is district-wide participation in the Community Eligibility Provision (CEP) or Provision 2, but is needed if only some, but not all schools within a district participate in CEP or Provision 2.]**

It is the District's goal to provide students with access to nutritious no- or low-cost meals each school day and to ensure that a student whose parent/guardian has unpaid meal charges is not shamed or treated differently than a student whose parent/guardian does not have unpaid meal charges.

Unpaid meal charges place a large financial burden on the District. The purpose of this policy is to ensure compliance with federal requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed, or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the District in a way that does not stigmatize, distress, or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch and snack meals only. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

### Access to Meals

- a) Free meal benefit eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.
- b) Reduced meal benefit eligible students will be allowed to receive a breakfast of their choice for *\*[enter amount, maximum \$.25]* and lunch of their choice for *\*[enter amount, maximum \$.25]* each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal. A la carte items or other similar items must be paid/prepaid.
- c) Full pay students will pay for meals at the District's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal. A la carte items or other similar items must be paid/prepaid.

### Ongoing Staff Training

- a) Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the State Education Department (SED) Webinar or the District's training program.

***\*Customize to District***

(Continued)

**SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING  
(Cont'd.)**

- b) Staff training will include ongoing eligibility certification for free or reduced price meals.

**Parent Notification**

Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued unpaid meal charges within \*[enter number] days of the charge and then every \*[enter number] days/weeks thereafter.

**Parent Outreach**

- a) Staff will communicate with parents/guardians with five or more unpaid meal charges to determine eligibility for free or reduced price meals.
- b) Staff will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- c) Staff will contact the parent/guardian to offer assistance with completion of meal application to determine if there are other issues within the household causing the student to have insufficient funds, offering any other assistance that is appropriate.

**Minimizing Student Distress**

- a) Staff will not publicly identify or stigmatize any student in line for a meal or discuss any outstanding meal debt in the presence of any other students.
- b) Students with unpaid meal charges will not be required to wear a wristband or handstamp, or to do chores or other work to pay for meals.
- c) Staff will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous unpaid meal charges.
- d) Staff will not take any action directed at a student to collect unpaid meal charges.
- e) Staff will deal directly with parents/guardians regarding unpaid meal charges.

**Ongoing Eligibility Certification**

- a) Staff will conduct direct certification through the New York Student Identification System (NYSSIS) or using SED Roster Upload at least monthly to maximize free eligibility.

*\*Customize to District*

(Continued)

**SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING  
(Cont'd.)**

- b) Staff will provide parents/guardians with free and reduced price application and instructions at the beginning of each school year in the school enrollment packet.
- c) If the District uses an electronic meal application, it will provide an explanation of the process in the school enrollment packet and instructions on how to request a paper application at no cost.
- d) The District will provide at least two additional free and reduced price applications throughout the school year to families identified as owing meal charges.
- e) The District will use its administrative prerogative to complete an application on a student's behalf judiciously, and only after using exhaustive efforts to obtain a completed application from the student's parent/guardian. The District will complete the application using only available information on family size and income that falls within approvable guidelines.
- f) The District will coordinate with the foster, homeless, migrant, and runaway coordinators at least monthly to certify eligible students.

### **Prepaid Accounts**

Students/Parents/Guardians may pay for meals in advance via *\*[web address for prepay]* or with a check payable to *\*[lunch fund name]*. Further details are available on the District's webpage at *\*[District web address]*. Funds should be maintained in accounts to minimize the possibility that a student may be without meal money on any given day. Any remaining funds for a particular student *\*[may/will]* be carried over to the next school year.

To obtain a refund for a withdrawn or graduating student, a written or e-mailed request for a refund of any money remaining in the student's account must be submitted. Students who are graduating at the end of the year will be given the option to transfer any remaining money to a sibling's account through a written request.

Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the District Food Service Program.

***\*Customize to District***

Adoption Date



**SUBJECT: WELLNESS\***

The District is committed to providing a school environment that promotes and protects students' health, well-being, and ability to learn, by fostering healthy eating and physical activity before, during, and after the school day. This wellness policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This wellness policy applies to all students, staff, and schools in the District.

**Definitions**

For the purpose of this wellness policy:

- a) School campus means all areas of property under the jurisdiction of the District that are accessible to students during the school day.
- b) School day means the period from the midnight before, to 30 minutes after the end of the official school day.

**Governance**District Wellness Committee

The District has established a wellness committee that meets at least **four times** per year to oversee and establish goals for school health and safety policies and programs, including the development, implementation, and periodic review and update of this district-level wellness policy. The District Wellness Committee will evaluate and make recommendations that reflect the specific needs of the District and its students.

The District will actively seek members for the District Wellness Committee through the use of email, newsletters, the District's website, the District's social media page(s), and/or advertisements.

The District Wellness Committee membership will represent all school levels, and include (to the extent possible), but not be limited to, representatives from the following groups:

- a) Parents and caregivers;

(Continued)

**SUBJECT: WELLNESS (Cont'd.)**

- b) Students;

# POLICY

2018

5661  
2 of 12

Non-Instructional/Business  
Operations

- c) Physical Education teachers;
- d) School health professionals;
- e) District food service program representatives;
- f) School Board;
- g) School administrators;
- h) General Education teachers;
- i) Supplemental Nutrition Assistance Program Education (SNAP–ED) coordinators; and
- j) Members of the public.

## District Wellness Leadership

The following District official(s) is/are responsible for the implementation and oversight of this district-level wellness policy:

*School Business Administrator*

The contact information for this/these individual(s) is/are:

*wellness@perry.k12.ny.us*

This/these individual(s) will be referred to as District Wellness Coordinator(s) throughout this wellness policy.

The District Wellness Coordinator(s) will convene the District Wellness Committee, facilitate the development of and updates to this wellness policy, and serve as liaison(s) with community agencies. The District Wellness Coordinator(s) will also work to ensure each school's compliance with this wellness policy.

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**SUBJECT: WELLNESS (Cont'd.)**

## **Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement**

The District will develop and maintain an implementation plan to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines

# POLICY

2018

5661  
3 of 12

Non-Instructional/Business  
Operations

specific to each school. It also includes specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness. In developing these goals, the District will review and consider evidence-based strategies and techniques.

## Annual Notification of Policy

The District will inform families and the general public each year, via the District website and/or District-wide communications, of information about this wellness policy, including, but not limited to: its implementation status, its content, and any updates to the policy. The District will endeavor to share as much information as possible about its schools' nutrition environment, including a summary of school events or activities relative to this wellness policy implementation. Each year, the District will also publicize the name and contact information of the District official(s) leading and coordinating the District Wellness Committee, as well as information on how the community may get involved with the District Wellness Committee.

