

**LONG BEACH PUBLIC SCHOOLS**  
**Long Beach, NY**

May 27, 2025

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 High School Auditorium  
Tuesday, May 27, 2025

AGENDA

REGULAR MEETING

7:00 PM

- I. Pledge of Allegiance/Call to Order/Opening Remarks – Board President
- II. Report of the Superintendent of Schools
  - ***Student Showcase: LARC / Odyssey of the Mind***
- III. Board of Education Comments
- IV. Student Organization Announcements
- V. Questions and Comments from the Public on Tonight's Agenda Only
- VI. Presentations of the Superintendent:
  1. Personnel Matters: Certificated
  2. Personnel Matters: Non-Certificated
  3. Second Reading of Policy #3311 Notification of Disclosure of Employee Disciplinary Records
  4. Approval of Revised Policy #7350 Timeout and Physical Restraint
  5. Second Reading of Revised Policy #1210 Board of Education Members: Nominations & Elections
  6. Approval of High School Scholarship distribution
  7. Approval of Nassau BOCES Technology Program Contract Project 32-972398
  8. Approval of KLH Fire Safety Consultants Contract renewal
  9. Acceptance of Recommendations from the Committee on Pre-School Special Education and the Committee on Special Education
  10. Payment of Legal Bills: Legal Services
  11. Approval of Use of Schools Applications
- VII. Board of Education – Additional New/Old Business if any
- VIII. Questions and Comments from the Public
- IX. 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
- X. Adjournment

## RESOLUTIONS

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

### I. CERTIFICATED PERSONNEL

#### (a) Resignation

Name: Jennifer Reznick  
Assign./Loc. Special Education Teaching Assistant/Lido School  
Effective Date: May 30, 2025 close of day

Name: Christina Franceschini  
Assign./Loc. Special Education Teacher/Lindell School  
Effective Date: June 27, 2025 close of day

#### (b) Amended Leave of Absence

Name: Lauren Muscarella  
Assign./Loc. Elementary Teacher/Lindell School  
Effective Dates: May 24, 2025 – January 6, 2026, on or about  
Original Effective Dates: May 24, 2025 – June 30, 2025, on or about  
Reason: FMLA/Maternity

Name: Sandra Hnis  
Assign./Loc. Spanish Teacher/LBMS  
Effective Dates: September 1, 2024 – June 30, 2026 on or about  
Original Effective Dates: September 1, 2024 – June 30, 2025 on or about  
Reason: Medical/Disability Retirement

#### (c) Appointment: Probationary Vice Principal

Name: Christopher Webel  
Assign./Loc. Probationary Vice Principal/Long Beach High School  
Certification: Professional School Building Leader, School District  
Leader, Coordinator of Work- Based Learning-Permanent,  
School Counselor-Permanent  
Effective Date: August 1, 2025  
End Date: June 30, 2028  
Tenure Date: July 1, 2028  
Tenure Area: Vice Principal  
Salary Classification: \$153,000 per annum  
Reason: To fill a vacancy

**I. CERTIFICATED PERSONNEL**

**(d) Appointment: Probationary School Guidance Counselor**

Name: Geoffrey Noss  
Assign./Loc: School Guidance Counselor/Long Beach High School  
Certification: School Counselor  
Effective Date: September 1, 2025  
End Date: August 31, 2027  
Tenure Date: September 1, 2027, credit for time served as a regular sub  
Tenure Area: School Counseling and Guidance  
Salary Classification: MA/20 Step 3 \$83,098 per annum  
Reason: To fill a vacancy

**(e) Appointment: Probationary Elementary Teacher**

Name: Gabrielle Saugar  
Assign./Loc: Probationary Elementary Teacher .6 LBMS/.4 Lido  
Certification: Childhood 1-6 Professional, Birth-Grade 2 Professional,  
Technology Education Professional  
Effective Date: September 1, 2025  
End Date: August 31, 2028,  
Tenure Date: September 1, 2028, credit for time served as a regular sub  
Tenure Area: Elementary  
Salary Classification: MA/Step 3 \$80,195 per annum  
Reason: To fill a vacancy

**(f) Appointment: Regular Substitute Elementary Teacher**

Name: Matthew Hartman  
Assign./Loc: Regular Substitute Elementary Teacher/East School  
Certification: Childhood 1-6 Initial  
Effective Dates: September 1, 2025-June 30, 2026  
Salary Classification: BA/Step 1 (\$68,206 per annum)  
Reason: To fill a vacancy

