

PERRY CENTRAL SCHOOLS  
PERRY, NEW YORK 14530

BOARD OF EDUCATION

January 14, 2019

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
  - A. Fall Sports Participation – *Jeremy Ohlson*
  
- V. Reports
  - A. Capital Project Update
  
- VI. Minutes of Previous Meetings
  - A. December 10, 2018 – *Regular Meeting*  
December 21, 2018 – *Special Meeting*
  
- VII. Consideration of Accounts
  - A. Extra-Curricular Accounts – *November 2018*
  - B. Internal Claims Auditor Reports – *November 2018*
  - C. Treasurer’s Report – *November 2018*  
  
Treasurer’s Report for November 2018 General, T&A, Federal Aid, Debt Service, School Lunch Funds, Reserve Funds, Payroll, Capital, Transfers, Revenue Status and Appropriation Status.

VIII. Old Business

A. Policy Amendment - Second Reading of Policies

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby approves the following policies for the Perry Central School District:

- Policy Number 5140; *Administration of the Budget*
- Policy Number 6213; *Registration and Professional Development*
- Policy Number 7222; *Diploma or Credential Options for Students with Disabilities*
- Policy Number 7260; *Designation of Person in Parental Relation*
- Policy Number 7512; *Student Physical*
- Policy Number 7522; *Concussion Management*

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 12/05/18, 12/07/18, 12/10/18, 12/13/18, 12/17/18, 12/19/18, 01/02/19.

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 01/15/19.

C. Mileage Reimbursement Rate – Education Law 2118

RESOLVED: That the mileage rate to be paid to authorized personnel conducting school district business for the 2018-19 fiscal year to be set at the current IRS rate, payment to be made upon presentation of approved claim.

D. Approve Terms and Conditions – *Elementary Principal*

RESOLVED: That upon the recommendation of Superintendent, Daryl T. McLaughlin, the Board of Education hereby approves the Elementary Principal terms and conditions, prorated for the remainder of the 2018-19 school year.

E. Declare Surplus

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

**Football**

- (140) Should Pads
- (11) Helmets
- (25) Helmet Shells
- (20) Footballs
- (34) Face Masks
- (200) Chin Straps
- (200) Ear Pads

**Maintenance Dept.**

- (200) Large 30" x 30" x 1 1/2" Sidewalk Pavers
- (160) White Bricks
- (240) Red Bricks

**Pool**

- (8) Pairs of Fins
- (60) Noodles
- (4) Yellow and Blue Pull Buoys
- Assorted Floats from Swim Bets
- (6) Female Swim Suites (PD)

F. Approve Inter-municipal Transportation Agreement – Letchworth Central School

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin the Board of Education hereby approves the inter-municipal transportation agreement with Letchworth Central School District from July 1<sup>st</sup>, 2019 through June 30<sup>th</sup>, 2024.

X. Round Table Discussion

XI. Personnel – Instructional (Consent)

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

A. Appointment

1. Non-Certified Substitute Teacher, *Vanessa Lam-Tran*

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby appoints Vanessa Lam-Tran as a Non-Certified Substitute Teacher serving at the pleasure of the Board of Education.

2. Speech-Language Pathologist Substitute , *Beth Wolcott*

WHEREAS, one of the District's Speech-Language Pathologists is on maternity leave with the District effective January 3, 2019; and

WHEREAS, the District needs to retain the services of a Speech-Language Pathologist on a temporary basis to perform the duties of that position;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the hiring of Beth Wolcott as a Speech-Language Pathologist effective January 15, 2019 at a rate of \$227.50 per day with no other compensation or substitute benefits to perform the duties of Speech-Language Pathologist Substitute until the return of the District's Speech-Language Pathologist.

3. Elementary Principal, *Maura J. Gilsinan*

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby appoints Maura J. Gilsinan, who will hold initial certification in the School Building Leader certification area to the position of Elementary Principal in the Elementary Principal tenure area effective February 15, 2019. The four-year probationary period commences on February 15, 2019 and ends on February 14, 2023. Mrs. Gilsinan shall receive an annual salary of \$80,000.00, prorated for the 2018-19 school year. This appointment is contingent upon Mrs. Gilsinan obtaining appropriate certification prior to the effective date.

## XII. Personnel – Non Instructional (Consent)

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

### A. Resignation

1. Musical Production Technical Assistant H.S.

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby accepts the resignation of Peter Grierson from his position as Musical Production Technical Asst. H.S. for the 2018-19 school year.