## Triennial Assessments

At least once every three years, the District will assess its compliance with this wellness policy. The triennial assessment will measure the implementation of this wellness policy, and include an assessment of:

- a) The extent to which schools in the District are in compliance with this wellness policy;
- b) The extent to which this wellness policy compares to model local school wellness policies; and
- c) A description of the progress made in attaining the goals of this wellness policy.

The following District official(s) is/are responsible for managing the District's triennial assessment:

***School Business Administrator***

(Continued)

**SUBJECT: WELLNESS (Cont'd.)**

The contact information for this/these individual(s) is/are:

[wellness@perry.k12.ny.us](mailto:wellness@perry.k12.ny.us)

The District will actively notify the public of the availability of the triennial assessment results.

**Revisions and Updating the Policy**

This wellness policy will be assessed and updated, at a minimum, every three years based on the results of the triennial assessment. This wellness policy may also be updated as District priorities change, community needs change, wellness goals are met, new health science, information and technology emerge, and/or new Federal or State guidance or standards are issued.

Evaluation and feedback from interested parties are welcomed as an essential part of revising and updating this wellness policy.

**Community Involvement, Outreach, and Communications**

The District is committed to being responsive to community input, which begins with awareness of this wellness policy. On an annual basis, the District will make this wellness policy available to families and the public. The District will also annually inform families and the public, in culturally and linguistically appropriate ways, of its content and implementation status, as well as any updates to this wellness policy. The District will make this information available via the district website and/or district-wide communications. The District will use these same means to inform families and the public on how to become involved with and support this wellness policy, as well as about the results of the triennial assessment.

**Recordkeeping**

The District will retain records to document compliance with the requirements of this wellness policy in the District Office and/or on the District's central computer network. Documentation maintained at this location includes, but is not limited to:

- a) The written wellness policy;
- b) Documentation demonstrating that this wellness policy has been made available to the public;

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**SUBJECT: WELLNESS (Cont'd.)**

- c) Documentation of efforts to review and update this wellness policy, including an indication of who is involved in the update and methods the District uses to make stakeholders aware of their ability to participate on the District Wellness Committee;
- d) Documentation demonstrating compliance with the annual public notification requirements;
- e) The most recent triennial assessment on the implementation of this wellness policy; and
- f) Documentation demonstrating that the most recent triennial assessment results have been made available to the public.

## **Nutrition**

The District seeks to ensure all of its students obtain the knowledge and skills necessary to make nutritious food selections and enjoy life-long physical activity. To this end, the District sets forth the following goals relating to nutrition.

### School Meals

The District is committed to promoting student health and reducing childhood obesity by:

- a) Serving meals that meet or exceed nutrition requirements established by local, state, and Federal statutes and regulations;
- b) Ensuring all students have a scheduled lunch period;
- c) Providing all students with adequate time to consume meals;
- d) Promoting healthy food and beverage choices;
- e) Preparing meals that are appealing and attractive to students;
- f) Serving meals in clean and pleasant settings;
- ~~g) Having lunch follow the recess period to better support learning and healthy eating; and~~
- h) Encouraging student participation in federal Child Nutrition Programs.

Child Nutrition Programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

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**SUBJECT: WELLNESS (Cont'd.)**

# POLICY

2018

5661  
6 of 12

Non-Instructional/Business  
Operations

All schools within the District participate in the following federal Child Nutrition Programs:

*National School Lunch Program;*

*School Breakfast Program*

~~District food service staff will meet with students in grades 4 through 12 twice annually to solicit feedback on the school breakfast and/or school lunch program(s).~~

## Staff Qualifications and Professional Development

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education and training requirements as specified in the USDA Professional Standards for School Nutrition Professionals. In order to locate the training that best fits their learning needs, school nutrition personnel will refer to the USDA's Professional Standards for School Nutrition Standards website.

## Water

To promote hydration, free, safe, unflavored drinking water will be available to all students and staff throughout the school day and throughout every school campus. The District will make drinking water available where school meals are served during meal times.

## Competitive Foods and Beverages

All competitive foods will meet, at a minimum, the USDA Smart Snacks in School nutrition standards. The Smart Snacks in School nutrition standards aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

Competitive foods include all food and beverages available for sale to students on the school campus during the school day other than meals reimbursed through programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966. This includes, but is not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

(Continued)

**SUBJECT: WELLNESS (Cont'd.)**

# POLICY

2018

5661  
7 of 12

Non-Instructional/Business  
Operations

## Foods and Beverages Provided, But Not Sold, to Students During the School Day

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages provided, but not sold, to students on the school campus during the school day (e.g. classroom parties, classroom snacks brought by parents, or other foods given as incentives) will *be low in saturated fat, and have zero grams of trans-fat per serving.*

## Fundraising

School-sponsored fundraisers conducted outside of the school day will be encouraged to support the goals of this wellness policy by promoting the sale of healthy food items (fresh fruit and produce) and/or non-food items, such as water bottles, plants, etc., and by promoting events involving physical activity.

## Foods and Beverages Available for Sale at Events Outside of the School Day

The District is committed to ensuring that all foods and beverages available to students support healthy eating. The foods and beverages that are available for sale at school sponsored events outside of the school day will *be low in saturated fat, and have zero grams of trans-fat per serving.*

## Food and Beverages Marketing in Schools

All foods and beverages marketed or promoted to students on the school campus during the school day will meet, at a minimum, the USDA Smart Snacks in School nutrition standards. Food marketing commonly includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product.

The District is aware that certain scoreboards, signs, and other durable equipment it employs may market foods and beverages in a way that is inconsistent with the aims of this wellness policy. While the immediate replacement of this equipment is not required, as the District replaces or updates this equipment over time, it will ensure its replacement and purchasing decisions reflect the marketing guidelines established by this wellness policy.

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**SUBJECT: WELLNESS (Cont'd.)**

### \*Nutrition Promotion and Education

Nutrition promotion and education positively influences lifelong eating behaviors. The District will model and encourage healthy eating by:

- a) Promoting healthy food and beverage choices for all students by using Smarter Lunchroom techniques which guide students toward healthful choices, as well as by ensuring that 100%

# POLICY

2018

5661  
8 of 12

Non-Instructional/Business  
Operations

of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards;

