

4526 COMPUTER USE IN INSTRUCTION (or ACCEPTABLE USE POLICY)

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms for the purpose of advancing and promoting learning and teaching.

Deleted: computer related

The computer network can provide a forum for learning various software applications and through online databases, and electronic mail, can significantly enhance educational experiences and provide statewide, national, and global communication opportunities for staff and students.

Deleted: bulletin boards

The Board authorizes student use of personal devices in all schools to ensure equity and access the district's computer network during periods of distance learning. Outside of periods of extended distance learning, this shall only apply to high school students using devices under the Bring Your Own Device (BYOD) initiative and middle school students who participate in the 1:1 Chromebook program. However, in all cases, students must comply with the district's login process, as well as the provisions of this policy and regulation. Failure to register or abide by this policy and regulation will result in revocation of access and possibly disciplinary action in accordance with the Code of Conduct. The Board further authorizes student use of school devices to access the district's computer network for purposes of the 1:1 Chromebook program. If a student does not comply with the provisions of this policy and regulation it will result in revocation of the device, access, and possible disciplinary action in accordance with the Code of Conduct.

Deleted: the high

Deleted: if the

Deleted: ies

All users of the district's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility. The district reserves the right to control access to the Internet for all users of its computers and network. The district will block sites that it considers to be inappropriate for school use.

Regulations and handbooks, to be developed by the Superintendent or his/her designees, will provide specific guidance, as well as rules governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and regulation. Failure to comply may result in disciplinary action as well as suspension or revocation of computer access privileges.

The Superintendent shall be responsible for designating a Director of Technology to oversee the use of district computer resources. The Director of Technology will coordinate in-service programs for the training and development of district staff in computer skills and for the incorporation of computer use in appropriate subject areas.

With increased concern about malware, ransomware, identity theft, unwarranted invasion of privacy, and the need to protect personally identifiable information, students must not provide any personally identifiable information when accessing any cloud-based educational software/application. All sites and cloud-based applications must be compliant with the Common Core Implementation Reform Act, Education Law §2-D that requires that each educational agency in the State of New York must develop a Parents' Bill of Rights for Data Privacy and Security (Parents' Bill of Rights)". The Parents' Bill of Rights must be published on the district website and must be included with every contract IUFSD enters into with a "third party contractor" (where the third party contractor receives student data, or certain

Deleted: ,

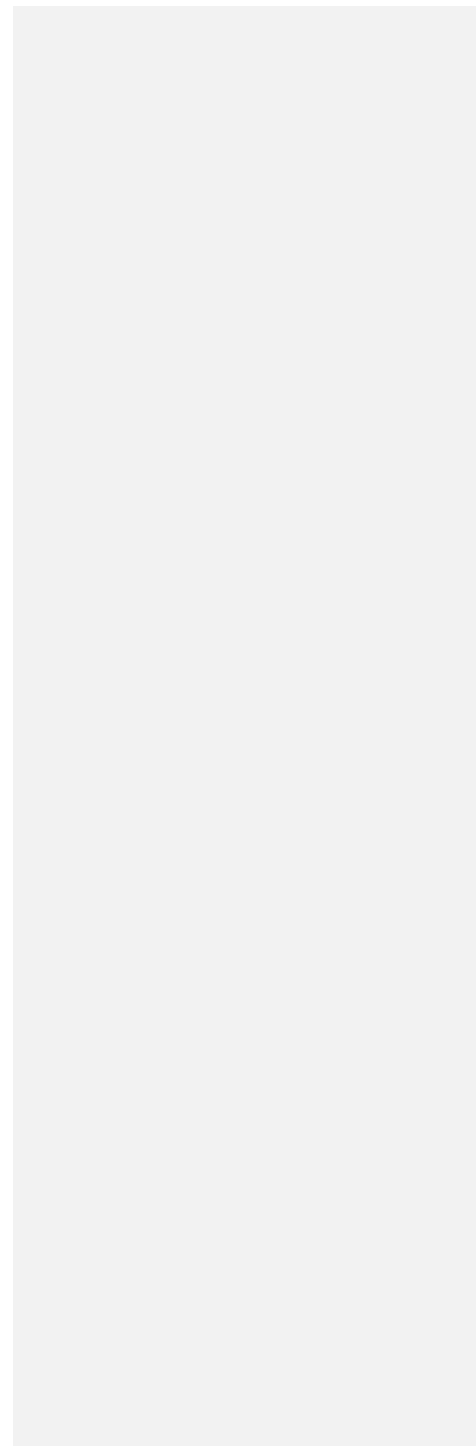
protected teacher/principal data related to Annual Professional Performance Reviews that is designated as confidential pursuant to [Education Law §3012-c](#)("APPR data"). The Director of Technology will develop guidelines to support faculty and staff.

Cross-ref:

5300, Code of Conduct

5695, Student Use of Personal Electronic Devices

Adoption date: xxxx



I. OVERVIEW

From time to time, schools may be closed as a result of social unrest, act of God, public health emergency, epidemic, pandemic, weather conditions, or regulations or restrictions imposed by any government or governmental agency, but may, pursuant to governmental action, be required to provide remote learning opportunities for students.

In accordance with guidance from the NYS Department of Education (NYSED), the School District (the “District”) may implement alternate remote instruction in the event of a prolonged school closure or student absence (the “Continuity of Learning Plan”).

To facilitate the Continuity of Learning Plan, the School District has authorized its faculty and administration to utilize online learning platforms. These platforms are useful educational tools and provide opportunities for personal connection between teachers and students. Through these platforms, teachers will continue to maximize opportunities to engage students and to interact with them through technology.

II. USE OF ONLINE LEARNING PLATFORMS

The privacy and confidentiality of all participants is important.

Parents/guardians must remember that online learning is for students and they should not be observing virtual platforms while their child is engaged in a remote learning session. Unless a younger elementary student is in need of technical assistance, parents/guardians should not interrupt learning. If a parent/guardian has a question for their child’s teacher, they should send an email to the teacher outside the online learning session; the teacher will respond to the parent/guardian during school hours.

In addition to the policies noted above and other existing District policies, the following rules of conduct apply while the Continuity of Learning Plan is in effect, as well as other times when students and teachers may be engaged in remote learning. **Violation of the following rules will result in appropriate disciplinary action.**

All individuals, including students, their parents/guardians, and their family members, are prohibited from:

1. Recording, taking photos or taking a screenshot(s) of a videoconference session or any content presented in any form during the remote learning session.
2. Altering a videoconference session or any content presented during remote learning.

