

DEER PARK UFSD
BOARD OF EDUCATION
OPEN MEETING AGENDA
MAY 27, 2025
DEER PARK HIGH SCHOOL
7:00 p.m. *



I. Call to Order

Please note that it is anticipated that the Board will adjourn for an Executive Session at 7:00 p.m., at the conclusion of which, the Board will reconvene in public session at approximately **8:00 p.m. to begin conducting business.*

II. Pledge of Allegiance, Roll Call, Members, Board of Education.

III. **APPROVAL OF MINUTES**

Recommend that the Board of Education make the necessary corrections and move for the approval of the Minutes from the Open Meeting on April 22, 2025, the work session on May 13, 2025 and the Annual District Meeting on May 20, 2025.

IV. **PRESENTATIONS:**

RECOGNITION OF SERVICE

25 YEARS

*Karen Acquilino
Jennifer Arella
DeDe Bertelle
Jason Bond
Lisa Brennan
Rosalie Brody
Drew Cisek
Dea Compitello
Nancy Cordone
Randi Cortina
Danielle Dabrusky
Michelle D'Auria
Barbara Goemans
Melissa Green*

*Marianna Grieco
Stephen Hansen
Kerri Held
Tricia Hurlbert
John King
Wendy Kraus
Eliana Levey
Mary Kay Lynch
Christine MacQuarrie
Karen Mannale
Kathleen Manning
John McCaffrey
Belinda McDermott
Alexandros Mesimeris
Kristen Noblett
Richard Paruolo
Anthony Pirozzi
Denise Scholz
Audrey Schulter
Deborah Sciacca
Peter Shek
Noel Skelton
Anthony Tannacore
Beth Ann Vahle
Laura Weiler
Maria Wingert
Victoria Zanni*

30 YEARS

*Kescha Correa
Josephine DiMaio
Thomas Locascio
Danielle Sheridan
Eileen Tuozzo*

35 YEARS

Mary Reynolds

RECOGNITION OF RETIREMENT & SERVICE AWARDS

25 YEARS

*Dennis McNeil
Tara Wellbrock*

30 YEARS

Theresa Santa Maria

**RECOGNITION OF RETIREMENT
INSTRUCTIONAL**

TEACHERS

*Roseanne Alfieri
Kathryn Attard
Steven Jaklitsch
Donna Josefak
Laurie Osbern
Gregg Romano
Allison Sweeney
Gina Zulkofske*

TEACHING ASSISTANTS

*Eileen LaMotte
Pauline Mauro*

NON-INSTRUCTIONAL

CLERICAL

*Laura Dudley
Carol Ottersen
Debra Rios*

TRANSPORTATION

*Harry Cooper
Carmine DeMaio
Harold Klein
Debra Wares Holland*

CONGRATULATIONS & BEST WISHES TO ALL!



V. **NEW BUSINESS:**

1. **FIRST READING – POLICIES**

Recommend, that the Board of Education approve the following Resolution:

RESOLVED, that the Board of Education approve the first reading of the below policies:

#2245 – Ex Officio Student Member of the Board of Education
#5420 Student Health Services
#5420R - Student Health Services Regulation
#5420.1R - Life-Threatening Allergies and Anaphylaxis Management Regulation
#5420-E.3 - Food Allergy Permission Slip
#5550 – Student Privacy
#5500R – Student Records Regulation

2. **DONATION TO MAY MOORE FROM THE PFC**

Recommend, that the Board of Education approve the following Resolution:

RESOLVED, that the Board of Education accept the following donations to May Moore from the May Moore PFC:

- Book Vending Machine
- Personalized Berber Mat
- Privacy Banner for playground fencing

3. **FUND BALANCE PROJECTION AND TRANSFER TO RESERVES**

Recommend that the Board of Education approve the following Resolution:

RESOLVED, that the Board of Education hereby approves the transfer of excess fund balance from the 2024-2025 fiscal year to the following reserves:
Retirement Contribution, Retirement Contribution Sub Fund (TRS Reserve), Workers Compensation, Unemployment Insurance and Employee Benefit Accrued Liability in an amount not to exceed \$1,500,000 each and a maximum of \$5,000,000 to the ***Capital Reserve***.

4. **2025-2026 PAYROLL CALENDAR**

Recommend, that the Board of Education approve the following Resolution:

RESOLVED, that the Board of Education approve the 2025-2026 Payroll calendar.

5. TAX ANTICIPATION NOTE RESOLUTION OF DEER PARK UNION FREE SCHOOL DISTRICT, NEW YORK, ADOPTED MAY 27, 2025, AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$22,000,000 TAX ANTICIPATION NOTES IN ANTICIPATION OF THE RECEIPT OF TAXES TO BE LEVIED FOR THE FISCAL YEAR ENDING JUNE 30, 2026

RESOLVED BY THE BOARD OF EDUCATION OF DEER PARK UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK, AS FOLLOWS:

Section 1. Tax Anticipation Notes (herein called "Notes") of Deer Park Union Free School District, in the County of Suffolk, New York (herein called "District"), in the principal amount of not to exceed \$22,000,000, and any notes in renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 24.00 and 39.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called "Law").

Section 2. The following additional matters are hereby determined and declared:

- (a) The Notes shall be issued in anticipation of the collection of real estate taxes to be levied for school purposes for the fiscal year commencing July 1, 2025 and ending June 30, 2026, and the proceeds of the Notes shall be used only for the purposes for which said taxes are levied.
- (b) The Notes shall mature within the period of one year from the date of their issuance.
- (c) The Notes are not issued in renewal of other notes.
- (d) The total amount of such taxes remains uncollected at the date of adoption of this resolution.

Section 3. The Notes hereby authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 4. Subject to the provisions of this resolution and the Law, and pursuant to Sections 50.00, 56.00, 60.00 and 61.00 of the Law, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute tax certifications relative thereto, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

Section 5. The Notes shall be executed in the name of the District by the manual signature of the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 6. This resolution shall take effect immediately.

6. MUNICIPAL COOPERATION AGREEMENT

Recommend that the Board of Education approve the following Resolution:

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages, and districts] to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis;

WHEREAS the Deer Park UFSD wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of August 1, 2023;

WHEREAS the Deer Park UFSD wishes to satisfy the safety and liquidity needs of their funds;

Now, therefore, it is hereby resolved as follows: That Renee Pappone, District Treasurer is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Cooperation Agreement Amended and Restated as of August 1, 2023.

7. SEQRA – DW, DPHS and RFMS

Recommend that the Board of Education approve the following Resolution:

WHEREAS, the Board of Education of the DEER PARK UFSD desires to embark upon the following capital improvement projects:

DISTRICT WIDE-

Vinyl asbestos floor tile removal, installation of new vinyl flooring

DEER PARK HIGH SCHOOL

Construction of an outdoor concession stand and bathrooms and replacement of existing water main

ROBERT FROST MIDDLE SCHOOL

Reconstruction of existing outside basketball court

WHEREAS, said capital improvements are subject to classification under the State Environmental Quality Review Act (SEQRA); and

WHEREAS, maintenance or repair involving no substantial changes in an existing structure or facility are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(1)); and

WHEREAS, 6NYCRR§617.5(c)(8); Routine activities of educational institutions, including expansion of existing facilities by less than **10,000** square feet of gross floor area and school closings, but not changes in use related to such closings.

WHEREAS, replacement, rehabilitation or reconstruction of a structure or a facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(2); and

WHEREAS, the SEQRA Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQRA; and

WHEREAS, the Board of Education, as the only involved agency, has examined all information related to the capital improvement projects and has determined that the Project is classified as a Type II Action pursuant to Section 617.5(c)(1) and (2) of the SEQRA Regulations;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

BE IT FURTHER RESOLVED, that the Board of Education, after a review of the proposed action, hereby declares that the Projects are Type II Actions, which requires no further review under SEQR; or

BE IT FURTHER RESOLVED, that the Board of Education hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of the listed project from the New York State Education Department.

VI. APPROVAL OF SCHEDULES

Recommend, that the Board of Education approve the following schedules collectively:

NON-INSTRUCTIONAL

SCHEDULE -- CS --CHANGE OF SALARY/ STATUS (Non-Instructional)

John Adcock

May Moore School

Position: Night Man in Charge

Salary/Step: \$1000/stipend

Effective Date(s): 5/12/2025

Stipend prorated @ \$138.46

Michael Barrette

Robert Frost Middle School

Position: Night Custodian

Salary/Step: \$52,235

Effective Date(s): 5/27/2025

Change from Custodial Aide to Custodian; Salary prorated @ \$5,022.60; night stipend removed

Robert Hendrix

May Moore School
Position: Custodian (Split)
Salary/Step: \$71,041.55 Col. F Step 23
Effective Date(s): 5/12/2025
Change from night custodian to day; Salary prorated @ \$9,836.52

Andrew MacLeod

Deer Park High School
Position: Senior Lifeguard
Salary/Step: \$17.66/hr
Effective Date(s): 4/28/2025
promoted from Lifeguard to Sr. Lifeguard

Tatsiana Padkasik

John F Kennedy Intermediate School
Position: 6 hr. Non-Instructional Aide
Salary/Step: No Change
Effective Date(s): 5/27/2025
Change from a 3 hr Aide to 6 hr

Imo Webb

Deer Park High School
Position: Night Custodian
Salary/Step: \$52,235
Effective Date(s): 5/27/2025
Change from Custodial Aide to Custodian; Salary prorated @ \$5,022.60; night stipend removed

SCHEDULE -- NN --APPOINTMENTS (Non-Instructional)

Jaris Canales Caballero

Transportation
Position: Bus Driver
Salary/Step: \$29.52/hr
Effective Date(s): 4/28/2025

Kristin Fandetta

Memorial
Position: Duplicating Machine Operator I
Salary/Step: \$44,735.69
Effective Date(s): 5/1/2025
Salary prorated @ \$7,398.59

Lindsay Geilman

John F Kennedy Intermediate School
Position: Office Assistant
Salary/Step: \$44,735.69
Effective Date(s): 5/22/2025
Salary prorated @ \$4,989.75

Jeanette Gingras

John F Kennedy Intermediate School
Position: 3 hr. Non-Instructional Aide
Salary/Step: \$20.02/hr
Effective Date(s): 5/7/2025

Matthew Homenick

May Moore School
Position: Custodial Aide (Night)
Salary/Step: \$44,735.69
Effective Date(s): 5/27/2025
Salary prorated @ \$4,301.51 plus night stipend prorated @ \$62.50 = \$4364.01

Bridgette Krauss

Robert Frost Middle School
Position: Office Assistant
Salary/Step: \$45,209.89
Effective Date(s): 7/21/2025
Salary prorated @ \$42,949.40

Andrew MacLeod

Deer Park High School
Position: Recreation Specialist
Salary/Step: \$17.84/hr
Effective Date(s): 4/28/2025

Rachel McCabe

John F Kennedy Intermediate School
Position: 3 hr Non-Instructional Aide
Salary/Step: \$20.02/hr
Effective Date(s): 5/27/2025

Heather Neary

Memorial
Position: Part-Time Duplicating Machine Operator
Salary/Step: \$29.28/hr
Effective Date(s): 5/5/2025

Michael O'Keefe

John F Kennedy Intermediate School
Position: 3 hr. Non-Instructional Aide
Salary/Step: \$20.02/hr
Effective Date(s): 5/12/2025

Ermelinda Perdomo-Maldonado

John F Kennedy Intermediate School
Position: 3-hour Non-Instructional Cafeteria Aide
Salary/Step: \$20.02/hr
Effective Date(s): 4/28/2025

Daniel Pierre
Transportation
Position: Transportation Aide
Salary/Step: \$20.02/hr
Effective Date(s): 5/16/2025

Victoria Pulciani
John F Kennedy Intermediate School
Position: 3 hr Non-Instructional Aide
Salary/Step: \$20.02/hr
Effective Date(s): 5/27/2025

Odane Purcell
Transportation
Position: School Bus Driver
Salary/Step: \$29.52/hr
Effective Date(s): 5/21/2025

Sean Rogers
Deer Park High School
Position: Custodial Aide, Split -RFMS & DPHS
Salary/Step: \$44,735.69 Step 1
Effective Date(s): 4/28/2025
prorate \$7914.78 - .5 RFMS \$3957.39 A1620.160.08 and .5 DPHS \$3957.39
A1620.160.01

Tina Speller-Duncan
Transportation
Position: Bus Driver
Salary/Step: \$29.52/hr
Effective Date(s): 4/22/2025

SCHEDULE -- NNPS --PER DIEM SUBSTITUTES (Non-Instructional)

Eric Lamendola
District Wide
Position: Per Diem Substitute Custodian
Salary/Step: \$16.50/hr
Effective Date(s): 5/12/2025

Kelly Siskoglou
District Wide
Position: Substitute Aide
Salary/Step: \$16.50/hr
Effective Date(s): 5/27/2025

SCHEDULE -- NNS --REGULAR (PERMANENT) SUBSTITUTES (Non-Instructional)

Joseph Giuliano

May Moore School

Position: Permanent Substitute Custodian

Salary/Step: \$125/day

Effective Date(s): 5/27/2025

MM/JQA

SCHEDULE -- OO --RESIGNATIONS / RETIREMENTS / REMOVALS / TERMINATIONS (Non-Instructional)