- b) Promoting nutrition education activities that involve parents, students, and the community;
- c) Promoting school and community awareness of this wellness policy through various means, such as publication on the District website;
- d) Encouraging and promoting wellness through social media, newsletters, and an annual family wellness event;
- e) Encouraging participation in federal Child Nutrition Programs;
- f) Ensuring that the marketing and advertising of foods and beverages on school campuses during the school day is consistent with nutrition education and health promotion;
- g) Integrating nutrition education within the comprehensive health education curriculum and other instructional areas, as appropriate, and taught at every grade level, K through 12. Nutrition education follows applicable New York State Standards and is designed to help students acquire:
  - 1. Nutrition knowledge, including, but not limited to: the benefits of healthy eating; essential nutrients; nutritional deficiencies; principles of healthy weight management; the use and misuse of dietary supplements; and safe food storage, handling, and preparation;
  - 2. Nutrition-related skills, including, but not limited to: planning healthy meals; understanding and using food labels; critically evaluating nutrition information, misinformation, and commercial food advertising; assessing personal eating habits; and setting and achieving goals related to these concepts;
- ~~h) Providing families and teachers with a list of healthy party ideas, including non-food celebration ideas;~~

*\*District to customize section on Nutrition Promotion and Education to reflect actual District practices. Sample language has been provided for your District's review.*

(Continued)

**SUBJECT: WELLNESS (Cont'd.)**

- ~~i) Providing families with a list of classroom snacks and beverages that meet USDA Smart Snacks in School nutrition standards;~~
- j) Discouraging staff from using food as a reward or withholding food as punishment under any circumstance — ~~teachers and other appropriate school staff will be provided with a list of alternative ways to reward students; and~~



- k) Encouraging District staff to model healthy eating, drinking, and physical activity behaviors for students.

## **\*Physical Activity and Education**

### Physical Activity

Since physical activity affects students' emotional and physical well-being, as well as their cognitive development, the District is committed to ensuring that all students, including students with disabilities requiring adaptations or modifications, are provided the opportunity to participate in physical activity before, during, and after school. Physical activity opportunities will be in addition to, not in lieu of, physical education.

Recess, physical education, or other physical activity time will not be cancelled for instructional make-up time, nor will it be withheld for disciplinary action unless the student is a danger to him or herself or others. This does not include participation on sport teams that may have specific academic requirements. Classroom teachers will be provided with a list of ideas for alternative ways to discipline students.

The District is committed to encouraging physical activity through the following:

- a) Classroom Physical Activity Breaks (Elementary and Secondary)

All classroom teachers, and particularly those engaged in the instruction of K through 5 students, are strongly encouraged to incorporate into the school day short breaks for students that include physical activity, especially after long periods of inactivity.

- ~~b) Recess (Elementary)~~

~~— All elementary students will be offered one daily period of recess for a minimum of 20 minutes. This requirement will not apply on days where students arrive late, leave early, or are otherwise on campus for less than a full day. Outdoor recess will be offered when weather permits. In the event that indoor recess is necessary, it will be offered in a place that accommodates moderate to vigorous physical activity.~~

*\*District to customize section on Physical Activity and Education to reflect actual District practices. Sample language has been provided for your District's review.*

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### **SUBJECT: WELLNESS (Cont'd.)**

- c) Active Academics

Teachers are encouraged to incorporate kinesthetic learning approaches into core learning subjects when possible to limit sedentary behavior during the school day.

- d) Before and After School Activities

The District will offer opportunities for all students to participate in physical activity before and/or after the school day through various methods, such as physical activity clubs, intramurals, and interscholastic sports.

e) Active Transport

The District supports active transport to and from school, i.e. walking or biking. The District will encourage this behavior by securing storage facilities for bicycles and equipment. The District strongly encourages the use of appropriate protective wear, such as helmets.

### Physical Education

The District will have a Board-approved Physical Education Plan on file with the New York State Education Department that meets or exceeds the requirements set forth in the Commissioner's regulations. All students will be required to fulfill the physical education requirements set forth in the Commissioner's regulations as a condition of graduating from the District's schools.

The District recognizes the importance of physical education classes in providing students with meaningful opportunities for physical exercise and development. Consequently, the District will ensure that:

- a) All physical education classes are taught or supervised by a certified physical education teacher;
- b) All physical education staff receive professional development relevant to physical education on a yearly basis;
- c) Interscholastic sports, intramural sports, and recess do not serve as substitutes for a quality physical education program;
- d) Students are afforded the opportunity to participate in moderate to vigorous activity for at least 50% of physical education class time;

(Continued)

### **SUBJECT: WELLNESS (Cont'd.)**

- e) It provides adequate space and equipment for physical education and conforms to all applicable safety standards;
- f) An age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education is implemented, with a focus on students' development of motor skills, movement forms, and health-related fitness;

# POLICY

2018

5661  
11 of 12

Non-Instructional/Business  
Operations

- g) A physical and social environment is provided that encourages safe and enjoyable activity for all students; and
- h) Activities or equipment are adapted or modified to meet the needs of students who are temporarily or permanently unable to participate in the regular program of physical education. In doing so, the District will abide by specific provisions in 504 Plans and/or individualized education programs (IEP). To that end, the Committee on Special Education (CSE) will ensure that a certified physical education teacher participates in the development of a student's IEP, if the student may be eligible for adapted physical education.

## **\*Other School-Based Activities that Promote Student Wellness**

The District is committed to establishing a school environment that is conducive to healthy eating and physical activity for all. The District will, therefore, pursue the following:

### Community Partnerships

The District will develop, enhance, and continue relationships with community partners in support of the implementation of this wellness policy. Existing and new community partnerships will be evaluated to ensure they are consistent with this wellness policy and its goals. The District will provide all community partners with a copy of this wellness policy so that they are aware of the District's requirements and goals.

### Community Access to District Facilities for Physical Activities

School grounds and facilities will be available to students, staff, community members and organizations, and agencies offering physical activity and nutrition programs consistent with District policy, including provisions regarding conduct on school grounds and administrative approval of use by outside organizations.

*\*District to customize section on Other School-Based Activities that Promote Student Wellness to reflect actual District practices. Sample language has been provided for your District's review.*

(Continued)

**SUBJECT: WELLNESS (Cont'd.)**

### Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and

# POLICY

2018

5661  
12 of 12

Non-Instructional/Business  
Operations

health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

42 USC. §§ 1758, 1758b

7 CFR. §§ 210.10, 210.11, 210.18, 210.31, and 220.8

USDA, SP 24-2017, Local School Wellness Policy: Guidance and Q&As (Apr. 6, 2017)

81 Fed. Reg. 50,151 (July 29, 2016) (codified at 7 C.F.R. pts. 210 & 220)

Education Law § 915

8 NYCRR § 135.4

Memorandum from N.Y. St. Educ. Department on Smart Snacks Standards and Fundraisers (Sept. 16, 2014)

NOTE: Refer also to Policy # 5660 -- School Food Service Program (Lunch and Breakfast)

Adoption Date

## Personnel

**SUBJECT: CERTIFICATION AND QUALIFICATIONS**

The following provisions will govern certification and qualifications of District personnel:

- a) In accordance with applicable statutes, Rules of the Board of Regents, and Commissioner's regulations, each employee whose employment requires certification or other licensure must inform the Superintendent immediately of any change in his or her certification or licensure status. The changes may include the granting, revocation, upgrading, expiration, conversion, and/or extension of documents as to their periods of validity or their titles.
- b) Commissioner's regulations extend the expiration dates for various certificate holders engaged in active military service for the period of active service and an additional 12 months from the end of the service. The regulations also reduce the professional development requirements for certification holders called to active duty for the time of active service.
- c) ~~The original certificates and/or licenses must be presented for examination and copying in the Superintendent's office as soon as they are available to the employee. The copies will be maintained in the employee's personnel file in support of the legitimate employment of each affected employee. The failure of any employee to possess the required certification or other licensure may result in the discharge of that employee.~~

Online verification of an employment applicant's certification status will be used in lieu of printed certificates for current and potential employees. The District will also check the TEACH database to ensure that any Permanent or Professional certificates for new hires remain valid.