3. Sharing, posting, or otherwise distributing, in any manner, either physically or electronically, via email, text or social media (such as Twitter, Snapchat, Instagram, Facebook, Tik Tok, etc.) any videoconference session, any part of a videoconference session, or any altered content, whether they have created or have received the recorded or altered content.
4. Using the remote learning platforms for any purposes other than their intended use as directed by their teacher.
5. Sharing any links, ID numbers, passwords or invitations to a school videoconference session with anyone.
6. In the remote learning environment, students are to behave at all times as if they were at school. Inappropriate behavior that will not be tolerated includes, but is not limited to:
 - o Making inappropriate faces, gestures or comments
 - o Displaying an inappropriate virtual background or profile picture
 - o Projecting or displaying an inappropriate image
 - o Bullying or cyberbullying of other students or the teacher.
7. Complying in all respects with the Code of Conduct (Policy 5300).

The teacher may stop the video feed of any participant at any time, in his/her sole discretion.

In the unlikely event that inappropriate behavior occurs during any online learning session, the teacher will promptly end that session and promptly notify his/her Building Principal to investigate and follow up accordingly with the student(s) and their parent(s)/guardian(s). The student(s) shall be subject to disciplinary consequences in accordance with the Code of Conduct (Policy 5300).

III. RULES OF ETIQUETTE and PROCEDURES

General rules of etiquette that students should follow when participating in an online learning session include the following:

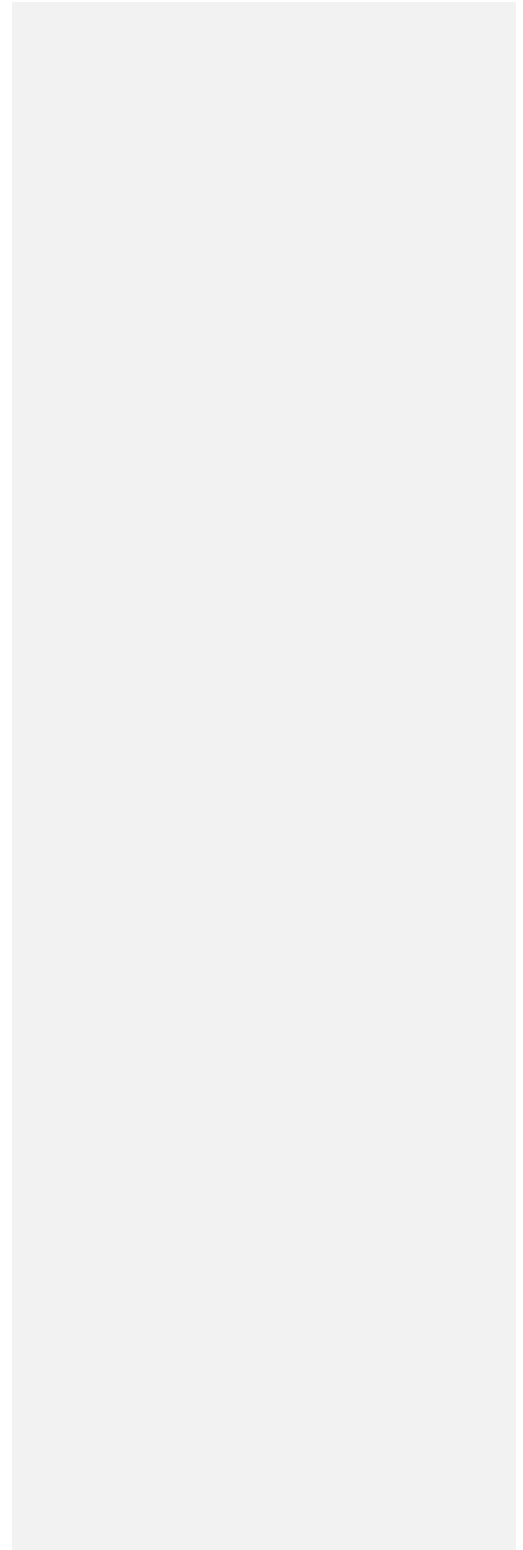
1. To enable the students to fully participate in their learning activities, students should be seated at a desk or table and set up their workspace in a quiet place that is free from distraction (such as siblings, pets, television, food, drinks, etc.). Pencil and paper should be at hand to use, as needed.

2. To avoid disruptions in access to the online learning session, students should ensure that the batteries of their devices are charged, or that they are plugged in to power.
3. Students should not have out or should not use any other electronic devices, such as cell phones or video game consoles, which might distract from learning.
4. Students should consider using headphones or earbuds while engaging with audio or video content, as it will help them focus on learning and not be distracted.
5. An online learning session should be regarded just like being in school. Students should maintain respect in speaking, in writing, and in appearance. Students must dress appropriately.
6. Students should aim to arrive early to their online learning session, usually three to five (3 to 5) minutes before the scheduled start of an online learning session. This will enable the teacher to take attendance and to promptly begin the online learning session. Once the online learning session has started, the teacher has the sole discretion to prohibit late entry by locking the “room”.
7. Students must type their first and last name and enable their online learning session so that the teacher can identify and see each student before allowing them into the session.
8. Where applicable, students will be admitted to the “waiting room” and their teacher then will individually admit students into the online learning session.
9. Students should be entering the online learning session with their microphones on “mute”. If a student would like to speak, has a question or something relevant to contribute to the session, they should raise their hand, and the teacher will unmute them or allow the student to unmute themselves.
10. Unless otherwise instructed by their teacher, students must keep the video feature on at all times. Students should not change their virtual background during an online learning session, as changing it is distracting to other students.

11. At the teacher's discretion, the chat feature may be enabled for students to use to ask questions. When utilizing the chat feature, students must be considerate and polite, and should utilize proper spelling and grammar.
12. If technical assistance is needed, teachers or students should contact the School District's administrative offices.

<u>Cross-Ref:</u>	0100	Equal Opportunity
	0110	Sexual Harassment - Policy
	4526	Computer Network and Internet Access Use
		Acceptable Use
	4528	Internet Safety
	5050	Dignity for All Students Act
	5300	Code of Conduct

Adoption Date:



ONLINE, DISTANCE, AND REMOTE LEARNING AND COURSE CREDIT

The Board of Education recognizes that new technologies are changing the way instructional material can be delivered to students. These technologies may permit the district to more effectively reach all students and provide expanded and enriched curriculum opportunities. Therefore, the Board encourages teachers and administrators to utilize online instructional opportunities for students. The use of distance learning opportunities (e.g., through BOCES), where students attend class in the district with instruction provided remotely by a teacher at another location, may be utilized but is not covered by this policy.

In accordance with Commissioner's regulations, the Board authorizes the use of district-approved online courses which enable students to earn course credit toward a Regent's Diploma, in accordance with this policy. Such online course instruction may be used to supplement a class offered by the district ("blended course") or it may be the sole mechanism for delivering the subject matter ("online course"). Online courses may be provided either with district instructional staff, through a BOCES contract, or through a shared services contract with another school district.

