



Wilson Central School

374 LAKE STREET
P.O. BOX 648
WILSON, NY 14172-0648
PHONE: 716-751-9341 FAX: 716-751-6556
WWW.WILSONCSD.ORG

WILSON CENTRAL SCHOOL DISTRICT WILSON, NEW YORK

District Shared Decision Making Team

September 25, 2024

Agenda

- 1. Welcome/Introductions/Sign-In**
- 2. Review of Minutes of 5/15/24**
- 3. Educational Study Council Grants-Update**
- 4. New Club Proposals- Middle School History Club, Laker Book Club, 6th Grade Kindness/Leadership Club**
- 5. District Goals-Update**
 - a. Building Level SDMT Update**
 - b. 2024-2025 Goals**
 - c. CDEP Action Plans**
- 6. Review and Comment on Policy 5840- Artificial Intelligence (AI)**
- 7. Review and Comment on Policy 6140- Employee Medical Exam**
- 8. Review and Comment on Policy 6150- Alcohol, Tobacco, Drugs and Other Substances (Staff)**
- 9. Review and Comment on Policy 6220- Temporary Personnel**
- 10. Review and Comment on Policy 6550- Leaves of Absences**
- 11. Review and Comment on Policy 6560- Determination of Employment Status: Employee or Independent Contractor**
- 12. Review and Comment on Policy 7320- Alcohol, Tobacco, Drugs and Other Substances (Student)**



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- 13. Review and Comment on Policy 7442- Student Voter Registration and Pre-Registration**
- 14. Review and Comment on Policy 7512- Student Physicals**
- 15. Review and Comment on Policy 7521- Student and Life-Threatening Health Conditions**
- 16. Superintendent's Conference Day 11/5/24-**
- 17. Curriculum Committee Report-**
- 18. Round Table-**

Shared Decision Making Team

Meeting Minutes

May 15, 2024

Attendance: T. Carter, K. Peck, J. Woolson, S. Benton, J. Wilkie (Virtual), M. Shank, T. Kent (Virtual), A. Townsend, B. Simpson, A. Seeley, S. Wheeler (Virtual), J. Andrews

Mr. Carter brought the meeting to order at 3:32 pm in person and Google Meet.

April Minutes Review-Accepted as submitted-**Approved**

New Business

Educational Study Grant

- 15 grants awarded for a total of \$4,601.81- see attached page for details.
- Current balance is \$1699.19

New Club Proposal-Moving the BOE for approval.

- **Page Turners**-Literature-based competition for students. Participants will be required to read up to 20 books to compare for competitions. 15-20 students are anticipated to attend.

District Goals-

- **CDEP Action Plans**
- **2023-2024 Goals**
- **Building Level SDMT-**

Policies

- **Policy 5520-Extraclassroom Activity Funds-Moving to BOE for Approval**
 - a. Revised from 2000. The word generally was added. Gives a leeway for deposits not made each day.
- **Policy 5683-Fire and Emergency Drills, Bomb Threats and Bus Emergency Drills-Moving forward to the BOE for adoption**
 - a. Revised policy from 2018- pg 2 door to exits, ten to 15 feet. Added section c page 2 in blue
 - b. Page 3 added adjustment to b and changed Ed Law section to update
- **Policy 5573- Financial Accountability Moving to BOE for adoption**
 - a. Added the word policy to Code of Ethics, Monthly changed to Quarterly, changed January to May
- **Policy 5740- School Bus Safety Program- Moving to BOE for adoption**
 - a. Revised from 2016- Language with the policy to keep it up to date with verbiage and technology. No changes change the meaning of the policy.
- **Policy 5741-Idling School Buses on School Grounds-Moving to BOE for adoption**
 - a. Changed Board to District. Added "Rather than waiting for all buses to arrive before loading or unloading, individual buses will be promptly loaded and unloaded."

- i. a- removed or
 - ii. b- added and/or safety
 - iii. c- added and/or
- **Policy 5750- Qualifications of Bus Driver- Moving to BOE for adoption**
 - a. Revised from 2011- Need to have a physical performance test once every 2 years. Must pass examination within eight weeks prior to beginning of service.
- **Policy 5751-Drug and Alcohol Testing for Bus Drivers-Moving to BOE for adoption**
 - a. First revision since 1999
 - b. Page 1- remove 4 paragraph
 - c. Page 2-
 - i. Remove ensuring from paragraph following f.
 - ii. change commercial driver's license to CDL
 - d. Page 4- removed and/or and or from first paragraph
 - e. Page 5- remove first 3 sections of Employee Notification
- **Policy 6120-Equal Employment Opportunity-Moving to BOE for adoption**
 - a. This is a brand new policy. It is a required policy.
- **Policy 6130- Evaluation of Personnel- Moving to BOE for adoption**
 - a. Revised from 2018
 - b. Removed section of the 2nd paragraph and replaced with what is written in blue.
 - c. Added Educator Evaluation Ratings after Disclosure of APPR
 - d. Added evaluation and Department to final paragraph.

Superintendent's Conference Day Reflection-Table until next time
Curriculum Committee
Roundtable

Meeting adjourned @ 4:06pm

Next Meeting: May 15, 2024 @3:30
 Submitted by,
 Kate Peck

RECEIVED

JUN 25 2024

Wilson Central
School District



EXTRA-CURRICULAR CLUB PROPOSAL FORM

Congratulations on your decision to propose a student club! By taking an active role in the Wilson Middle/High School community, you are helping to improve students' educational experiences. Below you will find the necessary information needed for consideration of a club proposal. Please be sure to fill in all the required information along with any additional pertinent documentation for consideration and return the form to your Building Principal. Once your proposal has been received by the Building Principal it will be sent to the Superintendent. If approved by the Superintendent, the Board of Education makes final approval of new clubs. New club advisors will receive a letter of approval.

Applicants are advised that new clubs will operate the first year at a compensation of 2% as referenced in 20.4.2 of this Collective Bargaining Agreement. Upon successful completion of one year and review of the club by the District Level Shared Decision Making Team, recommendations for any adjustments to the stipend will be put forth to the Superintendent.

