

Board of Education  
 Spencer-Van Etten Central School  
 AGENDA

Elementary School Library  
 1/23/2020

A	Bus Garage Tour 6:30PM	Enclosures
	Regular Meeting Call to Order	
	Pledge to the flag	
	Agenda Changes	
B	Special Report/Discussion	
	1 Transportation Presentation	
	2 SRO Presentation	
C	Public Comments/Guests	
D	Consent Items	
	1 Approve the Minutes of 1/9/2020	1
	2 Approve the Instructional Support Minutes of 12/18, 1/07, 1/08, 1/14, 1/14, 1/15	2
E	Recommendations of the Superintendent	3
F	Items for Board Action	
	1 Accept Fire Inspection Results as submitted	4
	2 Approve Sportsman's Club Field Trip	
	3 Approve Revised Calendar	5
	4 Approve Athletic Surplus Resolution	6
	5 Approve Special Meeting Resolution	7
	6 Approve Bus Purchase Resolution	8
	7 Approve Policy 3210 - Visitors to the School 1st Reading	9
	Existing Policy - 1240	
	8 Approve Policy 3411 - Prohibition of Weapons on School Grounds 1st Reading	10
	9 Approve Policy 3412 - threats of violence in School 1st Reading	11
	10 Approve Policy 5571 - Allegations of Fraud 1st Reading	12
	11 Approve Policy 5660 - Meal Charging and Prohibition Against Meal Shaming 1st Reading	13
	Existing Policy - 5700, 8520	
	12 Approve Policy 5681 - School Safety Plans 1st Reading	14
	Existing Policy - 8130	
	13 Approve Policy 5683 - Fire & Emergency Drills, Bomb Threats	
	and Bus Emergency Drills 1st Reading	15
	Existing Policy - 8132, 8133	
	14 Approve Policy 5684 - Use of Surveillance Cameras in the District	
	and on School Buses 1st Reading	16
	15 Approve Policy 5691 - Communicable Diseases 1st Reading	17
	Existing Policy - 8123, 8123.1	
	16 Approve Policy 5692 - Human Immunodeficiency Virus (HIV)	
	Related Illnesses 1st Reading	18
	Existing Policy - 5191, 9540	
	17 Approve Policy 5710 - Transportation Program 1st Reading	19
	Existing Policy - 6251	
	18 Approve Policy 5720 - Transportation of Students 1st Reading	20
	Existing Policy - 8410, 1740, 8122	
	19 Approve Policy 5730 - School Bus Safety 1st Reading	21
	Existing Policy - 8414	
	20 Approve Policy 5731 - Idling School Buses on School Grounds 1st Reading	22
	21 Approve Policy 5740 - Qualifications of Bus Drivers 1st Reading	23
	Existing Policy - 8414.1	

22	Approve Policy 6140 - Employee Medical Examinations 1st Reading	24
23	Approve Policy 6150 - Alcohol, Drugs, and Other Substances 1st Reading Existing Policy - 9125.1	25
24	Approve Policy 6151 - Drug-Free Workplace 1st Reading Existing Policy - 9125	26
25	Approve Policy 7320 - Alcohol, Drugs, and Other Substances 1st Reading	27
26	Approve Policy 7340 - Bus Rules 1st Reading Existing Policy - 5320	28
27	Approve Policy 7360 - Weapons in School & the Gun-Free Schools Act 1st Reading	29
28	Approve Policy 7510 - School Health Services 1st Reading Existing Policy - 5420	30
29	Approve Policy 7511 - Immunization of Students 1st Reading	31
30	Approve Policy 7513 - Medication & Personal Care Items 1st Reading	32
31	Approve Policy 7514 - Student Health Records 1st Reading	33
32	Approve Policy 7520 - Accidents & Medical Emergencies 1st Reading Existing Policy - 8121	34
33	Approve Policy 7521 - Students with Life-Threatening Health Conditions 1st Reading	35
34	Approve Policy 7551 - Sexual Harassment of Students 1st Reading	36
35	Approve Policy 8320 - Selection of Library & Multimedia Materials 1st Reading Existing Policy - 4513	37
36	Approve Policy 8330 - Objection to Instructional Materials & Controversial Issues 1st Reading Existing Policy - 1420, 4810	38
37	Approve Policy 8340 - Instructional Materials 1st Reading Existing Policy - 4510, 4511, 4240, 4310, 1740	39
38	Approve Policy 8350 - Use of Copyrighted Materials 1st Reading Existing Policy - 8650	40
39	Approve Policy 8360 - Religious Expression in the Instructional Program 1st Reading Existing Policy - 4313, 4821	41

G	Public Comments/Guests	
H	Communications and Dates	
	Jan 27 - No school - conference day	
	Feb 1 & 2 - Sportsman Show	
	Feb 13 - Next Board of Education meeting MS library @ 7PM	
I	Anticipated Executive Session	
J	Adjournment	

SPENCER-VAN ETTEN CENTRAL SCHOOL DISTRICT  
JANUARY 9, 2020  
MIDDLE SCHOOL LIBRARY 7 PM

**Members Present:** Sean Vallely, Matt Connor, Rick Rogers, Peter Johanns, Donna Mistler  
**Members Absent:** Karen Johnson  
**President:** Don Johnson  
**Administration:** Diahann Hesler, Susan Gray, Brandon Foley, Matt Stroup, Rob Blasch  
**District Clerk:** Laurie Cooper

- A. Regular Meeting Called to Order at 7:08 PM
  - Pledge to the Flag
  - Agenda Changes
- B. Special Report/Discussion
  1. Teen Institute – Britany Elsey
  2. Annual Legislative Event (GST BOCES)
- C. Regular Reports
  1. Student Liaison to the Board
  2. Administrative Reports
    - Susan Gray – Gathering data for budget and CSEA negotiations.
    - Brandon Foley – Last day of school before winter break was a lot of fun. Holiday gift shop went well. Would like Board members to be judges on March 5 for the science fair at 5:30pm. Very proud of staff members that helped out yesterday.
    - Rebecca Saggiomo (given by Brandon Foley) – Upcoming Senior Nights – Wrestling Jan 22, Boys Basketball and Cheer Feb 7, Girls Basketball Feb 13. Cheer will be going to 2 competitions. All in-season teams are lifting with new strength and conditioning coach and trainer has been at home games.
    - Matt Stroup – Our 2 holiday concerts went great. Our next concert is 2<sup>nd</sup> through 4<sup>th</sup> grade. Advisory committee has been working on an advisory group called panther pals.
    - Megan Golden – FFA has been chosen to host the annual FFA competition on Feb 8. Would like some Board members to volunteer to be judges. Puppy Yoga is Jan 11.
    - Tina Lampila (given by Diahann Hesler) – Draft copy of Conference Day - geared towards Mental Health. We have new EAP support person.
  3. Superintendent's Report
    - Diahann Hesler – Attended the Spencer Town Board meeting this week. Will start meeting with Administration to go over next year's budget. Smart Schools update: must go back through State approval process, should be approved in June. Mental Health Taskforce will begin to develop action steps at next meeting. New Special Education certification regulations. Admin Team has discussed the results of the Efficiency Study.
  4. President's Report
    - Happy New Year to all. Looking forward to the new year. What Britany presented is a program we should be investing in.
- D. Public Comments/Guests
- E. Consent Items
  1. Approve the Minutes of 12/12/2019  
**Motion made by Matt Connor, Second by Sean Vallely, 6/0**
  2. Approve the Instructional Support Minutes of 2/5, 12/10, 12/11, 12/17  
**Motion made by Donna Mistler, Second by Sean Vallely, 6/0**

F. Financial Reports

1. Receive Budget & Revenue Status  
**Motion made by Rick Rogers, Second by Sean Vallely, 6/0**
2. Transfer Report  
**Motion made by Sean Vallely, Second by Rick Rogers, 6/0**
3. Treasurers Report  
**Motion made by Rick Rogers, Second by Sean Vallely, 6/0**
4. Student Accounts  
**Motion made by Rick Rogers, Second by Sean Vallely, 6/0**

G. Recommendations of the Superintendent

**Motion made by Rick Rogers, Second by Matt Connor, 6/0**

H. Items for Board Action

1. Approve Policy 5640 – Smoking & Tobacco Use 1<sup>st</sup> Reading
2. Approve Policy 5682 – Cardiac Automated External Defibrillators 1<sup>st</sup> Reading
3. Approve Policy 5690 – Exposure Control Program 1<sup>st</sup> Reading
4. Approve Policy 7530 – Child Abuse & Maltreatment 1<sup>st</sup> Reading
5. Approve Policy 7530-R – Child Abuse & Maltreatment Regulation 1<sup>st</sup> Reading
6. Approve Policy 7540 - Suicide 1<sup>st</sup> Reading
7. Approve Policy 7550 – Dignity for All Students 1<sup>st</sup> Reading
8. Approve Policy 7552 – Student Gender Identity 1<sup>st</sup> Reading
9. Approve Policy 7553 – Hazing of Students 1<sup>st</sup> Reading

**Motion to take H1-9 together, made by Sean Vallely, Second by Rick Rogers,**

**H1-7 6/0**

**H8 5/1 DJ**

**H9 6/0**

10. Approve Weight Room Equipment Donation

BE IT RESOLVED, that the Board of Education of the Spencer-Van Etten Central School District hereby authorize the acceptance of a donation of weight room equipment, totaling \$3,834 from the SVE Booster Club, for use in our high school weight room.

**Motion made by Donna Mistler, Second by Sean Vallely, 6/0**

**Thank you!**

11. Approve Football Travel Gear Donation

BE IT RESOLVED, that the Board of Education of the Spencer-Van Etten Central School District hereby authorize the acceptance of a donation of travel gear for JV & V football teams in the amount of \$1300 from the SVE Booster Club, \$1300 from the Candor Booster Club, and approximately \$1300 from the SVEC football program.

**Motion made by Donna Mistler, Second by Sean Vallely, 6/0**

**Thank you!**

12. Approve Athletic Surplus Resolution – with revision to pull banners from resolution.

BE IT RESOLVED, that the Board of Education of the Spencer-Van Etten Central School District shall hereby authorize the following athletic items be designated as surplus to be sold in various ways; silent auction, Spencer Picnic Booth, etc:

1. Uniforms – soccer, field hockey, football, basketball, volleyball
2. Warm-ups

All funds collected will go into the IAC Account and will support S-VE and SVEC teams in the future. If there are uniforms/clothing that are not sold, they will be given to local charity.

**Motion made by Matt Connor, Second by Peter Johanns, 6/0**

I. Public Comments/Guests

J. Communications and Dates

January 14 – ES Concert Grades 2-4 @ 9am

January 20 – No School – Martin Luther King Jr Day

January 23 – Next Board of Education Meeting MS Library 7PM

**Motion to adjourn meeting at 8:38PM made by Rick Rogers, Second by Matt Connor, 6/0**

Respectfully submitted,

*Laurie Cooper*

Laurie Cooper, District Clerk

**Committee Recommendations for Board of Education Review with Details (January 23, 2020)**

<b>Meeting</b>	<b>Alt ID#</b>	<b>Age</b>	<b>Committee</b>	<b>Grade</b>	<b>Reason</b>	<b>Decision</b>	<b>Disability</b>	<b>Recommended School</b>				
12/18/2019	2403352	10:7	CSE	05	Annual Review	Classified	Learning Disability	Spencer-Van Etten Middle School				
					<b><u>Program/Service</u></b>		<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
					Consultant Teacher Services		12/19/2019	12/18/2021	Direct	1	Daily	1 hr
					Consultant Teacher Services		12/19/2019	12/18/2020	Direct	1	Daily	1 hr
					Resource Room Program		12/19/2019	12/18/2020	5:1	1	Daily	40 mins
12/18/2019	2402526	10:8	CSE	05	Reevaluation Review	Classified	Learning Disability	Spencer-Van Etten Middle School				
					<b><u>Program/Service</u></b>		<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
					Consultant Teacher Services		10/31/2019	10/30/2020	Direct	5	Weekly	1 hr
12/18/2019	2403482	11:3	CSE	06	Annual Review	Classified	Learning Disability	Spencer-Van Etten Middle School				
					<b><u>Program/Service</u></b>		<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
					Consultant Teacher Services		12/19/2019	12/18/2020	Direct	1	Daily	1 hr
					Consultant Teacher Services		12/19/2019	12/18/2020	Indirect	1	Weekly	30 mins
					Resource Room Program		12/19/2019	12/18/2020	5:1	1	Daily	40 mins
12/18/2019	2402529	10:8	CSE	05	Annual Review	Classified	Multiple Disabilities	Spencer-Van Etten Middle School				
					<b><u>Program/Service</u></b>		<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
					Adapted Physical Education		12/19/2019	12/18/2020	Small Group	2	Weekly	30 mins
					Consultant Teacher Services		12/19/2019	12/18/2020	Direct	5	Weekly	1 hr
					Consultant Teacher Services		12/19/2019	12/18/2020	Indirect	5	Weekly	1 hr
					Resource Room Program		12/19/2019	12/18/2020	5:1	2.5	Weekly	40 mins
					Special Class - Math		09/04/2020	12/18/2020	12:1	5	Weekly	40 mins
					Occupational Therapy		12/19/2019	12/18/2020	Small Group	2	Weekly	30 mins
					Physical Therapy		12/19/2019	12/18/2020	Individual	3	Weekly	30 mins
					Physical Therapy		07/06/2020	08/14/2020	Individual	2	Weekly	30 mins
12/18/2019	2402625	11:6	CSE	05	Reevaluation/Annual Review	Classified	Multiple Disabilities	Spencer-Van Etten Middle School				
					<b><u>Program/Service</u></b>		<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
					Adapted Physical Education		12/19/2019	12/18/2020	5:1	2.5	Weekly	45 mins
					Special Class - Language Arts		12/19/2019	12/18/2020	12:1	5	Weekly	1 hr
					Special Class - Math		12/19/2019	12/18/2020	12:1	5	Weekly	1 hr
					Occupational Therapy		12/19/2019	12/18/2020	Small Group	2	Weekly	30 mins
					Speech/Language Therapy		12/19/2018	12/18/2020	Individual	2	Weekly	30 mins
					Special Class		07/06/2020	08/14/2020	12:1	5	Weekly	6 hrs
12/18/2019	2403317	12:4	CSE	06	Requested Review	Classified	Emotional Disturbance	GST BOCES				
					<b><u>Program/Service</u></b>		<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
					Special Class		01/06/2020	04/01/2020	8:1+1	1	Daily	5 hrs

Counseling Services	01/06/2020	04/01/2020	Individual	1	Weekly	30 mins
Counseling Services	01/06/2020	04/01/2020	Small Group	3	Weekly	30 mins

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12/18/2019    2402040    14:2    CSE    08    Reevaluation/Annual Review    Classified    Autism    Spencer-Van Etten Middle School

<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Consultant Teacher Services	12/19/2019	06/24/2020	Direct and Indirect	5	Weekly	50 mins
Consultant Teacher Services	12/19/2019	12/18/2020	Direct	5	Weekly	50 mins
Consultant Teacher Services	12/19/2019	12/18/2020	Direct	5	Weekly	50 mins
Consultant Teacher Services	09/04/2020	12/18/2020	Indirect	1	Weekly	30 mins
Resource Room Program	12/19/2019	12/18/2020	5:1	5	Weekly	40 mins

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12/18/2019    2403185    10:4    CSE    05    Requested Review    Classified    Emotional Disturbance    Spencer-Van Etten Middle School

<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Consultant Teacher Services	05/23/2019	05/22/2020	Indirect	1	Daily	30 mins

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**Committee Recommendations for Board of Education Review with Details (January 23, 2020)**

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<b>Meeting</b>	<b>Alt ID#</b>	<b>Age</b>	<b>Committee</b>	<b>Grade</b>	<b>Reason</b>	<b>Decision</b>	<b>Disability</b>	<b>Recommended School</b>
01/07/2020	2403306	8:5	Section 504	02	Initial Eligibility Determination Meeting	Section 504	Limited Major Life Activity	Spencer-Van Etten Elementary School
01/07/2020	2402176	12:3	Section 504	07	Initial Eligibility Determination Meeting	Section 504	Limited Major Life Activity	Spencer-Van Etten Middle School

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**Committee Recommendations for Board of Education Review with Details (January 23, 2020)**