The Superintendent is directed to develop the following:

1. a mechanism for reviewing and approving online educational programming that can be used to enable students to earn course credit as either part of a blended or online course in accordance with Commissioner's Regulations and policy 4200, Curriculum Management;
2. criteria and procedures for admitting students to online courses; and
3. methods for monitoring the efficacy of online courses. In developing the procedures above, the Superintendent, with the assistance of appropriate staff, will consider:
 - the equitable access of students to blended and/or online courses;
 - the adequacy of instructional support for students utilizing blended and/or online courses;
 - the budgetary impact of use of blended and/or online courses; and
 - the fit of online education resources to New York State learning standards.

Emergency Utilization During School Closures

During emergency situations such as extended school closures, the district may utilize online learning platforms and other electronic technology to deliver instruction to students at all grade levels in an age-appropriate manner, in order to maintain continuity of the instructional program. The district will consider the technological capacity of students and staff to access online learning with respect to devices and internet access. The district may take steps to increase technological capacity during the emergency school closures, such as providing computing devices and temporary internet access devices.

Attendance and Behavioral Expectations

NEW NOTE: The specific rules for remote learning will vary depending on the technology available to your district and students. The purpose of this section is to establish general expectations, while acknowledging that learning remotely is not the same as learning in school.

As much as possible, the Board expects students learning remotely to observe similar behavioral and attendance expectations as though they are in the school building. Therefore, the Board establishes the following expectations:

1. Students must complete assignments and participate in class as set by teachers;
2. Students must demonstrate some form of daily attendance or participation, as provided in policy 5100, Student Attendance;
3. When participating in live virtual classes, students must observe similar behavioral rules as the in-school classroom;
4. Students must understand that taking photos/screenshots, audio or visual recordings of classes can be disruptive to the teacher and students, and create an atmosphere not conducive to open dialogue and sharing of information. Students are expected to refrain from making such recordings, unless specified in an IEP or permitted by the teacher, and must not use any recording to bully or harass any individual or for academic misconduct;
5. Student misbehavior while learning remotely will lead to consequences outlined in the district's policies, including but not limited to the Code of Conduct and bullying policy;
6. Teachers must pay particular attention to the engagement of students learning remotely, and initiate additional outreach activities when a student starts to fall behind in participation, schoolwork or educational progress;
7. Teachers must communicate specific class rules and expectations, while understanding that it is not always possible to perfectly recreate the school environment in the home; and
8. Parents/guardians and families must understand that while their assistance may be needed to resolve technological issues, their presence during learning time may be distracting to their students, as well as to the teacher and other students during live virtual classes.

Cross-ref: 0115, Student Bullying and Harassment Prevention and Intervention
, Curriculum Management
, Student Attendance
5300, Code of Conduct
8131, Pandemic Planning

Ref: 8 NYCRR §100.5(d)(10)
Matter of Boyd, Decision No. 16364, June 28, 2012

Adoption date:

Irvington Union Free School District

Commented [MOU4]: New text

5695 ELECTRONIC SOCIAL NETWORKING POLICY

Purpose:

The purpose of this policy is to ensure that staff members and students maintain appropriate relationships while using social websites.

Scope:

The scope of this policy is to cover all staff member/student interactions on social websites and applies to all district employees.

Policy Statements:

Staff members should recognize staff member/pupil boundaries and the negative impact that breaches of these boundaries have upon pupils and the confidence of the public. With the proliferation of social networking websites, the level of access that staff members and students may have into each other's personal lives is much greater.

Deleted: member

With regard to social networking websites, staff member should:

- a) Be aware of the potential dangers of being alone with a pupil in a private or isolated situation, [including video conferences](#), using common sense, and professional judgment to avoid circumstances which are, or could be, perceived to be of an inappropriate nature.
- b) Not by any means, or in any circumstances, make, view, or access illegal or inappropriate images of children.
- c) Exercise extreme caution in connection with contact/web cam internet sites (for example, chat rooms, message boards, social networking sites, and newsgroups) and avoid any [non-professional or personal](#) communications with individuals under 18 and/or with whom you may be in a position of trust (this includes all District students), which are, or could be, perceived to be of an inappropriate nature.

Enforcement:

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Adopted: xxxx

Irvington Union Free School District

5695-R BRING YOUR OWN DEVICE (BYOD) - STUDENT USE OF PERSONAL TECHNOLOGY DURING THE INSTRUCTIONAL DAY REGULATION

The Irvington Union Free School District is committed to providing a 21st century learning environment that includes the integration of technology in the classroom in support of education and/or research and consistent with the goals and purposes of the School District.

As identified in Board Policies [3161](#) and [4526](#), the District is committed to enabling students [the](#) use of their personally-owned technology ([PED](#)) during the school day via wireless access to the District network. Said access and use shall be in accordance with school guidelines, the Student Acceptable Use Policy (AUP), the District Code of Conduct, and the Dignity for All Students Act.

Deleted: y

Deleted: high school

Students are permitted to utilize their own devices [where permitted by policy and regulation](#), to enhance learning and augment the educational program both inside and outside of the formal classroom setting. Teacher permission will be required/expected for use of student owned devices within the formal classroom setting. This may include the use of devices to:

- Take notes and complete written tasks;
- Access the Internet or permissible applications and software to assist in classroom instruction/student learning;
- Read course-related content or materials that may be available in an electronic or digital format unless the particular learning task requires otherwise;
- Employ electronic/digital organizational tools to support learning; and
- Apply other technological tools as deemed appropriate with the approval of the teacher and/or administration.

Note: While the Irvington Union Free School District recognizes the use of personal devices as a tool that can support student learning, particular learning objectives as outlined by the teacher may require a student to utilize a different or traditional method of completion, including but not limited to writing answers on paper and reading a hard copy of a book or article.

Where use of technology is *required* in the classroom and a student does not have personally-owned technology, the District will provide access to District-owned technology.

The District's guest wireless network shall be used to access the Internet. The District's guest wireless network provides filtered access to the web and is operated in compliance with the Children's Internet Protection Act, Children's Online Privacy & Protection Act, and Family Educational Rights and Privacy Act. Students are not permitted to access the web using a cellular network or through any other means that circumvent the District's filtered access to the web.

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to School. The Administration reserves the right to restrict student use of personal technology on school property or at school-sponsored events, and to monitor, inspect, and/or confiscate personal technology when there is reasonable suspicion to believe that a violation of school policy or criminal law has occurred.