Name of Proposed Club: Middle School History Club

Name of Faculty Member Proposing Club: Karen Aloisio

Faculty Member's Signature: Karen Aloisio

Contact for Club Officer (Email and Phone):

kaloisio@wilsoncsd.org - 716-308-6428

Club Mission/Brief Description of Proposed Club:

The History Club's mission is to bring like minded students together fostering knowledge of history and historical events. Members will contribute to their learning of history through discussions, viewing documentaries, virtual (local) field trips, speakers, etc. Members will also recognize important historical events and share their knowledge with the middle school. We will also direct time to plan for the 8th grade Washington DC field trip each year.

Number of Anticipated Club Participants

10-70 members

Anticipated number of meetings/sessions/events (per school year):

10-20 meetings per school year

Frequency of club meetings: bi-weekly to monthly

Number of Advisor(s) expected: one

Please provide an overview of your experience/proficiency/background pertaining to proposed club:

As the 8th grade English teacher (past reading teacher 7/8), I have taught students about many historical events. For example, the Civil War, The Depression, The Holocaust, etc. Additionally, for the 23-24 school year, I coordinated and planned a Washington DC trip for our 8th grade students.

Meeting Location: Room 1 at the Middle School

Events/Trips Planned: _____

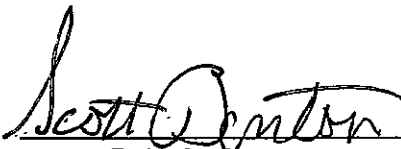
Speakers, Virtual (local) Field Trips, Washington DC - 8th grade

Are there any anticipated additional considerations related to this club? (i.e., travel/bus, special equipment, etc.):

Charter buses will be used for the Washington DC trip, but are included with attending students payment. At this time, no other additional considerations are related to the club.

Will there be any funding requirements/fundraising associated with this club? If yes, please provide an explanation.

Fundraising efforts for the Washington DC trip will be put in place September 2024 to help students defray the cost of the trip. Two fundraisers will be continued (Heimiller Greenhouses and Krispy Kreme) with the possibility of more to come.


Principal

Superintendent

Board of Education Approval

Board Action: Approved _____ Denied _____ Date _____

RECEIVED
JUN 17 2024RECEIVED
JUN 17 2024Wilson Central
School District**EXTRA-CURRICULAR CLUB PROPOSAL FORM**

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Name of Proposed Club: Laker Book Club

Name of Faculty Member Proposing Club: Lindsey Gallagher

Faculty Member's Signature: Lindsey Gallagher

Contact for Club Officer (Email and Phone):
lgallagher@wilsoncsd.org

Club Mission/Brief Description of Proposed Club:

A friendly, and welcoming environment to
read books that interest them, and have a space to
discuss their thoughts and interpretations with others.
A club that promotes literacy, and an exploration into different
genres and the enjoyment of reading with others.

Number of Anticipated Club Participants

10-15 (max = 20)

Anticipated number of meetings/sessions/events (per school year):

≈ 30 weekly meetings reading time ≈ 9 ^{book club} ^{discussions}

Frequency of club meetings: ^{after school} Weekly for leisure reading time, ^{once a month} ^{book club} ^{discussion!}

Number of Advisor(s) expected: 1

Please provide an overview of your experience/proficiency/background pertaining to proposed club:

HS English teacher, experience creating and running a book club outside of school

Meeting Location: LMC / Rm. 234 (Gallagher)

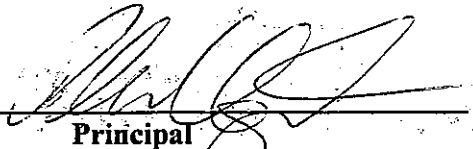
Events/Trips Planned: ^{Used/New} Book Donation Drive, ^{School} Book Sale Fundraiser

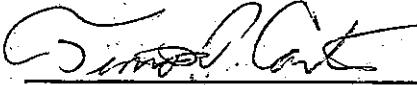
Are there any anticipated additional considerations related to this club? (i.e., travel/bus, special equipment, etc.):

Possible field trip at end of year?

Will there be any funding requirements/fundraising associated with this club? If yes, please provide an explanation.

Idea - ^{Used/New} Book Donation drive → ^{School} Book Sale Fundraiser in Spring


Principal


Superintendent

Board of Education Approval

Board Action: Approved _____ Denied _____ Date _____



EXTRA-CURRICULAR CLUB PROPOSAL FORM

SEP 13 2024

Wilson Central
School District

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Name of Proposed Club: 6th Grade Kindness/Leadership Club

Name of Faculty Member Proposing Club: Theresa Reagan

Faculty Member's Signature: Theresa Reagan

Contact for Club Officer (Email and Phone):

Theresa Reagan

treagan@wilsoncsd.org

Club Mission/Brief Description of Proposed Club:

The purpose is to promote acts of Kindness for our school and community. We do this by making informational posters, volunteering in community and school, and leading by example. Anyone who wants to participate is welcome to join our club. I feel Kindness also promotes good mental health which helps students overall.

Number of Anticipated Club Participants

10-15 students

Anticipated number of meetings/sessions/events (per school year):

16-18 students typically participate

Frequency of club meetings: about 2 times a month

Number of Advisor(s) expected: 1

Please provide an overview of your experience/proficiency/background pertaining to proposed club:

I have ran a 6th grade kindness club for a few years now and having students do various activities based on their interests.


Meeting Location: Room 11

Events/Trips Planned: Possibly The Wilson Fire Hall Fish Fries, Tuscarora Park Clean Up, signs & posters of kindness

Are there any anticipated additional considerations related to this club? (i.e., travel/bus, special equipment, etc.):

Will there be any funding requirements/fundraising associated with this club? If yes, please provide an explanation.

Last year we worked the concession stand during the basketball season three times to raise money so possibly we will do this again.