<b>Meeting</b>	<b>Alt ID#</b>	<b>Age</b>	<b>Committee</b>	<b>Grade</b>	<b>Reason</b>	<b>Decision</b>	<b>Disability</b>	<b>Recommended School</b>		
01/08/2020	2403137	8:6	CSE	02	Initial Eligibility Determination Meeting	Classified	Intellectual Disability	Spencer-Van Etten Elementary School		
		<b><u>Program/Service</u></b>			<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
		Consultant Teacher Services			01/09/2020	01/08/2021	Direct	1	Daily	45 mins
		Consultant Teacher Services			01/09/2020	01/08/2021	Direct	1	Daily	30 mins
01/08/2020	2403684	10:3	CSE	04	Requested Review Transfer Student	Classified	Speech or Language Impairment	Spencer-Van Etten Elementary School		
		<b><u>Program/Service</u></b>			<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
		Resource Room Program			01/09/2020	06/19/2020	5:1	1	Daily	30 mins
		Special Class - Language Arts			01/09/2020	06/19/2020	12:1+1	1	Daily	1 hr 30 mins
		Special Class - Math			01/09/2020	06/19/2020	12:1+1	1	Daily	1 hr
		Occupational Therapy			01/09/2020	06/19/2020	Small Group	2	Weekly	30 mins
		Speech/Language Therapy			01/09/2020	06/19/2020	Small Group	2	Weekly	20 mins
01/08/2020	2403683	7:11	CSE	02	Requested Review Transfer Student	Classified	Learning Disability	Spencer-Van Etten Elementary School		
		<b><u>Program/Service</u></b>			<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
		Special Class - Math			01/09/2020	04/15/2020	12:1	1	Daily	1 hr
		Special Class - Reading			01/09/2020	04/15/2020	12:1	1	Daily	1 hr
		Occupational Therapy			01/09/2020	04/15/2020	Small Group	2	Weekly	30 mins
		Speech/Language Therapy			01/09/2020	04/15/2020	Small Group	2	Weekly	30 mins
01/08/2020	2403002	8:6	CSE	02	Annual Review	Classified	Other Health Impairment	Spencer-Van Etten Elementary School		
		<b><u>Program/Service</u></b>			<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
		Consultant Teacher Services			01/09/2020	01/08/2021	Direct	1	Daily	1 hr
		Occupational Therapy			01/09/2020	01/08/2021	Small Group	2	Weekly	30 mins
01/08/2020	2403353	9:7	CSE	04	Annual Review	Classified	Learning Disability	Spencer-Van Etten Elementary School		
		<b><u>Program/Service</u></b>			<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
		Consultant Teacher Services			01/09/2020	01/08/2021	Direct	1	Daily	1 hr
		Resource Room Program			01/09/2020	01/08/2021	5:1	5	Weekly	20 mins
01/08/2020	2402988	6:8	CSE	01	Annual Review	Classified	Speech or Language Impairment	Spencer-Van Etten Elementary School		
		<b><u>Program/Service</u></b>			<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
		Speech/Language Therapy			01/09/2020	01/08/2021	Small Group	3	Weekly	15 mins

01/08/2020 2402789 8:4 CSE 03 Initial Eligibility Determination Meeting Classified Learning Disability Spencer-Van Etten Elementary School <sup>2</sup>

<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Consultant Teacher Services	09/09/2020	01/07/2021	Direct	1	Daily	1 hr
Resource Room Program	01/09/2020	01/08/2021	5:1	1	Daily	45 mins

01/08/2020 2403685 9:6 CSE 04 Requested Review Transfer Student Classified Speech or Language Impairment Spencer-Van Etten Elementary School

<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Speech/Language Therapy	01/09/2020	04/15/2020	Individual	4	Weekly	10 mins

***Committee Recommendations for Board of Education Review with Details (January 23, 2020)***

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<b><i>Meeting</i></b>	<b><i>Alt ID#</i></b>	<b><i>Age</i></b>	<b><i>Committee</i></b>	<b><i>Grade</i></b>	<b><i>Reason</i></b>	<b><i>Decision</i></b>	<b><i>Disability</i></b>	<b><i>Recommended School</i></b>
01/14/2020	2403298	16:5	Section 504	11	Requested Review	Exited	Limited Major Life Activity	Spencer-Van Etten High School

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**Committee Recommendations for Board of Education Review with Details (January 23, 2020)**

<b>Meeting</b>	<b>Alt ID#</b>	<b>Age</b>	<b>Committee Grade Reason</b>			<b>Decision</b>	<b>Disability</b>	<b>Recommended School</b>	
01/14/2020	2403682	16:4	CSE	10	New Student/ Annual Review	Classified	Learning Disability	Student is Parentally Placed in a Nonpublic School	
			<b><u>Program/Service</u></b>	<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
			Consultant Teacher Services	01/15/2020	01/14/2021	Direct	1	Daily	6 hrs 33 mins
			Resource Room Program	01/15/2020	01/14/2021	5:1	5	2 day cycle	6 hrs 33 mins
01/14/2020	2403298	16:5	CSE	11	Initial Eligibility Determination Meeting	Classified	Other Health Impairment	Spencer-Van Etten High School	
			<b><u>Program/Service</u></b>	<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
			Consultant Teacher Services	01/15/2020	01/14/2021	Direct	5	Weekly	42 mins
			Consultant Teacher Services	01/15/2020	06/24/2020	Indirect	1	Weekly	15 mins
			Consultant Teacher Services	09/04/2020	01/14/2021	Direct	5	Weekly	42 mins
			Resource Room Program	01/15/2020	01/14/2021	5:1	2.5	Weekly	42 mins
01/14/2020	2401533	17:4	Section 504	12	Annual Review	Section 504	Limited Major Life Activity	Spencer-Van Etten High School	
01/14/2020	2400886	18:11	CSE	12	Requested Review	Classified	Learning Disability	Spencer-Van Etten High School	
			<b><u>Program/Service</u></b>	<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
			Resource Room Program	09/26/2019	09/25/2020	5:1	2.5	Weekly	30 mins

**Committee Recommendations for Board of Education Review with Details (January 23, 2020)**

<b>Meeting</b>	<b>Alt ID#</b>	<b>Age</b>	<b>Committee Grade Reason</b>			<b>Decision</b>	<b>Disability</b>	<b>Recommended School</b>				
01/15/2020	2401870	16:4	CSE	09	Annual Review	Classified	Other Health Impairment	Spencer-Van Etten High School				
					<b><u>Program/Service</u></b>		<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
					Consultant Teacher Services		01/16/2020	01/15/2021	Direct	5	Weekly	42 mins
					Consultant Teacher Services		01/16/2020	01/15/2021	Indirect	1	Weekly	30 mins
					Resource Room Program		01/16/2020	01/15/2021	5:1	5	Weekly	42 mins
01/15/2020	2403491	15:6	CSE	09	Annual Review	Classified	Other Health Impairment	Spencer-Van Etten High School				
					<b><u>Program/Service</u></b>		<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
					Consultant Teacher Services		01/16/2020	01/15/2021	Indirect	1	Weekly	20 mins
					Resource Room Program		01/16/2020	01/15/2021	5:1	2.5	Weekly	42 mins
01/15/2020		15:3	CSE	09	Annual Review	Classified	Learning Disability	Spencer-Van Etten High School				
					<b><u>Program/Service</u></b>		<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
					Consultant Teacher Services		01/16/2020	01/15/2021	Indirect	1	Weekly	30 mins
					Resource Room Program		01/16/2020	06/24/2020	5:1	1	Daily	42 mins
					Resource Room Program		09/04/2020	01/15/2021	5:1	2.5	Weekly	42 mins
01/15/2020	2402424	15:9	CSE	09	Annual Review	Classified	Learning Disability	Spencer-Van Etten High School				
					<b><u>Program/Service</u></b>		<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
					Consultant Teacher Services		01/16/2020	01/15/2021	Direct	1	Daily	42 mins
					Consultant Teacher Services		01/16/2020	01/15/2021	Direct and Indirect	1	Daily	42 mins
					Resource Room Program		01/16/2020	01/15/2021	5:1	1	Daily	42 mins
01/15/2020	2402504	15:8	CSE	09	Annual Review	Classified	Learning Disability	Spencer-Van Etten High School				
					<b><u>Program/Service</u></b>		<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
					Consultant Teacher Services		01/16/2020	01/15/2021	Direct	5	Weekly	42 mins
					Consultant Teacher Services		01/16/2020	01/15/2021	Direct	5	Weekly	42 mins
					Consultant Teacher Services		01/16/2020	01/15/2021	Direct	5	Weekly	42 mins
					Resource Room Program		01/16/2020	01/15/2021	5:1	5	Weekly	42 mins
01/15/2020	2403686	18:6	CSE	12	New Student/ Transfer Student	Classified	Emotional Disturbance	Spencer-Van Etten High School				
					<b><u>Program/Service</u></b>		<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Ratio</u></b>	<b><u>Freq.</u></b>	<b><u>Period</u></b>	<b><u>Duration</u></b>
					Consultant Teacher Services		01/16/2020	06/24/2020	Indirect	1	Weekly	2 hrs

**RECOMMENDATIONS OF THE SUPERINTENDENT**

Date of Meeting 1/23/2020

**1. Appointments**

Sierra Szwec Long Term Substitute Art Teacher  
Salary: As per SVETA contract  
Effective Date: Tentatively – January 28, 2020 – June 26, 2020

Deanna Bowman Unassigned Probationary Bus Driver – 4.0 hrs/day  
Salary: \$16.50/hour  
Effective Date: January 24, 2020

**2. Leave of Absence**

Mallory Park FMLA Leave of Absence  
Effective: April 13, 2020 – June 26, 2020

**3. Terminations**

Linda Briggs Food Service Helper 3.0/hours  
Effective Date: January 30, 2020

**4. Coaches**

Megan Golden	JV Softball	\$3,243
Joshua Leach	Mod Softball	\$2,688
Stacy Quinn	Varsity Softball	Volunteer

  
Diahann Hesler, Superintendent

1/17/2020  
Date



# Spencer-Van Etten Middle School

Brandon Foley, Principal

[bfoley@svecsd.org](mailto:bfoley@svecsd.org)

(607) 589-7120 Phone/ 589-3020 Fax

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TO: Diahann Hesler  
FROM: Brandon Foley  
DATE: January 17, 2020  
RE: Long-Term Substitute Appointment

I would like to recommend Sierra Szvec as the Long-Term Substitute Art teacher for grades 5-8 in the Middle School. Sierra comes to us from Candor Central School District where she currently serves as a Teaching Assistant in the second grade. She has a bachelor's degree in visual communications from Cazenovia College. During the interview, Sierra stated she is passionate about the arts, specifically graphic design and painting. She prides herself on building relationships with students and allowing them to artistically express themselves. Sierra also provided a portfolio of artwork that contained several mediums of art.

The hiring committee believes Sierra will be an incredible asset to essentials team and the Spencer-Van Etten Central School District. Her tentative start date is January 28<sup>th</sup>, 2020. During this first week, she will work directly with Nicole Stroup in order to gain a better understanding of the day to day operations in the Spencer-Van Etten Middle School.

If you have any questions regarding this recommendation, please do not hesitate to ask me.

**Spencer Van Etten Central School**  
**Transportation Department**  
**Tim Wilson -Transportation Supervisor**  
**7 Langford St, VanEtten, NY 14889**  
**PHONE (607) 589-7160 FAX (607) 589-3022**



To: Diahann Hesler

From: Tim Wilson

Re: Deanna Bowman

Date: 1/17/2020

Ms. Hesler,

I would like to recommend Ms. Deanna Bowman be offered a position as a contract bus driver for the Spencer-Van Etten School District. Ms. Bowman has been a reliable sub since passing her road course and is consistently on time for scheduled daily runs. Please consider adding her to our transportation department team.

Respectfully,

Tim Wilson

Transportation Supervisor



Mallory Park

136 E. Spencer Rd. Apartment F, Spencer NY 14883 · (518) 423-3188 ·  
[mapark@svecsd.org](mailto:mapark@svecsd.org)

December 30, 2019

Spencer-Van Etten School District Board of Education

To Whom it May Concern,

Adam and I would officially like to announce that we are expecting our first child due this spring.

My due date is April 18, 2020. I would like to continue working until our Spring break, making my last day April 3<sup>rd</sup>. I plan to take the rest of the school year for my maternity leave and would like to request the hiring of a long-term substitute for that period of time.

Thank you so much for your support,

Mallory Park

**Linda Briggs**

**1 Clark Ave**

**Van Etten**

**14889**

**607-589-6108**

**Wednesday January 15<sup>th</sup>, 2020**

**Subject: Resignation Letter**

**Dear Mr. Carr**

**It is with deep sadness I ask you to please except this letter as my formal resignation from the Spencer Van Etten School Kitchen.**

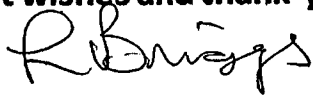
**My last day will be January 30<sup>th</sup> two weeks from Thursday January 16<sup>th</sup>.**

**I am grateful for all your support during my time here and deeply appreciate all the valuable experiences I have gained. It has been a pleasure working with you and the team.**

**Please let me know how I can help during this transition and make it as smooth as possible.**

**I wish you all the best**

**Best wishes and thank-you for everything**



**Linda Briggs**

**Part III: Public School Certifications**

**Section III-A. Fire Inspector**

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: Tim Gilbert Telephone #: (607) 731-0119  
 Title: H&S Compliance Specialist Registry #: NY0021042  
 Email: tgilbert@gstbooces.org (as designated by the NYS Department of State)

**Section III-B. Building Administrator or Designee**

The individual noted below certifies that this building was inspected on 1/2/2020 (date) as indicated in Section III-A above.  
1/2/2020  
1/8/2020

Name: Lance Cundy Telephone #: (607) 589-7100  
 Title: Director of Facilities II Email: lcundy@svecsd.org

**Section III-C. School Superintendent**

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Education or Board of Trustees, at the meeting held pursuant to Section 807-a of the State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public scrutiny.

Name: Diahann Hester Telephone #: (607) 589-7100  
 Title: Superintendent  
 Email: dhester@svecsd.org Electronic Signature (via NYSED Portal)

**Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**

School District SPENCER VAN ETTEN Building Name Elementary  
 Facility # 60801040000006

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B				
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected	
01A-2					08A-2					13A-2					19E-1				
01B-1					08B-2					13B-2					19F-1				
01C-1					08C-2										19G-1				
01D-1					08D-2					14A-2					19H-2				
01E-1					08E-2					14B-2									
					09A-2					14C-2	X	1/3/2020			20A-1				
02A-2					09B-2					14D-1					20B-1				
02B-1					09C-1					14E-1					20C-1				
02C-3					09D-1					15A-2					21A-3				
02D-1	X	1/3/2020			09F-2					15B-1					22A-3				
02E-2					09G-2					15C-2					22B-3				
02F-3					10A-2					15D-2					22C-3				
02G-2					10B-2					15E-1					23A-1				
					10C-1					16A-2					23B-1				
03A-3					10D-1					16B-2					23C-1				
03B-1										16C-2					23D-2				
					11A-2					17A-3					24A-3				
04A-2					11B-1					17B-2					25A-1				
04B-2					11C-2					17C-2					25B-1				
04C-1					11D-2					17D-2					25C-1				
					11E-1					17E-1									
05A-3										17F-3									
05B-2					12A-1					17G-1									
05C-2					12B-3					17H-2									
					12C-2					17I-2									
06A-1					12D-2					17J-1									
06B-1					12E-1					17K-1									
06C-1					12F-1					17L-1									
06D-2					12G-1														
06E-3					12H-1					18A-2									
06F-1					12I-1					18B-2									
06G-1					12J-1					18C-2									
06H-2					12K-1					18D-2									
					12L-1					19A-3									
07A-3					12M-1					19B-2									
07B-2					12N-1					19C-1									
07C-2					12O-2					19D-1									

If any additional non-conformances are observed, check item 26A-3 and list the Code section below.

**Inspector**  
 The inspector has been provided with a copy of the previous year's school fire safety report:

Yes X No \_\_\_\_\_

All schools complete Section 8 only if the building has electrically-operated folding partitions.

**Initial inspection:**  
 Fire Safety Inspector: \_\_\_\_\_ Name Jim Helton  
 Date 1/3/2020

Registry # NY0021042 (26E-4)

**Final inspection (if required):**  
 Fire Safety Inspector: \_\_\_\_\_ Name \_\_\_\_\_  
 Date \_\_\_\_\_

Registry # \_\_\_\_\_ (26F-4)

**Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**

School District SPENCER VAN ETTEN Building Name Middle School  
 Facility # 6008010400000001

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B									
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected						
01A-2					08A-2					13A-2					19E-1									
01B-1					08B-2					13B-2					19F-1									
01C-1					08C-2										19G-1									
01D-1					08D-2					14A-2					19H-2									
01E-1					08E-2					14B-2														
					09A-2					14C-2					20A-1									
02A-2					09B-2					14D-1					20B-1									
02B-1					09C-1					14E-1					20C-1									
02C-3					09D-1					15A-2					21A-3									
02D-1					09F-2					15B-1					22A-3									
02E-2	X	1/3/2020			09G-2					15C-2					22B-3									
02F-3					10A-2					15D-2					22C-3									
02G-2					10B-2					15E-1					23A-1									
					10C-1					16A-2					23B-1									
03A-3					10D-1					16B-2					23C-1									
03B-1										16C-2					23D-2									
					11A-2					17A-3					24A-3									
04A-2					11B-1					17B-2					25A-1									
04B-2					11C-2					17C-2					25B-1									
04C-1					11D-2					17D-2					25C-1									
					11E-1					17E-1														
05A-3										17F-3					26A-3									
05B-2					12A-1					17G-1					If any additional non-conformances are observed, check item 26A-3 and list the Code section below.					Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
05C-2					12B-3					17H-2														
					12C-2					17I-2														
06A-1					12D-2					17J-1														
06B-1					12E-1					17K-1														
06C-1					12F-1					17L-1														
06D-2					12G-1																			
06E-3					12H-1					18A-2														
06F-1					12I-1					18B-2														
06G-1					12J-1	X	1/3/2020			18C-2														
06H-2					12K-1					18D-2														
					12L-1					19A-3														
07A-3					12M-1					19B-2														
07B-2					12N-1					19C-1														
07C-2					12O-2					19D-1														

All schools complete Section 8 only if the building has electrically-operated folding partitions.