Acceptable Types of Technology

Personal technology includes all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of personal technology includes, but are not limited to, smartwatches, and MP3 players; iPad, and other tablet PCs; laptop, and chromebook; cell phones and smart phones, as well as any device with similar capabilities. Unacceptable devices shall include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

Deleted: iPods

Permissible Uses

Personally-owned technology may be allowed to be used by students during the school day for educational purposes and/or in approved locations only. Teachers will indicate to students when such use is acceptable. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in such use. Some primary uses of personally-owned technology in the classroom, include, but are not limited to:

1. Gather, evaluate and report on information and ideas,
2. Conduct research
3. Solve problems and/or answer questions in a collaborative format, and
4. Analyze and create print and non-print materials.
5. [Accessing video conferences moderated by staff members](#)

Formatted: Font color: Auto

Additional uses such as tracking classroom assignments, monitoring the District's student information system student portal, and other approved instructional activities may also be permitted in accordance with policy and this regulation.

Prohibited Uses for Personally-Owned Technology

All other uses of personally-owned technology must be consistent with school guidelines, the Student Acceptable Use Policy (AUP), the District Code of Conduct, and the Dignity for All Students Act.

Personally-owned technology shall not be used for the purposes of academic dishonesty, to bully, cyberbully, discriminate, harass, plagiarize, or any other violation of the Code of Conduct.

Use of any personally-owned technology is strictly prohibited in locker rooms, restrooms, Health Offices and any other areas where a person would reasonably expect some degree of personal privacy.

With the exception of school-sponsored events and programs, students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. Taking photographs, recording or videotaping without an individual's consent can be considered an invasion of privacy. The distribution of any unauthorized photos, media or recordings may result in discipline including, but not limited to, suspension, criminal charges, and expulsion.

Safeguarding and Care of Personally-Owned Technology

The District assumes no responsibility for the loss, destruction, misuse or theft of any personal technology device that is brought to school at any time, or to a school sponsored activity.

Students using personally-owned technology take full responsibility for their technological device and must keep it with them at all times or safely store the device in their lockers (Hallway or PE). To ensure the safety of devices, students and their families are strongly encouraged to:

1. Record the serial number and model numbers of any device brought to school,
2. Install virus protection on their device,
3. Install and activate tracking software, and
4. Set a PIN lock code or password, where possible.

Students and their parents/legal guardians are responsible for the proper care of their device, including any costs of repair, replacement, upgrades, or modifications needed to use the device at school. Students should not expect access to charging stations during the day.

The District will perform due diligence in investigating loss, theft and/or damage.

Finalized: xxxxx

Irvington Union Free School District

7110 ATTENDANCE

In accordance with state law and regulations, it is the policy of the Irvington Union Free School District to ensure the maintenance of adequate attendance records verifying the attendance of all children at instruction. In addition, it is the policy of the District to create the means to examine attendance patterns so as to develop effective intervention strategies to improve student attendance.

It is the objective of this policy to encourage that each student attend school on time, for the maximum number of days and instructional periods possible. In furtherance of this objective, the District shall utilize strategies such as positive attendance incentives and appropriate disciplinary and other consequences, as well as the integration of attendance standards for the purposes of conferral of course credit.

State Mandated Record Keeping

a) Effective no later than July 1, 2003 attendance record keeping shall conform to the following:

1. Elementary schools shall ensure that attendance is taken once each day.
 2. In departmentalized grades including grades 6-12, attendance shall be taken in each period of scheduled instruction, with an exception for consecutive periods where classes are in the same room.
 3. In Grades K-12, any absence for a school day or part of a school day shall be recorded as excused or unexcused as provided for in this policy.
 4. In Grades K-12, events of late arrival or early departure shall be recorded as excused or unexcused as provided for in this policy.
 5. A record shall be maintained of each scheduled day of instruction during which school is closed for all or part of the day because of extraordinary circumstances including adverse weather, failure of the heating system or water supply, fuel supply shortage or structural damage to the building, etc.
 6. A record shall be made of the date when a student withdraws from enrollment or is dropped from enrollment in accordance with [§3202\(3-a\) of the Education Law](#).
- b) All entries in the register of attendance shall be made by a teacher or another employee designated by the Board of Education. Any individual authorized to make entries in the register of attendance shall, by oath or affirmation, verify the contents of the entries.
- c) Effective the 2003-2004 school year, student attendance records shall be reviewed by the Principal of each school building in the District for the purpose of initiating appropriate actions to address unexcused student absences, tardiness and early departures.
- d) The register of attendance shall consist of any written or electronic record to record attendance, absence, tardiness, or early departure of a student. The register shall be maintained for every period that a student is scheduled to attend actual instruction or supervised study during the course of the school day during the school year, from July 1 through June 30. The register at every school building shall include separate notations regarding student presence, absence, tardiness, and early departure. The contents of

the register for each student shall contain the information prescribed in regulations of the Commissioner of Education (Part 104).

e) The attendance coding to be used is as follows:

Unverified	UNV	Unverified
Court Date	CRT	Excused
Tardy/Excused	TDX	Excused Tardy
Field Trip	FLD	School Activity
In-house Suspension	IHS	Excused
Illness	ILL	Excused
Religious	REL	Excused
Suspended	SUS	Excused
Tardy	TDU	Unexcused Tardy
Unexcused	AUX	Unexcused
Activity	ACT	School Activity
Child/Work	CHW	Excused
Excused	AEX	Excused

Excused and Unexcused Absences

In accordance with New York State law, The Board recognizes the following as legal excuses for student absence, each of which must be verified by the student's parent/guardian or school personnel, where applicable:

- a) Personal illness
- b) Death in the immediate family
- c) Religious observance
- d) Required attendance in court
- e) Approved school-sponsored activities, including field trips, interscholastic athletics, musical and other competitions
- f) Directed or authorized presence at the Administrative Offices or Nurse's Office.
- g) Quarantine
- h) Emergency dental and medical appointments
- i) Military obligations
- j) Approved cooperative work study program
- k) College visitations [only for juniors and seniors], with the prior knowledge and approval of parents and counselors, so long as it does not exceed 4 days in a school year.

The written excuse must be presented by the student on the day when returning to school following such absence.

Any absence not provided for on the excused list shall be deemed an unexcused absence.

Credit, Make-up Work

High School Course Credit

Any high school student who has been determined to exceed 10 **unexcused** absences in a semester course, or to exceed 20 **unexcused** absences in a full year course shall be ineligible for course credit. (Please refer to the New York State list of reasons for excused absences on page 2. Any reason not on this list is an unexcused absence.)

Any high school student who has been determined to exceed 10 **excused** absences in a semester course, or to exceed 20 **excused** absences in a full year course shall be ineligible for course credit if required make-up assignments are not submitted in a timely manner (as noted in Section B below). In departmentalized classes, the course credit standard shall be applied separately for each course of instruction.

The parent/guardian of a student shall be notified by telephone and/or in writing, whenever a student has unexcused absences in excess of six per semester, regardless of whether the course is a semester or full year course.

