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410 Function of Pupil Personnel Services

Pupil Personnel Services are the specialized services which assist each child to attain his maximum potential. The Pupil Personnel Services include: guidance and counseling, psychological services, child accounting and attendance, testing, speech and hearing therapy, health services, special education, and program for the gifted and disadvantaged.

411 School Census

The Board of Education recognizes the need for a continuous census. A yearly census shall be conducted in those areas of the District experiencing increasing growth.

420 Philosophy and objectives of Pupil Personnel Services

The major responsibility of the school is to make educational opportunity effective. In order to accomplish this goal, it is necessary that pupils and personnel be provided with the necessary supportive services which supply the required information about a pupil's mental, physical, and emotional condition.

The objective of the pupil personnel supportive services shall be to aid students, parents, teachers, and other personnel to understand the abilities, aptitudes, and interests of the individual and to recognize the relationship and application to educational opportunities for complete successful living.

430 Admission

Every resident child, as defined by New York State Law, between the ages of six (6) and twenty-one (21), shall be admitted to the public schools according to the rules and regulations of the Board of Education.

Children shall not be admitted to schools unless fully immunized as required by Pupil Health Laws. The Superintendent shall prepare procedures regarding immunization and for excluding children not immunized as required by Law.

431 Entrance guidelines

431.1 Minimum age

Any child who will reach the age of five (5) on or before December 1 is eligible to attend kindergarten.

Pupils transferring from an approved public or private kindergarten under the laws of another state for one year may be enrolled in the first grade at the discretion of the Superintendent.

All students transferring from other schools shall be admitted upon presentation of appropriate papers.

431.2 Non-resident students

431.21 Attendance of former resident students

When the family of a resident student moves outside the school district, the then non-resident may continue on a non-tuition basis for the balance of the school year if the parents assume full responsibility for additional required transportation and if:

a. The student is a senior, (even if the move occurs in the summer immediately preceding the senior year)

or

b. The move occurs on or after May 1st of the current school year. (Adopted: 04/11/95)

431.22 Tuition students

Students who do not reside in the district may be accepted on a tuition basis providing that there are facilities and teachers available for proper instruction and that the student does not have a negative disciplinary history. Tuition-based enrollment is approved or denied on an annual basis and contingent upon payment of the established tuition. Serious disciplinary infractions can result in attendance being terminated during the course of a school year.

Tuition fees are established by the New York State Education Department. (Adopted: 03/29/01)

431.23 Approval of school district of residence

The parents or guardians of a non-resident student must seek the approval of the school district of residence to enter into an agreement to pay the tuition or pay said tuition in advance of enrollment.

431.24 Transportation

The Saratoga Springs City School District (Enlarged) will not provide transportation for non-resident students.

431.25 Reporting

Teachers shall report the names of non-resident students to the principal for transmittal to the Superintendent.

431.26 Rescinding non-resident attendance privileges

The Board may rescind the non-resident attendance privilege when, in the opinion of the Board the non-resident student(s) creates a hardship for the District.

431.27 Dual enrollment services for students with disabilities

This policy shall govern the provision of special education services to students with disabilities who are parentally placed in private schools.

To the extent required by law, the District shall provide all required services, including "child find" responsibilities, for resident and nonresident students who are or may be classified as special education students with disabilities, and who attend grades K-12 at a private school located within the District, by parent choice and at parent or nonpublic expense. The District may do so either directly, or by contract with BOCES, or, for nonresident students, by contract with the district of residence.

Parents of resident and nonresident students with disabilities who attend a private school within the District, and who wish to request dual enrollment services must submit such request, in writing, by June 1 preceding each school year. Late requests for services will not be honored, except to the extent required by law.

When resident students who are or may be classified as students with disabilities are enrolled in grades K-12 at a private school outside the District but within New York State, dual enrollment services for such students shall be provided by the school district in which the private school is located. In that event, the District shall reimburse the district of location for the actual cost of such services, upon timely receipt of an invoice satisfactory to the District, and to the extent required by law. In the alternative, the District may choose to provide such services directly, by written contract with the district of location.