Principal

Superintendent

Board of Education Approval

Board Action: Approved _____ Denied _____ Date _____

Wilson Central School District Goals for 2024-2025

GOAL AREA	GOAL	PRIORITY TARGETS
<u>COMMUNICATION</u>	<ul style="list-style-type: none"> •Communicate in a means that is succinct, clear, and easily understood to help prevent misconceptions and/or misinformation. •To respond to email in a timely manner, and to be mindful of the benefits of offering an explanation when appropriate. 	<ul style="list-style-type: none"> •Disseminating factual, District-related information through District-approved means.
<u>FINANCIAL</u>	To be fiscally responsible with our State, Federal, and local resources while supporting our staff and students toward academic excellence.	<ul style="list-style-type: none"> •Staffing to meet needs/goals. •Long-range planning. •Communication within District to budget funds where best needed and to all stakeholders so they know our plan •Introduce portal to staff •Continue to invest funds to increase revenue.
<u>BUILDING & GROUNDS/ SAFETY, WELLNESS, AND CAPITAL IMPROVEMENTS</u>	<ul style="list-style-type: none"> •Continue to have a clean, sanitary, and well-maintained learning environment. •Ensure the nutritional wellness of all students. •Utilize available District resources including the School Resource Officer to maintain a safe and protective school environment with emphasis on the safety and security of the District's stakeholders. 	<ul style="list-style-type: none"> •Building safety. •Continue to follow State and Federal Health Protocols. •Addressing current and future safety/building concerns from students, staff, and parents. •Ensuring proper nutrition is available for students with continued lobbying for Free Meals for Students. •Continued communication between the District and stakeholders about capital projects.
<u>CULTURE</u>	Build, nurture, and facilitate a culture of inclusivity at WCS.	<ul style="list-style-type: none"> •Promote cultural competence by accepting and celebrating differences. •Increase student participation in curricular and extra-curricular activities. •Encourage outreach and support WCS families to improve student attendance.
<u>STAFF AND LEADERSHIP DEVELOPMENT</u>	Foster collaboration, growth, and effective communication within buildings across the District, and enhance stakeholders' voices through shared decision-making.	<ul style="list-style-type: none"> •Offer professional development opportunities. •Provide opportunities to network with others. •Allow time for collaboration. •Continue to utilize building-level shared decision-making teams.

Wilson Central School District Goals for 2024-2025 Continued

GOAL AREA	GOAL	PRIORITY TARGETS
<u>ACADEMIC/AIS</u>	Ensure our students gain the knowledge and skills necessary to succeed by maintaining and expecting high standards while focusing on the needs of the whole learner.	<ul style="list-style-type: none"> • Districtwide curriculum alignment. • Increase student class attendance and participation. • Adapt to changes in NYS Standards and graduation measures. • Career and Community Exploration through: <ul style="list-style-type: none"> ◦ BOCES/College program exploration ◦ Student internships ◦ Local field trips/speakers • Improve the districtwide MTSS process. • Align Benchmark testing districtwide.
<u>EQUITY IN EDUCATION (EIE)</u>	Supporting and Strengthening the District's Mental Health and Social/Emotional Supports and Education for all stakeholders.	<ul style="list-style-type: none"> • Creation of an EIE Committee
<u>STUDENTS WITH DISABILITIES</u>	<ul style="list-style-type: none"> • SWD will receive a continuum of supports and services delivered by highly trained professionals. • Communication with staff to create consistency and expectations. 	<ul style="list-style-type: none"> • Build the District's Long Range Continuum of Services • Professional Development for teachers and General Ed. Teachers. • Compliance with state/federal guidelines. • Department Meetings • Annual Review Expectations Document • Individual Meetings and Classroom Observations

SUBJECT: ARTIFICIAL INTELLIGENCE (AI)**Overview**

The emergence of artificial intelligence (AI) technologies, especially generative AI (GenAI), pose unique challenges and opportunities for learning environments. As these technologies integrate deeper into everyday life, the District must proactively address the implications of AI usage to ensure it enhances educational outcomes without compromising academic integrity or equity. This policy outlines the District's commitment to responsible AI integration in educational practices, balancing innovation with the core values of the District's educational mission. Further, it sets forth guidelines designed to evolve as new technologies and methodologies emerge, ensuring the District remains at the forefront of academic excellence and technological responsibility.

Scope and Application

This policy applies to all District students, personnel, volunteers, and contractors. It integrates with, and complements, existing policies on data privacy, acceptable use, and student conduct. This policy aims to provide clear guidelines on the use of AI within the District's schools, ensuring that its application supports the District's educational goals and adheres to its privacy and security standards.

Definitions

- a) Generative AI (GenAI) represents a dynamic subset of AI technologies that can create new, human-like content from extensive data training sets. This content spans across text, images, audio, and more, often mimicking human creativity and adaptability.
- b) Traditional AI refers to systems that operate on fixed algorithms and predefined rules without altering their behavior based on new data after their initial deployment.

Risks and Limitations

The use of GenAI comes with some risks and limitations which include, but are not limited to:

- a) Hallucinations/Confabulations

GenAI can generate plausible, but false or inaccurate, information, a phenomenon known as a hallucination/confabulation.

(Continued)

SUBJECT: ARTIFICIAL INTELLIGENCE (AI) (Cont'd.)**b) Biases**

GenAI tools learn from data created by people, which means any biases, prejudices, and stereotypes in that data can be reflected in the outputs produced by GenAI. For example, GenAI has been found to generate images and text that reinforce existing gender and racial biases. It is essential to recognize that these biases exist and to critically assess the outputs of GenAI tools to prevent the perpetuation of stereotypes and unfair treatment.

The impact of GenAI biases is particularly significant in the context of Diversity, Equity, and Inclusion (DEI) initiatives. DEI initiatives aim to create environments where all individuals have equal opportunities and are treated with respect and fairness. Biased AI outputs can undermine these goals by perpetuating inequality and exclusion, which can be detrimental to the educational mission of the District.

