NORTH SYRACUSE

EARLY EDUCATION PROGRAM

PARENT HANDBOOK

2019/2020
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Board of Education Policies (All policies are online. Click the Policy name or # to go
to current online policy or see end of manual for copy.)
Visitor Code of Conduct Policy #1240.1
Acceptable Computer, Internet, Email, and Telephone Use Policy #4201
Dignity for All Students Act Policy (DASA) Policy #4201.2
Field Trips Policy #4531
Personal Privacy Policy #5010.0/9010.1
Sexual and Other Forms of Prohibited Discrimination and Harassment (student) Policy #5010.2
Student Conduct and Discipline (Pre-K – 12) Policy # 5311.1
Student Medication Policy #5601
Prohibition of Vaping, Electronic Cigarettes, Smoking and Tobacco Use Policy #9530

* Please read carefully and keep this information available for reference.
Welcome to the 2019-2020 school year at the North Syracuse Early Education Program. As you may know, we are not your typical pre-school program. North Syracuse Early Education Program offers three and four year old disabled and non-disabled students a comprehensive educational, social and emotional program in an inclusive setting. For many of you, this is the first time your child will attend school. As a result, you probably have many questions. This handbook is a tool to answer many of your general questions and assist with your child’s transition to pre-school.

As the year progresses, you can stay up to date on important information, lunch menus and upcoming activities through the Internet. Access us through the District website at www.nscsd.org and click on the North Syracuse Early Education Program link on the top left side of the page. In addition, when you provide the main office your home and/or work email addresses, you can receive information through your email accounts. Please ensure the main office has your current contact information on file.

The staff is very excited to welcome you and your child to the North Syracuse Early Education Program and we hope this is a wonderful experience for all. If you have further questions, please contact your child’s teacher or call the main office at (315)218-2200. Have a great year!

Sincerely, Dawn Hussein
NON-DISCRIMINATION POLICY

The North Syracuse Central School District does not discriminate on the basis of race, color, creed, age, sex, national origin, ethnic background, disability, military status, marital status, sexual orientation, or any other basis protected by applicable law in the employment and educational opportunities it offers, including vocational educational opportunities. The District is committed to adhering to the non-discrimination provisions of Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the New York Human Rights Law.

The North Syracuse Central School District also does not discriminate on the basis of sex with respect to employment or in the educational programs and activities it provides (including vocational programs), including the appointment of employees, employment pay, benefits and opportunities, counseling services for students, access by students to educational programs, course offerings, textbooks and student activities, as required by Title IX of the Education Amendments of 1972.

The North Syracuse Central School District does not discriminate on the basis of disability in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the New York Human Rights Law. Furthermore, the District does not discriminate on the basis of disability in admission or access to its programs. No person shall be denied employment or employment advancement solely because of any physical, mental, or medical impairment, provided the individual is capable of performing, with or without reasonable accommodation, the essential functions of the job applied for or held.

Inquiries regarding the District’s Non-Discrimination Policy should be directed to:

Section 504 Compliance Officer:

Valarie DiFlorio
Executive Director for Diverse Learning & Student Support
North Syracuse Central Schools
5355 West Taft Road
North Syracuse, New York 13212
(315) 218-2120

Title IX, Title VI, Title VII, ADA, ADEA
and New York Human Rights Law
Compliance Officer:

Jason Nephew
Assistant Superintendent for Human Resources
North Syracuse Central Schools
5355 West Taft Road
North Syracuse, New York 13212
(315) 218-2125

The complete grievance procedures applicable to the District’s Non-Discrimination Policy are available for review in the offices of each of the above-named persons,
and the office of each District Director and Supervisor, and in the front office of each school building within the District. Copies will be provided upon request.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AND ADMINISTRATORS

Daniel Bowles, Superintendent of Schools 218-2151
Christopher Leahey, Ed.D., Associate Superintendent for Teaching & Learning 218-2148
Jason Nephew, Assistant Superintendent for Human Resources 218-2149
Donald F.X. Keegan, Associate Superintendent for Business Services 218-2143

Board of Education: North Syracuse Central School District
c/o Connie Gibson, District Clerk
5355 West Taft Rd.
North Syracuse, NY 13212
(315) 218-2131
cgibson@nscsd.org

Paul Farfaglia, Board President
Michael A. Mirizio, Board Vice President
Robert A. Crabtree
George Harrington
Matthew Hermann
Terri Krueger
Erin McDonald
Mary Scanlon
Mark Thorne

BOARD OF EDUCATION MEETING DATES 2019-2020

| July 8, 22 | January 6, 27 |
| August 5, 19 | February 3, 24 |
| September 9, 23 | March 2, 16 |
| October 7, 21 | April 6, 20 |
| November 4, 18 | May 11 |
| December 2, 16 | June 1, 15 |
## NSEEP PTO 2019-2020 Calendar of Events

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
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<tbody>
<tr>
<td>September</td>
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<tr>
<td>9/3</td>
<td>Meet the Staff Night</td>
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<tr>
<td>9/16-9/27</td>
<td>Yankee Candle Fundraiser</td>
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<tr>
<td>9/24</td>
<td>PTO Meeting</td>
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<tr>
<td>October</td>
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<tr>
<td>10/2 &amp; 10/4</td>
<td>School Pictures</td>
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<tr>
<td>10/7-11</td>
<td>Bookfair</td>
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<tr>
<td>10/21 &amp; 10/23</td>
<td>Pumpkin Patch</td>
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<td>10/29</td>
<td>PTO Meeting</td>
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<tr>
<td>10/28-11/8</td>
<td>Coupon Book Fundraiser</td>
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<tr>
<td>November</td>
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<tr>
<td>11/8</td>
<td>School Picture Retakes</td>
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<td>11/13</td>
<td>Parent Conferences</td>
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<tr>
<td>11/19</td>
<td>PTO Meeting</td>
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<td>11/21</td>
<td>Parent Conferences</td>
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<tr>
<td>December</td>
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<tr>
<td>12/2-13</td>
<td>Toy Drive</td>
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<td>12/12 &amp; 12/14</td>
<td>Cookies with Santa (Make-up days on 12/17 &amp; 12/19 if needed)</td>
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<td>12/18</td>
<td>PTO Meeting</td>
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<td>January</td>
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<tr>
<td>1/6-1/17</td>
<td>School Spirit Sale</td>
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<tr>
<td>1/21</td>
<td>PTO Meeting</td>
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<td>1/27-2/7</td>
<td>Candy Fundraiser</td>
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<td>February</td>
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<td>2/25</td>
<td>PTO Meeting</td>
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<td>March</td>
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<tr>
<td>3/2-3/6</td>
<td>School Spirit Week</td>
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<td>3/3</td>
<td>Parent Conferences</td>
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<td>3/17</td>
<td>PTO Meeting</td>
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<tr>
<td>3/19</td>
<td>Parent Conferences</td>
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<tr>
<td>3/23-3/27</td>
<td>Book Fair</td>
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<td>3/25</td>
<td>Family Literacy Night</td>
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<td>April</td>
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<td>4/21</td>
<td>PTO Meeting</td>
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<td>May</td>
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<td>5/19</td>
<td>PTO Meeting</td>
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<td>June</td>
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<tr>
<td>6/6</td>
<td>Family Fun Festival</td>
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<tr>
<td>6/9</td>
<td>PTO Meeting</td>
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**PTO Officers**

TBD – President
TBD – Vice President
TBD – Secretary
TBD – Treasurer
SNACK/SPECIAL TREAT GUIDELINES

If your child’s classroom is having a special snack or treats and you wish to contribute food items, we ask that all foods are purchased at stores or bakeries and brought to school in the original packages. We have many children with severe allergies and food sensitivities. We must verify all ingredients in any food given to the children.

FIELD TRIP PERMISSION

During the school year, our classrooms occasionally walk to visit nearby places such as the fire department, library, post office, police department, or community park. These walking field trips are specifically planned to support the instructional program with actual experiences.

Parents/Guardians are notified in advance each time a walking trip is planned. You will also be informed about the instructional purpose of each trip.

If you DO NOT want your child to go on walks in the community with his/her class, please inform your child’s teacher in writing.

Please note: Parents should not bring siblings with them on field trips.

Nurses will not be accompanying the trip, therefore medical authorization forms must be on file with the health office.

PROCEDURE FOR SCHOOL DELAY IN OPENING/EMERGENCY CLOSING

The North Syracuse Early Education Program will operate in accordance with the North Syracuse Central School District calendar. In the event of inclement weather or other emergencies, we may need to delay the opening of school, dismiss students early, or close school altogether.

When the North Syracuse School District is closed or delayed, announcements will be made on all stations, but we recommend listening to WSYR (570 AM), Y94 (94 FM), and WHEN (620 AM). The announcement will state that “The North Syracuse School District will be .... (type of closing)...”
ALL STUDENTS

1. When the North Syracuse Central School District is closed, the Early Education Program at Main Street will be closed.

2. When your Home School District is closed, your child will not be transported even if the North Syracuse School District is open. Parents are advised not to transport their children if their district is closed. Roads may not be safe!

3. When the North Syracuse Central School District is operating on a one hour delay, classes for all full day and half day morning students will start at 9:40 a.m.

   Parents should not transport children prior to the delayed opening time. Staff will not be available to receive children.

4. When the North Syracuse Central School District is operating on a two hour delay, classes for all morning half-day students will be cancelled. Classes for all full day students will start at 10:40 AM.

5. When the North Syracuse Central School District cancels afternoon classes, all afternoon half-day classes will be cancelled.

6. When the North Syracuse Central School District closes early, the Early Education Program will be closed early, and parents will be called to be informed that their child will be transported home early. We will be using the telephone numbers on the Emergency Card we have on file that you filled out. If there are any changes in numbers, emergency people, etc., please make sure you fill out a new card immediately.

THERE MUST BE AN EMERGENCY PERSON ON THE CARD WHO CAN PICK UP YOUR CHILD AT SCHOOL OR WHO CAN RECEIVE YOUR CHILD IF TRANSPORTED BY BUS. WE CAN ONLY RELEASE YOUR CHILD TO PEOPLE DESIGNATED BY YOU IN WRITING.

REMEMBER: WE FOLLOW THE SAME SCHEDULE AS NORTH SYRACUSE ELEMENTARY SCHOOLS.

STUDENT TRANSPORTATION/BUSING INFORMATION

You must call the transporter each time your child is absent or for any reason and will not need transportation to or from school. The transporter has the right to cancel transportation for your child if you do not call when your child will not need transportation.

Please note: Children will be picked up and returned daily in accordance with your written instructions only. Any changes in your regular instructions must be IN WRITING with at least ONE WEEK’S ADVANCE NOTICE.
Transporters will accommodate changes if possible. Frequent changes cannot be accommodated.

When your child is dropped off from school, only individuals authorized by you will be allowed to receive your child. If a different person is to receive your child on any day, you must give written instructions in advance. A picture state issued I.D. will be required by the bus drivers to ensure the child is given to the person you designated.

If you (or your designee) are transporting your child to and from school, please adhere to the program starting and ending times. Staff members are not available to look after your child before and after school.

Please note: Children will be released only to people designated by you in writing to pick up your child. Any changes in your regular instructions must be IN WRITING. A state issued picture I.D. will be required if a new person is designated to pick up your child.

BUILDING ENTRANCE/PARKING LOT SAFETY

1. **Building Entrance/Security**-The Breezeway entrance from the back parking lot is the only entrance or exit for our building. You may not enter or leave through other doorways. Maintaining a single point of entry is critical to building security.
   - A valid State issued ID (driver’s license) is required to enter Main Street School, as is the procedure throughout the North Syracuse School District. Visitors must report to the Main Office to sign in/check in. Their State issued ID will be scanned by the “Raptor” system and they will then receive a visitor badge containing their identification information. Minors that do not have a valid State ID will be allowed to visit, as long as they are accompanied by an adult that has provided a state issued ID.

2. **Parking Lot**
   - Please adhere to the stop light and one way arrows in designated areas.
   - Hold children’s hands in the parking lot.
   - Do not leave children in the car unattended.
   - Do not walk down the side driveway. It is not a safe walkway.
   - Park only in marked parking spaces.
   - Please do not park in spaces reserved for individuals with disabilities. Some families truly need to use these spaces.

3. **Exiting the Property**
   - Right turn only onto Route 11.

*Your cooperation is imperative in maintaining the safety of all children!

**SCHOOL SECURITY NOTICE**

In order to better protect our students, visitors and staff, the Early Education Program has implemented a sign-in procedure that includes the use of the Raptor Campus Security Software. Raptor instantly screens out registered sex offenders from campuses with children while managing custody issues, visitors, students, and volunteers.
A valid State issued ID (driver’s license) is required to enter the Early Education Program, as is the procedure throughout the North Syracuse School District. Please report to the main office to sign in/check in. Your State issued ID will be scanned by the “Raptor” system and you will then receive a visitor badge containing your identification information. Minors that do not have a valid State ID will be allowed to visit, as long as they are accompanied by an adult that has checked in with our new procedures.

Parents/guardians who drop off/pick up students daily, once registered within our electronic sign-in procedure, may not be required to display your ID each time you visit. However, you will be issued a YELLOW laminated ID card and will need to check-in with the staff member assigned to the main entrance. This assigned staff member will be available at the following drop off and pick up times:

A.M. Drop Off  8:35 to  8:50
A.M. Pick Up   11:00 to 11:15
P.M. Drop Off  11:45 to 12:00
P.M. Pick Up   2:10 to 2:25

Visitors entering the building outside of these times will have to ring the office for entry and must immediately report to the main office for Raptor scanning. Those visitors will be required to check-out in the main office when leaving the building. If you are a daily drop off/pick up parent/guardian, you will sign out your child at the classroom.

If you transport your child to and from school, you must adhere to the following schedule:

A.M. Students     8:40 School day starts
                  11:10  School day ends

P.M. Students     11:50 School day starts
                  2:20  School day ends

Full Day Students 8:40 School day starts
                  2:20  School day ends

To maintain school security, all people transporting children to our building must adhere to the schedule outlined above. We cannot allow people to be in the hallways near the classrooms at other times.

*All classroom visits and observations must be arranged through the Building Principal’s office.

SECURITY REMINDER
TO MAINTAIN SECURITY, THERE IS ONLY ONE POINT OF ENTRY INTO THE NORTH SYRACUSE EARLY EDUCATION PROGRAM.

THE BACK PARKING LOT DOOR WITH THE SECURITY BUZZER IS THE ONLY DOOR PARENT/STAFF SHOULD USE TO ENTER OR EXIT THE BUILDING. SIDE BUSING CIRCLE, ELEVATOR OR FRONT DOORS SHOULD NOT BE A POINT OF ENTRY OR EXIT. PLEASE MAKE SURE TO USE THE PROPER ENTRY/EXIT DOOR.
EMERGENCY EVACUATION

We schedule planned drills to practice evacuating the building in case a real emergency should occur. Depending on the type of drill or emergency, children are evacuated to the front and back lawns or to St. Mary and St. Mina Coptic Orthodox Church next door. If prolonged evacuation is necessary, children will be bused to the North Syracuse Jr. High School on Taft Road.