Make-up Assignments, Excused Absences

Make-up assignments shall generally be required for all excused absences within one week of the student's return to class. With the approval of the Building Principal, make-up assignments may be waived in exceptional circumstances or where a Section 504 accommodation is warranted.

The Guidance Department or Principal's Office shall be responsible for making a personal contact with the high school student when absences are in excess of 6 per semester for the purpose of determining what reason or reasons are contributing to the student's poor attendance. Parental contact will also be made for students at the elementary, middle level and high school levels. Reasonable efforts shall be made to assist the student in addressing the causes of the attendance problem. Such efforts may include:

- a) Discussions with the student's teacher(s)
- b) Discussions and/or meetings with the student and his/her parent/guardian
- c) Discussions with the student's guidance counselor
- d) Recommendation to the appropriate authorities for the suspension of extra and/or co-curricular activity privileges

Makeup Assignments, Unexcused Absences

When there is a planned unexcused absence (e.g., a family trip) no schoolwork will be given in advance of the absence. Students will be given a period of time to make up the missed work upon their return, but the absence will still be counted as unexcused for attendance purposes. With the approval of the Building Principal, make-up assignments may be waived in exceptional circumstances or where a Section 504 accommodation is warranted.

Encouraging Student Attendance

- a) With the approval of the Building Administration, in consultation with guidance services, teachers at the elementary level shall utilize attendance incentives (addressing not only attendance but also tardiness and early departure as well), including recognition of students with good attendance, consideration of such students

for special privileges and activities that are unavailable to all students, and commendation certificates that shall be issued to the student's parent/guardian.

b) At the secondary level, eligibility for extra- and co-curricular activities, interscholastic sports and attendance at school sponsored activities shall be restricted to those students whose attendance supports course credit in each of their academic subjects.

c) At the secondary level, class cutting shall be deemed an infraction of the Code of Conduct in the nature of insubordination to the teacher and school administration. The Code shall prescribe a range of disciplinary interventions to address class cutting.

d) Whenever a student exhibits a pattern of unexcused absence, tardiness or early departure, notice will be given to the parent/guardian, in writing and/or by telephone communication, and the student shall be conferred with by the classroom teacher and/or a guidance counselor regarding the pattern in an effort to remediate the underlying problem. Notice shall also be given to the Building Principal who may address the matter with the student and/or his/her parent/guardian.

e) In the event that the school level interventions have not improved the student's attendance, the Principal may recommend interventions such as a Person In Need of Supervision (PINS) petition to the Family Court and/or contact with the appropriate social services agency to initiate a neglect petition.

Online/Distance/Remote Learning

Students learning remotely will need to show daily school participation, which is to be recorded by teachers and reported under the provisions of this policy. Such participation will vary depending on the type of remote learning taking place. This can include documented participation in online or virtual classes, completion of assignments, documentation of daily school activities and learning, or correspondence via online platform.

email, and telephone. Teachers are also expected to pay particular attention to the educational progress of students learning remotely, and initiate appropriate interventions with the student and their family if a student does not show adequate engagement or growth.

Oversight Responsibilities

- a) The Building Principal and/or his/her administrative designee shall be responsible for reviewing student attendance records and initiating appropriate action consistent with this policy.
- b) The Board of Education shall annually review building level student attendance records to determine if the comprehensive student attendance policy is effective. If a decline in attendance is evident, the Board shall revise the policy as deemed necessary to improve student attendance.

Distribution of Policy

The Superintendent of Schools, at the direction of the Board of Education, shall publish to the community information about the District's Comprehensive Student Attendance Policy. The policy shall be available and explained at student assemblies, at assemblies on open school nights (if any), and a plain language summary of the policy shall be prepared for distribution to parents/guardians. Each teacher and new teacher(s), promptly upon hire, shall be provided with a copy of the policy and any amendments thereto. Copies of the policy shall also be maintained by the District's Records Access Officer for issuance upon request by any interested party.

Adopted: xxxx

Irvington Union Free School District

5420 STUDENT HEALTH SERVICES

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

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

Deleted: shall

Deleted: shall

In order to enroll in school a student must submit a health certificate within 30 calendar days after entering school, and upon entering first, fourth, seventh and tenth grades. The examination, which must conform to state requirements, must have been conducted no more than 12 months before the first day of the school year in question. If a student is unable to furnish the health certificate, the school will provide a physical examination by a licensed provider.

In order to enroll in school, students must also furnish documentation of required immunizations against certain communicable diseases, as set forth in state law and regulations, unless exempted from immunizations for medical or religious reasons as permitted by state law and regulation.

The Board recognizes that the State of New York may authorize and require the collection of data from health certificates in furtherance of tracking and understanding health care issues that affect children. The Board supports these efforts and expects administrators to cooperate and to observe the appropriate laws and regulations in carrying out those responsibilities, including those that relate to student privacy. In addition, students will be asked to provide a dental health certificate when they enroll in school and in accordance with the same schedule as the health certificate. A permanent student health record shall be part of a student's physical cumulative school record and shall be entered into the electronic student information system. The health record should follow the student from grade to grade and school to school along with his/her academic record. This record folder shall be maintained by the school nurse.

Schools shall also provide emergency care for students in accidental or unexpected medical situations. Each school in the district will include in its emergency plan a protocol for responding to health care emergencies, including anaphylaxis and head injury. Parents/guardians will be notified of any emergency medical situation as soon as is practicable. Parents/guardians will receive notification of non-emergent medical situations that have been reported to the nurse in a timely manner.

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 who have been diagnosed with or are showing symptoms of any contagious and infectious diseases, as defined in the Public Health Law, from attendance in school. Students will be excluded during periods of contagion for time periods indicated by the School Physician's recommendations and standing orders.

During an outbreak of these communicable diseases, if the Commissioner of Health or designee so orders, the district will exclude students from school who have an exemption from immunization or who are in the process of obtaining immunization. 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. The District will provide additional protections to students who are otherwise medically vulnerable.

Deleted: his/her

Administering Medication to Students

Neither the Board nor district staff members are responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours will 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 them 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.

Deleted: shall be

Deleted: shall

Deleted: him/her

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

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

Deleted: shall give

Deleted: shall

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

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

Deleted: shall

The school stocks Albuterol in the form of an **inhalation solution for nebulizers** for students who are in need of emergency dosing when their personal prescription is empty. The district will develop procedures in collaboration with school health personnel that is approved by the district medical director and the Board of Education.