Kristin Fandetta

John F Kennedy Intermediate School

Position: 3 hr. Non-Instructional Aide

Salary/Step:

Effective Date(s): 4/30/2025

Resignation to accept Duplicating Machine Operator I

Joseph Giuliano

District Wide

Position: Per Diem Substitute Custodian

Salary/Step:

Effective Date(s): 5/23/2025

Resignation to accept Permanent Substitute Custodian position

John Grady

Transportation

Position: School Bus Driver

Salary/Step:

Effective Date(s): 5/16/2025

Termination. No outstanding obligation to the district

Matthew Homenick

District Wide

Position: Per Diem Substitute Custodian

Salary/Step:

Effective Date(s): 5/23/2025

Resignation to accept Custodial Aide position

Ralph Iorio

Robert Frost Middle School

Position: Custodial Aide

Salary/Step:

Effective Date(s): 5/5/2025

Resignation. No outstanding obligation to the district

Rachel McCabe

District Wide
Position: Substitute Aide
Salary/Step:
Effective Date(s): 5/23/2025
Resignation to accept 3 hr Aide position

Heather Neary

Memorial
Position: Duplicating Machine Operator I
Salary/Step:
Effective Date(s): 5/1/2025
Resignation

Ermelinda Perdomo-Maldonado

District Wide
Position: Substitute Aide
Salary/Step:
Effective Date(s): 4/25/2025
Resignation as Substitute Aide to be 3-hr non-instructional aide

Ermelinda Perdomo-Maldonado

John F Kennedy Intermediate School
Position: 3-hour Non-Instructional Cafeteria Aide
Salary/Step:
Effective Date(s): 5/16/2025
Resignation. No outstanding obligation to the district

Victoria Pulciani

District Wide
Position: Substitute Aide
Salary/Step:
Effective Date(s): 5/23/2025
Resignation to accept 3 hr Aide position

Jennifer Rivela

John F Kennedy Intermediate School
Position: 3 hr Non-Instructional Aide
Salary/Step:
Effective Date(s): 5/22/2025
Resignation. No outstanding obligation to the district

Sherese Robinson

Transportation
Position: Per Diem Substitute School Bus Driver
Salary/Step:
Effective Date(s): 5/21/2025
Resignation. No outstanding obligation to the district

Tony Rodriguez Jr.

District Wide
Position: Per Diem Substitute Custodian
Salary/Step:
Effective Date(s): 5/8/2025
Removal. No outstanding obligation to the district

Catarina Silva

District Wide
Position: Substitute Aide
Salary/Step:
Effective Date(s): 5/23/2025
Resignation to accept Per Diem Sub Teacher position

Kelly Siskoglou

John F Kennedy Intermediate School
Position: 3 hr. Non-Instructional Aide
Salary/Step:
Effective Date(s): 5/23/2025
Resignation to become Per Diem Substitute Aide

Ashley White

John F Kennedy Intermediate School
Position: 6 hr. Non-Instructional Aide
Salary/Step:
Effective Date(s): 4/28/2025
Resignation to accept Probationary Teaching Assistant

SCHEDULE -- QQ --LEAVES OF ABSENCE (Non-Instructional)

Robert Behrens

Robert Frost Middle School
Position: Chief Custodian
Salary/Step:
Effective Date(s): 3/21/2025 - 6/30/2025
Extension of Paid LOA (WC) (5/17-6/30)

Josephine Calder

Robert Frost Middle School
Position: Non-Instructional Aide
Salary/Step:
Effective Date(s): 4/28/2025 - 6/30/2025
Unpaid Leave of Absence

James DePre

Deer Park High School
Position: Custodian
Salary/Step:
Effective Date(s): 2/26/2025 - 6/5/2025
Extension of Paid Medical LOA (FMLA) (5/9-6/5)

KerryAnn Higgs

Transportation
Position: School Bus Driver
Salary/Step:
Effective Date(s): 9/4/2024 - 5/30/2025
Extension of Unpaid Medical LOA (5/16-5/30)

Monique Spence

District Office
Position: Office Assistant
Salary/Step:
Effective Date(s): 4/14/2025 - 4/30/2025
Extension of Paid Medical Leave FMLA (4/22/25-4/30/25)

Barry Widelock

John Quincy Adams School
Position: Security Guard
Salary/Step:
Effective Date(s): 9/1/2024 - 6/30/2025
Extension of Unpaid Medical Leave 4/16/25-6/30/25

SCHEDULE -- TRN --TRANSFERS (Non-Instructional)

Anardo Baez

Memorial
Position: Day Custodian
Salary/Step: No Change
Effective Date(s): 5/27/2025
Transfer from JFK to Memorial

Eleanor Brand

District Office
Position: Office Assistant
Salary/Step: \$71,787.45
Effective Date(s): 7/1/2025
Transfer from HS Guidance to PPS District Office

Antony Racanelli

John F Kennedy Intermediate School
Position: Custodian
Salary/Step: No Change
Effective Date(s): 5/12/2025
Transfer from MM to JFK

INSTRUCTIONAL

SCHEDULE -- CSS --CHANGE OF STATUS / SALARY (Instructional)

Kristen Alo

John F Kennedy Intermediate School
Position: Permanent Substitute Teacher
Salary/Step: \$175/day
Effective Date(s): 3/27/2025 - 6/13/2025
M.Ingram LOA

Jessica Auletta

Deer Park High School
Position: Probationary Teaching Assistant
Salary/Step:
Effective Date(s): 10/2/2023 - 6/1/2028
Change of Tenure date to June 2, 2028

Kristina Bonser

John F Kennedy Intermediate School
Position: Probationary Elementary Teacher
Salary/Step: No Change
Effective Date(s): 9/1/2025 - 8/31/2028
Change of Tenure area from Special Ed to Elementary

Taylor Friend

John F Kennedy Intermediate School
Position: Probationary Elementary Teacher
Salary/Step:
Effective Date(s): 9/1/2023 - 9/28/2027
Change of Tenure date to 9/29/2027

Dominique Hanwright

Robert Frost Middle School
Position: Probationary Business Teacher
Salary/Step:
Effective Date(s): 1/27/2023 - 3/1/2027
Change of Tenure date to 3/2/2027

Holly Hohorst

John Quincy Adams School
Position: Permanent Substitute Teacher
Salary/Step: \$175/day
Effective Date(s): 2/25/2025 - 6/3/2025
Extension of salary for E. Berdugo LOA

Julianna Knice
Deer Park High School
Position: Permanent Substitute Teacher
Salary/Step: \$175/day
Effective Date(s): 5/27/2025 - 6/30/2025
Change of salary for M. Caruso LOA

Kristen McHugh
Deer Park High School
Position: Probationary ENL Teacher
Salary/Step:
Effective Date(s): 9/1/2023 - 10/29/2027
Change of Tenure date to 10/30/2027

Leidy Munoz
John F Kennedy Intermediate School
Position: Probationary Teaching Assistant
Salary/Step:
Effective Date(s): 2/8/2021 - 4/14/2025
Change of Tenure date to April 15, 2025

Marlee Pinsky
May Moore School
Position: Probationary Elementary Teacher
Salary/Step:
Effective Date(s): 9/1/2022 - 11/13/2026
Change of Tenure date to 11/14/2026

Nicole Plazas
John F Kennedy Intermediate School
Position: Probationary Teaching Assistant
Salary/Step:
Effective Date(s): 5/15/2023 - 6/14/2027
Change of Tenure date to 6/15/2027

Lisa Richmond
John Quincy Adams School
Position: Probationary School Psychologist
Salary/Step:
Effective Date(s): 2/27/2023 - 3/26/2027
Change of Tenure date to 3/27/2027

Alexandra Stehlik
John Quincy Adams School
Position: Permanent Substitute Teacher
Salary/Step: \$175/day
Effective Date(s): 4/1/2025 - 5/26/2025
Change of Salary - covering Barbra Colby (LOA)

SCHEDULE -- L --PART-TIME APPOINTMENTS (Instructional)

Christina Niebling

John F Kennedy Intermediate School

Position:.8 Speech Teacher

Salary/Step: \$119,514 MA 75 Step 23

Effective Date(s): 9/1/2025 - 6/30/2026

.4 @JFK/.4 @ OLG; Salary prorated @ \$95,611.20

SCHEDULE -- N --PROBATIONARY TEACHER (Instructional) *

Alessandra Albano

Deer Park High School

Position:Probationary Science Teacher

Salary/Step: \$65,540 MA Step 1

Effective Date(s): 9/1/2025 - 8/31/2029

Kristen Alo

John F Kennedy Intermediate School

Position:Probationary Elementary Teacher

Salary/Step: \$65,540 MA Step 1

Effective Date(s): 9/1/2025 - 8/31/2029

Scott Cagnard

Deer Park High School

Position:Probationary Math Teacher

Salary/Step: \$65,540 MA Step 1

Effective Date(s): 9/1/2025 - 1/24/2029

Emma Grzybowski

John Quincy Adams School

Position:Probationary Elementary Teacher

Salary/Step: \$67,015 MA Step 2

Effective Date(s): 9/1/2025 - 8/31/2028

Julianna Knice

Deer Park High School

Position:Probationary Social Studies Teacher

Salary/Step: \$65,540 MA Step 1

Effective Date(s): 9/1/2025 - 8/31/2029

Patrick Konarski

Deer Park High School

Position:Probationary Science Teacher

Salary/Step: \$59,959.00 BA Step 1

Effective Date(s): 9/1/2025 - 8/31/2029

Alexis Reino
Robert Frost Middle School
Position: Probationary Science Teacher
Salary/Step: \$65,540 MA Step 1
Effective Date(s): 9/1/2025 - 8/31/2029

Florencia Zubiria
John F Kennedy Intermediate School
Position: Probationary Bilingual Elementary Teacher
Salary/Step: \$59,959 BA Step 1
Effective Date(s): 9/1/2025 - 8/31/2029

*Except to the extent required by the applicable provisions of Education Law 2509, 2573, 3212 and 3014, in order to be granted tenure the classroom teacher or building administrator shall have received composite or overall annual professional performance review ratings pursuant to Education Law 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years and if the classroom teacher or administrator receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time.

SCHEDULE -- NPS --PER DIEM SUBSTITUTES (Instructional)

Cara McCormack
District Wide
Position: Per Diem Substitute Teacher
Salary/Step: \$125/day
Effective Date(s): 4/29/2025

Catarina Silva
John F Kennedy Intermediate School
Position: Per Diem Substitute Teacher
Salary/Step: \$125/day
Effective Date(s): 5/27/2025

SCHEDULE -- NS --PERMANENT SUBSTITUTES (Instructional)

Jordan Anderson
John Quincy Adams School
Position: Permanent Substitute Teacher
Salary/Step: \$150/day
Effective Date(s): 5/21/2025 - 6/30/2025

Theresa Constantine
John Quincy Adams School
Position: Permanent Substitute Teacher
Salary/Step: \$150/day
Effective Date(s): 5/27/2025 - 6/30/2025

Catherine Josefak
Robert Frost Middle School
Position: Permanent Substitute Teacher
Salary/Step: \$150/day
Effective Date(s): 5/16/2025 - 6/30/2025

SCHEDULE -- NSS --SUMMER SCHOOL APPOINTMENTS (Instructional)

Diana Cotrone
Summer School
Position: Summer Theater Educator
Salary/Step: See Comments
Effective Date(s): 7/14/2025 - 7/18/2025
Salary based on student enrollment

Eric Gottesman
Summer School
Position: Summer Music Educator
Salary/Step: See Comments
Effective Date(s): 7/1/2025 - 8/15/2025
Salary based on student enrollment

Kelly Policastro
Summer School
Position: Summer Music Educator
Salary/Step: See Comments
Effective Date(s): 7/1/2025 - 8/15/2025
Salary based on student enrollment

SCHEDULE -- O --RESIGNATIONS / RETIREMENTS / REMOVALS / TERMINATIONS (Instructional)

Sara Pirro
Memorial
Position: Probationary IT Teaching Assistant
Salary/Step:
Effective Date(s): 6/30/2025
Resignation

Kelly Policastro
Summer School
Position: Summer Music Educator
Salary/Step:
Effective Date(s): 5/21/2025
Resignation from Summer Program

Kelly Policastro
John F Kennedy Intermediate School
Position: Probationary Music Teacher
Salary/Step:
Effective Date(s): 6/30/2025
Resignation

Jaclyn Vecchione
John F Kennedy Intermediate School
Position: Probationary Elementary Reading Teacher
Salary/Step:
Effective Date(s): 6/27/2025
Resignation

Morgan Zane
Robert Frost Middle School
Position: Permanent Substitute Teacher
Salary/Step:
Effective Date(s): 3/24/2025
Resignation, no outstanding obligation to the District

SCHEDULE -- P -- TENURE APPOINTMENTS (Instructional)

Tammy Alcalde
May Moore School
Position: Principal
Salary/Step:
Effective Date(s): 7/1/2021 - 6/30/2025
TENURE DATE: July 1, 2025

Nicole Bjarnason
Deer Park High School
Position: World Language Teacher
Salary/Step:
Effective Date(s): 9/1/2022 - 8/31/2025
TENURE DATE: September 1, 2025

Alison Bock
John Quincy Adams School
Position: Elementary Teacher
Salary/Step:
Effective Date(s): 9/1/2022 - 8/31/2025
TENURE DATE: September 1, 2025

Kerry Burke
Deer Park High School
Position: Teaching Assistant
Salary/Step:
Effective Date(s): 9/1/2021 - 8/31/2025
TENURE DATE: September 1, 2025

Heather Capone

John Quincy Adams School
Position: Elementary Teacher
Salary/Step:
Effective Date(s): 11/29/2021 - 11/28/2025
TENURE DATE: November 29, 2025

Matthew Comiskey

District Wide
Position: Districtwide Elementary Associate Principal
Salary/Step:
Effective Date(s): 7/1/2021 - 6/30/2025
TENURE DATE: July 1, 2025

Botticelli Elysee

May Moore School
Position: ENL Teacher
Salary/Step:
Effective Date(s): 9/1/2021 - 8/31/2025
TENURE DATE: September 1, 2025

Daniel Friend

Robert Frost Middle School
Position: Physical Education Teacher
Salary/Step:
Effective Date(s): 10/12/2021 - 10/11/2025
TENURE DATE: October 12, 2025

Juliana Giulietti

May Moore School
Position: Elementary Teacher
Salary/Step:
Effective Date(s): 9/1/2021 - 8/31/2025
TENURE DATE: September 1, 2025

Brittany Grosse

John F Kennedy Intermediate School
Position: Elementary Teacher
Salary/Step:
Effective Date(s): 9/1/2021 - 9/12/2025
TENURE DATE: September 13, 2025

Hunter Hayes

Deer Park High School
Position: Special Education Teacher
Salary/Step:
Effective Date(s): 9/1/2021 - 8/31/2025
TENURE DATE: September 1, 2025

Brittany Hertel

May Moore school
Position: Special Education Teacher
Salary/Step:
Effective Date(s): 9/1/2021 - 8/31/2025
TENURE DATE: September 1, 2025

Nicole Hock

Robert Frost Middle School
Position: Reading Teacher
Salary/Step:
Effective Date(s): 9/1/2021 - 9/16/2025
TENURE DATE: September 17, 2025

Danielle Kraatz

District Wide
Position: School Psychologist
Salary/Step:
Effective Date(s): 9/1/2021 - 8/31/2025
TENURE DATE: September 1, 2025

Vanessa Langdon

Deer Park High School
Position: Director of Social Studies/Family & Consumer Science
Salary/Step:
Effective Date(s): 8/26/2021 - 8/25/2025
TENURE DATE: August 26, 2025 (HS/RF)

Dana Matuk

John F Kennedy Intermediate School
Position: Special Education Teacher
Salary/Step:
Effective Date(s): 9/1/2021 - 9/30/2025
TENURE DATE: October 1, 2025

Darlene Matulich

John F Kennedy Intermediate School
Position: Reading Teacher
Salary/Step:
Effective Date(s): 9/1/2021 - 8/31/2025
TENURE DATE: September 1, 2025

Victoria Mott

John Quincy Adams School
Position: Elementary Teacher
Salary/Step:
Effective Date(s): 9/1/2021 - 8/31/2025
TENURE DATE: September 1, 2025

Leidy Munoz

John F Kennedy Intermediate School

Position: Teaching Assistant

Salary/Step:

Effective Date(s): 2/8/2021 - 4/14/2025

TENURE DATE: April 15, 2025

Arthur Pagano

Deer Park High School

Position: Technology Teacher

Salary/Step:

Effective Date(s): 9/1/2020 - 8/31/2025

TENURE DATE: September 1, 2025

Philip Paniccia

District Wide

Position: Director of Elementary Special Education

Salary/Step:

Effective Date(s): 7/1/2025 - 6/30/2025

TENURE DATE: July 1, 2025

Dina Pannone

Deer Park High School

Position: Associate Principal

Salary/Step:

Effective Date(s): 7/1/2021 - 6/30/2025

TENURE DATE: July 1, 2025

Faye Parag

John F Kennedy Intermediate School

Position: Special Education Teacher

Salary/Step:

Effective Date(s): 9/1/2021 - 8/31/2025

TENURE DATE: September 1, 2025

Samantha Racano

May Moore School

Position: Art Teacher

Salary/Step:

Effective Date(s): 9/1/2021 - 8/31/2025

TENURE DATE: September 1, 2025

Diana Rispoli

Deer Park High School

Position: Science Teacher

Salary/Step:

Effective Date(s): 9/1/2021 - 8/31/2025

TENURE DATE: September 1, 2025

Nicole Thone

District Wide

Position: Special Education Teacher/Behavior Consultant

Salary/Step:

Effective Date(s): 9/1/2021 - 8/31/2025

TENURE DATE: September 1, 2025

Alexis Tyson

May Moore School

Position: Teaching Assistant

Salary/Step:

Effective Date(s): 9/22/2021 - 9/21/2025

TENURE DATE: September 22, 2025

Danielle Waterhouse

Robert Frost Middle School

Position: Art Teacher

Salary/Step:

Effective Date(s): 9/17/2021 - 9/16/2025

TENURE DATE: September 17, 2025

SCHEDULE -- Q --LEAVES OF ABSENCE (Instructional)

Karen Acquilino

May Moore School

Position: Speech Teacher

Salary/Step:

Effective Date(s): 4/8/2025 - 5/2/2025

Extension of Paid Medical Leave FMLA (4/29/25-5/2/25)

Rosanne Alfieri

John F Kennedy Intermediate School

Position: Elementary Teacher

Salary/Step:

Effective Date(s): 5/20/2025 - 6/10/2025

Paid Medical LOA (FMLA)

Jessica Auletta

Deer Park High School

Position: Probationary Teaching Assistant

Salary/Step:

Effective Date(s): 11/26/2024 - 6/30/2025

Extension of Unpaid Medical LOA (5/8-6/30)

Erica Berdugo

John Quincy Adams School

Position: Elementary Teacher

Salary/Step:

Effective Date(s): 2/27/2025 - 6/3/2025

Extension of Paid Maternity LOA (FMLA) (5/7-6/3)

Natalie Birnbaum

Robert Frost Middle School

Position: Science Teacher

Salary/Step:

Effective Date(s): 5/31/2025 - 6/30/2025

Changed to Paid Maternity LOA (FMLA)

Marissa Caruso

Deer Park High School

Position: Social Studies Teacher

Salary/Step:

Effective Date(s): 5/27/2025 - 6/30/2025

Change of Paid Maternity LOA dates

Barbara Colby

John Quincy Adams School

Position: Elementary Teacher

Salary/Step:

Effective Date(s): 4/1/2025 - 5/26/2025

Extension of Paid Medical LOA (FMLA) (4/28-5/26)

Christine Cummings

John F Kennedy Intermediate School

Position: Teaching Assistant

Salary/Step:

Effective Date(s): 5/6/2025 - 6/9/2025

Unpaid LOA (WC)

Nicole DiLeone

Robert Frost Middle School

Position: Elementary Teacher

Salary/Step:

Effective Date(s): 9/1/2024 - 6/30/2025

Change Unpaid Leave to Paid Leave 4/30/25-6/30/25

Mary Beth Ingram

John F Kennedy Intermediate School

Position: Elementary Teacher

Salary/Step:

Effective Date(s): 3/27/2025 - 5/21/2025

Change of eff. start date & Extension of Paid Maternity LOA (FMLA) (5/6-6/13)

Edward Johntry

Deer Park High School

Position: Special Education Teacher

Salary/Step:

Effective Date(s): 4/22/2025 - 5/5/2025

Paid Paternity Leave FMLA

Kimberly Kokolakis

John Quincy Adams School
Position: Elementary Teacher
Salary/Step:
Effective Date(s): 9/1/2025 - 6/30/2026
LOA for Probationary Reading Teacher position

Lisa Leichert

John F Kennedy Intermediate School
Position: Reading Teacher
Salary/Step:
Effective Date(s): 6/6/2025 - 6/10/2025
Paid Medical LOA (FMLA)

AnnMarie Lenio

Robert Frost Middle School
Position: Business Teacher
Salary/Step:
Effective Date(s): 12/4/2024 - 5/29/2025
Extension of Paid Medical LOA (5/6-5/29)

Cristina Mohr

Robert Frost Middle School
Position: Teaching Assistant
Salary/Step:
Effective Date(s): 3/24/2025 - 6/27/2025
Extension of Unpaid LOA (6/21-6/27)

Tess O'Hara

John Quincy Adams School
Position: Special Education Teacher
Salary/Step:
Effective Date(s): 5/19/2025 - 6/27/2025
Change of Paid Maternity dates

Darlene Piazza

John F Kennedy Intermediate School
Position: Teaching Assistant
Salary/Step:
Effective Date(s): 3/24/2025 - 5/16/2025
Change of LOA dates to return early (Unpaid LOA (WC))

Darlene Piazza

John F Kennedy Intermediate School
Position: Teaching Assistant
Salary/Step:
Effective Date(s): 3/24/2025 - 5/19/2025
Extension of Unpaid LOA (WC) (4/29-5/19)

Nicole Plazas

John F Kennedy Intermediate School
Position: Probationary Teaching Assistant
Salary/Step:
Effective Date(s): 5/2/2025 - 5/23/2025
Change of LOA dates; (Unpaid LOA)

Erin Schabe

Robert Frost Middle School
Position: Teaching Assistant
Salary/Step:
Effective Date(s): 5/21/2025 - 6/4/2025
Paid 5/21-6/2; Unpaid 6/3-6/4 LOA (FMLA)

Alexandra Taketzis-Zahariadis

John F Kennedy Intermediate School
Position: Probationary Guidance Counselor
Salary/Step:
Effective Date(s): 4/11/2025 - 6/13/2025
FMLA Maternity - Paid 4/11/25-5/2/25, Unpaid 5/3/25-6/13/25

SCHEDULE -- TA --PROBATIONARY TEACHING ASSISTANT (Instructional)

Doreen Gladstone

Deer Park High School
Position: Probationary Teaching Assistant
Salary/Step: \$31,771.43
Effective Date(s): 5/12/2025 - 5/11/2029
prorate \$5,242.29

Ashley White

John F Kennedy Intermediate School
Position: Probationary Teaching Assistant
Salary/Step: \$31,771.43
Effective Date(s): 4/29/2025 - 4/28/2029
Salary prorated @ \$6,672

SCHEDULE -- TTPA --TEMPORARY ASSIGNMENT (Instructional)

Kristy Aurigemma

Deer Park High School
Position: Driver's Education Lecture Instructor
Salary/Step: \$50/hr
Effective Date(s): 9/1/2025 - 6/30/2026

Christine Harbison

Deer Park High School
Position: ELA Regents Review Teacher
Salary/Step: \$80.88/hr
Effective Date(s): 4/7/2025 - 6/16/2025

SCHEDULE 25/BP-880 – SCHEDULE OF BILLS PAYABLE

General*	# 52	4/30/2025
Federal*	# 47	4/30/2025
School Lunch*	# 22	4/30/2025
Reserve*	# 20	4/30/2025
Workers' Comp.*	Daily Check Register	4/9/2025
Workers' Comp.*	Daily Check Register	4/11/2025
Workers' Comp.*	Daily Check Register	4/11/2025
Workers' Comp.*	Daily Check Register	4/22/2025
General*	# 50	4/30/2025
General*	# 53	5/31/2025
Federal*	# 26	5/31/2025
Capital*	# 12	5/31/2025
School Lunch*	# 21	5/31/2025
PR Liability General Fund*	# 49	4/30/2025
Workers' Comp.*	Daily Check Register	4/28/2025
Workers' Comp.*	Daily Check Register	4/29/2025
Workers' Comp.*	Daily Check Register	5/1/2025
Workers' Comp.*	Daily Check Register	5/2/2025
General	# 56	5/31/2025
Federal	# 27	5/31/2025
Capital	# 13	5/31/2025
School Lunch	# 22	5/31/2025
Special Revenue-Scholarships	# 1	6/30/2025
Workers' Comp.	Daily Check Register	5/9/2025
Workers' Comp.	Daily Check Register	5/14/2025
Workers' Comp.	Daily Check Register	5/20/2025

SCHEDULE D – BID AWARDS/RFP

Bids for Bid # *BDP25-009, 2024-2025 Capital Improvement Program HVAC Replacement* were received and opened at 11:00 AM on April 22, 2025.

Bids were advertised in Newsday. Forms and specifications were processed in accordance with Section 103 of the General Municipal Law and bids were solicited on the Empire State Purchasing Group website at www.BidnetDirect.com.

Bids were received from the following vendors:

GB Heating & Air Conditioning Inc.	\$423,000 (Withdraw Bid)
Inshallah Mechanical Corp	\$940,000
Premier Mechanical Services	\$1,117,000
Eastern Industrial Services of NY Inc	\$811,926
Hi-Tech Air Conditioning Services Inc.	\$989,000

Ultimate Power, Inc.	\$918,000
RMS Industries of NY Inc dba Reliance Mechanical Services	\$750,000
JNS Heating Service Inc.	\$1,047,000
Traditional Air Conditioning Inc	\$999,000

Present at bid opening: Concetta Bertelle, Purchasing Agent, Eileen Homeyer, Recorder and John Grillo, JAG Architect. Vendors present: Greg Kerr, Ultimate Power, Inc; Tom Scheuermann, Eastern Industrial Services of NY Inc; Anil Ragunath, Hi-Tech Air Conditioning Services Inc.; Brendon Mollica, Reliance Mechanical; Ken Artusa, JNS Heating Service Inc; Taylor Will, Traditional Air Conditioning Inc; Stephanie Leonette, Premier Mechanical Services; Zulkifal Khan, Inshallah Mechanical Corp.

It is recommended that the bid be awarded to the following vendor as the lowest responsible bidder meeting specifications:

RMS Industries of NY Inc dba Reliance Mechanical Services	\$750,000
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Bids for Bid # BDP25-011, Bus/Auto Fleet Inspection, Preventive Maintenance and Repair were received and opened at 11:00 AM on April 24, 2025.

Bids were advertised in Newsday. Forms and specifications were processed in accordance with Section 103 of the General Municipal Law and bids were solicited on the Empire State Purchasing Group website at www.BidnetDirect.com.

Bids were received from the following vendors:

Eddie's Ultimate Truck, Auto & Bus Repair	\$358,182.87
Bird Bus Center	No Bid for Yearly Rate Only for Hourly Rate

Present at the bid opening: Concetta Bertelle, Purchasing Agent; Eileen Homeyer, Recorder; Karen Camodeo, Assistant School Transportation Supervisor; and Marlo Falco, Transportation. Vendors present at bid opening: Scott Eger, Eddie's Ultimate Truck, Auto & Bus Repair.

It is recommended that the bid be awarded to the following vendor as the lowest responsive, responsible bidder meeting specifications:

Eddie's Ultimate Truck, Auto & Bus Repair	\$358,182.87
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Bids for Bid # BDP25-012 Landscaping and Groundskeeping Materials and Supplies were received and opened at 11:00 AM on May 1, 2025.

Bids were advertised in Newsday. Forms and specifications were processed in accordance with Section 103 of the General Municipal Law and bids were solicited on the Empire State Purchasing Group website at www.BidnetDirect.com.

Bids were received from the following vendors:

Got Mulch Too, Inc
Sam's Bargain Center, Inc.
SiteOne Landscape Supply,LLC
The Barn Pet Feed & Supplies- No Response Sheet
Vigliotti Landscape Service Center

Present at bid opening: Concetta Bertelle, Purchasing Agent; Eileen Homeyer, Recorder; and Phil Cortese, DP Head Groundsman. There were no vendors present.

It is recommended that the bid be awarded to the following vendors as the lowest responsible bidders meeting specifications (see attached pricing in file):

Got Mulch Too, Inc
Sam's Bargain Center, Inc.

Proposals for RFP # RDP25-013 External Auditing Firm were received at 11:00 am on April 30, 2025.

Proposals were advertised in Newsday. Forms and specifications were processed in accordance with Section 104 of the General Municipal Law and proposals were solicited on the Empire State Purchasing Group website at www.BidnetDirect.com.

Proposals were received from the following vendors:

Bonadio & Co., LLP
EFPR Group, CPA's, PLLC
Nawrocki Smith LLP
CLA LLP
Cerini & Associates LLP

Proposals were received by Concetta Bertelle, Purchasing Agent and recorded by Eileen Homeyer, Recorder.

It is recommended that the RFP be awarded to the following vendor based on the proposals submitted and the services offered by proposer:

Nawrocki Smith LLP

SCHEDULE 25-E-501 - EXPLANATION OF BUDGETARY TRANSFERS

#T15, T16 & T17

SCHEDULES 25-F-477 & 478 - CONTRACT REPORTS

<u>Category</u>	<u>Fund</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Dates</u>	<u>Amount</u>
Admin	G	Peter Osroff	Teacher Mentor Training Workshop - 1 day	6/2/2025-7/1/2025	\$1,250.00
Admin	G	Peter Osroff	Teacher Mentor Training Workshop - 1 day	8/1/2025-8/29/2025	\$1,250.00
Admin	G	Pitney Bowes/Sourcewell	Mail Meter Operating Lease Agreement	6/1/2025-5/31/2029	\$28,234.08
Admin	G	Quadient	Maintenance Agreement	5/15/2025-5/14/2026	\$3,691.25
Admin	G	Tri-State REACH, Inc.	Employee Assistance Program	7/1/2025-6/30/2026	\$18.00 per Instructional and Administrative Employee
Admin	F	HMH Education Company	Math Solutions Professional Development - 6 days	5/27/2025-8/31/2025	\$25,200.00
Admin	F	HMH Education Company	Math Solutions Professional Development - 2 days	5/27/2025-8/31/2025	\$8,400.00
Admin	F	The Reading Writing Project at Mossflower, LLC	Professional Development - 2 days	5/27/2025-8/31/2025	\$5,000.00
Admin	F	Houghton Mifflin Harcourt	Professional Development	5/13/2025-5/12/2025	\$16,800.00
Admin	G	Radiac Environmental Services	Sharps/Medical Waste Transportation and Disposal	7/1/2024-6/30/2025	\$1,533.00
Spec Ed	F & G	Center for Developmental Disabilities	Special Ed Services	9/5/2024-6/20/2025	Psychological Evaluation \$350.00 per eval; O/T, P/T, S/T and Educational Evaluation \$250.00 per eval
Spec Ed	G	South Huntington UFSD	Health & Welfare Services	7/1/2024-6/30/2025	\$921.89 per student
Spec Ed	F & G	St. James Tutoring, Inc. DBA Education at Mather	Hospital Tutoring Services	7/1/2024-6/30/2025	\$59.16 per hour
Spec Ed	F & G	That! Interpreting Services of Deaf & DeafBlind, Inc.	Sign Language Interpretation	6/1/2025-6/30/2026	\$140.00/hr with 2 hour minimum per each interpretation; not to exceed \$3,500.00

SCHEDULE 5-H-25 - HOME TEACHING (regular & S/E)
(confidential)

SCHEDULE 5-S-25 - SPECIAL TRANSPORTATION
(confidential)

SCHEDULE 5-SE-25 - COMMITTEE RECOMMENDATIONS
(confidential)

VII. **RECEIPT OF SCHEDULES**

Recommend that the Board of Education approve the following receipt of schedules collectively:

SCHEDULE 25-A-541 - TREASURERS REPORT

Statement of Revenues -	General Fund -	July-March
	Federal Fund -	July-March
	Special Revenue Fund -	July-March
	School Lunch Fund -	July-March
Treasurer's Report	July-March	
Cash Flow	July-March	
Claims Audit Report	March 1, 2025 - March 31, 2025	

SCHEDULE 25-B-860 - APPROPRIATION BUDGET STATUS REPORT

Appropriation Budget Status Report	General Fund -	July-March
	Capital Fund -	July-March
	Federal Fund -	July-March
	Special Revenue Fund -	July-March
	Energy Conservation Fund -	July-March
	School Lunch Fund-	July-March
Extra-Classroom Activities Funds	High School -	March
	Robert Frost -	March
Trial Balance (July - March)	General School Lunch Special Revenue Fund Workers' Comp & Unemployment Federal Capital Capital Energy Cons. Proj.	

VIII. **PUBLIC BE HEARD**

IX. **DISCUSSION**

- Timeline for discussion/approval of Code of Conduct and DW Safety Plan – will be posted on website for public comment

X. **QUESTIONS/COMMENTS/CONCERNS, Board of Education**

XI. **ADJOURN**

Deer Park School District Food Activity Permission Slip

_____ has my permission to participate in the
(Student's Name)

_____ on _____
(Classroom Party/Activity) (Date)

The following foods and brands will be part of this party/activity:

Parent or Guardian's Signature: _____

Date: _____

Adopted: July 2025



Deer Park High School Lab Safety Contract

Student Name: _____

Teacher: _____

Purpose

Science is a hands-on laboratory class. However, science activities may have potential hazards. We will use some equipment that may be dangerous if not handled properly. Safety in the science classroom is an important part of the scientific process. To ensure a safe classroom, a list of rules has been developed and is contained in this Contract. These rules must be followed at all times. Additional safety instructions will be given for each activity.

No science student will be allowed to participate in science activities until this contract has been signed by both the student and a parent or guardian.

Safety Rules

1. Conduct yourself in a responsible manner at all times in the science room. Horseplay, practical jokes, and pranks will not be tolerated.
2. Follow all written and verbal instructions carefully. Ask your teacher questions if you do not understand the instructions.
3. Do not touch any equipment, supplies, animals, or other materials in the science room without permission from the teacher.
4. Perform only authorized and approved experiments. Do not conduct any experiments when the teacher is out of the room.
5. Never eat, drink, chew gum, or taste anything in the science room.
6. Keep hands away from face, eyes, and mouth while using science materials or when working with either chemicals or animals. Wash your hands with soap and water before leaving the science room.
7. Wear safety glasses or goggles when instructed. Never remove safety goggles during an experiment.
8. Dress properly-long hair must be tied back, no dangling jewelry, and no loose or baggy clothing. Wear aprons when instructed.
9. Keep your work area and the science room neat and clean. Bring only your laboratory instructions, worksheets, and writing instruments to the work area.
10. Clean all work areas and equipment at the end of the experiment. Solid materials are to be disposed of in the proper waste containers, not in the sink. Return all equipment clean and in working order to the proper storage area.

11. Follow your teacher's instructions to dispose of any waste materials generated in an experiment.
12. Report any accident (fire, spill, breakage, etc.), injury (cut, burn, etc.), or hazardous condition (broken equipment, etc.) to the teacher immediately. Consider all chemicals used in the science room to be dangerous. Do not touch or smell any chemicals unless specifically instructed to do so.
13. Treat all animals with care and respect.
 - a. Never handle any animals when the teacher is out of the room.
 - b. Do not take animals out of the science room.
 - c. Do not tease or handle animals roughly.
 - d. Report any animal bite or scratch to the teacher immediately.
14. Always carry a microscope with both hands. Hold the arm with one hand; place the other hand under the base.
15. Treat all preserved specimens and dissecting supplies with care and respect.
 - a. Do not remove preserved specimens from the science room.
 - b. Use scalpels, scissors, and other sharp instruments only as instructed.
 - c. Never cut any material toward you-always cut away from your body.
 - d. Report any cut or scratch from sharp instruments to the teacher immediately.
16. Never open storage cabinets or enter the prep/storage room without permission from the teacher.
17. Do not remove chemicals, equipment, supplies, or animals from the science room without permission from the teacher.
18. Handle all glassware with care. Never pick up hot or broken glassware with your bare hands.
19. Use extreme caution when using matches, a burner, or hot plate. Only light burners when instructed and do not put anything into the flame unless specifically instructed to do so. Do not leave a lit burner unattended.
20. Learn where the safety equipment is located and how to use it. Know where the exits are located and what to do in case of an emergency or fire drill.

Agreement

I, _____, have read and understand each of the above safety rules set forth in this contract. I agree to follow them to ensure not only my own safety but also the safety of others in the science classroom or laboratory. I also agree to follow the general rules of appropriate behavior for a classroom at all times to avoid accidents and to provide a safe learning environment for everyone. I understand that if I do not follow these rules and safety precautions, I will not be allowed to participate in science activities and disciplinary consequences may be imposed by the school.

Student Signature

Date

Dear Parent or Guardian:
We feel that you should be informed of the school's effort to create and maintain a safe science classroom/laboratory environment. Please read the list of safety rules. No student will be permitted to perform science activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher. *Your signature on this contract indicates that you have read this Science Safety Contract, reviewed it with your child, and are aware of the measures taken to ensure the safety of your child in the science classroom.*

Parent/Guardian Signature

Date

Important questions:

Does your child wear contact lenses?
Y or N

Is your child color blind?
Y or N

Does your child have any allergies?
Y or N

Other than seasonal, please list:



John F. Kennedy Lab Safety Contract



Student Name: _____

Teacher: _____

Purpose

Science is a hands-on laboratory class. However, science activities may have potential hazards. We will use some equipment and animals that may be dangerous if not handled properly. Safety in the science classroom is an important part of the scientific process. To ensure a safe classroom, a list of rules has been developed and is called the Lab Safety Contract. These rules must be followed at all times. Additional safety instructions will be given for each activity.

No science student will be allowed to participate in science activities until this contract has been signed by both the student and a parent or guardian.

Safety Rules

1. Conduct yourself in a responsible manner at all times in the science room. Horseplay, practical jokes, and pranks will not be tolerated.
2. Follow all written and verbal instructions carefully. Ask your teacher questions if you do not understand the instructions.
3. Do not touch any equipment, supplies, animals, or other materials in the science room without permission from the teacher.
4. Perform only authorized and approved experiments. Do not conduct any experiments when the teacher is out of the room.
5. Never eat, drink, chew gum, or taste anything in the science room.
6. Keep hands away from face, eyes, and mouth while using science materials or when working with either chemicals or animals. Wash your hands with soap and water before leaving the science room.
7. Wear safety glasses or goggles when instructed. Never remove safety goggles during an experiment.
8. Keep your work area and the science room neat and clean. Bring only your laboratory instructions, worksheets, and writing instruments to the work area.
9. Clean all work areas and equipment at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
10. Follow your teacher's instructions to dispose of any waste materials generated in an experiment.
11. Report any accident (fire, spill, breakage, etc.), injury (cut, burn, etc.), or hazardous condition (broken equipment, etc.) to the teacher immediately.

12. Consider all chemicals used in the science room to be dangerous. Do not touch or smell any chemicals unless specifically instructed to do so.
13. Handle all animals with care and respect.
 - a. Open animal cages only with permission.
 - b. Never handle any animals when the teacher is out of the room.
 - c. Do not take animals out of the science room.
 - d. Do not tease or handle animals roughly.
 - e. Keep animals away from students' faces.
 - f. Wear gloves when handling animals.
 - g. Report any animal bite or scratch to the teacher immediately.
14. Never open storage cabinets or enter the prep/storage room without permission from the teacher.
15. Do not remove chemicals, equipment, supplies, or animals from the science room without permission from the teacher.
16. Handle all glassware with care. Never pick up hot or broken glassware with your bare hands.
17. Use extreme caution when using matches, a burner, or hot plate. Only light burners when instructed and do not put anything into the flame unless specifically instructed to do so. Do not leave a lit burner unattended.
18. Dress properly-long hair must be tied back, no dangling jewelry, and no loose or baggy clothing. Wear aprons when instructed.
19. Learn where the safety equipment is located and how to use it. Know where the exits are located and what to do in case of an emergency or fire drill.

*See reverse side for a detailed list of items utilized in the NYS Science Investigations.

Agreement

I, _____, have read and understand each of the above safety rules set forth in this contract. I agree to follow them to ensure not only my own safety but also the safety of others in the science classroom or laboratory. I also agree to follow the general rules of appropriate behavior for a classroom at all times to avoid accidents and to provide a safe learning environment for everyone. I understand that if I do not follow all the rules and safety precautions, I will not be allowed to participate in science activities.

Student Signature

Date

Dear Parent or Guardian:

We feel that you should be informed of the school's effort to create and maintain a safe science classroom/laboratory environment. Please read the list of safety rules. No student will be permitted to perform science activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher. Your signature on this contract indicates that you have read this Science Safety Contract, reviewed it with your child, and are aware of the measures taken to ensure the safety of your child in the science classroom.

Parent/Guardian Signature

Date

Important questions:

Does your child wear contact lenses?

Y or N

Is your child color blind?

Y or N

Does your child have any allergies?

Y or N

If so, please list:



Robert Frost Lab Safety Contract



Student Name: _____

Teacher: _____

Purpose

Science is a hands-on laboratory class. However, science activities may have potential hazards. We will use some equipment and animals that may be dangerous if not handled properly. Safety in the science classroom is an important part of the scientific process. To ensure a safe classroom, a list of rules has been developed and is called the Lab Safety Contract. These rules must be followed at all times. Additional safety instructions will be given for each activity.

No science student will be allowed to participate in science activities until this contract has been signed by both the student and a parent or guardian.

Safety Rules

1. Conduct yourself in a responsible manner at all times in the science room. Horseplay, practical jokes, and pranks will not be tolerated.
2. Follow all written and verbal instructions carefully. Ask your teacher questions if you do not understand the instructions.
3. Do not touch any equipment, supplies, animals, or other materials in the science room without permission from the teacher.
4. Perform only authorized and approved experiments. Do not conduct any experiments when the teacher is out of the room.
5. Never eat, drink, chew gum, or taste anything in the science room.
6. Keep hands away from face, eyes, and mouth while using science materials or when working with either chemicals or animals. Wash your hands with soap and water before leaving the science room.
7. Wear safety glasses or goggles when instructed. Never remove safety goggles during an experiment.
8. Keep your work area and the science room neat and clean. Bring only your laboratory instructions, worksheets, and writing instruments to the work area.
9. Clean all work areas and equipment at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
10. Follow your teacher's instructions to dispose of any waste materials generated in an experiment.
11. Report any accident (fire, spill, breakage, etc.), injury (cut, burn, etc.), or hazardous condition (broken equipment, etc.) to the teacher immediately.
12. Consider all chemicals used in the science room to be dangerous. Do not touch or smell any chemicals unless specifically instructed to do so.
13. Handle all animals with care and respect.
 - a. Open animal cages only with permission.
 - b. Never handle any animals when the teacher is out of the room.
 - c. Do not take animals out of the science room.
 - d. Do not tease or handle animals roughly.
 - e. Keep animals away from students' faces.
 - f. Wear gloves when handling animals.
 - g. Report any animal bite or scratch to the teacher immediately.
14. Always carry a microscope with both hands. Hold the arm with one hand; place the other hand under the base.
15. Treat all preserved specimens and dissecting supplies with care and respect.
 - a. Do not remove preserved specimens from the science room.
 - b. Use scalpels, scissors, and other sharp instruments only as instructed.
 - c. Never cut any material toward you-always cut away from your body.
 - d. Report any cut or scratch from sharp instruments to the teacher immediately.
16. Never open storage cabinets or enter the prep/storage room without permission from the teacher.
17. Do not remove chemicals, equipment, supplies, or animals from the science room without permission from the teacher.
18. Handle all glassware with care. Never pick up hot or broken glassware with your bare hands.
19. Use extreme caution when using matches, a burner, or hot plate. Only light burners when instructed and do not put anything into the flame unless specifically instructed to do so. Do not leave a lit burner unattended.
20. Dress properly-long hair must be tied back, no dangling jewelry, and no loose or baggy clothing. Wear aprons when instructed.
21. Learn where the safety equipment is located and how to use it. Know where the exits are located and what to do in case of an emergency or fire drill.

Agreement

I, _____, have read and understand each of the above safety rules set forth in this contract. I agree to follow them to ensure not only my own safety but also the safety of others in the science classroom or laboratory. I also agree to follow the general rules of appropriate behavior for a classroom at all times to avoid accidents and to provide a safe learning environment for everyone. I understand that if I do not follow all the rules and safety precautions, I will not be allowed to participate in science activities.

Student Signature

Date

Dear Parent or Guardian:

We feel that you should be informed of the school's effort to create and maintain a safe science classroom/laboratory environment. Please read the list of safety rules. No student will be permitted to perform science activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher. Your signature on this contract indicates that you have read this Science Safety Contract, reviewed it with your child, and are aware of the measures taken to ensure the safety of your child in the science classroom.

Parent/Guardian Signature

Date

Important questions:

Does your child wear contact lenses?

Y or N

Is your child color blind?

Y or N

Does your child have any allergies?

Y or N

If so, please list:

JOHN F. KENNEDY INTERMEDIATE SCHOOL

Kelly Benson
Principal

Jenny Dixon
Shaun McLeod
Associate Principals

Dear Parents,

Throughout the school year, students take part in NYS Science Investigations. These investigations are part of the NYS curriculum for 3rd, 4th and 5th grade. To ensure the safety of all our students, we would like to notify you of the specific items that will be used, especially if there are any food allergies to consider.

Lab	Purpose	Items	Please check if you give your child permission
What's in the Bag?	To determine whether the mixing of two or more substances results in new substances.	Antacid effervescent tablet (like Alka-Seltzer) Water	<input type="checkbox"/>
Cloud in a Bottle	To determine the connections between weather and water processes in Earth systems.	No food items	<input type="checkbox"/>
Energy: Light it Up	Students will apply scientific ideas to design, test, and refine electric circuits that convert energy from one form to another.	No food items	<input type="checkbox"/>
Life Cycles and Traits: Circle of Life	To develop life cycle models of three organisms (a bullfrog, a bean plant, and an Eastern bluebird) using prepared cut out drawings of different life stages	No food items or live animals	<input type="checkbox"/>

My child _____ in Mr./Mrs. _____ class,

has permission to participate in these activities.

Parent/Signature _____ Date _____

2
3
4 **EX OFFICIO STUDENT MEMBER OF THE BOARD**

5
6 The Board of Education believes that it is important to include students' voices in its
7 deliberations. Pursuant to law, the Board will designate at least one ex officio student
8 member of the Board for the purpose of providing regular and direct communication
9 between the Board and the student body.

10
11 Good faith actions, mutual respect, and cooperative effort of all parties are essential
12 to a positive and meaningful partnership and bringing about meaningful changes. to
13 the Board believes that an ex officio student member will:

- 14
15 1. provide students with an opportunity to express their voices, take ownership
16 of their education, and impact Board decisions;
17 2. provide for the Board and students a vehicle through which they may
18 exchange information and learn from one another;
19 3. provide an opportunity for students to gain experience with governance and
20 leadership;
21 4. broaden the base of information available to those ultimately responsible
22 for educational decision making; and
23 5. develop an environment that encourages inclusion, understanding, trust, and
24 respect.

25
26
27 **Position of Ex Officio Student Member of the Board**

28
29 As required by law, the Board will have at least one ex officio student member.
30 Ex officio student member(s) will be entitled to sit with Board members at all public
31 meetings and hearings, participate in other Board activities and responsibilities at the
32 discretion of the Board, and may participate in training opportunities at the discretion
33 of the Board, but will not be required to participate in mandatory training for elected
34 or appointed Board members. Ex officio student members may be excused to leave
35 meetings early, upon the approval of the Board President.

36
37 Ex officio student member(s) will NOT: be allowed to vote; be allowed to attend
38 executive sessions or other meetings/hearings not open to the public; or be entitled to
39 receive compensation of any form for participating at Board meeting. Neither will
40 they have the authority to call a special and/or emergency meeting of the Board; be
41 considered a "member" of the Board for the purpose of establishing a quorum for
42 conducting business; or be allowed to see or discuss documents or information
43 regarding individual district personnel, collective bargaining negotiations, individual
44 student records, or any other confidential matters.

47 Ex officio student member(s) will serve for a term of one (1) year, commencing on
48 July 1 and ending on the succeeding June 30. Attendance at Board meetings is
49 optional for the ex officio student member during July and August.

50

51 Specifically, ex officio student members of the Board are expected to:

52

- 53 1. Bring a student perspective to the Board's discussions;
- 54 2. Bring student concerns to the Board's attention;
- 55 3. Represent the student body on the Board;
- 56 4. Report back to the student body on the Board's actions; and
- 57 5. Solicit input from students on matters impacting the district, at the direction
58 of the Board.

59

60 **Qualifications and Selection of the Ex Officio Student Member of the Board**

61

62 Ex officio student member(s) must have attended high school in the district for at least
63 one year prior to selection. The selection process will take place at the end of the
64 school year preceding the next term.

65

66 The ex officio student Board member will be the senior class president of the high
67 school; The alternate ex officio student Board member will be the senior class vice
68 president of the high school.

69

70 **Additional Provisions**

71

72 The ex officio student member represents the student body, and acts as an example
73 for the students of the district. Such students are expected to abide by all applicable
74 Board policies including the student Code of Conduct. Violations may result in
75 removal from the position as determined by the Board. Ex officio student members
76 may resign in writing to the District Clerk. The Board may also declare the seat
77 vacant if the ex officio student member fails to attend three consecutive Board
78 meetings without sufficient excuse.

79

80 If there is a vacancy due to resignation or removal, and there is no alternate, the Board
81 will decide if there is enough time to select another student as ex officio student
82 member in accordance with this policy, and if there is not, will leave the position
83 vacant until the next term begins.

84

85 The Superintendent or designee is responsible for arranging for an orientation and
86 training program for the ex officio student member. The Superintendent will establish
87 procedures for the ex officio student member with the Board of Education if necessary
88 to implement this policy.

89

90 Ref:

91 Education Law §§1702(3); 1709; 1804(12); 1901(2); 1950(2-c); 2109; 2502(10); 2552; 2553(1-a), (11)

92

93

94 First Reading: May 27, 2025

5420.1-R LIFE-THREATENING ALLERGIES AND ANAPHYLAXIS MANAGEMENT REGULATION

Definitions

Allergen: A substance that triggers an allergic reaction.

Allergies: An exaggerated response to a substance or condition produced by the release of histamine or histamine-like substances in affected cells. It is characterized by an overreaction of the immune system to protein substances – either inhaled, ingested, touched or injected – that normally do not cause an overreaction in non-allergic people.

Allergic Reaction: An immune system response to a substance that itself is not harmful but that the body interprets as harmful. When an allergen is eaten, the food-allergic student produces histamine. Once the histamine is released in the body, it causes chemical reactions which trigger inflammatory reactions in the skin (itching, hives, rash), the respiratory system (cough, difficulty breathing, wheezing), the gastrointestinal tract (vomiting, diarrhea, stomach pain), and the cardiovascular system (lowered blood pressure, irregular heartbeat, shock). Each person with a food allergy reacts to the allergy differently. Each reaction by a food allergic student may differ in symptoms.

Anaphylaxis: A life-threatening allergic reaction that involves the entire body. It may be characterized by symptoms such as lowered blood pressure, wheezing, vomiting or diarrhea, and swelling and hives. Anaphylaxis may result in shock or death, and thus requires immediate medical attention.

School Procedures

Lunch

Parents must make the determination as to the safety of a cafeteria school lunch for their food-allergic child. A cafeteria food allergen list is available upon request. Any concerns should be discussed with the Director of Food Service (631) 274-4144.

Cafeteria

The school will assign and clearly mark certain cafeteria tables as “allergen aware”. “Allergen aware” tables will be supervised by a designated monitor. At the designated tables there will be no sharing or trading of food, utensils, or containers and no touching of others food. Tables are required to be cleaned at the end of each lunch period with a new dry cloth or the use of paper towels.

Food Service

A food-allergic child's data will be entered into the student data management system. The cafeteria program will provide disposable trays and utensils to all students.

Elementary Classrooms, Snacks, and Parties

A letter will be sent home to the food-allergic child's class asking students not to bring in snacks or party foods that contain allergens. Food brought in for special events in the classroom should be purchased in stores, commercially prepared, contain no nuts/nut products and have a complete ingredient lists so parents of food-allergic/anaphylactic children can review for allergens. In addition, a "Food Activity Permission Slip" shall be completed prior to any classroom activity involving food. Home-baked goods are not permitted. In the elementary schools, there are "class parents" for each class. The parent of the food-allergic child will be added as a safety liaison. They will all work together to provide a safe classroom.

School

When parents notify the school about a food-allergic/anaphylactic child, the student's teachers, including "special area" teachers, and other staff such as paraprofessionals, monitors, and clericals, will be informed. Teachers will avoid using food in lesson plans. Teachers will avoid using food containing such allergens in art projects or class projects unless cleared with the child's parents. Also, cooking in a classroom may be restricted and approval by the parent will be sought. Arts and crafts supplies and cleaning supplies, such as soap, should be checked for presence of nut products.

Field Trips

When a child identified with a "serious medical condition", such as food allergies/anaphylaxis, has a field trip his/her parent will be encouraged to accompany the child on all such trips. Teachers will give these parents lead time on upcoming special events so that they have time to plan ahead to attend.

School Buses

Eating food on school buses is discouraged. In certain circumstances, food may be permitted as part of a student's medical/health or behavioral plan. The bus driver/matron will be informed about any food allergic/anaphylactic child and is required to complete the annual training. In an allergy-related emergency on the bus, the bus driver will call 911.

Substitute Teachers

The substitute teacher will be informed of the child's allergies or any medical conditions.

Parent Responsibilities

When a food-allergic/anaphylactic child has been identified by his/her parents and physician, the school district will require that the parents:

1. Inform the school of the child's allergies and condition and provide written medical documentation and update regularly.
2. Provide the school with medical instructions from a family physician
3. Provide the school with epi-pens (or epi-pen Jrs. if less than 60 pounds) and other medication, if appropriate, as prescribed by the family physician.
4. Be encouraged to provide the child with a medical information bracelet or necklace to be worn at school that lists allergies.
5. Participate in the development of a Health Plan.
6. Provide safe foods for lunches, snacks, and special occasions.
7. Attend field trips, if possible.

Health Plan

When parents identify a food-allergic/anaphylactic child to the school, a parent will meet with the school nurse. The parent will fill out a Health Plan form each year that provides up-to-date medical information and the treatment protocol from the family's physician. Parents will supply medicines and epi-pens to schools as prescribed by the physician.

The Health Plan form should include information from the physician as to symptoms to look for, warning signs of reactions, medical and emergency treatment for the child, and any other pertinent information. The Health Plan will be shared with teachers, nurses, administrators, cafeteria monitors, bus drivers, coaches and others responsible for the student. The Plan will go with the child on all field trips.

The Health Plan will also include phone numbers: Parents' home, work, and cell, emergency contact numbers (relatives, friends, neighbors) and child's doctor. Every Health Plan will also include the name of Fire Department/Rescue Squad and the direct phone number to dial for an anaphylactic emergency.

If exposure to an allergen occurs despite best efforts, the school will follow the prescribing doctor's protocol as consented to by the parents. Parents will be notified if any medicine has been administered. The school will administer an epi-pen if that is the treatment protocol. The Fire Department/Rescue Squad will be called specifying the need for paramedics. A staff member will wait outside the school and direct paramedics to the child.

Any child given an epi-pen injection will be transported immediately to a hospital or nearest emergency department, even if symptoms resolve. An adult will be sent, along with extra epi-pens, to accompany the child in the ambulance to the hospital, and to stay with the child until a parent arrives. After the call to the Fire Department/Rescue Squad, the parents and/or emergency contacts and then the doctor will be called.

Epi-Pens

Emergency medical kits, with appropriate medications including epi-pens, will be supplied by the parents from their doctor's prescription. Kits will be kept in places agreed upon by the school and the parents. The child's Health Plan form will identify where the epi-pens are kept. The school nurse should periodically check epi-pen supplies and expirations dates. Epi-pens should be stored in areas that are secure but unlocked and unrefrigerated. Students should be allowed to carry their own epi-pens if age appropriate. The school nurse is made aware of the written approval given by the physician and parent/guardian.

The Health Plan relies on having a trained adult on hand. The nurse will train specified staff to recognize anaphylactic reactions and to administer an epi-pen. Instructions for administering an epi-pen will be distributed along with the Health Plan form.

Athletic and After School Activities

All food-allergic/anaphylactic children, who are involved in athletic and/or after school activities, will be provided a Health Plan and the coach or supervisor will be trained to administer an epi-pen by the school nurse.

Adopted: June 20, 2005

Revised: December 19, 2005

Revised: May 13, 2019

First Reading: May 27, 2025

5420 STUDENT HEALTH SERVICES

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

The school shall work closely with students' families to provide detection and preventive health services. In accordance with law, the school will provide vision, hearing, and scoliosis screening. Results shall be referred to the parent(s) or guardian(s) who shall be encouraged to have their family physician provide appropriate care.

Schools shall also provide emergency care for students in accidental or unexpected medical situations. Each school in the district will include in its emergency plan a protocol for responding to health care emergencies, including anaphylaxis and head injury. Parents/guardians will be notified of any emergency medical situation as soon as is practicable.

In order to enroll in the district a student must have a health exam and submit a health certificate within 30 calendar days after initial enrollment. Health certificates are also required at the following grade levels: prekindergarten or kindergarten, and first, third, fifth, seventh, ninth and eleventh grades. The examination must conform to state requirements and must have been conducted no more than 12 months before the first day of the school year in question. If a student is unable to furnish the health certificate, the school will provide a physical examination by a licensed provider. A request for exemption from the physical examination, or the requirement to provide a health certificate, must be made in writing to the school principal or designee, who may require documents supporting the request. The only basis for exemption is a claim that the physical examination is in conflict with the parent or guardian's genuine and sincere religious belief.

Documentation of required immunizations against certain communicable diseases is also required for enrollment in school. Exemption from immunizations, for medical or religious reasons as permitted by state law and regulation requires submission of documentation supporting exemption.

Homeless students shall be admitted to school even if they do not have the required health or immunization records, but may be temporarily excluded if they show actual symptoms of a communicable disease that poses a significant risk of transmission to others (see "Communicable Diseases" below).

The McKinney-Vento liaison shall assist homeless students covered by that law in accessing health services described in this policy and accompanying regulation.

The Board recognizes that the State of New York may authorize and require the collection of data from health certificates in furtherance of tracking and understanding health care issues that affect children. The Board supports these efforts and expects

administrators to cooperate and to observe the appropriate laws and regulations in carrying out those responsibilities, including those that relate to student privacy.

In addition, students will be asked to provide a dental health certificate when they enroll in school and in accordance with the same schedule as the health certificate.

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

Emergency Care

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

The district permits emergency administration of opioid antagonists, such as naloxone, by trained volunteer responders to prevent opioid overdose, as specified in Policy 8121.1; Opioid Overdose Prevention.

Communicable Diseases

It is the responsibility of the Board to provide all students with a safe and healthy school environment. To meet this responsibility, it is sometimes necessary to exclude students with contagious and infectious diseases, as defined in the Public Health Law, from attendance in school. Students will be excluded during periods of contagion for time periods indicated on a chart developed by the school nurse.

During an outbreak of these communicable diseases, if the Commissioner of Health or his/her designee so orders, the district will exclude students from school who have an exemption from immunization or who are in the process of obtaining immunization.

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

Administering Medication to Students

Neither the Board nor district staff members shall be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours shall be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if

the medicine were not made available to him/her during school hours, or where it is done pursuant to law requiring accommodation to a student's special medical needs (e.g., Section 504 of the Rehabilitation Act of 1973). "Medication" will include all medicines prescribed by a physician.

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

1. the written request of the parent(s) or guardian(s), which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication; and
2. the written order of the prescribing physician, which will include the purpose of the medication, the dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed, and the possible side effects of the medication.
3. that in order for a student to carry and use a rescue inhaler, an epinephrine auto-injector, insulin, or glucagon and associated testing supplies, written permission must be provided both by the parent and the prescribing authorized medical provider in accordance with state law and regulation.

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

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

Life-Threatening Allergies and Anaphylaxis Management

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

Training

Training to support the fulfillment of staff responsibilities in regard to student health services will be provided as part of the district's ongoing professional development plan and in conformity with Commissioner's regulations. Training shall include the following annual Vector/Safe Schools Training Modules: Medication Administration Epinephrine Auto Injectors and Health Emergencies: Life Threatening Allergies.

Regulations

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

Cross Ref.:

- 4321, Programs for Students with Disabilities
- 5020.3, Students with Disabilities and Section 504
- 5151, Homeless Students
- 5280, Interscholastic Athletics
- 5300.28, Code of Conduct – Medications/Prescriptions in School
- 5550, Student Privacy
- 8130, School Safety Plans and Teams
- 9700, Staff Professional Development

Ref:

[Education Law §§310](#) (provisions for appeal of child denied school entrance for failure to comply with immunization requirements); [901](#) *et seq.* (medical, dental and health services, BMI reporting); [916](#) (student self-administration of rescue inhalers); [916-a](#) (student self-administration of epinephrine); [916-b](#) (students with diabetes); [919](#) (provide and maintain nebulizers); [921](#) (epinephrine auto-injectors; training of unlicensed personnel); [922](#) (naloxone); [6527](#) (emergency treatment: anaphylaxis; naloxone); [6909](#) (emergency treatment: anaphylaxis; naloxone)

[Public Health Law §§613](#) (annual survey); [2164](#) (immunization requirements); [3000-c](#) (emergency epinephrine); [3309](#) (naloxone)

[8 NYCRR §§ 64.7](#) (anaphylaxis; naloxone); [135.4](#) (Physical Education); [Part 136](#) (school health services program; concussion, anaphylaxis, medication, naloxone)

[10 NYCRR Part 66-1](#) (immunization requirements); [§ 80.138](#) (naloxone)

Guidelines for Medication Management in Schools, State Education Department, December 2017, www.p12.nysed.gov/sss/documents/MedicationManagement-DEC2017.pdf

Immunization Guidelines: Vaccine Preventable Communicable Disease Control, State Education Department, revised August 2000

Making the Difference: Caring for Students with Life-Threatening Allergies, New York State Department of Health, New York State Education Department, New York Statewide School Health Service Center, June 2008

Concussion Management Guidelines and Procedures, www.nysphsaa.org

New Policy for Stocking Albuterol Metered Dose Inhalers (MDIs), State Education Department, August 2011, www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/Albuterol2011memo.pdf.

Adoption Date: January 22, 2008

First Reading: September 28, 2010

Adoption Date: October 12, 2010

First Reading: May 24, 2011

Adoption Date: June 14, 2011

First Reading: October 9, 2012

Adoption Date: October 23, 2012

First Reading: July 9, 2013

Adoption Date: July 23, 2013

First Reading: March 11, 2014

Adoption Date: March 25, 2014

First Reading: August 5, 2014

Adoption Date: August 26, 2014

First Reading: June 23, 2015

Adoption Date: July 21, 2015

First Reading: March 8, 2016

Adoption Date: March 22, 2016

First Reading: June 6, 2017

Adoption Date: July 11, 2017

First Reading: April 30, 2019

Adoption Date: May 14, 2019

First Reading: May 27, 2025

Deer Park Union Free School District

5420-R STUDENT HEALTH SERVICES REGULATION

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

A. Immunization Against Communicable Diseases

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

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

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

Children who are not fully immunized may only be admitted to school if parents/guardians submit documentation that they (1) are in the process of receiving immunization or obtaining blood tests (as described in state regulations [10 NYCRR Subpart 66-1](#)); or (2) have been granted a medical or religious exemption.

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

Religious exemptions may be granted by the district upon either (1) a signed and completed Request for Religious Exemption to Immunization created by the NYSED, or (2) a written and signed statement from a parent/guardian stating an objection to immunization because of genuine and sincere religious beliefs which prohibit immunization. The Building Principal may require supporting documents for religious exemptions.

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

The Building Principal may permit students without adequate documentation to attend school up to 14 calendar days while the parent/guardian furnishes the necessary documents. This time period may be extended to 30 days for students transferring from another state or country, as long as they show a good faith effort to obtain the necessary documentation.

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

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

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

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

In the event that a parent is unable to provide an immunization record, the school nurse, or other authorized school district official, will access the New York State Immunization Information System (NYSIIS) to determine if the child has met immunization requirements. If the system indicates that the child has received the required vaccinations, the information will be entered as part of the student's record, the source and date noted, and the documentation requirement will have been met.

B. Administering Medication to Students in School

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

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

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

Students who may carry and use certain medications

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

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

If a student is authorized to carry and use medication as described above, the parent/guardian is permitted to give extra medication and supplies that the district will maintain in accordance with the written directions submitted by the authorized

medical provider. Such extra medication and supplies shall be readily accessible to the student.

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

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

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

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

Sunscreen

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

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

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

Administering Medication on Field Trips and at After-School Activities

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

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

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

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

Administering Epi-Pen in Emergency Situations

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

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

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

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

in this policy and regulation. However, any school personnel may be directed in a specific instance to use an auto-injector by the nurse or medical director.

Use of Albuterol Metered Dose Inhalers

The school's stock supply of albuterol is not to be used in place of the parent/guardian providing the medication for their child to the school. Students diagnosed with asthma whose personal albuterol prescription is empty may receive an emergency dose of school-stocked albuterol under the following conditions:

- The student has a prescription ordering albuterol MDI or nebulized albuterol from their licensed health care provider which must include an order allowing the student to use the school's stocked albuterol MDI if their personal prescription is empty;
- The student's parent/guardian must provide written permission for the student to be administered dosing from the school's stocked albuterol MDI if their personal prescription is empty;
- The school's stock supply is for use only in the event that the student's personal supply is empty while awaiting the parent/guardian to provide the school with a new one; and
- The student must have their own labeled spacer, tubing and facemask, or mouthpiece provided by the parent/guardian that is used when administering their own or the school's stock albuterol MDI.

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

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

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

C. Student Medical Exams

In accordance with [Sections 903](#) and [904 of the state Education Law](#), each student shall have a physical exam given by the school doctor or licensed health care provider (including a physician, physician assistant or nurse practitioner)

upon first entrance to school and upon entering pre-kindergarten or kindergarten, and first, third, fifth, seventh, ninth and eleventh grades. Findings are to be kept on record at the school on forms that can be obtained from the school nurse. In addition, the school will request a dental health certificate according to the same schedule.

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

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

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

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

D. Illness or Injury in School

If a student becomes ill or injured in school:

1. The nurse will determine if the student should receive further medical attention, remain in the nurse's office or return to class.
2. The nurse will call the parent, guardian or designated emergency contact if they feel the student should go home. In general, a parent or guardian will pick up the student from school.
3. The nurse will contact the Building Principal if they feel the child should be transported by bus to the home.
4. If there is to be a change in bus routing in order to carry the student home, that decision will be made by the administrator and the transportation supervisor.
5. If the route is to be changed, the transportation supervisor shall inform the bus driver.
6. If no parent, guardian or designated emergency contact picks up the student at school, or if no parent/guardian or designated emergency contact will be home, the student will remain in the nurse's office until such time as a parent, guardian or designated emergency contact becomes available to assume responsibility for the child.

7. While in the nurse's office, to the extent possible, students showing symptoms of communicable diseases will be kept separate from students with non-transmissible illness or injuries, and the district will take measures necessary to minimize disease transmission (e.g., physical barriers, face coverings, heightened hygiene procedures).
8. If the nurse determines that the child can return to class, but needed some type of medical attention (i.e., a bandage for a minor scratch, a brief rest, etc.), the nurse will notify the parent using district form 5420-E.1.
9. If it is determined that the student needs further medical attention and must be transported immediately via ambulance, a school staff member will accompany the student if the parent is unavailable.
10. The nurse will maintain appropriate records of all student visits.

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

E. Medical Emergency Record

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

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

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

F. Student Return to School after Illness/Injury

In general, students should be symptom-free before returning to school and resuming normal activities. In the case of communicable diseases, students must no longer be contagious. In some instances, students may be asked to provide a note from their licensed health care provider or meet specific indicators before they return to school or participate in the full range of school activities. The final

decision to permit participation rests with the school physician. The Superintendent, in consultation with public health authorities, the school physician, nurse and other appropriate staff, will develop protocols to address a student's return to activities when there has been a serious illness or injury.

Cross Ref.:

5300.28, Code of Conduct, Medications/Prescriptions in School

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Deer Park Union Free School District

STUDENT RECORDS REGULATION

1
2
3 It is recognized that the confidentiality of student records must be maintained. The
4 terms used in this regulation are defined in the accompanying policy. The following
5 necessary procedures have been adopted to protect the confidentiality of student
6 records.

7
8 Section 1 - Pursuant to the Family Educational Rights and Privacy Act (FERPA)
9 and state law it shall be the policy of this school district to permit parents/guardians
10 and eligible students to inspect and review any and all official records, files and data
11 directly related to that student, including all materials that are incorporated into each
12 student's cumulative record folder.

13
14 The rights created by FERPA and state law transfer from the parents/guardians to
15 the student once the student attains eligible student status. However, districts can
16 disclose information to parents of eligible students under certain circumstances,
17 including when the student is a dependent under the IRS tax code, when the student
18 has violated a law or the school's rules regarding alcohol or substance abuse (and
19 the student is under 21); when the information is needed to protect the health or
20 safety of the student or other individuals.

21
22 Section 2 - Parents/guardians or the eligible student will have an opportunity for a
23 hearing to challenge the content of the student's school records, to insure that the
24 records are not inaccurate, misleading, or otherwise in violation of the privacy or
25 other rights of the student, and to provide an opportunity for the correction or
26 deletion of any such inaccurate, misleading, or otherwise inappropriate data
27 contained therein.

28
29 Section 3 - A letter shall be sent annually to parents/guardians of students currently
30 in attendance and students currently in attendance informing them of their rights
31 pursuant to FERPA and state law, and will include a Parents' Bill of Rights. See
32 Exhibits 5500-E.1 and 5500-E.4. The district shall provide translations of this
33 notice, where necessary, to parents/guardians and students in their native language
34 or dominant mode of communication.

35
36 Section 4 - To implement the rights provided for in sections 1 and 2, the following
37 procedures are adopted:

- 38
39 1. A parent/guardian or an eligible student who wishes to inspect and
40 review student records shall make a request for access to the student's
41 school records, in writing, to the Building Principal. Upon receipt of
42 such request, arrangements shall be made to provide access to such
43 records within 45 days after the request has been received. If the
44 record to which access is sought contains information on more than

- 45 one student, the parent/guardian or eligible student will be allowed to
46 inspect and review only the specific information about the student on
47 whose behalf access is sought.
- 48 a. Before providing access to student records, the district
49 will verify the identity of the parent/guardian or
50 students.
- 51 b. The district may provide the requested records to the
52 parent/guardian or eligible students electronically, as
53 long as the parent/guardian or eligible student
54 consents. The district will transmit personally
55 identifiable information (PII) electronically in a way
56 that maintains its confidentiality, using safeguards
57 such as encryption and password protection.
- 58 2. A parent/guardian or an eligible student who wishes to challenge the
59 contents of the student's school records shall submit a request, in
60 writing, to the Building Principal identifying the record or records
61 which they believe to be inaccurate, misleading or otherwise in
62 violation of the privacy or other rights of the student together with a
63 statement of the reasons for their challenge to the record.
- 64 3. Upon receipt of a written challenge, the Building Principal shall
65 provide a written response indicating either that he/she:
66 a. finds the challenged record inaccurate, misleading or
67 otherwise in violation of the student's rights and that the
68 record will be corrected or deleted; or
69 b. finds no basis for correcting or deleting the record in
70 question, but that the parent/guardian or eligible student will
71 be given an opportunity for a hearing. The written response
72 by the Building Principal shall be provided to the
73 parent/guardian or eligible student within 14 days after receipt
74 of the written challenge. The response shall also outline the
75 procedures to be followed with respect to a hearing regarding
76 the request for amendment.
- 77 4. Within 14 days of receipt of the response from the Building
78 Principal, a parent/guardian or eligible student may request, in
79 writing, that a hearing be held to review the determination of the
80 Building Principal.
- 81 5. The hearing shall be held within 10 days after the request for the
82 hearing has been received. The hearing will be held by the
83 Superintendent of Schools, unless the Superintendent has a direct
84 interest in the outcome of the hearing, in which case the
85 Superintendent will designate another individual who does not have a
86 direct interest in the outcome of the hearing to hold the hearing.
- 87 6. The parent/guardian or eligible student shall be given a full and fair
88 opportunity to present evidence at the hearing. The parent/guardian

- 89 or eligible student may, at their own expense, be assisted or
90 represented by one or more individuals of his or her own choice,
91 including an attorney.
- 92 7. The Superintendent or other individual designated by the
93 Superintendent will make a decision in writing within 14 days after
94 the hearing.
- 95 8. After the hearing, if the Superintendent or the individual designated
96 by the Superintendent decides not to amend the record, the district
97 will inform the parent/guardian or eligible student that they have the
98 right to place a statement in the record commenting on the contested
99 information or stating why he/she disagrees with the decision of the
100 district. Any statement placed in the record will be maintained with
101 the contested part of the student record for as long as the record is
102 maintained. Further, the statement will be disclosed by the district
103 whenever it discloses the portion of the record to which the statement
104 relates.

105
106 Section 5 - Except to the extent that FERPA authorizes disclosure of student records
107 without consent, student records, and any material contained therein which is
108 personally identifiable, are confidential and will not be released or made available to
109 persons other than parents/guardians or eligible students without the prior written
110 consent of the parents/guardians or eligible student.

111
112 Exceptions to FERPA's prior consent requirement include, but are not limited to
113 disclosure:

- 114
- 115 1. To other school officials within the district who have been determined to
116 have legitimate educational interests.
 - 117 2. To officials of another school, school system or post secondary institution
118 where the student seeks or intends to enroll.
 - 119 3. To authorized representatives of the Comptroller General of the United
120 States, the U.S. Secretary of Education, the U.S. Attorney General or state
121 and local education authorities in connection with an audit or evaluation of a
122 federal- or state-supported education program or in compliance with legal
123 requirements related to those programs.
 - 124 4. In connection with the student's application for or receipt of financial aid.
 - 125 5. To state and local officials or authorities in compliance with state law that
126 concerns the juvenile justice system and the system's ability to effectively
127 serve, prior to adjudication, the student whose records are being released.
 - 128 6. To organizations conducting studies for, or on behalf of, education agencies
129 or institutions, in order to develop tests, administer student aid, or improve
130 instruction.
 - 131 7. To accrediting organizations to carry out their accrediting functions.
 - 132 8. To parents of a dependent student, as defined by the Internal Revenue Code.

- 133 9. To comply with a judicial order or lawfully issued subpoena, including ex
134 parte court orders under the USA Patriot Act. Prior to complying with a
135 judicial order or subpoena, the district will make a reasonable effort to notify
136 the parent/guardian or eligible student, unless the district has been ordered
137 not to disclose the existence or content of the order or subpoena, or unless
138 the parent is the subject of a court proceeding involving child dependency or
139 child abuse and neglect matters, and the order is issued in context of that
140 proceeding.
- 141 10. In connection with a health or safety emergency, the district will disclose
142 information when, taking into account the totality of circumstances, a
143 determination is made that there is an articulable and significant threat to
144 the health or safety of the student or other individuals.
- 145 11. To teachers and school officials in other schools who have legitimate
146 educational interests in the behavior or the student when the information
147 concerns disciplinary action taken against the student for conduct that posed
148 a significant risk to the safety or well-being of that student, other students, or
149 other members of the school community.
- 150 12. To provide information that the district has designated as “directory
151 information.”
- 152 13. To provide information from the school’s law enforcement unit records.
- 153 14. To a court, when the district is involved in legal action against a parent or
154 student, those records necessary to proceed with the legal action.
- 155 15. To the U.S. Secretary of Agriculture, its authorized representatives from the
156 Food and Nutrition Service, or contractors acting on its behalf, to monitor,
157 evaluate and measure performance of federally-subsidized school food
158 programs, subject to certain privacy protections.
- 159 16. To any caseworker or representative of a state or local child welfare agency
160 or tribal organization who has the right to access a student’s case plan, where
161 the agency or organization is legally responsible for the care and protection
162 of that student, not to be redisclosed except as permitted by law.

163
164 However, even if the district is permitted under FERPA to release student
165 information (including directory information), state Education Law §2-d and
166 regulations 8 NYCRR Part 121 only permit the district to use or disclose student PII
167 if it benefits students and the district (e.g., improves academic achievement,
168 empowers parents and students with information, and/or advances efficient and
169 effective school operations), except for disclosure required by federal law of the
170 names, addresses and telephone numbers of secondary students to the military and
171 institutions of higher education. The Superintendent, the district’s Data Protection
172 Officer, and the district’s attorney, if necessary will assist in determining whether
173 complying with a request for student PII can be done in conformance with the law.
174

175 The District will use reasonable methods to provide access to student educational
176 records to only those authorized under the law and to authenticate the identity of the

177 requestor. The district will use an array of methods to protect records, including
178 physical controls (such as locked cabinets), technological controls such as role-
179 based access controls for electronic records, password protection, firewalls,
180 encryption, and administrative procedures. The district will document requests for
181 and release of records, and retain the documentation in accordance with law.

182
183 If the district enters into a contract with a third party that calls for receipt of student
184 PII by the contractor, the agreement shall include a data security and privacy plan
185 that includes a signed copy of the Parents' Bill of Rights and addresses the
186 following, among other contractual elements:

- 187
- 188 1. training of vendor employees regarding confidentiality requirements;
 - 189 2. limiting access to education records to those individuals who have a
190 legitimate educational interest;
 - 191 3. prohibiting the use education records for any other purpose than
192 those authorized under the contract;
 - 193 4. maintaining reasonable administrative, technical and physical
194 safeguards to protect PII;
 - 195 5. using encryption technology to protect data while in motion or in its
196 custody to prevent unauthorized disclosure;
 - 197 6. breach and notification procedures.

198
199 The district will, via written agreements, designate authorized representatives who
200 have access to educational records. The written agreement will specify how the
201 work falls within the exception, what personally identifiable information is to be
202 disclosed, how the educational record will be used, and that the records will be
203 destroyed by the authorized representative once they are no longer needed for that
204 purpose or the agreement expires.

205
206 Section 6 - Whenever a student record or any material contained therein is to be
207 made available to third persons, other than those covered by the exceptions
208 authorized by FERPA, the parent/guardian or eligible student must file a written
209 consent to such action. The written consent must specify the records to be released,
210 the reasons for such release, and to whom. If the parent or eligible student so
211 requests, the district will provide him or her with a copy of the records disclosed. In
212 addition, if the parent of a student who is not an eligible student so requests, the
213 district will provide the student with a copy of the records disclosed.

214
215 Section 7 - Unless specifically exempted by FERPA, all persons requesting access
216 to such records will be required to sign a written form which indicates the legitimate
217 educational interest that such person has in inspecting the records. Such form will be
218 kept with the student's file and will be maintained with the student's file as long as
219 the file is maintained.

220

221 Additional Rights Under New York State Law Related to the Protection of Student
222 Data and Third Party Contractors
223

224 New York State Law offers parents additional rights beyond FERPA in regard to
225 third party contractors and student PII. The district shall post on its website and
226 distribute a ‘Parents’ Bill of Rights for Data Privacy and Security.’ The ‘Parents’
227 Bill of Rights’ shall establish the following:
228

- 229 • Educational purpose: The use of student personally identifiable
230 information (PII) is for educational or related purposes only.
- 231 • Transparency: Disclosure of third party contracts and their privacy
232 provisions.
- 233 • Authorization: Assurance that proper authorization will be secured prior
234 to the release of PII
- 235 • Security: A description of the measures in place to protect PII, without
236 compromising the security plan.
- 237 • Data Breach Notification: An explanation of the procedures in the event of a
238 data breach.
- 239 • Complaint Procedure: The district offers a complaint procedure in the event
240 that a parent suspects a breach of student data by a third party contractor and
241 provides information about lodging a complaint with the New York State
242 Education Department’s Chief Privacy Officer.
243

244 Retention and Disposition of Student Records
245

246 The Board has adopted the Records Retention and Disposition Schedule issued
247 pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the
248 legal minimum retention periods for district records. The Board directs all district
249 officials to adhere to the schedule and all other relevant laws in retaining and
250 disposing of student records. In accordance with Article 57-A, the district will
251 dispose of only those records described in the schedule after they have met the
252 minimum retention periods set forth in the schedule. The district will dispose of
253 only those records that do not have sufficient administrative, fiscal, legal or
254 historical value to merit retention beyond the established legal minimum periods.
255

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257 First Reading: September 28, 2010

258 Second Reading: October 12, 2010

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260 First Reading: January 7, 2014

261 Second Reading: February 11, 2014

262 Adoption Date: February 11, 2014

263 First Reading: October 7, 2014

264 Second Reading: October 21, 2014

265 Adoption Date: October 21, 2014

266 [First Reading: May 27, 2025](#)
267

STUDENT PRIVACY

1
2
3 The Board recognizes its responsibility under the federal Protection of Pupil Privacy
4 Rights Act (PPRA) to enact policies that protect student privacy, in accordance with
5 law. This is particularly relevant in the context of the administration of surveys that
6 collect personal information, the disclosure of personal information for marketing
7 purposes and in conducting physical exams.

8
9 For purposes of this policy, "parent/guardian" includes a legal guardian or person
10 standing in loco parentis (such as a grandparent or stepparent with whom the child
11 lives, or a person who is legally responsible for the welfare of the child).

12
13 The Board of Education recognizes that student surveys are a valuable tool in
14 determining student needs for educational services. Parents have the right to inspect
15 all instructional material that will be used for a survey, analysis, or evaluation as
16 part of a U.S. Department of Education (DOE)-funded program. In addition, no
17 minor student may, without parental consent, take part in a survey, analysis or
18 evaluation funded in whole or in part by the U.S. DOE Education that reveals
19 information concerning:

- 20
21 1. political affiliations or beliefs of the student or the student's parent;
22 2. mental or psychological problems of the student or the student's family;
23 3. sex behavior or attitudes;
24 4. illegal, anti-social, self-incriminating or demeaning behavior;
25 5. critical appraisals of other individuals with whom respondents have close
26 family relationships;
27 6. legally recognized privileged or analogous relationships, such as those of
28 lawyers, physicians and ministers;
29 7. religious practices, affiliations or beliefs of the student or the student's
30 parent; or
31 8. income (other than that required by law to determine eligibility for
32 participation in a program or for receiving financial assistance under such
33 program).

34
35 In the event that the district plans to survey students to gather information included
36 in the list above, the district will obtain written consent from the parent/guardian in
37 advance of administering the survey. The notification/consent form will also
38 advise the parent/guardian of their right to inspect the survey prior to their child's
39 participation. In addition, the district will notify parents/guardians that they may
40 inspect any survey created by a third party before the survey is administered or
41 distributed to students. Prior written consent and the right to inspect surveys
42 transfers to students once they turn 18 years old or are emancipated.
43

44 All requests to inspect third party surveys must be made to the Building Principal
45 within 5 days after the notice was sent, or within 3 days prior to the date of the
46 survey.

47
48 The district will limit access to information collected by any survey that contains the
49 items listed above to those school officials who have a legitimate educational
50 interest. The terms "school official" and "legitimate educational interest" are
51 defined in district policy 5500. Student Records.

52
53 Under state Education Law §2-d and its implementing regulations (8 NYCRR Part
54 121), the district is prohibited from disclosing or using "personally identifiable
55 information" for marketing or commercial purposes, or selling that information, or
56 providing it to others for that purpose (see district policies 5500 and 8635, and their
57 accompanying administrative regulations, for more information)

58
59
60 ~~A parent/guardian who wishes to inspect and review such instructional~~
61 ~~material shall submit a request in writing to the Building Principal. Upon receipt of~~
62 ~~such request, arrangements shall be made to provide access to such material to~~
63 ~~within 30 calendar days after the request has been received.~~

64
65 ~~It is the policy of the Board not to permit the collection, disclosure, or use of~~
66 ~~personal information collected from students for the purpose of marketing or selling~~
67 ~~that information or providing it to others for that purpose. This does not apply to the~~
68 ~~collection, disclosure, or use of personal information collected from students for the~~
69 ~~exclusive purpose of developing, evaluating, or providing educational products or~~
70 ~~services as permitted by law.~~

71
72 ~~In the event of such collection, disclosure or use of personal information~~
73 ~~gathered from students, student privacy shall be protected by the school district~~
74 ~~pursuant to the requirements of FERPA.~~

75
76 ~~Parent/guardians have the right to submit a written statement to opt their~~
77 ~~child out of participation in the following activities:~~

- 78
79 1. ~~The collection, disclosure and use of personal information gathered from~~
80 ~~students for the purpose of marketing or selling that information, or~~
81 ~~providing it to others for that purpose. Upon request, parents/guardians have~~
82 ~~the right to inspect any such instrument before it is administered or~~
83 ~~distributed to their child. This does not apply to the collection, disclosure, or~~
84 ~~use of personal information collected from students for the exclusive purpose~~
85 ~~of developing, evaluating or providing educational products or services for,~~
86 ~~or to students or educational institutions, such as:~~
87

- 88 a. ~~College or other postsecondary education recruitment, or military~~
 89 ~~recruitment;~~
 90 b. ~~Book clubs, magazines and programs providing access to low cost~~
 91 ~~literary products;~~
 92 e. ~~Curriculum and instructional materials used in schools;~~
 93 d. ~~Tests and assessments used to provide cognitive, evaluative,~~
 94 ~~diagnostic, clinical, aptitude, or achievement information for students~~
 95 ~~or to generate other statistically useful data for the purpose of~~
 96 ~~securing such tests and assessments, and the subsequent analysis and~~
 97 ~~public release of the aggregate data from such tests and assessments;~~
 98 e. ~~Student recognition programs; and~~
 99 f. ~~The sale by students of products or services to raise funds for school-~~
 100 ~~related activities.~~

101
 102 ~~In the event of such collection, disclosure or use of personal information~~
 103 ~~gathered from students, student privacy shall be protected by the school~~
 104 ~~district pursuant to the requirements of FERPA.~~

- 105
 106 2. ~~The administration of any survey revealing information concerning one or~~
 107 ~~more of the following:~~
 108
 109 a. ~~political affiliations or beliefs of the student or the student's parent;~~
 110 b. ~~mental or psychological problems of the student or the student's~~
 111 ~~family;~~
 112 e. ~~sex behavior or attitudes;~~
 113 d. ~~illegal, anti-social, self-incriminating or demeaning behavior;~~
 114 e. ~~critical appraisals of other individuals with whom respondents have~~
 115 ~~close family relationships;~~
 116 f. ~~legally recognized privileged or analogous relationships, such as~~
 117 ~~those of lawyers, physicians and ministers;~~
 118 g. ~~religious practices, affiliations or beliefs of the student or the~~
 119 ~~student's parent; or~~
 120 h. ~~income (other than that required by law to determine eligibility for~~
 121 ~~participation in a program or for receiving financial assistance under~~
 122 ~~such program).~~

123
 124 ~~Parents/guardians and eligible students, shall also have the right to inspect,~~
 125 ~~upon their request, a survey created by a party other than the U.S. DOE before the~~
 126 ~~survey is administered or distributed by a school to a student. Such requests must be~~
 127 ~~submitted, in writing, to the Building Principal with a response to be at least two~~
 128 ~~weeks in advance of any survey to be given.~~
 129

130 ~~3. The administration of any non-emergency, invasive physical examination or~~
131 ~~screening that is required as a condition of attendance, administered by the~~
132 ~~school not necessary to protect the immediate health or safety of the student or~~
133 ~~other students and not otherwise permitted or required by state law.~~
134

135 ~~Parents/guardians and eligible students shall be notified at least annually, at~~
136 ~~the beginning of the school year, and when enrolling students for the first time in~~
137 ~~district schools of this policy. The school district shall also notify parents/guardians~~
138 ~~within a reasonable period of time after any substantive change to this policy.~~
139

140
141 In the event that such data is collected by the district, all disclosure or use of student
142 personal information will be protected by the district pursuant to the requirements of
143 the Family Educational Rights and Privacy Act (FERPA), Individuals with
144 Disabilities Education Act (IDEA), Protection of Pupil Rights Amendment (PPRA),
145 the National School Lunch Act, Children's Online Privacy Protection Act (COPPA),
146 and NY Education Law §2-d [For guidance regarding the disclosure of "directory
147 information," rather than personal student information, see policypolicies 5500,
148 Student Records, and 8635, Information and Data Privacy, Security, Breach and
149 Notification].
150

151 Inspection of Instructional Material

152
153 Parents/guardians shall have the right to inspect, upon request, any instructional
154 material used as part of the educational curriculum for students. "Instructional
155 material" is defined as: "instructional content that is provided to a student,
156 regardless of format including printed or representational materials, audio-visual
157 materials, and materials in electronic or digital formats (such as materials accessible
158 through the Internet). It does not include tests or academic assessments." The right
159 to inspect instructional materials transfers to students once they turn 18 years old or
160 are emancipated. The right to inspect instructional materials transfers to students
161 once they turn 18 years old or are emancipated.
162

163
164 A parent/guardian (or student who is at least 18 years old or is emancipated) who
165 wishes to inspect and review such instructional material must submit a request in
166 writing to the Building Principal. Upon receipt of such request, arrangements shall
167 be made to the district will provide access to such material within 30 calendar days
168 after the request has been received.
169

170 Invasive Physical Examinations

171

172 The law also requires each school district to state its policy on the administration of
 173 physical examinations or screenings that the school may administer to a student, but
 174 this does not apply to physical examinations or screenings permitted or required by
 175 state law. If the district administers other physical exams, that should either be
 176 included here or cross-referenced to the appropriate policy.

177
 178 Prior to the administration of any non-emergency, invasive physical examination or
 179 screening that is required as a condition of attendance, administered by the school
 180 and scheduled by the school in advance, which are not necessary to protect the
 181 immediate health or safety of the student or other students and not otherwise
 182 permitted or required by state law, a student's parent/guardian will be notified and
 183 given an opportunity to opt their child out of the exam.

184
 185 "Invasive physical examination" is defined in federal law as any medical
 186 examination that involves the exposure of private body parts, or any act during such
 187 examination that includes incision, insertion, or injection into the body. Hearing,
 188 vision and scoliosis screenings are not included in this definition and are not subject
 189 to prior notification, nor are any physical examinations that are permitted or
 190 required by state law, including those which are permitted without parent/guardian
 191 notification.

192
 193 Notification

194
 195 The district will notify parents/guardians and eligible students who are at least 18
 196 years old or who are emancipated shall be notified at least annually, at the beginning
 197 of the school year, and when enrolling students for the first time in district schools,
 198 of their rights under this policy. The school district shall also notify
 199 parents/guardians within a reasonable period of time after any substantive change to
 200 this policy.

201
 202 Cross-ref
 203 5420, Student Health Services
 204 5509, Student Records
 205 8635, Information and Data Privacy, Security, Breach and Notification

206
 207
 208 Ref: 20 USC §1232h (No Child Left Behind Act)
 209 34 CFR Part 98
 210 Education Law §903

211
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