The Superintendent of Schools, in consultation with the Director of Pupil Personnel Services, is directed to develop and promulgate administrative regulations to implement this policy.

Ref: New York Education Law § 3602-c

(Adopted: 03/27/08)

431.3 Post-graduate students

Post-graduate students may be accepted on a part-time basis provided that these arrangements will not displace regular students and will not result in out-of-pocket expenses to the School District.

431.4 Part-time students

Part-time attendance may be arranged on the same basis for pupils who have reached sixteen (16) years of age and are required to work part-time; and for students who are married. Such pupils will not be eligible for extracurricular activities and will be expected to be in school during the time the classes for which they are enrolled convene only.

431.5 Exchange students

Enrollment in the Saratoga Springs City School District may be approved for a non-resident student associated with these well-established and officially recognized student exchange programs: American Field Service; International Fellowship, Inc.; Rotary Exchange Students; Experiment in International Living; American-Scandinavian Student Exchange; American for Foreign Study; Youth for Understanding; and Council on International Educational Exchange. The "host" family must be residents of the School District and approval must be obtained from the Superintendent prior to enrollment.

(Other reputable student exchange programs may apply to the Board to be included among the acceptable programs. The application must be received at least three months in advance of any commitment to a student to come here or to a local family to serve as host.)

432 Educational agreements

The Board of Education may enter into agreements with other school districts or agencies to provide educational service to pupils when the school district cannot feasibly provide same for said pupils.

The agreements shall be on an annual basis; and the District will assume no responsibility for transportation beyond ten (10) miles.

440 Attendance

The objectives of the attendance policy of our district support the tenet that improved school attendance increases student achievement. These objectives are as follows:

- a. It will reduce the current level of unexcused absences, tardiness, and early departure from school.
- b. It will encourage full time attendance by all students.
- c. It will reduce the drop out level.
- d. It will define excused and unexcused absences.
- e. It will identify individual attendance problems and direct appropriate early intervention plans.
- f. It will delineate an effective record keeping system.

- g. It will encourage cooperation among all members of the education community - parents, students, administrators, and support staff to successfully implement the policy.

441 Compulsory attendance

Minors who turn six (6) years old after December 1 of a school year must receive full-time instruction from the first day of school in the following September. All children must remain in attendance until the last day of the school year (June 30) in which they reach the age of sixteen (16).

442 Strategies

Effective implementation of any attendance policy requires all participants to be informed and to fully understand its purpose, procedures, and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

442.1 Student Notice

The district will provide each student with a plain language summary of the attendance policy. The policy also will be included in each school's handbook on the student conduct and discipline.

An orientation session will be held for students upon adoption of the policy and at the beginning of each school year.

442.2 Parent/Guardian Notice

District officials will present the policy at open house/parent information nights during the first weeks of each school year. The presentation will stress the importance of student attendance, as well as parental/guardian responsibility for their children's attendance. This presentation will also explain the distinctions between excused and unexcused absences and any consequences that exist.

The district will provide each student's parent(s) or guardian(s) with a plain language summary of the attendance policy distributed to students by mail at the beginning of the school year. Where a student cuts class or is absent without excuse, designated staff members will notify the student's parent(s) or guardian(s) and review the attendance policy.

School newsletters and publications will include periodic reminders of the components of the attendance policy.

A plain language summary of the attendance policy will be made available to new families upon registration.

442.3 Faculty/Staff Notice

The district will provide a copy of the attendance policy to the faculty and staff of the district upon its adoption.

New staff will receive a copy upon employment.

All faculty and staff will meet at the beginning of each school year to go over the attendance policy and clarify individual roles in its implementation.

The district will provide its faculty and staff with in-service training on attendance during each school year as needed.