Each drill must be conducted as if it were a real emergency. For the safety of the children, we ask that you please comply with the following procedures:

1. If you are in the building at the time of evacuation, you must evacuate with the students and staff. NO vehicles are allowed to enter or leave the premises during evacuation procedures until the building has been cleared for re-entry.

2. If you arrive at NSEEP during an evacuation, you will see orange cones at the end of the driveway. You must remain off the premises until the building is cleared for re-entry.

3. Please use the main driveway off Route 11 to enter and exit the building at ALL times. The back driveway near the playground can be very dangerous if children need to be evacuated.

4. In the event of any real emergency, it may not be safe to take the time to put coats on the children. We will make every effort to get coats whenever possible. The safety of the children is our first concern.

5. Make sure you keep emergency numbers and designated emergency contacts up to date throughout the year.

If an emergency evacuation occurs at the time you are dropping off or picking up your children, please do not drive onto the school grounds. If you are already here, do not drive your car off the school grounds until the building is cleared. Evacuate with the staff and children. If your child is in your care, keep your child with you until we return to the building and follow drop off or dismissal procedures.

If you arrive at the school during an evacuation, you will find safe parking on side streets or in the municipal parking lots. Parking on Route 11 is generally not as safe and tends to back up traffic.

Children and staff go to St. Mary and St. Mina Coptic Orthodox Church on Church Street for safe shelter.

As always, drive slowly in the parking lot and supervise the children closely.
We appreciate your support in ensuring the children’s safety. If you have any questions about emergency procedures, please feel free to call 218-2200.

School Health Guidelines
North Syracuse Early Education Program

- In case of an illness or injury in school, emergency first aid will be given, and the school nurse will telephone the home, work, cell phone, or emergency phone numbers which you have provided. Remember to continue to update your emergency contact numbers throughout the school year.
- Please remember to contact the Health Office with any changes in your child’s medical conditions. It is important that we are up to date on any new allergies, conditions, or emergency information, which is required to provide the best care throughout the school year. Also, please notify the Health Office when your child will be absent from school.
- Please remember that we do have children in our program that may have a compromised immune system, which makes them more susceptible to illnesses. In order to prevent the spread of communicable disease and to ensure a rapid recovery, please keep your child home at least 24 hours if he/she shows any of these symptoms:
  - fever
  - enlarged glands
  - red or discharging eyes
  - cough
  - headache
  - stomachache
  - runny nose
  - earache
  - diarrhea
  - vomiting
  - sore throat
  - skin rash
- Children who arrive at school or develop the above mentioned symptoms may be sent home. Parents will be contacted to transport their child or send a designated emergency contact person. Remember, it must be in writing that a child may go home with this individual. Sick children cannot be transported home on the buses. All adults removing a child from school during the day must sign the child out in the nurse’s office and provide proper identification.
- A routine physical will be done on all children annually by our school physician Dr. Friedman. If you do not want your child to have a physical please send in a note to the Health Office.
- If your child has been seen in an Emergency Room or Prompt Care for any stitches, broken or sprained extremities, or head injury, please have a note from the provider releasing the child to school with any limitations noted. If your child is in a cast or requires crutches or a wheelchair, please call the Health Office before they are put on the bus so that we may make appropriate transportation accommodations.

* Please remember to send your child in secure footwear with rubber soles. Tie or strap sneakers are the safest. If you have any questions or concerns regarding our policy, please feel free to contact our Health Office at 218-2203.
**PYRAMID MODEL:**
North Syracuse Early Education Program at Main Street is committed to creating an environment where every child is able to learn and grow not only academically, but socially and emotionally as well. We utilize Early Childhood Positive Behavioral Interventions and Supports (EC-PBIS) aligned with the Pyramid Model as a method of evidence-based practices for promoting young children’s healthy social and emotional development. EC-PBIS/the Pyramid Model is a multi-tiered system of support developed based on a tiered public health approach to providing universal supports to all children. These supports promote wellness through nurturing and responsive relationships, high quality environments, targeted services to those who need more support or who are at risk for developing challenging behaviors, and intensive services to those who need them. For more information, feel free to ask us about our work in EC-PBIS or visit [http://challengingbehavior.cbc.usf.edu/](http://challengingbehavior.cbc.usf.edu/)!
I. PHILOSOPHY

The Board of Education acknowledges the requirement for a Code of Conduct for visitors as mandated by the Safe Schools Against Violence in Education Legislation. All visitors are expected to comply with visitor sign-in procedures as established at each building.

II. POLICY

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to regulate visitor conduct on school property and at school functions. A “visitor” is defined as anyone who is not a regular district staff member or student of the school.

The restrictions on visitor conduct on school property or attending a school function are not intended to limit freedom of speech or peaceful assembly. The purpose of this code of conduct is to maintain public order and prevent abuse of the rights of others.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The amplifying instructions and guidelines for the Visitor Code of Conduct have been developed with input from representatives of student, teacher, administrator, school safety personnel, support services, community and parent organizations and/or bargaining units.

IV. DELEGATION OF AUTHORITY

The Superintendent has the ultimate authority of enforcing Board of Education policy by communicating this policy to all appropriate parties and by providing the necessary instructions and guidelines.

V. REPORTS

All necessary or required reports and forms pertaining to the implementation of this policy will be distributed to the appropriate administrative personnel for completion.

As mandated by Education Law 2801(5)(b), this Code of Conduct and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.

VI. REVIEW

As required by Education Law 2801(5), the Board of Education will review this policy annually and update it as necessary.
VII. LEGAL REFERENCES

Safe Schools Against Violence in Education Act, 2000.
Education Law 2801

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee ______________________________
   Chairperson       Date

Reviewed and Adopted
by Board of Education ______________________________
   President           Date

Received for Implementation ____________________________
   Superintendent          Date
I. PHILOSOPHY

The Board of Education of the North Syracuse Central School District recognizes that due to technological advances made in the district’s data network used by staff and students, access to devices and accounts, the Internet, E-mail, and telephones has become readily available. Through the use of devices, the Internet, E-mail, and telephones, network users are able to retrieve and share information, and communicate with others. The Internet and E-mail contain some defamatory, inaccurate, abusive, offensive, illegal and/or adult-oriented material. While the North Syracuse Central School District is able and willing to provide staff and student’s access to devices and accounts, the Internet, E-mail, and telephone users must understand and agree that with the privilege of access comes the responsibility to act in a lawful, ethical manner, as mandated by a clearly defined Acceptable Use Policy. To this end, it is imperative that the North Syracuse Central School District adopt and consistently apply a policy of Acceptable Device, Account, Internet, E-mail, and Telephone Use Policy.

II. POLICY

In order to effectively implement a comprehensive Acceptable Use Policy, all staff and students will be informed of the policy’s guidelines and standard procedures. Furthermore, policy guidelines will be monitored and modified as needed, and include user rights and responsibilities, disciplinary action for inappropriate use and/or actions, parent and student information on the District website. (See Administrative Guidelines for specific details.)

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The Superintendent of Schools or his/her designee shall be responsible for developing and revising any administrative guidelines and procedures for this policy.

IV. DELEGATION OF AUTHORITY

The Superintendent of Schools or his/her designee has the responsibility for enforcing this policy by communicating it to all relevant administrators and by providing necessary guidelines and instructions to the appropriate personnel.

V. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel involved.

VI. REVIEW

This policy is to be reviewed triennially, or as significant legal decisions become available.

Revised by D. Keegan 6/2017
VII. LEGAL REFERENCES

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee

Chairperson

Date

Reviewed and Adopted
by Board of Education

President

Date

Received for Implementation

Superintendent

Date
NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES FOR ACCEPTABLE TECHNOLOGY, DEVICES, ACCOUNTS, INTERNET, E-MAIL, AND TELEPHONE USE POLICY

A. PURPOSE

1. To define acceptable use standards as “rights and responsibilities” of the individual user of the North Syracuse Central School District Data Network.

2. To confirm that use of the North Syracuse Central School District Data Network will be for educational/instructional purposes only.

3. To confirm that this access is a privilege, not a right, and may be revoked in cases of unacceptable use.

B. RIGHTS

1. Access to the North Syracuse Central School District Internet connection shall not be denied except as decided by the Superintendent of Schools or his/her designee.

2. The privilege to access Devices, Internet, E-mail and telephone includes the right to appropriate training and tools required to effect access.

3. The constitutional concept of freedom of speech applies to all members of the educational community.

C. RESPONSIBILITY

1. It is the responsibility of the North Syracuse Central School District to provide approved users of the district’s Data Network with legally acquired computer resources (hardware, software, networks, accounts, databases, etc.).

2. It shall be each user’s personal responsibility to recognize and honor the intellectual/instructional work of others.

3. To access or disseminate information that is illegal, defamatory, abusive, offensive, and/or adult-oriented is strictly prohibited and may result in denial of access rights.

4. Each user of the North Syracuse Central School District Network is responsible:
   a. To respect and value the rights of privacy of other users.
   b. To recognize and respect the diversity of opinions in the educational community.
   c. To comply with legal/ethical restrictions regarding the use of information resources and electronic databases
   d. To use the Network access for educational/instructional purposes.
   e. To maintain, private and secure, the password assigned to each individual, and to access the District’s Internet connection using only the individual’s assigned password.

5. The following uses are examples of uses that are not permitted:
   • Sending or displaying offensive messages or pictures.
   • Using obscene language.
   • Damaging devices, systems, or networks, including uploading or creation of computer viruses.
   • Violating copyright laws.
   • Using others’ passwords-accounts.
• Trespassing in others’ accounts, files, directories, or work and harming or destroying data of another user.
• Intentionally wasting resources.
• Employing the network for commercial purposes.
• Posting any information regarding the North Syracuse Central School District, District policies and/or District events without proper authorization.
• Posting any comments or information about North Syracuse Central School District Board members, staff members or students without proper authorization.
• Activities deemed to be a security risk to the network.
• Accessing or dissemination of adult-oriented materials.
• Unauthorized downloading.
• Gambling
• Connecting non-district equipment to the network without prior authorization
• Use of any school resources, including e-mail, for distributing partisan information relative to political or school board member/budget elections.

7. The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications or other files sent and received on the school devices, network or stored in his/her directory. The school computer network system operator, or other school employee, may, at any time, review the subject content and appropriateness of electronic communication or other computer files, and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials.

8. Cyberbullying is not permitted within the North Syracuse Central School District’s Technology System. Cyberbullying includes but is not limited to the following: harassing, insulting, or attacking others, including racist or sexist comments and derogatory remarks.

D. ENFORCEMENT/VIOLATIONS

This Acceptable Technology Device and Account, Internet, E-Mail and Telephone Use Policy details the rights and privileges of all users regarding the utilization of the district’s data network. While the North Syracuse Central School District is able and willing to provide students and community members access to devices, accounts, the internet, e-mail, and telephones users must understand and agree to follow the rules and regulations set forth by the school district to ensure appropriate behavior(s) and actions(s) are demonstrated. With the privilege of accessing resources from the district’s data network comes the responsibility to act in a lawful, ethical manner.

In cases where the rule(s) and/or regulation(s) for operating devices, accounts, the internet, e-mail, or telephones are suspected of being violated, the involved user(s) will face disciplinary action. Instances of rule(s) and/or regulation(s) violations include not being an approved user, accessing information which is illegal, defamatory, abusive, offensive and/or pornographic, sending an excessive amount of non-work related E-mail downloading files and/or programs to a computer’s C drive or any attempts at hacking into the network or changing any network or device settings without permission.

Suspected violations must be immediately reported to the school principal or his/her designee. The principal, or his/her designee, will, in turn, follow the established building guidelines for a discipline/technology referral. In cases involving a serious technology violation, as determined by the school principal or his/her designee, the details of the case will be forwarded to the Superintendent or his/her designee for final actions. Any electronic communications will be
treated the same as printed communication and is therefore subject to existing Board of Education policy regulations.

It is the responsibility of each building principal to distribute to parents and students each September and include in their building handbook, a communication outlining the district’s policy’s rules and regulations regarding device, account, internet, e-mail, and telephone use.

In an effort to ensure that all parties understand and agree to the rules and regulations established in this Acceptable Technology Device, Account, Internet, E-mail, and Telephone Use Policy, it is mandated that all students and staff must acknowledge the District’s approved Device, Account, Internet, and E-mail policies and procedures each time they log onto the system.
Dear Parent/Guardian:

The North Syracuse CSD Computer Services Department is pleased to offer the students access to the district’s electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes.

This network will assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wide range of resources. Access to the digital network will enable students to explore thousands of libraries, databases, web sites, and videoconference locations for purposes of research and exchange of information and ideas with users throughout the world.

To gain access to the North Syracuse Central School District electronic network, students must acknowledge the District’s approved, technology, device, account, internet, e-mail and telephone use policy when logging in to the District’s systems. For more information on this policy, visit www.nscsd.org/aup.

The district maintains filtering software designed to block access to certain Internet sites. However, no filtering software is entirely effective in blocking access and, therefore, we cannot guarantee that your child will not gain access to inappropriate material. Please be confident that North Syracuse Central School district staff will make every effort to ensure proper access and usage of the Internet and the computer network.

The North Syracuse Central School District staff will be offering training classes to assist students on accessing the network. This will include materials educating students about appropriate online behavior, including interacting with other individuals on social networking and websites.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information resources.

Thank you for your time during a very busy part of the school year. Your support in the area of technology makes it possible to give your child the best opportunities for experiencing 21st Century learning!

Sincerely,

Name of Building Principal
School Building
A. Visitor Code of Conduct

All visitors on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all visitors on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

B. Prohibited Conduct

No visitor, either alone or with others, shall:

1. Injure any person or threaten to do so.
2. Damage or destroy school property or the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including engaging in graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, disability, gender, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and status of being transgender.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Violate the traffic laws, parking regulations or other restrictions on vehicles.
8. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
9. Smoke a cigarette, e-cigarette, cigar, pipe or use chewing or smokeless tobacco or vaping in or on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Incite others to commit any of the acts prohibited by this policy.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

C. Penalties

Visitors who violate this policy shall be subject to the following consequences:

1. Visitors authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises.

D. Enforcement

The building principal or his or her designee shall be responsible for enforcing the conduct required by this policy. When the building principal or his or her designee sees a visitor engaged in unacceptable conduct, which in his or her judgement does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the visitor that the conduct is unacceptable and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the visitor of the consequences for failing to stop. If the visitor refuses to stop engaging in the unacceptable conduct, or if the visitor’s conduct
poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

E. Dissemination of Code of Conduct

The Board of Education will work to ensure that all visitors are aware of this Code of Conduct by:

1. Posting this Code of conduct prominently in each building
   1.1 Visitor’s sign-in area
   1.2 Gymnasiums
   1.3 Auditoriums
   1.4 Athletic fields or bleachers

2. Use of a standardized visitor’s badge.

3. Include the Visitor’s Code of Conduct in parent newsletters, handbooks and school brochures.
The North Syracuse Central School District Board of Education is committed to providing a safe and productive learning environment within its schools. Harassment, bullying and discrimination of a student by another student or by a school employee is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off school district property. This prohibition includes, but is not limited to, harassment and bullying based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression), or sex. This policy extends to acts of harassment, bullying and discrimination that occur off school property where such acts actually create or may foreseeably create a risk of substantial disruption within the school environment, or where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The Board of Education mandates that the prohibition against harassment, bullying and discrimination — along with the range of possible intervention activities and/or sanctions for such misconduct — to be included in the North Syracuse Central School District Board of Education Policy 5311.1 - Student Conduct and Discipline for all grade levels.