Life-Threatening Allergies and Anaphylaxis Management

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

Training

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

Regulations

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

Deleted: shall

Deleted: shall

Deleted: shall

Cross-ref:

- 4321, Programs for Students with Disabilities
- , Students with Disabilities and Section 504
- , Interscholastic Athletics
- , Student Privacy
- , Staff Professional Development

Ref:

[Education Law §§310](#)(provisions for appeal of child denied school entrance for failure to comply with immunization requirements); [901](#)et seq. (medical, dental and health

services, BMI reporting); [919](#)(provide and maintain nebulizers); [6909](#)(emergency treatment of anaphylaxis)
[Public Health Law §§613](#)(annual survey); [2164](#)(immunization requirements)
[8 NYCRR § 64.7](#)(administration of agents to treat anaphylaxis); [§ 135.4](#)(Physical Education); [Part 136](#)(school health services program)
[10 NYCRR Part 66-1](#)(immunization requirements)
Administration of Medication in the School Setting Guidelines, State Education Department, revised April 2002
Immunization Guidelines: Vaccine Preventable Communicable Disease Control, State Education Department, revised August 2000
Making the Difference: Caring for Students with Life-Threatening Allergies, New York State Department of Health, New York State Education Department, New York Statewide School Health Service Center, June 2008
Concussion Management Guidelines and Procedures, www.nysphsaa.org
New Policy for Stocking Albuterol Metered Dose Inhalers (MDIs), State Education Department, August 2011,
www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/Albuterol2011memo.pdf.
Adoption date: 5/5/15

Irvington Union Free School District

Regulation 5420-R

STUDENT HEALTH SERVICES REGULATION

This regulation provides specific details about major areas of the district's student health services, such as immunization, medications, medical exams, medical care, emergency records, and return to school after injury/illness. For purposes of this regulation, the McKinney-Vento liaison ~~shall~~ will assist homeless students covered by that law in accessing school health services. District regulation 5151-R covers unaccompanied youth who lack otherwise required parent/guardian permission.

Commented [MOU6]: New language

A. Immunization Against Communicable Diseases

Under state Public Health Law 2164, in order to be enrolled in or attend district schools, children must be fully immunized against certain communicable diseases. Those diseases are: poliomyelitis, mumps, measles, diphtheria, rubella, varicella (chicken pox), hepatitis B, pertussis, tetanus, and, where applicable, Haemophilus influenzae type b (Hib), pneumococcal disease, and meningococcal disease.

NEW NOTE: The paragraph below reflects state health department regulations regarding the types of immunity that is permitted for specific diseases. We have reorganized it by disease instead of by immunity type. Note also that for polio, only blood tests performed prior to 9/1/19 may be accepted; otherwise, vaccination is required.

"Fully immunized" means that the child has either (1) received the required vaccinations for these diseases as set forth in state regulations; or (2) demonstrated having immunity:

- a. for measles, mumps, and rubella – by showing a positive blood test for the disease antibodies; or varicella – by showing (1) a positive blood test for the disease antibodies, (2) laboratory confirmation of the disease, or (3) verification by a doctor, nurse practitioner, or physician's assistant that the student had the disease;
- b. for hepatitis B – by showing a positive blood test for the disease antibodies; and
- c. for poliomyelitis – by showing a positive blood test for the disease antibodies for all three types (limited to tests performed prior to 9/1/19).

Commented [MOU7]: new language

NOTE: The paragraph below reflects that religious exemptions to immunization are no longer permitted and provides text to refer specifically to state law and regulation what it means to be "in process."

Children who are not fully immunized may only be admitted to school if they (1) are in the process of receiving immunization or obtaining blood tests (as described in state law and regulations); or (2) have been granted a medical exemption.

***NEW NOTE:** State health department regulations no longer permit a signed statement by a physician; all medical exemptions must be on an approved form, and in New York City, the Department of Education approves the form rather than the Department of Health and Mental Hygiene..*

Medical exemptions may be issued if immunization is detrimental to a child's health. Medical exemptions must ~~either be (1) be on~~ the medical exemption form ~~issued~~ approved by the New York State Department of Health or the New York City Department of ~~Health and Mental Hygiene Education~~, or (2) a ~~statement~~ signed by a physician licensed to practice medicine in New York State indicating the specific immunization, the medical contraindication, and the length of time the exemption is for. Medical exemptions must be reissued annually to remain valid. The Building Principal may require supporting documents for medical exemptions.

All students must present appropriate documentation of their immunization status, as set forth in the Regulations of the Commissioner of Health 10 NYCRR Subpart 66-1. Homeless students ~~shall~~ will be admitted to school even if they do not have the required immunization records, but may be temporarily excluded if they show actual symptoms of a communicable disease that poses a significant risk of transmission to others.

The Building Principal may permit students without adequate documentation to attend school up to 14 calendar days while the parent/guardian furnishes the necessary documents. This time period may be extended to 30 days for students transferring from another state or country, as long as they show a good faith effort to obtain the necessary documentation, or the child has received at least the first dose in an immunization series and has scheduled appointments to complete the series according to the recommended age schedules.

District schools may access the New York State Immunization Information System (NYSIIS) or the New York City Citywide Immunization Registry (CIR) to verify the immunization history of students entering or registered in that school.

When a child is excluded from school for immunization reasons, the Building Principal ~~shall~~ must notify the parent/guardian of their responsibility to have the child immunized, and the public resources available for doing so. The Principal ~~shall~~ must also notify the local health authority of the child's name and address and the immunization(s) the child lacks, and ~~shall~~ cooperate with that authority to provide a time and place for the required immunization(s) to be administered.

The district will maintain a list of all students who have been exempted from immunization for medical reasons, or who are in the process of receiving immunization, and ~~shall~~ will exclude such students from school when so ordered by the Commissioner of Health, in the event of an outbreak in school of the vaccine-preventable diseases listed in Public Health Law 2164 and the first paragraph of this section. The district will provide additional protections to students who are otherwise medically vulnerable. Students who are excluded or additionally protected will be provided with alternate instruction or remote learning opportunities to continue their education.

Commented [MOU8]: new language

When a student transfers out of the district, the parent/guardian will be provided with an immunization transfer record showing the student's current immunization status which will be signed by the school nursing personnel or the school physician. A transcript or photocopy of the immunization portion of the cumulative health record will be provided to the new educational institution upon request.

B. Administering Medication to Students in School

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or failure to administer the medication would seriously affect the student's health.

Parent(s) or guardian(s) must present the following information:

1. a written order from a NYS licensed health care provider (e.g. physician, nurse practitioner or physician assistant) containing the following: student's name, the date and name of the medicine, dosage and time to be administered, and list of possible side effects; and
2. A written note from the parent/guardian giving appropriate licensed school personnel permission to administer the medication to their child during school or for trained unlicensed personnel to assist their child in taking their own medication.

