

SUPPORT SERVICES GOALS

Support services, which include safety and maintenance programs, transportation, food services, insurance management and office services, are essential to the successful functioning of the school district. Education is the district's central function, and all support services shall be provided, guided, and evaluated by this function.

In order to provide services that are truly supportive of the educational program, the Board of Education establishes these goals:

1. providing a physical environment for teaching and learning that is safe and pleasant for students, staff, and the public;
2. providing safe transportation and nutritious meals for students who use these services;
and
3. providing timely, accurate, and efficient support services that meet district needs and promote district goals.

Adoption date: June 15, 2006

SCHOOL BUILDING SAFETY

The Board of Education recognizes that a safe, secure and healthy school environment is necessary to promote effective learning. The Board is committed to ensuring that all school buildings are properly maintained and preserved to provide a suitable educational setting.

Consistent with the requirements of state law and regulations, the Board will:

1. Appoint a Health and Safety Committee composed of representation from district administration, school staff, bargaining units and parents that shall perform the functions listed in Policy 8112, Health and Safety Committee.
2. Review and approve all annual building inspections and building condition surveys.
3. Take immediate action to remedy serious conditions in school buildings affecting health and safety and report such conditions to the Commissioner of Education.
4. Annually review the facilities section of the school district report card for each building and report in a public meeting on the status of each item contained in that section of the report card. The report card shall provide information on a building's age, size enrollment, useful life, safety rating, visual inspection and building condition survey results and other items prescribed by the Commissioner.

Health and safety of pupils and staff are an important responsibility of the buildings and grounds staff and supervisors. These responsibilities will be emphasized in induction and orientation sessions, continuing education, evaluations, and written communications with these staff members.

The Superintendent of Schools shall be responsible for the development of procedures for investigating and resolving complaints related to the health and safety issues in the district's buildings consistent with requirements of state law and regulations.

Cross-ref: 7100, Facilities Planning
7365, Construction Safety
8112, Health and Safety Committee
8220, Buildings and Grounds Maintenance and Inspection

Ref: Education Law §§ 409-d (Comprehensive Public School Building Safety Program); 409-e (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring)
8 NYCRR Part 155 (Educational Facilities)
9 NYCRR Parts 600-1250 (Uniform Fire Prevention and Building Code)

Adoption date: June 15, 2006

HEALTH AND SAFETY COMMITTEE

The Board of Education recognizes the importance of the participation of district staff and parents in promoting a safe, secure and healthy school environment. In accordance with Commissioner's regulations, the Board will appoint a Health and Safety Committee composed of representation from district officials, staff, bargaining units and parents.

The committee will participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair. The Superintendent of Schools will ensure that the committee is appropriately involved in all of the activities required by the Commissioner's regulations. Specifically, the committee will:

1. Participate in the investigation and disposition of health and safety complaints.
2. Ensure that at least one member of the committee participates in the annual visual inspection.
3. Consult with district officials in completing safety ratings of all occupied school buildings.
4. Monitor safety during school construction projects including periodic meetings to review issues and address complaints related to health and safety resulting from the project.
5. Upon completion of a construction project, conduct a walk-through inspection to ensure the area is ready to be reopened for use.
6. During construction projects, the Facilities Manager shall keep the Health and Safety Committee informed of all issues related to on-going construction projects.

Cross-ref: 7365, Construction Safety
8110, School Building Safety
8220, Buildings and Grounds Maintenance and Inspection

Ref: 8 NYCRR Part 155 (Educational Facilities)

Adoption date: June 15, 2006

Revised: January 16, 2014

PESTICIDES AND PEST MANAGEMENT

It is the goal of the Board of Education to maintain the integrity of school buildings and grounds, protect the health and safety of students and staff and maintain a productive learning environment.

The Board recognizes that pests can pose a significant risk to health and property and there may be significant risks inherent in using chemical pesticides in the school environment. Provisions will be made for a least toxic approach to integrated pest management (IPM) for all school buildings and grounds in accordance with the Commissioner's regulations. Integrated pest management is a systematic approach to managing pests focusing on long term prevention or suppression with minimal impact on human health, the environment and nontargeted organisms.

Notification of Pesticide Application

All district staff and parents/guardians will be notified of pesticide applications performed at any school facility. A notice will be sent at the beginning of the school year which will include:

1. Notification of periodic pesticide applications throughout school year.
2. The availability of 48-hour prior written notification of pesticide applications to parents and staff who request such notice.
3. Instructions on how to register with the school to receive this prior written notification.
4. The name and number of the school representative who can provide further information.

A separate notice will be sent to staff and parents within two days of the end of winter and spring recess and within 10 days of the end of the school year which includes the date, location and product used for each pesticide application which required prior notification and each emergency application.

The Superintendent of Schools shall ensure the dissemination of this policy and conduct any training necessary to ensure that all staff are fully informed about pesticides and pest management.

Cross-ref: 8110, School Building Safety
8220, Building and Grounds Maintenance and Inspection

Ref: Environmental Conservation Law, Art.33 (Pesticides)
Education Law §409-h (Requirements for Notification of Pesticide Applications)
6 NYCRR Part 325 (Application of Pesticides)

8 NYCRR 155.4 (Uniform Code of Public School Building Inspections, Safety Rating and Monitoring)

Desmond Americana v. Jorling, 153 AD2d 4 (3rd Dept. 1989)

IPM Workbook for New York State Schools, Cornell Cooperative Extension Community IPM Program with support from New York State Dept. of Environmental Conservation, August 1998

Adoption date: June 15, 2006

SCHOOL SAFETY PLANS AND TEAMS

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and amend a comprehensive district wide school safety plan and building-level emergency response plan(s) regarding crisis intervention, emergency response and management.

Taken together, the district and building plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of emergencies and violent incidents in district schools.

In accordance with state law and regulation, the district shall have the following school safety teams and plans to deal with crisis intervention and emergency response and management:

Comprehensive district-wide school safety team and plan

The Board will appoint a district-wide school safety team that includes, but is not limited to, a representative from the Board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel. This team shall be responsible for the development and review of a comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address crisis intervention, emergency response and management at the district level. It shall include all those elements required by law and regulation.

A copy of the plan shall be available in the district offices for inspection by the public.

Building-level emergency response teams and plans

Each Building Principal shall be responsible for appointing a school safety team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, local law enforcement officials, local ambulance and other emergency response agencies. The school safety team shall be responsible for the development and review of a building-level emergency response plan for each district building. The plan(s) shall address communication, emergency response, and evacuation at the building level and shall include all procedures required by law and regulation.

Within each building, the school safety team shall designate:

- an emergency response team that includes appropriate school personnel, local law enforcement 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.

The Building Principal shall be responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

Team Appointments

The members of all district and building-level teams shall be appointed on an annual basis. In appointing team members, the Board and the Building Principal will make an effort to include other persons beyond those groups identified in law and policy who can contribute to ensuring continuity among the plans.

Annual Review and Report

Each plan shall be reviewed by the appropriate school safety team by July 1st every year and updated as needed. Each team shall submit a report to the Board annually stating that it has reviewed the plans and setting forth its recommendations for revisions, if any, to the plan. In conducting the review, the building-level teams shall consider any changes in personnel, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans.

The Superintendent of Schools shall be responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption. Each Building Principal shall be responsible for filing the building-level safety plan for his or her building and any amendments to the plan with the appropriate local law enforcement agency and the state police within 30 days after their adoption.