- d) It is the responsibility of the employee to ensure that he or she maintains the appropriate certification and/or licensure required for his or her assignment.

**Parent Notification**

The District is required to provide parents, upon request, with specific information about the professional qualifications of their children's classroom teachers. The following will be provided by the District upon request:

- a) If the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- b) Whether the teacher is teaching under emergency or other provisional status through which the state qualification or licensing criteria have been waived;
- c) The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- d) If the child is provided services by any instructional aides or similar paraprofessionals and, if so, their qualifications.

**2018**

6212  
2 of 2

Personnel

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**SUBJECT: CERTIFICATION AND QUALIFICATIONS (Cont'd.)**

20 USC § 7801(23)

34 CFR §§ 200.55 and 200.56

Education Law §§ 210, 305, 3001, 3001-a, 3004, 3006 and 3008

8 NYCRR Subparts 57-3, 80-1, 80-2, 80-3, 80.4, and 80.5

8 NYCRR §§ 100.2(dd) and 100.2(o)

Adoption Date

**SUBJECT: LEAVES OF ABSENCE**

In general, leaves of absence will be administered by the Superintendent. The Board reserves the right to grant leaves of absence for purposes or under conditions not contemplated or considered in the policy statement. Where a leave of absence is falsely requested or improperly used, the Board may undertake appropriate disciplinary action. The purpose or conditions of a leave of absence may not be altered except by permission of the Superintendent, as expressed in writing.

Leaves of absence, contractual, et al.

- a) Employees who are members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted in accordance with provisions of contracts in effect between the District and each bargaining unit.

- b) Employees who are not members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted by these employees where the requests are consistent with provisions of contracts in effect between the District and the bargaining unit most compatible with the employment status of the employee.

- c) Employees who are under contract to the District:

Authorization is granted to implement provisions for leaves of absence contained in each contract.

Leaves of absence, unpaid, not covered above

- a) Subject to limitations enumerated in this policy statement, authorization is granted for the following unpaid leaves of absence:

1. For a period of time not to exceed one school year for approved graduate study, this leave to include any required internship experience.
2. At the expiration of a paid sick leave of absence, this leave may be extended for a period of time not longer than the end of the school year after the school year in which the paid leave of absence began.

- b) Unpaid leaves of absence cannot be used to extend vacation periods, to take vacations, to engage in other occupations, or to provide additional personal leaves, except that the Superintendent will have discretion, where circumstances warrant, to approve leaves of absence for those purposes.

- c) Unpaid leaves of absence will not be granted unless the services of a substitute employee, satisfactory in the discretion of the Superintendent, can be secured.

(Continued)

## Personnel

**SUBJECT: LEAVES OF ABSENCE (Cont'd.)**

- d) Except where it interferes with an employee's legal or contractual rights, the timing of unpaid leaves of absence will be granted at the convenience of the District.

Other leaves of absence

- a) Emergency Service Volunteer Leave

Upon presentation of a written request from the American Red Cross and with the approval of the Superintendent, employees certified by the American Red Cross as disaster volunteers will be granted leave from work with pay for up to 20 days in any calendar year to participate in specialized disaster relief operations. This leave will be provided without loss of seniority, compensation, sick leave, vacation leave, or other overtime compensation to which the volunteer is otherwise entitled.

- b) Screenings for ~~Breast Cancer and Prostate~~Cancer

Employees will be granted up to four hours of paid leave on an annual basis to undertake a screening for ~~breast~~ cancer; ~~employees will be granted up to four hours of paid leave on an annual basis to undertake a screening for prostate cancer (i.e., male employees are entitled to a total of eight hours for both screenings).~~ This leave will be excused leave and will not be charged against any other leave to which the employee is entitled.

- c) Blood Donation

The District must either, at its option:

1. Grant three hours of unpaid leave of absence in any 12-month period to an employee who seeks to donate blood off-premises. The leave may not exceed three hours unless agreed to by the Superintendent or designee; or
2. Allow its employees without use of accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set by the Superintendent or designee, including allowing an employee to participate in a blood drive at the District.

Leave taken by employees at a District-designated donation alternative (such as a District-sponsored blood drive at the workplace) must be paid leave that is provided without requiring the employee to use accumulated vacation, personal, sick, or other leave time.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of blood donation under any other provision of law will not be prevented.

(Continued)



**SUBJECT: LEAVES OF ABSENCE (Cont'd.)**

## d) Bone Marrow Donation

Employees seeking to undergo a medical procedure to donate bone marrow will be granted leaves to do so, the combined length of the leaves to be determined by the physician, but may not exceed 24 work hours unless agreed to by the Superintendent or designee. The District will require verification for the purpose and length of each leave requested by the employee for this purpose.

## e) Nursing Mothers

The District will provide reasonable unpaid break time or permit the use of paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following child birth. The District will make reasonable efforts to provide a room or other location in close proximity to the work area where the nursing mother can express milk in privacy. The District will not discriminate against an employee who chooses to express breast milk in the workplace.

Reasonable unpaid break time is generally no less than 20 minutes and no more than 30 minutes dependent upon the proximity of the designated location for expressing breast milk. In most situations, the District is required to provide unpaid break time at least once every three hours if requested by the employee. At the employee's option, the District will allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid break time(s) so long as the additional time requested falls within the District's normal work hours.

The District will provide written notice to employees who are returning to work following the birth of a child of their right to take unpaid leave for the purpose of expressing breast milk. This notice may either be provided individually to affected employees or to all employees generally through publication of the notice in the employee handbook or posting of the notice in a central location.

Any employee wishing to avail herself of this benefit is required to give the District advance notice, preferably prior to her return to work, to allow the District an opportunity to establish a location and schedule leave time to accommodate employees as needed.

## f) Victims of Domestic Abuse

Employers are required to provide employees with an unpaid leave to appear as a witness, consult with the district attorney, or exercise the employee's statutory rights as the victim of, or witness to a crime of domestic violence. A victim of domestic violence may need one or more of these types of leave.

