

FUND RAISING

The Board of Education acknowledges that the solicitation of funds on school property must be limited so that it does not infringe on the rights of students to attend school, and does not interfere with the educational program and orderly operation of the schools. Any organization wishing to engage in fund raising activities on school property must do so for a school-related purposes and must receive the prior express permission to do so from the Superintendent of Schools or designee.

The Board prohibits the direct solicitation of charitable donations (funds or goods) from students on school property during school hours, except as follows with the prior approval of the Superintendent of Schools or designee:

1. Fund raising activities which take place off school premises or outside of regular school hours, including recruitment for such activities. The School District may not serve as a conduit for the collection of money for an organization.
2. Sale of goods (e.g., candy, baked goods, books) or tickets for social, musical, theatrical or athletic events where the proceeds go to charity;
3. Indirect forms of charitable solicitation which do not involve coercion, such as a bin or collection box in a hallway or common area for donation of food, clothing or money.

No door-to-door solicitations shall be permitted.

The Board prohibits the collection of money in school or on school property or at any school sponsored event by a student or employee for his or her personal benefit and by any organization for commercial purposes.

A copy of this policy shall be given to any individual or organization granted permission to engage in fund raising activities on school property.

Cross-ref: 5251, Student Fund Raising Activities

Ref: 8 NYCRR §19.6

Adoption date: September 25, 1991

Revised: (Policies 1510 and 1515 Combined)

SHARED DECISION-MAKING AND SCHOOL-BASED PLANNING

The Board of Education encourages the participation of the community in improving education in our schools. In accordance with the regulations of the Commissioner, the Board [Adoption date] has adopted a plan for the effective participation of parents, teachers and administrators [and the Board] in shared decision-making at the building level. This plan specifies:

1. the educational issues which will be subject to decision sharing and cooperative planning at the school level;
2. the manner and extent of the expected involvement of all parties;
3. the means and standards by which all parties will evaluate improvement in student achievement;
4. the means by which all parties will be held accountable for the decisions made;
5. the process whereby disputes will be resolved at the [local] building level; and
6. the manner in which all state and federal requirements for the involvement of parents in planning and decision-making will be coordinated with and met by the overall plan.

A copy of the Plan for Participation by Teachers and Parents in School-Based Planning and Shared Decision-Making shall be available at each school and at the central district office; individual copies of the plan will be provided upon request.

Every two years, the Board shall review the plan to determine its effectiveness and to recertify or amend the plan, as needed. Any amendment or recertification of the plan will be developed and [Adoption date] adopted in accordance with section 100.11 of the Regulations of the Commissioner.

The amended or recertified plan together with a statement of the plan's success in achieving its objectives, shall be submitted to the Commissioner of Education for approval no later than February 1st of each year in which biennial review takes place. **[The first such review shall have been submitted to the Commissioner no later than February 1, 1996.]**

Adoption date: January 24, 2001

Revised:

DISTRICT WEBSITE

In order to support the vision and mission of the Poughkeepsie City School District (hereinafter "District"), the District maintains a website for the following purposes:

1. Showcasing innovative student and staff educational projects, presentations and learning experiences.
2. Providing a gateway to District and community resources, as well as to educational websites;
3. Providing a means for the community to access District news and information, and District personnel for community and associated organizations;
4. Providing a means for encouraging communications among students, parents, District personnel, the community and associated organizations.

The District website may not be used for any commercial promotional activity, financial gain or personal use.

The District website provides an opportunity for students and employees to contribute to the District's presence in the school community and world. The website provides information about curriculum, instruction and activities.

All web authors and visitors to the District's website must adhere to the District's policies, regulations, and procedures. Failure to follow these policies, regulations and procedures may result in the loss of authoring privileges or disciplinary consequences in accordance with law and any applicable collective bargaining agreement.

All District Web Pages must have an objective that conforms to District Policy, as well as District educational goals and objectives. Documents on the District's website, as well as links to non-district websites, must reflect the standards for instructional resources/materials established in District policy and regulations. Web pages must also adhere to copyright and other laws.

The District Website shall contain a disclaimer indicating that when the user leaves the District website and visits a link, the linked material is not necessarily approved or monitored by the District.

Web pages on the District's website are the property of the District. The website will be examined periodically by appropriate District personnel to check for the timeliness and relevance of its pages. The Superintendent or designee may remove material from the District website and shall notify the Board of any such action. The Board of Education reserves the right to remove any outdated or inappropriate material from the District website at any time.

Adoption date:

ACADEMIC RECOGNITION

The Board of Education values excellence and wishes to inculcate in students the desire to do their best in all things. It shall be the policy of this Board, therefore, to recognize outstanding academic accomplishment.