**Initial Inspection:**  
 Fire Safety Inspector: Tim Hetherington  
 Name: Tim Hetherington  
 Date: 1/2/2020

Registry # NY0021042 (26E-4)

**Final Inspection (if required):**  
 Fire Safety Inspector: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

Registry # \_\_\_\_\_ (26F-4)

**Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**

School District SPENCER VAN ETTEN Building Name Junior Senior High  
 Facility # 60080104 00000010

Part II-A (to be completed for public schools only - except "Blg 4")					Part II-B					Part II-B					Part II-B							
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected				
01A-2					08A-2					13A-2					19E-1							
01B-1					08B-2					13B-2					19F-1							
01C-1					08C-2										19G-1							
01D-1					08D-2					14A-2					19H-2							
01E-1					08E-2					14B-2												
					09A-2					14C-2					20A-1							
02A-2					09B-2					14D-1					20B-1							
02B-1					09C-1					14E-1					20C-1							
02C-3					09D-1					15A-2					21A-3							
02D-1					09F-2					15B-1					22A-3							
02E-2					09G-2					15C-2					22B-3							
02F-3					10A-2					15D-2					22C-3							
02G-2					10B-2					15E-1					23A-1							
					10C-1					16A-2					23B-1							
03A-3					10D-1					16B-2	X	11/6/2020			23C-1							
03B-1										16C-2					23D-2							
					11A-2					17A-3	X	11/7/2020			24A-3							
04A-2					11B-1					17B-2					25A-1							
04B-2					11C-2					17C-2					25B-1							
04C-1					11D-2					17D-2					25C-1							
					11E-1					17E-1												
05A-3										17F-3					26A-3							
05B-2					12A-1					17G-1					If any additional non-conformances are observed, check item 26A-3 and list the Code section below.							
05C-2					12B-3					17H-2										Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
					12C-2					17I-2												
06A-1					12D-2					17J-1												
06B-1					12E-1					17K-1												
06C-1					12F-1					17L-1												
06D-2					12G-1																	
06E-3					12H-1					18A-2												
06F-1					12I-1					18B-2												
06G-1					12J-1					18C-2												
06H-2					12K-1					18D-2												
					12L-1					19A-3												
07A-3					12M-1					19B-2												
07B-2					12N-1					19C-1												
07C-2					12O-2					19D-1												

All schools complete Section B only if the building has electrically-operated folding partitions.

**Initial Inspection:**  
 Fire Safety Inspector: Tim Gilbert Name  
 Date 1-3-2020

**Final Inspection (if required):**  
 Fire Safety Inspector: Tim Gilbert Name  
 Date 1-8-2020

Registry # NY0021042 (26E-4)  
 Registry # NY0021042 (26F-4)

**Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**

School District SPENCER VAN ETTEN Building Name Storage Shed #2

Facility # 6009010400002004 (Elementary)

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B				Part II-B				Part II-B									
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected				
01A-2					08A-2					13A-2					19E-1							
01B-1					08B-2					13B-2					19F-1							
01C-1					08C-2										19G-1							
01D-1					08D-2					14A-2					19H-2							
01E-1					08E-2					14B-2												
					09A-2					14C-2					20A-1							
02A-2					09B-2					14D-1					20B-1							
02B-1					09C-1					14E-1					20C-1							
02C-3					09D-1					15A-2					21A-3							
02D-1					09F-2					15B-1					22A-3							
02E-2					09G-2					15C-2					22B-3							
02F-3					10A-2					15D-2					22C-3							
02G-2					10B-2					15E-1					23A-1							
					10C-1					16A-2					23B-1							
03A-3					10D-1					16B-2					23C-1							
03B-1										16C-2					23D-2							
					11A-2					17A-3					24A-3							
04A-2					11B-1					17B-2					25A-1							
04B-2					11C-2					17C-2					25B-1							
04C-1					11D-2					17D-2					25C-1							
					11E-1					17E-1												
05A-3										17F-3					26A-3							
05B-2					12A-1					17G-1					<p><b>If any additional non-conformances are observed, check item 26A-3 and list the Code section below.</b></p> <hr/> <p><b>Inspector</b> The inspector has been provided with a copy of the previous year's school fire safety report:</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>							
05C-2					12B-3					17H-2												
					12C-2					17I-2												
06A-1					12D-2					17J-1												
06B-1					12E-1					17K-1												
06C-1					12F-1					17L-1												
06D-2					12G-1																	
06E-3					12H-1					18A-2												
06F-1					12I-1					18B-2												
06G-1					12J-1					18C-2												
06H-2					12K-1					18D-2												
					12L-1					19A-3												
07A-3					12M-1					19B-2												
07B-2					12N-1					19C-1												
07C-2					12O-2					19D-1												

No  
Found

All schools complete Section 8 only if the building has electrically-operated folding partitions.

**Initial Inspection:**

Fire Safety Inspector:

Name Jim Gilbert  
Date 1-3-2020

Registry # NY0021042 (26E-4)

**Final Inspection (if required):**

Fire Safety Inspector:

Name \_\_\_\_\_  
Date \_\_\_\_\_

Registry # \_\_\_\_\_ (26F-4)

**Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**  
 School District SPENCER VAN ETTEN Building Name Storage Shed #3  
 Facility # 600801040002005 (Middle School)

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B				
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected	
01A-2					08A-2					13A-2					19E-1				
01B-1					08B-2					13B-2					19F-1				
01C-1					08C-2										19G-1				
01D-1					08D-2					14A-2					19H-2				
01E-1					08E-2					14B-2									
					09A-2					14C-2					20A-1				
02A-2					09B-2					14D-1					20B-1				
02B-1					09C-1					14E-1					20C-1				
02C-3					09D-1					15A-2					21A-3				
02D-1					09F-2					15B-1					22A-3				
02E-2					09G-2					15C-2					22B-3				
02F-3					10A-2					15D-2					22C-3				
02G-2					10B-2					15E-1					23A-1				
					10C-1					16A-2					23B-1				
03A-3					10D-1					16B-2					23C-1				
03B-1										16C-2					23D-2				
					11A-2					17A-3					24A-3				
04A-2					11B-1					17B-2					25A-1				
04B-2					11C-2					17C-2					25B-1				
04C-1					11D-2					17D-2					25C-1				
					11E-1					17E-1									
05A-3										17F-3					26A-3				
05B-2					12A-1					17G-1					If any additional non-conformances are observed, check item 26A-3 and list the Code section below.				
05C-2					12B-3					17H-2									
					12C-2					17I-2					Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
06A-1					12D-2					17J-1									
06B-1					12E-1					17K-1									
06C-1					12F-1					17L-1									
06D-2					12G-1														
06E-3					12H-1					18A-2									
06F-1					12I-1					18B-2									
06G-1					12J-1					18C-2									
06H-2					12K-1					18D-2									
					12L-1					19A-3									
07A-3					12M-1					19B-2									
07B-2					12N-1					19C-1									
07C-2					12O-2					19D-1									

All schools complete Section 8 only if the building has electrically-operated folding partitions.

**Initial Inspection:**  
 Fire Safety Inspector: Name Jim Helber  
 Date 1-3-2020

Registry # NY0021042 (26E-4)

**Final Inspection (if required):**  
 Fire Safety Inspector: Name \_\_\_\_\_  
 Date \_\_\_\_\_

Registry # \_\_\_\_\_ (26F-4)



**Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**  
 School District SPENCER VAN ETTEN Building Name Athletic Storage Bldg  
 Facility # 6008010400002007

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B								
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected					
01A-2					08A-2					13A-2					19E-1								
01B-1					08B-2					13B-2					19F-1								
01C-1					08C-2										19G-1								
01D-1					08D-2					14A-2					19H-2								
01E-1					08E-2					14B-2													
					09A-2					14C-2					20A-1								
02A-2					09B-2					14D-1					20B-1								
02B-1					09C-1					14E-1					20C-1								
02C-3					09D-1					15A-2					21A-3								
02D-1					09F-2					15B-1					22A-3								
02E-2					09G-2					15C-2					22B-3								
02F-3					10A-2					15D-2					22C-3								
02G-2					10B-2					15E-1					23A-1								
					10C-1					16A-2					23B-1								
03A-3					10D-1					16B-2					23C-1								
03B-1										16C-2					23D-2								
					11A-2					17A-3					24A-3								
04A-2					11B-1					17B-2					25A-1								
04B-2					11C-2					17C-2					25B-1								
04C-1					11D-2					17D-2					25C-1								
					11E-1					17E-1													
05A-3										17F-3					26A-3								
05B-2					12A-1					17G-1					If any additional non-conformances are observed, check item 26A-3 and list the Code section below.  Inspector The inspector has been provided with a copy of the previous year's school fire safety report:  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>								
05C-2					12B-3					17H-2													
					12C-2					17I-2													
06A-1					12D-2					17J-1													
06B-1					12E-1					17K-1													
06C-1					12F-1					17L-1													
06D-2					12G-1																		
06E-3					12H-1					18A-2													
06F-1					12I-1					18B-2													
06G-1					12J-1					18C-2													
06H-2					12K-1					18D-2													
					12L-1					19A-3													
07A-3					12M-1					19B-2													
07B-2					12N-1					19C-1													
07C-2					12O-2					19D-1													

No VIO Found

*All schools complete Section 8 only if the building has electrically-operated folding partitions.*

**Initial Inspection:**  
 Fire Safety Inspector: \_\_\_\_\_ Name Jim Gilbert  
 Date 1-31-2020

**Final Inspection (if required):**  
 Fire Safety Inspector: \_\_\_\_\_ Name \_\_\_\_\_  
 Date \_\_\_\_\_

Registry # NY0021042 (26E-4)

Registry # \_\_\_\_\_ (26F-4)

**Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**  
 School District SPENCER VAN ETTEN Building Name Storage Bldg / Jr Sr High  
 Facility # 6008010400002019

Part II-A (to be completed for public schools only - except "Blg 4")					Part II-B					Part II-B					Part II-B								
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected					
01A-2					08A-2					13A-2					19E-1								
01B-1					08B-2					13B-2					19F-1								
01C-1					08C-2										19G-1								
01D-1					08D-2					14A-2					19H-2								
01E-1					08E-2					14B-2													
					09A-2					14C-2					20A-1								
02A-2					09B-2					14D-1					20B-1								
02B-1					09C-1					14E-1					20C-1								
02C-3					09D-1					15A-2					21A-3								
02D-1					09F-2					15B-1					22A-3								
02E-2					09G-2					15C-2					22B-3								
02F-3					10A-2					15D-2					22C-3								
02G-2					10B-2					15E-1					23A-1								
					10C-1					16A-2					23B-1								
03A-3					10D-1					16B-2					23C-1								
03B-1										16C-2					23D-2								
					11A-2					17A-3					24A-3								
04A-2					11B-1					17B-2					25A-1								
04B-2					11C-2					17C-2					25B-1								
04C-1					11D-2					17D-2					25C-1								
					11E-1					17E-1													
05A-3										17F-3					26A-3								
05B-2					12A-1					17G-1					If any additional non-conformances are observed, check item 26A-3 and list the Code section below.  Inspector The inspector has been provided with a copy of the previous year's school fire safety report:  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>								
05C-2					12B-3					17H-2													
					12C-2					17I-2													
06A-1					12D-2					17J-1													
06B-1					12E-1					17K-1													
06C-1					12F-1					17L-1													
06D-2					12G-1																		
06E-3					12H-1					18A-2													
06F-1					12I-1					18B-2													
06G-1					12J-1					18C-2													
06H-2					12K-1					18D-2													
					12L-1					19A-3													
07A-3					12M-1					19B-2													
07B-2					12N-1					19C-1													
07C-2					12O-2					19D-1													

NO VIOLATIONS FOUND

All schools complete Section 8 only if the building has electrically-operated folding partitions.

**Initial Inspection:**  
 Fire Safety Inspector: Name Jim. Fisher  
 Date 1-3-2020

**Final Inspection (if required):**  
 Fire Safety Inspector: Name \_\_\_\_\_  
 Date \_\_\_\_\_

Registry # N40021042 (26E-4)  
 Registry # \_\_\_\_\_ (26F-4)

**Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**  
 School District SPENCER VAN ETEN Building Name Bus Storage-Maintenance  
 Facility # 6008010400005002

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B				
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected	
01A-2					08A-2					13A-2					19E-1				
01B-1					08B-2					13B-2					19F-1				
01C-1					08C-2										19G-1				
01D-1					08D-2					14A-2					19H-2				
01E-1					08E-2					14B-2									
					09A-2					14C-2									
02A-2					09B-2					14D-1					20A-1				
02B-1					09C-1					14E-1					20B-1				
02C-3					09D-1					15A-2					20C-1				
02D-1					09F-2					15B-1					21A-3				
02E-2					09G-2					15C-2					22A-3				
02F-3					10A-2					15D-2					22B-3				
02G-2					10B-2					15E-1					22C-3				
					10C-1					16A-2					23A-1				
03A-3					10D-1					16B-2					23B-1				
03B-1										16C-2					23C-1				
					11A-2					17A-3					23D-2				
04A-2					11B-1					17B-2					24A-3				
04B-2					11C-2					17C-2					25A-1				
04C-1					11D-2					17D-2					25B-1				
					11E-1					17E-1					25C-1				
05A-3										17F-3									
05B-2					12A-1					17G-1					26A-3				
05C-2					12B-3					17H-2									
					12C-2					17I-2									
06A-1					12D-2					17J-1									
06B-1					12E-1					17K-1									
06C-1					12F-1					17L-1									
06D-2					12G-1														
06E-3					12H-1					18A-2									
06F-1					12I-1					18B-2									
06G-1					12J-1					18C-2									
06H-2					12K-1					18D-2									
					12L-1					19A-3									
07A-3					12M-1					19B-2									
07B-2					12N-1					19C-1									
07C-2					12O-2					19D-1									

No Violations Found

If any additional non-conformances are observed, check item 26A-3 and list the Code section below.

**Inspector**  
 The inspector has been provided with a copy of the previous year's school fire safety report:

Yes  No

All schools complete Section 8 only if the building has electrically-operated folding partitions.

**Initial Inspection:**  
 Fire Safety Inspector: Name Tim Hutton  
 Date 1-2-2020

Registry # N40021042 (26E-4)

**Final Inspection (if required):**  
 Fire Safety Inspector: Name \_\_\_\_\_  
 Date \_\_\_\_\_

Registry # \_\_\_\_\_ (26F-4)

**Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**  
 School District SPENCER VAN ETTEN Building Name Van Etten Fieldhouse  
 Facility # 6008010400007008

Part II-A (to be completed for public schools only - except "Blg 4")					Part II-B					Part II-B					Part II-B				
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected	
01A-2					08A-2					13A-2					19E-1				
01B-1					08B-2					13B-2					19F-1				
01C-1					08C-2										19G-1				
01D-1					08D-2					14A-2					19H-2				
01E-1					08E-2					14B-2									
					09A-2					14C-2					20A-1				
02A-2					09B-2					14D-1					20B-1				
02B-1					09C-1					14E-1					20C-1				
02C-3					09D-1					15A-2					21A-3				
02D-1					09F-2					15B-1					22A-3				
02E-2					09G-2					15C-2					22B-3				
02F-3					10A-2					15D-2					22C-3				
02G-2					10B-2					15E-1					23A-1				
					10C-1					16A-2					23B-1				
03A-3					10D-1					16B-2					23C-1				
03B-1										16C-2					23D-2				
					11A-2					17A-3					24A-3				
04A-2					11B-1					17B-2					25A-1				
04B-2					11C-2					17C-2					25B-1				
04C-1					11D-2					17D-2					25C-1				
					11E-1					17E-1									
05A-3										17F-3									
05B-2					12A-1					17G-1									
05C-2					12B-3					17H-2									
					12C-2					17I-2									
06A-1					12D-2					17J-1									
06B-1					12E-1					17K-1									
06C-1					12F-1					17L-1									
06D-2					12G-1														
06E-3					12H-1					18A-2									
06F-1					12I-1					18B-2									
06G-1					12J-1					18C-2									
06H-2					12K-1					18D-2									
					12L-1					19A-3									
07A-3					12M-1					19B-2									
07B-2					12N-1					19C-1									
07C-2					12O-2					19D-1									

NO VIO FOUND

If any additional non-conformances are observed, check item 26A-3 and list the Code section below.

**Inspector**  
 The inspector has been provided with a copy of the previous year's school fire safety report:

Yes  No

All schools complete Section 8 only if the building has electrically-operated folding partitions.

**Initial Inspection:**  
 Fire Safety Inspector:

Name Jim Helms  
 Date 1-3-2020

**Final Inspection (if required):**  
 Fire Safety Inspector:

Name \_\_\_\_\_  
 Date \_\_\_\_\_

Registry # NY0021042 (26E-4)

Registry # \_\_\_\_\_ (26F-4)

**Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**  
 School District SPENCER VAN ETTEN Building Name PRESS BOX / CONCESSION STAND  
 Facility # 6008010400007018

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B										
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected							
01A-2					08A-2					13A-2					19E-1										
01B-1					08B-2					13B-2					19F-1										
01C-1					08C-2										19G-1										
01D-1					08D-2					14A-2					19H-2										
01E-1					08E-2					14B-2															
					09A-2					14C-2					20A-1										
02A-2					09B-2					14D-1					20B-1										
02B-1					09C-1					14E-1					20C-1										
02C-3					09D-1					15A-2					21A-3										
02D-1					09F-2					15B-1					22A-3										
02E-2					09G-2					15C-2					22B-3										
02F-3					10A-2					15D-2					22C-3										
02G-2					10B-2					15E-1					23A-1										
					10C-1					16A-2					23B-1										
03A-3					10D-1					16B-2					23C-1										
03B-1										16C-2					23D-2										
					11A-2					17A-3					24A-3										
04A-2					11B-1					17B-2					25A-1										
04B-2					11C-2					17C-2					25B-1										
04C-1					11D-2					17D-2					25C-1										
					11E-1					17E-1															
05A-3										17F-3															
05B-2					12A-1					17G-1					26A-3										
05C-2					12B-3					17H-2					If any additional non-conformances are observed, check item 26A-3 and list the Code section below.  Inspector The inspector has been provided with a copy of the previous year's school fire safety report:  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>										
					12C-2					17I-2															
06A-1					12D-2					17J-1															
06B-1					12E-1					17K-1															
06C-1					12F-1					17L-1															
06D-2					12G-1																				
06E-3					12H-1					18A-2															
06F-1					12I-1					18B-2															
06G-1					12J-1					18C-2															
06H-2					12K-1					18D-2															
					12L-1					19A-3															
07A-3					12M-1					19B-2															
07B-2					12N-1					19C-1															
07C-2					12O-2					19D-1															

All schools complete Section 8 only if the building has electrically-operated folding partitions.