## Personnel

**SUBJECT: LEAVES OF ABSENCE (Cont'd.)**

To use this leave, the employee must provide notice of the need for leave at any time prior to the actual day of leave. Employers are permitted to ask the employee who sought the attendance or testimony of the employee to provide verification of the employee's service. Employees will not be penalized or discharged for absences by reason of a required appearance as a witness in a criminal proceeding, or consultation with the district attorney, or exercising his or her rights as provided under the law.

## g) Military Leave

The District will comply with state and federal laws regarding military leave and re-employment.

## h) Jury Duty

As provided by law, any employee who is summoned to serve as a juror and who notifies the District to that effect prior to his or her term of service will not, on account of absence by reason of jury service, be subject to discharge or penalty. The District will ensure that all absences for this purpose are granted in accordance with law and the terms of any applicable collective bargaining agreement.

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 USC §§ 4301-4333  
Civil Service Law §§ 71-73, and 159-b ~~and 159-c~~  
Education Law §§ 1709(16), 3005, 3005-a and 3005-b  
General Municipal Law § 92-c  
Judiciary Law §§ 519 and 521  
Labor Law §§ 202-a, 202-c, 202-I, 202-j and 206-c  
Military Law §§ 242 and 243  
Penal Law § 215.14

Adoption Date

## Students

**SUBJECT: MILITARY RECRUITERS' ACCESS TO STUDENTS AND INSTITUTIONS OF HIGHER EDUCATION**

~~— The District will give military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers. Further, the District will comply with a request by a military recruiter for names, addresses, and telephone listings of eligible students.~~

~~— Parents or students who have reached 18 years of age will be notified that the District routinely discloses students' names, addresses, and telephone listings to military recruiters upon request, subject to the parents' or those students' requests not to disclose that information.~~

~~— Under the Family Educational Rights and Privacy Act (FERPA), the District must provide notice to parents or eligible students of the types of student information that it releases publicly. This type of information, commonly referred to as directory information, includes, but is not limited to, items such as students' names, addresses, and telephone listings. The notice must include an explanation of a parent's or eligible student's right to request that directory information not be disclosed without prior written consent of the parent or eligible student.~~

~~— The Superintendent or designee will ensure that a single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents or eligible students of their right to opt out of the FERPA directory information and the ESEA military recruiter disclosures will suffice. The notification will specifically advise the parent or eligible student of how and when to opt out.~~

~~— If a parent or eligible student opts out of providing directory information to third parties, the opt-out relating to the student's name, address, or telephone listing applies to requests from military recruiters as well.~~

**Requests for Information**

The District will comply with requests from military recruiters and institutions of higher education (IHEs) for access to the name, address and telephone listing of each secondary school student, except for any student whose parent (or the student, if he or she is at least 18 years of age) has submitted a written request to opt out of this disclosure, in which case the information will not be released without the parent's (or student's, if he or she is at least 18 years of age) prior written consent.

**Annual Notification and Opt Out Opportunity**

The District will annually notify parents of a secondary student (or the student, if he or she is at least 18 years of age) of the opportunity to submit a written request to opt out of disclosure of the student's name, address, and telephone listing to military recruiters and IHEs. If a written opt out request is submitted, the District will not disclose the student's information to military recruiters or IHEs without the parent's (or student's, if he or she is at least 18 years of age) prior written consent.

**Military Recruiter Access**

The District will provide military recruiters the same access to secondary school students as is provided generally to IHEs or prospective employers of those students.

Elementary and Secondary Education Act of 1965, ~~§ 8529~~, 20 USC § 7908 as amended  
by the Every Student Succeeds Act (ESSA) of 2015  
~~Family Educational Rights and Privacy Act of 1974, 20 USC § 1232(g)~~  
~~National Defense Authorization Act § 544~~, 10 USC § 503  
34 CFR § 300.571  
Education Law § 2-a

Adoption Date

Students

**SUBJECT: ~~STUDENT PHYSICALS~~**

**~~Health Examination~~**

~~Each student enrolled in District schools must have a satisfactory health examination conducted by the student's physician, physician assistant, or nurse practitioner within 12 months prior to the commencement of the school year of:~~

- ~~a) The student's entrance in a District school at any grade level;~~
- ~~b) Entrance to pre-kindergarten or kindergarten;~~
- ~~c) Entry into the 2nd, 4th, 7th, and 10th grades.~~

~~The District may also require an examination and health history of a student when it is determined by the District that it would promote the educational interests of the student.~~

~~In addition, the District requires a certificate of physical fitness for:~~

- ~~a) All athletes prior to their first sport of the school year, then only those who were injured or ill during their first sport before participating in a second sport during the school year;~~
- ~~b) All students who need work permits; and~~
- ~~c) All students either suspected of or sustaining a mild traumatic brain injury (concussion) must receive a written and signed authorization from a licensed physician before returning to athletic activities in school.~~

~~Health Certificate~~

~~Each student must submit a health certificate attesting to the health examination within 30 days after his or her entrance into school and within 30 days after his or her entry into pre-kindergarten or kindergarten, the 2nd, 4th, 7th, and 10th grades. The health certificate will be filed in the student's cumulative record. The health certificate must:~~

- ~~a) Describe the condition of the student when the examination was given;~~
- ~~b) State the results of any test conducted on the student for sickle cell anemia;~~
- ~~c) State whether the student is in a fit condition of health to permit his or her attendance at public school and, where applicable, whether the student has impaired sight or hearing, or any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of such work to prevent injury to the student;~~

(Continued)

~~Students~~

~~**SUBJECT:—STUDENT PHYSICALS (Cont'd.)**~~

- ~~d) — Include a required calculation of the student's body mass index (BMI) and weight status category. Weight status categories for children and adolescents will be defined by the Commissioner of Health. Reporting is random, with districts chosen by the NYS Department of Health. Selected districts must report BMI results on-line using the DOH's Health Provider Network secure website;~~
- ~~e) — Be signed by a duly licensed physician, physician assistant, or nurse practitioner, who is authorized by law to practice in New York State consistent with any applicable written practice agreement, or authorized to practice in the jurisdiction in which the examination was given, provided that the Commissioner of Health has determined that the jurisdiction has standards of licensure and practice comparable to those of New York. A certificate signed by a chiropractor is not acceptable except for a scoliosis evaluation.~~

~~Dental Certificate~~

~~— The dental certificate law applies to new entrants in Pre K, K, Grades 2, 4, 7, and 10. In accordance with this law, a notice of request for a dental health certificate will be distributed at the same time that the parent or person in parental relation is notified of health examination requirements, this certificate must be furnished at the same time the health certificate is required. At this time, students will be permitted to attend school regardless of whether or not they have a dental certificate.~~