442.4 Other Notice

The policy will be made available to any community member upon request.

The policy will be posted on the district web site.

443 Excused/unexcused absences/tardies and early departures

443.1 Excused ATEDS are defined as absences, tardiness, and early departures from class or school due to:

- Personal illness
- Serious illness or death in the family
- Religious observance or education during school hours with a signed written request
- Required court appearances of the student
- Required medical appointments of the student
- Approved college visits of the student
- Military obligations of the student
- School sponsored activities

443.2 All other absences, tardies and early dismissals are considered unexcused. Examples of unexcused ATEDS are:

- Family vacations
- Babysitting
- Work during school hours
- Hunting, fishing, missing the bus, oversleeping or attendance at camps
- No parent/guardian written note for an otherwise excusable absence
- Accompanying a parent on an appointment
- Truancy (absence from school or class without parental/guardian knowledge)

444 Attendance areas

The Superintendent of Schools, with the approval of the Board of Education, shall subdivide the District in such manner that all pupils in the District shall be assigned to, and reasonably accommodated in, one of the public schools in the District. The Board of Education may, upon cause shown, permit any pupil or pupils in any School District attendance area to attend such other school in the District as the Board may deem proper, or may classify and assign the pupils in the District to any school or schools therein as it may deem best in order to properly educate them.

The Board of Education, however, shall not, nor shall the Superintendent, any administrator, or teachers make any distinction whatever on account of, or by reason of, the race, color, ethnic group, or religion of any pupil who may be in attendance or seek admission to any public school maintained by the District.

444.1 Boundaries for attendance areas

The Superintendent shall annually report to the Board of Education on the status of the school attendance areas in the Saratoga Springs City School District (Enlarged) and make recommendations to the Board in sufficient time so that the Board can give thorough consideration to modification of these areas. Dissemination of its decision to the parents and other citizens of the District should occur well before the opening of the school year.

The Board will use as a guideline the following factors for the establishment of boundaries to effect attendance areas:

- a. Appropriate size of schools with regard to their ability to provide complete programs, instruction in specialty areas, and adequate supervision with particular reference to a full-time non-teaching principal.
- b. Appropriate size of schools in relation to desirable limits of student population and availability of funds to provide necessary buildings.
- c. Distance which students have to cover to reach school and the required time necessary to cover this distance.
- d. Hazards or barriers which exist in areas between students' homes and sites of schools.
- e. Local community identity which relates to a commitment of the students and parents, and other citizens to the support of individual schools.
- f. Maximum positive measures as will eliminate or reduce de facto segregation based on any of the above reasons without damage to educational program or impairment to the support of the schools by the community.

The Superintendent shall issue administrative regulations to implement the intent of this policy, and shall report to the Board at regular intervals the effect of the policy and regulations.

444.2 Change of residence within the District

Students whose residence changes during the year may continue in their current placement as follows:

- Parent/guardian of student must complete a Change of Elementary School form located in principal's office.
- Submit the Change of Elementary School form to the Assistant Superintendent for Elementary Education.
- The Assistant Superintendent for Elementary Education may approve or deny the request. Student may stay in current school for the remainder of the year, **but** he/she must be transported to and from school by a parent or guardian.

444.3 Safe public school choice option

The Board of Education recognizes its legal responsibility to provide a safe public school choice option to any elementary school student who has been the victim of a violent criminal offense on school grounds or at a school-sponsored event. For the purposes of this policy, a "violent criminal offense" is defined as:

- a) a crime that involves infliction of a serious physical injury which
 - creates a substantial risk of death; or
 - causes protracted disfigurement, protracted impairment of health or protracted loss of function of a bodily organ;
- b) sex offense that involves forcible compulsion; or

- c) any other criminal offense that involves use or threatened use of a deadly weapon, including a loaded gun, knife, brass knuckles or other weapon capable of inflicting a serious physical injury.