GenAI can also suffer from response bias, where the AI generates answers tailored to what it predicts the user wants to hear based on its training data or specific tuning.

c) Copyright

GenAI may pose copyright issues as it may have used copyrighted material within its training data without explicit permission from the copyright holders. As a result, there are unsettled legal questions about the ownership and copyright status of GenAI's outputs, which can closely mimic or incorporate elements of existing copyrighted works.

Data Privacy and Security

Information entered into GenAI may be accessible to others due to data sharing or breaches. All users should exercise caution when utilizing GenAI. Under no circumstances should any sensitive, copyrighted, confidential, or proprietary information be entered into GenAI or any other AI platform, consistent with relevant state and federal laws and District policy. This includes, but is not limited to, data protected by:

- a) Family Educational Rights and Privacy Act (FERPA);
- b) Education Law Section 2-d (Unauthorized Release of Personally Identifiable Information);
- c) Labor Law Section 203-d (Employee Personal Identifying Information);
- d) State Technology Law Section 208 (Notification of Security Breach of Private Information).

Further, if the information would not be disclosed in response to a Freedom of Information Law (FOIL) request, it should not be entered into GenAI.

(Continued)

SUBJECT: ARTIFICIAL INTELLIGENCE (AI) (Cont'd.)**Student Use**

**Option 1 -- If the District permits teachers to allow the use of GenAI, retain all the language in option 1 and delete all language in option 2.*

The District permits teachers to determine whether students in their class may use GenAI for assignments. However, the District recognizes that disparities in access to GenAI technologies may exist and will work with teachers to ensure that no student is disadvantaged by their inability to use or decision not to use GenAI.

If teachers allow their students to use GenAI, they are expected to communicate their expectations regarding the use of GenAI clearly to their students. Further, the teacher must discuss the appropriate and responsible use of GenAI with the students. This includes talking to students about the risks and limitations of GenAI, emphasizing how students are accountable for the accuracy of their work, and, when relevant, ensuring proper citation of sources.

Student use of GenAI that conflicts with teacher instruction, District policy, regulation, procedure, or other document, such as the District's Code of Conduct, may result in investigation and/or disciplinary action.

**Option 2 -- If the District does not permit the use of GenAI, retain all the language in option 2 and delete all language in option 1.*

The District prohibits students from using GenAI to complete academic assignments. Student use of GenAI that conflicts with this policy and/or the District's Code of Conduct may result in an investigation and/or disciplinary action.

District Personnel Use

District personnel may utilize GenAI in accordance with this policy. However, regardless of the tools used to enhance their work, personnel are ultimately responsible for the accuracy and integrity of all work they produce. AI is intended to support, not replace, an employee's responsibility for their own work.

Training, Awareness, and Support

The District will provide training, awareness, and support to teachers in navigating the evolving use of GenAI in the classroom. This may include professional learning opportunities, workshops, and resources to enhance teachers' proficiency and confidence in using GenAI to enrich student learning. The goal is to equip teachers with the knowledge to critically assess GenAI technologies and guide students in understanding the complexities associated with these tools. Additionally, the District may extend training, awareness, and support regarding GenAI to other District personnel who may benefit from understanding and utilizing GenAI in their roles.

**Customize to District*

(Continued)

SUBJECT: ARTIFICIAL INTELLIGENCE (AI) (Cont'd.)**Compliance with Other Documents**

When using GenAI, all personnel and students must comply with all applicable laws, regulations, and District documents. This includes Education Law Section 2-d, which requires the District to ensure that whenever it enters into a contract or other written agreement with a third-party contractor under which the third-party contractor will receive student data or teacher or principal data from the District, the contract or written agreement will include provisions requiring that confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.

Applicable District documents may include the District's policies on data security and acceptable use, as well as the District's *Code of Conduct*.

NOTE: Refer also to Policies #3310 -- Public Access to Records
#3320 -- Confidentiality of Computerized Information
#5672 -- Information Security Breach and Notification
#5673 -- Employee Personnel Identifying Information
#5674 -- Data Networks and Security Access
#5676 -- Privacy and Security for Student Data and Teacher and Principal Data
#6410 -- Staff Acceptable Use Policy
#7240 -- Student Records: Access and Challenge
#7315 -- Student Acceptable Use Policy (AUP)
#7316 -- Student Use of Personal Technology
#8271 -- Internet Safety/Internet Content Filtering
#8350 -- Use of Copyrighted Materials
District *Code of Conduct*

Adoption Date

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.

Employment Entrance Examinations

All entering employees are required to obtain a medical examination after an offer of employment has been made and in some cases prior to the commencement of ~~his or her~~ their employment. The District may condition an offer of employment on the results of the examination in accordance with law.

When the examination is made by the school physician/nurse practitioner the cost of the examination will be borne by the District. A staff member, however, may elect to have a medical examination at ~~his or her~~ their own expense by a physician of ~~his or her~~ their own choice.

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.

All staff will be required to have a physical examination upon tenure appointment.

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

Each vendor/contract bus company will ensure that its bus drivers and substitute bus drivers must have yearly physical examinations. Each bus driver initially employed by the District's vendor/contract bus company 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 thirteen-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).

(Continued)

SUBJECT: EMPLOYEE MEDICAL EXAMINATIONS (Cont'd.)

Examinations and Inquiries

The District ~~will~~ **may** 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.

~~Americans with Disabilities Act Amendments Act (ADAAA) of 2008, Public Law 110-325)~~

Americans with Disabilities Act (ADA), 42 USC Section 12101 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 USC Section 790 et seq.

Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191

~~45 Code of Federal Regulations (CFR) Parts 160 and 164~~

28 CFR Sections 41.55 and 42.513

29 CFR Sections 1630.13 and 1630.14

34 CFR Section 104.14

Civil Service Law Section 72

Education Law Sections 913 and 3624

Vehicle and Traffic Law Sections 509-b, 509-d, and 509-g

8 ~~New York Code of Rules and Regulations (NYCRR) Sections 136.3 and 156.3(2)~~

~~10 New York Code of Rules and Regulations (NYCRR) Part 14~~

15 ~~New York Code of Rules and Regulations (NYCRR) Part 6~~

Adopted: 7/14/09

Revised: 8/10/21;

Personnel

SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES (STAFF)**Prohibited Conduct**

The ~~Board~~District, recognizing that students are often influenced by teachers and other members of a school's staff, impresses upon staff 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~~Accordingly, when in the workplace or when the effects of these actions may impair job performance, staff are prohibited from consuming, sharing, selling, using, and/or possessing:

- a) ~~i~~llegal drugs;;
- b) Cannabis (marijuana) or any other controlled substance in schedules I through V of the Controlled Substances Act;
- c) ~~e~~Counterfeit and designer drugs;;
- d) ~~d~~Drug paraphernalia;; or
- e) ~~a~~Alcohol ~~in the workplace or when the effects of these actions may impair job performance.~~

Exceptions may exist for authorized medical cannabis use.

Additionally, ~~the Board prohibits~~ the misuse and/or unprescribed use of prescription and over-the-counter drugs ~~is prohibited~~ in the workplace or when the effects of these actions may impair job performance.

~~In accordance with law, regulation, and District policy, smoking and vaping are prohibited on school grounds; within 100 feet of the entrances, exits, or outdoor areas of any of the District's schools; and/or at any school-sponsored event or activity that occurs off school grounds. Further, all staff are bound by the conduct prohibitions contained in District policy #5640 -- Smoking, Tobacco, and Cannabis (Marijuana) Use.~~

Disciplinary Measures

Staff will be informed of the range of penalties or consequences, up to and including; termination of employment that may be imposed for engaging in prohibited conduct. ~~Penalties and consequences will be~~ in accordance with any applicable law, District policy, collective bargaining agreement, and/or other similar document.

(Continued)

**SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES (STAFF)
(Cont'd.)**

Information on Substance Use Related Services

The Superintendent has designated one or more individuals to provide information regarding where and how to find available substance use related services to students, parents, and staff.

The designated individual(s) for the District are: Payroll Specialist and Health Teacher.

Any information provided by a student, parent, or staff member to the designated individual(s) will not be used in any school disciplinary proceeding and will, in addition to any other applicable privilege, be considered confidential in accordance with law.

20 USC Sections 6083(a), 7118, and 7973(a)
41 USC Section 8101 et seq.
[Cannabis Law Section 127](#)
Civil Service Law Section 75
Education Law Sections 409, 2801, 3020-a, and 3038
[Labor Law Section 201-d](#)
[Penal Law Section 222.10](#)
Public Health Law Sections [1399-n](#) and [1399-o](#)

NOTE: Refer also to Policies #3410 -- Code of Conduct
#5640 -- Smoking, Tobacco, and Cannabis (Marijuana) Use
#7320 -- Alcohol, Tobacco, Drugs, and Other Substances
(Students)
District Code of Conduct

Adopted: 2/9/99
Revised: 8/13/19; 4/7/20;

Personnel

SUBJECT: TEMPORARY PERSONNEL

The District ~~may need to utilize~~~~'s needs sometimes require~~ temporary appointments. The terms of these appointments will be defined by the Board on a case by case basis.

Student Teachers

The Wilson Central School District may cooperate with teacher training institutions in the placement of student teachers to provide beginning teachers with the best possible student teaching experience.

Schools are required to allow student teachers to videotape themselves providing instruction in a classroom to meet part of their performance assessment requirements for teaching certification. The video must remain confidential, is a confidential record of the New York State Education Department (NYSED), and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and relevant NYSED personnel.

Substitute Teachers

~~The Superintendent will employ appropriately qualified substitute teachers.~~ A substitute teacher is employed in the place of a regularly appointed teacher who is absent, but is expected to return. The Superintendent will employ appropriately qualified substitute teachers. It is recognized that fully certified persons will not always be available for employment as substitute teachers. The District will employ substitute teachers in accordance with law and regulation.

The Board will annually establish the rate for per diem substitute teachers.

~~— New York State recognizes the following three categories of substitute teachers:~~

- ~~— a) Substitutes with valid NYS teaching certificates or certificates of qualification. A substitute teacher in this category may be employed in any capacity, for any number of days, in any number of school districts. However, if employed for more than 40 days by a school district in any given school year, the substitute teacher must be employed in the area for which they are certified.~~
- ~~— b) Substitutes without a valid NYS certificate, but who are completing collegiate study toward NYS certification at the rate of not less than six semester hours per year. A substitute teacher in this category may be employed in any capacity, for any number of days, in any number of school districts. However, if employed for more than 40 days by a school district in any given school year, the substitute teacher must be employed in the area for which they are seeking certification.~~
- ~~— c) Substitutes without a NYS valid certificate and who are not working towards NYS certification. A substitute teacher in this category may be employed in any capacity, but is limited to 40 days in one school district in any school year.~~

~~Education Law Section 3023~~

8 NYCRR Sections 80-1.5 and 80-5.4

Adopted: 2/9/99

Revised: 1/9/07; 10/11/16; 1/9/18; 8/13/19;

Personnel

SUBJECT: LEAVES OF ABSENCE

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

Leaves of Absence, Contractual, Et Al

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

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

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

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

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

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

Leaves Of Absence, Unpaid, Not Covered Above

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

1. For a period of time not to exceed one school year for approved graduate study, such leave to include any required internship experience.
2. At the expiration of a paid sick leave of absence, to extend such a leave of absence for a period of time not to exceed the end of the school year next succeeding the school year in which the paid leave of absence commenced.