~~— The dental certificate must be signed by a duly licensed dentist, or a registered dental hygienist, authorized by law to practice in New York State or one who is authorized to practice in the jurisdiction in which the assessment was performed, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to New York State. The certificate must describe the dental health condition of the student upon assessment, which will not be more than 12 months prior to the commencement of the school year in which the assessment is requested, and must state whether the student is in fit condition of dental health to permit his or her attendance at the public schools.~~

~~— Requests cannot be retroactive and are not required when the student or parent or person in parental relation objects on the grounds of conflict with their genuine and sincere religious beliefs. Within 30 days following the student's entrance in the school or grade, the certificate, if obtained, will be filed in the student's cumulative health record.~~

~~Examination by Health Appraisal~~

~~— The building principal or designee will send a notice to the parents of, or person in parental relation to, any student who does not present a health certificate, that if the required health certificate is not furnished within 30 days from the date of the notice, an examination by health appraisal will be made of the student by the Director of School Health Services.~~

(Continued)

~~Students~~

~~**SUBJECT:—STUDENT PHYSICALS (Cont'd.)**~~

~~—The Director of School Health Services will cause those students to be separately and carefully examined and tested to ascertain whether any student has impaired sight or hearing, or any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of work to prevent injury to the student.~~

~~—The physician, physician assistant, or nurse practitioner administering the examination will determine whether a one time test for sickle cell anemia is necessary or desirable and, if so determined, will conduct the test and include the results in the health certificate.~~

~~—Unless otherwise prohibited by law, if it is ascertained that any students have impaired sight or hearing, or a physical disability or other condition, including sickle cell anemia which may require professional attention with regard to health, the building principal or designee will notify, in writing, the student's parents or persons in parental relation as to the existence of the disability. If the parents or persons in parental relation are unable or unwilling to provide the necessary relief and treatment for those students, it will be reported by the building principal or designee to the Director of School Health Services, who then has the duty to provide relief for those students.~~

~~**Health Screenings**~~

~~—The District will provide:~~

- ~~a) —Scoliosis screening at least once each school year for all students in grades 5 through 9. The positive results of any scoliosis screening examinations will be provided in writing to the student's parent or person in parental relation within 90 days after the finding;~~
- ~~b) —Vision screening to all students who enroll in school including at a minimum color perception, distance acuity, and near vision within six months of admission to the school. In addition, all students will be screened for distance acuity in grades kindergarten, 1, 2, 3, 5, 7, and 10 and at any other time deemed necessary. The results of all vision screening examinations will be provided in writing to the student's parent or person in parental relation and to any teacher of the student. The vision report will be kept in a permanent file of the school for at least as long as the minimum retention period for those records;~~
- ~~c) —Hearing screening to all students within six months of admission to the school and in grades kindergarten, 1, 3, 5, 7, and 10, as well as at any other time deemed necessary. Screening will include, but not be limited to, pure tone and threshold air conduction screening. The results of any hearing tests will be provided in writing to the student's parent or person in parental relation and to any teacher of the student.~~

~~(Continued)~~

~~Students~~

~~**SUBJECT:—STUDENT PHYSICALS (Cont'd.)**~~

~~—The results of all health screenings will be recorded on appropriate forms signed by the health professional making the examination, include appropriate recommendations, and kept on file in the school. The health records of individual students will be kept confidential in accordance with the federal Family Educational Rights and Privacy Act and any other applicable federal and state laws.~~

~~**Accommodation for Religious Beliefs**~~

~~—No health examinations, health history, examinations for health appraisal, screening examinations for sickle cell anemia and/or other health screenings will be required where a student or the parent or person in parental relation to that student objects on the grounds that the examinations, health history, and/or screenings conflict with their genuine and sincere religious beliefs. A written and signed statement from the student or the student's parent or person in parental relation that the person holds these beliefs must be submitted to the building principal or designee, in which case he or she may require supporting documents.~~

~~**Homeless Students**~~

~~—For homeless children, the enrolling school must immediately refer the parent or guardian of the student to the District's homeless liaison, who will assist them in obtaining the necessary medical records.~~

~~Family Educational Rights and Privacy Act of 1974 (FERPA)  
20 USC § 1232(g)  
Education Law §§ 901-905, 912 and 3217  
8 NYCRR Parts 135 and 136~~

~~NOTE:—Refer also to Policies #5690—Exposure Control Program  
#5691—Communicable Diseases  
#5692—Human Immunodeficiency Virus (HIV) Related Illnesses  
#7121—Diagnostic Screening of Students  
#7131—Education of Homeless Children and Youth  
#7510—School Health Services  
#7511—Immunization of Students  
#7522—Concussion Management~~

~~Adoption Date~~



**SUBJECT: STUDENT PHYSICALS****Health Examination and Certificate**Health Examination

Each student enrolled in a District school must have a satisfactory health examination conducted by a duly licensed physician, physician assistant, or nurse practitioner within 12 months prior to the commencement of the school year of the student's entrance into:

- a) A District school at any grade level;
- b) Pre-kindergarten or kindergarten; and
- c) 1st, 3rd, 5th, 7th, 9th, and 11th grades.

The District may also require an examination and health history of a student when it is determined by the District that it would promote the educational interests of the student.

The District will also provide health examinations before participation in strenuous physical activity and periodically throughout the season as necessary, as well as for the issuance of employment certificates, vacation work permits, newspaper carrier certificates, and street trades badges.

Health Certificate

Each student must submit a health certificate attesting to the health examination within 30 calendar days after his or her entrance into:

- a) A District school at any grade level;
- b) Pre-Kindergarten or kindergarten; and
- c) 1st, 3rd, 5th, 7th, 9th, and 11th grades.

The building principal or designee will send a notice to the parent of, or person in parental relation to, any student who does not present a health certificate, that if the required health certificate is not furnished within 30 calendar days from the date of the notice, an examination by health appraisal will be made of the student by the Director of School Health Services.

The health certificate will be filed in the student's cumulative record. The health certificate must:

- a) Be on a form prescribed by the Commissioner;

(Continued)

**SUBJECT: STUDENT PHYSICALS (Cont'd.)**

- b) Describe the condition of the student when the examination was given, provided that such examination was not given more than 12 months prior to the commencement of the school year in which the examination is required;
- c) State the results of any test conducted on the student for sickle cell anemia;
- d) State whether the student is in a fit condition of health to permit his or her attendance at a District school and, where applicable, whether the student has impaired sight or hearing, has received a scoliosis screening, or has any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of such work to prevent injury to the student;
- e) State the student's body mass index (BMI) and weight status category; and
- f) Be signed by a duly licensed physician, physician assistant, or nurse practitioner, who is:
  - 1. Authorized by law to practice in New York State consistent with any applicable written practice agreement; or
  - 2. Authorized to practice in the jurisdiction in which the examination was given, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to those of New York State.