Student excellence shall be appropriately recognized **[by inscription on a permanent plaque or the award of fitting testimonial]**. The Board also endorses the National Honor Society and the criteria so recommended for selection of members. The Building Principal and appropriate staff shall determine the recipient of each award according to criteria previously established and approved by the **[Superintendent of Schools] Building Principal**.

Adoption date: September 25, 1991

Revised:

**PROVISION OF A FREE APPROPRIATE PUBLIC EDUCATION TO
STUDENTS PURSUANT TO SECTION 504 OF THE REHABILITATION
ACT OF 1973**

The Board of Education shall ensure that no subject is discriminated against in programs or activities receiving federal financial assistance. Students protected by Section 504 of the Rehabilitation Act 1973 are those individuals who have a physical or mental impairment which substantially limits one or more major life activities: both those who have a record of such impairment; or are regarded as having such an impairment.

The Board has appointed the Assistant Superintendent for Pupil Personnel Services to serve as the District's Section 504 coordinator and directs said individuals to:

1. Establish a team, comprised of a group of person knowledgeable about the child and person(s) familiar with the meaning of the evaluative data and program access options. This team shall consider students eligibility for and recommend the provision of regular education and/or related aids and services and/or other accommodations, as appropriate to provide a student with a disability, a free appropriate public education.
2. Implement procedures to ensure the dissemination of the contents of each student's 504 Plan to the persons on the district's staff, who will charged with implementing the program, accommodations, related services and/or aids recommended.
3. To implement procedures and efforts to identify all school-age residents of the district who are not receiving a public education, who have or are suspected to have, a physical or mental impairment which substantially limits one or more major life activities.
4. To provide a copy of this policy, at least annually to all families of students residing in the district, at the time of a student's referral, prior to the student's evaluation or reevaluation and prior to actions involving the education placement of a student.
5. Create procedures to insure that each student who is believed to have such a disability shall be evaluated prior to the provision of special education and/or related services and/or other reasonable accommodations and prior to any subsequent significant change in placement.
6. Students who receive related services and/or other reasonable accommodations pursuant to Section 504 of the Rehabilitation Act of 1973, shall be reevaluated at least once every three years.
7. Students who have a physical or mental impairment which substantially limits one or more major life activities, shall be placed and provided services, reasonable accommodations and transportation necessary to afford each student a free appropriate public education.

8. Students who have a physical or mental impairment which substantially limits one or more major life activities, shall be afforded an equal opportunity to participate in non-academic and extracurricular services, pre-school and adult education to the extent offered to non-disabled person, to the maximum extent appropriate.
9. Parents shall have the right to inspect relevant student records.
10. Disputes by parents or students relating to decisions of the Section 504 team, shall be made in writing 30 days of the decision complained of. A written description of the dispute should be sent by the parent, guardian or student to the district's Section 504 Coordinator at Circle of Courage Learning Community, 160 Union St, Poughkeepsie, New York 12601.
11. Disputes between a student and/or the parent or guardian of a student, regarding whether the recipient has made a free appropriate education available, shall be heard by an impartial hearing officer. Parents shall have an opportunity to participate in the hearing and be represented by counsel.
- * 12. The impartial hearing officer shall be directed to issue a written decision following the close of the hearing. A copy of the decision shall be sent to both the Section 504 Coordinator and the Parent(s)/Guardian and/or Student.
13. A parent may appeal the hearing officer's decision within thirty days following the parent's receipt of the hearing officer's decision to the Board of Education.
14. Complaints may also be made to the United States Department of Education, Office of Civil Rights, Washington, D.C. 20201.

Adoption date: October 27, 2004

**STUDENT DISMISSAL [PRECAUTIONS]**

Students may be excused from school before the end of the school day by the Building Principal only when it is necessary to do so and only for purposes consonant with the best educational interests of the student. Request for students to be released early must be made in writing by the student's parent or legal guardian. No student may be released from school to anyone other than the parent, guardian or child protective services personnel and law enforcement officers pursuant to law, unless the individual's name seeking release of the student appears on a list provided by the parent or guardian on the early dismissal card.

A "school day" is defined as the period of time a student is expected to be in school, beginning with the commencement of the first assigned class period and ending at the conclusion of the last assigned class period. An "assigned class period" may be a subject class, homeroom period, or study hall as determined by the Building Principal.