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

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

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

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

Other Leaves of Absence

Other leaves of absence include, but are not limited to, the following:

a) **Emergency Service Volunteer Leave**

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

b) **Screenings for Cancer**

Employees will be granted up to four hours of leave on an annual basis to undertake a screening for cancer. This leave will be excused leave and will not be charged against any other leave to which the employee is entitled.

c) **Blood Donation**

The School District may either, at its option:

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

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

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

d) Bone Marrow Donation

Employees seeking to undergo a medical procedure to donate bone marrow shall be granted leaves to do so, the combined length of the leaves to be determined by the physician, but may not exceed 24 work hours unless agreed to by the Superintendent or designee. The District shall require verification for the purpose and length of each leave requested by the employee for this purpose. The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of bone marrow donation under any other provision of law will not be prevented.

e) Nursing Mothers (Breastfeeding/Lactation)

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

Upon employee request, the District will designate a room or other location to be used by the employee to express breast milk which will be in close proximity to the work area, well lit, shielded from view, and free from workplace or public intrusion. The location will, at a minimum, contain a chair, a working surface, nearby access to clean running water, and an electrical outlet. The location will not be a restroom or toilet stall. The District will provide access to refrigeration for the purposes of storing expressed milk.

If the sole purpose of the location is not dedicated for use by employees to express breast milk, the location will be made available to employees when needed and will not be used for any other purpose while in use. The District will provide notice to all employees as soon as practicable when the location has been designated for use by employees to express breast milk.

~~Reasonable unpaid break time is generally no less than 20 minutes and no more than 30 minutes, dependent upon the proximity of the designated location for expressing breast milk. In most situations, the District is required to provide unpaid break time at least once every three hours if requested by the employee.~~

At the employee's option, the District may allow the employee to work before or after ~~her~~ **their** normal shift to make up the amount of time used during the unpaid break time(s) so long as such additional time requested falls within the District's normal work hours.

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

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

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

The District will provide a written notification regarding the rights of nursing employees to express breast milk in the workplace to each employee upon hire, annually thereafter, and to employees returning to work following the birth of a child. This notice will be based on a written policy developed by the Commissioner of Labor and will at a minimum:

1. Inform employees of their rights pursuant to law;
2. Specify how a request may be submitted to the District for a room or other location for use by an employee to express breast milk;
3. Require the District to respond to requests within a reasonable time frame that is not to exceed five business days.

The District will not discriminate or retaliate against an employee who chooses to express breast milk in the workplace.

f) Witnesses or Victims of Crimes

The District will grant an unpaid leave of absence to an employee, who is a victim of or a witness to a criminal offense, that is required or chooses to appear as a witness, consult with the district attorney, or exercise ~~his or her~~ their rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law.

To use this leave, the employee must provide notice of the need for leave at any time prior to the actual day of leave. The District is permitted to ask the party who sought the attendance or testimony of the employee to provide verification of the employee's service. Penalizing or discharging an employee for absences by reason of a required appearance as a witness in a criminal proceeding, or consultation with the district attorney, or exercising ~~his or her~~ their rights as provided under the law constitutes a Class B misdemeanor by the employer.

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

g) Victims of Domestic Violence

Unless the absence would cause an undue hardship to the District, the District will provide reasonable accommodations to employees who are victims of domestic violence who must be absent from work for a reasonable time in accordance with law.

An employee availing themselves of this leave must provide the District with reasonable advance notice, unless providing this notice is not feasible. An employee unable to provide reasonable advance notice must, within a reasonable time after the absence, provide a certification to the District when requested.

To the extent allowed by law, the District will maintain the confidentiality of any information related to an employee's status as a victim of domestic violence.

h) Military Leave

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

Leaves of absence for military spouses are granted in accordance with law and are unpaid.

i) Jury Duty

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

j) Voting

Employees who are registered voters and have four consecutive hours either between the opening of the polls and the beginning of their working shift, or between the end of their working shift and the closing of the polls will be deemed to have sufficient time to vote and will therefore not be eligible for paid leave to vote in any election.

Employees who are registered voters, and do not have sufficient time outside of their working hours to vote in any election, may without loss of pay for up to two hours, take so much time off as will, when added to their voting time outside of their working hours, enable them to vote. The employee will be allowed time off for voting only at the beginning or the end of ~~his or her~~ ~~their~~ working shift, as the District may designate, unless otherwise mutually agreed.

(Continued)

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

Employees requiring working time off to vote must notify the District not more than ten or less than two working days before the day of the election.

The District must post a notice informing employees of their right to leave in order to vote not less than ten working days before an election and until polls close on election day. This notice will be conspicuously posted in a place where it can be seen by employees as they come and go to their place of work.

29 USC Section ~~207(r)~~218d

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA),

38 USC Sections 4301-4333

Civil Service Law Sections 71-73 and 159-b

Education Law Sections 1709(16), 2509(6), 2573(12), 3005, 3005-a and 3005-b

General Municipal Law Sections 92, 92-c, and 92-d

Election Law Section 3-110

Executive Law Section 296(22)

Judiciary Law Sections 519 and 521

Labor Law Sections 202-a, 202-i, 202-j, 202-l and 206-c

Military Law Sections 242 and 243

Penal Law Section 215.14

Adopted: 2/9/99

Revised: 12/10/02; 1/9/07; 7/14/09; 1/11/11; 12/12/17; 5/14/19; 12/8/20;

Personnel

SUBJECT: DETERMINATION OF EMPLOYMENT STATUS: EMPLOYEE OR INDEPENDENT CONTRACTOR

The District has the primary responsibility for determining whether an individual is rendering services as an employee or as an independent contractor. When making this determination, the District must consider the factors set forth in state regulations.

A certification of the determination that an individual is an employee will now be required when the School District initially reports to the New York State and Local Retirement System (NYSLRS) certain covered professionals, **including** —those persons providing services as an attorney, physician, engineer, architect, accountant or auditor.

Definitions

"Employee" means an individual performing services for the School District for which the District has the right to control the means and methods of what work will be done and how the work will be done.

"Independent contractor" means a consultant or other individual engaged to achieve a certain result for the District but who is not subject to the direction of the ~~employer-District~~ as to the means and methods of accomplishing the result. The District will not enter into agreements with independent contractors for instructional services except under the limited circumstance permitted by the New York State Education Department (NYSED).