A licensed health professional with appropriate training may conduct a scoliosis screening.

**Dental Health Certificate**

The District will request a dental health certificate from each student within 30 calendar days after his or her entrance into:

- a) A District school at any grade level; and
- b) 1st, 3rd, 5th, 7th, 9<sup>th</sup>, and 11th grades.

The District may also request an assessment and dental health history of a student when it is determined by the District that it would promote the educational interests of the student.

(Continued)

Students

**SUBJECT: STUDENT PHYSICALS (Cont'd.)**

A notice of request for a dental health certificate will be distributed at the same time that the parent or person in parental relation is notified of health examination requirements. The notice of request for a dental health certificate will list dental practices, dentists, and registered dental hygienists to which students may be referred for dental services on a free or reduced cost basis upon request of the student's school.

The dental health certificate will be filed in the student's cumulative record. The dental health certificate must:

- a) Describe the dental health condition of the student when the assessment was given, provided that the assessment was not given more than 12 months prior to the commencement of the school year in which the assessment is requested; and
- b) State whether the student is in fit condition of dental health to permit his or her attendance at a District school; and
- c) Be signed by a duly licensed dentist, or a registered dental hygienist, who is:
  1. Authorized by law to practice in New York State, and consistent with any applicable written practice agreement; or
  2. Authorized to practice in the jurisdiction in which the assessment was performed, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to New York State.

**Examination by Health Appraisal**

The Director of School Health Services will cause students who are required to, but have not submitted, the required health certificate and students with disabilities to be separately and carefully examined and tested to ascertain whether any student has impaired sight or hearing, or any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of work to prevent injury to the student.

Each examination will include a calculation of the student's BMI and weight status category. Further, the physician, physician assistant, or nurse practitioner administering the examination will determine whether a one-time test for sickle cell anemia is necessary or desirable and, if so determined, will conduct the test and include the results in the health certificate.

Unless otherwise prohibited by law, if it is ascertained that a student has impaired sight or hearing, or a physical disability or other condition, including sickle cell anemia, the building principal or designee will notify, in writing, the student's parent or person in parental relation as to the existence of the

(Continued)

## Students

**SUBJECT: STUDENT PHYSICALS (Cont'd.)**

disability. If the parent or person in parental relation is unable or unwilling to provide the necessary relief and treatment for the student, it will be reported by the building principal or designee to the Director of School Health Services, who then has the duty to provide relief for the student.

District Reporting of BMI and Weight Status Category

Each school year, the New York State Department of Health randomly selects a certain number of districts across New York State to report, in the aggregate, students' BMI and weight status categories. Selected districts must report BMI results on-line using the Department of Health's Health Provider Network secure website. A student's parent or person in parental relation may refuse to have the student's BMI and weight status category included in such survey.

**Health Screenings**

The District will provide a:

- a) Scoliosis screening, if not documented on the student's health certificate, at least once each school year for male students in grade 9, and for female students in grades 5 and 7. The positive results of any scoliosis screening examination will be provided in writing to the student's parent or person in parental relation within 90 calendar days after the finding;
- b) Vision screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. The vision screening will test the student's color perception, distance acuity, and near vision. In addition, all students will be screened for distance acuity and near vision in grades pre-kindergarten or kindergarten, 1, 3, 5, 7, and 11, as well as at any other time deemed necessary. The results of all vision screening examinations will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school; and
- c) Hearing screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. In addition, all students will receive a hearing screening in grades pre-kindergarten or kindergarten, 1, 3, 5, 7, and 11, as well as at any other time deemed necessary. Each hearing screening will include, but not be limited to, pure tone screening. The results of any hearing tests requiring a follow-up examination will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school.

The results of all health screenings will be recorded in the student's cumulative health record which will be maintained by the school for at least as long as the minimum retention period for such records.

**SUBJECT: STUDENT PHYSICALS (Cont'd.)****Student Health Records**

The health records of individual students will be kept confidential in accordance with the federal Family Educational Rights and Privacy Act (FERPA) and any other applicable federal and state laws.

**Accommodation for Religious Beliefs**

No health examinations, health history, examinations for health appraisal, screening examinations for sickle cell anemia and/or other health screenings will be required where a student or the parent or person in parental relation to that student objects on the grounds that the examinations, health history, and/or screenings conflict with their genuine and sincere religious beliefs. A written and signed statement from the student or the student's parent or person in parental relation that the person holds these beliefs must be submitted to the building principal or designee, in which case he or she may require supporting documents.

**Students in Temporary Housing**

For students in temporary housing (i.e., homeless children and youth), the enrolling school must immediately refer the parent or guardian of the student to the District's McKinney-Vento liaison, who will assist them in obtaining the necessary medical records.

20 USC § 1232g  
Education Law §§ 903-905, and 3220  
8 NYCRR §§ 136.1, 136.3

NOTE: Refer also to Policies #5690 -- [Exposure Control Program](#)  
#5691 -- [Communicable Diseases](#)  
#5692 -- [Human Immunodeficiency Virus \(HIV\) Related Illnesses](#)  
#7121 -- [Diagnostic Screening of Students](#)  
#7131 -- [Education of Students in Temporary Housing](#)  
#7250 -- [Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors](#)  
#7420 -- [Sports and the Athletic Program](#)  
#7510 -- [School Health Services](#)  
#7511 -- [Immunization of Students](#)  
#7522 -- [Concussion Management](#)

Adoption Date

Students

**SUBJECT: ~~ADMINISTRATION OF MEDICATION; OTHER PRODUCTS~~ MEDICATION  
AND PERSONAL CARE ITEMS****Administration of Medication**

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

- a) The original written order from the student's provider stating the name of the medication, precise dosage, frequency, and time of administration;
- b) A written, signed consent from the student's parent or person in parental relation requesting the administration of the medication, as prescribed by the physician, to the student in school; and
- c) The medication, properly labeled in its original container, must be delivered to the school health office by the student's parent, person in parental relation, or person with parental consent. The term "properly labeled," in the context of this policy, means that the container must include the following information: the student's name, name of medication, dosage, frequency, and prescribing physician. A student is not permitted to carry any medication on his or her person in school, or on the school bus, or keep any medication in his or her school locker(s). Exceptions may apply, however, for students diagnosed with asthma or other respiratory illnesses, diabetes, or allergies who will be permitted to carry and self-administer medication under certain conditions.