No student in grades prekindergarten through 5 shall be permitted to leave the school building before the close of the school day unless he or she is met at the school by a parent or legal guardian or a person authorized in writing by either to act in their behalf. A student may not be released to a person who has not been listed by a parent unless, in the opinion of the Principal, an emergency exists and the parents have assented to the release. A student with a medical disability which is or may be incapacitating shall not be released from school without an authorized person to accompany him or her.

Both parents of a student shall be deemed to have custodial rights for the purpose of release from school under this policy. If one parent has been awarded custody of a student, the student may not be released to the other parent if a court order or notarized agreement setting forth the custody arrangement has been submitted to the Building Principal for filing in the student's personnel folder.

When releasing a child to parent, legal guardian, or authorized person, the child shall be asked to identify the person, and other identification may be reviewed (i.e., driver's license, social security card, selective service card, or authorizing letter from parent or guardian where applicable).

Students in grades 6 through 12 may be released prior to the close of the school day for doctor or dentist appointments or family emergencies with parental approval either in writing or by telephone call.

Students in grades 11 through 12 may be released during a scheduled lunch period without parental approval.

The Superintendent of Schools shall develop procedures which will ensure that prior to the opening of school each year parents are notified of their child's school day including, for students in grades 9 through 12 and ungraded secondary students, the time of the lunch period, and that such students may be released without parental approval during the lunch period.

Ref: Education Law §3210(1)(c)

Adoption date: September 25, 1991

STUDENT FUND RAISING ACTIVITIES

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor, and since such solicitation may disrupt the programs of the schools. Therefore, the Board prohibits the direct solicitation of charitable donations (funds or goods) from students on school property during school hours, except as follows with the prior approval of the Superintendent of Schools or designee:

1. Fund raising activities which take place off school premises or outside of regular school hours, including recruitment for such activities. The School District may not serve as a conduit for the collection of money for an organization.
2. Sale of goods (e.g., candy, baked goods, books) or tickets for social, musical, theatrical or athletic events where the proceeds go to charity;
3. Indirect forms of charitable solicitation which do not involve coercion, such as a bin or collection box in a hallway or common area for donation of food, clothing or money.

No door-to-door solicitations shall be permitted.

The Board prohibits the collection of money in school or on school property or at any school sponsored event by a student or employee for his or her personal benefit and by any organization for commercial purposes.

Cross-ref: 1515, Fund Raising

Ref: 8 NYCRR §19.6

Adoption date: September 25, 1991

Revised:

STUDENT HEALTH SERVICES

The Board of Education recognizes that good student health is vital to successful learning and realizes its responsibility, along with that of **[parent(s) or guardian(s)] parents/guardians or person in parental relation**, to protect and foster a safe and healthful environment for students.

The school shall work closely with students' families to provide preventive health services. In accordance with law, the school will provide vision, hearing, and scoliosis screening. Problems shall be referred to the **[parent(s) or guardian(s)] parents/guardians or person in parental relation** who shall be encouraged to have their family health care provider provide appropriate care.

Schools shall also provide emergency care for students in accidental or unexpected medical situations.

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

Immunization

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires all students to be immunized against certain diseases in accordance with State statutes, regulations of the Commissioner of Education and rules of the State Department of Health.

Student Medical Exams

In accordance with Section 903 of the [State] Education Law, each student shall have a physical **[exam given by the school doctor or family physician upon entrance to school and at grades 1, 3] examination and present a health certificate to the Building Principal or designee describing the student's condition, signed by a duly licensed physician, physician assistant or nurse practitioner in the state of New York, within 30 day of his/her entrance to school and within 30 days of his/her entry into pre-kindergarten, kindergarten, and grades 2, 4, 7 and 10. If the physical examination was given outside of New York State, the examination will be accepted if the Commissioner has determined that the standards of license and practice are comparable to those in New York. The physical examination must not have been given more than 12 months prior to the commencement of the school year in which the examination is required and must describe the condition of the student when the examination was made.** [Findings] **The health certificates** are to be kept at the school [on forms that can be obtained from] **in the office of** the school nurse.

If the required health certificate is not furnished at the required times, the Principal or designee shall notify the student's parent/guardian or person in parental relation, in writing, that if the required health certificate is not furnished within 30 days of such notice, with their consent, the examination will be made of the student as directed by the School Physician. The physician, physician assistant or nurse practitioner performing the examination shall determine whether the student has defective sight or vision, or any other physical disability which may prevent the student from receiving full educational benefit and whether a one-time test for sickle cell anemia is necessary or desirable and, if so, the test shall be conducted and the certificate shall state the results of the test.

Communicable Diseases

It is the responsibility of the Board to provide all students with a safe and healthy school environment. To meet this responsibility, it is sometimes necessary to exclude students with contagious and infectious diseases, as defined in the Public Health Law, from attendance in school.