**Initial Inspection:**  
 Fire Safety Inspector: \_\_\_\_\_ Name Jim Hutter  
 Date -3-2020

**Final Inspection (if required):**  
 Fire Safety Inspector: \_\_\_\_\_ Name \_\_\_\_\_  
 Date \_\_\_\_\_

Registry # N40021042 (26E-4)  
 Registry # \_\_\_\_\_ (26F-4)

Initial Fire Inspection Report

School/Building: \_\_\_\_\_

HS

Date: 1-3-20

Page \_\_\_\_\_ of \_\_\_\_\_

Jan 4 20

Code reference	Classroom/area of building or general room description
2E2, 2D1	Res. Win. (blk/deco/sign)
12J1	Extension cord use F808
9B2	Ignition source (candle) F308
9D1 (Insert C or S)	Two feet rule (cell or step) F315
14A2	Deco/papers/combustibles on door F703
E-1	Class Artwork 50% wall F807
12J1, 12E1	Surge to surge F805
9D1, 15C2	Deco hanging from ceiling F315, F807
17C2	Deco over exit way F1031
15C2	Excessive Decorations F807
10A2	Evacuate Instructions F404
21A3	Flam. Storage F8003
15A2, 15B1, 17A3	Corridor (step or block) F807, F1031
9C1, 6F1	Housekeeping F315
14B2, 4B2, 14C2	Door blocked (wedge) F703
12E1	Appliances (oven, etc.) F805
12E1	Microwave F805
17C2	Vision panel obstructed F1031
15D2	Fabrics/curtains fire res.? F807
12E1	UL listing F805
12A1, 12G1	Electrical panel blocked F803, F805
17G1	Max Occ Signs F1004
15C2, 17A3	Exit path in room blocked F807, F1031
12K1	Exposed wires F805
23D2	Elevator signs/carts. F4806
17I2	Tactile signs at stairs F1013
11A2	Parking in Fire Lane F803
8NYCRR 155.8(c)	No C of O posted
9F2	Combust. in mechanical/boiler/electrical rms F313
11E1	Blocked/missing Fire Exgr F809
20A1, 20B1	No Hot work area / F8801/ F8804
	Other Comments

K. Aden  
203k side Hall

Class K  
Comps sh. blks

Fire Exting  
need

16B2

17A3

16B2

Comments/clarifications (Note: The above table indicates frequent non-conformances only and is not all inclusive)

GST 80033 HAS information  
Last Revision Date: 8/2017

**GST 80033**

District: SUE

**Initial Fire Inspection Report**

School/Building: \_\_\_\_\_

Element \_\_\_\_\_

Date: 1-2-2020

Issue: SCPS  
Revision Date: 2/14/18  
Revision #3

Page \_\_\_\_\_ of \_\_\_\_\_

*Cliff's 1st  
895/11*

Code reference	Classroom/area of building or general room description
2E2, 2D1	Res. Win. (bill/deco/sign)
12J1	Extension cord use P805
9B2	Ignition source (candle) P808
9D1 (Insert C or S)	Two feet rule (cell or stage) P815
14A2	Deco/papers/combustibles on door F703
E-1'	Class Artwork 50% wall P807
12J1, 12E1	Surge to surge P805
9D1, 15C2	Deco hanging from ceiling F315, P807
17C2	Deco over exit way F1031
15C2	Excessive Decorations P807
10A2	Evacuate instructions F404
21A3	Flam. Storage P803
15A2, 15B1, 17A3	Corridor (stage or biked) P807, F1031
9C1, 6F1	Housekeeping P815
14C2	Door blocked (wedge) F703
12E1	Appliances (oven, etc.) P805
12E1	Microwave P805
17C2	Vision panel obstructed F1031
15D2	Fabrica/curtains fire res.? P807
12E1	UL listing P805
12A1, 12G1	Electrical panel blocked P803, P805
17G1	Max Occ Signs F1004
15A2, 17A3	Exit path in room blocked P807, F1031
12K1	Exposed wires P805
23D2	Elevator signs/certs. P805
17I2	Tactile signs at stairs F1013
11A2	Parking in Fire Lane P803
BNYCRR 155.8(c)	No C of O posted
9F2	Combust. in mechanical/boiler/electrical rms P813
11E1	Blocked/misleading Fire Exit P808
20A1, 20B1	No Hot work area / F3501/ F3504
	Other Comments

Comments/clarifications (Note: The above table indicates frequent non-conformances only and is not all inclusive)

*116*  
*Nurse*  
*STICKER on*  
*door*  
*hold open*

**GST BC026**

District: SIE

**Initial Fire Inspection Report**

School/Building: \_\_\_\_\_

HS

Date: 1/2/20

Page \_\_\_\_\_ of \_\_\_\_\_

Issue: SCP's  
Revision Date: 2/14/18  
Revision 66

*Backflow?  
A/C unit?*

Code reference	Classroom/area of building or general room description
2E2, 2D1	Res. Win. (blk/deco/sign)
12J1	Extension cord use F608
9B2	Ignition source (candle) F308
9D1 (Insert C or S)	Two feet rule (cell or sign) F315
14A2	Deco/papers/combusibles on door F703
E-1	Class Artwork 50% wall F807
12J1, 12E1	Surge to surge F605
9D1, 15C2	Deco hanging from ceiling F315, F807
17C2	Deco over exit way F1031
15C2	Excessive Decorations F807
10A2	Evacuate Instructions F404
21A3	Farr. Storage F8003
15A2, 15B1, 17A3	Corridor (sign or bleed) F807, F1031
9C1, 6F1	Housekeeping F315
14B2, 14C2	Door blocked (wedge) F703
12E1	Appliances (oven, etc.) F605
12E1	Microwave F605
17C2	Vision panel obstructed F1031
15D2	Fabrics/curtains fire res.? F807
12E1	UL listing F605
12A1, 12G1	Electrical panel blocked F603, F605
17G1	Max Occ Signs F1004
15A2, 17A3	Exit path in room blocked F807, F1031
12K1	Exposed wires F605
23D2	Elevator signs/carts. PM606
17I2	Tactile signs at stairs F1013
11A2	Parking in Fire Lane F903
8NYCRR 155.8(c)	No C of O posted
9F2	Combus. In mechanical/boiler/electrical rms F313
11E1	Blocked/missing Fire Extr F809
20A1, 20B1	No Hot work area / F8801/ F8804
	Other Comments

*214*  
*215*  
*2E2*  
*Res*  
*Power Strip plugging in power strip*  
*Wiring wire in front reception window*

Comments/clarifications (Note: The above table indicates frequent non-conformances only and is not all inclusive)



## SPENCER-VAN ETTEN CENTRAL SCHOOL DISTRICT 2019-20

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 9/2/2019 Labor Day
- 9/3/2019 Conference Day
- 9/4/2019 Conference Day
- 10/14/2019 Columbus Day
- 11/11/2019 Veterans Day
- 11/21/2019 1/2 Day Parent/Teacher Conference
- 11/27/2019 - Thanksgiving
- 11/29/2019 Recess
- 12/4/2019 1/2 Day Parent/Teacher Conference
- 12/23/2019 - Winter
- 1/1/2020 Recess
- 1/20/2020 Martin Luther King Jr. Day
- 1/27/2020 Conference Day
- 2/17/2020 - Mid Winter
- 2/21/2020 Recess
- 3/12/2020 1/2 Day Parent/Teacher Conf. K-8 (9-12 Full Day)
- 3/20/2020 Mid March Recess
- 4/6/2020 - Spring
- 4/10/2020 Recess
- 5/22/2020 - Memorial Day
- 5/25/2020 Weekend
- 6/24/2020 Last Day of School for Students
- 6/26/2020 Last Day for Staff

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days School is in Session:

Sept.....	18 + 2	Feb.....	15
Oct .....	22	Mar.....	21
Nov .....	17	Apr.....	17
Dec .....	15	May .....	19
Jan .....	20 + 1	June .....	20
	92 + 3		92
<b>Total Number of Days: 184 + 3 = 187</b>			

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Holiday or Recess
- Conference Day
- 1/2 Day Parent/Teacher Conference

\***October 11** will be the emergency early release day; students will be dismissed 15 minutes early.  
**Unused snow days** given back as follows: 4/13 and 5/21  
**Snow day make up**, if necessary, will be: 5/22 and 4/6

Busing will be available to students attending BOCES on the following dates: 5/22

BE IT RESOLVED, that the Board of Education of the Spencer-Van Etten Central School District shall hereby authorize the following athletic items be designated as surplus to be sold in various ways; silent auction, etc:

1. Banners
2. Trophies

All funds collected will go into the IAC Account and will support S-VE and SVEC teams in the future.

**SPECIAL SCHOOL DISTRICT ELECTION RESOLUTION**

At a regular meeting of the Board of Education of the Spencer Van-Etten Central School District, Tioga, Chemung, Tompkins and Schuyler Counties, New York, held in the Library at the Elementary School, in Van-Etten, New York, in said School District, on the 23rd day of January, 2020, at 7:00 o'clock P.M., Prevailing Time.

The meeting was called to order by \_\_\_\_\_, and upon roll being called, the following were

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_, to-wit:

RESOLUTION DATED JANUARY 23, 2020.

A RESOLUTION PROVIDING FOR THE HOLDING OF A SPECIAL SCHOOL DISTRICT MEETING IN AND FOR THE SPENCER VAN-ETTEN CENTRAL SCHOOL DISTRICT, TIOGA, CHEMUNG, TOMPKINS AND SCHUYLER COUNTIES, NEW YORK, AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.

BE IT RESOLVED, by the Board of Education of the Spencer Van-Etten Central School District, Tioga, Chemung, Tompkins and Schuyler Counties, New York, as follows:

Section 1. A Special School District Meeting in and for the Spencer Van-Etten Central School District, Tioga, Chemung, Tompkins and Schuyler Counties, New York, shall be held on March 17, 2020, at the High School Auditorium Lobby in Spencer, New York, in said School District, at 12:00 o'clock NOON (EST) and the polls shall be kept open for voting by paper ballots, between the hours of 12:00 o'clock NOON. and 8:00 o'clock P.M., Prevailing Time, on said date. The proposition hereinafter set forth in the Notice of said Meeting is described in Exhibit A attached hereto and hereby incorporated herein by reference.

Section 2. Voting at said Meeting shall be conducted by the use of paper ballots.

Section 3. The Clerk of said School District is hereby authorized and directed to cause a Notice of said Meeting in substantially the form attached hereto as Exhibit A to be published in the official newspapers having a general circulation in said School District, such publications to be made so that such notice shall appear in said newspapers each four times within the seven weeks next preceding such district meeting, the first publication to be at least forty-five days (but, preferably, not more than forty-nine days) before said meeting, and to give such other notice as may be deemed desirable.

Section 4. The School District Clerk is hereby authorized to amend the Notice of said Special School District Meeting from time to time as, in his or her discretion, such amendment may be required or desirable.

Section 5. To the extent required by law, the Board of Education shall appoint election personnel to conduct said Special School District Meeting pursuant to a separate resolution of this Board of Education.

Section 6. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

_____	VOTING	_____
_____	VOTING	_____
_____	VOTING	_____
_____	VOTING	_____
_____	VOTING	_____
_____	VOTING	_____
_____	VOTING	_____

The resolution was thereupon declared duly adopted.

\* \* \* \* \*

**NOTICE OF SPECIAL SCHOOL DISTRICT MEETING  
AND ABSENTEE BALLOTS**

Spencer Van-Etten Central School District  
Tioga, Chemung, Tompkins and Schuyler Counties, New York

PLEASE TAKE NOTICE that a Special School District Meeting of the qualified voters of the Spencer Van-Etten Central School District, Tioga, Chemung, Tompkins and Schuyler Counties, New York, will be held on March 17, 2020 (the “Election Date”) at 12:00 o'clock NOON, in the High School Auditorium/Lobby in Spencer, New York, in said School District, at which the polls will be kept open between the hours of 12:00 o'clock NOON and 8:00 o'clock P.M., Prevailing Time, for the purpose of voting by voting paper ballot upon the following bond proposition:

**BUS BOND PROPOSITION**

Shall the following resolution be adopted, to-wit:

RESOLVED, shall the Spencer Van-Etten Central School District, Tioga, Chemung, Tompkins and Schuyler Counties, New York, be authorized to purchase (3) passenger buses, including incidental equipment and expenses in connection therewith at a maximum estimated cost of \$385,000, and that such sum or so much as may be necessary shall be raised by the levy of a tax upon the taxable property of said School District to be collected in annual installments as provided by Section 416 of the Education Law; and in anticipation of such tax, obligations of said School District shall be issued or in the alternative, an installment purchase contract shall be entered into therefor.

**ABSENTEE BALLOTS: NOTICE IS ALSO HEREBY GIVEN** that applications for absentee ballots for the Special District Meeting, in accordance with Section 2018-b of the Education Law may be applied for at the office of the School District Clerk. Any such

application must be received by the District Clerk at least seven days before the date of the aforesaid Special District Meeting if the ballot is to be mailed to the voter, or the day before such Special District Meeting, if the ballot is to be delivered personally to the voter. A list of all persons to whom absentee voter's ballots shall have been issued shall be available for public inspection in the office of the School District Clerk between the hours of 7:30 A.M. and 4:00 P.M. not less than five days prior to the date of the Special District Meeting (excluding Saturdays and Sundays) during such regular office hours until the date of the aforesaid Special District Meeting. Absentee ballots must be received by 5:00 P.M. on date of election in the office of the School District Clerk. Any qualified voter may upon examination of such list, file a written challenge of the qualifications as a vote of any person whose name appears on the list. Such list shall be posted in a conspicuous place during the election and any qualified voter may challenge the acceptance of the absentee voters' ballots or a person on such list, by making this challenge and the reasons therefore known to the inspectors of election before the close of the rolls.

**QUALIFIED VOTERS: FURTHER NOTICE IS HEREBY GIVEN** that the qualified voters of the School District shall be entitled to vote at said Special District Meeting. A qualified voter is one who is (1) a citizen of the United States of America, (2) eighteen (18) years of age or older, and (3) resident within the School District for a period of thirty (30) days next preceding the Special District Meeting and (4) not otherwise prohibited from voting (i.e. mentally incompetent or convicted felon). The School District does require all persons offering to vote at the Special District Meeting to provide one form of proof of residency pursuant to Education Law 2018-c. Such form may include a driver's license, a non-driver identification card, a utility bill, or a voter registration card. Upon offer of proof of residency, the School District may also require all persons offering to vote to provide their signature, printed name and address.

**WEATHER DATE:** The weather disruption date for the election, in the event of cancellation due to weather conditions, will be March 18, 2020 at the same time and location as herein stated. Absentee ballots for such date may be applied for on March 17, 2020 in person at the office of the School District Clerk. Absentee ballots provided prior to and for the March 17, 2020 election will be accepted for the vote on the rescheduled date in the event of cancellation due to weather conditions.

Dated: Spencer, New York,

\_\_\_\_\_, 2020.

BY ORDER OF THE BOARD OF  
EDUCATION OF THE SPENCER VAN-  
ETTEN CENTRAL SCHOOL DISTRICT,  
TIOGA, CHEMUNG, TOMPKINS AND  
SCHUYLER COUNTIES, NEW YORK.

\_\_\_\_\_  
School District Clerk



2019

3210

Community Relations

**SUBJECT: VISITORS TO THE SCHOOL**

~~All visitors will be required to report to the Main Office upon arrival at school and state their business. Visitations to classrooms for any purpose require permission in advance from the building principal in order to allow teachers the opportunity to arrange their schedules to accommodate these requests.~~

To promote effective communication between the citizens of the Spencer-Van Etten community and the school system, the Board of Education encourages parents and other citizens to visit their schools periodically during the course of the school year.

The Board recognizes that many visitations that will occur are regularly scheduled events, i.e., parent-teacher organization meetings, public gatherings, registering of pupils, etc. There are also occasions when parents or guardians desire to visit their child's classroom at other than regularly scheduled times. When such visitations are desired, they shall be made on the basis of a defined need and shall be made only with the approval of their child's teacher and/or Principal. The Board views these visits as constructive. In any case, however, they shall not be permitted to interfere with the educational process.

Persons who are not students or staff shall report immediately to the designated area upon entering a school building. Persons other than parents, guardians, students or staff, who desire to visit a school building shall do so only with the permission of an appropriate administrative staff member.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

Visits to school buildings are to be in accordance with the Board regulations.

All visitors must comply with the District's *Code of Conduct*.