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

**Students with Asthma or Other Respiratory Illnesses**

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

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Students

**SUBJECT: ~~ADMINISTRATION OF MEDICATION; OTHER PRODUCTS~~ MEDICATION  
AND PERSONAL CARE ITEMS (Cont'd.)**

student to utilize the school's stock albuterol. Stock albuterol may only be utilized when the school nurse is available to administer the medication. The student's parent or guardian must also provide the school with written permission allowing his or her child to be administered the school's stock albuterol in the event that the student's own prescription albuterol supply is empty. The school health office will promptly inform students' parents or persons in parental relation any time that the school stock albuterol was utilized.

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

**Self-Administration of Medication**Generally

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

School health office personnel will also maintain regular parental contact in order to monitor the effectiveness of such self-medication procedures and to clarify parental responsibility as to the daily monitoring of their child to ensure that the medication is being utilized in accordance with the physician's or provider's instructions. Additionally, the student will be required to report to the health office on a periodic basis as determined by health office personnel so as to maintain an ongoing evaluation of the student's management of such self-medication techniques, and to work cooperatively with the parents and the student regarding such self-care management.

Students who self-administer medication without proper authorization will be referred for counseling by school nursing personnel, as appropriate. Additionally, school administration and parents will be notified of such unauthorized use of medication by the student, and school administration may determine the proper resolution of this behavior.

Students with Asthma or Another Respiratory Disease

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

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of asthma or other respiratory disease for which inhaled rescue medications are prescribed to alleviate respiratory symptoms or to prevent the onset of exercise induced asthma; the student has demonstrated that he or she can self-

(Continued)

Students

**SUBJECT: ~~ADMINISTRATION OF MEDICATION; OTHER PRODUCTS~~ MEDICATION AND PERSONAL CARE ITEMS (Cont'd.)**

administer the prescribed medication effectively; and the expiration date of the order, the name of the prescribed medication, the dose the student is to self-administer, times when the medication is to be self-administered, and the circumstances which may warrant the use of the medication; and

- b) Written consent from the student's parent or person in parental relation.

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

Students with Allergies

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

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

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

Students with Diabetes

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

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of diabetes for which insulin and glucagon through appropriate medication delivery devices, and the use of equipment and supplies to check blood glucose and/or ketone levels are necessary; the student has demonstrated that he or she can self-administer effectively, can self-check glucose or ketone levels independently,

(Continued)



Students

**SUBJECT: ~~ADMINISTRATION OF MEDICATION; OTHER PRODUCTS~~ MEDICATION AND PERSONAL CARE ITEMS (Cont'd.)**

and can independently follow prescribed treatment orders; and the expiration date of the order, the name of the prescribed insulin or glucagon, the type of insulin delivery system, the dose of insulin and/or glucagon the student is to self-administer, times when the insulin and/or glucagon is to be self-administered, and the circumstances which may warrant administration by the student. The written permission must also identify the prescribed blood glucose and/or ketone test, the times testing is to be done, and any circumstances which warrant checking a blood glucose and/or ketone level.

- b) Written consent from the student's parent or person in parental relation.

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

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

**Storage and Disposal of Medication**

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

**~~Drugs and Other Products~~ Personal Care Items**Feminine Hygiene Products

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

Alcohol-Based Hand Sanitizers

The New York State Education Department (SED) permits the use of alcohol-based hand sanitizers in schools. The school medical director may approve and permit the use of alcohol-based hand sanitizers in the District's schools without a physician's order. Parents may provide written notification to the school in the event that they do not wish to have their child use this product.

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**SUBJECT: ~~ADMINISTRATION OF MEDICATION; OTHER PRODUCTS~~ MEDICATION AND PERSONAL CARE ITEMS (Cont'd.)**

Sunscreen

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

Individuals with Disabilities Education Act (IDEA), 20 USC §§ 1400 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 USC § 794 et seq.

Education Law §§ 902(b), 907, 916, 916-a, 916-b, 919, 921, 6527, 6908(1)(a)(iv), and 6909

Public Health Law §§ 267, 3000-a, 3000-c, and 3309

8 NYCRR §§ 136.6, 136.7

NOTE: Refer also to Policy #7521 -- Students with Life-Threatening Health Conditions

Adoption Date

**SUBJECT: INSTRUCTIONAL PROGRAMS: DRIVER EDUCATION, GIFTED AND TALENTED EDUCATION, AND PHYSICAL EDUCATION IN CERTAIN SUBJECTS**

**Driver Education**

A driver education course may be offered under the conditions set forth by the New York State Education Department and Commissioner's regulations.

**Gifted and Talented Students**

The Board will provide appropriate educational programs for students identified as gifted and talented.

**Physical Education Class**

All students, except those with medical excuses, will participate in physical education in accordance with the Commissioner's regulations, which require that all students attend and participate in physical education as follows:

- a) All students in grades K through 3 will participate in a daily program for a minimum of 120 minutes per week. All students in grades 4 through 6 will participate in a program three times per week for a minimum of 120 minutes per week. The minimum time devoted to these programs (K through 6) will be at least 120 minutes in each calendar week, exclusive of any time that may be required for dressing and showering.
- b) Students in grades 5 through 6 that are in a middle school shall participate in the physical education program a minimum of three periods per calendar week during one semester of each school year and two periods during the other semester, or a comparable time each semester if the school is organized in other patterns.
- c) All secondary students (in grades 7 through 12) will have the opportunity for regular physical education, but not less than three times per week in one semester and two times per week in the other semester. For students in grades 10 through 12 only, a comparable time each semester will be provided if the school is organized in other patterns or if students have demonstrated acceptable levels of physical fitness, physical skills, and knowledge of physical education activities in extra class programs or out-of-school activities approved by the physical education staff and the School Administration.
- d) For grades K through 12, a district may provide an equivalent program as approved by the Commissioner of Education.

An excuse from physical education class may be accepted from a licensed physician for medical reasons or a licensed chiropractor for conditions of the spine.

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## Instruction

**SUBJECT: INSTRUCTIONAL PROGRAMS: ~~DRIVER EDUCATION, GIFTED AND TALENTED EDUCATION, AND PHYSICAL EDUCATION~~ IN CERTAIN SUBJECTS (Cont'd.)**

Any student whose condition precludes participation in a regular program will be provided with adaptive physical education approved by the Commissioner of Education.

**Health and Mental Health Education**

The District's health education program recognizes the multiple dimensions of health by including instruction related to:

- a) Mental health;
- b) The relation of physical and mental health;
- c) Alcohol, tobacco, and other drugs; and
- d) The prevention and detection of certain cancers.

By including such instruction, the District will enhance student understanding, attitudes, and behaviors that promote health, well-being, and human dignity.

Health education programs provided by the District will be designed according to the needs and abilities of the students at successive grade levels in accordance with applicable laws and regulations.

Education Law §§ 803, 804, 806-a, and 3204  
Education Law Article 90 ~~and § 3204(2)(b)~~  
8 NYCRR §§ 107.2, 135.4, and 142

Adoption Date