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

Administering Medication to Students

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

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

1. the written request of the [parent(s) or guardian(s)] **parents/guardians or person in parental relation**, which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication; and
2. the written order of the prescribing health care provider, which will include the purpose of the medication, the dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed, and the possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

The Superintendent shall develop comprehensive regulations governing student health services. Those regulations shall include the provision of all health services required by law, procedures for the maintenance of health records, and procedures for the administration of medication to students.

Ref: Education Law §§310 (provisions for appeal of child denied school entrance for failure to comply with immunization requirements); 901 et seq. (medical and health services); 6909 (emergency treatment of anaphylaxis)
Public Health Law §§613 (annual survey); 2164 (immunization requirements) 8 NYCRR §64.7 (administration of agents to treat anaphylaxis); Part 136 (school health services program)
Administration of Medication in the School Setting Guidelines, State Education Department, revised April 2002
Immunization Guidelines: Vaccine Preventable Communicable Disease Control, State Education Department, revised August 2000
School Executive's Bulletin June/July 2002, Office of Elementary, Middle and Secondary Education, State Education Department

Adoption date: September 25, 1991

Revision date: January 15, 2003

Revised:

5431

SUICIDE PREVENTION

Adolescent suicide is a major cause of death for teenagers. The Board of Education shall attempt to address the problem through intervention, prevention and education.

It is understood that all district employees do not have expertise either in the general area of mental health care nor the specific area of adolescent suicide. However, **[some school] appropriate personnel and staff** shall receive training to assist them to recognize clues and give help once suicide appears as a possibility for a student known to them. **[The Superintendent of Schools is responsible for planning and implementing personnel in-service programs which address the problem of adolescent suicide. The programs may be planned in cooperation with the state or community mental health agency.]**

Adoption date: June 12, 2002

Revised:

STUDENT SAFETY

The Board of Education recognizes the district's responsibility for ensuring the safety of all students in school buildings or on school grounds and/or participating in school activities.

The safety of all students shall be the responsibility of all staff members. In the event that a student becomes ill or is injured, he/she shall be referred to a school nurse who functions under the guidance of the [school doctor] *School Physician*. In the event of an accident, first aid may be administered. If the student's disability is such that the student must leave the school, the parent or guardian shall be notified by the nurse and asked to provide transportation for the child. If medical attention is necessary, the family physician or, if he/she is not available, the school physician may be called by the nurse.

The safety of students will be assured through [close] *the* supervision of students on school premises, on school buses, and/or participating in school activities. Special attention shall be given to the following:

1. maintaining a safe school environment through periodic inspection of the physical condition of all buildings and grounds (such inspections will be under the supervision of the Building Principal);
2. observing safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards. Section 409-a of the Education Law and the relevant sections of the Commissioner's Regulations regarding the wearing of eye safety devices in shops and laboratories, etc., will be strictly observed;
3. offering safety education to students, as appropriate, in subjects such as laboratory courses in science, shop courses, and health and physical education; and
4. notifying the school nurse of all accidents (for every accident, an accident report must be completed and filed).

In addition, school personnel shall be conscious of suspicious strangers loitering in or near the school. The Superintendent of Schools shall notify law enforcement agencies if the circumstances seem to warrant it. Students shall be instructed to notify teachers, their parents, police or school officials of any suspicious strangers. All persons in school buildings or on school property are subject to the provisions outlined in [policy 1520, District Code of Conduct on School Property] *the District Code of Conduct*.

Cross ref: *District Code of Conduct*

Ref: Education Law §§806; 808; 3212-a
8 NYCRR §§107.1; 141.10

Adoption date: September 25, 1991

Revised:

TRAVEL, CONFERENCE ATTENDANCE AND EXPENSE REIMBURSEMENT

The Board of Education recognizes the value of participation at professional conferences, meetings and visitations as one way of ensuring that the Poughkeepsie City School District's educational programs are current and state of the art. Further, attendance at or support of such activities can help the Board identify future trends that could benefit our children.

The Superintendent of Schools or designee may direct employees or approve requests from employees to attend meetings, conferences or visitations as a representative of the School District, except as provided herein. This will include expenses within budgeted appropriations.