Students who may carry and use certain medications

Students are permitted to self-administer medication under certain circumstances, in accordance with state law and regulation. A student is authorized to carry and use the following medications: rescue inhaler, epinephrine auto-injector, insulin, glucagon (and associated diabetes testing supplies), if the following conditions are met:

1. An authorized medical provider must provide written permission that includes an attestation that the student's diagnosis requires the medication; the student has demonstrated that ~~he/she~~ they can self-administer the prescribed medication effectively; the name of the medication, the dose, the times when it is to be taken, the circumstances which may warrant use and the length of time during which the student may use it.
2. Written parental permission.

If a student is authorized to carry and use medication as described above, the parent/guardian is permitted to give extra medication and supplies that the district will maintain in accordance with the written directions submitted by the authorized medical provider. Such extra medication and supplies ~~shall~~ will be readily accessible to the student.

All documents pertaining to student medication will be kept on file in the nurse's office.

The school nurse ~~shall~~ will develop procedures for the administration of medication, which require that:

1. all medications will be administered by a licensed person unless the child is a “supervised student” (able to self-administer with assistance and supervision) or an “independent student” (able to self-administer and self-carry);
2. medications, other than as noted above, ~~shall~~ will be securely stored in the office and kept in their original labeled container, which specifies the type of medication, the amount to be given and the times of administration;
3. the school nurse ~~shall~~ will maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration; and
4. all medications ~~shall~~ will be brought to school by the parent(s) or guardian(s) and ~~shall be~~ picked up by the parent(s) or guardian(s) at the end of the school year or the end of the period of medication, whichever is earlier. If not picked up within five days of the period of medication, the medication ~~shall~~ will be discarded.

An adult must bring the medication to school in the original container. The administering staff member should clearly label the medication with the time to be given and dosage.

Sunscreen. Students are permitted to carry and apply sunscreen without a medical provider’s order under the following conditions:

1. the sunscreen is used to avoid overexposure to the sun and not for medical treatment of an injury or illness, if sunscreen is required to treat a medical condition, the procedures for administering medication (above) apply;
2. the sunscreen is FDA approved for over the counter use;
3. the student’s parents or guardians provide written permission annually for the student to carry and use the sunscreen.

The school nurse will keep written permission for students on file and develop procedures pertaining to this policy.

Administering Medication on Field Trips and At After-School Activities

Taking medication on field trips and at after-school activities is permitted if a student is an “independent student” described above in administering their own medication. On field trips or at other after-school activities, teachers or other school staff may carry the medication (if the student does not need it on hand for rapid administration) so that the independent student can take it at the proper time. If a student is a “supervised student” described above, unlicensed school personnel who have been trained by a licensed school health professional may assist the student in taking ~~his/her~~ medication. The student’s parent/guardian, if attending the trip, may also perform these activities, but may not be required to do so.

If a student is “nurse dependent” (i.e., requires a licensed health professional to administer their medication), then the student must have their medication administered by a licensed health professional, or the district may:

- permit the parent or guardian to attend the activity and administer the medication.

- permit the parent to personally request another adult friend or family member to voluntarily administer the medication on the field trip or activity and inform the school district in writing of such request.
- allow the student's health care provider to be consulted and, ~~if he/she~~ as the provider permits, order the medication time to be adjusted or the dose eliminated.

If no other alternative can be found, the trip will be canceled or rescheduled.

Administering Epi-Pen in Emergency Situations

The administration of epinephrine by epi-pen has become an accepted and extremely beneficial practice in protecting individuals subject to serious allergic reactions (e.g., individual has an anaphylactic reaction to a wasp sting or the ingestion of peanut butter).

Pursuant to Commissioner's regulations, registered professional nurses may carry and administer agents used in non-patient specific emergency treatment of anaphylaxis.

Additionally, the district will stock epinephrine auto-injectors to be used on any student or staff member having symptoms of anaphylaxis, whether or not there is a previous history of severe allergic reaction. The medical director ~~shall~~ will oversee use of the auto-injectors, ensuring that designated staff are appropriately trained. However, any school personnel may be directed in a specific instance to use an auto-injector by the nurse or medical director.

In addition, pursuant to SED guidelines, school nurses may provide training to unlicensed school staff in administering epi-pens, epinephrine auto-injectors and glucagon prescribed by a licensed medical provider, to a child who has been diagnosed with the associated disease in accordance with the process described in this policy and regulation.

Use of Albuterol Metered Dose Inhalers. Students diagnosed with asthma whose personal albuterol prescription is empty may receive an emergency dose of school-stocked albuterol under the following conditions:

- The student has a prescription ordering albuterol MDI or nebulized albuterol from their licensed health care provider which must include an order allowing the student to use the school's stocked albuterol MDI if their personal prescription is empty;
- The student's parent/guardian must provide written permission for the student to be administered dosing from the school's stocked albuterol MDI if their personal prescription is empty;
- The school's stock supply of albuterol is not to be used in place of the parent/guardian providing the medication for their child to the school. The school's stock supply is for use only in the event that the student's personal supply is empty while awaiting the parent/guardian to provide the school with a new one; and
- The student must have their own labeled spacer, tubing and facemask, or mouthpiece provided by the parent/guardian that is used when administering their own or the school's stock albuterol MDI.

Specific procedures will be developed by school health personnel that will outline the following:

1. The process for obtaining and replacing the stock albuterol;
2. The maintenance and cleaning of the school's stock MDI and nebulizer; individual students' MDIs and spacers; and/or students nebulizer tubing, facemask or mouthpiece;
3. The protocol for informing parents that the school stock albuterol was used; and
4. The protocol for informing parents/guardians of the need for replacement of their child's albuterol medication along with any district imposed deadlines for doing so.

This procedure will be approved by both the district medical director and the board of education.

C. Student Medical Exams

In accordance with Sections 903 and 904 of the state Education Law, each student ~~shall~~ will have a physical exam given by the school doctor or licensed health provider (including a physician, physician assistant or nurse practitioner) upon entrance to school and upon entering pre-kindergarten or kindergarten, and first, third, fifth, seventh, ninth, and eleventh grades. Findings are to be kept on record at the school on forms that can be obtained from the school nurse. In addition, the school will request a dental health certificate according to the same schedule.

A student may be excluded from the medical examination requirements because the child's parent/guardian holds a genuine and sincere religious belief which is contrary to medical examinations. The request for exemption must be in writing to the principal or ~~his/her~~ designee.

In the event that the student's medical history reveals that they have a known life-threatening allergy, the school nurse, in conjunction with the family, student, child's teacher, and other appropriate staff, will develop and implement an individual health care plan which will guide prevention and response.

The district will work with students in the self-management of their life-threatening allergy, or other chronic health conditions, by:

1. Adequately training staff involved in the care of the child.
2. Assuring the availability of the necessary equipment and/or medications.
3. Providing appropriately licensed and trained persons on school premises, as required by law.
4. Providing ongoing staff and student education.