II. POLICY DEFINITIONS

"School property" means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus.

“School bus” means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

"School function" means a school-sponsored extra-curricular event or activity.

"Harassment" and “bullying mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but are not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" include verbal and non-verbal actions.
"Cyberbullying" means harassment or bullying as defined above, where such harassment or bullying occurs through any form of electronic communication.

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

“Discrimination” means the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs.

“Sexual Orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality.

“Gender” means actual or perceived sex and includes a person’s gender identity or expression.

“Employee” means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

“Report of harassment, bullying, and/or discrimination” includes, but is not limited to, the following examples:

- A report regarding the denial of access to school facilities including, but not limited to restrooms, changing rooms, locker rooms, and/or field trips, based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex; or

- A report regarding application of a dress code, specific grooming or appearance standards that is based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex; or

- A report regarding the use of name(s) and pronoun(s) or the pronunciation of names that is based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex; or

- A report regarding any other form of harassment, bullying, and/or discrimination, based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex.
III. POLICY

A. Reporting of Allegations of Harassment and Bullying/Cyberbullying Behavior and/or other Forms of Harassment or Discrimination

Complaint Procedure Any student or parent who wishes to report an incident of bullying behavior and/or other forms of harassment or discrimination prohibited by this policy, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying and/or other forms of harassment or discrimination, shall report the behavior to any staff member, building principal, or Dignity Act Coordinator (DAC).

The staff member to whom the report is made (or the staff member who witnesses bullying behavior and/or other form of harassment or discrimination), shall inform the building principal, superintendent or Dignity Act Coordinator (DAC) both orally and in writing about the incident(s). The staff member shall provide oral notice within one (1) school day, and written notification within two (2) school days, of witnessing the incident or receiving the complaint or report.

The official designated by the District to investigate allegations of bullying and/or other forms of harassment or discrimination will investigate the allegations or oversee the investigation. The designated official may be the principal, a DAC, or another appropriate person selected by the District. Investigation of allegations of bullying and/or other forms of harassment or discrimination shall follow the procedures utilized for complaints of harassment or discrimination within the School District. Allegations of bullying and/or other forms of harassment or Discrimination shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

The administrator will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases. If the behavior is found to meet the definition of bullying, harassment, or discrimination, the administrator must complete appropriate written documentation concerning the incident and the District’s response.

Consequences for Violations

The District will take prompt, appropriate actions reasonably designed to end the harassment, bullying, or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent the recurrence of the behavior, and ensure the safety of the student(s) at whom the behavior was directed.

A student who violates this policy will be subject to appropriate disciplinary action consistent with the Student Code of Conduct. Where appropriate, the District will respond with a progressive model of student discipline that is age-appropriate and focused on education and intervention and preventing future incidents. In all cases, the District will take into account the nature and severity of the offense, the developmental age of the student who engaged in the behavior, the student’s previous disciplinary record, the impact of the student’s behavior on the student victim, and any other special, extenuating or mitigating circumstances, as may be appropriate.

A staff member who violates this policy will be subject to appropriate disciplinary action, consistent with applicable law and collective bargaining agreements.

In addition to the disciplinary consequences set forth in the District’s Code of Conduct, the Board and District are committed to implementing remedial responses to harassment and discrimination that are aimed at addressing the root causes of harassment and discrimination and correcting and preventing the recurrence of
the problem behavior.

The District will promptly notify local law enforcement if it is believed that any harassment, bullying, or discrimination constitutes criminal conduct.

Remedial Disciplinary Consequences

Appropriate remedial consequences may include, but are not limited to:

- peer support groups;
- corrective instruction or other relevant learning or service experience;
- supportive intervention;
- behavioral assessment/evaluation;
- behavioral management plans, with goals for improvement that are closely monitored;
- student counseling and parent conferences.

Environmental Remediation

In addition to imposing appropriate disciplinary consequences and remedial efforts aimed at addressing bullying, harassment or discrimination by particular students, building-wide and/or school-wide environmental remediation can be an important tool to prevent such incidents. Environmental remediation strategies may include, but are not limited to the following:

- supervisory systems which empower school staff with prevention and intervention tools to address incidents of bullying and harassment;
- school and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
- adoption of research based systemic harassment prevention programs;
- modification of schedules;
- adjustment in hallway traffic and other student routes of travel;
- targeted use of monitors;
- staff professional development;
- parent conferences;
- involvement of parent-teacher organizations; and
- peer support groups.

B. Designation and Training of Dignity Act Coordinators

The Superintendent shall designate one or more staff members in each school building to be thoroughly
trained to handle human relations in the areas of race, color, weight, national origin, ethic group, religion, religious practice, disability, sexual orientation, gender and sex. The designated individual(s) in each building shall be referred to as the Dignity Act Coordinator(s). The designation of each Dignity Act Coordinator shall be approved by the Board of Education.

The District will provide during each school year, professional development training to raise staff awareness and sensitivity of harassment, bullying and discrimination directed at students that are committed by students or school employees on school property or at a school function. Training will include ways to promote a supportive school environment that is free from discrimination and harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing and responding to harassment and discrimination, as well as ensuring the safety of victims.

C. Prevention and Intervention

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior and other forms of harassment or discrimination of which they have been made aware at school district sites or activities and/or reporting such behavior to their immediate supervisor. Further, training shall be provided to all staff to raise awareness of the problem of bullying and other harassment and discrimination within the schools and to facilitate staff identification of, and response to, such bullying behavior and other forms of harassment and discrimination of students.

Prevention and intervention techniques within the District to prevent against bullying behavior and other forms of harassment and discrimination and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to those who bully, those who are bullied and their parents to help ensure that the bullying or other harassment and discrimination stops.

D. Non-Discriminatory Instructional and Counseling Methods

The Superintendent is authorized and directed to cause administrative guidelines to be prepared relating to the development of nondiscriminatory instructional and counseling methods for use by District faculty and counseling staff.

The District will post on the District website statements acknowledging that NSCD does not harass or discriminate based upon a student’s race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex.

E. Instruction in Civility, Citizenship and Character Education

In addition, the Superintendent or Superintendent’s designee(s) shall assure that the District’s curriculum provides for instruction in civility, citizenship and character education in accordance with the Education Law and the regulations of the Commissioner of Education. At a minimum this shall include instruction that supports development of a school environment free of harassment, bullying and discrimination, with an emphasis on discouraging acts of harassment, bullying and/or discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

F. Prohibition of Retaliatory Behavior

Reviewed by Lisa Goldberg 6/2019
The Board of Education and the District prohibits any retaliatory behavior directed against complainants, those who are bullied, witnesses, and/or any other individuals who participate in good-faith in the investigation of allegations of bullying or another form of harassment or discrimination covered by this policy. Follow-up inquiries and/or appropriate monitoring of those who allegedly bully and those who are bullied or otherwise harassed or discriminated against shall be made to ensure that the behavior has not resumed and that all of those involved in the investigation have not suffered retaliation.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The principal shall provide an annual report on data and trends related to harassment, bullying and discrimination to the superintendent at a time and in a format that the superintendent shall direct.

The District shall provide annual notice to the Commissioner of verified, material incidents of harassment, bullying and/or discrimination.

V. DELEGATION OF RESPONSIBILITY

The Superintendent or his/her designee will ensure that this policy and administrative guidelines are reviewed annually with students and staff members.

The District administration will provide the following information annually with the Safe School Report:

- Policy 4201.1 —Internet Safety Policy
- Report of verified incidents of harassment, bullying and discrimination
- Information on the development and implementation of any bullying prevention, intervention or education programs.

Each staff member will be responsible to maintain an educational environment free of bullying, harassment, and discrimination.

Each student will be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying, harassment and discrimination.

Students will be encouraged to report bullying complaints and/or complaints about other types of harassment or discrimination to any staff member.

The administrator or his/her designee will inform the parents or guardians of the student who was bullied or otherwise subjected to harassment or discrimination and also the parents or guardians of the accused.

VI. REVIEW

This policy shall be reviewed annually.

VII. POLICY REFERENCES AND LEGAL REFERENCES

Policy 5311.1 - Student Conduct and Discipline Policy
Policy 9010.2 and 5010.2 - Sexual and Other Forms of Prohibited Discrimination and Harassment Policy - 9010.3 - Financial Accountability-Disclosure of Wrongful Conduct (Whistle Blowing & Protection from Reprisal)
Policy - 9100 - Staff Code of Conduct

Reviewed by Lisa Goldberg 6/2019
NYS Dignity for All Students Act and implementing regulations: NY Education Law Article 2 – Sections 2-18; 8 NYCRR §100.2(jj); §100.2(kk).
NY Education Law §801-a and 8 NYCRR §100.2(c)

VIII. SIGNATURE BLOCK

Reviewed and Approved by Board Policy Committee

__________________________________________________
Chairperson Date

Reviewed and Adopted by Board of Education

__________________________________________________
President Date

Received for Implementation

__________________________________________________
Superintendent Date
North Syracuse Central School District Discrimination, Harassment, Bullying, and Cyber-Bullying Incident Report Form

North Syracuse Central School District is committed to providing our students with a safe learning environment free from all forms of discrimination, harassment, bullying, and cyber-bullying. Parents, guardians, staff, and students are encouraged to report any incidents of discrimination, harassment, bullying, or cyber-bullying to the administrator listed below. North Syracuse Central School District prohibits any retaliatory behavior against any who are bullied, witnesses, or other individuals involved in the filing of a formal complaint.

I. Reporter’s Information

Date Incident Reported: ___________ Reporter’s Relationship to Student: ____________________________

Name of Person Reporting Incident: __________________________________________________________

Reporter’s Phone Number: ______________________ Reporter’s E-Mail: __________________________

II. Time and Location of Incident

Day and Time of Incident: __________________________________________________________________

Location of Incident (check one): _____ Bus Ride _____ On Social Media

_____ During School Day _____ Other (Describe Below)

III. Students Involved and Nature of Incident

Name of Student Targeted: __________________________________________________ Grade: ____________

<table>
<thead>
<tr>
<th>Name(s) of Alleged Offenders</th>
<th>Grade</th>
<th>School</th>
</tr>
</thead>
<tbody>
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Description of Incident: _________________________________________________________________

Did a student miss school as a result of the incident?

Name(s) of person(s) who witnessed the incident: __________________________________________

All statements on this form and related attachments are accurate and true to the best of my knowledge.

_________________________________________ / _____ / _____
Signature Date

*Incident Reporting Forms should be sent to Lisa Goldberg, (lgoldber@nscsd.org) District DASA Coordinator. After receipt of the report, the District DASA Coordinator will contact the DASA Coordinator of the building in which the reported incident occurred for investigation.

When a complaint of harassment, bullying and/or discrimination is received by a school employee, or when an employee personally witnesses such conduct, the employee must orally notify the designated Dignity Act Coordinator within one school day of receiving the complaint or witnessing the conduct and must deliver this written report to the designated Dignity Act Coordinator within two school days after making the oral report.
I. PHILOSOPHY

The district recognizes the significance and positive impact of field trips particularly as enhancements of regular classroom study. Student visits to museums, concert halls, governmental centers, and theater presentations, sites of famous events, speeches, battlefields, or performances represent instructional supplements to regular classroom study. Accordingly, educators should be encouraged, within financial and safety limitations, to utilize field trips, either during or after the regular school day. Field trips are recognized as important educational components of both the curricular, co-curricular and inter-scholastic programs in our total K-12 educational system. Curricular field trips must directly relate to district instructional standards.

Students should recognize the privileges of participation. It is expected that they will conduct themselves in a manner that will gain the maximum advantage of such experience and show them to be representatives of which their school and community can be proud.

II. POLICY

Field trips will, upon district approval, be provided within the limits of safety constraints and the ability of the district's financial resources to support such undertakings. Procedures will be followed which integrate out-of-district trips with the school district calendar and curricular requirements. All reasonable steps will be taken to protect the health and safety of participants.

The Board of Education and/or the Superintendent of Schools reserve the right to deny and to exercise judgment to cancel field trips which have received prior approval, if they (Board of Education and/or Superintendent) deem that existing conditions could place students in the district in serious physical, mental or emotional jeopardy.

III. EXCEPTIONS TO POLICY

None

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The responsibility for developing and revising the administrative guidelines and procedures for this policy shall reside with the Superintendent of Schools or his/her designee. Present policy guidelines and procedures to implement this policy are attached.
V. DELEGATION OF AUTHORITY

The Superintendent has the responsibility for enforcing this policy by communicating it to all relevant parties and by providing necessary instruction and guidelines to the appropriate administrators.

VI. REPORTS

All necessary or required reports, procedures and forms pertaining to the implementation of this policy will be distributed to and completed by the appropriate administrative personnel. The administration will periodically provide members of the Board of Education with a list of field trips that have been approved in compliance with the guidelines and procedures of this policy.

VII. REVIEW

This policy is to be reviewed and recommended by the Superintendent's designee or as deemed necessary upon review of relevant legal implications.

VIII. LEGAL REFERENCES

New York State Education Law makes the following references supporting educational and extra-curricular trips:

School Bus Use, Sec. 3621, bus use during school-sponsored trips.
Teacher Supervision After Regular School Hours: See "Matter of Halloran Case," Sec. 913
Educational Trips: Sec. 1701, 28 N.Y. Jr. 17
   See Vol. 53, N.Y. Jur. Sec. 1108 and 1119
   See Vol. 53, N.Y. Jur. Sec. 115
   See Akins vs. Glens Falls Case, 1982
   See Vol. 53, N.Y. Jr. Sec. 117 and 378
   See Pratt vs. Robinsons Case 30 N.Y. 2nd 554, 1983
   See Sec. 3023, N.Y. Ed. Law
   See Sec. 3604, supervision of students after hours
   See Sec. 1502, Ed. Law, on educational and interscholastic trips

Visitor Code of Conduct (1240.1)
Staff Code of Conduct (9100)
Student Code of Conduct (5311.1)
Fund Raising Policy 5561
IX. SIGNATURE BLOCK

Reviewed and Approved by Board Policy Committee ________________________________ Chairperson Date

Reviewed and Approved by Board of Education ________________________________ President Date

Received for Implementation ________________________________ Superintendent Date
I. Curricular Field Trips are:

A. educational excursions.

B. curriculum focused, correlated to specific instructional standards.

C. those providing an opportunity to participate either during or after the regular school day.

D. limited to a specific instructional group (such as a class or course).

E. approved by the Assistant Superintendent for Instruction and the Superintendent.

F. considered, in terms of class attendance, as in attendance in another class at another location.

G. limited to a maximum of three per school year per classroom or curricula activity. (This limitation is exclusive of co-curricular and/or interscholastic field trips.)