Employees to be Reported to NYSLRS

~~—Only persons who are active members of NYSLRS and who have been assigned a registration number will be included in the reporting requirements. In the case of employees who are in the process of being registered to membership, all service, salary and deductions data, and mandatory contributions will be accumulated by the District and the accumulation will be included with the first monthly report which is due after the employee's registration number has been assigned.~~ All persons employed by the District will be included in the reporting requirements. The District will provide the information deemed necessary by the retirement system for all employees except those who actively participate in another public retirement system or program. In the case of employees who are in the process of being registered to membership, all service, salary, and deduction data and mandatory contributions will be accumulated by the District and the accumulation will be included with the first monthly report which is due after the employee's registration or identification number has been assigned.

An individual serving the District as an independent contractor or consultant is not an employee and should not be reported to the retirement system.

~~—The District has the primary responsibility for determining whether an individual is rendering services as an employee or as an independent contractor. When making this determination the District must consider the factors set forth in State Regulations.~~

(Continued)

Personnel

SUBJECT: DETERMINATION OF EMPLOYMENT STATUS: EMPLOYEE OR INDEPENDENT CONTRACTOR (Cont'd.)

~~The District will also complete, as necessary, a Certification Form for Individuals Engaged in Certain Professions (Form RS2414) as promulgated by the Office of the New York State Comptroller. When making a determination as to an individual's status as an employee or independent contractor, no single factor will be considered to be conclusive of the issue. All factors will be considered in making an assessment of an individual's status when engaged to perform services.~~

~~Written Explanation by District:~~ Employer Reporting of Certain Professions

In the case of an individual whose service has been engaged by the District in the capacity of attorney, physician, engineer, architect, accountant or auditor and the District has determined that the individual is rendering service as an employee and, therefore, may be eligible for credit with a retirement system, the District will submit to the retirement system, in a form prescribed by the Comptroller and certified by the Chief Fiscal Officer of the District, an explanation of the factors that led to the conclusion that the individual is an employee and not an independent contractor or consultant.

When making a determination as to an individual's status as an employee or independent contractor, no single factor will be considered to be conclusive of the issue. All factors will be considered in making an assessment of an individual's status when engaged to perform services.

The District will also complete, as necessary, a Certification Form for Individuals Engaged in Certain Professions (Form RS 2414) as promulgated by the Office of the New York State Comptroller.

Legal ServicesCharging for Legal Services

An attorney will not simultaneously be an independent contractor and an employee of the District for the purpose of providing legal services to the District.

An attorney who is not an employee of the District will not seek to be or be considered, treated or otherwise reported by the District as an employee ~~thereof~~ for purposes of compensation, remuneration, health insurance, pension, and all associated employment-related benefits and emoluments.

Reports Regarding Attorneys

The District will, on or before the 45th day after the commencement of its fiscal year, file with ~~the State Education Department~~ **NYSED**, the State Comptroller, and the Attorney General a report specifying:

- a) All attorneys who provide legal services to the District or Board;
- b) Whether the District or Board hired those attorneys as employees; and

(Continued)

Personnel

**SUBJECT: DETERMINATION OF EMPLOYMENT STATUS: EMPLOYEE OR
INDEPENDENT CONTRACTOR (Cont'd.)**

- c) All remuneration and compensation paid for legal services.

Protection Against Fraud

Any person who knowingly makes any false statement, or falsifies or permits to be falsified any record or records of the retirement system in any attempt to defraud the system, or who receives certain benefits or payments in excess of statutory limits, as a result of those acts, will be guilty of criminal conduct, and will be punished under the laws of New York State.

Education Law Sections 525, 2050-2054

Retirement and Social Security Law Sections 11, 34, 311, and 334

2 NYCRR Sections 315.2 and 315.3

NOTE: Refer also to Policy #1337 -- Duties of the School Attorney

Adopted: 1/11/11

Revised: 12/12/17; 6/11/19;

Students

SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES (STUDENTS)**Prohibited Conduct**

The Board recognizes that the misuse of alcohol, tobacco, electronic cigarettes (e-cigarettes), [cannabis \(marijuana\)](#), drugs, counterfeit and designer drugs, over-the-counter drugs, prescription drugs, vitamins, supplements, herbs, and other similar 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, and/or possession of these and similar substances, as well as tobacco products and drug paraphernalia are prohibited in accordance with law and regulation, District policy, the District *Code of Conduct*, and/or other similar documents.

Students are not permitted to be under the influence of alcohol, [cannabis \(marijuana\)](#), drugs, or other prohibited substances on school grounds or at [school functions](#)~~school-sponsored events~~. "School function" means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place virtually or in another state.

[Exceptions may exist for authorized medical cannabis use.](#)

Disciplinary Measures

Students will be disciplined in accordance with District policy, the District *Code of Conduct*, and/or other similar documents for the consumption, sharing, selling, use, and/or possession of alcohol, tobacco, e-cigarettes, [cannabis \(marijuana\)](#), drugs, counterfeit and designer drugs, over-the-counter drugs, prescription drugs, vitamins, supplements, herbs, and other similar substances, as well as tobacco products and drug paraphernalia.

Information on Substance Use Related Services

The Superintendent has designated one or more individuals to provide information regarding where and how to find available substance use related services to students, parents, and staff.

The designated individual(s) for the District is/are: Director of Student Services, Guidance Counselors, and Business Administrator.

Any information provided by a student, parent, or staff member to the designated individual(s) will not be used in any school disciplinary proceeding and will, in addition to any other applicable privilege, be considered confidential in accordance with law.

20 USC Sections 6083(a), 7118, and 7973(a)

[Cannabis Law Section 127](#)

Education Law Sections 409, 2801, and 3038

[Penal Law Section 222.10](#)

Public Health Law Section 1399-o

(Continued)

**SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES
(STUDENTS)
(Cont'd.)**

NOTE: Refer also to Policies #3280 -- Use of School Facilities, Materials, and Equipment
#3410 -- Code of Conduct
#5640 -- Smoking, Tobacco, and Cannabis (Marijuana) Use
#6150 -- Alcohol, Tobacco, Drugs, and Other Substances
(Staff)
#8240 -- Instruction in Certain Subjects
District *Code of Conduct*

Adopted: 2/9/99

Revised: 10/11/05; 1/9/07; 7/14/09; 3/12/13; 12/9/14; 3/13/18; 7/14/20;

Students

SUBJECT: STUDENT VOTER REGISTRATION AND PRE-REGISTRATION

The District recognizes the importance of voting and civic engagement. As such, the District seeks to encourage student voter registration and pre-registration. A person who is at least 16 years of age and who is otherwise qualified to register to vote may pre-register to vote, and will then be automatically registered to vote upon reaching the age of eligibility as provided by law.