Ref: Education Law §§1708; 2801

Education Law § 2801  
Penal Law §§ 140.10 and 240.35

2019

3411

Community Relations

**SUBJECT: PROHIBITION OF WEAPONS ON SCHOOL GROUNDS**

With the exception of law enforcement officers, as permitted by law, ~~and individuals who have the express written permission of the Board or its designee,~~ no person may have in his or her possession any weapon on school grounds, in any District building, on a school bus or District vehicle, or at any school sponsored activity or setting under the control and supervision of the District. This prohibition includes, but is not limited to: any of the objects or instruments referred to in Section 265.01 of the New York State Penal Law; any air-gun, spring-gun, or other instrument or weapon in which the propelling force is a spring, air, piston or CO2 cartridge; and any object that could be considered a reasonable facsimile of a weapon.

Penal Law §§ 265.01-265.06

NOTE: Refer also to Policies #3410 -- Code of Conduct  
#7313 -- Suspension of Students  
#7360 -- Weapons in School and the Gun-Free Schools Act

2019

3412

Community Relations

**SUBJECT: THREATS OF VIOLENCE IN SCHOOL**

The District is committed to the prevention of violence against any individual or property in the schools, on school property, or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated. ~~whether or not such threats occur on school grounds or during the school day.~~

Any person who commits an act or threatens an act of violence, including bomb threats, whether made orally, in writing, by email, or by any other electronic format, will be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as the *Code of Conduct* and collective bargaining agreements, as necessary.

The District does not condone acts and/or threats of violence which threaten the safety and well-being of staff, students, visitors, and/or the school environment. Employees, students, agents, and invitees will refrain from engaging in threats or physical actions which create a safety hazard for others.

All staff who are made aware of physical acts and/or threats of violence directed to students or staff are to report these incidents to the building principal or designee, who will report these occurrences to the Superintendent. Additionally, the building principal or designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and/or Director of ~~Special Education~~ Instructional Support if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent or designee.

Students should report all acts and/or threats of violence, including threats of suicide, of which they are aware to ~~the school hotline,~~ a faculty member, or the building principal.

The District reserves the right to seek restitution, in accordance with law, from the parent or guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.

This policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request. Appropriate sanctions for violations of this policy by students will be addressed in the *Code of Conduct*.

2019

5571  
1 of 2Non-Instructional/Business  
Operations**SUBJECT: ALLEGATIONS OF FRAUD****Reporting and Investigations of Allegations of Fraud**

All Board members and officers, District employees, and third party consultants are required to abide by the District's policies, administrative regulations, and procedures in the course of their duties. Further, all applicable federal and/or state laws and regulations must be adhered to in the course of District operations and practices. Any individual who has reason to believe that financial improprieties or wrongful conduct is occurring within the District should disclose this information according to the reporting procedures established by the District. The reporting procedures will follow the chain of command as established within the department or school building or as described in the District's Organizational Chart. In the event that the allegations of financial improprieties/fraud and/or wrongful conduct concern the investigating official, the report shall be made to the next level of supervisory authority. If the chain of supervisory command is not sufficient to ensure impartial, independent investigation, allegations of financial improprieties/fraud and/or wrongful conduct will be reported as applicable, to the Internal Auditor (if available), or the External (Independent) Auditor, or the School Attorney, or the Board. The District's prohibition of wrongful conduct, including fraud, will be publicized within the District as deemed appropriate; and written notification will be provided to all employees with fiscal accounting/oversight and/or financial duties including the handling of money.

Upon receipt of an allegation of financial improprieties/fraud and/or wrongful conduct, the Board or designated employee(s) will conduct a thorough investigation of the charges. However, even in the absence of a report of suspected wrongful conduct, if the District has knowledge of, or reason to know of, any occurrence of financial improprieties/fraud and/or wrongful conduct, the District will investigate the conduct promptly and thoroughly. To the extent possible, within legal constraints, all reports will be treated confidentially and privately. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis. Written records of the allegation, and resulting investigation and outcome will be maintained in accordance with law.

Based upon the results of this investigation, if the District determines that a school official has engaged in financial improprieties/fraudulent and/or wrongful actions, appropriate disciplinary measures will be applied, up to and including termination of employment, in accordance with legal guidelines, District policy and regulation, and any applicable collective bargaining agreement. Third parties who are found to have engaged in financial improprieties/fraud and/or wrongful conduct will be subject to appropriate sanctions as warranted and in compliance with law. The application of disciplinary measures by the District does not preclude the filing of civil and/or criminal charges. When school officials receive a complaint or report of alleged financial improprieties/fraud and/or wrongful conduct that may be criminal in nature, law authorities should be immediately notified.

An appeal procedure will also be provided, as applicable, to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable investigating officer(s).

(Continued)

2019

5571  
2 of 2Non-Instructional/Business  
Operations**SUBJECT: ALLEGATIONS OF FRAUD (Cont'd.)****Protection of School Employees who Report Information Regarding Illegal or Inappropriate Financial Practices**

Any employee of the District who has reasonable cause to believe that the fiscal practices or actions of an employee or officer of the District violates any local, state, federal law or rule and regulation relating to the financial practices of the District, and who in good faith reports such information to an official of the District, or to the Office of the State Comptroller, the Commissioner of Education, or to law enforcement authorities, will have immunity from any civil liability that may arise from the making of the report. Further, neither the District, nor any employee or officer of the District will take, request, or cause a retaliatory action against any employee who makes such a report.

**Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

The Board also prohibits any retaliatory behavior against any witnesses and/or any other individuals who participate in the investigation of an allegation of illegal or inappropriate fiscal practices or actions. Follow-up inquiries will be made to ensure that no reprisals or retaliatory behavior has occurred to those involved in the investigation. Any act of retaliation will be subject to appropriate disciplinary action by the District.

**Knowingly Makes False Accusations**

Any individual who knowingly makes false accusations against another individual as to allegations of financial improprieties or fraud may also face appropriate disciplinary action.

Civil Service Law § 75-B  
Education Law § 3028-d

**SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING**

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 \$0.00 and lunch of their choice for \$0.00 each day. 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 due to medical reasons. 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.
- b) Staff training will include ongoing eligibility certification for free or reduced-price meals.

(Continued)

Non-Instructional/Business  
Operations**SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING  
(Cont'd.)****Parent Notification**

Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued unpaid meal charges as needed, 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 to maximize free eligibility. NYSED provides updated direct certification data monthly.

(Continued)

Non-Instructional/Business  
Operations

**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 to certify eligible students. School liaisons required for homeless, foster, and migrant students will coordinate with the nutrition department to make sure these students receive free school meals, in accordance with federal law.

**Prepaid Accounts**

Students/Parents/Guardians may pay for meals in advance via ~~\*[web address for prepay]~~ Payschools, <http://www.svecsd.org/PaySchools.cfm> or with a check payable to ~~\*[lunch fund name]~~ S-VE Lunch Program. 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]~~ 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.

42 USC § 1758  
7 CFR §§ 210.12 and 245.5  
Education Law § 908  
8 NYCRR § 114.5

Adoption Date



2019

5681  
1 of 2Non-Instructional/Business  
Operations**SUBJECT: SCHOOL SAFETY PLANS**

The District considers the safety of its students and staff to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. As such, it will address those threats accordingly through appropriate emergency response planning. The District-wide school safety plan and the building-level emergency response plan will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and the District with local and county resources in the event of these incidents or emergencies.

These plans will be reviewed by the appropriate team on at least an annual basis and updated as needed by September 1. Specifically, the Board will make the District-wide school safety plan available for public comment at least 30 days prior to its adoption. The District-wide school safety plans may only be adopted by the Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. Additionally, the District-wide school safety plan will designate the Superintendent or designee as the chief emergency officer responsible for coordinating communication between school staff and law enforcement and first responders, and for ensuring staff understanding of this plan. Similarly, the Superintendent will be responsible for ensuring the completion and yearly updating of building-level emergency response plans.

**District-Wide School Safety Plan**

District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the District, addresses crisis intervention, emergency response and management at the District level, and has the contents as prescribed in Education Law and Commissioner's regulations.

The District-wide school safety plan will be developed by the District-wide school safety team appointed by the Board. The District-wide team will include, but not be limited to, representatives of the Board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel.

The plan will further address, among other items as set forth in Education Law and Commissioner's regulations, how the District will respond to implied or direct threats of violence by students, teachers, other school personnel as well as visitors to the school, including threats by students against themselves (e.g., suicide).

**Building-Level Emergency Response Plan**

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

(Continued)

2019  
2 of 2

5681

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

The building-level emergency response plan will be developed by the building-level emergency response team. The building-level emergency response team is a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the Board. The building-level team will include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel and other school personnel, community members, law enforcement officials, fire officials, or other emergency response agencies, and any other representatives the Board deems appropriate.

Building-level emergency response plans shall include protocols in response to carbon monoxide alarms or detection. Alarm or detection of carbon monoxide will result in the appropriate actions as described by the emergency response plan.

Building-level emergency response plans shall designate:

- an emergency response team for incidents that includes appropriate school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and
- a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

**Threat Assessment Team**

The Building Principal, in consultation with the Superintendent, shall designate a threat assessment team as needed to provide ongoing support and information in order to identify, and assess individuals who may be potential threats to safety, with the intent of minimizing acts of violence in the school community. The threat assessment team shall be composed of, but not limited to, the following personnel from both within the school and the larger community, as appropriate: building administrators, legal counsel, the medical director and/or school nurse, school counselors, local mental health and social service providers, law enforcement, school resource officers, security personnel, and facilities and maintenance personnel. The team shall meet as needed. The team shall be mindful of the need for discretion and observance of confidentiality requirements.

Students shall be encouraged to bring their concerns to any district employee. If a district employee becomes aware of a threat to the school community, the Building Principal shall be informed and he/she will convene the threat assessment team. The Building Principal may request the participation of the following additional individuals who may have specific knowledge of the potential perpetrator: supervisors, teachers, students and parents. The Building Principal is responsible for keeping the Superintendent informed about the activities of the threat assessment team. Threat assessment team members shall receive appropriate training.

**Training Requirement**

The District will submit certification to the New York State Education Department that all District and school staff have received annual training on the emergency response plan, and that this training included components on violence prevention and mental health. New employees hired after the start of the school year will receive training within 30 days of hire, or as part of the District's existing new hire training program, whichever is sooner.

**Filing/Disclosure Requirements**

The District will file a copy of its District-wide school safety plan and any amendments with the Commissioner of Education no later than 30 days after its adoption. A copy of each building-level emergency response plan and any amendments will be filed with the appropriate local law enforcement agency and with the state police within 30 days of its adoption. Building-level emergency response plans will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.

Homeland Security Presidential Directives - HSPD-5, HSPD-8  
Homeland Security Act of 2002, 6 USC § 101  
Education Law §§ 807, 2801-a  
Public Officers Law Article 6  
8 NYCRR § 155.17

2019

5683  
1 of 3Non-Instructional/Business  
Operations**SUBJECT: FIRE AND EMERGENCY DRILLS, BOMB THREATS, AND BUS  
EMERGENCY DRILLS****Fire and Emergency Drills**

The administration of each school building will instruct and train students on appropriate emergency responses, through fire and emergency drills, in the event of a sudden emergency.

In accordance with law, fire and emergency drills will be held at least 12 times in each school year; eight of these will be completed by December 31. Eight of all drills will be evacuation drills, four will be through use of the fire escapes on buildings where fire escapes are provided or identified secondary exits. The other four drills will be lock-down drills. Drills will be conducted at different times of the school day. Students will also be instructed in the procedures to be followed in the event that a fire occurs during the regular school lunch period or assembly, however, this additional instruction may be waived if a drill is held during the regular lunch period or assembly.

Summer School

At least two additional drills will be held during summer school in buildings where summer school is held, and one of these drills will be held during the first week of summer school.

After-School Programs, Events, or Performances

The building principal or designee will require those in charge of after-school programs, events, or performances attended by any individuals unfamiliar with that school building, to announce at the beginning of these programs the procedures to be followed in the event of an emergency.

**Bomb Threats**School Bomb Threats

A bomb threat, even if later determined to be a hoax, is a criminal act. No bomb threat should be treated as a hoax when it is first received. Upon receiving any bomb threat, the school has an obligation and responsibility to ensure the safety and protection of the students and other occupants of the school. This obligation takes precedence over a search for a suspect object. Prudent action is dependent upon known information about the bomb threat-location, if any; time of detonation; etc. Specific procedures as to appropriate responses as a result of a bomb threat can be located in the building-level emergency response plan, as required by relevant law and regulation.

The district will vigorously pursue disciplinary action against any student of staff member caught reporting a bomb threat consistent with the provisions of the student code of conduct, state law or any applicable collective bargaining agreement. In addition, the district will urge law enforcement officials to prosecute any person caught reporting a bomb threat to the fullest extent of the law. Further, the district may seek restitution for the expense of responding to the false report or incident from the parent or guardian or nay minor child between the ages of 10 and 18 who falsely reports a bomb or places a bomb.

(Continued)

2019

5683  
2 of 3Non-Instructional/Business  
Operations**SUBJECT: FIRE AND EMERGENCY DRILLS, BOMB THREATS, AND BUS  
EMERGENCY DRILLS (Cont'd.)**Police Notification and Investigation

Appropriate law enforcement agencies must be notified by the building administrator or designee of any bomb threat as soon as possible after receiving the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan.

Implementation

The Superintendent or designee will develop written procedures to implement the terms of this policy. Additionally, these procedures will be incorporated in the District-wide school safety plan and the building-level emergency response plan, with provisions to provide written information to all staff and students regarding emergency procedures by October 1 of each school year, an annual drill to test the emergency response procedures under each of its building-level emergency response plans; and the annual review of the District-wide and building-level emergency response plans, along with updates as necessary, by September 1, as mandated by law or regulation.

**Bus Emergency Drills**

The administration will conduct a minimum of three emergency drills to be held on each school bus during the school year. The first drill will be conducted during the first seven days of school, the second drill between November 1 and December 31, and the third drill between March 1 and April 30. No drills will be conducted when buses are on routes.

Students who ordinarily walk to school will also be included in the drills. Students attending public and nonpublic schools who do not participate in regularly scheduled drills will also be provided drills on school buses, or as an alternative, will be provided classroom instruction covering the content of these drills.

Each drill will include practice and instruction in the location, use, and operation of the emergency door, fire extinguishers, first-aid equipment, and windows as a means of escape in the event of fire or accident. Similarly, students will be instructed on all topics mandated by relevant sections of the Education Law and Commissioner's regulations, including, but not limited to, the following:

- a) Safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking;
- b) Advancing at least ten feet in front of the bus before crossing the highway after disembarking; and
- c) Orderly conduct as bus passengers.

(Continued)

2019

5683  
3 of 3Non-Instructional/Business  
Operations**SUBJECT: FIRE AND EMERGENCY DRILLS, BOMB THREATS, AND BUS  
EMERGENCY DRILLS (Cont'd.)**Instruction on Use of Seat Belts

When students are transported on school buses equipped with seat safety belts, the District will ensure that all students who are transported on any school bus owned, leased, or contracted for by the District will receive instruction on the use of seat safety belts. This instruction will be provided at least three times each year to both public and nonpublic school students who are so transported and will include, but not be limited to:

- a) Proper fastening and release of seat safety belts;
- b) Acceptable placement of seat safety belts on students;
- c) Times at which the seat safety belts should be fastened and released; and
- d) Acceptable placement of the seat safety belts when not in use.

Education Law §§ 807, 2801-a and 3623  
Penal Law §§ 240.55, 240.60 and 240.62  
8 NYCRR §§ 155.17, 156.3(f), 156.3(g), and 156.3(h)(2)

2019

5684

Non-Instructional/Business  
Operations**SUBJECT: USE OF SURVEILLANCE CAMERAS IN THE DISTRICT AND ON SCHOOL BUSES**

It is the Board's responsibility to ensure the safety of the District's students, staff, facilities, and property. While the Board recognizes the importance of privacy, it has authorized the use of surveillance cameras on District property including in school buildings, school facilities, as well as on school buses, when necessary. These surveillance cameras will help to assist the Board in maintaining the overall safety and welfare of the District's students, staff, property, and visitors, as well as to deter theft, violence, and other criminal activities.

Further, surveillance cameras will only be placed in public or common areas, such as stairwells, hallways, cafeterias, parking lots, or playgrounds, and not in private areas such as locker rooms, bathrooms, or other areas in which individuals have a reasonable expectation of privacy. Audio recordings will ~~not~~ be utilized by the District officials, ~~however, this prohibition may not preclude the use of audio recordings by law enforcement officials in accordance with their official duties or as otherwise authorized by law.~~

**Disciplinary Proceedings**

Video recordings or footage from District surveillance cameras may be used in student or employee (as permitted by any applicable collective bargaining agreement) disciplinary proceedings, as appropriate.

**Signage/Notification**

The District will place signage at entrances to the school campus or at major entrances into school buildings notifying students, staff, as well as any visitors of the District's use of surveillance cameras. Students and staff will also receive additional notification, as deemed appropriate by the Superintendent, regarding the use of its surveillance cameras through means such as publication in the District calendar, employee handbook, and/or the student handbook.

**Maintenance of Video Recordings**

Any video surveillance recording in the schools, on school buses, or on school property, on tape, CD, or digitally, will be the sole property of the District and stored in its original form and in a secure location to avoid tampering and also to ensure its confidentiality in accordance with relevant law and regulations.

In addition, to the extent that any video images create student or personnel records, the District will comply with all applicable state and federal laws related to record retention, record maintenance, and record disclosure, including the Family Educational Rights and Privacy Act ("FERPA").