**(g) Appointment: Teachers for the ENL Summer Program-July 1, 2025-July 25, 2025 rate of pay-\$66.63 per hour stipend-Title III Grant Funded. Max 50 hours.**

Emily Taxin  
Edith Guzman  
Nicolette Samardich

I. CERTIFICATED PERSONNEL

- (h) **BE IT RESOLVED**, the Board of Education approves the Memorandum of Agreement between the negotiating representatives of the Long Beach Public Schools and the Administrative, Supervisory and Pupil Personnel Group, dated May 27, 2025
  
- (i) **BE IT RESOLVED**, the Board of Education approves the Memorandum of Agreement between the negotiating representatives of the Long Beach Public Schools and the Administrative, Supervisory and Pupil Personnel Group, dated May 27, 2025

**I. NON-CERTIFICATED PERSONNEL**

**(a) Resignation for the Purposes of Retirement**

Name: Arlene Werner  
Assign./Loc: Part Time Building Aide/LBHS  
Effective Date: June 27, 2025 close of day

**(b) Appointment: Provisional Data Specialist**

Name: Maria Borsellino  
Assign./Loc. Provisional Data Specialist (10 months)/East School  
Effective Date: June 2, 2025  
Salary Classification: \$33,979 per annum, prorated  
Grade/Step: Grade II/Step 5  
Reason: To fill a vacancy

**(c) The following Per Diem Substitute is recommended for approval for the Summer 2025 and the 2024-2025 school year at the rate of \$29.76 per hour**

Denise Isola                      Clerical

3. **SECOND READING OF POLICY #3311 NOTIFICATION OF DISCLOSURE OF EMPLOYEE DISCIPLINARY RECORDS**
4. **APPROVAL OF REVISED POLICY #7350 TIMEOUT AND PHYSICAL RESTRAINT**
5. **SECOND READING OF REVISED POLICY #1210 BOARD OF EDUCATION MEMBERS: NOMINATIONS AND ELECTIONS**
6. **APPROVAL OF HIGH SCHOOL SCHLOARSHIP DISTRIBUTION**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the distribution of funds for the announced Long Beach High School scholarships in the amount of \$226,825.00.

7. **APPROVAL OF NASSAU BOCES TECHNOLOGY PROGRAM CONTRACT PROJECT 32-972398**

**WHEREAS**, the Board of Education of the Long Beach School District 32-972398 desires to enter into a 3 year contract with the Nassau BOCES in order for the Regional Information Center to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being: CoSer 532 Instructional Technology Services, CoSer 630 Technical Services.

**NOW, THEREFORE**, it is

**RESOLVED**, that the Board of Education of the Long Beach School District agrees to enter into a contract with the Nassau BOCES for the provision of said services to the District not to exceed \$854,253.97 which is inclusive of related estimated borrowing fees, plus yearly Regional Information Center support during the term of this contract, finalized by the Superintendent, subject to the approval of the Commissioner of Education, for a period from 7-1-2025 to 6-30-2028.

8. **APPROVAL OF CONTRACT RENEWAL – KLH FIRE SAFETY CONSULTANTS**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education wishes to exercise the option to renew the contract with KLH Fire Safety Consultants for the 2024-25 school year as stated in the Request for Proposal dated August 17, 2020.

9. **ACCEPTANCE OF RECOMMENDATIONS FROM THE COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION AND COMMITTEE ON SPECIAL EDUCATION**
10. **PAYMENT OF LEGAL BILLS: LEGAL SERVICES**

**A) VOLZ & VIGLIOTTA, PLLC**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$2,575.00 to Volz & Vigliotta for the general counsel legal services for the period of April 3, 2025 through April 24, 2025 and \$250.00 for the labor counsel legal services for the period March 31, 2025 through April 22, 2025.

11. **APPROVAL OF 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 schedule.