Board approval is required for:

- (1) travel in excess of 200 miles by members of the Board of Education, the Superintendent of Schools and District Clerk. The Board resolution will contain the name of the activity, date(s) and location, as well as the names of persons attending. The resolution will indicate whether expenses are included. The Board will act on this resolution before the event occurs except in emergencies.
- (2) travel by employees and students outside of the country. The Board resolution will include the name of the travel activity, the person(s) attending, the dates of travel and, if applicable, the amount the Board authorizes towards the cost of such travel. If an employee has requested a leave for the purpose of such travel, the Board will entertain that request as a separate resolution.
- (3) travel by employees and students that involves appropriations for domestic airfare. The Board resolution will include the name of the activity, the name of those attending, the dates of the activity and the amount the Board authorizes towards the cost of such travel.

If an employee is invited to travel outside of the country by an organization other than the School District (e.g., New York State Education Department, Federal Government, Foreign Government, etc.) for an educationally-related purpose which will benefit the School District, the employee shall submit a written request for Board approval to the Superintendent of Schools, including all available information, at least two months prior to the date of travel. If the inviting organization will not pay for all or part of the expenses, the Board may act by resolution to pay for some or all of the costs of travel outside of the country. In the event full funding is not available, the employee may opt to pay for all of his/her own expenses. If the employee has requested a leave for the purpose of such travel, the Board will entertain that request as a separate resolution. The employee who participates in any such Board approved activity is expected to submit a report in writing regarding the benefits gained from such travel experience.

School District officers, employees and members of the Board of Education will be reimbursed for appropriate and reasonable out-of-pocket expenses incurred while traveling for school related activities. Only expenses necessary for the purpose of travel shall be reimbursable. Transportation costs, such as taxicabs, are allowable only for essential transportation. Mileage for travel by personal vehicle will be paid at the rate fixed annually by the Board. Tax exemption certificates shall be issued and utilized as appropriate.

The Superintendent of Schools shall determine, in the first instance, whether attendance by District staff at any conference or professional meeting is in the best interest of the District and eligible for reimbursement of expenses under this policy.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all receipts or other expense documentation, together with a copy of the approved conference attendance request form and evaluation report (if required) and submit the same to the appropriate administrator.

Ref: Education Law §§1604(27); 1709(30); 1804; 2118; 2523; 2524; 3023; 3028; 3813
General Municipal Law §77-b

Note: Prior policies 6830, 6831 and 9281 are combined

Adopted Date: September 25, 1991
Revised: February 28, 2001
Revised: June 22, 2005
Revised:

ACCIDENT PREVENTION AND SAFETY PROCEDURES

The Board believes that safety is important to everyone concerned with this District and directs that reasonable precautions be taken to provide a safe physical plant and premises for our students and employees.

The Board and administrative staff, in cooperation with students and employees, will take reasonable measures to prevent accidents on [the] school premises, including the following:

1. immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare;
2. immediately report any unsafe practices by anyone in the building or on the grounds;
3. ride bicycles only on the roadways, not on the sidewalks. Bicycles are to be parked in the rack provided by the school. Pleasure riding on [the] school grounds is prohibited during school hours; and
4. observe the 15 mile per hour speed limit on school grounds.

The [Board] District shall provide, publish and post rules for safety and the prevention of accidents, instruct students in safety and accident prevention, provide protective devices where they are required for the safety of students and employees, and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the schools

The Superintendent of Schools shall prepare rules governing school safety and the prevention of accidents and fire which shall include as a minimum the requirements of law and the applicable regulations of various departments of state government.

[Safety rules shall include methods for correcting hazards and upgrading poor practices, and disciplinary procedures to be employed when required. Copies of these rules and applicable laws shall be made available to all employees and posted for all students.]

All accidents occurring in or on school property, including buses, regardless of seriousness, must be reported to the school administration as promptly as possible.

Formal objective investigations of all accidents are to be immediately conducted by the Building Principal and the results of the investigation are to be presented to the Superintendent of Schools in a written report. The results of selected investigations should be communicated to employees and students for the purpose of determining how the accident might have been avoided.

Eye Safety Devices

Eye safety devices shall be provided for all students, instructors and visitors who are engaged in or observing the use of materials or equipment which may potentially damage the eyesight of those involved, as listed in §141.10 of the Commissioner's Regulations. **[Such activities and materials are listed in Section 141.10 of the Commissioner's Regulations. The Board directs the Superintendent to establish regulations for education in eye safety and for the wearing of appropriate eye safety devices.]**

Cross-ref: 5450, Student Safety
8111, Reporting of Hazards
8414, School Bus Safety

Ref: Education Law §§409; 409-a; 409-c; 3212-a
Labor Law §§27; 27-a
8 NYCRR §§141.10; 155.3

Adoption date: September 25, 1991

Revised: November 14, 2001

Revised: _____, 2006 (Policy 8122 Deleted)