	<b>2019</b>	5691
Instructional/Business		
	Non-	
	Operations	

**SUBJECT: COMMUNICABLE DISEASES**

Whenever, upon investigation and evaluation by the ~~Director of School Health Services~~School Nurse or other health professionals acting upon ~~his or her~~their direction or referral, a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, that student will be excluded from the school and sent home immediately. The ~~Director of School Health Services~~School Nurse will immediately notify a local public health agency of the disease.

Following absence on account of illness or from unknown cause, the ~~Director of School Health Services~~School Nurse may examine each student returning to a school without a certificate from a local public Health Officer, a duly licensed physician, physician assistant, or nurse practitioner.

The ~~Director of School Health Services~~School Nurse, or other health professionals acting upon ~~his or her~~their direction or referral, may make evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

Education Law § 906  
8 NYCRR §§ 136.3(h) and 136.3(i)



	<b>2019</b>	5692
Instructional/Business		
	Non-	
	Operations	

**SUBJECT: HUMAN IMMUNODEFICIENCY VIRUS (HIV) RELATED ILLNESSES**

A student will not be denied the right to attend school or continue his or her education because he or she has been diagnosed with AIDS or any other human immunodeficiency virus (HIV)-related illness. In accordance with current state law and regulations, it is also the policy of the Board of Education to prevent any student from being subjected to adverse or discriminatory treatment or stigma because they have been diagnosed as having AIDS or being HIV-infected. In addition, an employee who has been similarly diagnosed will not be denied the right to continue his or her employment with the District based solely upon their AIDS/HIV status. The disclosure of confidential HIV-related information will be strictly limited.

Administrative procedures will be developed and implemented by the administration based on recommendations from the New York State Education Department and from consultation with appropriate professional and medical staff in the District.

The Superintendent will also establish protocols for routine sanitary procedures for dealing with the cleaning and handling of body fluids in school, with special emphasis placed on staff awareness.

Public Health Law Article 27-F

2019

5710

Non-Instructional/Business  
Operations**SUBJECT: TRANSPORTATION PROGRAM**

The Board recognizes and assumes the responsibility for all aspects of the transportation of children where the health and safety of students are involved, in light of its legal obligation to safeguard the welfare of bus-riding children. The purposes of the transportation program are to transport students to and from school, to transport them for extracurricular activities, to transport them on field trips, and to transport those requiring special services.

**Scheduling and Routing**

Bus routes are authorized by the ~~Board~~ Transportation Supervisor and any requests for a change must be submitted to the ~~Superintendent~~ Transportation Supervisor or designee.

Transportation services will be provided to meet the needs of the students of the District within specified limits and areas established by the Board.

**School Bus Schedules**

The District ~~may either mail schedules directly to parents or request that parents pick up schedules at the school. If the District posts school bus schedules online, access to the schedules will be password protected. will post school bus routes on-line at: <http://www.svecsd.org/transportation.cfm>.~~

**Use of Buses by Community Groups**

Upon formal application to and approval by the Board, buses may be rented or leased to a municipal corporation; to any senior citizen center recognized and funded by the Office for the Aging; to any not-for-profit organization serving those with disabilities; or, to any not-for-profit organization which provides recreational youth services or neighborhood recreation centers. Rentals or leases will be made only for times when vehicles are not needed for student transport and for a consideration acceptable to the Board which will not be less than the full amount of the costs and expenses, including established driver's salary, fringe benefits, and the mileage reimbursement rate established at the annual reorganizational meeting, resulting from the lease or rental. The assignment of required drivers remains within the authority and responsibility of the district.

Education Law §§ 1501-b, 1807, 3602(7), 3620-3628, 3635, and 3636

NOTE: Refer also to Policy #7131 -- Education of Students in Temporary Housing

2019

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1 of 3Non-Instructional/Business  
Operations**SUBJECT: TRANSPORTATION OF STUDENTS****Requests for Transportation to and from Nonpublic Schools**

The parent or person in parental relation of a parochial or private school child residing in the District who desires his or her child to be transported to a parochial, private, or charter school within or outside the District during the next school year, must submit a written request to the Board no later than April 1 of the preceding year, or within 30 days of moving into the District. The District will publish the April 1 date in its school calendar and/or local newspaper as a reminder to parents of this deadline. ~~Late requests will not be denied where a reasonable explanation is provided for the delay.~~

**Transportation to Nonpublic Schools on Holidays**

The District will share its calendar and start and dismissal times with nonpublic schools before the start of the school year. The District is not required to provide transportation to nonpublic schools on days on which the District's schools are not in session.

**Transportation for Nonpublic School Students with Disabilities who are Parentally Placed**

For students with disabilities, ages 5 through 21, who are parentally placed in nonpublic schools outside their district of residency, if special education services are to be provided to a student at a site other than the nonpublic school, the school district of location is responsible for providing the special education services, including, as applicable, arranging and providing transportation necessary for the student to receive special education services.

The district of residence remains responsible to provide transportation to parentally placed nonpublic school students from the ~~student's home~~ designated pick-up point to the nonpublic school.

**Transportation of Students with Disabilities**

Transportation of students with disabilities in the District may not exceed 50 miles one way from the student's home to the appropriate special service or program, unless the Commissioner certifies that no appropriate nonresidential special service or program is available within 50 miles. In that event the Commissioner may then establish transportation arrangements.

**Student Information**

Upon written consent of the parent or person in parental relation, every school bus which is used to regularly transport students with disabilities will maintain the following information about each student with a disability being transported:

(Continued)

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2 of 3Non-Instructional/Business  
Operations**SUBJECT: TRANSPORTATION OF STUDENTS (Cont'd.)**

- a) Student's name;
- b) Nature of the student's disability;
- c) Name of the student's parent, guardian, or person in parental relation and one or more telephone numbers where that person can be reached in an emergency; and/or
- d) Name and telephone number of any other person designated by such parent, guardian, or person in parental relation who can be contacted in an emergency.

This information will be used solely for the purpose of contacting the student's parent, guardian, person in parental relation, or designee in the event of an emergency involving the student, will be kept in a manner which retains the privacy of the student, and will not be accessible to any person other than the driver or a teacher acting in a supervisory capacity. In the event that the driver or teacher is incapacitated, this information may be accessed by any emergency service provider.

This information will be updated as needed, but at least once each school year and will be destroyed if parental consent is revoked, the student no longer attends the school, or the disability no longer exists.

**Transportation of Non-Resident Students**

Non-resident families must provide their own transportation.

**Transportation to School-Sponsored Events**

Where the District has provided transportation to students enrolled in the District to a school sponsored field trip, extracurricular activity, or any other similar event, it will also provide transportation back to either the point of departure or to the appropriate school in the District unless a student's parent or legal guardian has provided the District with written notice, consistent with District policy, authorizing an alternative form of return transportation for the student. In cases where intervening circumstances make transportation of a student back to the point of departure or to the appropriate school in the District impractical, and the parent has not authorized alternative return transportation, a representative of the District will remain with the student until the student's parent or legal guardian has been contacted and informed of the intervening circumstances and the student has been delivered to his or her parent.

(Continued)

2019

5720  
3 of 3Non-Instructional/Business  
Operations**SUBJECT: TRANSPORTATION OF STUDENTS (Cont'd.)****Transportation in Personal Vehicles**

Personal cars of teachers and staff will not be used to transport students except in the event of extenuating circumstances and authorized by the administration.

Education Law §§ 1604, 1709, 1804, 1807, 1903, 1950, 2503, 2554, 2590-e, 3242, 3602-c, 3621(15), 3623-a(2c), 3635, 4401-a, 4401(4), 4402, 4404, 4405, and 4410-6  
Vehicle and Traffic Law § 375(20)(1) and 375(21-i)

NOTE: Refer also to Policy #7131 -- Education of Students in Temporary Housing

2019

5730  
1 of 2Non-Instructional/Business  
Operations**SUBJECT: SCHOOL BUS SAFETY**

The safe transportation of students to and from school is of primary concern in the administration of the school bus program. All state laws and regulations pertaining to the safe use of school buses will be observed by drivers, students, and school personnel.

**Use of Portable Electronic Devices Prohibited**

For purposes of this policy, and in accordance with applicable law, the terms below will be defined as follows:

- a) "Portable electronic device" means any mobile telephone (hand held or "hands free"), personal digital assistant (PDA), portable device with mobile data access, laptop computer, pager, two-way messaging device, electronic game, or other portable computing device.
- b) "Using" means holding a portable electronic device while viewing, taking or transmitting images, playing games, or composing, sending, reading, viewing, accessing, browsing, transmitting, saving, or retrieving email, text messages, or other electronic data.
- c) "In operation" means that the bus engine is running, whether in motion or not.

The use of portable electronic devices by a school bus driver at times the vehicle is in operation on the roadway poses a potential safety risk. All school bus drivers are prohibited from using portable electronic devices while the bus is in operation.

All school bus drivers' personal portable electronic devices must be placed in the "off" position when in the possession of the school bus driver while the bus is in operation. Portable electronic devices, including cell phones, may be used in case of emergency.

The Transportation Supervisor, in cooperation with the principals, has the responsibility of developing and publishing safety rules to be followed by drivers and passengers, including rules of student conduct. In order to ensure maximum safety to those riding school buses, it is necessary that students and drivers cooperate in this effort. There is no substitute for training to develop safe habits in pedestrian and vehicular traffic.

All buses and other vehicles owned and operated by the District will have frequent safety inspections, and will be serviced regularly. The Transportation Supervisor will maintain a comprehensive record of all maintenance performed on each vehicle.

Every bus driver is required to report promptly to the Transportation Supervisor any school bus accident, regardless of the severity, involving death, injury, or property damage.

(Continued)

*2019*5730  
2 of 2Non-Instructional/Business  
Operations**SUBJECT: SCHOOL BUS SAFETY (Cont'd.)**

Education Law § 3623

Vehicle and Traffic Law §§ 509-a(7), 509-1(1-b), 1174(a), 1174(b) and 1225-c  
8 NYCRR § 156.3

NOTE: Refer also to Policies #5683 -- Fire and Emergency Drills, Bomb Threats and Bus  
Emergency Drills  
#5741 -- Drug and Alcohol Testing for School Bus Drivers and Other  
Safety-Sensitive Employees

2019

5731

Non-Instructional/Business  
Operations**SUBJECT: IDLING SCHOOL BUSES ON SCHOOL GROUNDS**

The Board recognizes the need to promote the health and safety of District students and staff and to protect the environment from harmful emissions found in bus and vehicle exhaust. The District will ensure that each driver of a school bus or other vehicle owned, leased, or contracted for by the District turns off the engine of the bus or vehicle while waiting for passengers to load or off load on school grounds, or while the vehicle is parked or standing on school grounds or in front of or adjacent to any school.

**Exceptions**

Unless otherwise required by state or local law, the idling of a school bus or vehicle engine may be permitted to the extent necessary to achieve the following purposes:

- a) For mechanical work; or
- b) To maintain an appropriate temperature for passenger comfort; or
- c) In emergency evacuations where necessary to operate wheelchair lifts.

**Private Vendor Transportation Contracts**

All contracts for pupil transportation services between the District and a private vendor will include a provision requiring the vendor's compliance with the provisions of reducing idling in accordance with Commissioner's regulations.

Education Law § 3637  
Vehicle and Traffic Law § 142  
8 NYCRR § 156.3(h)



2019

5740  
1 of 2Non-Instructional/Business  
Operations**SUBJECT: QUALIFICATIONS OF BUS DRIVERS**

A person will be qualified to operate a bus only if that person:

- a) Is at least 21 years of age;
- b) Has been issued a currently valid operator's or commercial driver's license which is valid for the operation of a bus in New York State;
- c) Has passed the annual bus driver physical examination administered in accordance with Commissioner of Education and Commissioner of Motor Vehicles regulations. In no case will the interval between physical examinations exceed a 13-month period;
- d) Is not disqualified to drive a motor vehicle under Vehicle and Traffic Law Sections 509-c and 509-cc and any other provisions of Article 19-A;
- e) Has on file at least three statements from three different persons who are not related to the driver or applicant pertaining to the moral character and to the reliability of the driver or applicant;
- f) Has completed, or is scheduled to complete, State Education Department safety programs as required by law;
- g) Is in compliance with federal law and regulations, as well as District policy and/or regulations, as it pertains to meeting the standards governing alcohol and controlled substance testing of bus drivers if and when applicable;
- h) Has taken and passed a physical performance test at least once every two years and/or following an absence from service of 60 or more consecutive days from his or her scheduled work duties; and
- i) Is in compliance with all other laws and regulations for operating a school bus, including licensing and training requirements.

**Special Requirements for New Bus Drivers**

Before employing a new bus driver, the Superintendent or designee will:

- a) Require the person to pass a physical examination within four weeks prior to the beginning of service;
- b) Obtain a driving record from the appropriate agency in every state in which the person resided, worked, and/or held a driver's license or learner's permit during the preceding three years;

(Continued)

2019

5740  
2 of 2Non-Instructional/Business  
Operations**SUBJECT: QUALIFICATIONS OF BUS DRIVERS (Cont'd.)**

- c) Investigate the person's employment record during the preceding three years;
- d) Require the person to submit to the mandated fingerprinting procedures and criminal history background check;
- e) Request the Department of Motor Vehicles to initiate a driving record abstract check; and
- f) Require that newly hired bus drivers take and pass the physical performance test, as mandated by Commissioner's regulations, before they transport students.

**Occasional Drivers**

Under Commissioner's regulations, an occasional driver is defined as a certified teacher employed by a school district or Board of Cooperative Educational Services (BOCES) who is not primarily employed as a school bus driver or substitute bus driver on either a full-time or part-time basis. Occasional drivers used for other than regular routes are not required to fulfill the training required for regular school bus drivers.

Omnibus Transportation Employee Testing Act of 1991, (Public Law 102-143)

49 USC § 521(b)

49 CFR Parts 40, 382, 391, 392, and 395

Education Law § 3624

Vehicle and Traffic Law §§ 509-c, 509-cc, and Article 19-A

8 NYCRR § 156.3

15 NYCRR Part 6

2019

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1 of 2

Personnel

**SUBJECT: EMPLOYEE MEDICAL EXAMINATIONS****Pre-employment Medical Examinations**

In accordance with the Americans with Disabilities Act, as amended, the District will not require applicants for positions to undergo a medical examination prior to an offer of employment. Further, the District will not make inquiries of a job applicant as to whether the applicant is an individual with a disability or as to the nature or severity of a disability. However, the District may make pre-employment inquiries into the ability of an applicant to perform job-related functions.

**Examinations During Employment**

The Board reserves the right to request a medical examination at any time during employment, at District expense, in order to determine whether an employee can perform the essential functions of the position with or without reasonable accommodation or for other valid employment reasons.

Annual or more frequent examinations of any employee may be required, when, in the judgment of the school physician or nurse practitioner and the Superintendent, the procedure is deemed necessary.

All bus drivers and substitute bus drivers must have yearly physical examinations. Each bus driver initially employed by the District will have a physical examination within the four weeks prior to the beginning of service. In no case will the interval between physical examinations exceed a 13-month period.

The final acceptance or rejection of a medical report with reference to the health of an employee lies within the discretion of the Board. The decision of the physician designated by the Board as the determining physician will take precedence over all other medical advice.

All medical and health related information will be kept in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**Examinations and Inquiries**

The District will conduct voluntary medical examinations, including voluntary medical histories, which are part of an employee health program available to employees at that work site. The District may make inquiries into the ability of an employee to perform job-related functions.

The District, however, will not require a medical examination and will not make inquiries as to whether the employee is an individual with a disability or as to the nature or severity of the disability, unless the examination or inquiry is shown to be job related and consistent with business necessity.

(Continued)

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2 of 2

Personnel

**SUBJECT: EMPLOYEE MEDICAL EXAMINATIONS (Cont'd.)**

Americans with Disabilities Act Amendments Act (ADAAA) of 2008, Public Law 110-325)  
Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191  
45 CFR Parts 160 and 164  
Education Law §§ 913 and 3624  
8 NYCRR § 156.3(2)  
10 NYCRR Part 14  
15 NYCRR Part 6

2019

6150

Personnel

**SUBJECT: ALCOHOL, DRUGS, AND OTHER SUBSTANCES**

In accordance with the law, The Board recognizing that students are often influenced by teachers and other members of a school's staff, impresses upon staff members the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, will set a positive example for students.

The Board, therefore, prohibits the consumption, sharing and/or selling, use and/or possession of illegal drugs (including prescription drugs for which the employee does not have a prescription), counterfeit and designer drugs, the misuse of over-the-counter drugs, or alcoholic beverages in the workplace, or when the effects of these drugs and/or alcohol use may impair an employee's job performance.

Information about drug and alcohol counseling and/or rehabilitation programs will be made available to employees. Confidentiality will be ensured as required by state and federal law. Employees will also be made aware of the range of penalties or consequences, up to and including, termination of employment that may be imposed, in accordance with relevant law and any applicable collective bargaining agreement, for violations of this policy.

The Superintendent or designee will periodically review the drug and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

**Employee Assistance Program**

The Board recognizes that the problems of alcohol and other substance use/abuse affect every segment of society. Therefore, in collaboration with district collective bargaining units, the Board will establish an employee assistance program that will provide appropriate and confidential prevention, intervention, assessment, referral, support and follow-up services for district staff. Staff members will be informed of such services and shall be encouraged to seek such help either voluntarily or in lieu of disciplinary action.

In general, the Board shall only intervene if an employee's personal problems adversely affect their job performance.

**Drug-Testing of Employees**

No employee shall be subjected to urinalysis or other form of drug-testing without reasonable suspicion that the employee has been using an illegal drug(s). The school attorney shall be consulted before any implementation of such testing.