APPLICATIONS FOR USE OF SCHOOLS

<u>Organization</u>	<u>Purpose</u>	<u>Facility Requested</u>	<u>Dates Requested</u>
Long Beach Theater Guild	Rehearsal for Annie	Lindell Elementary First Floor Faculty Room #142 and Auditorium	Monday through Friday September 8 – 19, 2025 6:00 pm – 9:15 pm
Long Beach Theater Guild	Rehearsal for Annie	Lindell Café A and Auditorium Lobby	Saturdays October 11, October 25 and November 1, 2025 9:15 am – 2:00 pm Monday through Friday November 3-7, 2025 5:00 pm – 9:15 pm
Long Beach Theater Guild	Rehearsal for Annie	Lindell Auditorium Lobby	Monday November 17, 2025 5:30 – 9:15 pm
Long Beach Theater Guild	Performance of Annie	Lindell Auditorium and Lobby	Saturdays November 8 and November 15, 2025 5:30 pm-10:15 pm Sunday November 9, 2025 12:00 pm – 4:45 pm Sunday November 16, 2025 12:00 pm – 5:30 pm
Long Beach Civil Service Commission	Long Beach Civil Service Police Officer Exam	Long Beach Middle School Classrooms	Saturday September 20, 2025 7:00 am – 5:00 pm Sunday September 21, 2025 7:00 am – 5:00 pm
Long Beach Civil Service Commission	Long Beach Civil Service Police Officer Exam	Long Beach High School Gym	Saturday September 20, 2025 7:00 am – 5:00 pm Sunday September 21, 2025 7:00 am – 5:00 pm

**SUBJECT: NOTIFICATION OF DISCLOSURE OF EMPLOYEE DISCIPLINARY RECORDS****Overview**

In accordance with New York State Public Officers Law, this policy establishes a process to notify District employees when the District is responding to a request for their disciplinary records.

**Scope**

This policy applies to all current and former employees of the District whose disciplinary records may be subject to public disclosure under the Freedom of Information Law (FOIL).

**What Constitutes an Employee Disciplinary Record**

For purposes of this policy, disciplinary records are any record created in furtherance of a disciplinary proceeding, including, but not limited to:

- a) The complaints, allegations, and charges against an employee;
- b) The name of the employee complained of or charged;
- c) The transcript of any disciplinary trial or hearing, including any exhibits introduced at such trial or hearing;
- d) The disposition of any disciplinary proceeding; and
- e) The final written opinion or memorandum supporting the disposition and discipline imposed including the District's complete factual findings and its analysis of the conduct and appropriate discipline of the covered employee.

**Notification Upon Release of Disciplinary Records**

When the District releases an employee's disciplinary records in response to a FOIL request, it will promptly provide written notification to the affected employee, unless the request is from the employee for their own records.

For current employees, this notification will be sent to the employee's work email address or, if unavailable, their home address on file with human resources.

For former employees, this notification will be sent to the employee's last known home address on file with human resources. The District will make every reasonable effort to notify former employees, and will document the steps taken to do so.

(Continued)

**SUBJECT: NOTIFICATION OF DISCLOSURE OF EMPLOYEE DISCIPLINARY RECORDS (Cont'd.)**Content of Notification

The notification will include a brief description of the released records. This notification is for informational purposes only and does not require employee consent. Its purpose is to ensure employees are aware of the disclosure.

Public Officers Law Section 87

NOTE: Refer also to Policy #3310 -- [Public Access to Records](#)

First Reading: May 13, 2025

Second Reading: May 27, 2025

Adoption Date

Students

**SUBJECT: TIMEOUT AND PHYSICAL RESTRAINT****Overview**

The District prohibits the use of corporal punishment, aversive interventions, and seclusion. The District authorizes the limited use of timeout and physical restraint in schools to address student behaviors subject to conditions in law, regulation, and this policy.

**Definitions**

For purposes of this policy, the following definitions apply:

- a) "Aversive intervention" means an intervention that is intended to induce pain or discomfort for the purpose of eliminating or reducing student behavior, including interventions such as:
1. Contingent application of noxious, painful, intrusive stimuli or activities;
  2. Strangling, shoving, deep muscle squeezes, or other similar stimuli;
  3. Any form of noxious, painful, or intrusive spray, inhalant, or tastes;
  4. Contingent food programs that include the denial or delay of the provision of meals or intentionally altering staple food or drink in order to make it distasteful;
  5. Movement limitation used as a punishment, including, but not limited to, helmets and mechanical restraints; or
  6. Other stimuli or actions similar to the interventions described in this definition.

Aversive intervention does not include interventions such as: voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student; or other similar interventions.

- b) "Corporal punishment" means any act of physical force upon a student for the purpose of punishing that student. The term does not include the use of physical restraints to protect the student, another student, teacher, or any other person from physical injury when alternative procedures and methods not involving the use physical restraint cannot reasonably be employed to achieve these purposes.
- c) "De-escalation" means the use of a behavior management technique that helps a student increase control over their emotions and behavior and results in a reduction of a present or potential level of danger to the student or others.

(Continued)

## Students

**SUBJECT: TIMEOUT AND PHYSICAL RESTRAINT (Cont'd.)**

- d) "Mechanical restraint" means the use of any device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include devices implemented by trained school personnel, or utilized by a student, that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:
1. Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
  2. Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
  3. Restraints for medical immobilization; or
  4. Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.
- e) "Multi-tiered system of supports" means a proactive and preventative framework that utilizes data to inform instruction and the allocation of services to maximize achievement for all students and support students' social, emotional, and behavioral needs from a culturally responsive and strength-based perspective.
- f) "Physical escort" means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location.
- g) "Physical restraint" means a personal restriction that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Physical restraint does not include a physical escort or brief physical contact and/or redirection to promote student safety, calm or comfort a student, prompt or guide a student when teaching a skill or assisting a student in completing a task, or for other similar purposes.
- h) "Prone restraint" means physical or mechanical restraint while the student is in the face down position.
- i) "Seclusion" means the involuntary confinement of a student alone in a room or space that they are physically prevented from leaving or they may perceive that they cannot leave at will. Seclusion does not include timeout.

(Continued)

Students

**SUBJECT: TIMEOUT AND PHYSICAL RESTRAINT (Cont'd.)**

- j) "Timeout" means a behavior management technique that involves the monitored separation of a student in a non-locked setting and is implemented for the purpose of de-escalating, regaining control, and preparing the student to meet expectations to return to their education program. Timeout does not include:
1. A student-initiated or student-requested break to utilize coping skills, sensory input, or self-regulation strategies;
  2. Use of a room or space containing coping tools or activities to assist a student to calm and self-regulate, or the use of such intervention strategies consistent with a student with a disability's behavioral intervention plan;
  3. A teacher removal, in-school suspension, or any other appropriate disciplinary action.

**Prohibition of the Use of Corporal Punishment, Aversive Interventions, and Seclusion**

No teacher, administrator, officer, employee, or agent of the District will use the following against a student:

- a) Corporal punishment;
- b) Aversive interventions; or
- c) Seclusion.

Agent includes, but is not limited to, school resource officers, except when a student is under arrest and handcuffs are necessary for the safety of the student and others.

**Authorized Limited Use of Timeout and Physical Restraint**

Positive, proactive, evidence-based, and research-based strategies through a multi-tiered system of supports will be used to reduce the occurrence of challenging behaviors, eliminate the need for the use of timeout and physical restraint, and improve school climate and the safety of all students.

Timeout and physical restraint may be used only when:

- a) Other less restrictive and intrusive interventions and de-escalation techniques would not prevent imminent danger of serious physical harm to the student or others;
- b) There is no known medical contraindication to its use on the student; and
- c) Staff using the interventions have been trained in its safe and appropriate application.

(Continued)

Students

**SUBJECT: TIMEOUT AND PHYSICAL RESTRAINT (Cont'd.)**

Timeout and physical restraints will not be used as discipline or punishment, retaliation, or as a substitute for positive, proactive intervention strategies that are designed to change, replace, modify, or eliminate a targeted behavior.

Timeout

The following rules apply to the use of timeout in the District:

- a) Timeout will only be used in the following situations:
  1. A situation that poses an immediate concern for the physical safety of the student or others; or
  2. In conjunction with a behavioral intervention plan that is designed to teach and reinforce alternative appropriate behaviors.
- b) A room or physical space used for timeout may be located either within or outside of a classroom. The room or physical space will:
  1. Be unlocked, and any door must be able to be opened from the inside. The use of locked rooms or physical spaces is prohibited.
  2. Provide a means for continuous visual and auditory monitoring of the student. The use of a room where the student cannot be continuously observed and supervised is prohibited.
  3. Be of adequate width, length, and height to allow the student to move about and recline comfortably.
  4. Be clean and free of objects and fixtures that could be potentially dangerous to a student.
  5. Meet all local fire and safety codes.
  6. Have wall and floor coverings that, to the extent practicable, are designed to prevent injury to the student.
  7. Have adequate lighting and ventilation.
  8. Have a temperature that is within the normal comfort range and consistent with the rest of the building.

(Continued)

## Students

**SUBJECT: TIMEOUT AND PHYSICAL RESTRAINT (Cont'd.)**

- c) When a student is in a timeout room or space, staff will continuously monitor the student.
- d) Any staff functioning as timeout monitors will be trained in accordance with law and regulation.
- e) Staff will return the student to their educational program as soon as the student has safely deescalated, regained control, and is prepared to meet expectations.

Factors which may precipitate the use of timeout include:

- a) Factors that may lead up to a student requiring the use of time out will depend on the particular student. Generally, this includes when a student needs to deescalate, regain control and prepare to meet expectations to return to his or her educational program. A student may be unable to control his/her actions, overwhelmed, overstimulated, exhibiting violent actions or posing a danger to self or others

The use of timeout will adhere to the following developmentally appropriate time limitations:

- a) A student should remain in the designated time-out setting only for the time necessary for the student to compose himself/herself sufficiently to return to the classroom with minimal risk that the behavior will quickly reoccur, in the opinion of school staff monitoring the intervention. This is based on individual needs and a student's Behavior Intervention Plan, if appropriate.
- b) School staff shall not keep a student in the designated time-out setting for more than 15 minutes. If the student continues to present dangerous behaviors after this period of time, the placement in that setting may be continued only with authorization of the building Principal or member of the building Crisis Team. In that event, the student's parent/guardian should also be called for the purpose of discussing next steps, which may include taking the student home for the remainder of that school day.
- c) If at any point during the student's stay in the designated time-out setting, the building Principal or his/her designee believes that the student cannot be maintained safely even in that setting, the building Principal/Crisis Team member shall call the student's parent/guardian to discuss next steps.

(Continued)

Students

**SUBJECT: TIMEOUT AND PHYSICAL RESTRAINT (Cont'd.)**

The following additional rules apply to the use of timeout in conjunction with a behavioral intervention plan:

- a) The District will ensure that timeout is used consistent with the rules for the use of timeout listed above.
- b) The student's individualized education program (IEP) will specify when a behavioral intervention plan includes the use of timeout, including the maximum amount of time a student will need to be in timeout as a behavioral consequence as determined on an individual basis in consideration of the student's age and individual needs.
- c) Prior to the initiation of a behavioral intervention plan that will incorporate the use of timeout, the District will inform the student's parents or persons in parental relation and give them the opportunity to see the room or physical space that will be used.
- d) Prior to the initiation of a behavioral intervention plan that will incorporate the use of timeout, the District will give the student's parents or persons in parental relation a copy of this policy.

**Physical Restraint**

Physical restraint will only be used in a situation in which immediate intervention involving the use of reasonable physical force is necessary to prevent imminent danger of serious physical harm to the student or others.

The following rules apply to the use of physical restraint in the District:

- a) The type of physical restraint used will be the least restrictive technique necessary and be discontinued as soon as the imminent danger of serious physical harm has resolved.
- b) Physical restraint will never be used in a manner that restricts the student's ability to breathe or communicate or harms the student.
- c) The use of prone restraint is prohibited.
- d) Physical restraint will not be used as a planned intervention on a student's individualized education program, Section 504 accommodation plan, behavioral intervention plan, or other plan developed for a student by the District.

(Continued)

Students

**SUBJECT: TIMEOUT AND PHYSICAL RESTRAINT (Cont'd.)**

- e) Physical restraint will not be used to prevent property damage except in situations where there is imminent danger of serious physical harm to the student or others and the student has not responded to positive, proactive intervention strategies.
- f) Physical restraints will be administered only by staff who have received the legally required training.
- g) Following a physical restraint, if an injury has been sustained or believed to have been sustained, the school nurse or other medical personnel (i.e., physician, physician assistant, or a nurse practitioner) will evaluate the student to determine and document if any injuries were sustained during the incident.

Factors which may precipitate the use of physical restraint include:

- a) Physical restraint may be used during elopement or in a situation in which immediate intervention involving the use of reasonable physical force is necessary to prevent imminent danger of serious physical harm to the student or others and the student has not responded to positive, proactive intervention strategies.

The use of physical restraint will adhere to the following developmentally appropriate time limitations:

- a) Based on the individual needs and situation, no more than **15** minutes. If, after fifteen minutes the use of physical restraints is still necessary, the parent and/or emergency personnel will be called.

A student's IEP shall specify when a behavior Intervention Plan includes the use of timeout for a student with a disability, including the maximum amount of time a student will need to be in timeout as a behavioral intervention as determined on an individual basis in consideration of the student's age and individual needs.

(Continued)

Students

**SUBJECT: TIMEOUT AND PHYSICAL RESTRAINT (Cont'd.)****Notification Following the Use of Timeout, Physical Restraint, and/or Mechanical Restraint**

Parent(s) or person(s) in parental relation to the student will be notified on the same day when timeout, physical restraint, and/or mechanical restraint is used, including timeout used in conjunction with a student's behavioral intervention plan. When the student's parent or person in parental relation cannot be contacted, after reasonable attempts are made, the building principal or administrator will record the attempts. For students with disabilities, the building principal or administrator will report the attempts to the student's committee on preschool special education or committee on special education. The notification will offer the parent or person in parental relation the opportunity to meet regarding the incident.

Additionally, the District will provide the parent or person in parental relation with:

- a) A copy of this policy; and
- b) A copy of the documentation of the incident within three school days of the use of timeout and/or physical restraint.

**Debriefing**

As soon as practicable, after every incident in which timeout and/or a physical restraint is used on a student, a building administrator or designee will:

- a) Meet with the staff who participated in the use of timeout and/or physical restraint to discuss:
  1. The circumstances leading to the use of timeout and/or physical restraint;
  2. The positive, proactive intervention strategies that were utilized prior to the use of timeout and/or physical restraint; and
  3. Planning for the prevention and reduction of the future need for timeout and/or physical restraint with the student including, if applicable, whether a referral should be made for special education programs and/or other support services or, for a student with a disability, whether a referral for review of the student's individualized education program and/or behavioral intervention plan is needed; and
- b) Direct a school staff member to debrief the incident with the student in a manner appropriate to the student's age and developmental ability and to discuss the behavior(s), if any, that precipitated the use of timeout and/or physical restraint.

(Continued)

Students

**SUBJECT: TIMEOUT AND PHYSICAL RESTRAINT (Cont'd.)****Training**

All staff will receive annual training on the District's policies and procedures related to the use of timeout and physical restraint; evidence-based positive, proactive strategies; crisis intervention and prevention procedures and de-escalation techniques. Additionally, any staff who may be called upon to implement timeout or physical restraint, will receive annual, evidence-based training in safe and effective developmentally appropriate timeout and physical restraint procedures.

**Notification**

This policy will be made publicly available for review at the District's administrative offices and each school building. It will also be posted on the District's website.

**Reporting**

The District will submit an annual report on the use of physical restraint and timeout and substantiated and unsubstantiated allegations of use of corporal punishment, mechanical restraint, and other aversive interventions, prone physical restraint, and seclusion to the New York State Education Department, on a form and at a time prescribed by the Commissioner of Education in accordance with law and regulation. Additionally, the District will report this data for students for whom they are the district of residence and who are otherwise not reported.

**Recordkeeping**

The District will maintain documentation on the use of timeout and/or physical restraint, including timeout used in conjunction with a student's behavioral intervention plan, for each student. This documentation will include:

- a) The name and date of birth of the student;
- b) The setting and location of the incident;
- c) The name of the staff who participated in the implementation, monitoring, and supervision of the use of timeout and/or physical restraint and any other persons involved;
- d) A description of the incident including duration, and, for physical restraint, the type of restraint used;
- e) Whether the student has an individualized education program, Section 504 accommodation plan, behavioral intervention plan, or other plan developed for the student by the District;

(Continued)

Students

**SUBJECT: TIMEOUT AND PHYSICAL RESTRAINT (Cont'd.)**

- f) A list of all positive, proactive intervention strategies utilized prior to the use of timeout and/or physical restraint and, for students with disabilities, whether those strategies were consistent with a student's behavioral intervention plan, if applicable;
- g) The details of any injuries sustained by the student or staff during the incident and whether the student was evaluated by the school nurse or other medical personnel;
- h) The date and method of notification to the parent or person in parental relation and whether a meeting was held; and
- i) The date of the debriefing held.

Documentation of the incident will be reviewed by supervisory personnel and, as necessary, the school nurse or other medical personnel.

Documentation of each incident will be maintained by the school and made available for review by the New York State Education Department upon request.

A record should be created for each instance of physical restraint or timeout, and for allegations concerning prohibited intervention types. Multiple event records during a day for a student would be created only:

- a) If a new situation occurs involving the student after the prior event had de-escalated and student had returned to the learning environment; or
- b) When a new restraint or intervention response type is employed during the event. For example, during an event, a staff person employed a physical restraint on a student, and the situation escalated to the point where a timeout was used. The addition of the timeout would constitute an additional event record beginning with that application.

The District will use this data collection to monitor patterns of use of timeout and physical restraint.

**Review**

The building administrator or designee will regularly review documentation on the use of timeout and physical restraint to ensure compliance with the District's policy and procedures. When there are multiple incidents within the same classroom or involving the same staff, the building administrator or designee shall take appropriate steps to address the frequency and pattern of use of timeout or physical restraint.

8 NYCRR Sections 19.5, 100.2(1)(3), and 200.22

First Reading: January 14, 2025

Second Reading: May 13, 2025

Adopted: May 27, 2025

## By-Laws

**SUBJECT: BOARD OF EDUCATION MEMBERS: NOMINATION AND ELECTION**

- a) Candidates for the office of member of the Board of Education shall be nominated by a petition directed to the Clerk of the School District which is signed by at least one hundred (100) qualified voters of the District. Petitions must state the residence of each signer, the name and residence of each candidate.
- b) The notice of the Annual District meeting must state that petitions nominating candidates for the Board of Education must be filed with the Clerk of the District no later than twenty (20) days before the Annual or Special District Meeting at which the school board election will occur, between 9 a.m. and 5 p.m.
- c) Voting will be by machine, and provision shall be made for the election by "write-in-vote" of any candidate not previously nominated. The position of candidates on ballots shall be determined by lot at a drawing conducted by the District Clerk on the day after the last filing. Candidates or their proxies may be present for the drawing.
- d) The hours of voting shall be as indicated by Board resolution.
- e) The candidates receiving the largest number of votes shall be declared elected in accordance with Education Law.
- f) At least ten (10) days prior to the election, the Board shall appoint at least two (2) inspectors of election for each voting machine, and set their salary.
- g) The District Clerk shall oversee the election. The Clerk shall give notice immediately to each person declared elected to the Board, informing him/her of the election and his/her term of office.
- h) Only qualified voters as determined by Education Law Section 2012 may vote at any District meeting or election.
- i) No electioneering will be allowed within one hundred (100) feet of the polling place.
- j) When a term of office expires at the end of a school year and the office has become vacant at the time of election, the person elected to fill the new full term vacancy also fills the remaining days of the previous term, beginning his/her term of office immediately upon election and the taking and filing of the oath of office.
- k) If a Board member cannot, for any reason, serve through the end of his/her term, the School Board may fill a vacancy by appointment, with the appointee serving until the next regular election. Temporary appointments of Board members to fill vacant seats will follow the same regulations for qualifications as delineated by NYS law, and the New York State School Boards Association.

## **1) Ex Officio Student Board Members**

The Board will have at least one ex officio student Board member. Ex officio student Board members will be entitled to sit with Board members at all public meetings and hearings of the Board and may participate in other Board activities and responsibilities at the discretion of the Board. However, ex officio student Board members will:

- a) Not be allowed to vote;
- b) Not be allowed to attend executive sessions or any other meetings or hearings not open to the public; and
- c) Not be entitled to receive compensation of any form for participating at Board meetings.

Ex officio student Board members will serve on the Board for a term of one year, commencing July 1 and ending June 30.

### Selecting Ex Officio Student Board Members

To be designated as an ex officio student Board member the student must have attended a District high school for at least one year prior to selection.

The ex officio student members of the Board will be selected by the high school principal.

**Education Law Sections 1702, 1703, 1804, 1901, 1950, 2004, 2012, 2018, 2025, 2029, 2031 -a, 2031, 2032, 2034, 2105(14), 2121, 2502, 2602, 2608(1), and 2610**

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**Second Reading: March 23, 2010**

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