D. Illness or Injury in School

If a student becomes ill or injured in school:

1. The nurse will determine if the student should receive further medical attention, remain in the dispensary nurse's office, or return to class.

2. The nurse will call the parent, guardian or designated emergency contact if ~~he/she feels~~ they feel the student should go home. In general, a parent or guardian will pick up the student from school.
3. The nurse will contact the Building Principal if ~~he/she feels~~ they feel the child should be transported by bus to the home.
4. If there is to be a change in bus routing in order to carry the student to ~~his/her~~ home, that decision will be made by the administrator and the transportation supervisor.
5. If the route is to be changed, the transportation supervisor ~~shall~~ will inform the bus driver.
6. If no parent, guardian or designated emergency contact picks up the student at school, or if no parent/guardian or designated emergency contact will be home, the student will remain in the nurse's office until such time as a parent, guardian or designated emergency contact becomes available to assume responsibility for the child.
7. While in the nurse's office, to the extent possible, students showing symptoms of communicable diseases will be kept separate from students with non-transmissible illness or injuries, and the district will take measures necessary to minimize disease transmission (e.g., physical barriers, face coverings, heightened hygiene procedures).
8. If the nurse determines that the child can return to class, but needed some type of medical attention (i.e., a bandage for a minor scratch, a brief rest, etc.), the nurse will notify the parent using the District form.
9. The nurse will maintain appropriate records of all student visits.

Commented [MOU9]: new language

The district permits the administration of opioid antagonists, such as naloxone, to prevent opioid overdose, pursuant to policy 8121.1, Opioid Overdose Prevention. District staff ~~shall~~ must follow all regulations regarding the storage, accessibility, administration, recordkeeping, and reporting of naloxone use.

E. Medical Emergency Record

All students ~~shall~~ will have on file a medical emergency record which ~~shall state~~ states the name and telephone numbers of the following:

1. the student's parent(s) or guardian(s) at home and work;
2. the student's next of kin;
3. a neighbor;
4. the student's licensed health care provider;
5. preferred hospital;
6. any allergies or serious health conditions.

Students diagnosed with diabetes ~~shall~~ will have a written diabetes management plan maintained as part of the student's cumulative health record. The management plan ~~shall~~ will be developed in accordance with state regulation and district procedures. Students diagnosed with asthma or other respiratory disease requiring a rescue inhaler, students diagnosed with life-threatening allergy or diabetes may have an emergency action plan maintained as part of the student's cumulative medical record. The emergency action plan will be developed in accordance with state regulation and district procedures.

F. Student Return to School after Illness/Injury

In general, students should be symptom-free before returning to school and resuming normal activities. In the case of communicable diseases, students must no longer be contagious. In some instances, students may be asked to provide a note from their licensed health care provider or meet specific indicators before they return to school or participate in the full range of school activities. The final decision to permit participation rests with the school physician. The Superintendent, in consultation with public health authorities, the school physician, nurse and other appropriate staff, will develop protocols to address a student's return to activities when there has been a serious illness or injury.

Adoption date:

Commented [MOU10]: Revised language

Policy 8131

- Required
- Local**
- Notice

PANDEMIC PLANNING

Commented [MOU11]: New policy

NEW NOTE: This policy has been revised to further reflect social distancing and face covering during a pandemic. Underlined text has been added to items 1 and 2 below.

The Board of Education recognizes the public's concern over the possibility of a contagious disease outbreak and acknowledges that it is in the best interests of its students, employees and the community to prepare for such a scenario. To this end, the Board directs the Superintendent of Schools to:

1. Implement infection prevention control procedures that could help limit the spread of contagious diseases at schools in the district, including but not limited to:
 - encouraging, through classroom instruction at every grade level and posters, good hygiene habits recommended by public health experts to help protect the school community from contagious diseases (e.g., washing hands frequently with soap and water, coughing/sneezing into tissues or the crook of the elbow instead of one's hand, utilizing alcohol-based/waterless hygiene products and avoiding shaking hands).
 - providing a description of warning signs and symptoms of contagious diseases infections and instruct parents and employees that students and staff displaying such symptoms should not report to school.
 - providing sufficient and accessible infection prevention supplies including soap, alcohol-based/waterless hygiene products, tissues and receptacles for their disposal.
 - following the recommendations of federal, state and local authorities regarding properly cleaning and sanitizing the schools.
 - observing required or recommended social distancing measures (keeping adequate physical space between people as much as possible), utilizing physical barriers, screening people before or during entry to school, and following required or recommended wearing of face coverings.
2. Work with school administrators, district medical personnel, local county health representatives, teachers, guidance counselors, and other staff and parent representatives as appropriate, to prepare, as part of the district's existing emergency/safety plan, a contagious disease preparedness plan. Such plan will include, but not be limited to:

- Describing the potential impact of an outbreak on student learning (such as student and staff absences), school closing, school trips, and extracurricular activities based on having various levels of illness among students and staff and the alternative means of delivering education (e.g., educating students through the Internet, long-distance learning, sending assignments home, telephone conference calls, etc.), along with plans to assess student progress once school resumes.
 - Ensuring continuity of meal programs during school closure, which may involve utilizing school vehicles or satellite pickup points.
 - Establishing procedures for caring for, isolating, and/or transporting students and staff who become ill with contagious diseases while in school, and their return to school after illness.
 - Establishing liberal, non-punitive attendance policies for students unique to an outbreak of contagious diseases.
 - Developing a process for gathering and analyzing the latest information and recommendations from health experts (for example, from the Centers for Disease Control, the New York State Health Department, the County Health Department, etc.) which will inform district policymakers' decisions.
 - Developing a process for communicating information concerning the outbreak of contagious diseases to the school community on a continuing basis. Such efforts may include preparing an information letter for distribution to parents and guardians of students advising them of the dangers of contagious diseases and the steps that may be taken to reduce the risk of infection, and/or establishing a section on the district's website to communicate information about the district's policy concerning contagious diseases and links to relevant governmental websites.
 - Coordinating the district's plan with the local and state health departments as well as the State Education Department and area BOCES.
 - Assigning responsibility for the activities listed above to appropriate staff.
3. Facilitate discussions with all negotiating units representing employees of the district to determine whether it is appropriate to consider opening up negotiations for the limited purpose of bargaining over the inclusion in collective bargaining agreements of provisions related to sick time and absences on the part of employees, who have been either diagnosed as having contracted contagious diseases that has caused the outbreak or who have family members who have contracted the contagious diseases that has caused the outbreak.

In the event that the district implements its emergency plan in response to a pandemic, the Superintendent will keep the Board regularly informed regarding any actions taken and information gathered.

Cross-ref: Student Attendance
Student Health Services

Adoption date: