

LONG BEACH PUBLIC SCHOOLS
Long Beach, NY

January 28, 2016

Ladies and Gentlemen:

The Long Beach Board of Education is the authorized state agency responsible for setting educational policy in the district. It consists of five trustees, each serving a three-year term. Board members pay school taxes at the regular rate and receive no salary or other financial compensation.

All meetings, except executive sessions, are held before the public. Members of the public may address the Board of Education on any specific agenda item during special time reserved for that purpose prior to Board discussion and action. The public may also address the Board of Education on any matter of concern at a second public session after the Board of Education completes agenda action items. Visitors should not address the Board in public relative to questions or comments regarding specific staff members or specific students. Such concerns should be brought to the attention of appropriate staff or to board members by telephone, in writing, or by scheduling a personal meeting, as appropriate to the circumstances.

Visitors' comments will be limited to three (3) minutes for each agenda item upon which comment is made. Visitors are precluded from speaking on any agenda item more than once during each meeting.

Sincerely,

Your Board of Education

**BOARD OF EDUCATION
LONG BEACH PUBLIC SCHOOLS
LONG BEACH MIDDLE SCHOOL AUDITORIUM
Thursday, January 28, 2016 – 7:30 P.M.**

AGENDA

REGULAR BOARD MEETING

7:30 PM

- I. Pledge of Allegiance/Call to Order/Opening Remarks – Board President
- II. Report of Superintendent of Schools/Presentation of the Superintendent
 - *Presentations by Michael DeVito, COO*
 - o *Smart Schools Bond Act - Update*
 - o *Modified Rollover Budget*
- III. Board of Education Comments
- IV. Questions and Comments from the Public on Tonight's Agenda Only
- V. Student Organization Announcements
- VI. Approval of Minutes of Executive Sessions and Regular Meeting of January 14 and January 20, 2016
- VII. Presentations of the Superintendent:
 1. Personnel Matters: Certificated
 2. Personnel Matters: Non-Certificated
 3. Adoption of Policy #7513 Administration of Medication
 4. Adoption of Policy #7521 Students with Life-Threatening Health Conditions
 5. Second Reading of Revised Policy #8270 Computer Network and Internet Acceptable Use for Students and Staff
 6. Acceptance of Audit Report and Approval of Corrective Action Plan
 7. Approval of Budget Transfer
 8. Adoption of 2016-2017 School Calendar
 9. Designation of Personal Registration Day
 10. Adoption of School Election Calendar
 11. Approval of Change Order
 12. Approval of Special Legal Counsel
 13. Approval of Use of School Applications
- VIII. Board of Education – Additional New/Old Business if any
- IX. Questions and Comments from the Public

X. Announcements:

1. Long Beach Classroom Teachers' Association
2. Administrative, Supervisory and PPS Group
3. LBSEA -Long Beach Schools Employees' Association – Group C
4. Parent/Teacher Association

XI. Adjournment

RESOLUTIONS

BE IT RESOLVED THAT, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following personnel actions.

1. CERTIFICATED PERSONNEL

(a) Resignations for the Purpose of Retirement

1. Name: Perry Bodnar
Assign./Loc: Science Teacher/LBHS
Effective Date: June 30, 2016 close of day
2. Name: Elaine Braithwaite
Assign./Loc: Elementary Teacher/East School
Effective Date: June 30, 2016 close of day
3. Name: Anna Carfagno
Assign./Loc: Foreign Language Teacher/LBHS
Effective Date: June 30, 2016 close of day
4. Name: Mary Ann Colucci
Assign./Loc: Teacher of Speech and Hearing Handicapped/West School
Effective Date: June 30, 2016 close of day
5. Name: Virginia Kavanagh
Assign./Loc: Remedial Reading Teacher/West School
Effective Date: June 30, 2016 close of day
6. Name: Denise Menelao
Assign./Loc: Special Education/Business Teacher/LBHS
Effective Date: June 30, 2016 close of day
7. Name: Nancy Stofflet-Morton
Assign./Loc: Elementary Teacher/East School
Effective Date: June 30, 2016 close of day
8. Name: Barbara Russo
Assign./Loc: Music Teacher/Lindell School
Effective Date: June 30, 2016 close of day
9. Name: Sandra Schneider
Assign./Loc: Elementary Principal/West School
Effective Date: June 30, 2016 close of day
10. Name: Ann Marie Tuzzolino
Assign./Loc: Elementary Teacher/Lido School
Effective Date: June 30, 2016 close of day

1. CERTIFICATED PERSONNEL

(a) Resignations for the Purpose of Retirement continued:

11. Name: Carolyn Ciccone
Assign./Loc: Part Time Teacher Assistant/Lindell School
Effective Date: June 30, 2016 close of day

(b) Leave of Absence

Name: Lisa Cornell
Assign./Loc: Part Time Teacher Assistant
Effective Dates: December 11, 2015-June 30, 2016 (or earlier at the district's discretion)
Reason: Family Illness

(c) Amended Leaves of Absence

1. Name: Christina Dillard
Assign./Loc: Special Education Teacher/LBMS
Effective Dates: January 5, 2016-June 30, 2016
Original Dates: February 1, 2016-June 30, 2016
Reason: Maternity
2. Name: Devorah Sokol
Assign./Loc: School Nurse/Long Beach Hebrew Academy
Effective Dates: January 5, 2016-February 16, 2016 (or earlier at the district's discretion)
Original Dates: December 31, 2015-February 16, 2016
Reason: Maternity

(d) Appointment: Interim Coordinator of Guidance 6-12

Name: Benedict Baglio
Assign./Loc: Interim Coordinator of Guidance 6-12/LBHS/LBMS
Certification: Permanent School Administrator Supervisor
Permanent School District Administrator
Effective Dates: January 15, 2016-June 30, 2016 (or earlier at the district's discretion)
Salary Classification: \$600 per day
Reason: To replace Joy-Ann D'Anca

(e) Amended Substitute Part Time .6 School Social Worker

Name: Seraphina D'Anna
Assign./Loc: School Psychologist/Lindell School
Effective Dates: January 4, 2015*-January 31, 2016
Original Dates: December 14, 2015-January 31, 2016
*amended start date

1. CERTIFICATED PERSONNEL

- (f) Appointment Part Time Temporary Teacher Assistants 17.5 hours per week January 29, 2016 through June 24, 2016 (or earlier at the district's discretion) According to CSE recommendation or 504 plan. Rate according to contract. *Subject to negotiations**

| Name | Location | Certification | Grade II/Step | Hourly Rate* |
|---------------|----------|---------------|---------------|--------------|
| Kiera Falcone | Lindell | Level I TA | II/1 | 17.24 |

- (g) Appointment: ENL Content and Language Support Program-(Grant Funded)-for the 2015-2016 School Year-rate of pay \$74.50* per hour-*Subject to negotiations**

| Name | School | Maximum Hours |
|------------------------|---------|---------------|
| 1. Chelsea Greenberg | West | 15 |
| 2. Suzanne Gamez | Lido | 15 |
| 3. Jasmin Osorio | Lindell | 15 |
| 4. Melissa Lyons | East | 15 |
| 5. Elizabeth Rodriguez | LBHS | 15 |
| 6. Elizabeth Sherlock | LBHS | 15 |
| 7. Lorraine Radice | LBMS | 15 |
| 8. Grace Parisi | LBMS | 15 |

- (h) Appointment: Extended School Day Program-2015-2016 School Year-Rate of Pay-\$74.50* per hour-*subject to negotiations-as needed**

Richard Rogers-substitute teacher

- (i) Appointment: Extended School Day Program-2015-2016 School Year-Rate according to contract-*subject to negotiations-as needed**

Marvin Manzano-substitute teacher assistant

- (j) Recession: Extended Essay Coordinator for International Baccalaureate Diploma Program effective 2015-2016 school year-Stipend: \$2,500 (prorated)**

Lisa Casey (60% prorated)

- (k) Appointment: Extended Essay Coordinator for International Baccalaureate Diploma Program effective 2015-2016 school year-Stipend: \$2,500 (prorated)**

Toni Weiss (60% prorated)

- (l) Appointment: Advisors for High School Co-Curricular Activities 2015-2016 School Year-*Subject to negotiations**

| Name | Activity | Stipend* |
|---------------------|-----------------------|----------|
| Elizabeth Altbacker | Musical Pit Orchestra | \$3,083 |

*rescind Justin Marks

1. CERTIFICATED PERSONNEL

(m) The following Per Diem Substitute Teacher is recommended for approval for the 2015-2016 school year

| NAME | CERTIFICATION AREA |
|---------------------|--|
| 1. Michelle Donovan | Permanent School Social Worker |
| 2. Joseph Scanlan | Initial Childhood Education 1-6 (in process) |

**(n) Approval of Applications for Participation In Study Programs-Winter/Spring 2016-
The following staff members have applied for funding for coursework as indicated under the appropriate provision of their contract. Recommend approval of the tuition/fees.**

| Name | Allocation | Name | Allocation |
|---------------------------|-------------------|------------------------|-------------------|
| 1. Jennifer McWilliams | \$942 | 9. Joseph Jeremias | \$942 |
| 2. James Johnson | \$942 | 10. Kristin Jones | \$942 |
| 3. Patricia Van Loon | \$942 | 11. Brian Pross | \$942 |
| 4. Megan Scully | \$445 | 12. James Stankard | \$942 |
| 5. Danielle Adams | \$942 | 13. Douglas MacConnell | \$942 |
| 6. Andrew Frey | \$942 | 14. Theresa Taplin | \$942 |
| 7. Franklin Parker Ramsey | \$942 | 15. Lauren Andersen | \$942 |
| 8. Lindsey Smith | \$360 | 16. Lorie Hartfield | \$942 |

2. NON CERTIFICATED PERSONNEL

(a) Resignation

Name: Bryan Singh
Assign./Loc: Part Time Teacher Assistant/Lindell School
Effective Date: January 8, 2016

(b) Leave of Absence

1. Name: Yolanda Franklin
Assign./Loc: Special Education Aide/East School
Effective Dates: November 9, 2015-February 4, 2016
Reason: Medical
2. Name: Jeannette Lovrich
Assign./Loc: Part Time Food Service Worker/LBHS
Effective Dates: February 10, 2016 pm-June 30, 2016 (or earlier at the district's discretion)
Reason: Medical

(c) Appointment: Part Time School Bus Driver (30 hours)

Name: Manuela Gomez
Assign./Loc.: Part Time Bus Driver-30 hours/Transportation
Effective Date: February 1, 2016
Probationary End Date: February 1, 2020
Salary Classification: \$25,005* per annum
Grade/Step: Grade II/Step 1
Reason: To replace Mauricio Mejia
*Subject to negotiations

(d) Recommended Action: Approval of the schedules of 2015-2016 Continuing Education Instructional and Registration Personnel as follows (subject to sufficient enrollment and satisfactory performance):

| Instructor | Course | Hours | Rate Per Hour | Maximum |
|-----------------------|---------------------------------|-------|---------------|---------|
| 1. Filardi, Christine | Home Cooking for Your Dog & Cat | 6 | 25.00 | 150.00 |
| 2. Wright, Todd | Ink Shui | 12 | 25.00 | 300.00 |

(e) The following Per Diem Substitutes are recommended for approval for the 2015-2016 school year

- | Name | Position |
|--------------------|-------------------|
| 1. Angela Moreno | Nurse |
| 2. Lori Montgomery | Nurse |
| 3. Bryan Singh | Lunch Aide |
| 4. Jose Fuentes | Bus Driver |
| 5. Ivava Sanchez | Teacher Assistant |

3. ADOPTION OF POLICY #7513 ADMINISTRATION OF MEDICATION

4. ADOPTION OF POLICY #7521 STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS

**5. SECOND READING OF REVISED POLICY #8270 COMPUTER NETWORK AND INTERNET
ACCEPTABLE USE FOR STUDENTS AND STAFF**

**6. ACCEPTANCE OF EXTERNAL AUDIT FINANCIAL STATEMENTS AND APPROVAL OF CORRECTIVE
ACTION PLAN FOR YEAR ENDING 2015 AUDIT.**

BE IT RESOLVED THAT, upon the recommendation of the Long Beach Public Schools Audit Committee and the Superintendent of Schools, the Board of Education accepts the School District's Independent Audit Report as prepared and certified by Cullen & Danowski, covering the fiscal year ending June 30, 2015; and,

BE IT FURTHER RESOLVED that upon the recommendation of the Superintendent of Schools, a certified copy of the Long Beach Public School District's Independent Audit Report for 2014-15 be filed with the Office of Education Management Services at the State Education Department.

BE IT FURTHER RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the Corrective Action Plan for the school year ending 2015.

7. APPROVAL OF BUDGET TRANSFER

WHEREAS, the county has not charged the District for sewer services; and

WHEREAS, the District will pay for certain expenses but has a grant for Pre-K teachers;

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the requested budget transfers in the amounts of \$80,065 from the sewer tax code and \$155,810 from the Pre-K teachers code to the Human Resources Contractual code to pay for civil service bills from the City of Long Beach for the years ending 2011, 2012, 2013 and 2014.

8. ADOPTION OF 2016-2017 SCHOOL CALENDAR

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the 2016-2017 School Calendar.

9. DESIGNATION OF PERSONAL REGISTRATION DAY

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education designates Tuesday, May 3, 2016 as a Personal Registration Day at the Long Beach Middle School, located at 239 Lido Boulevard, Lido Beach, New York.

10. ADOPTION OF THE 2016 SCHOOL ELECTION CALENDAR

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the School Election Calendar for the School Board Election to be held on May 17, 2016 as it appears with the materials accompanying the agenda.

11. ACCEPTANCE OF CHANGE ORDER #53 WITH MPCC (CONTRACT #8-LCXAR-1) LIDO COMPLEX – ADDITIONS AND ALTERATIONS – PHASE 3B

WHEREAS, the Long Beach City School District ("District") has engaged MPCC Corp. ("MPCC") for construction work at the Lido Complex pursuant to an award on April 5, 2011; and

WHEREAS, the District's architect and construction manager recommend modification to the existing contract to include the resolution of all outstanding change orders; and

WHEREAS, the District's architect and construction manager recommend moving forward with this work now considering the reasonable pricing the District received from MPCC;

THEREFORE BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts Change Order #53 to the contract with MPCC for the additional cost of \$14,423.68; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Chief Operating Officer to execute Change Order No. 53 to the contract with MPCC on its behalf.

12. APPOINTMENT OF SPECIAL BOARD LEGAL COUNSEL

IT IS HEREBY RESOLVED, that the Board of Education appoints Frazer & Feldman, LLP, of 1415 Kellum Place, Suite 201, Garden City, New York 11530, as special counsel for the limited purpose of commencing legal proceedings necessary to preserve the School District's rights with regard to Nassau County's implementation of the Long Island Power Authority Act and the Long Island Power Authority Reform Act, including but not limited to the unilateral change of its 2015-2016 school year tax levy and institution of payments in lieu of taxes on properties owned by the Long Island Power Authority.

IT IS HEREBY FURTHER RESOLVED Special Counsel shall be compensated at the reduced rate of \$200 per hour, plus disbursements and reasonable expenses for work in connection with this appointment.

13. USE OF SCHOOLS APPLICATIONS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the use of schools, as attached, not to conflict with District events. However, please note that events may have to be modified and/or rescheduled based on building construction schedules.

APPLICATIONS FOR USE OF SCHOOL FACILITIES

| <u>Organization</u> | <u>Purpose</u> | <u>Facility Requested</u> | <u>Date Requested</u> |
|-------------------------------|---------------------------|--|---|
| Long Beach Recreation | Youth Baseball Tournament | Lindell School Gymnasium | Feb. 16 – 19, 2016 Tuesday – Friday 9:00 AM – 2:45 PM |
| City of Long Beach | Summer Camp | East School Cafeteria, Gym, Rooms, Playground | June 27 – Aug. 19, 2016 Monday – Friday 8:00 AM – 2:00 PM |
| Long Beach/Lido Little League | Baseball/softball games | LBMS Athletic Field 8 | Feb. 13 – June 26, 2016 Monday – Friday 6:00 PM – 8:00 PM Saturday & Sunday 8:00 AM – 8:00 PM |
| Long Beach/Lido Little League | Baseball/softball games | LBMS Athletic Field 9 | Feb. 13 – June 26, 2016 Monday – Friday 6:00 PM – 8:00 PM Saturday & Sunday 8:00 AM – 8:00 PM |
| Long Beach/Lido Little League | Baseball/softball games | LBMS Athletic Field 10 | Feb. 13 – June 26, 2016 Monday – Friday 6:00 PM – 8:00 PM Saturday & Sunday 8:00 AM – 8:00 PM |
| Long Beach/Lido Little League | Baseball/softball games | West School Gymnasium | Feb. 22 – June 16, 2016 Monday and Thursday 6:00 PM – 9:30 PM Saturday & Sunday 8:00 AM – 8:00 PM |
| Long Beach Schools | Assessment Forum | LBMS Auditorium | Tuesday, Feb. 23, 2016 7:00 PM – 9:00 PM |
| City of Long Beach | Summer Camp | West School Cafeteria, Playgrounds and Classrooms | June 27 – August 19, 2016 Monday – Friday 8:00 AM – 2:00 PM |
| Girl Scouts | Service Learning | LBHS Cafeteria | Friday, April 8, 2016 6:00 PM – 9:30 PM |
| City of Long Beach | Summer Camp | Lindell School Auditorium, Cafeteria, Gymnasium, Athletic Fields 1 & 2 | June 27 – August 19, 2016 Monday – Friday 8:00 AM – 2:00 PM |
| Long Beach/Lido Little League | Baseball/softball games | Lindell Athletic Field 1 | Feb. 13 – June 26, 2016 Monday – Friday 6:00 PM – 8:00 PM Saturday & Sunday 8:00 AM – 8:00 PM |
| Skudin Surf Camp | Swimming Instruction | LBHS Pool | Aug. 8 – Aug. 12, 2016 Monday – Friday 9:30 AM – 11:30 AM |
| Long Beach/Lido Little League | Baseball/softball games | LBHS Athletic Field 3 | Feb. 13 – June 26, 2016 Monday and Thursday 6:00 PM – 8:00 PM Saturday & Sunday 8:00 AM – 8:00 PM |

| <u>Organization</u> | <u>Purpose</u> | <u>Facility Requested</u> | <u>Date Requested</u> |
|---------------------|----------------|---|---|
| Long Beach Lacrosse | Lacrosse Day | LBMS –Athletic Fields 8, 9, 10, 11, 12 and Veterans Field, Field House Bathroom | Sunday, May 15, 2016 7:00 AM – 7:00 PM |
| City of Long Beach | Summer Camp | LBMS Auditorium, Cafeteria, Gymnasium, Teachers' Cafeteria, Tennis Courts, Athletic Fields 10, 11, 12 | June 27 – August 19, 2016 Monday – Friday 7:00 AM – 3:00 PM |

Students

SUBJECT: ADMINISTRATION OF MEDICATION

The school's registered professional nurse may administer medication to a student during the school day under certain conditions. For the purpose of this policy, the term "medication" includes both prescription and non-prescription medications. The school must receive the following before medication will be administered to a student:

- a) The original written order from the student's provider stating the name of the medication, precise dosage, frequency, and time of administration;
- b) A written, signed consent from the student's parent or person in parental relation requesting the administration of the medication, as prescribed by the physician, to the student in school; and
- c) The medication, properly labeled in its original container, must be delivered to the school health office by the student's parent or person in parental relation. The term "properly labeled," in the context of this policy, means that the container must include the following information: the student's name, name of medication, dosage, frequency, and prescribing physician. A student is not permitted to carry any medication on his/her person in school, or on the school bus, or keep any medication in his/her school locker(s). Exceptions may apply, however, for students diagnosed with asthma or other respiratory illnesses, diabetes, or allergies who will be permitted to carry and self-administer medication under certain conditions. Independent students with other health conditions warranting timely administration of their medications should also be permitted to self-carry and self-administer their medication to prevent negative health outcomes. All requirements listed above must be met.

All medication orders must be reviewed annually by school health office personnel or whenever there is a change in dosage.

Self-Administration of MedicationGenerally

Each student who is permitted to self-administer emergency medication should have an emergency care plan on file with the District. Further, the school will maintain a record of all written parental consents in the student's cumulative health record.

School health office personnel will also maintain regular parental contact in order to monitor the effectiveness of such self-medication procedures and to clarify parental responsibility as to the daily monitoring of their child to ensure that the medication is being utilized in accordance with the physician's or provider's instructions. Additionally, the student will be required to report to the health office on a periodic basis as determined by health office personnel so as to maintain an ongoing evaluation of the student's management of such self-medication techniques, and to work cooperatively with the parents and the student regarding such self-care management.

Students

SUBJECT: ADMINISTRATION OF MEDICATION

Students who self-administer medication without proper authorization will be referred for counseling by school nursing personnel, as appropriate. Additionally, school administration and parents will be notified of such unauthorized use of medication by the student, and school administration may determine the proper resolution of this behavior.

Students with asthma or another Respiratory Disease

A student will be permitted to carry and self-administer their prescribed inhaled rescue medication during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of asthma or other respiratory disease for which inhaled rescue medications are prescribed to alleviate respiratory symptoms or to prevent the onset of exercise induced asthma; the student has demonstrated that he/she can self-administer the prescribed medication effectively; and the expiration date of the order, the name of the prescribed medication, the dose the student is to self-administer, times when the medication is to be self-administered, and the circumstances which may warrant the use of the medication; and
- b) Written consent from the student's parent or person in parental relation.

Upon written request of the student's parent or person in parental relation, the school will allow the student to maintain an extra inhaled rescue medication in the care and custody of the school's registered professional nurse, nurse practitioner, physician assistant, or school physician.

Students with Allergies

A student will be permitted to carry and self-administer his/her prescribed Epinephrine during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of an allergy for which an Epinephrine is needed for the emergency treatment of allergic reactions; the student has demonstrated that he/she can self-administer the prescribed Epinephrine effectively; and the expiration date of the order, the name of the medicine, the dose the student is to self-administer, and the circumstances which may warrant the use of the medication; and
- b) Written consent from the student's parent or person in parental relation.

Upon written request of the student's parent or person in parental relation, the school will allow the student to maintain an extra Epinephrine in the care and custody of a licensed nurse, nurse practitioner, physician assistant, or school physician.

Students

SUBJECT: ADMINISTRATION OF MEDICATION**Students with Diabetes**

A student will be permitted to carry and self-administer his/her prescribed insulin through an appropriate medication delivery device, carry glucagon, and carry and use equipment and supplies necessary to check blood glucose and/or ketone levels during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of diabetes for which insulin and glucagon through appropriate medication delivery devices, and the use of equipment and supplies to check blood glucose and/or ketone levels are necessary; the student has demonstrated that he/she she can self-administer effectively, can self-check glucose or ketone levels independently, and can independently follow prescribed treatment orders; and the expiration date of the order, the name of the prescribed insulin or glucagon, the type of insulin delivery system, the dose of insulin and/or glucagon the student is to self-administer, times when the insulin and/or glucagon is to be self-administered, and the circumstances which may warrant administration by the student. The written permission must also identify the prescribed blood glucose and/or ketone test, the times testing is to be done, and any circumstances which warrant checking a blood glucose and/or ketone level.
- b) Written consent from the student's parent or person in parental relation.

Upon written request of the student's parent or person in parental relation, the school will allow the student to maintain extra insulin, insulin delivery system, glucagon, blood glucose meter, and related supplies to treat the student's diabetes in the care and custody of a licensed nurse, nurse practitioner, physician assistant, or school physician.

Students with diabetes will also be permitted to carry food, oral glucose, or other similar substances necessary to treat hypoglycemia in accordance with District policy.

Alcohol-Based Hand Sanitizers

The New York State Education Department (NYSED) permits the use of alcohol-based hand sanitizers in schools. The school medical director may approve and permit the use of alcohol-based hand sanitizers in the District's schools without a physician's order. Parents may provide written notification to the school in the event that they do not wish to have their child use this product.

Sunscreen

Students may carry and use FDA approved sunscreen products for over-the-counter use. The student's parent or person in parental relation must provide written permission for the student to carry and use sunscreen. This written parental consent will be maintained by the school. A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the student, if permitted by a parent or person in parental relation, and authorized by the school.

Students

SUBJECT: ADMINISTRATION OF MEDICATION (Cont'd.)**Storage and Disposal**

The District will comply with relevant state laws, regulations, and guidelines governing the District's receipt, storage, and disposal of medication.

Individuals with Disabilities Education Improvement Act of 2004 [Public Law 108-446 Section 614(a)]

Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400 et seq.

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

Education Law Sections 902(b), 907, 916, 916-a, 916-b, 919, 921, 6527, and 6908(1)(a)(iv), 6909

Public Health Law Section 3000-a, c, 3309

8 NYCRR 136.6, 136.7

NOTE: Refer also to Policy #7521 -- Students with Life-Threatening Health Conditions

First Reading: December 10, 2015

Second Reading: January 14, 2016

Adopted: January 28, 2016

Students

SUBJECT: STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS

Students come to school with diverse medical conditions which may impact their learning as well as their health. Some of these conditions are serious and may be life-threatening. As a result, students, parents, school personnel, and health care providers must all work together to provide the necessary information and training to allow children with chronic health problems to participate as fully and safely as possible in the school experience. This policy encompasses an array of serious or life-threatening medical conditions such as anaphylaxis, diabetes, seizure disorders, or severe asthma and acute medical conditions such as substance overdose. All students within the District with known life-threatening conditions will have a comprehensive plan of care in place: an Emergency Care Plan (ECP) or Individualized Healthcare Plan (IHP) and if appropriate, an Individualized Education Plan (IEP) or Section 504 Plan.

Life-Threatening Conditions

For those students with chronic life-threatening conditions such as diabetes, seizure disorders, asthma, and allergies, the District must work cooperatively with the parent(s) and the healthcare provider(s) to:

- a) Immediately develop an ECP for each at risk student to ensure that all appropriate personnel are aware of the student's potential for a life-threatening reaction;
- b) If appropriate, develop an IHP that includes all necessary treatments, medications, training, and educational requirements for the student. If the student is eligible for accommodations based upon the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act, the appropriate procedures will be followed regarding evaluation and identification;
- c) Provide training by licensed medical personnel (e.g., registered professional nurse) for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students;
- d) Obtain specific medical-legal documents duly executed in accordance with New York State law; appropriate health care provider authorization in writing for specific students that includes the frequency and conditions for any testing and/or treatment, symptoms, and treatment of any conditions associated with the health problem; and directions for emergencies;
- e) Secure written parent permission and discuss parental responsibility that includes providing the health care provider's orders, providing any necessary equipment, and participation in the education and co-management of the child as he/she works toward self-management;
- f) Allow supervised students to carry life-saving medication in accordance with relevant laws, regulations, and procedures. The District will also encourage parents and students to provide duplicate life-saving medication to be maintained in the health office in the event the self-carrying student misplaces, loses, or forgets their medication;
- g) Assure appropriate and reasonable building accommodations are in place within a reasonable degree of medical certainty.

Students

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

In addition, the District will:

- a) Provide training for transportation, instructional, food service, or physical education staff, as appropriate, in the recognition of an anaphylactic reaction;
- b) Have standing emergency medical protocols for nursing or other staff;
- c) Request the school medical director to write a non-patient specific order for anaphylaxis treatment agents for the school's registered professional nurse or other staff, as designated by the administration and allowed under federal and New York State laws and regulations, to administer in the event of an unanticipated anaphylactic episode;
- d) Maintain or ensure the maintenance of a copy of the standing order(s) and protocol(s) that authorizes them to administer emergency medications such as anaphylactic treatment agents;
- e) As permitted by New York State law, maintain stock supplies of life-saving emergency medications such as epinephrine auto-injectors and Naloxone (Narcan) for use, especially in first time emergencies;
- f) Ensure that building-level and District-wide school safety plans include appropriate accommodations for students with life-threatening health conditions;
- g) Encourage families to obtain medic-alert bracelets for at risk students;
- h) Educate students regarding the importance of immediately reporting symptoms of an allergic reaction.

Emergency Medication**Creating an Allergen-Safe School Environment**

The risk of accidental exposure or cross-contamination is always present in school, particularly for students with food allergies. The school setting is a high-risk environment for accidental ingestion of a food allergen due to the presence of a large number of students, increased exposure to food allergens, and cross-contamination of tables, desks, and other surfaces.

In an effort to prevent accidental exposure to allergens, the District will monitor the following high-risk areas and activities:

- a) Cafeteria;
- b) Food sharing;
- c) Hidden ingredients in art, science, and other projects;
- d) Transportation;
- e) Fund raisers and bake sales;
- f) Parties and holiday celebrations;
- g) Field trips;
- h) Before and after school programs;
- i) Classrooms.

Students

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

The District will work toward assisting students in the self-management of their chronic health condition based upon the student's knowledge level and skill by:

- a) Adequately training all staff involved in the care of the child, as appropriate;
- b) Assuring the availability of the necessary equipment and/or medications;
- c) Providing appropriately trained licensed persons as required by law;
- d) Developing an emergency plan for the student; and
- e) Providing ongoing staff and student education.

Americans with Disabilities Act, 42 USC Section 12101 et seq.
Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400-1485
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
34 CFR Part 300
Education Law Sections 6527 and 6908
8 NYCRR Section 136.7
Public Health Law Sections 2500-h (Anaphylactic policy for school districts) and 3000-a

NOTE: Refer also to Policy #7513 -- Administration of Medication

First Reading: December 10, 2015
Second Reading: January 14, 2016
Adopted: January 28, 2016

Instruction

SUBJECT: COMPUTER NETWORK and INTERNET ACCEPTABLE USE FOR STUDENTS AND STAFF

The Board of Education is committed to enhancing student learning and teaching. The Board considers student and staff access to a computer network, including the Internet, to be a powerful and valuable educational and research tool. The K-12 instructional program integrates the use of computers and computer-related technology throughout the district solely for the purpose of advancing and promoting learning and teaching. The following guidelines outline District policy on the use of computer networks.

- a) The District computer networks are to be used for educational purposes.

The system may be used by employees to increase communication and enhance productivity. Some computer systems which can be accessed via the Internet may contain materials that are defamatory, inaccurate, obscene, profane, threatening, bigoted or illegal. The District does not condone such materials.

- b) **When using technology**, teachers shall blend thoughtful and appropriate use of online information throughout the curriculum and provide guidelines and instruction to students in the use of such resources.

In the past, instructional and library media materials could be screened prior to use. Today's classrooms are open classrooms to electronic information resources, which may not have been screened by educators for use by students of various ages. The Board expects teachers to honor the goals of our instructional program when selecting online information to use with students.

- c) Parents and legal guardians of students shall be made aware of the District's policies governing use of its computer networks and the consequences for violations of these policies.

The District will provide students and parents/guardians with a guide to appropriate use of District computer networks, which includes guidelines for student network safety. It is expected that parents/guardians will ensure that their children understand and adhere to District guidelines.

In compliance with the Children's Internet Protection Act, the District employs a filtering system that is designed to block access to visual depictions of pornography, obscenity, and other material deemed illegal, inappropriate or harmful to minors. Web site traffic passes through this filter on all Student Internet-enabled computers.

All users of the district's computer network and the Internet must understand that use is a privilege and not a right.

Adopted: August 25, 1998

Amended: June 2007

First Reading Revised Policy: January 14, 2016

Second Reading Revised Policy: January 28, 2016

**LONG BEACH PUBLIC SCHOOLS
DRAFT CALENDAR**

**School Calendar
2016/2017**

September (18 + 1)

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

October (17)

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

November (18 + 1)

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

December (17)

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

January (20)

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

February (15)

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

March (23)

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

April (13)

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

May (22)

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

June (17)

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

September 5 School Closed - Labor Day
 September 6 Supt. Conf. Day (1)
 September 7 First Day of School
 October 3 & 4 School Closed - Rosh Hashanah
 October 10 School Closed - Columbus Day
 October 12 School Closed - Yom Kippur
 November 8 Supt. Conf. Day (2) School closed for students
 November 24 & 25 School Closed - Thanksgiving Recess

December 26-January 2 School Closed - Holiday Recess
 January 16 School Closed - MLK Day
 February 20-24 School Closed - Winter Recess
 April 10-18 School Closed - Spring Recess
 May 29 School Closed - Memorial Day
 June 23 Last Day of School

180 Student Attendance Days
 2 Superintendent Conference Days
 182 Total Teacher Attendance Days

LONG BEACH PUBLIC SCHOOLS - SCHOOL CALENDAR 2016-2017

| | | |
|---|----------------------|------------------|
| Labor Day..... | Monday..... | 5 September 2016 |
| Superintendent's Conference Day | Tuesday..... | 6 September+ |
| First Day of School for Students | Wednesday..... | 7 September |
| Schools Closed, <i>Rosh Hashanah</i> | Monday/Tuesday..... | 3 & 4 October |
| Schools Closed, <i>Columbus Day</i> | Monday..... | 10 October |
| Schools Closed, <i>Yom Kippur</i> | Wednesday..... | 12 October |
| Superintendent's Conference Day..... | Tuesday..... | 8 November+ |
| Schools Closed, <i>Veterans Day</i> | Friday..... | 11 November |
| Schools Closed, <i>Thanksgiving Recess</i> | Thursday/Friday..... | 24 & 25 November |
| Holiday Recess Commences..... | Monday..... | 26 December |
| School Resumes..... | Tuesday..... | 3 January, 2017 |
| Schools Closed, <i>Martin Luther King Day</i> | Monday..... | 16 January |
| Winter Recess Commences | Monday..... | 20 February |
| School Resumes..... | Monday..... | 27 February |
| Spring Recess Commences | Monday..... | 10 April |
| School Resumes..... | Wednesday..... | 19 April |
| Schools Closed, <i>Memorial Day</i> | Monday..... | 29 May |
| Last Day of School..... | Friday..... | 23 June |

| <u>School Days</u> | <u>Number</u> | <u>Conference Days</u> |
|--------------------|---------------|------------------------|
| September | 18 | 1 |
| October | 17 | 0 |
| November | 18 | 1 |
| December | 17 | 0 |
| January | 20 | 0 |
| February | 15 | 0 |
| March | 23 | 0 |
| April | 13 | 0 |
| May | 22 | 0 |
| June | <u>17</u> | <u>0</u> |
| | 180 | 2 |

**Thursday, September 6 and Tuesday, November 8, teachers report for Superintendent's Conference Day.*

Please note the dates below are also religious observance days.

| | | | |
|----------------------------|-----------------------|---------------------|-------------|
| **Yom Kippur..... | 12 October | Ash Wednesday | 1 March |
| **Sukkoth..... | 16 October-23 October | Holy Thursday | 13 April |
| **Shemini Atzeret..... | 24 October | Good Friday | 14 April |
| **Simchat Torah | 25 October | Easter | 16 April |
| All Saints Day | 1 November | **Passover | 10-18 April |
| Immaculate Conception..... | 8 December | Ascension..... | 25 May |
| Hanukkah..... | 24-1 January | **Shavuot..... | 30-1 June |

•• Holiday starts evening before specified date.

In the event conditions make it necessary to close schools on more than two days so that the number of days in session does not meet minimum State requirements, the snow emergency make-up days are as follows: Tuesday, April 18, first make-up day; Monday, April 17, second make-up day.

If additional days are needed, we will use Friday, February 24.

2016 SCHOOL ELECTION CALENDAR

School Board and Library Board Annual Budget Vote and Election

| | |
|---|--|
| January 15, 2016 By law no later than March 1, 2016 | Last day to require Nassau County Board of Elections to turn over to Bold Systems, registers used at last general election under Sections 5-100, 5-400, 5-612, Sub.3 Election Law. In place of original registers the Board of Elections may furnish either duplicate of central file registration or registration lists of voters. (Section 2606, Sub. 2 Education Law) |
| January 21, 2016 | Board of Education to designate personal registration day and hours – at least twenty days before the first registration day. (Section 2606, Sub.2 Education Law) |
| Week of March 29-April 2, 2016 | First publication of Notice of Budget Hearing and Vote, Library Budget Vote, and Election of one School Board Member and one Library Board Member. Published four times in two newspapers having general circulation in the district seven weeks before election. (April 1, April 22, May 6, May 13, 2016) |
| April 1, 2016 | Notification to Board of Elections of School Election to be on May 17, 2016 not less than 45 days before election. (Section 5-612, Sub. 5 Election Law) |
| April 18, 2016 | Candidates' first report on campaign expenditures due in the District Clerk's office. Reports on expenditures of \$500 or more are to be filed with the Commissioner of Education as well. (Sections 1528 and 1529 Education Law) |
| April 25, 2016 | Districts Must Transmit Property Tax Report Card to SED by the end of the next business day following its approval by the School Board, but not later than the 24 th day before budget vote (by Friday, April 22). |
| April 27, 2016 | Last day to file nominating petitions (100 qualified signatures). (Section 2608, Sub. 1, Education Law) Petitions for Board of Education or Library will state length of the term of office. Petitions must be delivered by 5:00 PM to the District Clerk. |
| April 28, 2016 | Districts Must Complete Budget 7 Days before Public Hearing (May 5) |
| May 3, 2016 | Designated day for personal registration from 2:00 P.M. to 8:00 P.M. at the Long Beach Middle School, 239 Lido Boulevard, Lido Beach, NY (Section 2606, Sub. 2 Education Law) |

2016 SCHOOL ELECTION CALENDAR

School Board and Library Board Annual Budget Vote and Election

| | |
|---------------------------------|---|
| May 3 – 17, 2016 | Copies of the Budget must be available to the residents upon request (during the 14 days before the vote and on day of vote). |
| May 5, 2016 and May 13, 2016 | Clerk will publish at least once in each of the two weeks preceding election in a newspaper or post conspicuously in twenty places, a notice stating that the school election district registers have been filed, noting the place at which they are on file, and the hours during which they will be open for inspection during each day up to May 19, 2015. (Section 2606 Sub. 6 Education Law) |
| May 11, 2016 | Deadline for mailing budget notice (6 days before vote) |
| May 12, 2016 | School Board candidates' second campaign expenditure report due in District Clerk's Office. Reports on expenditures of \$500 or more are to be filed with the Commissioner of Education as well. (Sections 1528 and 1529 Education Law) |
| May 17, 2016 | Annual Election held on third Tuesday of May 2016, 7:00 A.M. to 9:00 P.M. (Section 2602 Subs. 1, 3 Education Law) to fill one vacancy for Member of the Board of Education and one vacancy for Library Trustee and to vote on the School Budget and Library Budget for 2016-2017. Clerk must distribute to each School Election District for use on district election day, the registration lists (as updated) transmitted from the Board of Elections. |
| May 17, 2016 | Board of Education meets after close of polls to examine, tabulate and canvass election results. (Section 2610, Subs. 3, 4, Education Law) (Chapter 69 of Laws of 1979) |
| May 18, 2016 | Clerk of the Board serves written notice to person elected (Section 2610, Sub. 5 Education Law) and length of the term of office. |
| May 18, 2016 | Return of General Election Registers (Section 2606, Sub. Education Law). However, certified registry lists need not be returned to the Board of Elections. |
| June 6, 2016 | Third campaign expenditure statement to be filed by each candidate for School Board with District Clerk. Reports on expenditures of \$500 or more are to be filed with the Commissioner of Education as well. (Sections 1528 and 1529 Education Law) |