### B. Appointments

1. Cleaner, *Angela Frink*

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, Angela Frink is hereby appointed to the position of Cleaner effective retroactive to January 2, 2019. The one-year probationary period began on January 2, 2019 and ends on January 1, 2020. Ms. Frink shall receive \$11.10 per hour.

2. Page Turners 3 (Co-Advisors)

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby appoints Melissa Rao and Jared Nourse as co-advisors for Page Turners 3 effective January 14, 2019 and receive a stipend in the amount of \$38.00 per competition.

3. Musical Production Technical Assistant H.S.

RESOLVED: That upon the recommendation of Superintendent Daryl T. McLaughlin, the Board of Education hereby appoints the following Advisors/Team Leaders/Chairpersons for the 2018-19 school year:

<u>Program/Activity</u>	<u>Advisor</u>	<u>Stipend per Advisor</u>
Musical Production Technical Asst. H.S.	Margo Hartley	\$716.00

XIII. Board Open Forum

XIV. Adjournment

\* \* \* \* \* **IF NEEDED** \* \* \* \* \*

**Executive Session**

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

RESOLVED: That the Board of Education will adjourn to an executive session at p.m. for the purpose of discussing and/or reviewing:

1.

Vote: Yes , No

President Paddock appointed \_\_\_\_\_ as Clerk Pro Tem in the absence of the Clerk.

Returned to regular session at p.m.

**SUBJECT: ADMINISTRATION OF THE BUDGET**

The Superintendent, working in conjunction with the administrative staff, is responsible to the Board for the administration of the budget. **This includes, but is not limited to:**

- a) ~~He or she will a~~Acquainting District employees with the final provisions of the program budget and guiding them in planning to operate efficiently and economically within these provisions.
- b) **Providing direction to the District in maintaining**~~Under his or her direction, the District will maintain~~—those records of accounting control as are required by the New York State Uniform System of Accounts for School Districts, the Board, and other procedures, as are deemed necessary.
- c) ~~He or she will k~~Keeping the various operational units informed through periodic reports as to the status of their individual budgets.

~~e) — Board approval is required prior to the expenditure of District funds.~~

Unless otherwise provided by law, no claim against the District will be paid unless such claims have been audited and approved by the Claims Auditor.

**Budget Transfers**

Within monetary limits as established by the Board, the Superintendent is authorized to transfer funds within the budget. Whenever changes are made, they are to be incorporated in the next Board agenda for informational purposes only.

**Statement of the Total Funding Allocation**

When required by law, the District will annually submit, prior to July 1, to the Commissioner of Education and the Director of the Budget a detailed statement of the total funding allocation for each school in the District for the upcoming school budget year. This statement will be in a form developed by the Director of the Budget, in consultation with the Commissioner of Education. This statement will be made publicly available and posted on the District website.

Education Law §§ 1604(35), 1709(20-a), 1711, 1718, 1724, 1950(4)(k), 2508, 2523-2526, 2554(2-a), and 3614  
8 NYCRR §§ 170.12(c) and 170.2(l)

*\*Customize to District -- Board approval is required in districts that have not adopted a resolution establishing the Office of Claims Auditor and appointed a Claims Auditor.*

Adoption Date

**SUBJECT: REGISTRATION AND PROFESSIONAL DEVELOPMENT****Registration**

All employees who are certificate holders holding a lifetime certificate in classroom teaching, teaching assistant, or educational leadership service (school building leader, school district leader, or school district business leader) must register with the State Education Department (SED) every five years through the TEACH system. An employee is a certificate holder if he or she holds a permanent or professional certificate in the classroom teaching service, a permanent or professional certificate in the educational leadership service (i.e., school building leader, school district leader, or school district business leader), or a Level III Teaching Assistant certificate. Only registered employees may teach or supervise in the District.

~~Teachers and administrators with a permanent, professional, or a Level III teaching assistant certificate issued before July 1, 2016 must apply for initial registration during the 2016-2017 school year during their birth month. These certificate holders must thereafter renew their registration every five years during their birth month.~~

~~Teachers and administrators with a professional or a Level III teaching assistant certificate issued on or after July 1, 2016 will be automatically registered. These certificate holders must thereafter renew their registration every five years during their birth month.~~

~~Certificate holders who do not timely register may not be employed and may be subject to monthly late fees after the first, transitional five-year registration period. Employees who change their name or address must also update SED within 180 days through the TEACH system. Employees who were certificate holders prior to July 1, 2016 had to apply for initial registration during the 2016-2017 school year and each subsequent five-year period thereafter.~~

Any individual who is issued a new certificate is automatically registered with SED. These certificate holders must renew their registration every five years during their birth month.

Any certificate holder who fails to register by the beginning of the appropriate registration period may be subject to late filing penalties.

Certificate holders must notify SED of any change of name or mailing address within 30 days of such change through the TEACH system. Any certificate holder who willfully fails to inform SED of changes to his or her name and/or address within 180 days of such change may be subject to moral character review.

**Continuing Teacher and Leader Education (CTLE) Credit Hours**

All continuing teacher and leader education certificate holders (CTLE certificate holders) ~~District teachers and educational leaders with a professional or Level III teaching assistant certificate~~ must successfully complete a minimum of 100 hours of acceptable CTLE hours during each five-year registration period to maintain a valid certificate. An employee is a CLTE certificate holder if he or she holds a professional certificate in the classroom teaching service, a professional certificate in educational leadership service, or a Level III Teaching Assistant certificate. This requirement may

be completed at any time over the course of a five-year period. Credit hours cannot carry over; ~~however,~~ to subsequent registration periods.

SED sets high standards for courses, programs, and activities that qualify for CTLE credit, and it must approve all CTLE sponsors. Generally, acceptable CTLE will be in the content area of any certificate title held by an individual or in pedagogy. Further, the CTLE will be aligned with professional development standards created by the New York Professional Standards and Practices Board for Teaching.

(Continued)



**SUBJECT: REGISTRATION AND PROFESSIONAL DEVELOPMENT (Cont'd.)**

The District will describe opportunities for teachers and administrators to engage in CTLE in its Professional Development Plan. The District will annually certify, in a form and on a time table prescribed by the Commissioner of Education, that the requirements to have a professional development plan for the succeeding school year have been met and that it has complied with the professional development plan for the current school year. The District will provide CTLE opportunities that are designed to improve the teacher or leader's pedagogical and/or leadership skills and are targeted at improving student performance, among other things ~~and the teacher's or administrator's pedagogical or leadership skills, and that promote professionalism~~. A peer-review teacher or principal acting as an independent trained evaluator who conducts a classroom observation as part of a teacher evaluation under relevant sections of the Education Law may apply the observation time to fulfilling CTLE requirements. Time spent mentoring may also be counted toward required CTLE credit hours.

**Language Acquisition CTLE and Exemption**

Employees holding an English to speakers of other languages (all grades) certificate or a bilingual extension ~~annotations~~ are required to complete ~~50 CTLE~~ a minimum of 50 percent of the required CTLE hours in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English Language Learner (ELL) students. All other certificate holders must complete a minimum of 15 percent of the required hours ~~at least 15 CTLE hours~~ dedicated to language acquisition addressing the needs of ELLs, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ELLs. ~~Employees holding a Level III teaching assistant certificate must complete~~ A minimum of 15 percent of the required CTLE hours ~~at least 15 CTLE hours in~~ for employees holding a Level III Teaching Assistant certificate will be dedicated to language acquisition addressing the needs of ELLs and integrating language and content instruction for ELLs.

Employees holding school district business leader certificates are exempt from the language acquisition CTLE requirements for each year that they are employed in the District. Instead, they must complete a minimum of 15 percent of the required CTLE hours dedicated to the needs of ELLs and federal, state, and local mandates for ELLs.

Employees may be eligible for a waiver of language acquisition CTLE requirements. Each school year when there are fewer than 30 ELL students enrolled in the District or ELLs make up less than 5% of the total student population, the District may obtain an exemption. If the District obtains this exemption, employees would be exempt from the language acquisition CTLE requirement for each year that they are employed in the District.

**CTLE Adjustments**

The Commissioner may adjust an employee's number of CTLE hours and/or time to complete them due to poor health, as certified by a health-care provider; extended active duty in the Armed Forces; or other acceptable good cause.

**SUBJECT: REGISTRATION AND PROFESSIONAL DEVELOPMENT (Cont'd.)**

Any employee holding a certificate in the classroom teaching service who obtains certification from the National Board for Professional Teaching Standards will be considered CTLE-compliant for the registration period in which he or she obtains this certification. The employee must still meet any language acquisition requirements, however.

**Recordkeeping and Reporting Requirements**

Employees must maintain a record of completed CTLE hours for at least three years from the end of the applicable registration period. The record must include the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of ELLs, the sponsor's name, any identifying number, attendance verification, and the date and location of the program.

The District will maintain a record of any professional development it conducts or provides for at least seven years from the date of completion. The District will submit to SED, in a form and timetable prescribed by SED, information concerning the completion of professional development for regularly employed certificate holders. ~~also submit all required reports to SED each year.~~

Education Law §§ 3006, 3006-a, 3012-d  
8 NYCRR Subpart §§ 80-6,  
8 NYCRR §§ 100.2(dd) and 154-2.3(k)

NOTE: Refer also to Policy #6160 -- Professional Growth/Staff Development

Adoption Date

## Students

**SUBJECT: DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES**

The District will provide students with disabilities appropriate opportunities to earn a diploma or ~~other non-diploma~~ high school exiting ~~commencement~~ credential in accordance with Commissioner's regulations. ~~During~~ Students with disabilities may be eligible for one or more of the following student's annual review, ~~the District will evaluate graduation opportunities and identify the means to achieve them. As part of this process, the District:~~

- ~~a) Will coordinate activities with guidance personnel and BOCES staff to ensure that students meet credit and sequence requirements and to consider them for vocational opportunities.~~
- ~~b) May modify instructional techniques and materials. Any modifications will be included on a student's Individualized Education Program (IEP) so that they can be implemented consistently throughout the student's program.~~
- ~~c) Will review special education instructional programs to ensure equivalency with the same courses taught in the general education program.~~
- ~~d) Will coordinate communication between special and general education staff so that all staff members understand required skills and competencies, and to establish equivalency of instruction in special education classes.~~

**Diploma Options**

- a) Regents Diploma, including with honors, an advanced designation, a career and technical education endorsement, and/or any other designation or endorsement as may be available from time to time.
- b) Local Diploma, including with ~~Graduation and transition plans will take into account the various pathways available to these students. For students with IEPs, the District will plan transition services for post secondary life as early any endorsement as possible, but no later than the school year in which the student turns age 15. Transition activities will focus on improving both the student's academic and functional achievement. The plan will explore post-secondary opportunities and employment options and, if applicable, connection with adult service agencies that may provide the student with services after exiting school.~~

The District may award these diplomas or credentials, or both:

- a) Local diploma: ~~be available to students with an IEP or a Section 504 accommodation plan that specifies a local diploma. Students must comply with credit requirements. The available assessments to earn a local diploma include:~~
  - 1. ~~Low pass safety net option: students must achieve a score of 55 or higher on five required Regents exams.~~

- ~~2. Low pass safety net and appeal: available to students who score 52-54 on up to two Regents exams, successfully appeal those scores, and meet other applicable conditions.~~
- ~~3. Regents Competency Test (RCT) safety net option: a student who enters grade 9 before September 2011 must pass a corresponding RCT if he or she does not attain a score of 55 or higher on the Regents examination.~~

(Continued)

Students

**SUBJECT: ~~DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES (Cont'd.)~~**

- ~~4. Compensatory safety net option: except for scores on ELA and math exams, students may use one Regents exam score of 65 or above to compensate for a Regents exam score of 45-54. Students must score at least 55 (or successfully appeal a score of 52-54) on both the ELA and a math exam.~~
- ~~5. Superintendent's determination: students who are unable to demonstrate their proficiency on standard state assessments because of one or more disabilities may be able to graduate upon the Superintendent's review and written certification of their eligibility. The Superintendent will make a determination after receiving a written request from an eligible student's parent or guardian. (Students with a Section 504 accommodation plan may not use this option.)~~

**Existing Credentials Options**

~~a)b) Career Development and Occupational Studies (CDOS) Commencement Credential, which may be earned (CDOS): any student who is not assessed using the New York State Alternate Assessment (NYSAA) may earn the CDOS Commencement Credential as a supplement to a Regents or local diploma or as his or her a student's only exiting credential if the student attended school for at least 12 years, excluding kindergarten. The student must meet criteria specified by the State Education Department confirming that he or she has attained the standards-based knowledge, skills, and abilities necessary for entry-level employment.~~

~~b)e) Skills and Achievement (SA) Commencement Credential: students with severe disabilities, who~~

~~Specific requirements and detailed information for each diploma and non-diploma high school exiting credential are assessed using specified in the Commissioner's regulations and various guidance materials issued by the NYSAANew York State Department of Education. may earn the SA Commencement Credential. They must attend school for at least 12 years, excluding kindergarten. The District must document the student's skills, strengths, and levels of independence in academic, career development, and foundation skills needed for post-secondary life.~~

~~Education Law §§ 3202 and 4402~~

~~8 NYCRR §§ 100.1, 100.2, 100.5, and 100.6, 200.4, and 200.5~~

NOTE: Refer also to Policies #7220 -- Graduation Options/Early Graduation/Accelerated Programs

[#7221 -- Participation in Graduation Ceremonies](#)

[#7641 -- Transition Services](#)

Adoption Date

**SUBJECT: DESIGNATION OF PERSON IN PARENTAL RELATION**

A parent of a minor or incapacitated person may designate another person as a person in parental relation to that minor or incapacitated person for certain health care and educational decisions for a period not exceeding ~~six~~12 months. However, this parental designation is conditioned upon there being no prior order of any court in any jurisdiction currently in effect that would prohibit the parent from exercising the same or similar authority; and provided further that, in the case where a court has ordered that both parents must agree on education or health decisions regarding the child, a designation in accordance with this law will not be valid unless both parents have given their consent.

The designation of a person in parental relation must be in writing in the form prescribed by law, and must include specified information as set forth in law for designations of 30 days or less, as well as additional information required for designations of more than 30 days. The designation of a person in parental relation may be presented to any school that requires the designation by either the parent or designee. The designation may specify a period of time less than ~~six~~12 months for which the designation will be valid unless earlier revoked by the parent in accordance with law. However, a designation specifying a period of more than 30 days must be notarized.

If no time period is specified in the designation, it will be valid until the earlier of:

- a) Revocation; or
- b) The expiration of 30 days from the date of signature if the designation does not meet the requirements for designations of more than 30 days; or
- c) ~~Six~~Twelve months from the date of commencement specified in the designation if the designation meets the requirements for designations of more than 30 days.

**Scope of Designation**

A designation made in accordance with this law may specify:

- a) The treatment, diagnosis, or activities for which consent is authorized;
- b) Any treatment, diagnosis, or activity for which consent is not authorized; or
- c) Any other limitation on the duties and responsibilities conveyed by the designation.

**Form of Designation**Designations in General

A designation of a person in parental relation in accordance with this law must be in writing and include:

- a) The name of the parent;
- b) The name of the designee;

(Continued)

**SUBJECT: DESIGNATION OF PERSON IN PARENTAL RELATION (Cont'd.)**

- c) The name of each minor or incapacitated person with respect to whom the designation is made;
- d) The parent's signature; and
- e) The date of the signature.

The designation may specify a period of time less than ~~six~~12 months for which the designation will be valid unless earlier revoked by the parent in accordance with Section 5-1554 of General Obligations Law. However, any designation specifying a period of more than 30 days must also conform to the following provisions as set forth in law.

**Designations for More Than 30 Days**

A designation specifying a period of more than 30 days must also include:

- a) An address and telephone number where the parent can be reached;
- b) An address and telephone number where the designee can be reached;
- c) The date of birth of each minor or incapacitated person with respect to whom the designation is made;
- d) The date or contingent event on which the designation commences;
- e) The written consent of the designee to the designation; and
- f) A statement that there is no prior order of any court in any jurisdiction currently in effect prohibiting the parent from making the designation.

A designation specifying a period of more than 30 days must be notarized.

**Revocation of Designation**

A parent may revoke a designation by notifying, either orally or in writing, the designee or the school to which the designation has been presented, or by any other act evidencing a specific intent to revoke the designation. A designation will also be revoked upon the execution by the parent of a subsequent designation. Revocation by one parent authorized to execute a designation will be deemed effective and complete revocation of a designation in accordance with law.

A designee who receives notification from a parent of any revocation must immediately notify any school to which a designation has been presented. A parent may directly notify the school of the revocation. The failure of the designee to notify the school of the revocation will not make the revocation ineffective.

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**SUBJECT: DESIGNATION OF PERSON IN PARENTAL RELATION (Cont'd.)****Effect of Designation**

- a) A designee will possess all the powers and duties of a person in parental relation unless otherwise specified in the designation.
- b) A designation will not impose upon a designee a duty to support the child.
- c) A designation will not cause a change in the school district of residence of the child for purposes of the Education Law, and during the period of validity of the designation, the child will be presumed to be a resident of the school district in which the parent resided at the time the designation was made.
- d) A designation will terminate and be revoked upon the death or incapacity of the parent who signed the designation.
- e) The decision of a designee will be superseded by a contravening decision of a parent.