Succeeds Act of 2015 (ESSA)  
Civil Service Law § 75  
Education Law §§ 913, 1711(2)(e), 2508(5) and 3020-a

NOTE: Refer also to Policies #3410 -- Code of Conduct  
#7320 -- Alcohol, Tobacco, Drugs, and Other Substances  
District *Code of Conduct*

2019

6151

Personnel

**SUBJECT: DRUG-FREE WORKPLACE**

~~The Board affirms that a~~All programs in the District that receive Federal funds will guarantee that their workplaces are free of controlled substances. "Controlled substance" means a controlled substance in schedules I through V of the Controlled Substances Act. An acknowledgment form will be signed by the Superintendent indicating that the District is in full compliance with the Drug-Free Workplace Act.

"Workplace" is defined as a school building or other school premises, any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities, off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the District.

The Board directs the administration to develop regulations to comply with this policy, and further supports actions and activities of the administration as required to maintain a drug-free workplace.

It is the staff members responsibility to be sure all prescription drugs required to be taken during the work day, are kept secured and out of reach of children at all times while on school premises.

Drug-Free Workplace Act, 20 USC § 7101 et seq.  
21 USC § 812  
21 CFR §§ 1308.11-1308.15  
34 CFR Part 85

NOTE: Refer also to Policies #3410 -- Code of Conduct  
#6150 -- Alcohol, Drugs, and Other Substances  
#7320 -- Alcohol, Tobacco, Drugs, and Other Substances  
District *Code of Conduct*

2019

7320

Students

**SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES**

The Board recognizes that the misuse of alcohol, drugs, tobacco, electronic cigarettes (e-cigarettes), and other illegal substances is a serious problem with legal, physical, emotional, and social implications for our students, as well as the entire community. Therefore, the consumption, sharing, selling, use, or possession of alcoholic beverages, tobacco products, e-cigarettes, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of these drugs is prohibited at any school-sponsored function, on school grounds, and on school buses at all times. The unauthorized use or misuse of prescription and over-the-counter drugs, vitamins, supplements, herbs, or other similar substances is also prohibited.

Students are not permitted to be under the influence of alcohol or other prohibited substances on school grounds or at school-sponsored events. A school-sponsored function includes a school sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place.

**Non-Medical Use of Prescription Drugs**

Non-medical use of prescription drugs is prohibited. If a student is found to be in possession of these substances, he or she will be disciplined in accordance with the District *Code of Conduct*.

**Disciplinary Measures**

Disciplinary measures for students consuming, sharing, selling, using, or possessing alcoholic beverages, tobacco products, e-cigarettes, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of these drugs are outlined in the District *Code of Conduct*.

Education Law §§ 409 and 2801(1)  
Public Health Law § 1399-o

NOTE: Refer also to Policies #3280 -- Use of School Facilities, Materials, and Equipment  
#3410 -- Code of Conduct  
#5640 -- Smoking/Tobacco Use  
#8210 -- Safety Conditions and Prevention Instruction  
District *Code of Conduct*



2019

7340

Students

**SUBJECT: BUS RULES**

The District furnishes transportation to students whose disability or distance from the school make the service essential. Except as otherwise mandated in a student's Individualized Education Program (IEP), riding school buses is a privilege which may be revoked if the student does not comply with the rules set forth in the *Code of Conduct*.

Bus drivers will be held responsible for reasonable and acceptable behavior of students while riding the school bus. Students riding school buses are expected to conform to the rules of conduct in order to permit the bus driver to transport his or her passengers safely.

Since the school bus may be regarded as an extension of the classroom, children are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. It is important that those waiting for buses conduct themselves properly in respect to the rights and property of others.

The Board and the Superintendent or designee has the authority to suspend the transportation privileges of children who are disorderly and insubordinate on buses. Generally, parent(s) or guardian(s) will be required to make alternative transportation arrangements for their children who have been suspended from riding the bus. However, if a suspension from transportation effectively results in absence from school because of the distance between the home and the school and the absence of alternative public or private means of transportation, the District will make appropriate arrangements to provide for the student's education.

While the law requires the district to furnish transportation for such students, it does not relieve parents of the responsibility for supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Only after a child boards the bus does the child become the responsibility of the district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

If a student with a disability who receives transportation as a related service as part of his or her IEP is being considered for suspension from transportation, and that suspension would effectively result in a change in placement, the student will be referred to the Committee on Special Education.

2019

7360

Students

**SUBJECT: WEAPONS IN SCHOOL AND THE GUN-FREE SCHOOLS ACT**

With the exception of those students who receive prior written permission from the Board or its designee, no student may bring in or possess any "firearm" or "weapon" on school property, on a school bus or District vehicle, in school buildings, or at school-sponsored activities or settings under the control or supervision of the District regardless of location. Any student who has been found guilty of bringing in or possessing a firearm or weapon in violation of this policy will be disciplined in a manner consistent with law and the District's *Code of Conduct*. Discipline may include a mandatory suspension for a period of not less than one calendar year for a student who is determined to have violated the Federal Gun-Free Schools Act and its implementing provisions in the New York State Education Law, provided that the Superintendent may modify the suspension requirement on a case-by-case basis.

Students who have brought a "weapon" or "firearm" to school will be referred by the Superintendent to ~~either a presentment agency (the agency or authority responsible for presenting a juvenile delinquency proceeding) or to~~ appropriate law enforcement officials. ~~These referrals will be made as follows: a student who is under the age of 16 and who is not a 14 or 15 year old who qualifies for juvenile offender status under the Criminal Procedure Law will be referred to a presentment agency for juvenile delinquency proceedings; a student who is 16 years old or older, or who is 14 or 15 and qualifies for juvenile offender status, will be referred to the appropriate law enforcement authorities.~~

For the purposes of this policy, the term "weapon" will be as defined in 18 USC 930(g)(2).

For the purposes of this policy, the term "firearm" will be as defined in 18 USC 921(a).

Students with disabilities continue to be entitled to all rights set forth in the Individuals with Disabilities Act and Education Law Article 89. This policy does not authorize suspension of students with disabilities in violation of those authorities.

This policy also does not diminish the authority of the Board to offer courses in instruction in the safe use of firearms in accordance with Education Law Section 809-a.

Gun-Free Schools Act as amended by the Every Student Succeeds Act (ESSA) of 2015, 20 USC § 7961  
18 USC §§ 921(a) and 930(g)(2)  
Criminal Procedure Law § 1.20(42)  
Education Law §§ 809-a and 3214

NOTE: Refer also to Policies #3411 -- Prohibition of Weapons on School Grounds  
#7313 -- Suspension of Students  
District *Code of Conduct*

2019

7510

Students

**SUBJECT: SCHOOL HEALTH SERVICES**

~~The District will provide and maintain a continuous program of health services which includes, but is not limited to:~~

- ~~a) Providing medical examinations and health screenings designed to determine the health status of the student;~~
- ~~b) Informing parents or other persons in parental relation to the student, pupils, and teachers of the individual student's health condition subject to federal and state confidentiality laws. The District will provide this notice in writing if the District becomes aware that the student has impaired sight or hearing or a physical disability, including sickle cell anemia, or other condition which may require professional attention with regard to health;~~
- ~~c) Where the exigencies warrant (where the parents or persons in parental relation are unable or unwilling to provide the necessary relief and treatment), providing relief in situations where the student would otherwise be deprived of the full benefit of education through inability to follow the instruction offered;~~
- ~~d) Guiding parents, students, and teachers in procedures for preventing and correcting defects and diseases and for the general improvement of the health of students;~~
- ~~e) Instructing school personnel in procedures to take in case of accident or illness;~~
- ~~f) Maintaining a program of education to inform school personnel, parents, non-school health agencies, welfare agencies, and the general public regarding school health conditions, services, and factors relating to the health of students;~~
- ~~g) Providing inspections and supervision of the health and safety aspects of the school facilities;~~
- ~~h) Providing health examinations before participation in strenuous physical activity and periodically throughout the season as necessary;~~
- ~~i) Providing health examinations necessary for the issuance of employment certificates, vacation work permits, newspaper carrier certificates, and street trades badges; and~~
- ~~j) Surveying and making necessary recommendations concerning the health and safety aspects of school facilities and the provision of health information.~~

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

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

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

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

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

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

Schools shall also provide emergency care for students in accidental or unexpected medical situations. Each school in the district will include in its emergency plan a protocol for responding to health care emergencies, including anaphylaxis, and head injury. Parents/guardians will be notified of any emergency medical situation as soon as is practicable.

### Communicable Diseases

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

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

#### Administering Medication to Students

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

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

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

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

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

#### Life-Threatening Allergies and Anaphylaxis Management

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

### Use of Naloxone

The Spencer-Van Etten School District recognizes that early use of Naloxone (commonly known as its brand name “Narcan”) can enhance the survival rate of individuals from incidents of opioid overdose. Therefore, it is the policy of the Board of Education to maintain a supply of Naloxone and make it available to registered nurses and any other appropriately trained staff employed by the District, who shall be authorized to use Naloxone in accordance with New York State law. The Superintendent, in collaboration with the District Medical Director, shall develop regulations and protocols governing the use of Naloxone by employees of the District.

### Training

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

### Regulations

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

Cross-ref: 4321, Programs for Students with Disabilities  
5020.3, Students with Disabilities and Section 504  
5280, Interscholastic Athletics  
5550, Student Privacy  
8130, School Safety Plans and Teams  
9700, Staff Professional Development

Ref: Education Law §§310 (provisions for appeal of child denied school entrance for failure to comply with immunization requirements); 901 et seq. (medical, dental and health services, BMI reporting); 919 (provide and maintain nebulizers); 6909 (emergency treatment of anaphylaxis)

Public Health Law §§613 (annual survey); 2164 (immunization requirements)  
8 NYCRR § 64.7 (administration of agents to treat anaphylaxis); § 135.4 (Physical Education); Part 136 (school health services program)  
Administration of Medication in the School Setting Guidelines, State Education Department, revised April 2002  
Immunization Guidelines: Vaccine Preventable Communicable Disease Control, State Education Department, revised August 2000

Making the Difference: Caring for Students with Life-Threatening Allergies, New York State Department of Health, New York State Education Department, New York Statewide School Health Service Center, June 2008  
Concussion Management Guidelines and Procedures, [www.nysphsaa.org](http://www.nysphsaa.org)

2019

7511

Students

**SUBJECT: IMMUNIZATION OF STUDENTS**

Every child entering or attending a District school must present proof of immunization or proof of immunity by serology (blood test) if applicable unless a New York State licensed physician certifies that the immunization is detrimental to the child's health. The requirement for that immunization is waived until the immunization is no longer detrimental to the child's health.

Except for this exemption, the District may not permit a child lacking evidence of immunization to remain in school for more than 14 days, or more than 30 days for an out-of-state or out-of-country transferee who can show a good faith effort to get the necessary certification or other evidence of immunization.

The administration will notify the local health authority of the name and address of excluded children and provide the parent or person in parental relation a statement of his or her duty regarding immunization as well as a consent form prescribed by the Commissioner of Health. The school will cooperate with the local health authorities to provide a time and place for the immunization of these children.

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

The District will provide an annual summary of compliance with immunization requirements to the Commissioner of Health.

All schools will also post educational information on influenza and the benefits of influenza immunization which will be in plain view and available to parents.

Education Law §§ 310 and 914  
Public Health Law §§ 613 and 2164  
8 NYCRR §§ 100.2 and 136.3  
10 NYCRR Subpart 66-1

NOTE: Refer also to Policy #7131 -- Education of Students in Temporary Housing



Students

**SUBJECT: 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 or person in parental relation. 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.

**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.

(Continued)

## Students

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

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-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 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: 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.

**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.~~

(Continued)

Students

**SUBJECT: 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

2019

7514

Students

**SUBJECT: STUDENT HEALTH RECORDS**

The District will keep a convenient, accurate, and up-to-date health record of every student. Insofar as the health records include confidential disclosures or findings, they will be kept confidential.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of students' "education records." For Pre-K through grade 12 students, health records maintained by the District, including immunization records and school nurse records, generally are considered "education records" subject to FERPA. In addition, records that the District or school maintains on special education students, including records on services provided to students under the Individuals with Disabilities Education Act (IDEA) are considered "education records."

Since student health and medical information in education records is protected by FERPA, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule excludes this information from its coverage.

Generally, these records may not be shared with third parties without written parental consent unless the disclosure meets one of the exceptions to FERPA's general consent requirement. One exception permits the disclosure of education records, without parental consent, to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Parents have a right under FERPA to inspect and review those health and medical records that are considered "education records" under FERPA. Individual records may be interpreted by the school's registered professional nurse to administrators, teachers, and other school officials, consistent with law.

Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC § 1232g  
Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, 34 CFR Part 99  
45 CFR Parts 160, 162, and 164  
Education Law §§ 902(b) and 905  
8 NYCRR Part 136

2019

7520

Students

**SUBJECT: ACCIDENTS AND MEDICAL EMERGENCIES****Student Emergency Treatment**

All staff members of the District are responsible to obtain first aid care for students who are injured or become ill while under school supervision.

In most instances, first aid should be rendered and then the parent should be contacted to come to school and transport the student to the family physician. Beyond first aid, the medical care of the student is the parent's responsibility. However, the student's welfare is always the primary concern, and it is the responsibility of school personnel to exercise good judgment and care under all circumstances.

The Board encourages ~~all~~ staff members to become qualified to give emergency treatment through instruction in first aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillators (AEDs).

**Transporting an Ill or Injured Student**

In the event of an illness or injury to a student, an ambulance may be called. The District will make all reasonable attempts to contact a parent or person in parental relation when determining if emergency treatment is necessary.

**Insurance**

The Board will approve provisions for all students to be covered by group insurance. These student accident insurance policies will be a co-insurance with family coverage(s) as primary.

Education Law §§ 1604(7-a), 1604(7-b), 1709(8-a), and 1709(8-b)

NOTE: Refer also to Policy #7420 -- Sports and the Athletic Program

2019

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Students

**SUBJECT: STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS**

Students come to school with diverse medical conditions which may impact their learning as well as their health. Some of these conditions are serious and may be life-threatening. As a result, students, parents, school personnel, and health care providers must all work together to provide the necessary information and training to allow children with chronic health problems to participate as fully and safely as possible in the school experience. This policy encompasses an array of serious or life-threatening medical conditions such as anaphylaxis, diabetes, seizure disorders, or severe asthma and acute medical conditions. All students within the District with known life-threatening conditions will have a comprehensive plan of care in place: an Emergency Care Plan (ECP) or Individualized Healthcare Plan (IHP) and if appropriate, an Individualized Education Plan (IEP) or Section 504 Plan.

**Life-Threatening Conditions**

For those students with chronic life-threatening conditions such as diabetes, seizure disorders, asthma, and allergies, the District must work cooperatively with the parent(s) and the healthcare provider(s) to:

- a) Immediately develop an ECP for each at risk student to ensure that all appropriate personnel are aware of the student's potential for a life-threatening reaction;
- b) If appropriate, develop an IHP that includes all necessary treatments, medications, training, and educational requirements for the student. If the student is eligible for accommodations based upon the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act, the appropriate procedures will be followed regarding evaluation and identification;
- c) Provide training by licensed medical personnel (e.g., registered professional nurse) for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students;
- d) Obtain specific medical-legal documents duly executed in accordance with New York State law; appropriate health care provider authorization in writing for specific students that includes the frequency and conditions for any testing and/or treatment, symptoms, and treatment of any conditions associated with the health problem; and directions for emergencies;
- e) Secure written parent permission and discuss parental responsibility that includes providing the health care provider's orders, providing any necessary equipment, and participation in the education and co-management of the child as he or she works toward self-management;

(Continued)

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Students

**SUBJECT: STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS (Cont'd.)**

- f) Allow supervised students to carry life-saving medication in accordance with relevant laws, regulations, and procedures. The District will also encourage parents and students to provide duplicate life-saving medication to be maintained in the health office in the event the self-carrying student misplaces, loses, or forgets their medication;
- g) Assure appropriate and reasonable building accommodations are in place within a reasonable degree of medical certainty.

In addition, the District will:

- a) Provide training for transportation, instructional, food service, or physical education staff, as appropriate, in the recognition of an anaphylactic reaction;
- b) Have standing emergency medical protocols for nursing or other staff;
- c) Request the school medical director to write a non-patient specific order for anaphylaxis treatment agents for the school's registered professional nurse or other staff, as designated by the administration and allowed under federal and New York State laws and regulations, to administer in the event of an unanticipated anaphylactic episode;
- d) Maintain or ensure the maintenance of a copy of the standing order(s) and protocol(s) that authorizes them to administer emergency medications such as anaphylactic treatment agents;
- e) As permitted by New York State law, maintain stock supplies of life-saving emergency medications such as epinephrine auto-injectors, especially in first time emergencies;
- f) Allow the school registered nurse, nurse practitioner, or physician to train unlicensed school personnel to administer emergency epinephrine via auto-injector, or emergency glucagon, to students with both a written provider order and parent or person in parental relation consent during the school day, on school property, and at any school function. Such training will be done in accordance with specifications outlined in the Commissioner's regulations;
- g) Ensure that building-level safety plans and the District-wide emergency response plan include appropriate accommodations for students with life-threatening health conditions.
- h) Encourage families to obtain medic-alert bracelets for at risk students;
- i) Educate students regarding the importance of immediately reporting symptoms of an allergic reaction.