Cross-ref: 5300, Code of Conduct
8134, Emergency Closings

Ref: Education Law §2801-a (school safety plans)
Executive Law §2B (state and local natural and manmade disaster preparedness)
8 NYCRR Part 155 (Educational Facilities)
Project SAVE Guidance Document for School Safety Plans, New York State Education
Department, April 2001

Adoption date: June 15, 2006

EMERGENCY CLOSINGS

The Superintendent of Schools may close the schools or dismiss students/staff early when hazardous weather or other emergencies threaten the health or safety of students and personnel. The Superintendent may delegate this authority to another staff member in the event of his/her absence. Such action is never to be taken lightly, for public education is one of the principal functions of the community and should be maintained at a normal level except in extreme circumstances.

Schools will close when the safety of students and staff is in jeopardy to travel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the Superintendent has the responsibility to ensure that administrative, supervisory, and operational activity is continued to the extent possible. School closing and delayed starting times will be announced over local media, posted on the district website, and announced via Robocall and Email. If no report is heard, it can be assumed the schools are in session, and are opening on time.

If school must be closed when students are in attendance, the principal, faculty and staff shall remain to care for the school and student safety until the Superintendent or a designee approves their departure. The district shall make every effort to transport students who would ordinarily be transported home; if transportation is not possible, students will remain at school under proper supervision until buses or their parents arrive.

In making the decision to close schools, the Superintendent may consider many factors, including the following, which relate to the safety and health of students:

1. weather conditions, both existing and predicted, including extreme heat and cold;
2. driving, traffic, and parking conditions affecting public and private transportation facilities;
3. actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous; and
4. inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

Among the other factors the Superintendent may consider are advice from traffic and weather authorities, Building Principals, and school officials.

Students, parents, and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closing.

Ref: Education Law §3604(7)

Adoption date: June 15, 2006

Revised: July 5, 2007

Revised: January 6, 2011

Revised: December 1, 2016

UNSAFE SCHOOL TRANSFER CHOICE

The Board of Education recognizes that, in accordance with law, there may be instances in which it must offer students the choice to transfer to a safe public school at the same grade level. Such transfer choice must be offered if:

1. the school a student would normally attend is designated a “persistently dangerous school” by the Commissioner of Education; or
2. a student becomes the victim of a “violent criminal offense” that occurs on the grounds of the school the student currently attends.

In accordance with federal and state law and regulations, the option to transfer to a safe school will be available only if there is a safe public school that eligible students can transfer to at the same grade level within the district. Therefore, the Board directs the Superintendent of Schools to develop a list identifying any school(s) designated by the Commissioner of Education as persistently dangerous that also includes any alternative safe public school(s) within the district for each grade level to which students may transfer. The list shall be revised annually and presented to the Board.

Notification of Transfer Rights

The Superintendent shall notify parents of all students in a school designated as persistently dangerous, and the parents of any student who becomes a victim of the victim of a violent criminal offense on school grounds, of their child’s right to transfer out of the school they currently attend. The notice shall:

1. explain that students may transfer only to a safe public school at the same grade level within the district,
2. identify the school(s) a student may transfer to,
3. explain the procedures for transfer, including the need for parents wanting their child to transfer to inform the Superintendent of their decision within the time frame stated in the notice.
4. inform parents of their right to request that their child be returned to the school of origin if they later reconsider their decision to allow the transfer.

The required notice shall be sent first class mail within 10 days after the district receives notice from the Commissioner of Education of the school’s designation as persistently dangerous. In the case of a student who is deemed to be the victim of a violent criminal offense on school grounds the notice shall be sent first class mail within 24 hours of any such determination by the Superintendent.

To the extent practicable, the notice will be provided in the dominant language or mode of communication used by the parents.

Procedures for Transfer

The transfer of any student attending a school that is deemed to be persistently dangerous generally will occur within 30 school days after the district finds out about the designation. The transfer of a student determined to be a victim of a violent criminal offense on school grounds will occur generally within 10 calendar days of the determination.

A student transferring from a persistently dangerous school has the right to remain at the safe school he or she transfers to for as long as the school of origin continues to be identified as persistently dangerous. But such a student will remain at the safe school until he or she completes the highest grade level there if it is determined to be in the best educational interest of the student to remain there. The district will make such a determination based on the student's educational needs and other factors affecting his or her ability to succeed if returned to the school of origin.

A student who transfers because he or she became the victim of a violent criminal offense at his or her school of origin remains at the school transferred to until he or she completes the highest grade level there.

Upon parental request, any student who exercised his or her right to transfer to a safe school may return to the school of origin. Any such transfer back will be effective at the start of classes in the next school year following the request.

Transportation

The district shall provide transportation to students transferring to a safe school within the transportation limits established under New York's Education Law.

Procedures for Determining Whether a Student Has Become the Victim of a Violent Criminal Offense on School Grounds

In accordance with district procedures for the reporting of violations that constitute crimes, the Building Principal or designee shall promptly notify both local law enforcement and the Superintendent of all reports that involve the infliction of a serious physical injury upon another, a sex offense involving forcible compulsion, or any other offense that involves the use or threatened use of a deadly weapon under applicable provisions of New York's Penal Law.

Following receipt of any such report, the Superintendent shall proceed to determine whether any of the students involved in the reported incident has become the victim of a violent criminal offense on school grounds. In making this determination, the Superintendent shall:

1. consult with any law enforcement agency investigating the alleged violent criminal offense, and document his or her consultation with law enforcement officials,
2. consider any reports or records provided by law enforcement agencies investigating the situation, and
3. consult with the district's attorney prior to making any final determination,
4. document his or her findings.

A criminal conviction is not required for the Superintendent of Schools to make a determination that a student indeed has become the victim of a violent criminal offense on school grounds. However, a Superintendent's determination that a violent criminal offense has occurred cannot be used as evidence in any student disciplinary proceeding initiated against either the alleged victim or the perpetrator of the offense.

Upon a finding that a student has become the victim of a criminal violent offense on school grounds, the Superintendent will provide the student's parents with notice of the student's right to transfer to a safe school in accordance with the notice procedures established by this policy above. The Superintendent will document compliance with the notification requirements and the procedures followed to carry out the student's transfer if the parents elect to have the student transfer to another school.

Appeal of a Superintendent's Determination Regarding a Violent Criminal Offense

Parents may appeal to the Board of Education a Superintendent's determination regarding whether their child has become the victim of a violent criminal offense on school grounds.

Cross-ref: 5300, Code of Conduct
5710, Violent or Disruptive Incident Reporting

Ref: 20 USC §7912(a)
Education Law §2802(7)
Penal Law §10.00(1), (12)
8 NYCRR §120.5

Adoption date: June 15, 2006

VANDALISM

The Board of Education believes that students and faculty should respect property and take pride in the schools of the district. Any incidents of vandalism or theft of district property, and the names of the person(s) believed to be responsible, shall be reported to the Superintendent of Schools.

The district may conduct an investigation to determine who is responsible for damage to school property, or may contact the local police department. The district may seek payment for damages from those responsible. The Board may determine that legal action against a vandal and/or his/her parents/guardians should be brought to recover costs for damages* caused by a willful, malicious or unlawful act of the child. The Board will also determine whether to offer monetary rewards** for information leading to the arrest and conviction of vandals or thieves of district property. All information pertaining to the investigation will be forwarded to the school attorney and the district attorney.