A person who acts based upon the consent of a designee reasonably, and in the good faith belief that the parent has authorized the designee to provide the consent, will not be deemed to have acted negligently, unreasonably, or improperly in accepting the designation and acting upon the consent. However, this person may be deemed to have acted negligently, unreasonably, or improperly if he or she has knowledge of facts indicating that the designation was never given, or did not extend to an act or acts in question, or was revoked.

No provision of General Obligations Law Title 15-A will be construed to require designation of a person in parental relation where the designation is not otherwise required by law, rule, or regulation.

Education Law §§ 2 and 3212  
Family Court Act § 413  
General Obligations Law Title 15-A  
Public Health Law §§ 2164 and 2504

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)

Students

**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 **at the same time that health certificates are required.**~~within 30 calendar days after his or her entrance into:~~

- ~~a) — A District school at any grade level; and~~
- ~~b) — 1st, 3rd, 5th, 7th, and 9th 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.

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.

(Continued)

Students

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

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 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.

(Continued)

Students

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

**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.

(Continued)

Students

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

The Board recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. The physical and mental well-being of District students is a primary concern. As such, the District supports the proper evaluation and management of concussion injuries.

A concussion is a mild traumatic brain injury (MTBI) that occurs when normal brain functioning is disrupted by a blow or jolt to the head or body that causes the head and brain to move rapidly back and forth. Recovery from concussion and its symptoms will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

**Concussion Management Team (CMT)**

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

**Staff Training/Course of Instruction**

Each school coach, physical education teacher, school nurse, and certified athletic trainer who works with and/or provides instruction to students in school-sponsored athletic activities will complete a course of instruction every two years relating to recognizing the symptoms of concussions or MTBIs and monitoring and seeking proper medical treatment for students who suffer from a concussion or MTBI.

Components of the training will include:

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

(Continued)

Students

**SUBJECT: CONCUSSION MANAGEMENT (Cont'd.)**

The course can be completed by means of instruction approved by State Education Department (SED) which include, but are not limited to, courses provided online and by teleconference. The CMT will utilize [the District's existing system](#) to document all required training and professional development for District staff. [Upon completion of the training each year, staff will forward their course completion certificate to the appropriate staff for entry into the system. The system will also use an email to remind staff of the need to complete the training each year.](#) Because concussion symptoms may manifest themselves in any setting, all school staff will be encouraged to take the online training and be alert for students who may display or report concussion symptoms.

**Information to Parents and Students**

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

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

The District will provide a link on its website to this list of information from the SED's and Department of Health's websites.

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

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

(Continued)

Students

**SUBJECT: CONCUSSION MANAGEMENT (Cont'd.)**

The District may allow credentialed District staff to use validated neurocognitive computerized testing as a concussion assessment tool to obtain baseline and post-concussion performance data. These tools are not a replacement for a medical evaluation to diagnose and treat a concussion. [The District must seek authorization from the parent/guardian prior to the testing. Additionally, parents/guardians should be given a copy of the results upon request.](#)

**Return to School Activities and Athletics**

The student will not return to physical activity (including athletics, physical education class, and recess) until he or she has been symptom-free for at least 24 hours, and has been evaluated and received written authorization from a licensed physician. In accordance with Commissioner's regulations, the District's Medical Director will give final clearance on a return to activity for extra-class athletics. All authorizations will be kept on file in the student's permanent health record. The standards for return to athletic activity will also apply to injuries that occur outside of school. School staff should be aware that students may exhibit concussion symptoms caused by injuries from outside activities and that these visible symptoms also indicate a removal from play.

The District will follow any directives issued by the student's treating physician with regard to limitations and restrictions on school and athletic activities for the student. [The District will also develop a coordinated communication plan among appropriate staff to ensure that the treating physician's orders for post-concussion management are implemented and followed. The school nurse will work to ensure that all the necessary staff get the information they need to care for and work with the injured student.](#)

The District's Medical Director [and other licensed healthcare professionals employed by the District may](#) will also formulate a ~~standard protocol for treatment~~ procedure and treatment plan to be utilized by District staff who may respond to ~~of~~ students or staff with possible concussions during the school day.

In accordance with SED guidelines, this policy will be [both reviewed periodically](#) and updated [as necessary periodically in accordance with SED guidelines](#). The Superintendent, in consultation with the District's Medical Director and other appropriate staff, may develop regulations and protocols for strategies to prevent concussions, the identification of concussions, and procedures for removal from and return to activities or academics.

Education Law § 305(42)

8 NYCRR §§ 135.4 and 136.5

*Guidelines for Concussion Management in ~~the Schools Setting~~, SED Guidance Document, ~~June 2012~~8*

Adoption Date