(Continued)



Students

**SUBJECT: STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS (Cont'd.)****Creating an Allergen-Safe School Environment**

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

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

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

**Medication Self-Management**

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

- a) Adequately training all staff involved in the care of the child, as appropriate;
- b) Assuring the availability of the necessary equipment or medications;
- c) Providing appropriately trained licensed persons as required by law;
- d) Developing an emergency plan for the student; and
- e) Providing ongoing staff and student education.

Americans with Disabilities Act, 42 USC § 12101, et seq.  
Individuals with Disabilities Education Act (IDEA), 20 USC §§ 1400-1485  
Section 504 of the Rehabilitation Act of 1973, 29 USC § 794 et seq.  
34 CFR Part 300  
Education Law §§ 6527 and 6908  
8 NYCRR §§ 136.6 and 136.7  
Public Health Law §§ 2500-h, 3000-a, and 3000-c

NOTE: Refer also to Policy #7513 -- Medication and Personal Care Items

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Students

**SUBJECT: SEXUAL HARASSMENT OF STUDENTS**

The Board affirms its commitment to provide an environment free from sex-based discrimination and sexual harassment, including sexual violence and intimidation. The Board, therefore, prohibits all forms of sexual harassment against students by other students, employees, school volunteers, and non-employees such as contractors and vendors, which occur on school grounds or at school sponsored events, programs, or activities, including those that take place at locations off school premises.

**Sexual Harassment**

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature including sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes, but is not limited to: rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from students, District employees, or third parties such as visitors or school volunteers.

**Prohibited Conduct**

Sexual harassment can be verbal, non-verbal, or physical. Examples of this conduct may include, but are not limited to, the following:

- a) Verbal abuse or ridicule, including innuendoes, stories and jokes that are sexual in nature and/or gender-related. This might include inappropriate sex-oriented comments on appearance, including dress or physical features.
- b) Direct or indirect threats or bribes for unwanted sexual activity.
- c) Asking or commenting about a person's sexual activities.
- d) Unwelcome and unwanted physical contact of a sexual nature including, but not limited to, physical acts such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement.
- e) Displaying or distributing pornographic or other sexually explicit materials such as magazines, pictures, internet material, cartoons, etc.
- f) The use of profanity and/or other obscenities that are sexually suggestive or degrading in nature.

(Continued)

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Students

**SUBJECT: SEXUAL HARASSMENT OF STUDENTS (Cont'd.)**

- g) Unwelcome staring, leering, or gesturing which is sexually suggestive in nature.
- h) Unwelcome and/or offensive public displays of sexual or physical affection.
- i) Clothing that reflects sexually obscene and/or sexually explicit messages, slogans, or pictures.
- j) Demanding sexual favors of a student, insinuating that refusal to acquiesce in such favors will adversely affect a student's grades, references, academic or scholastic placement, and/or participation in extracurricular activities.
- k) Engaging in sexual conduct with an individual who is unable to consent due to his or her age, use of drugs or alcohol, intellectual disability, or other disability.
- l) Any other unwelcome and unwanted sexually oriented and/or gender-based behavior which is sexually demeaning, belittling, intimidating, or perpetrates sexual stereotypes and attitudes.

**Investigation of Complaints and Grievances**

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any student who believes he or she has been a victim of sexual harassment in the school environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, should immediately report such alleged harassment. The District recognizes that sexual harassment is a sensitive issue and that students may choose to inform any trusted staff member of suspected discrimination or harassment. Staff members who receive such complaints will immediately inform the Civil Rights Compliance Officer (CRCO). Where appropriate, the CRCO may seek the assistance of the relevant Dignity Act Coordinator in investigating, responding to, and remedying student complaints of discrimination and/or harassment. In the event that the CRCO is the alleged offender, the report will be directed to another CRCO, if the District has designated one, or to the Superintendent.

The District will act to promptly, thoroughly, and equitably investigate all complaints, whether verbal or written, of sexual harassment and will promptly take appropriate action to protect individuals from further sexual harassment. All complaints will be handled in a manner consistent with the District's policies and procedures regarding the investigation of discrimination and harassment complaints, including Policy #3420 -- Non-Discrimination and Anti-Harassment in the District.

Additional information regarding the District's discrimination and harassment complaint and grievance procedures, including but not limited to the designation of the CRCO, knowingly making false accusations, and possible corrective actions, can be found in Policy #3420 -- Non-Discrimination and Anti-Harassment in the District.

(Continued)

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Students

**SUBJECT: SEXUAL HARASSMENT OF STUDENTS (Cont'd.)**

**Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Complaints of retaliation may be directed to the CRCO. In the event the CRCO is the alleged offender, the report will be directed to another CRCO, if one has been designated or to the Superintendent.

Where appropriate, follow-up inquiries will be made to ensure that sexual harassment has not resumed and that all those involved in the investigation of sexual harassment have not suffered retaliation.

Civil Rights Act of 1991, 42 USC § 1981(a)  
Title IX of the Education Amendments of 1972, 20 USC § 1681 et seq.  
34 CFR § 100 et seq.  
Education Law § 2801(1)  
OCR Dear Colleague Letter, April 4, 2011

2019

8320

Instruction

**SUBJECT: SELECTION OF LIBRARY AND MULTIMEDIA MATERIALS**

A school library/library media center will be established and maintained in each school of the District. The library in each elementary and secondary school will meet the needs of the students, and provide an adequate complement to the instructional program in the various areas of the curriculum. The District will also employ a certified school Library Media Specialist, unless equivalent service is provided by an alternative arrangement approved by the Commissioner.

The Board agrees that the responsibility of the school library is:

- a) To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
- b) To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- c) To provide a background of information that will enable students to make intelligent judgments in their daily lives.
- d) To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
- e) To provide materials representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage.
- f) To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Gifts of library books shall be accepted in keeping with the above criteria. Complaints about library books will be handled in the same manner as complaints about instructional materials and controversial issues.

In interpreting these principles, the following will apply:

- a) Broad and varied collections will be developed systematically by the Library Media Specialist, based on recommendations of the professional staff and suggestions of students and parents. Final approval will be made by the building principal.
- b) Qualitative standards of selection involving factual accuracy, authoritativeness, artistic quality, and appeal will be applied by Library Media Specialists before purchases are made. In addition, the format, author's reputation, significance of subject matter, rating on book reviews, and listings in special bibliographies or indices (i.e., Wilson series, American Library Association (ALA) lists) shall also be considered.
- c) Materials will not be excluded because of the race, nationality, political opinions, or religious views of the author.

d) Materials should be provided which encourage critical judgement and evaluation.

e) Materials will be continuously re-evaluated in relation to changing curriculum and instructional needs. Worn out, outdated materials will be discarded.

Education Law § 207  
8 NYCRR §§ 21.4, 91.1, 91.2  
Adoption Date

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Instruction

**SUBJECT: OBJECTION TO INSTRUCTIONAL MATERIALS AND  
CONTROVERSIAL ISSUES**

As a natural part of preparation for assuming an adult role in society, matters of a controversial nature shall arise and should be dealt with as part of the student's learning experience. The study and discussion of controversial issues is essential for students to become informed individuals, through the process of examining factual evidence and differing viewpoints, exercising freedom of thought, and making responsible decisions.

Any criticism of instructional materials that are in the schools should be submitted in writing to the Superintendent and the Board will be informed. A committee, including the librarian and building principal, will be designated by the Superintendent to investigate and evaluate the challenged material according to the principles and qualitative standards stated in District policy.

**Controversial Issues**

Controversial issues may be studied as part of the curriculum and teachers will present these issues in their classrooms in an impartial and objective manner.

Teachers wishing to call upon outside speakers in the presentation of controversial issues are required to obtain the approval of the principal who will keep in mind the obligation for presenting opposing views as well, and who will inform the Superintendent prior to the presentation.

It shall be the responsibility of the parents to specifically identify topics of concern either present or lacking in the curriculum and to confer with school district administrators. If parents or citizens of the community believe that unfair and biased presentations are being made by a teacher, the Superintendent may provide for a hearing so that both parties may fairly express their views.

Education Law § 3204(5)  
8 NYCRR § 135.3

NOTE: Refer also to Policies #8320 -- Selection of Library and Multimedia Materials  
#8360 -- Religious Expression in the Instructional Program

**SUBJECT: INSTRUCTIONAL MATERIALS AND CURRICULUM**

The Board of Education expects the development of curriculum guides and course outlines at all educational levels. These materials shall be revised periodically, and recommendations made by the Superintendent of Schools for revision and modification. The curriculum shall be designed to show the developmental sequence of content and skills.

It is a professional responsibility to plan in advance for the instructional program offered to students. For this purpose, plan-books should be used.

**Textbooks**

The term "textbook" refers to a book supplied to a student for a fixed period of time for his or her personal use and basic to the study of a subject. The Board will make provision for funds to be budgeted for the purchase of textbooks and related instructional materials.

Upon the recommendation of the ~~Superintendent~~Building Principal, the ~~Board~~Superintendent will designate the textbooks to be used. Textbooks, once designated, cannot be superseded within a period of five years except by a 3/4 vote of the Board.

The District participates in the National Instructional Materials Access Center (NIMAC). The District will be responsible to ensure that each student who requires instructional materials in an alternate format will receive it in a timely manner and in a format that meets NIMAS standards. Contracts with publishers executed on and after December 3, 2006 for textbooks and other printed core materials must include a provision that requires the publisher to produce NIMAC files and send them to the NIMAC (this will not add any cost to the contract).

Students will be required to pay for lost books or for excessive damage to books.

**Textbooks for Resident Students Attending Private Schools**

Resident students attending private schools will be supplied non-sectarian textbooks in accordance with the requirements of Education Law. The District may ask for evidence that the selected textbook is used in one or more public school districts in the state. This evidence may include an authenticated list of public school districts using the textbook from the publisher.

**Workbooks**

The term "workbook" refers to the type of book that provides spaces to write in and is consumed each year. It is usually paper-covered and designed to be used in connection with a textbook. The Board must approve the expenditure of funds for the purchase of workbooks and manuals.

**Calculators**

The District can require students to provide their own "supplies" such as pencils, pens, paper, etc. Calculators do not fall into this category and must be considered like classroom teaching materials for which the District is authorized to levy a tax. In addition, the District may purchase, and must still provide, calculators even if operating under a contingent budget if the calculators are required for participation in an educational program. The New York State Education Department requires the use of calculators for intermediate and high school level mathematics and science assessments. Students will



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Instruction

**SUBJECT: INSTRUCTIONAL MATERIALS (Cont'd.)**

not be charged for a calculator or otherwise required to purchase one in order to participate in an educational program of the District.

**Instructional Computer Hardware**

The term “Instructional Computer Hardware” refers to the collection of physical parts of a computer system used for instructional purposes.

Loan to Students Attending Nonpublic Schools in the District

The District will loan, upon request of an individual or a group of individual students, to all students legally attending nonpublic elementary or secondary schools located in the District, instructional computer hardware in accordance with applicable law and regulations.

Instructional computer hardware will be loaned free of charge, subject to rules and regulations as are or may be prescribed by the Board of Regents and school authorities, and will be required for use as a learning aid in a particular class or program. Instructional computer hardware containing computer software programs which are religious in nature or content will not be purchased or loaned by the District.

The District is not required to loan instructional computer hardware to nonpublic school students in excess of that acquired in accordance with Education Law Section 753 and will be loaned on an equitable basis to children attending nonpublic schools in the District and to students with disabilities residing in the District who attend approved programs. However, the District will not be required to loan instructional computer hardware purchased with local or federal funds or with state funds, other than Instructional Computer Hardware Aid funds.

School authorities will specify a date by which written requests for the purchase and loan of instructional computer hardware must be received by the District. This date will not be earlier than the first day of June of the school year prior to that for which instructional computer hardware is being requested. For a child not attending a nonpublic school prior to June first, the parent or guardian may submit a written request for instructional computer hardware within 30 days after the child is enrolled in the nonpublic school. In no event, however, will a request made later than the times otherwise provided in accordance with Education Law Section 754 be denied where a reasonable explanation is given for the delay in making the request. All nonpublic schools in the District will be notified of the specified date.

The form of request used by a lending District may provide for a guarantee by a parent or guardian for the return of the hardware or, in the case of loss or damage, for payment of its value.

The following rules and regulations shall govern the loan of instructional materials to residents of the Spencer-Van Etten Central School district attending nonpublic schools:

1. All instructional materials shall remain the property of the district.
2. All instructional materials shall be returned at the end of the nonpublic school's year.

3. If lost or destroyed, all instructional materials shall be paid for in the same fashion as the students attending Spencer-Van Etten Central School pay for such textbooks and instructional computer hardware.

20 USC § 1474(e)(3)(B)

Education Law §§ 2(12), 701 et seq., 753, 754, 3602(3), 3602(6), 3602(26), 4401(2)(c), 4401(2)(e), 4401(2)(g),

4401(2)(i) and 4401(2)(l)

8 NYCRR §§ 21.3, 100.12, and 175.25

NOTE: Refer also to Policy #5412 -- Alternative Formats for Instructional Materials

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Instruction

**SUBJECT: USE OF COPYRIGHTED MATERIALS**

It is the intent of the Board to abide by the provisions of the United States Copyright Law. All employees and students are prohibited from copying materials not specifically allowed by the copyright law, fair use guidelines, licenses or contractual agreements, or the permission of the copyright proprietor.

A copyright officer may be appointed by the Superintendent to provide information for all personnel regarding current copyright law and to maintain copyright records. The copyright officer will also serve as the designated agent registered with the U.S. Copyright Office to expeditiously respond to any notices of claimed copyright infringement.

Any person who willfully disregards the copyright policy will be in violation of Federal Copyright Laws and District policy and will assume all liability. Appropriate copyright notices will be placed on or near all equipment used for duplication.

Digital Millennium Copyright Act (DMCA), 17 USC §§ 101 et seq., 512 and 1201 et seq.  
37 CFR Part 201

## Instruction

**SUBJECT: RELIGIOUS EXPRESSION IN THE INSTRUCTIONAL PROGRAM**

~~The Board acknowledges the importance of religion to the understanding of society and the richness of the human experience. The District will be guided by three concepts when making decisions about the appropriateness of activities for inclusion in the school program: the activity should have a secular purpose, the activity should neither advance nor inhibit religion, and the activity must not foster an excessive entanglement of government with religion.~~

~~— Nurturing the development of knowledge and respect for the rights of all cultural and religious groups is a continuing goal of the District. Students, faculty, and administration are reminded of the pluralism of religious beliefs and are urged to be conscious of and respect the sensitivity of others.~~

~~— Opportunities to learn about cultural and religious traditions should be provided within the framework of the curriculum. Information about religious and cultural holidays and traditions focusing on how and when they are celebrated, their origins, and their histories should be part of this instruction. This educational opportunity should be handled with great care, sensitivity, and respect for the feelings and beliefs of individuals.~~

~~— An environment should be created and encouraged where students of various ethnic backgrounds feel comfortable in sharing comments about their religious and cultural traditions. No student should be singled out to share or participate in discussions solely on the basis of that student's identification with the cultural or religious heritage being addressed. A student's preference not to share or participate in these discussions should be honored and respected without penalty.~~

The Board of Education recognizes its responsibility to teach students about religion and its role as a vital force in the development of civilizations, as well as to foster a respect for religion and religious beliefs. In addition, the Board believes that it is the duty of the school to ensure that every student fully understand the principle of religious freedom that is part of this county's heritage.

To fulfill these acknowledged responsibilities, the Board encourages factual and objective teaching about religion. Instructional programs will be encouraged that: (1) focus on the role that religion has played in history or in the development of a society or culture, and (2) educate students about the principle of religious liberty as one of the central elements of freedom and democracy.

**School Activities Related to Religious Holidays or Themes**

School activities related to the teaching about religious holidays or themes must be consistent with, and representative of, the District's curriculum.

In planning school activities related to the teaching about religious holidays or themes, special effort must be made to ensure that the activity is not devotional and that students of all faiths can join without feeling they are betraying their own beliefs. Similarly, age appropriate activities are encouraged within the framework of the curriculum. Teaching about religious and cultural holidays may include activities such as parties and special foods, if they reinforce educational goals.

**Symbols in the Schools**

The purpose of using religious symbols should be to teach about religious concepts and traditions, and to convey historical or cultural content, not to promote or celebrate religious concepts, events, or holidays. Symbols which are secular and seasonal in nature, such as Santa Claus and Easter bunnies, can be displayed in a seasonal context.

(Continued)

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Instruction

SUBJECT: RELIGIOUS EXPRESSION IN THE INSTRUCTIONAL PROGRAM (Cont'd.)

### **Music in the Schools**

The purpose of using religious music should be to teach musical concepts, to convey historical and cultural content, or to create aesthetic experiences in a setting which emphasizes artistic expression and educational value, not to promote or celebrate a religious faith.

### **Curriculum Areas in Conflict with Religious Beliefs**

Students will be given the option to be excused from participating in those parts of an activity, program, or area of instruction involving a religious theme which conflicts with their own religious beliefs or that of their parents or guardians in accordance with applicable law and regulations. Alternatives may be provided that are of comparable instructional value.

The District will make this policy available in order to ensure community, faculty, student, and parental or guardian awareness.

United States Constitution, First Amendment  
Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA) of 2015  
Equal Access Act, 20 USC §§ 4071-4074  
Education Law §§ 1609(9), 1609(10), 1709(1), 1709(3), 3204(5), and 3210  
8 NYCRR §§ 16.2 and 109.2

NOTE: Refer also to Policies #7460 -- Constitutionally Protected Prayer in the Public Schools  
#8330 -- Objection to Instructional Materials and Controversial  
Issues