Cross-ref: 5300, Code of Conduct

Ref: Family Court Act §§757; 758-a
General Obligations Law §3-112
Education Law §§1604(35), (38); 1709(36),(38); 2509-g(15)
General Municipal Law §789

* State law now permits parental liability for up to five thousand dollars (\$5,000)

** State law now permits monetary rewards for up to one thousand dollars (\$1,000)

Adoption date: June 15, 2006

Revised: January 6, 2011

VANDALISM REGULATION

Incidents of illegal entry, theft of school property, vandalism or other damage to school property shall be reported to the office of the Superintendent, Assistant Superintendent for Business and the Director of Facilities. A written report will be filed with the Business Office within 24 hours of discovery on a form provided by that office (see Exhibit 8212-E.1). Copies will be sent to the Superintendent's Office and the Facilities Office. A report will also be filed with the police.

Adoption date: June 15, 2006

VANDALISM EXHIBIT

Report of Vandalism, Burglary and Lost and/or Stolen Property

School _____ Date _____

Discovered by Whom _____ Time _____

Were Police Notified? Yes _____ No _____ Officers _____

Police Case # _____ Detective Case # _____

Incident _____

Property Taken _____

Serial # _____ Model # _____

Name(s) of Witness(s) _____

Damage _____

Value \$ _____

Signature: Head Custodian _____

Signature: Building Principal _____

Date _____

Adoption date: June 15, 2006

VANDALISM EXHIBIT

Monthly Vandalism Report

To Be Submitted With Monthly Maintenance Fire Reports

INCIDENT	DATE REPTD.	REPTD. BY	ACTION TAKEN	ESTIMATE OF DAMAGE INCL. MAN HRS. TO REPAIR

PLEASE REPORT ANY MAJOR INCIDENT OF VANDALISM TO BUILDINGS AND GROUNDS DEPARTMENT OFFICE AS EARLY AS POSSIBLE.

RETURN TO: Buildings & Grounds Dept.
along with Maintenance and
Fire Reports at the end of
each month.

Signed _____ Date _____
HEAD CUSTODIAN

Signed _____ Date _____
PRINCIPAL

Adoption date: June 15, 2006

BUILDINGS AND GROUNDS MAINTENANCE AND INSPECTION

To accommodate the district's educational program, the Board of Education is committed to providing suitable and adequate facilities. To this end, proper maintenance and inspection procedures are essential. The Board directs the Superintendent of Schools to ensure that proper maintenance and inspection procedures are developed for every school building.

Custodians are primarily responsible for the care and protection of district facilities. Each custodian shall have direction for how to perform his or her duties, as well as a schedule for jobs which must be completed. Members of the school faculty and staff, as well as pupils, are expected to cooperate with custodians.

Consistent with federal and state law and regulations, the following items will be included in the district's buildings and grounds maintenance and inspection procedures:

Comprehensive Maintenance Plan

A comprehensive maintenance plan for all major building systems will be instituted to ensure the building is maintained in a state of good repair. Such plan will include provisions for a least toxic approach to integrated pest management and establish maintenance procedures and guidelines which will contribute to acceptable indoor air quality. The plan shall be available for public inspection.

Procedures will also be established to ensure the safety of building occupants during maintenance activities including standards for exiting and ventilation, asbestos and lead protocols, noise abatement and control of chemical fumes, gases and other contaminants.

Building Condition Surveys

Each occupied district building will be assessed every five years by a building condition survey. This survey will be conducted by a team that includes at least one licensed architect or engineer and will include a list of all program spaces and inspection of building system components for evidence of movement, deterioration, structural failure, probable useful life, need for repair and maintenance and need for replacement. Building condition survey reports will be submitted to the Commissioner by January 15, 2001 and January 15th of every fifth year thereafter.

Annual Visual Inspections

A visual inspection of building system components in each occupied district building will take place annually except for years in which a Building Condition Survey is performed. The inspection will be conducted by a team including a local code enforcement official, the Facilities Director or his/her designee and a member of the Health and Safety Committee. The inspection will be completed by November 15th of each year and will be made available to the public.

A corrective action plan will be developed by a licensed architect or engineer if a deficiency exists in the building.

Fire Safety Inspections

An annual inspection for fire and safety hazards will be conducted in accordance with a schedule established by the Commissioner of Education. The inspection will be conducted by a qualified fire inspector and the report will be kept in the district office. Any violation of the State Uniform Fire Prevention and Building Code shall be corrected immediately or within a time frame approved by the Commissioner.

Safety Rating System

A safety rating keyed to the structural integrity and overall safety of each occupied school building will be provided on an annual basis in consultation with the Health and Safety Committee. Safety ratings will be based on the safety rating system developed by the Commissioner and will comply with all statutory and regulatory requirements.

Building Principals shall, on an on-going basis, undertake their own inspections of school buildings and grounds, searching for any dangerous or hazardous conditions and take immediate steps to remedy the problem.

Cross-ref: 6200, Annual Budget
7100, Facilities Planning
7365, Construction Safety
8110, School Building Safety
8112, Health and Safety Committee
8115, Pesticides and Pest Management

Ref: 29 CFR □ 1910 et seq (OSHA Hazard Communication)
40 CFR Part 763 (Asbestos Hazard Emergency Response Act)
Education Law §§409-d (Comprehensive Public School Safety Program); 409-e (Uniform Code of Public School Buildings Inspections, Safety Rating and Monitoring);
□807-a (Fire Inspections)
Labor Law §§875-883 (toxic substances)

Public Health Law §§4800-4808 (Right to Know, toxic substances)

Environmental Conservation Law §33-0725 (Pesticides)

6 NYCRR Part 325 (Pesticides)

8 NYCRR §§155.1(Educational Facilities); 155.4 (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring); 155.8 (Fire and Building Safety Inspections)

9 NYCRR Parts 600-1250 (Uniform Fire Prevention & Building Code)

12 NYCRR Part 56 (Industrial Code Rule concerning asbestos)

Appeal of Anibaldi, 33 Educ. Dep't Rep. 166 (1993) (district required to monitor student's physical symptoms when air quality caused health problems)

Guidelines for the Evaluation and Control of Lead-Based point Hazards in Housing, U.S. Department of Housing and Urban Development, Washington D.C., June 1995)

IPM Workbook for New York State Schools, Cornell Cooperative Extension Community IPM Program with support from New York State Dept. of Environmental Conservation, August 1998

Adoption date: June 15, 2006

TRAFFIC AND PARKING ON SCHOOL PROPERTY

The Board of Education requires safe and orderly operation of automobiles, trucks, and other traffic on school grounds. As appropriate and consistent with law, such traffic may be regulated by:

1. Prohibiting, restricting or limiting vehicular standing, stopping or parking.
2. No parking shall be permitted in fire lanes.
3. Determining traffic direction.
4. Establishing speed limits.
5. Providing for vehicular parking, storage and removal in normal or emergency situations.
6. Providing for automobile registration procedures by school.

Violation of measures adopted by the Board or its designee(s) is a traffic infraction as provided in New York State Vehicle and Traffic Law. Such measures may be enforced by the Nassau County Police Department at the request of school authorities.

The Superintendent of Schools is delegated authority to develop rules and regulations governing driving and parking on roads, driveways and parking lots on and accessory to each school and playground in the district. Such regulations shall take into account the need to ensure the safety of all students, school personnel and anyone else on school property or on roads, driveways and parking lots adjacent to such school property.

Ref: Education Law §1804
Vehicle and Traffic Law §§1670; 1800

Adoption date: June 15, 2006

Revised: January 16, 2014

TRAFFIC AND PARKING ON SCHOOL PROPERTY REGULATION

1. The following vehicles, and no others, shall be permitted to be parked on school grounds or property:
 - a. Those vehicles which have been registered with the school office, and for which parking permits have been issued. Such parking permit, once issued, shall be visibly displayed in the right hand corner of the rear window of the vehicles to which it has been issued.
 - b. Those vehicles belonging to bona fide visitors in pursuit of official school business or school related matters.
2. Between the hours of 7:00 am and 4:00 pm:
 - a. Where specific parking spaces have been assigned to registered vehicles, such vehicles shall be parked only in such assigned spaces. It shall be unlawful for any other vehicle to be parked in such assigned spaces.
 - b. Unregistered vehicles belonging to bona fide visitors in pursuit of official school business or school-related matters, or registered vehicles when at locations removed from assigned parking spaces or to which no spaces have been assigned, shall be parked only in spaces designated for “visitors” parking, or in unassigned or unmarked spaces.
3. Parking in areas designed as “fire lanes” is prohibited.
4. No vehicle shall be driven at a speed in excess of 5 miles per hour on any school ground or property.

Student Drivers

Student parking on school grounds is by permit only. Cars may be registered in the office of the assistant principal.

All student operated motor vehicles drive to school and parked on school premises must be in safe operating condition, and each driver must certify that the vehicle for which a car permit is requested is legally and properly insured.

Any student 17 years of age or older wishing to park a car on campus must receive and display a parking permit. These are available in the main office after the student, and his parents, have signed a contract listing his responsibilities. A student parking illegally or violating traffic rules and regulations will forfeit the privilege of bringing a car on school grounds and may be ticketed by the Nassau County Police.

Student parking is available only in the East and Front Parking Lots. The North Parking Lot is for staff use. The speed limit is 5 MPH on campus. Eleventh graders wishing to receive a parking permit must park in the designated southeast parking lot. They will not be able to access their cars until completion of the school day. Students parking illegally face loss of driving privileges and disciplinary sanctions.

Adoption date: June 15, 2006

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

The Board of Education permits the use of district-owned materials and equipment (e.g., laptop computers, cell phones, audio-visual equipment, etc.) by Board members, officers, and employees of the district when such material and equipment is needed for district-related purposes, such as familiarization or to carry out work directly related to their responsibilities. Equipment may not be borrowed if it will impede student use.

Individuals borrowing district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

The Superintendent of Schools, in consultation with the School Business Official, shall establish regulations governing the loan and use of such equipment. Such regulations must address:

- the individuals who may properly authorize the use of such material and/or equipment;
- the lack of authority of the borrower to use such material or equipment for private, non-business purposes;
- the responsibilities of the borrower for proper use, care and maintenance;
- that, regardless of condition or other factors, all loaned equipment must be returned to the district. No item may be sold to or purchased by the borrower unless such equipment has been returned to the district for evaluation and, if necessary, disposal in accordance with district policy and procedures.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return.

The Business Office shall maintain records of all equipment that is loaned for long-term use (e.g., school year, term of office, etc.) and shall review such list yearly.

Adoption date: June 15, 2006

USE OF DISTRICT CELL PHONES

The Board of Education recognizes that certain district employees will be required to carry district-owned cell phones in order to meet their job responsibilities. Such phones should be provided only when a less costly alternative (e.g., pager, radio) is not available or is not appropriate in the circumstances.

A list of job titles requiring district-owned cell phones shall be maintained in the Business Office and reported to the Board for its approval each year at its reorganizational meeting in July. All cellular telephone contracts shall be secured through the appropriate purchasing process (e.g., competitive bid, RFP process) and shall be subject to review and approval by the Board.

Cell phones are to be used for school district business purposes only and anything other than incidental private use is prohibited. Failure to follow these guidelines may result in revocation of the phone and discipline of the employee.

As with any district-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office. Since employees are responsible for the safe return of district-owned cell phones, employees who use district-owned cell phones may be liable for damages or losses which occur during the period of its use.

At least once per year, the Business Office shall evaluate and report to the Board on the cost and effectiveness of the district's cellular telephone plan.

Adoption date: June 15, 2006

DISTRICT-ISSUED CREDIT /DEBIT CARDS

The Board of Education permits the use of School District credit/debit cards by certain employees to pay for actual and necessary expenses incurred in the performance of work-related duties for the School District including cash advances and or withdrawals for international travel. A list of those individuals that will be issued a School District credit/debit card will be maintained in the Business Office and reported to the Board of Education each year at its reorganizational meeting in July. The Assistant Superintendent for Business will notify the District Treasurer of the authorized employee(s) to receive a School District issued credit/debit card. Cards will only be used by authorized employees. All credit /debit cards accounts will be in the name of the School District. The District Treasurer will obtain a card for the authorized employee from the financial institution for the period of the trip.

The School District shall establish a credit line not to exceed \$25,000 for each card issued and an aggregate credit line of \$125,000 for all cards issued to the School District. A separate Bank account will be opened with Debit Card issued on the said account which will be funded by the district for overseas use.

The School District will not pay any claim or portion thereof that is not expressly authorized, does not constitute a proper School District charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board of Education will ensure that no claim shall be paid unless an itemized voucher approved by the officer or employee whose action gave rise or origin to the claim, shall have been presented to the Board of Education and shall have been audited and allowed.

The Superintendent of Schools, or his/her designee, will preserve the School District's rights to refuse to pay any claim or portion thereof that is not expressly authorized by the School District, does not constitute a proper School District charge and/or supersede any laws, rules, regulations, or policies otherwise applicable, when entering into an agreement with a financial institution for the issuance of a credit/debit card in the School District's name.

These Cards may only be used for legitimate School District business expenditures. The use of these cards is not intended to circumvent the School District's policy on purchasing.

Users must take proper care of these credit/debit cards and take all reasonable precautions against damage, loss or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit/debit cards or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit/debit card revocation and disciplinary action against the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit/debit card has been used. The

School District's Claims Auditor shall review the documentation submitted, along with the credit card statement, prior to the payment of the claim.

All credit/debit cards must be returned to the District Treasurer within 5 business days upon completion of the trip.

The Superintendent of Schools, in consultation with the Assistant Superintendent for Business and the District's Purchasing Agent, shall establish regulations governing the issuance and use of credit/debit cards. Each cardholder shall be apprised of the procedures governing the use of the credit/debit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

The Assistant Superintendent for Business shall periodically, but no less than twice a year, monitor the use of each credit/debit card and report any serious problems and/or discrepancies directly to the Superintendent of Schools and the Board of Education.

Cross-ref: 2160 School District Officer and Employee Code of Conduct
6700 Purchasing
6830 Expense Reimbursement

Ref: Education Law §1724

Adopted: February 15, 2017

STUDENT TRANSPORTATION

The Board of Education affirms its goal of providing a safe and economical transportation system for district students. Transportation shall be provided at district expense to those students who are eligible as authorized by the Board.

The major objectives in the management of the student transportation program are to:

1. provide efficient, effective and safe service;
2. ensure that all students whose disability or distance from school requires them to receive necessary transportation do, in fact, receive it;
3. adapt the system to the demands of the instructional program;
4. maintain transportation vehicles in the best possible condition;
5. review at least once a year school bus schedules and routing plans to ensure that maximum efficiency and safety are maintained; and
6. review at least once a year the eligibility for transportation of students residing in the district, to ensure that all entitled to the services receive them.

Eligibility for district transportation is based on distance to school, as provided for in policy 8411, or as appropriate for disabled students. Temporary bus passes may be issued to students who need transportation for medical reasons. A physical examination may be required at the discretion of school authorities.

The Superintendent of Schools shall be responsible for administering the transportation program. The program shall comply with all applicable laws, regulations and policies established by federal, state and local authorities.

Cross-ref: 8411, School Bus Scheduling and Routing

Ref: Education Law §§305(14); 1501-b; 1709(24), (25), (27); 1807; 3602(7); 3620 et seq.; 3635 et seq.

Matter of Ingargiola, 75 State Dept. Rep. 220 (1955)

Matter of Handicapped Child, 24 EDR 41 (1984)

Matter of Zakrezewski, 22 EDR 381 (1983)

Matter of Nowak, 22 EDR 91 (1982)

Matter of Fox, 19 EDR 439 (1980)

Matter of Law, 12 EDR 224 (1973)

Matter of Ruth, 11 EDR 66 (1971)

Adoption date: June 15, 2006

STUDENT TRANSPORTATION REGULATION

Temporary Medical Bus Passes

Requests for temporary medical bus passes are directed initially to the school nurse, who informs the parent(s) about steps in the pass procedure.

1. The parent receives a Pass Request and is asked to complete it.
2. The Building Principal reviews the pass in consultation with the nurse.
3. As the Principal deems appropriate, he/she may approve the pass or may confer with the Director of Health. They may confer with the district physician and/or the Director of Transportation. If they so determine, the district physician may examine the student. The Principal then renders a decision about approval.
4. A copy of the Pass Request is then maintained in the student's health folder and a copy is sent to the Director of Transportation.

Adoption date: June 15, 2006

SCHOOL BUS SCHEDULING AND ROUTING

The District Transportation Supervisor and Assistant Superintendent of Schools shall establish bus routes. Authorized bus stops shall be located at convenient intervals in places where students may embark and disembark the buses, cross highways, and await the arrival of buses in the utmost safety allowed by road conditions.

Transportation to the public schools of the school district and to the private schools located within a fifteen (15) mile limit from the place of residence will be furnished for pupils residing in the district and living:

1. over 3/4 of a mile from the school attended for grades K-5.
2. over 1 mile from the school attended for grades 6-8.
3. over 1-1/2 miles from the school attended for grades 9-12.

The point of measurement at the student's home shall be that part of the student's property which is closest both to the nearest available highway and to the school. The point of measurement at each school shall be the place in line with the flagpole at that school. For a private school, the point of measurement will be the point closest to the front of school on the public road closest or nearest to the school building. In measuring the distances from home to school, distances along private roads shall be excluded.

To determine general eligibility for transportation, the schools have prepared maps showing curves (lines) which are three-fourths; one; and one and one-half miles from the respective schools, as measured along the nearest available highway route. As they deem appropriate, district personnel may determine distances to specific locations using measuring devices of their choosing, consistent with law and regulation. In the event of dispute about the measurement of distances, the decision of district personnel shall govern.

Ref: Education Law §§1709(24), (25), (27); 3620 et seq.; 3635 et seq.
Matter of Ingargiola, 75 State Dept. Rep. 220 (1955)
Matter of Ruth, 11 EDR 66 (1971)
Matter of Law, 12 EDR 224 (1973)

Adoption date: June 15, 2006

Revised: July 1, 2017

Ref: Referendum approved by the voters on May 16, 2017

CONDUCT ON SCHOOL BUSES

The Board of Education believes it is crucial for students to behave appropriately while riding on district buses, to ensure their safety, that of other passengers, and the fewest possible distractions for bus drivers.

Some students are eligible for district transportation. While the law requires the district to furnish transportation for such students, it does not relieve parent(s) or guardian(s) of the responsibility for supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Only after a student boards the bus does he/she become the responsibility of the district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

Since the school bus may be regarded as an extension of the classroom, students 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.

If a student does not conduct himself/herself properly on a bus, such instances shall be brought to the attention of the Superintendent by the bus driver.

Students who become a serious disciplinary problem may have their riding privileges suspended by the Superintendent. In such cases, the parents and/or guardians become responsible for seeing that the students get to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the school district will make appropriate arrangements to provide for the student's education. Any such suspension shall be in accordance with the provisions of the Education Law.

Cross-ref: 5300, Code of Conduct
8410, Student Transportation

Ref: Education Law §3635
Matter of Hale, 30 EDR 26 (1990)
Appeal of McGaw; Matter of Roach, 19 EDR 377 (1980)

Adoption date: June 15, 2006

CONDUCT ON SCHOOL BUSES REGULATION

The responsibility for students using school buses rests with the parents and/or guardians until the students actually board the bus for school and after the students get off the bus on the return trip.

The bus drivers have immediate authority over students at all times while being transported to and from school, under the supervision and with the support of the Building Principals. Drivers shall promptly report discipline problems which need the attention of the Principal to the Principal.

Only students who have received "Bus Passes" from their building principal are permitted to ride on school buses.

While the "bus pass list" (alphabetically arranged) will be displayed in each school bus, this list is not a regular substitute for individual bus passes, which should be carried by students while using district transportation. If students present themselves at a bus without a pass, the driver will check the list for eligibility. Students not on the list shall not be permitted to board the bus.

Students who forget or lose their bus passes will not be left at school or their home bus stop, but will be transported as usual and given instruction on how to obtain a new bus pass, which they should do within the next 24 hours. Students who have lost their bus passes must report to their school principal to pay a \$1.00 replacement fee for the first occurrence and \$5.00 for each subsequent occurrence.

The bus driver is responsible for the conduct of the passengers, who should keep in mind that a bus is like a "classroom on wheels." Students on a bus shall be subject to the same high standards of conduct that prevail in a classroom, except that students are permitted to engage in normal conversation with each other.

Drivers are expected to concentrate on driving and students should not try to engage them in unnecessary conversation. Bus drivers shall refer discipline cases to the appropriate Principal, who may revoke the privilege of bus transportation for misconduct. Suspension from a school bus should be used only as a last resort.

In such cases, a student's parent and/or guardian will become responsible for seeing that the student gets to and from school safely. A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the parents or guardians will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved. It shall be the responsibility of the student to reapply for renewal of bus privileges.

Specific guides for driver's performance of duty are found in the driver's manual available in the transportation office.

Adoption date: June 15, 2006

Revised: January 6, 2011

ALCOHOL AND DRUG TESTING OF BUS DRIVERS

The Board of Education recognizes the dangers inherent in alcohol and controlled substance use by employees especially those in safety-sensitive positions. To ensure the safety of its students and to comply with federal regulations, the Board requires alcohol and controlled substance testing of school bus drivers and other covered employees.

The district shall directly, by contract, or through a consortium, implement and conduct a program to provide alcohol and controlled substance testing of employees who operate a commercial motor vehicle, perform in a safety-sensitive position, and are required to hold a commercial driver's license. Such employees include:

1. drivers of buses designed to transport 16 or more passengers, including the driver;
2. drivers of commercial motor vehicles whose manufacturer's rating is 26,001 lbs. or more;
or
3. any other employee who may drive a listed vehicle (e.g. a mechanic who performs test drives).

Controlled substance and alcohol tests will be conducted at the time of employment and randomly throughout the school year. In addition, testing will be conducted when a supervisor has a reasonable suspicion that an employee has engaged in prohibited alcohol or controlled substance use; after certain accidents; prior to return to duty when the employee has been found to violate district policy and federal regulations; and after the employee's return to duty.

In accordance with federal and state law, a bus driver will not be permitted to drive if he or she:

1. possesses, consumes or is reasonably believed to possess or have consumed alcohol or a controlled substance, while on duty;
2. uses or is under the influence of alcohol or a controlled substance within six hours or less before duty;
3. has an alcohol concentration of 0.02 or higher, or tests positive for a controlled substance;
or
4. refuses to take a required alcohol or controlled substance test.

Also, no driver shall use alcohol after being involved in an accident in which there was a fatality or in which the bus driver was cited for a moving violation and a vehicle was towed from the scene or an injury was treated away from the scene until he/she has been tested or 8 hours have passed, whichever occurs first.

Any employee who is tested and found to have an alcohol concentration of at least 0.02, but less than 0.04, shall be removed from the position until his or her next regularly scheduled duty period, but not less than 24 hours following administration of the test. Any employee found to have violated this requirement may be disciplined in accordance with the provisions of the applicable collective bargaining agreement, district policy, and/or law.

If a driver has an alcohol concentration of 0.04 or greater, or has engaged in prohibited alcohol or controlled substance use, he or she will be removed from driving duties, and referred to a substance abuse professional. The employee may be required to complete a treatment program and/or be disciplined pursuant to district policy and/or collective bargaining agreement. No driver who has abused controlled substances and/or alcohol may return to duty unless he/she has successfully passed a required return to duty test. Thereafter, the driver will be subject to follow-up testing.

Should the district receive a dilute test result in which the creatinine concentration is greater than 5mg/dL in the case of any pre-employment, return-to-duty, follow-up, reasonable suspicion, or random test, it is the policy of the district that the individual shall be re-tested and that re-test will become the test of record.

The Superintendent of Schools shall ensure that a copy of this policy, the district's policy on misuse of alcohol and use of controlled substances, information on alcohol and drug abuse and treatment resources and any other information prescribed by federal regulations is provided to all school bus drivers and other appropriate personnel prior to the initiation of the testing program and to each driver subsequently hired or transferred to a position subject to testing.

Ref: Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§31136; 31306
49 U.S.C. §521(b)
49 CFR Part 382
49 CFR Part 40
49 CFR §395.20
Vehicle and Traffic Law, §§509-1; 1192; 1193

Adoption date: June 15, 2006

ALCOHOL AND DRUG-TESTING OF BUS DRIVERS REGULATION

Any employee who operates a commercial motor vehicle and is in a safety-sensitive function shall be subject to alcohol and controlled substance testing. An employee having any questions concerning the district's policy or regulation, state law or the federal regulations shall contact the Superintendent of Schools.

Any treatment, rehabilitation program or discipline will be provided in accordance with district policy and/or collective bargaining agreements.

I. Covered Employees

Covered employees include district employees who operate a commercial motor vehicle, perform in a safety-sensitive position, and are required to obtain a commercial driver's license. Such employees include:

1. drivers of buses designed to transport 16 or more passengers, including the driver;
2. drivers of commercial motor vehicles whose manufacturer's rating is 26,001 lbs. or more;
or
3. any other employee who may drive a listed vehicle (e.g., a mechanic who performs test drives).

Such employees include, but are not limited to full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed or under lease to an employer or who operate a commercial motor vehicle at the direction or with the consent of the district.

Drivers will be removed from their safety-sensitive functions if they violate the district's policy or federal regulations pertaining to the possession or consumption of alcohol or controlled substances. A driver is performing a safety-sensitive function when:

1. waiting to be dispatched, unless the driver has been relieved from duty;
2. inspecting, servicing or conditioning any commercial motor vehicle;
3. driving a commercial motor vehicle;
4. attending a vehicle being loaded or unloaded;
5. performing the driver requirements of the federal regulations pertaining to accidents; and
6. attending to a disabled vehicle.

Covered employees are required to be in compliance with district policy and regulation:

- when performing any on-duty safety-sensitive functions, including all time from the time a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility; and
- during all time spent providing a breath sample, saliva sample or urine specimen and travel time to and from the collection site in order to comply with random, reasonable suspicion, post-accident, return-to-duty or follow-up testing.

II. Prohibitions and Consequences

The Supervisor of Transportation or his/her designee shall prohibit an employee from driving a school bus or performing other safety-sensitive duty if the employee:

1. possesses, consumes or is reasonably believed to possess or have consumed alcohol or a controlled substance, while on duty;
2. has consumed or is under the influence of alcohol or a controlled substance within six hours before duty;
3. has an alcohol concentration of 0.02 or higher, or tests positive for controlled substances; or
4. refuses to take a required alcohol or controlled substance test. Refusal to submit shall mean the failure to provide adequate breath or urine without a valid medical explanation or to engage in conduct that clearly obstructs the testing process, such as a failure to arrive for the drug testing or failure to sign the alcohol testing form prior to specimen collection.

An employee is prohibited from consuming alcohol within eight hours after being involved in an accident, or before undergoing a post-accident test, if such a test is required. Illegal drug use by drivers is prohibited on or off duty.

Any employee who tests 0.02 or greater but less than 0.04 will be removed from driving and other safety-sensitive duties until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

In the event that an employee has a breath alcohol concentration of 0.04 or greater, has tested positive for a controlled substance or has refused to take a test, he or she will, in addition to immediate removal from driving and any other safety-related duties, not be returned to duty until he or she:

1. has been evaluated by a substance abuse professional;
2. has complied with any treatment recommendations; and
3. has received a satisfactory result from a return to duty test.

Upon return to duty, the employee will be subject to follow-up testing.

III. *Types of Testing*

The Superintendent of Schools and the Director of Transportation shall ensure that the following alcohol and drug tests are implemented and that any employee who is required to take an alcohol or controlled substance test shall be notified prior to the test that it is required pursuant to federal regulations or, in the case of pre-employment alcohol testing, district policy.

1. Pre-employment: Controlled substance and alcohol tests will be conducted before applicants are hired or after an offer to hire, but before actually performing safety-sensitive functions for the first time. These tests will also be given when employees transfer to a safety-sensitive function.
2. Post-accident: Alcohol and controlled substance tests will be conducted if a driver is involved in an accident in which:
 - a. there has been a fatality; OR
 - b. the driver has received a citation for a moving violation in connection with the accident AND EITHER
 1. there is an injury treated away from the scene of the accident; or
 2. there is a disabled vehicle towed from the scene.
3. Reasonable Suspicion: Alcohol and controlled substance tests will be conducted if the Transportation Supervisor or other school official who has completed the minimum two hours of training has a reasonable suspicion that the driver has violated district policy and regulation. A “reasonable suspicion” must be based on specific, contemporaneous, articulable observations concerning the driver’s behavior, appearance, speech or body odors that are characteristic of controlled substance or alcohol misuse. Alcohol tests can only be done just before, during or just after the employee drives a school bus or performs other safety-sensitive duties. The supervisor who makes the determination of reasonable suspicion cannot do the testing.
4. Random Testing: Random alcohol tests shall be conducted annually at a minimum rate of 25 percent of the average number of positions subject to such testing pursuant to federal regulation. Random alcohol tests must be conducted just before, during or just after the employee drives a bus or performs other safety-sensitive duties.

Random controlled substance tests shall be conducted annually at a minimum rate of 50 percent of the average number of positions subject to such testing pursuant to federal regulation. Random controlled substance tests may be conducted at any time.

Random alcohol and controlled substance tests must be unannounced and spread reasonably throughout the calendar year.

5. Return-to-Duty Testing: An employee who refused to take a test or has engaged in prohibited alcohol and controlled substance use, except for alcohol concentration of between 0.02 and 0.04, shall be required to take an alcohol or controlled substance test and achieve a satisfactory result before returning to duty in the safety-sensitive position. If removal was due to alcohol use, a satisfactory result will be less than 0.02 alcohol concentration. If removal was due to controlled substance use, a satisfactory result will be one that it is verified as negative. The test will not be administered until the employee has been evaluated by a substance abuse professional and has complied with any treatment recommendations.
6. Follow-Up Testing: After an employee who was found to violate the district's policy against alcohol and controlled substance use returns to duty, he or she will be subject to at least six unannounced tests in the first 12 months following the employee's return to duty. Follow-up testing may be extended for up to 60 months from the date of the employee's return to duty. Follow-up alcohol testing may only be conducted before, during or after the driver has performed his or her driving duties.

IV. Testing Procedures

A. Alcohol Testing Procedures

Alcohol testing will be conducted with evidential breath testing (EBT) devices approved by the National Highway Traffic Safety Administration. An approved non-evidential screening device may be used to perform screening tests but not for confirmation alcohol tests. The employee and the Breath Alcohol Technician conducting the test must complete the alcohol testing form to ensure that the results are properly recorded.

1. Two breath tests are required to determine if a person has a prohibited alcohol concentration. A screening test is conducted first. Any result less than 0.02 alcohol concentration is considered a "negative" test.
2. If the alcohol concentration is 0.02 or greater, a second or confirmation test must be conducted. The confirmation test must be conducted using an EBT that prints out the results, date and time, a sequential test number, and the name and serial number of the EBT to ensure the reliability of the results.
3. If the confirmation test results indicate an alcohol concentration from 0.02 to 0.03999, the employee will be restricted from duty for at least 24 hours from the time of the test.
4. If the confirmation test results indicate an alcohol concentration equal to or greater than 0.04, the employee will be removed from all safety-sensitive duties and no return to duty will be permitted until the employee has successfully passed required return-to-duty tests. The employee must also be reviewed by a Substance Abuse Professional and comply with his/her recommendations. Follow-up tests will also be required.

5. For post-accident testing, the results of breath or blood tests conducted by law enforcement officials will be accepted as long as the testing conforms with federal and state requirements for alcohol testing and the results are made available to the district.

All testing procedures will conform to the requirements outlined in federal regulations (49 CFR Part 40) for ensuring the accuracy, reliability and confidentiality of test results. These procedures include training and proficiency requirements for Breath Alcohol Technicians, quality assurance plans for the EBT devices including calibration, requirements for suitable test location, and protection of employee test records.

B. Drug Testing Procedures

The employee must provide a urine specimen which will be analyzed at a laboratory certified and monitored by the U.S. Dept. of Health and Human Services.

1. Regulations require that each urine specimen be divided into one “primary” specimen and one “split” specimen.
2. All urine specimens are analyzed for the following drugs:
 - a. Marijuana (THC metabolite)
 - b. Cocaine
 - c. Amphetamines
 - d. Opiates (including heroin)
 - e. Phencyclidine (PCP)
3. If the primary specimen confirms the presence of one or more of these drugs, the employee has 72 hours to request that the split specimen be sent to another certified lab for analysis. [Note: The employee must be removed from driving duties at this time--pursuant to federal regulations, the driver’s removal cannot await the result of split sample.]
4. If the screening test has a drug-positive result, a confirmation test will then be performed for each identified drug using gas chromatography/mass spectrometry (GC/MS) analysis.
5. All drug test results will be reviewed and interpreted by a physician (also called a Medical Review Officer) before they are reported to the district.
6. If the laboratory reports a positive result to the Medical Review Officer (MRO), the MRO shall interview the employee to determine if there is an alternative medical explanation for the drugs found in the employee’s urine specimen. If the employee provides appropriate documentation and the MRO determines that it is legitimate medical use of a prohibited drug, the drug test result is reported as negative.
7. If the MRO reports a positive drug result, the employee must be evaluated by a substance abuse professional and follow his/her recommendations prior to taking a return-to-duty test. Follow-up testing is also required.

8. For post-accident testing, the results of urine tests conducted by law enforcement officials will be accepted as long as the testing conforms with federal and state requirements for controlled substance testing and the results are made available to the district.

All controlled substance testing shall comply with the requirements of the federal regulations (49 CFR Part 40) including procedures for the proper identification, security and custody of the sample, use of certified laboratories, gas chromatography/mass spectrometry analysis testing, assurance that all drug test results are reviewed and interpreted by a physician, and ensuring confidentiality of employee test records.

V. Dilute Specimen Testing

If the district receives a drug test result which is negative but dilute and the creatinine concentration is greater than 5mg/dl, the district shall require a re-test to be conducted in each of the following cases:

- Pre-employment tests
- Return-to-duty tests
- Follow-up tests
- Reasonable suspicion tests
- Random tests

The result of the re-test shall become the test of record. If the employee refuses to take the re-test it will be considered the same as a positive test result.

VI. Training

The Supervisor of Transportation and every other person designated to determine whether reasonable suspicion exists to require an employee to undergo reasonable suspicion testing must receive at least one hour of training on alcohol misuse and at least one additional hour of training on controlled substance use which they will use in making their determinations.

VII. Recordkeeping and Reporting

The Transportation Supervisor shall ensure that alcohol and drug testing records are maintained and are available, if requested, for submission to the federal government or any State or local officials with regulatory authority over the employer or any of its drivers.

VIII. Required Notification

Every affected employee shall receive information about the signs, symptoms, and effects of alcohol misuse and controlled substance use as well as a copy of the district's policy and procedures, the consequences of testing positive and who to contact within the district to seek further information and/or assistance.

Each covered employee is required to sign a statement certifying that he/she has received this information. The district shall maintain the original signed certification until the employee's employment is discontinued. The district will provide a copy of the certification to the covered employee upon request.

IX. Penalties

Any employer or driver who violates the requirements of the federal regulations of the Omnibus Transportation Employee Testing Act of 1991 may be subject to civil penalties.

In addition, in accordance with New York State law, a bus driver convicted of driving a school bus with one or more student passengers while impaired by the use of drugs or alcohol will have his/her license revoked for one year and is subject to fines ranging from \$500 to \$5,000 and/or imprisonment. Any bus driver convicted more than once in 10 years for such crimes will have his/her license revoked for three years and is subject to a fine of \$1,000 to \$5,000 and/or imprisonment.

Adoption date: June 15, 2006

ALCOHOL AND DRUG TESTING PROGRAM

I, _____, have received, read and understand the Alcohol and Drug Testing Program policy and regulation. I consent to submit to the alcohol and drug testing program as required by law and district policy and regulation.

I understand that if I am being required to submit to a pre-employment alcohol test or a dilute specimen re-test, such test is required pursuant to district policy for employment with the district and not pursuant to federal regulations.

I understand that if I violate district policy, regulation or the law, I may be subject to discipline up to and including termination or I may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. If I am required to and fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program, I understand I may be subject to discipline up to and including termination.

Signature of Employee

Date

Adoption date: June 15, 2006

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Although strongly discouraged, the Board of Education recognizes that, in special circumstances, district employees may need to use private vehicles for school purposes. In particular, the Building Principal or designee may authorize the transportation of students in private vehicles for the following reasons:

1. to transport a student or students to a hospital or other medical facility, in the event of a medical emergency; and/or
2. to transport a student or students to district-sponsored events when regular district transportation is unavailable.

Prior authorization may not be necessary in the event of an emergency. The district assumes no liability unless the employee has prior authorization for such transportation.

District administrators will exercise caution in authorizing transportation of students in private vehicles, since the district potentially assumes liability for any accident claim which exceeds the driver's automotive liability coverage. Any teacher or parent using a private vehicle to transport students on a regular basis must provide evidence of liability insurance, with the district named as an additional insured, in an amount deemed adequate by the Superintendent of Schools or the School Business Administrator.

Reimbursement to car owners for use of their vehicles for school business shall be made in accordance with policy 6830, Expense Reimbursement.

Cross-ref: 6830, Expense Reimbursement

Ref: Education Law §§3023; 3635

Adoption date: June 15, 2006

Revised: December 1, 2016

FOOD SERVICE MANAGEMENT

The Board of Education recognizes that school cafeterias are a part of the total school program. The Board shall therefore provide adequate facilities, resources and personnel for the provision of food services for all elementary and secondary students in district schools.

Food service management is the responsibility of the Assistant Superintendent of Business and the Food Service Manager. The school food service should be operated in the most economical, efficient and satisfactory method given the student's needs and the district's resources.

Food Pricing

The price for school lunches will be fixed at a level calculated to encourage total participation in the program, and within the financial ability of the majority of parents. Insofar as possible, within these parameters, the food services program shall be self-supporting.

The cost of lunches will be based on the cost of preparing and serving food, cost for components of the meal (not including federally donated commodities or commodities covered by subsidy), cost for replacement of expendable items, plus a charge for depreciation of equipment.

Lunches will be served at reduced or no cost to pupils unable to pay. Authorization for such lunches will be granted following guidelines under current state and federal law.

Ref: Education Law §305(14)(a)

Adoption date: June 15, 2006

Revised: January 6, 2011

Revised: January 16, 2014

CHARGING SCHOOL MEALS

The Board of Education recognizes that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the District, the Board will allow students who may forget meal money to “charge” the cost of meals to be paid back at a later date subject to the terms of this policy.

To comply with State guidelines and maintain a system for accounting for charged meals, regarding both full and reduced-priced meals, the Board shall:

1. Allow only regular meals, meaning what is on the menu, excluding extras and snacks, to be charged;
2. Use a computer-generated point of sale system, which identifies and records all meals, as well as collects repayments;
3. Notify parents on a timely basis of outstanding charges, including the meal charge policy in the notification; after the third attempt, the Principal and Assistant Superintendent for Business will be notified to contact the parent;
4. Not allow any Food Service worker to ring transactions or make deposits in the account of a relative;
5. Not allow adults (faculty members) to charge meals in excess of their account;
6. Carry all positive and negative balances to the next year;

Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not the day the charge is paid back.

If the District suspects that a student may be abusing this policy, a notice will be provided to the parent that if he/she continues to abuse this policy the privilege of charging meals will be refused. Such a refusal is not considered to be a violation of any state or federal laws concerning school food programs. However before denying any student a meal, school food authorities (SFAs) shall carefully consider the negative consequences of such an action.

Families may apply for free/reduced meals at any time. Applications are mailed to all families at the beginning or prior to the school year. In addition, applications are available at the District Office, all school offices and at the Food Service Office in the High School throughout the year.

The School District shall send a letter home to all parents on an annual basis prior to the opening day of school, outlining the requirements of this policy. The policy shall also be published in appropriate school district publications.

Ref: 42 USC §1779 (Child Nutrition Act of 1966)
42 USC §§1758(f)(1); 1766(a) (National School Lunch Act)

Adopted: December 15, 2016

INFORMATION SECURITY BREACH AND NOTIFICATION

The Board of Education acknowledges the State's concern regarding the rise in identity theft and the need for prompt notification when security breaches occur. To this end, the Board directs the Superintendent of Schools, in accordance with appropriate business and technology personnel, to establish regulations which:

- Identify and/or define the types of private information that is to be kept secure. For purposes of this policy, "private information" does not include information that can lawfully be made available to the general public pursuant to federal or state law or regulation;
- Include procedures to identify any breaches of security that result in the release of private information; and
- Include procedures to notify persons affected by the security breach as required by law.

Any breach of the district's computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the district shall be promptly reported to the Superintendent and the Board of Education.

Ref: State Technology Law §208

Adoption date: June 15, 2006

INFORMATION SECURITY BREACH AND NOTIFICATION REGULATION

Definitions

“Private information” shall mean personal information (i.e., information such as name, number, symbol, mark or other identifier which can be used to identify a person) in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:

- Social security number;
- Driver’s license number or non-driver identification card number or;
- Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual’s financial account.

Note: “Private information” does not include publicly available information that is lawfully made available to the general public pursuant to state or federal law or regulation.

“Breach of the security of the system” shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the district. Good faith acquisition of personal information by an officer or employee or agent of the district for the purposes of the district is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

Procedure for Identifying Security Breaches

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the district shall consider:

1. indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer, or other device containing information;
2. indications that the information has been downloaded or copied;
3. indications that the information was used by an unauthorized person, such as fraudulent accounts, opened or instances of identity theft reported; and/or
4. any other factors which the district shall deem appropriate and relevant to such determination.

Security Breaches – Procedures and Methods for Notification

Once it has been determined that a security breach has occurred, the following steps shall be taken:

1. If the breach involved computerized data *owned or licensed* by the district, the district shall notify those New York State residents whose private information was, or is reasonably believed to have been acquired by a person without valid authorization. The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the system.

The district shall consult with the New York State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures.

2. If the breach involved computer data *maintained* by the district, the district shall notify the owner or licensee of the information of the breach immediately following discovery, if the private information was or is reasonably believed to have been acquired by a person without valid authorization.

Note: The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

The required notice shall include (a) district contact information, (b) a description of the categories of information that were or are reasonably believed to have been acquired without authorization and (c) which specific elements of personal or private information were or are reasonably believed to have been acquired. This notice shall be directly provided to the affected individuals by either:

1. Written notice
2. Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and that the district keeps a log of each such electronic notification. In no case, however, shall the district require a person to consent to accepting such notice in electronic form as a condition of establishing a business relationship or engaging in any transaction.
3. Telephone notification, provided that the district keeps a log of each such telephone notification.

However, if the district can demonstrate to the State Attorney General that (a) the cost of providing notice would exceed \$250,000; or (b) that the number of persons to be notified exceeds 500,000; or (c) that the district does not have sufficient contact information, substitute notice may be provided. Substitute notice would consist of all of the following steps:

1. E-mail notice when the district has such address for the affected individual;
2. Conspicuous posting on the district's website, if they maintain one; and
3. Notification to major media

Notification of State and Other Agencies

Once notice has been made to affected New York State residents, the district shall notify the State Attorney General, the Consumer Protection Board, and the State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content, and distribution of the notices and approximate number of affected persons.

If more than 5,000 New York State residents are to be notified at one time, the district shall also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. A list of consumer reporting agencies will be furnished, upon request, by the Office of the State Attorney General.

Adoption date: June 15, 2006

INSURANCE

The district will maintain a comprehensive insurance program in accordance with the law. The Board shall purchase with district funds the type and amount of insurance necessary to protect the Board as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental injury to any person or in property damage within or without the school buildings while the above-named insured are acting in the discharge of their duties within the scope of their employment, or by direction of the Board. Similarly, the Board shall carry insurance to protect the District's real and personal property against loss or damage and shall provide liability coverage for accidents or injuries to students or others upon school premises. Such insurance shall be against accidents occurring in school; on school grounds; during physical education classes; during intramural and interscholastic sports activities; while students are being transported between home and school in a school bus; and during school sponsored trips.

The Superintendent shall review the District's insurance program annually and make recommendations to the Board if more suitable coverage is required.

Ref: Education Law §§1709(8)(8-a)(8-b); 3023; 3028; 3811
General Municipal Law §§6-n; 50-c and 50-e
Lynd v. Heffernan, 286 AD 597 (3d Dept. 1955)
Surdell v. City of Oswego, 91 Misc.2d 1041 (1977)

Adoption date: June 15, 2006

Revised: December 15, 2016