*The District promotes student voter registration and pre-registration through the following means:

- a) Collaborating with county boards of elections to conduct voter registration and pre-registration in the District's high school(s); and
- b) Encouraging voter registration and pre-registration at various student events throughout the year.
- c) The District promotes student voter registration and pre-registration by providing pre-registration opportunities for all students in Participation in Government and Economics classes.

The District will inform students of New York State's requirements for voter registration and pre-registration, as well as provide access to voter registration and pre-registration applications during the school year and provide assistance with filing these applications. The completion and submission of voter registration or pre-registration forms will not be a course requirement or graded assignment for District students.

Election Law Section 5-507

**Customize to District -- Some examples of how a district may encourage student voter registration and pre-registration have been provided. However, the District should customize this list to reflect its actual practices.*

Adopted: 7/14/20

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

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

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

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

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

Health Certificate

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

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

If a student does not submit the required health certificate within 30 calendar days after their entrance, t~~The building principal or designee will send a notice to the student's parent of, or person in parental relation to, any student who does not present a health certificate, stating that if the required health certificate is not furnished-submitted within 30 calendar days from the date of the notice, the~~ **Director of School Health Services will conduct** an examination by health appraisal ~~will be made~~ of the student ~~by the Director of School Health Services.~~

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

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

(Continued)

Students

SUBJECT: STUDENT PHYSICALS (Cont'd.)

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

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

Dental Health Certificate

The District will request a dental health certificate from each student at the same time that health certificates are required.

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

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

- a) Describe the dental health condition of the student when the assessment was given, provided that the assessment was not given more than 12 months prior to the commencement of the school year in which the assessment is requested; and
- b) State whether the student is in fit condition of dental health to permit ~~his or her~~ **their** attendance at a District school; and

(Continued)

Students

SUBJECT: STUDENT PHYSICALS (Cont'd.)

- c) Be signed by a duly licensed dentist, or a registered dental hygienist, who is:
1. Authorized by law to practice in New York State, and consistent with any applicable written practice agreement; or
 2. Authorized to practice in the jurisdiction in which the assessment was performed, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to New York State.

Examination by Health Appraisal

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

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

Unless ~~otherwise~~ prohibited by law, if it is ~~ascertained~~ determined that a student has impaired sight or hearing, or ~~a~~ other physical disability or other condition, including sickle cell anemia, the building principal or designee will notify, in writing, the student's parent or person in parental relation as to the existence of the disability. If the parent or person in parental relation is unable or unwilling to provide the necessary relief and treatment for the student, it will be reported by the building principal or designee to the Director of School Health Services, who then has the duty to provide relief for the student.

District Reporting of BMI and Weight Status Category

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

(Continued)

Students

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

Prior to or within three months after initial enrollment of a student under six years old, the District will obtain from the student's parent or person in parental relation evidence that the student has been screened for lead. If the District does not receive evidence that the student has been screened for lead, the District will provide the student's parent or person in parental relation with information on lead poisoning in children and lead poisoning prevention, as well as refer the parent or person in parental relation to a primary care provider or the local health authority for a blood lead test.

Health Screenings

The District will provide a:

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

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

Student Health Records

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

(Continued)

SUBJECT: STUDENT PHYSICALS (Cont'd.)**Accommodation for Religious Beliefs**

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

Students in Temporary Housing

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

20 USC Section 1232g

Education Law Sections 903-, 904, 905, and 3220

Public Health Law Section 1370-d

8 NYCRR Sections 136.1; and 136.3

NOTE: Refer also to Policies #5690 -- Exposure Control Program

#5691 -- Communicable Diseases

#5692 -- Human Immunodeficiency Virus (HIV) Related

Illnesses

#7121 -- Diagnostic Screening of Students

#7133 -- Education of Students in Temporary Housing

#7250 -- Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to

Minors

#7420 -- Sports and the Athletic Program

#7510 -- School Health Services

#7511 -- Immunization of Students

#7522 -- Concussion Management

Adopted: 2/9/99

Revised: 9/14/04; 10/11/05; 1/9/07; 7/14/09; 1/11/11; 9/11/12; 12/10/13; 6/12/18; 4/7/20;

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 such as substance overdose. 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.

The District's medical director has issued a non-patient specific order to the school nurse to administer Naloxone on-site. As a result, the medical director, in collaboration with District administration, has acquired and provided Naloxone to the district for use in its schools. The school nurse will, in his or her individual discretion, and in collaboration with the medical director, choose the route of administration of the Naloxone. The medical director is responsible for having approved policies in place for re-ordering Naloxone in the event it is administered and to ensure that an adequate supply is continuously available in the buildings for use. Similarly, the administration of Naloxone to any student will be documented in his or her cumulative health record and for staff members, in their personnel file.

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~~ Will 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;

(Continued)

Students

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

- 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;
- 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 or Naloxone (Narcan) for use, 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;

(Continued)

Students

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

- g) Ensure that ~~building-level safety plans and~~ the District-wide ~~emergency response plan~~ ~~school safety plan and building-level emergency response plans~~ 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.

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) Fundraisers 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;

(Continued)

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

- 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 Section 12101, et seq.

Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400-1485

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

34 CFR Part 300

Education Law Sections 6527 and 6908

8 NYCRR Sections 136.6 and 136.7

Public Health Law Sections 2500-h, 3000-a, and 3000-c

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

Adopted: 1/11/11

Revised: 1/12/16; 6/11/19; 1/14/20