H. limited to students missing no more than 2 class days per school year. (This limitation is exclusive of co-curricular and/or interscholastic field trips.)

I. not to be scheduled on Professional Development days.

II. Curricular Foreign Trips

A. provide a recognized educational value to the students.

B. must meet established timelines and procedures.

C. are limited to specific curricular groups.

D. must be recommended by both the Superintendent of Schools and Assistant Superintendent for Instruction and approved by the Board of Education.

III. Responsibility of Students and Chaperones (See Form G)

Orientation of the participating students and chaperones is the responsibility of the sponsoring staff member(s) for each field trip.
IV. Procedures

All trips involving North Syracuse Central School District students and staff must follow these procedures.

A. Curricular Field Trips for Single Day Trips (Field Trip Checklist – Form A and Field Trip Request – Form B)

1. When a classroom teacher wishes to schedule a curricular field trip, he/she must first confer with the appropriate building administrator and if applicable, the appropriate Director.
2. Building administrator and if applicable, the appropriate Director tentatively approves or disapproves the field trip request.
3. Written permission from parents must be obtained for all pupils going on field trips.
   (See district permission Form C attached).
4. The school nurse will receive a copy of the Field Trip Request (Form B) from the building administrator or if applicable, the appropriate Director. The school nurse will then discuss any special student medical concern/medication needs with the appropriate staff member(s) and/or student’s parent.
5. Chaperone criteria must be followed and Form G submitted to building administrator or if applicable, the appropriate Director.
6. Student-chaperone ratio recommendations also apply.
7. Conditional approval by the building principal or if applicable, the appropriate Director is provided after a list of all students and chaperones attending the field trip with parent name(s) and emergency phone numbers.
8. Field trips cannot be scheduled on Professional Development days.

B. Curricular Field Trips for Domestic or Foreign Overnight

1. The conditional approval process begins once the building principal or if applicable, the appropriate Director and the activity advisor agree that the trip has educational value and is financially practical.
2. Parents may be involved to determine parental support for this type of educational experience.
3. At least four months in advance of the trip, the principal will submit a request, in writing, giving basic details and information to the Assistant Superintendent for Instruction and Superintendent of Schools using Checklist Form D and Field Trip Request Form E.
4. If the trip is approved, the activity advisor will proceed with arrangements for the trip.
5. Chaperone criteria must be followed (Form G). Student-chaperone ratio recommendations also apply. The activity advisor must use discretion regarding which chaperone is placed in charge of a group of students going on a trip. Responsibility here is clearly delegated to the activity advisor, with direct supervision by the building principal.

6. Field trips may not be scheduled on Professional Development days.

C. Manifest Requirements for all Curricular Field Trips

1. In the event of a bus accident involving district students, staff or chaperones, it is imperative that emergency responders have an accurate manifest of passengers. These manifests are not limited to trips on district buses but anytime district students are being transported out of the district by any means.

   It shall be the responsibility of the staff member supervising the trip to do the following:

   1. Develop an accurate, alphabetized up to date manifest of all personnel, chaperones and students on each bus or coach.
   2. During school hours, leave a copy of the manifest in the main office.
   3. After School hours, leave a copy in the designated Manifest Drop box at Cicero-North Syracuse High School, North Syracuse Junior High School, Gillette Road Middle School, and Roxboro Road Middle School. For all elementary schools, fax a copy to Transportation (218-2183) the District Office (218-2185) and maintain a copy on the bus or coach.
   4. Insure that students, staff, or chaperones do not switch buses once the manifest has been established, especially on return trips.
   5. Carry copies of emergency contacts and medical releases for all those listed on the manifest.

V. Chaperones (All chaperones will complete a Travel Authorization Form)

A. For any trip involving overnight lodging, there must be at least two (2) chaperones for the first ten (10) students, and the ratio of one (1) chaperone for each additional ten (10) students beyond the first ten (10).

B. The distribution of male and female chaperones shall approximate the distribution of students on any overnight trip.

C. School members should use discretion regarding which particular parent chaperone should be placed in charge of which particular group of students going on a trip. Responsibility here is clearly delegated to the activity advisor.

D. School staff and chaperones should be extremely conscious of student safety while on trips, especially overnight trips. Students and chaperones must stay in the same hotel.

E. If overnight, bed checks must be conducted, announced and unannounced.
F. If visiting in a country where English is not the native language, at least one (1) chaperone must be fluent in the language of the country.

G. Follow the Staff Code of Conduct at all times. In the case of a violation of the Staff Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.

H. Parent chaperones must follow the Visitor Code of Conduct at all times.

VI. Students Requiring Medications or Medical Treatment – Single Day Field Trips:

Students should not be prohibited or prevented from attending field trip due to their need for medication or medical treatment. The School Nurse must be notified at least two weeks in advance of a field trip in order to make a nursing assessment as to the student’s medical needs. The School Nurse will determine whether the student can be taught to be self-directed in administering his/her own medication. Where this is not possible, the School Nurse will determine whether the parent/guardian can attend the activity and administer the medication, whether the medication time can be adjusted or the dose eliminated. The building principal will make arrangements for a substitute nurse to attend the field trip to administer the medication or provide the medical treatment.

Over-the-counter medications and prescription medications require nurse’s approval. Nurses must notify field trip sponsor of this approval.

VII. Students Requiring Medications or Medical Treatment – Overnight Field Trips:

GRADES 7-12: It is necessary to provide physician orders and provide the medications, as per Form H or I. Student that have an order to “self-carry and self-administer” may take nonprescription and prescription medications in the original pharmacy bottle. All students must have written permission from their physician in their possession with the medication being carried.

GRADES K-6 It is necessary the medication be dropped off to the chaperone before leaving for the trip. **An authorization from a physician must be provided along with the medication in the original container.** All medications and pain relievers must be in their original containers, in a Ziploc bag, labeled with students’ full name. The directions for administration must also accompany all medications.

VIII. Funding for Curricular:

A. Fund-raising for curricular trips must adhere to the guidelines of the Fund Raising Policy 5661:

1. generally be restricted to the area served by the school;
2. involve projects in which value is received (example: dinners, food sales, etc.);
3. not involve direct soliciting of local merchants or citizens, Phone-A-Thons, and other similar projects.
IX. **Transportation:** For Curricular Field Trips

A. School vehicles, private carriers approved by the Director of Transportation or private autos driven by certified staff members approved as volunteer drivers as designated by the building principal may be utilized for the specified field trip.

B. All transportation of students requires parental permission slips.

X. **Student Discipline**

A. All students must follow the Student Code of Conduct the entire duration of the field trip.

B. Students who violate the District Discipline Code for Student Behavior as set forth in the "Administrative Guidelines and Procedures to Implement Policy 5311.1" are subject to discipline including, but not limited to, exclusion from participation in one or more field trips.

C. Exclusion of a student from participation in a field trip constitutes a suspension. Therefore, consistent with Education Law Section 3214 and Board Policy 5311.1 [Student conduct and Discipline (K-12)], only the Board of Education, the Superintendent of Schools, or a Building Principal may exclude a student from participation in a field trip. In order to exclude a student from field trip participation, the student and the student's parents must be provided a reasonable opportunity for an informal conference to discuss the conduct and the penalty with the teacher and the school official authorized to impose the disciplinary action, and alternative instruction must be provided for students under the compulsory attendance age who are so excluded.

D. In the case of a violation of the Student Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.
ADMINISTRATIVE GUIDELINES AND PROCEDURES
FOR IMPLEMENTATION OF
POLICY 4531 – CO-CURRICULAR FIELD TRIPS

I. Co-Curricular Field Trips:
   A. reflect a district recognized co-curricular program which may or may not be
curriculum related.
   B. those providing an opportunity to participate either during or after the regular
school day.
   C. may require housing of students.
   D. considered, in terms of class attendance, as in attendance in another class at
another location.
   E. not to be scheduled on Professional Development days.
   F. all co-curricular field trips are subject to approval by the Assistant Superintendent
for Instruction.

II. Co-Curricular Foreign Trips
   A. provide a recognized value to the students
   B. must meet established timelines and procedures
   C. are limited to specific co-curricular groups
   D. must be recommended by both the Superintendent of Schools and Assistant
Superintendent for Instruction and approved by the Board of Education.

III. Responsibility of Students and Chaperones (See Form G)

Orientation of the participating students and chaperones is the responsibility of the
sponsoring staff member(s) for each field trip.

IV. Procedures

All trips involving North Syracuse Central School District students and staff must follow
these procedures.

A. Co-Curricular Field Trips for Single Day Trips (Field Trip Checklist – Form A
and Field Trip Request – Form B)

   1. When a staff member wishes to schedule a co-curricular field trip, he/she must
first confer with the appropriate building administrator and if applicable, the
appropriate Director.
2. Building administrator and if applicable, the appropriate Director tentatively approves or disapproves the field trip request.

3. Written permission from parents must be obtained for all pupils going on field trips. (See district permission Form C attached).

4. The school nurse will receive a copy of the Field Trip Request (Form B) from the building administrator or if applicable, the appropriate Director. The school nurse will then discuss any special student medical concern/medication needs with the appropriate staff member(s) and/or student’s parent.

5. Chaperone criteria must be followed and Form G submitted to building administrator or if applicable, the appropriate Director.

6. Conditional approval by the building principal or if applicable, the appropriate Director is provided after a list of all students and chaperones attending the field trip with parent name(s) and emergency phone numbers.

7. Field trips cannot be scheduled on Professional Development days.

B. Co-Curricular Field Trips for Domestic or Foreign Overnight

1. The conditional approval process begins once the building principal or if applicable, the appropriate Director and the activity advisor agree that the trip has value and is financially practical.

2. Parents may be involved to determine parental support for this type of experience.

3. At least four months in advance of the trip, the principal will submit a request, in writing, giving basic details and information to the Assistant Superintendent for Instruction and Superintendent of Schools using Checklist Form D and Field Trip Request Form E.

4. If the trip is approved, the activity advisor will proceed with arrangements for the trip.

5. Chaperone criteria must be followed (Form G). Student-chaperone ratio recommendations also apply. The activity advisor must use discretion regarding which chaperone is placed in charge of a group of students going on a trip. Responsibility here is clearly delegated to the activity advisor, with direct supervision by the building principal.

6. Field trips may not be scheduled on Professional Development days.

C. Manifest Requirements for all Co-Curricular Field Trips

1. In the event of a bus accident involving district students, staff or chaperones, it is imperative that emergency responders have an accurate manifest of passengers. These manifests are not limited to trips on district buses but anytime district students are being transported out of the district by any means.

   It shall be the responsibility of the staff member supervising the trip to do the following:

   1. Develop an accurate, alphabetized up to date manifest of all personnel, chaperones and students on each bus or coach.
2. During school hours, leave a copy of the manifest in the main office.
3. After School hours, leave a copy in the designated Manifest Drop box at Cicero-North Syracuse High School, North Syracuse Junior High School, Gillette Road Middle School, and Roxboro Road Middle School. For all elementary schools, fax a copy to Transportation (218-2183) the District Office (218-2185) and maintain a copy on the bus or coach.
4. Insure that students, staff, or chaperones do not switch buses once the manifest has been established, especially on return trips.
5. Carry copies of emergency contacts and medical releases for all those listed on the manifest.

V. Chaperones (All chaperones will complete a Travel Authorization Form)

A. For any trip involving overnight lodging, there must be at least two (2) chaperones for the first ten (10) students, and the ratio of one (1) chaperone for each additional ten (10) students beyond the first ten (10).

B. The distribution of male and female chaperones shall approximate the distribution of students on any overnight trip.

C. School members should use discretion regarding which particular parent chaperone should be placed in charge of which particular group of students going on a trip. Responsibility here is clearly delegated to the activity advisor.

D. School staff and chaperones should be extremely conscious of student safety while on trips, especially overnight trips. Students and chaperones must stay in the same hotel.

E. If overnight, bed checks must be conducted, announced and unannounced.

F. If visiting in a country where English is not the native language, at least one (1) chaperone must be fluent in the language of the country.

G. Follow the Staff Code of Conduct at all times. In the case of a violation of the Staff Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.

H. Parent chaperones must follow the Visitor Code of Conduct at all times.

VI. Students Requiring Medications or Medical Treatment:

Students should not be prohibited or prevented from attending field trip due to their need for medication or medical treatment. The School Nurse must be notified at least two weeks in advance of a field trip in order to make a nursing assessment as to the student’s medical needs. The School Nurse will determine whether the student can be taught to be self-directed in administering his/her own medication. Where this is not possible, the School Nurse will determine whether the parent/guardian can attend the activity and
administer the medication, whether the medication time can be adjusted or the dose eliminated. The building principal will make arrangements for a substitute nurse to attend the field trip to administer the medication or provide the medical treatment.

Over-the-counter medications and prescription medications require nurse’s approval. Nurses must notify field trip sponsor of this approval.

VII. Funding for Co-Curricular:

A. Fund-raising for co-curricular trips must adhere to the guidelines of the Fund Raising Policy 5661:

1. generally be restricted to the area served by the school;
2. involve projects in which value is received (example: dinners, food sales, etc.);
3. not involve direct soliciting of local merchants or citizens, Phone-A-Thons, and other similar projects.

VIII. Transportation: For Co-Curricular Field Trips

A. School vehicles, private carriers approved by the Director of Transportation or private autos driven by certified staff members approved as volunteer drivers as designated by the building principal may be utilized for the specified field trip.

B. All transportation of students requires parental permission slips.

IX. Student Discipline

A. All students must follow the Student Code of Conduct the entire duration of the field trip.

B. Students who violate the District Discipline Code for Student Behavior as set forth in the "Administrative Guidelines and Procedures to Implement Policy 5311.1" are subject to discipline including, but not limited to, exclusion from participation in one or more field trips.

C. Exclusion of a student from participation in a field trip constitutes a suspension. Therefore, consistent with Education Law Section 3214 and Board Policy 5311.1 [Student conduct and Discipline (K-12)], only the Board of Education, the Superintendent of Schools, or a Building Principal may exclude a student from participation in a field trip. In order to exclude a student from field trip participation, the student and the student's parents must be provided a reasonable opportunity for an informal conference to discuss the conduct and the penalty with the teacher and the school official authorized to impose the disciplinary action, and alternative instruction must be provided for students under the compulsory attendance age who are so excluded.

D. In the case of a violation of the Student Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.
I. **Interscholastic Trips:**

Interscholastic trips are handled through the guidance and direction of the Director of Physical Education and Athletics, and operate under the rules and regulations of the New York State Public High School Athletic Association. All planning and scheduling of these trips are handled within the framework of the Onondaga High School League rules and are supervised by the Director of Physical Education and Athletics, building administrators and the various coaches of the sports involved.

II. **Interscholastic Foreign Trips**

A. provide a recognized value to the students

B. must meet established timelines and procedures

C. are limited to specific co-curricular groups

D. must be recommended by both the Superintendent of Schools and Assistant Superintendent for Instruction and approved by the Board of Education.

III. **Responsibility of Students and Chaperones (See Form G)**

Orientation of the participating students and chaperones is the responsibility of the sponsoring staff member(s) for each field trip. It should be noted that the North Syracuse Central School District does not sponsor participation in out-of-district sports activities for children in grades K-6, in accordance with New York State Education Law and Commissioner Regulations.

IV. **Procedures**

A. **Interscholastic Field Trips for Domestic or Foreign Overnight**

1. The conditional approval process begins once the building principal or if applicable, the appropriate Director and the activity advisor agree that the trip has value and is financially practical.
2. Parents may be involved to determine parental support for this type of experience.
3. At least four months in advance of the trip, the principal will submit a request, in writing, giving basic details and information to the Assistant Superintendent for Instruction and Superintendent of Schools using Checklist Form D and Field Trip Request Form E.
4. If the trip is approved, the coach or advisor will proceed with arrangements for the trip.
5. Chaperone criteria must be followed (Form G). Student-chaperone ratio recommendations also apply. The activity advisor must use discretion regarding which chaperone is placed in charge of a group of students going on a trip. Responsibility here is clearly delegated to the activity advisor, with direct supervision by the building principal.

6. Field trips may not be scheduled on Professional Development days.

**B. Manifest Requirements for all Interscholastic Field Trips**

1. In the event of a bus accident involving district students, staff or chaperones, it is imperative that emergency responders have an accurate manifest of passengers. These manifests are not limited to trips on district buses but anytime district students are being transported out of the district by any means.

   It shall be the responsibility of the staff member supervising the trip to do the following:

   1. Develop an accurate, alphabetized up to date manifest of all personnel, chaperones and students on each bus or coach.
   2. During school hours, leave a copy of the manifest in the main office.
   3. After School hours, leave a copy in the designated Manifest Drop box at Cicero-North Syracuse High School, North Syracuse Junior High School, Gillette Road Middle School, and Roxboro Road Middle School. For all elementary schools, fax a copy to Transportation (218-2183) the District Office (218-2185) and maintain a copy on the bus or coach.
   4. Insure that students, staff, or chaperones do not switch buses once the manifest has been established, especially on return trips.
   5. Carry copies of emergency contacts and medical releases for all those listed on the manifest.

**V. Chaperones (All chaperones will complete a Travel Authorization Form)**

A. For any trip involving overnight lodging, there must be at least two (2) chaperones for the first ten (10) students, and the ratio of one (1) chaperone for each additional ten (10) students beyond the first ten (10).

B. The distribution of male and female chaperones shall approximate the distribution of students on any overnight trip.

C. School members should use discretion regarding which particular parent chaperone should be placed in charge of which particular group of students going on a trip. Responsibility here is clearly delegated to the activity advisor.

D. School staff and chaperones should be extremely conscious of student safety while on trips, especially overnight trips. Students and chaperones must stay in the same hotel.

E. If overnight, bed checks must be conducted, announced and unannounced.
F. If visiting in a country where English is not the native language, at least one (1) chaperone must be fluent in the language of the country.

G. Follow the Staff Code of Conduct at all times. In the case of a violation of the Staff Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.

H. Parent chaperones must follow the Visitor Code of Conduct at all times.

VI. Students Requiring Medications or Medical Treatment:

Students should not be prohibited or prevented from attending field trip due to their need for medication or medical treatment. The School Nurse must be notified at least two weeks in advance of a field trip in order to make a nursing assessment as to the student’s medical needs. The School Nurse will determine whether the student can be taught to be self-directed in administering his/her own medication. Where this is not possible, the School Nurse will determine whether the parent/guardian can attend the activity and administer the medication, whether the medication time can be adjusted or the dose eliminated. The building principal will make arrangements for a substitute nurse to attend the field trip to administer the medication or provide the medical treatment.

Over-the-counter medications and prescription medications require nurse’s approval. Nurses must notify field trip sponsor of this approval.

VII. Funding for Interscholastic:

A. Fund-raising for Interscholastic trips must adhere to the guidelines of the Fund Raising Policy 5661:

1. generally be restricted to the area served by the school;
2. involve projects in which value is received (example: dinners, food sales, etc.);
3. not involve direct soliciting of local merchants or citizens, Phone-A-Thons, and other similar projects.

VIII. Transportation: For Interscholastic Field Trips

A. School vehicles, private carriers approved by the Director of Transportation or private autos driven by certified staff members approved as volunteer drivers as designated by the building principal may be utilized for the specified field trip.

B. All transportation of students requires parental permission slips.

IX. Student Discipline

A. All students must follow the Student Code of Conduct and the Athletic Code of Conduct for the entire duration of the field trip.
B. Students who violate the District Discipline Code for Student Behavior as set forth in the "Administrative Guidelines and Procedures to Implement Policy 5311.1" or the Athletic Code of Conduct are subject to discipline including, but not limited to, exclusion from participation in one or more field trips.

C. Exclusion of a student from participation in a field trip constitutes a suspension. Therefore, consistent with Education Law Section 3214 and Board Policy 5311.1 [Student conduct and Discipline (K-12)], only the Board of Education, the Superintendent of Schools, or a Building Principal may exclude a student from participation in a field trip. In order to exclude a student from field trip participation, the student and the student's parents must be provided a reasonable opportunity for an informal conference to discuss the conduct and the penalty with the teacher and the school official authorized to impose the disciplinary action, and alternative instruction must be provided for students under the compulsory attendance age who are so excluded.

D. In the case of a violation of the Student Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.
NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
CHECK LIST FOR PARTIAL OR SINGLE DAY FIELD TRIPS
(FORM A)

Please Note: Approved field trips will be canceled in the event of a National Security “RED Alert” being put into effect during the time of the trip.

Teacher/Advisor/Coach – Date and Initial each step 1-7

_______ 1) Field Trip Request Form signed by building principal or if applicable, the appropriate Director. (Form B)

       Please note: Field Trip Request Form B must be submitted to the principal/director at least 21 days before trip.

_______ 2) Permission slips (Form C)

_______ 3) Parent Permissions (Form C)

_______ 4) Check with Health Office to plan for medication, allergies, other health concerns.

_______ 5) Check with the building administrator or if applicable, the appropriate Director regarding discipline concerns.

_______ 6) Notification of others affected by field trip.

      _____ Specials (art, music, PE)

      _____ Academic Support, Speech, or Academic Intervention Services teachers

      _____ Food Service

      _____ OT/PT/APE, etc.

_______ 7) Provide the principal, or if applicable, the appropriate Director a list of students traveling with parent names and emergency phone numbers.

_______ 8) Provide principal, or if applicable, the appropriate Director a list of parent chaperones with copies of signed chaperone Form G.

Signature of Building Principal or if applicable, the appropriate Director indicating checklist is complete.

________________________________________________________________________________________
Signature                                      Date

________________________________________________________________________________________
Signature                                      Date
NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
REQUEST FOR PARTIAL OR SINGLE DAY FIELD TRIPS
(FORM B)

To Be Completed by Staff Member.

Date of Trip ____________________ School ________________________________

Group/Grade __________________________ Teacher/Advisor/Coach ________________________________

Depart From __________________________ Time _______________ a.m. or p.m.

Destination __________________________ Leave Time _______________ a.m. or p.m.

Note: All field trips on student instruction days must arrive back at schools by 1:50 p.m. Arrival time back at school __________am/pm

Will a substitute be needed? ☐ Yes ☐ No

If Yes, list all staff needing a substitute: _______________________ __________________________
______________________________________________________
______________________________________________________

If Yes, once the field trip is approved, please use established building procedure to arrange substitute.

If District Transportation is needed complete below:

# of Passengers __________ # of Buses __________________________ Attendant ☐

Comments/Special Needs (# of wheelchairs, etc.): __________________________________________

Submitted By ________________________________

INSTRUCTIONS FOR COMPLETING THIS REQUEST

To Be Completed by Administrator.

1. Prepare this request and send to your principal/director at least 21 DAYS before trip
2. Sponsor shall provide adequate supervision for the trip in accordance with Board of Education Policy 4531.
3. Sponsor shall be responsible for the student discipline on the school bus.

CURRICULAR FUNDS

Current Balance ________ Current Balance ________ ☐ Approved

Estimate Cost ________ Estimate Cost ________ ☐ Disapproved

New Balance ________ New Balance ________

CO-CURRICULAR FUNDS

Building Principal Date If applicable, the appropriate Director Date

FIELD TRIP APPROVAL

Date: _______________ Approved ☐ Denied ☐

Assistant Superintendent for Instruction Date Superintendent _______________ Date

TRANSPORTATION DEPARTMENT

Daytime and After Hours:

Office: 218-2107 Matt Conti 218-2179
Shannon Owens 218-2180 530-5360 (C)
420-0698 (C)

TRANSPORTATION DEPARTMENT USE ONLY

Request Number __________ Operations Supervisor __________________________ Date _______________
NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
PARENT PERMISSION FORM FOR FIELD TRIP
(FORM C)

I. To be completed by staff member.

A school sponsored and supervised field trip to _________________________________ is

PLACE

scheduled on ________________________, leaving at approximately _________________

DATE(S)

and returning at approximately _______________________.

HOUR/DATE

_____ Transportation will be provided by school buses.

_____ Transportation will be provided by approved chartered buses.

_____ Transportation will be provided by an approved volunteer driver employed by the

school district.

_____ This is a walking field trip.

_____ Transportation will be provided by commercial airline.

_____ Transportation will be provided by commercial railroad.

II. To be completed by parent and/or guardian

I give North Syracuse Central School District permission to take my child, __________________ on the

above field trip.

In case of emergency, I can be reached at the following phone number: ____________________

Parental Concerns/Comments__________________________________________________________

I agree that my child will follow all rules and instructions by the sponsors and chaperones.

________________________________________________________________________

Parent Signature       Date

I DO NOT give North Syracuse Central School District permission to take my child,

______________________________ on the above field trip.

________________________________________________________________________

Parent Signature       Date

Revised by T. Bednarski –5/2018 19
NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
CHECKLIST FOR DOMESTIC OVERNIGHT FIELD TRIP
(FORM D)

(Form D to be initialed by field trip teacher/advisor/coach and submitted in conjunction with Domestic Overnight Field Trip Request Form E)

_____ a. applications include statements related to the purposes and/or expected benefits of proposed trip;
_____ b. trips are planned to avoid or reduce any conflict with the regular school calendar;
_____ c. trips include at least ten (10) students;
_____ d. the following signed materials are submitted to the Superintendent and Assistant Superintendent for Instruction by the teacher/advisor/coach of a domestic overnight:
   1. Complete list of students participating in given trip including: addresses, telephone numbers, parents' names, medical release forms (Form H), and certificates of health insurance with appropriate coverage for locations being visited.
   2. Signed permission slip for each student (See District Permission Form C attachment).
   3. Signed Student Rules and Responsibilities Form F.
   4. Signed Teacher/Chaperone Guidelines/Responsibilities Form G.
_____ e. there are two (2) chaperones for the first ten students;
_____ f. there is one (1) chaperone for every ten (10) students beyond the first ten (10) students (for foreign or overnight travel);
_____ g. one of these chaperones has had experience in a similar capacity on a former trip;
_____ h. the distribution of male and female chaperones approximates the distribution of students;
_____ i. responsibility for chaperones is delegated to the trip sponsor, with supervision by the building principal, or, if applicable, the appropriate Director
_____ j. students are provided with lists of phone numbers in order to contact regular staff members and/or chaperones in emergency situations;
_____ k. arrangements have been made for students requiring medication during proposed trip.

Signature of building principal or, if applicable, the appropriate Director indicates the above checklist is complete.

________________________________________________ ________________
Signature of Principal       Date

_________________________________________________ ________________
Director         Date
NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
REQUEST FORM FOR
DOMESTIC OVERNIGHT FIELD TRIPS
(FORM E)

To be Completed by Staff Member

SCHOOL

ACTIVITY TEACHER/ADVISOR/COACH

PHONE (H) _______________ (S) _______________

ORGANIZATION/TEAM ___________________________ DATES: DEPARTURE __________________

DESTINATION ________________________________ RETURN ________________________________

CARRIER ____________________________________ TOTAL DAYS __________________________

Will a substitute be needed? □ Yes □ No
If Yes, list all staff needing a substitute:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

If Yes, once the field trip is approved, please use established building procedure to arrange substitute.

DESCRIPTION OF TRIP* _________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

_____ 1. Classroom teacher, activity advisor, or coach confers with the building principal or if applicable, the appropriate Director.

_____ 2. Building administrator, or if applicable, the appropriate Director tentatively, approves or disapproves the trip.

_____ 3. Building administrator, or if applicable, the appropriate Director submits trip plans to Assistant Superintendent for Instruction and Superintendent for approval.

_____ 4. Superintendent submits trip plans for Board of Education approval no less than four (4) calendar months before trip departure.

_____ 5. Student field trip checklist is completed by trip sponsor and signed by the building principal, or if applicable, the appropriate Director.

INSTRUCTIONS FOR COMPLETING THIS REQUEST

To Be Completed by Administrator.

1. Prepare this request and send to your principal/director at least 21 DAYS before trip
2. Sponsor shall provide adequate supervision for the trip in accordance with Board of Education Policy 4531.
3. Sponsor shall be responsible for the student discipline on the school bus.

CURRICULAR FUNDS

<table>
<thead>
<tr>
<th>Current Balance</th>
<th>Estimate Cost</th>
<th>New Balance</th>
</tr>
</thead>
</table>

CO-CURRICULAR FUNDS

<table>
<thead>
<tr>
<th>Current Balance</th>
<th>Estimate Cost</th>
<th>New Balance</th>
</tr>
</thead>
</table>

□ Approved □ Disapproved

Building Principal Date If applicable, the appropriate Director Date

(OVER ————->)
* For any overnight travel, a complete trip itinerary must be attached.

Application Date ____________________ Approved by __________________________________________

Building Principal

Approval Date ______________________

Director

Approval Date ______________________

Assistant Superintendent for Instruction

Approval Date ______________________

Superintendent

Special Note: All trip advisors, chaperones and sponsors should be thoroughly familiar with the Administrative Guidelines and Procedures of Board Policy 4531 - Field Trips, Student Code of Conduct, Visitor Code of Conduct, and Staff Code of Conduct. Copies of these Guidelines may be obtained, upon request, from the building principal.
NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
STUDENT RULES AND RESPONSIBILITIES
FOR FIELD TRIPS
(FORM F)

To be Completed by Student and Parent.

Rules:

1. Every student agrees to comply with the rules, regulations and any request of any chaperone.

2. Every student going on field trip agrees to a search of any and all personal effects by a same-gender North Syracuse Central School District employee at any time.

3. No one will purchase, consume or possess any alcoholic beverages or other controlled substances at any time during the trip.

4. If overnight, all students will be in their assigned rooms at a time set by the activity advisor chaperones.

5. If overnight, there will be bed checks each night, both announced and unannounced.

6. If overnight, should there be any damage to any room, those students assigned to that room will be financially liable.

7. The Board Policy 5311.1 Student Code of Conduct applies on all field trips (24 hours a day).

8. All rules of Public Safety Law apply.

Student’s exclusion will occur if:

1. Student is deemed a safety or security risk
2. Student fails to return a signed permission slip prior to the field trip and/or
3. Other disciplinary action warrants exclusion.

Disciplinary Action:

Any student or group of students found consuming, or in possession of any alcoholic beverage, illegal drugs or unauthorized controlled substance, will be sent home as soon as transportation can be arranged and the parent(s)/guardian(s) notified. The cost of this transportation will be paid by the student and/or parent or guardian upon presentation of the receipt for such transportation.

Consequences for student discipline will fit the situation and be handled by the administration upon return.

I understand the above rules and responsibilities.

__________________________________________________ _____________________________
Student Signature       Date

__________________________________________________ _____________________________
Parent Signature       Date
To be Completed by Chaperone.

Guidelines:

1. Appropriate North Syracuse Central School District Field Trip Forms must be completed by the teacher(s) requesting the trip.

2. Chaperones must dress appropriately in a professional manner.

3. Chaperones will exercise reasonable care to keep students in controllable groups and situations.

4. Chaperones will enforce the Board of Education Policies (5311.1 and Staff Code of Conduct, and Visitor Code of Conduct 1240.1) of the North Syracuse Central School District while on the field trip.

5. Consumption or possession of alcoholic beverages or any other controlled substances by a chaperone is prohibited.

6. Chaperones will attend all activities which students are expected to attend.

7. Medical release forms must be with a designated chaperone at all time.

8. Chaperones are on “duty” 24-hours a day on overnight trips.

I have read the above and agree to chaperone this field trip.

___________________________________________  _______________________
Signature of teacher/chaperone     Date
Authorization for Medications for Overnight Field Trip (for Grades 7-12)

If your child will be requiring medications during the course of this field trip, you will need to obtain physician orders and provide the medications. Students that have an order to “self-carry and self-administer” may take nonprescription and prescription medications in the original pharmacy bottle. All students must have written permission from their physician in their possession with the medication being carried. Please complete the following form and return it to the school Health Office. Previously submitted self-carry physician orders for emergency (inhalers, epi-pens, diabetic medication) for this school year will be honored. Please indicate the appropriate field below if an authorization is already on file in the health office.

________________________________________________________________________________________

PHYSICIAN’S REQUEST

Date: __________________________

Student’s Name: ________________________________

Medication(s): ____________________________________________

Dosage(s): _____________________________________________

To Be Given From: __________ To: _________________________

This student has been determined to be self-directed and may carry and self-medicate.

Physician’s Signature ____________________ Date _________

________________________________________________________________________________________

PARENT’S REQUEST

My child has my permission to carry and administer their own medication on the field trip. My child is self-directed and has been taught to safely give this medication to themselves as prescribed. In the event of an emergency, I can be reached at the following telephone number _________________.

Parent/Guardian Signature ______________________________ Date ________________

An authorization is already on file in the health office for the school year. My child will self-carry the following medications:

________________________________________________________________________________________
Authorization for Medications for Overnight Field Trip (Grades Pre-K – 6)

If your child will be requiring medications during the course of this field trip, you will need to obtain physician orders and provide the medications. **An authorization from a physician must be provided along with the medication in the original container.** Medication must be dropped off to the chaperone before leaving for the trip. All medications and pain relievers must be in their original containers, in a Ziploc bag, labeled with students’ full name. The directions for administration must also accompany all medications. Please only submit the amount of medication needed for the trip. All students must have written permission from their physician in their possession with the medication being carried. Please complete the following form and return it to the school Health Office. Previously submitted physician orders for this school year will be honored. Please indicate the appropriate field below if an authorization is already on file in the health office.

**PHYSICIAN’S REQUEST**

Date: ________________________

Student’s Name: ____________________________

Medication(s): ____________________________

Dosage(s): ____________________________

To Be Given From: __________ To: ________________

Physician’s Signature ____________________________ Date __________

**PARENT’S REQUEST**

My child’s chaperone has my permission to carry and store medication on the field trip. My child is instructed to see chaperone for medication and has been taught to take this medication themselves as prescribed. In the event of an emergency, I can be reached at the following telephone number ________________.

Parent/Guardian Signature ____________________________ Date ________________

An authorization is already on file in the health office for the school year. My child will take the following medications:

________________________________________

________________________________________
PHILOSOPHY

The Board of Education values civility, respect for the individual and the privacy of students, visitors and staff. These values include safeguarding against inappropriate invasions of personal privacy rights. In addition to the privacy protections provided by applicable laws and regulations, other policies of the Board of Education, and reasonable regulations promulgated by building and District administrators, the following policy shall apply to photographs, video recordings and audio recordings on District premises.

POLICY

Except as specifically set forth in this policy, no person present on District premises shall make, publish or distribute any photograph, video recording, or audio recording (collectively, “Recordings”) capturing the image or voice of any other person on District premises (a “Recording Subject”) without the express prior permission of the Recording Subject. Violations of this policy shall be subject to the following potential consequences:

A. In the case of violations by staff, disciplinary action as permitted by law and subject to the terms of any applicable collective bargaining agreement;

B. In the case of violations by students, (i) confiscation of recording equipment until any unauthorized Recording has been erased, and (ii) disciplinary action pursuant to the District’s Code of Conduct;

C. In the case of visitors, ejection from District premises and other appropriate action.

EXCEPTIONS

The following Recordings may be made without the prior consent of a Recording Subject, subject to any further privacy protections provided by applicable laws and regulations, and provided, further, that no otherwise-permitted Recording shall be distributed or disseminated for the purpose of annoying, intimidating or harassing any Recording Subject:

A. Recordings made by or on behalf of the District for inclusion in District publications and newsletters, or for dissemination to the news media for the purpose of publicizing District programs or events.

B. Recordings made by representatives of news media, parents, and other persons lawfully on District premises to attend District events open to the public, including dramatic productions, athletic events, meetings of the Board of Education and other meetings open to the public on District premises; provided, however, that Recordings may be limited in the case of performances of copyrighted material.
C. Recordings made in connection with certification and other credentialing processes applicable to teachers and teaching assistants.

D. Recordings made with the prior approval of the Superintendent of Schools for the purpose of assessing or improving the quality of instruction.

E. Recordings made by faculty members for educational purposes, or for dissemination only in the faculty member’s classroom or school.

F. Recordings made for use in connection with class photographs, student publications and yearbooks.

G. Recordings (audio) made by a parent/guardian of their child’s Committee on Special Education proceedings.

H. Recordings made and maintained by the District for security purposes.

I. Recordings of interior or exterior scenes where the presence of Recording Subjects who have not given consent is merely part of an incidental background.

J. Such other Recordings as are approved in advance by the Superintendent of Schools.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

None.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools shall be responsible for administration of this policy.

VI. REPORTS

None.

VII. REVIEW

This policy is to be reviewed every three years or as the Board of Education may deem necessary.

VIII. LEGAL REFERENCES

N.Y. Education Law §§1709(2) & (33); 2801
Appeal of Keller, 32 Ed Dept. Rep 47 (1992)
N.Y. Arts & Cultural Affairs Law §61.09
N.Y. Public Officers Law §103(d)
IX. SIGNATURE BLOCK

Reviewed and Approved by Board Policy Committee ______________________________  ______________

Chairperson  Date

Reviewed and Adopted by Board of Education ______________________________  ______________

President  Date

Received for Implementation ______________________________  ______________

Superintendent  Date
NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Sexual and Other Forms of Prohibited Discrimination and Harassment (Student)

POLICY: 5010.2 EFFECTIVE DATE: 5/21/2018
DATE OF ORIGINAL POLICY: 6/21/99 DATE OF NEXT REVIEW: 5/2021
REPLACES POLICY NO.: 9010.2/5010.2 DATED: 5/21/2018

I. PHILOSOPHY

The North Syracuse Central School District Board of Education is committed to a school environment which is free of discrimination and harassment based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, disability, and any other characteristic protected by law. Further, the Board endeavors to increase the awareness of its students and employees to the nature of prohibited discrimination and harassment and to maintain a high-quality educational environment that promotes respect, dignity, and equality. To that end, discrimination or harassment based on any one of the characteristics set forth above (i.e., race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, sexual orientation, and/or disability, and any other characteristic protected by law) will not be tolerated and offenders will be subject to disciplinary action.

II. POLICY

It is the policy of the North Syracuse Central School District that all students be free from prohibited discrimination, including harassment and sexual violence, on school grounds, on school buses, in the classroom, at co-curricular and extra-curricular activities, and at all school-sponsored activities and programs. Furthermore, through the enactment of this policy a grievance procedure exists to deal with any allegations of prohibited discrimination or harassment.

III. EXCEPTIONS TO THE POLICY

None

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

A. DEFINITION

For the purpose of this policy, the term “discrimination” means a decision or action which negatively impacts a student and which is based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability, or any other characteristic protected by law.

For the purpose of this policy, the term “harassment” means unwelcome, offensive, abusive or humiliating behavior which is based on a person’s actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, disability, or any other characteristic protected by law. Harassing behavior may take many forms, including but not limited to, verbal, written, visual, physical, or any other form of communication or conduct.
Sexual harassment merits more precise definition. Sexual harassment means unwelcome conduct of a sexual nature, which can include sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made explicitly or implicitly a term or condition of a student's education;

2. submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student; or

3. such conduct has the purpose or effect of substantially or unreasonably interfering with a student's education or has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

This policy prohibits sexual harassment, including sexual assault and other forms of sexual violence, against any District students, whether conducted by employees, volunteers, other individuals doing business with the District or participating in District activities (e.g., vendors, visitors, etc.), or other students. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual violence includes, but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion.

This policy prohibits conduct which would violate equal education opportunity laws. However, the District reserves the right to respond to and discipline behavior which the District deems unacceptable, detrimental, or otherwise inappropriate, even if the conduct is not sufficiently severe or pervasive to violate the law.

B. REPORTING AND FILING OF A COMPLAINT

Anyone who believes she/he has been or is being harassed or discriminated against in any manner in violation of this policy should promptly report the incident. The procedures for students to report discrimination or harassment are attached to this policy and are published and distributed annually to students. To the extent that any discriminatory or harassing conduct which is reported to the District occurs on school grounds and constitutes child sexual abuse, child abuse in an educational setting, or some other crime, it will be reported to local law enforcement agencies in accordance with the law and other District policies.

C. INVESTIGATION AND DISPOSITION

Allegations of prohibited discrimination or harassment will be investigated thoroughly and in a timely manner. If a student reporting harassment indicates that he/she feels unsafe at school due to the nature of the complaint, the District will determine whether interim measures and/or accommodations are needed pending the completion of the investigation. Confidentiality will be maintained to the extent practical and appropriate under the circumstances. The results of the investigation will determine the response to each allegation. Acts of discrimination or harassment will be met with appropriate remedial action.
D. RETALIATION PROHIBITED

Retaliation against any person making a good faith allegation of discrimination or harassment or any person who testifies, assists or participates in good faith in an investigation, proceeding or hearing relating to a complaint under this policy is forbidden. The District shall be responsible for disseminating the above information.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools shall have overall authority to enforce this policy.

VI. REVIEW

This policy is to be reviewed every three years, or as the Board may deem necessary.

VII. LEGAL REFERENCES

Americans with Disabilities Act of 1990
Rehabilitation Act of 1973
Title IX of the Education Amendments of 1972
New York Executive Law (Human Rights Law)
Dignity for All Students Act

VII. SIGNATURE BLOCK

Reviewed and Approved by Board Policy Committee
__________________________________________  _________________
Chairperson  Date

Reviewed and Adopted by Board of Education
__________________________________________  _________________
President  Date

Received for Implementation
__________________________________________  _________________
Superintendent  Date
Discrimination/Harassment Regulations - Students

The North Syracuse Central School District is committed to maintaining an educational environment free from discrimination or harassment of students based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability or any other characteristic protected by law. This prohibition applies to the behavior of school employees, other students and non-district individuals interacting with students for school-related reasons. Discrimination or harassment based on any of the characteristics listed above is prohibited, and a person who believes he or she has been subject to such harassment is encouraged to use the procedures set forth below.

Definitions:

“Discrimination” means a decision or action which negatively impacts a student and which is based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability, or any other characteristic protected by law. Examples of discrimination may include, but are not limited to, the following:

- a teacher giving a student a lower grade than he deserves because of the student’s ethnicity;
- a coach not selecting a student for an extra-curricular activity because of the student’s sexual orientation; or
- a building principal unfairly disciplining a student because of the student’s race or color.

“Harassment” means unwelcome, offensive, abusive or humiliating behavior which is severe or pervasive and which is based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability, or any other characteristic protected by law. Examples of non-sexual harassment may include, but are not limited to, the following

- a student or a group of students who tease or play practical jokes on another student because the student is of a different race, religion, or ethnic background or because the student has a disability;
- a student or a group of students who push, shove or physically threaten or intimidate another student because of the student’s race, religion, ethnicity, or disability;
- a teacher referring to a student by a hurtful or embarrassing nickname which is based on the student’s racial, ethnic or religious family heritage; or
- a student who is mimicked or mocked for speaking, dressing or moving differently because of his/her national origin, religious practice, or disability.
“Sexual harassment” is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

(i) submission to such conduct is made explicitly or implicitly a term or condition of a student's education;

(ii) submission to or rejection of such conduct by a student is used as the basis for education decisions affecting that student; or

(ii) such conduct has the purpose or effect of substantially or unreasonably interfering with a student's ability to participate in or benefit from an education program or has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

This policy prohibits sexual harassment, including sexual assault and other forms of sexual violence, against any District students, whether conducted by employees, volunteers, non-employees or other students. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to their age, physical or mental state or where they may be unable to understand what is happening for any reason, including due to alcohol or drugs. Sexual violence includes, but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion. Sexual or romantic relationships and/or sexual activity between District employees and students (regardless of the age of the student) are absolutely prohibited.

The District encourages victims of sexual harassment or violence to come forward. The District’s primary concern in such instances is with student safety. Therefore, the District will consider any other rule or policy infractions (such as the underage use of alcohol) separately from the sexual harassment/violence allegation and may choose not to hold students who report acts of sexual harassment/violence responsible for those other acts of misconduct.

Sexual harassment is not always easily recognized and may include, but is not limited to, the following:

- a student subjected to unwelcome touching, assault, uninvited pressures for sexual activity, leering, cornering or blocking the student's movement due to gender, pulling at clothes, or any other behavior that is designed to intimidate because of gender;
- a student who is exposed at school to pornographic graffiti, gestures, jokes, comments, or pictures;
- a student who is subjected to humiliating sexual remarks while participating on a team;
- a teacher conditioning a student's grade upon submission to sexual conduct;
- a student who is raped, sexually assaulted, or subjected to acts of nonconsensual sexual contact; or
- a student who is subjected to sexually suggestive messages via electronic means (e.g., “sexting”)
- a student being subjected to unwelcome and offensive name calling and/or profanity that is sexually suggestive, sexually degrading, or that is intended to mock a student based on sexual stereotypes or one’s sexual orientation or gender identity.
Whether conduct constitutes discrimination or harassment depends on all the facts and circumstances, including the frequency and duration of the conduct, the degree to which the conduct affected a student’s educational experience, the context in which it occurred, and the age of the parties involved. The District will consider the effects of off-campus harassment when evaluating whether a student is being subjected to a hostile educational environment. The goal of the District’s investigation into reports or complaints is to understand the relevant facts according to each involved person and witness and then to determine whether the conduct violates this or another of the District’s policies.

Reporting Procedures:

Any student who believes he or she has been subjected to prohibited discrimination or harassment shall promptly report the incident to the Title IX Compliance Officer (which is the District’s Assistant Superintendent for Human Resources) or the building principal, or if the building principal is the alleged harasser, to the school nurse. The building principal or school nurse shall report the allegation to the District’s Title IX Compliance Officer and Superintendent, unless the Title IX Compliance Officer is the alleged harasser, in which case the allegation shall be reported only to the Superintendent. If the Superintendent is the alleged harasser, the Title IX Compliance Officer shall inform the Board President who shall apprise the Board of Education. The District’s Title IX Compliance Officer is:

Mr. Jason Nephew  
Assistant Superintendent for Human Resources  
(315) 218-2149  
JNephew@nscsd.org

In addition, any of the District’s “responsible employees” who believe they have witnessed or become aware of discrimination or harassment (including, but not limited to, acts of sexual violence) against a student of the District must promptly report this information to the District’s Title IX Compliance Officer or the appropriate building principal. “Responsible employees” are those District employees who have an obligation to report harassment or other misconduct to the Title IX Coordinator, and also any person a student could reasonably believe has this reporting obligation or the authority to take action to redress the harassment. All District employees who hold certifications or licenses issued by the New York State Education Department are responsible employees for purposes of this policy, except to the limited extent that an employee (such as social workers, physicians, or school psychologists who are licensed separately from their school certification) may hold a professional license explicitly requiring confidentiality. When licensed professionals are required under the law to maintain confidentiality, they should encourage students and parents to file a report with the Title IX Compliance Officer or allow the licensed professional to do so, so that the District can respond to the allegations and take any appropriate steps to ensure a safe educational environment for all students.

It may occur that a reported incident does not violate this particular policy but nevertheless may violate a different policy, such as the Student Code of Conduct or Bullying/Cyberbullying. Similarly, certain behaviors which violate this policy may also violate other District policies in addition to violating this policy. A student need not make complaints pursuant to all of these policies in order to have inappropriate behavior investigated and, if appropriate, addressed. In the event a report made under this policy is more appropriately handled pursuant to a different District policy, the District will so inform the
Policy 5010.2

student and his/her parents, and will redirect the matter to the more appropriate procedure or personnel. This policy is not intended to limit the right of any person to seek assistance from or file a complaint with law enforcement authorities if it is believed that a crime has been committed. The District and all applicable District employees will comply with state and local laws and District policies regarding mandatory reporting obligations in cases of sexual misconduct or abuse.

Investigation:

Upon receipt of a complaint from a student, parent or district employee, or upon receiving notice by some other means that prohibited discrimination or harassment of a student may have occurred or may be occurring, a prompt, thorough and impartial investigation shall be overseen by the Compliance Officer or Superintendent. To assist with the investigation, the complainant will be asked to fill out a complaint form (attached as Exhibit A). The complainant and respondent will be provided with an equal opportunity to present relevant information to the District during the investigation. The District’s investigation will, in most cases, include interviews with relevant witnesses. As soon as possible, but not later than ten school days following receipt of the complaint, the Compliance Officer or Superintendent will inform the complainant of the status of the investigation, including a time frame for completion of the process. All information or complaints shall be investigated in a manner which preserves confidentiality to the maximum practical extent, recognizing that the thoroughness of the investigation is not to be compromised. The District will implement appropriate interim measures and/or accommodations (which may include, but are not limited to, counseling, academic support, directives that the complainant and respondent not have contact with one another, providing an escort to and from classes, and/or adjustments to one’s class schedule) to ensure that both the person making the complaint and the accused feel safe pending the completion of the investigation.

The District recognizes that students reporting sexual harassment or sexual violence may be particularly sensitive to the confidentiality of the matter. The District will endeavor to comply with a complainant’s wishes of confidentiality, but, in some cases, this may not be possible. A request for confidentiality will be balanced with the District’s legal obligation to provide due process to the accused and to take necessary action to provide a safe learning environment for all of its students that is free from sexual harassment. The District employee responsible for investigating the sexual harassment complaint will discuss confidentiality with the complainant and/or complainant’s parents. In evaluating requests for confidentiality the District will consider a range of factors, including: the severity and impact of the sexual harassment, the respective ages of the students involved, whether there have been other sexual violence or harassment complaints about the alleged harasser, whether the alleged harasser threatened further sexual violence or other violence against the victim or other students. If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint of sexual harassment or sexual violence is made, the District will inform the complainant that the request may limit the District’s ability to respond to his/her complaint; that District policy and applicable law prohibit retaliation against complainants and witnesses; and that the District will take strong responsive action if retaliation occurs. If the student still requests confidentiality, the District will take steps to investigate and respond to the complaint consistent with and while honoring the request as long as doing so does not preclude the District from effectively preventing the harassment of other students.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes discrimination or harassment, the District shall use a preponderance of the evidence standard – i.e.,
whether it is more likely than not that a fact is true and/or that a violation of this policy occurred. In making that determination, the District may consider factors such as:

- the degree to which the conduct affected the ability of the student to participate in or benefit from his/her education or altered the conditions of the student’s learning environment;
- the nature, frequency and duration of the conduct;
- the identity of and relationship between the alleged harasser and the subject of the harassment (e.g. whether the harassment was alleged to have been conducted by a teacher, coach, visitor or another student);
- the number of individuals involved;
- the age and gender of the alleged harasser and the subject of the harassment; and
- the context in which the alleged conduct occurred.

No later than 60 days following receipt of the complaint, the complainant and respondent shall be notified, in writing, of the outcome of the investigation and action taken, to the extent consistent with FERPA. That time frame may, however, be reasonably adjusted depending on the complexity of the investigation, the parties involved, the pendency of any concurrent criminal investigation, and the time of the school year. If additional time is needed to complete the investigation, the Compliance Officer or Superintendent will notify the parties.

Disposition:

The District will make an effort to ensure that no future acts of discrimination or harassment occur and that the parties and those who participated in the investigation process do not experience any retaliation.

If the investigation reveals that prohibited discrimination or harassment has occurred, appropriate sanctions will be imposed as follows:

4. If the complaint involves conduct by a student, discipline in accordance with policy 5311.1 (Student Conduct and Discipline Policy) will be administered and can include the full range of sanctions all the way up to a temporary or permanent suspension from school.

2. If the complaint involves conduct by a non-tenured employee or civil service employee not entitled to privileges afforded by Civil Service Law Section 75, the complaint shall be presented to the Superintendent for action as he/she deems appropriate in accordance with any applicable negotiated agreement.

3. If the complaint involves conduct by a tenured employee or civil service employee who is entitled to Civil Service Section 75 privileges, the complaint shall be presented to the Superintendent for possible action pursuant to Education Law 3020-a or Civil Service Law Section 75.

4. If the complaint involves conduct of a non-district individual, appropriate action shall be taken up to and including barring the individual from entering school district property.

To the extent the District determines prohibited discrimination or harassment occurred and that the complainant has suffered a detriment as a result, the District will determine the extent to which
appropriate remedial action may be necessary or appropriate (e.g., provision of counseling services, opportunity to make up missed course work, etc.).

**Retaliation:**

Retaliation for good faith reports of prohibited discrimination or harassment, or against any person who testifies, assists, or participates in good faith in an investigation, proceeding, or hearing relating to a discrimination or harassment complaint, is strictly prohibited and any such retaliation shall constitute separate grounds for disciplinary action.

**Appeal:**

Any party who is not satisfied with the outcome of the investigation and/or imposed sanctions may appeal to the Board of Education. The appeal must be made within 30 days and shall include a copy or description of the original complaint, all relevant reports, the specific action being appealed, and an explanation of the grounds for appeal. An appeal form is attached as Exhibit B.

**Questions:**

Any questions about Title IX, other state/federal laws implicated under this policy or about the specifics of this policy may be directed to the Title IX Compliance Officer, who can be reached at the office and contact information listed above. Questions may also be directed to the United States Department of Education’s Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500; 646-428-3800; or via email at OCR.NewYork@ed.gov.
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<tbody>
<tr>
<td>1.</td>
<td>Student Name and Grade ________________________________________________________________</td>
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<td>2.</td>
<td>Date of complaint ________________________________________________________</td>
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<td>3.</td>
<td>Name of person(s) complained about __________________________________________________</td>
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<td>4.</td>
<td>Date and place of incident ____________________________________________________________________</td>
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<td>5.</td>
<td>Description of misconduct ____________________________________________________________</td>
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<td>6.</td>
<td>Name of witnesses (if any) __________________________________________________________________</td>
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<td>7.</td>
<td>Has the incident been reported before? ___________________________________________</td>
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<td>8.</td>
<td>If yes, when? To whom? ________________________________________________________________</td>
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<td>9.</td>
<td>What was the resolution? __________________________________________________________________</td>
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*If additional pages are necessary, please attach.
EXHIBIT B

COMPLAINT APPEAL FORM*

1. Student Name and Grade ______________________________________________________

2. Date of appeal _____________________

3. Date of original complaint _____________________

4. Have there been any prior appeals? ______________

5. If yes, when? To whom? _________________________________________________

6. Description of decision being appealed ______________________________________

______________________________________________________________________

7. Why is the decision being appealed? ______________________________________

______________________________________________________________________

*If additional pages are necessary, please attach.
I. PHILOSOPHY

School nurses, principals, and other school personnel are frequently asked to dispense medications to students. Compliance with such requests must follow statutory regulations, as outlined in the Nurse Practice Act, provisions of State Education Law, and the SED Guidelines for Administration of Medications in Schools, April 2002.

The North Syracuse Central School District recognizes that under certain circumstances it may be necessary for a student to receive medication during school hours. The school nurse (RN) may cooperate with the parents to provide such services, only in conjunction with a medical regimen prescribed by a licensed health care provider. The administration of medication in some circumstances may be considered a program adjustment to meet the health needs of the student. Such students, having either chronic or temporary medical impairments, will be able to maintain the continuity of their educational program with this type of modification.

II. POLICY

It is the policy of the North Syracuse Central School District to ensure the health and safety of any student receiving medication administered during the school day by either the Registered Nurse (RN) or Licensed Practical Nurse (LPN), under the direction of the school nurse. Cooperative communication is encouraged between parents, the school nurse and the family licensed health care provider in addressing the student's medication needs.

The RN/LPN, in conjunction with a medical regimen prescribed by a licensed health care provider, will administer medication including prescription and over-the-counter medications only when the following circumstances have been satisfied:

1. A written request from the parent/guardian to administer the medication, as specified by the licensed health care provider, has been submitted.
2. A written licensed health care provider’s statement has been submitted, indicating the name of the prescribed medication, the dosage, the frequency or administration, and the duration.
3. The medication in its original container has been delivered by a parent, guardian or adult designee, to the school nurse. Prescription medication must have a pharmacy label and over-the-counter medication must be in the original packaging. Medication containers should be labeled with the student’s first and last name.
4. All medication is secured within the locked storage area of the Health Office.
5. Student’s identification has been verified prior to administration of medication.

EMERGENCY INDIVIDUAL HEALTHCARE PLANS will be written and in place for any student requiring potentially life-saving intervention such as epinephrine or glucagon. The RN, parent and student (if age appropriate) will participate in creating and monitoring this plan. It will be maintained by the school nurse and renewed at least annually.
III. EXCEPTIONS TO POLICY

There are times when it will be appropriate and prudent for students who are self-directed to carry and administer their own medication (Form A must be completed by the student’s physician and parent/legal guardian and returned to the Health Office). Whenever possible, medication needed during school hours should be kept in the Health Office. When arrangements need to be made for students to carry medicine for field trips, before/after school activities, or during school, the RN MUST be the one who determines if all criteria are met for this to occur. The School Administrator must notify the nurse early in the process of scheduling off campus events.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The responsibility for developing and revising the administrative guidelines and procedures for this policy shall reside with the Superintendent of Schools and/or his/her designee.

V. DELEGATION OF AUTHORITY

The Superintendent or his/her designee has the responsibility for enforcing this policy by communicating it to all relevant personnel, and by providing necessary instructions and guidelines to the appropriate administrators.

VI. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel.

VII. EXPIRATION

This policy is to be reviewed triennially, or as recommended by the Director of Athletics and Co-Curricular.

VIII. LEGAL REFERENCES

- Education Law, Section 811
- Commissioner's Regulations, Section 179
- Commissioner's Regulations, Section 137
- Public Health Law, Section 3395
- Penal Law, Section 220.45
- Nurse Practice Act
- Education Law, Section 6900
- Education Law, Section 6902(1)
- SED Guidelines for Administration of Medications in Schools, April 2002

IX. SIGNATURE BLOCK

Reviewed and Approved by Board Policy Committee ___________________________ Chairperson ________ Date

Reviewed and Approved by Board of Education ___________________________ President ________ Date

Received for Implementation ___________________________ Superintendent ________ Date
Guidelines:

1. Medications and supplies will be safely stored in a locked cabinet. Access is limited to the nursing staff (RN/LPN). Keys to these supplies will be kept secure as deemed appropriate by the school staff. No medications should be kept in the Health Office during summer months, unless required for summer school students.

2. Controlled substances will be counted in the presence of the adult who delivers them. This will be recorded on the medication sheet by the RN/LPN.

Procedures:

1. The RN will create a medication sheet for each medication to be administered (example attached) when a medication is received by an adult, properly labeled and with written health care provider and parent permission (as per the policy).

2. Medication sheets will be kept in a labeled notebook, daily medications divided into time slots and PRN medications filed alphabetically behind the daily medications.

3. Prior to administration, the RN/LPN will follow standard protocol to insure the right student gets the right medication in the right dose, at the right time by the right route. Whenever possible, attach a current photograph of the student to the medication sheet to further protect against error.

4. After the medications are administered, the RN/LPN will indicate the date and time on the electronic health record and electronically sign as administering the dose. The student visit should also be recorded and counted.

5. If the student is absent, indicate that on the electronic health record.

6. If the student refuses the medication or if the dose is missed because the student did not report and could not be located, indicate that on the electronic health record and call the parent. If the parent cannot be reached, notify the prescribing health care provider.

7. Completed medication, whether discontinued, expired or full dose received should be so noted on the electronic health record. Summarize information on the cumulative health record.

8. Medication remaining in the Health Office at the close of the school year should be picked up by the parent/guardian. If it is not, it should be discarded as its security cannot be guaranteed when school is out of session. Parents need to be made aware of this procedure by the RN in advance. Controlled substances will be destroyed with a witness. Syringes, needles and other medical sharps will be disposed of in approved containers and turned over to M&O staff for removal.

9. In the event of a medication error, contact the student’s parent and student’s health care provider. Provide any first aid or emergency care required. Then contact the Director of Athletics and Co-curricular Programs.

10. If a student has medication for a potential MEDICAL EMERGENCY (i.e., epi-pen, antihistamine), the RN needs to create an emergency care plan with the student and/or parent and share it with all appropriate staff. The parent should be encouraged to complete a Transportation Department Student Biographical Data Form that will be used to alert bus drivers to the medical condition and the Allergy Action and emergency plan (Allergy Action Plan is attached.)

11. The RN will be responsible to share information regarding student medication with school staff on a need-to-know basis, and in conjunction with the parent’s wishes. (FERPA legislation guides these activities).

12. The self-directed student is entitled to be taught to safely give medication to themselves. This is particularly important for emergency drugs, but can be extended to include other medications such as eye drops, inhalers, ointments and oral preparations. As time and circumstance permit, the RN will provide and document this teaching.
13. During field trips, before/after school activities, and even during the school day when the RN believes it to be a safe and necessary plan, only self-directed students who have written permission (Completed Form A) from their parent and health care provider may be allowed to carry and administer their own medication. This plan must be in place in advance of the field trip or activity, and before the medication can be carried. The student will have written permission from the school nurse in their possession with the medication being carried. Without this plan in place, any student carrying medication of any kind is subject to disciplinary action. Permission to carry and self-administer can be withdrawn by school officials at any time if it is deemed unsafe or unnecessary.

14. The Medical Practice Act and the Nurse Practice Act permit a trained, unlicensed staff member to administer epinephrine in an emergency, to an identified patient (known allergen/carry own medication). School nurses and nurse practitioners are permitted to do this training if requested. (June, 2002 EMSCE)
FORM A

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
PROVIDER AND PARENT PERMISSIONS
REQUIRED FOR INDEPENDENT MEDICATION CARRY AND USE

Directions for the Health Care Provider: This form may be used as an addendum to a medication order which does not contain the required diagnosis and attestation for a student to independently carry and use their medication as required by NYS Education Law Article 19 sections 916,916a, 916b. A provider order and parent/guardian permission is needed in order for a student to carry and use medications that require rapid administration to prevent negative health outcomes. These medications should be identified by checking the appropriate boxes below.

Student Name: _________________________________  DOB: ______________
School Year___________________

Health Care Provider Permission for Independent Use and Carry
I attest that this student has demonstrated to me that they can self-administer the medication(s) listed below safely and effectively, and may carry and use this medication (with a delivery device if needed) independently at any school/school sponsored activity with no supervision by school staff. This order applies to the medications checked below:

This student is diagnosed with:
- [ ] Allergy and requires Epinephrine Auto-injector
- [ ] Asthma or respiratory condition and requires Inhaled Respiratory Rescue Medication
- [ ] Diabetes and requires Insulin/Glucagon/Diabetes Supplies.

Physician Signature: ____________________________ __  Date: __________________

Parent/Guardian Permission for Independent Use and Carry
I agree that my child can use their medication effectively and may carry and use this medication independently at any school/school sponsored activity with no supervision by school staff.

Signature: _______________________________  Date: __________________

Please return to School Nurse:

<table>
<thead>
<tr>
<th>School Nurse:</th>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone #:</td>
<td>Fax:</td>
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<tr>
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<td>Email:</td>
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</table>
The New York State Education Law prohibits the dispensing of any medication in schools without a written directive from a physician or dentist and written parent authorization. The school nurse will administer medication only under the following circumstances:

1. A written request from the parent/guardian to administer the medication has been submitted.
2. A written physician/dentist statement has been submitted indicating the name of the medication, the dosage, the frequency and method of administration and the duration.
3. The medication has been delivered directly to the school nurse by the parent/guardian in its original container with the child’s name on it.

If your child needs medication during school hours, please complete the following form and return it to the school health office with the medication. The school must have the authorization on file prior to any medication being administered. A new “authorization” must be completed each year and whenever the physician changes the prescription.

PHYSICIAN’S REQUEST

Student Name _____________________________________________________________________________

Diagnosis _________________________________________________________________________________

Medication ________________________________________________________________________________

To Be Given From __________________________ to ____________________________

Adverse Reactions to the Medication ___________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

_________________________________________ _________________  ________________

Physician’s Signature                   Date                                      Phone

******************************************************************************************

PARENT/GUARDIAN’S REQUEST

I request that the school nurse administer the medication to my child as prescribed above. In the event of any emergency, I may be reached at the following telephone number:___________________________________.

___________________________________ __________________________________ _______________

Parent Signature                                                                        Address                                            Date

** This form may be filled out and faxed to Allen Road Elementary School Health Office at 218-2385. Any questions, you may reach the Health Office at 218-2303.
Allergy Action Plan

Student's Name ___________________________ D.O.B. ___________ Teacher ___________

ALLERGY TO: ________________________________

Asthmatic Yes □ No □ * Higher risk for severe reaction

♦ STEP 1: TREATMENT ♦

Symptoms:

* If a food allergen has been ingested, but no symptoms

* Mouth Itching, tingling, or swelling of lips, tongue, mouth

* Skin Hives, itchy rash, swelling of the face or extremities

* Gut Nausea, abdominal cramps, vomiting, diarrhea

* Throat † Tightening of throat, hoarseness, hacking cough

* Lung † Shortness of breath, repetitive coughing, wheezing

* Heart † Thready pulse, low blood pressure, faining, pale, blueness

* Other † _________________________________

* If reaction is progressing (several of the above areas affected): give

The severity of symptoms can quickly change. † Potentially life-threatening

DOSAGE

Epinephrine Auto Injector (inject intramuscularly) circle one: 0.15mg 0.3mg

(see reverse side for instructions) PERMISSION TO CARRY & SELF ADMINISTER YES: □ NO: □

Antihistamine: Give: ________________________________

Other: Give: ________________________________

Give Checked Medication**:

□ Epinephrine  □ Antihistamine
□ Epinephrine  □ Antihistamine
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□ Epinephrine  □ Antihistamine

**(To be determined by physician authorizing treatment)

IMPORTANT: Asthma inhalers and/or antihistamines cannot be depended on to replace epinephrine in anaphylaxis.

♦ STEP 2: TREATMENT ♦

1. Call 911 (or Rescue Squad): _______________. State that an allergic reaction has been treated, and additional epinephrine may be needed.

2. Dr. ___________________________ Phone Number: _______________ at _______________

3. Parents ___________________________ Phone Number (s) ___________________________

4. Emergency Contacts:

   a. ___________________________ Phone Number (s)
   b. ___________________________

   a. ___________________________
   b. ___________________________

   EVEN IF PARENT/GUARDIAN CANNOT BE REACHED,
   DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY!

Parent/Guardian Signature: ___________________________ Date: ___________________________

Doctor's Signature: ___________________________ Date: ___________________________

(Required) OVER PLEASE ➔ ➔
### NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
### MEDICATION ADMINISTRATION RECORD

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAILY</th>
<th>PRN</th>
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<tbody>
<tr>
<td>NAME</td>
<td>TEACHER</td>
<td>HOMEROOM</td>
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#### ALLERGIES

| Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Sept  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Oct   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Nov   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Dec   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Jan   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Feb   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Mar   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Apr   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| May   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| June  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

#### KEY
- **A** - Absent
- **X** - No School
- **O** - Dose not received

### PHYSICIAN

### PHARMACY

### PRESCRIPTION #

### MEDICATION

### DOSAGE

### TIME

### FREQUENCY

### INDICATIONS

### SPECIAL INSTRUCTIONS

### PARENTAL PERMISSION

Approved for self-carry: yes no __/__/____

### NURSE'S INITIALS

### SIGNATURE
Authorization For Dispensing Medication

The New York State Education Law prohibits the dispensing of medication in schools without a written directive from a physician or dentist, and written parental authorization.

The school nurse will administer medication only under the following circumstances:

1. A written physician/dentist order has been submitted indicating the name of the medication, the dosage, the frequency, the method of administration and duration.
2. The medication has been delivered directly to the school nurse by the parent/guardian in the original container with the child’s name on it.
3. Written authorization from the parent/guardian to administer medication has been submitted.

If your child will need medication during school hours, have a physician/dentist complete the form below and return this form with the medication to the school Health Office. Authorization and medication orders must be complete and on file prior to any medication administration. A new authorization is needed at the start of the new school year and whenever there is a change in the prescription.

Physician Order

Student Name: ___________________________ DOB: ___/___/____ Date: _______________

Diagnosis: ________________________________

Medication: _____________________________ Dosage/Route: ___________________________

Given From: _____________________________ To: _____________________________ Time: _________

Adverse Reactions: ______________________

Physician Authorization: __________________ Phone Number: ________________________

Parent Authorization: _____________________ Phone Number: ________________________

<table>
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<tr>
<th>Medication</th>
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NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Prohibition of Vaping, Electronic Cigarettes, Smoking and Tobacco Use

POLICY: 9530              EFFECTIVE DATE: 3/18/2019

DATE OF ORIGINAL POLICY: 4/16/90              DATE OF NEXT REVIEW: 3/2022

REPLACES POLICY NO.: 9530              DATED: 3/18/2019

I. PHILOSOPHY

The Board of Education acknowledges the health hazards associated with smoking and recognizes its responsibility to provide its staff and students with a smoke-free environment. Therefore, in compliance with the federal Pro-Children Act of 1994, the New York State Clean Indoor Air Act of 1989, as amended, and the Pro-Kids Act of 1994, the Board of Education prohibits smoking and tobacco use, including vaping and the use of electronic cigarettes, at all times in indoor District facilities used to provide educational and library services for children. In addition, the Board of Education prohibits smoking and tobacco use, including vaping and the use of electronic cigarettes, at all times in all other District buildings, structures, and surroundings outdoor grounds, as well as in any District vehicles used to transport children or school personnel.

II. POLICY

In accordance with the Pro-Children Act of 1994, the Clean Indoor Air Act of 1989 as amended, the North Syracuse Board of Education is dedicated to providing its students, visitors and employees a smoke-free environment. This includes protecting non-smokers from involuntary exposure to the tobacco smoke of others in the work environment. The Board of Education prohibits smoking and tobacco use, including vaping and the use of electronic cigarettes, at all times in indoor District facilities owned, or leased, or contracted for and utilized by the District to provide educational and library services for children. Smoking and tobacco use, including vaping and the use of electronic cigarettes, is also prohibited at all times in all other buildings, structures, and surrounding outdoor grounds owned, leased, or contracted for and utilized by the District, as well as in any District vehicles used to transport children or school personnel.

For the purpose of this policy, school grounds are defined as any buildings, structures and the surrounding outdoor areas within the school’s legally defined property boundaries. The prohibition of smoking and tobacco use, including vaping and the use of electronic cigarettes, applies to any person, not just school district employees.

III. EXCEPTIONS TO THE POLICY

There are no exceptions to this policy.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The Superintendent of Schools or his/her designee has responsibility for the development of administrative guidelines and procedures for this policy.

The successful implementation of this policy will depend upon the thoughtful consideration and cooperation of smokers and non-smokers. All employees share the responsibility for adhering to and enforcing this policy. Any conflicts should be brought to the attention of the appropriate supervisory personnel.
V. DELEGATION OF AUTHORITY

The Superintendent or his/her designee has the overall responsibility of enforcing this policy by communicating it to all relevant parties, and by providing the necessary guidelines and instructions to all appropriate administrators.

VI. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel. This policy must be posted in all school buildings as public information.

VII. EXPIRATION

This policy is to be reviewed annually, or as required by court decisions or changes in the applicable statutes or regulations.

VIII. LEGAL REFERENCES

New York State Education Law Article 9.

IX. SIGNATURE BLOCK

Reviewed and Approved by Board Policy Committee ______________________________  ______________

Chairperson Date

Reviewed and Adopted by Board of Education ______________________________  ______________

President Date

Received for Implementation ____________________________  ______________

Superintendent Date
The following steps will be taken to enforce this policy:

1. The policy will be reviewed and revised on an as needed basis to comply with any changes in Federal, State or local laws.

2. “Tobacco Free” signs will be posted at the front entrance of District buildings, indicating that tobacco use is prohibited in school buildings, on school grounds, at events and in District vehicles.

3. The Visitor Code of Conduct, which includes the statement that smoking and tobacco use, including vaping and the use of electronic cigarettes, is prohibited, shall be posted in each District building.

4. Principals, Directors and all individuals in a supervisory role will be designated as responsible agents for informing those individuals who are smoking or using tobacco, including vaping and the use of electronic cigarettes, in prohibited areas that they are in violation of the law. Individuals who witness violations of this policy should be encouraged to report such violations to Principals, Directors, or individuals in a supervisory role.

5. This policy will be included in all employee handbooks and a copy of this policy will be distributed to employees on an annual basis and will be reviewed at the opening staff meeting each school year. A statement regarding the District’s policy on smoking and tobacco use will be included in student handbooks.

6. If the violator of this policy is a student, discipline in accordance with policy 5311.1 (Discipline Policy) will be administered and records will be kept in accordance with student discipline procedures at the building level.

7. If the violator of this policy is an employee, action will be taken in accordance with the applicable negotiated agreement, Civil Service Law Section 75, and Education Law 3020-a; and records will be kept accordingly.

8. If the violator of this policy is a visitor, appropriate action shall be taken in accordance with Policy 1240.1 (Visitor Code of Conduct).