Any alleged violent crime which occurs on school grounds or at a school-sponsored event shall be reported to the police. The Board hereby directs the Superintendent of Schools to confer with any investigating law enforcement agency before determining that a student has been the victim of a violent criminal offense. The Superintendent may make that determination prior to or in the absence of any criminal conviction. The parents or guardians of the alleged victim or the alleged perpetrator may appeal the Superintendent's determination to the Board of Education, and must do so prior to commencing any legal action or proceeding to appeal that determination.

An elementary school student who is determined to have been the victim of a violent criminal offense on school grounds or at a school-sponsored event may transfer to another elementary school within the District. The parent(s) or guardian(s) of such an elementary school student shall be notified in writing within 24 hours after the Superintendent's determination that the student has been the victim of a violent criminal offense, and shall be offered the opportunity for the safe public school choice option described above. Such choice must be exercised within 10 days of receipt of the written notice from the Superintendent.

The safe public school choice option is not available to middle school or high school students because the District has only one middle school building and one high school building. (Adopted: 03/11/03)

445 General procedures/data collection

The system of pupil attendance shall provide an accurate record of each pupil's presence, absence, tardiness and early departure. The entries in the register of attendance shall be verified by the oath or affirmation of the individual making the entries in the register.

- a. The register of attendance shall include the following information for each pupil:

- Name
 - Date of birth
 - Full name(s) of parent(s) or guardian(s)
 - Address where the pupil resides
 - Phone number(s) to contact the parent(s) or guardian(s)
 - Date of the pupil's enrollment
 - Record of pupil's attendance on each day of scheduled instruction
 - Date the pupil withdraws or is dropped from enrollment, where applicable
 - Record of when the school was closed for all or part of the day because of extraordinary weather conditions or school building emergencies.
- b. The student will be coded with an unexcused absence until the nature of the absence has been confirmed. As a follow-up to any oral notification, parents or guardians will be required to provide a written excuse containing the date of the absence, tardiness, or early departure and the reason for such within five (5) days of a student's return to school.
- c. For safety purposes, parents are expected to call the appropriate school when their child(ren) are absent. If no contact from the parent has occurred before school begins, the attendance clerk will contact the parent if at all practical to determine why the child is not in school.
- d. Each teacher in middle and high school will take attendance every period.
- e. At the elementary level, students must be present for at least one period (40 minutes) of instruction to be considered present.
- f. The teacher will submit absences to the appropriate office.
- g. Once daily attendance is taken, the office creates a list of students who are absent and distributes the list to all teachers. If a student is not on the list and is not in class, the teacher must contact the appropriate office immediately.
- h. Any student entering an office/classroom other than their assigned classroom should sign into that location upon arrival to create a record

of their whereabouts. The time of entry and departure from the location will be recorded at that location.

- i. For daily attendance, the time of entry of a student due to tardiness and the time of exit of a student due to early departure will be recorded by the attendance office.
- j. A system of verification for early departure of students should be established in each building.
- k. The nature of an ATED shall be coded on an individual student's permanent record.
- l. Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner.
- m. Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to confidentiality rules.

446 Attendance incentives/sanctions/interventions

- a. The district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. Student government groups, site-based committees and other school groups will continue to develop incentives to be used to improve attendance. For example:
 - School assemblies
 - Parent calls from the school of a positive nature
 - Perfect Attendance Incentive Program
 - Perfect Attendance Awards
- b. A student may be denied participation in extra-curricular activities if he or she fails to meet the school's attendance standards.

A school might revoke a student's employment certificate or permit or certificate of satisfactory academic standing (Section 3215-a of

Education Law). The final decision could be based in part on the quality of the student's attendance record.

- c. The district will design and implement intervention strategies to monitor and communicate attendance records with parent/guardians and agencies as deemed appropriate.

447 Attendance/grade policy

The Board of Education recognizes an important relationship between class attendance and student performance. Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs will affect a student's class participation grade for the marking period.

It is the policy of the school district that students be held accountable for work missed due to absence, with the obvious exception of class participation, whether the absence is excused or unexcused. Teachers will provide assignments to be completed and make arrangements for students to make up tests within a reasonable timeframe. If a student is truant (absent from school without parent permission) from a class, appropriate consequences shall be imposed as developed by the school.

448 Review of records

Each building principal is required to participate in the attendance review process.

Pupil attendance records must be reviewed by the principal of every District building.

The principal or designee will initiate appropriate action to address unexcused absence, tardiness and early departure patterns.

Attendance data at the building level should be used by the building administrator and other designated individuals such as building level planning teams to identify individuals and group attendance patterns and to initiate appropriate actions to address attendance problems to improve pupil attendance.

The Board of Education must annually review the building level attendance records and revise the comprehensive attendance policy to improve pupil attendance if records show a decline in pupil attendance. (Adopted: 05/30/02)

449 Summer School Attendance

Summer school review courses are provided for students who have struggled and been unsuccessful in an academic area(s). Its intent is to supplement and reinforce the curriculum that has been taught during the regular school year, and offer students an opportunity to obtain credit for a previously failed course.

For this reason it is important for students to have attended classes regularly during the school year and attain at least a minimal course average. For a student in grades 9-12 to be eligible to attend summer school they must meet the following conditions:

- They must have enrolled in the class through the end of the year.
- To sit for a lab science, the student must have completed the required number of labs.
- They must have the approval of the High School Principal.

Any student who is enrolled in a summer school course and exceeds three absences, excused or unexcused, is not eligible to receive class credit for the course. The student would be eligible to sit for the Regents exam. A suspension from summer school for discipline counts as an absence from school. Each tardy of thirty minutes or less is equivalent to half (1/2) absence. Any tardy greater than one-half hour is equivalent to a full absence.

Students will receive this policy in writing as part of the summer school Student Handbook. Parents will be contacted following the first full absence or two tardies and every absence or tardy thereafter. (Adopted: 06/24/04; Rev. 06/28/07)

450 Student conduct and discipline

The Board of Education of the Saratoga Springs City School District (Enlarged), in support of the aims of public education, believes that the behavior of students

attending the public schools should reflect acceptable standards of responsibility and the degree of good citizenship demanded of members of a democratic society.

In response to the Safe Schools Against Violence in Education Act (commonly known as the S.A.V.E. legislation), the District has revised its Student Code of Conduct which fully addresses all requirements included in the legislation. Specifics are listed in a Code of Conduct Book maintained at each facility office.

The Code will be reviewed annually and modified as necessary. A public hearing will be conducted whenever an amendment to the Code is being proposed. The Board of Education will consider and adopt the Code in public session following the public hearing process. (Adopted: 05/30/02; Rev. 06/28/07, 07/14/09)

460 Pupil Personnel Services (other than health and welfare)

461 Philosophy and objective

The essence of the pupil personnel philosophy shall consist of an emphasis on cherishing the uniqueness of the individual and utilizing the assistance of the entire school staff to aid in the child's development. Therefore, pupil personnel services shall be those individualized aspects of the educational program which are designed to enable each student to reach his full potential in the areas of vocational, personal, and emotional development. These services shall consist of a gradual and long-range process by which the child is helped to make the best use of his/her capabilities. All school workers are involved in, and have responsibility for, this continuing process.

462 Guidance and counseling

The Board of Education shall establish a guidance and counseling program. The program shall be concerned with the mental and physical health and personality development of every pupil.

The guidance and counseling program shall assist the instructional staff in helping students become responsible, self-adjusted, productive, contributing citizens of our democratic society.

463 Testing program

The testing program in the Saratoga Springs City School District (Enlarged) shall be designed to yield information regarding pupil achievement and pupil ability. Certified personnel are expected to use the test results as an aid in the evaluation of individual students and instructional programs designed to ensure pupil success in the home, school community, and as citizens in our democratic nation.

Alternative testing will be arranged for the handicapped or non-English speaking students as required by Commissioner's Regulations.

The Superintendent shall issue regulations to ensure the confidentiality of reports and results.

464 Remedial and corrective services

Remedial and specialized services may be provided by the Board of Education upon the recommendation of the Superintendent for those pupils in need of these services.

465 Parent involvement

The Board of Education encourages the participation of parents of students eligible for Title I services in all aspects of their child's education, including the development and implementation of District programs, activities, and procedures designed to carry out NCLB parent involvement goals.

Additionally, the Board directs that each school with a program served with Title I funds to jointly develop with, and distribute to, parents of participating children a written parental involvement policy. The policy must be agreed to by such parents and describe the means for carrying out NCLB parental involvement requirements set forth below.

Each Title I school must notify parents of its parent involvement policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. In addition, Title I schools must make their parent involvement policy available to the local community and update it periodically to meet the changing needs of parents and the school.

To the extent practicable, both the District and its Title I schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. Activities in this area include providing information and school reports in a format and, to the extent practicable, in a language such parents understand.

The District and its schools may also consider other activities that further build the capacity of parents to become involved, to the extent those activities are feasible and appropriate. In accordance with the NCLB, these additional optional activities may include, for example, the establishment of a District-wide parent advisory council to provide advice on matters related to parental involvement in Title I programs, and training parents to enhance the involvement of other parents.

Elementary and Secondary Education Act Title I eligible attendance areas: Free and reduced price lunch data shall be compiled annually to determine the percentage of low income pupils in each attendance area and to establish those schools eligible to participate in ESEA Title I programs as required by PL. 97-35 as amended by PL. 98-211, Section 556 (b) (1). (Adopted: 03/11/03)

466 Selection, appointment and compensation of Impartial Hearing Officers

466.1 Special education due process hearings

466.11 Selection and appointment of IHO

When the parent(s) or person(s) in parental relation of a student who is or may be a special education student or pre-school special education student demands an impartial hearing, or when the District initiates an impartial hearing concerning such a student, an impartial hearing officer ("IHO") shall be selected and appointed in accordance with §200.2(e) of the Commissioner's regulations.

- a. The Superintendent of Schools or his/her designee shall obtain from SED a current alphabetical list of certified hearing officers who are available to serve in Saratoga County.

- b. Selection shall be made by the District Clerk on an alphabetical and rotational basis. At least two attempts to contact an IHO within a 24 hour period shall be made before determining that the IHO is unavailable to serve and offering the appointment to the next individual on the list. Documentation of such efforts shall be maintained.
- c. The IHO shall be appointed by Board resolution.

466.12 Compensation of IHO

- a. The IHO shall be compensated in accordance with the fee schedule established by SED and the New York State Department of Budget (currently \$100 per hour) for all pre-hearing, hearing and post-hearing activities. Pre-hearing activities include scheduling the hearing and determining the location; conducting pre-hearing conference calls; arranging for interpreters, witnesses, subpoenas and a stenographer; and writing letters to the parties involved in the hearing. Hearing activities include conducting the hearing, handling settlement agreements placed on the record and arranging for subsequent hearing dates. Post-hearing activities include researching information pertinent to the hearing issues, writing the decision, and mailing copies to the parties and to SED.
- b. The hearing officer shall be reimbursed for travel subject to the following limitations: the District will pay for travel time at the SED/DOB approved rate (currently \$100 per hour) for up to 2 hours each way. The District will reimburse mileage at the established IRS rate (currently \$.36 per mile) for up to 100 miles each way.
- c. Reasonable expenses for lodging, meals and other hearing related expenses shall be reimbursed.
- d. The District will reimburse the IHO within 30 days after receipt of an invoice, separately itemizing his or her hours, travel time and expenses, and other hearing expenses.

- e. The District will pay the IHO's stated cancellation fee, up to a maximum of \$800, if a scheduled evidentiary hearing date is canceled by the District, or by mutual consent of the parties in the event of settlement, with less than 48 hours notice to the hearing officer. If an in-person, pre-hearing conference is canceled by the District, or by mutual agreement of the parties in the event of settlement, on less than 48 hours notice, the District will pay one-half (1/2) of the IHO's stated cancellation fee, up to a maximum of \$400.

466.2 Section 504 due process hearings

The foregoing procedures shall not apply to due process hearings involving students who are or may be covered only under §504 of the Rehabilitation Act. The District reserves the right to select the hearing officer of its choice in such cases. (Adopted: 09/25/03)

467 Limited English Proficiency instruction

The Board of Education believes that students who, by reason of foreign birth or ancestry, have limited English proficiency, will be more effective learners of both the language and the curriculum if they receive instruction in both their native language and English. The district will therefore make every effort to ensure that limited English proficient (LEP) students are provided with an appropriate program of transitional bilingual education or free-standing English as a second language program.

Pursuant to this policy and the regulations of the Commissioner of Education, the Superintendent is directed to develop appropriate administrative regulations to ensure that LEP students are:

1. Diagnostically screened for limited English proficiency, in accordance with Part 117 of the Commissioner's Regulations. Those students who according to their scores are identified as LEP will be annually evaluated. Included in the evaluation shall be each student's performance in content areas to measure academic progress.
2. Assured of access to appropriate instructional and support services, including guidance programs.

3. Assured of having equal opportunities to participate in all school programs and extracurricular activities as non-LEP students.

The Superintendent shall be responsible for ensuring that the Commissioner is provided with all information required under the Commissioner's Regulations and that the District provides appropriate school-related information to the parents of LEP students in English, or when necessary, in the language they understand. In addition, the Superintendent shall ensure that all teachers employed for any bilingual and/or ESL program are properly certified in accordance with the Commissioner's Regulations. (Adopted: 10/24/91)

468 Availability of Instructional Materials in Alternate Formats for Students with Disabilities

It is the policy of the District that schools provide instructional materials that are available in a usable alternative format for every disabled student, in accordance with his or her individual needs, at the same time that such materials are available to non-disabled students. This law applies to students disabled under the Individuals with Disabilities Act who have individualized education programs (IEPs), as well as students who have Section 504 accommodation plans.

"Alternative format" is any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the District. It includes, but not be limited to, Braille, large print, open and closed caption, audio or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

(Adopted: 05/12/09)

470 Health and welfare

Every facet of school education and the personal health and welfare of the student is central to education. The system of formal education is intended to have meaning for children and youth; to motivate and to communicate is difficult or impossible when underlying physical or mental problems exist.

471 School health services

The major objectives of school health services shall be:

- a. To insure and to maintain a healthy environment which includes screening and examination useful in evaluating the health status of the child.
- b. To provide health appraisal of the student which includes screening and examinations useful in evaluating the health status of the child to secure needed corrections of abnormalities through private medical care or other sources available in the community.
- c. To prevent disease through prompt application of available techniques and to reduce the ill effects from communicable disease.

471.1 Responsibility for health program

Since the health of students is the result of hereditary and environmental forces operating within the home, the community, and the school, consideration should be shared by parents, physicians, dentists, and community agencies.

471.11 School physician

The school physician shall perform as an expert in the control of communicable diseases as a medical inspector when needed, and as a physical examiner when required.

471.2 Health records

Each school shall keep a convenient, accurate, up-to-date health record of each student. Records shall be readily available and accessible to the certificated staff.

471.21 Maintenance

Health records or health folders are to be maintained by the nursing staff and kept in pupils' cumulative folders.

471.22 Uses

Health records are to be utilized by the professional staff. School nurses shall interpret the records for teachers and administrators.

471.3 Physical examinations and health screenings of students

The Board of Education recognizes the importance of having current and complete information about the physical health of each student and any specific health conditions that may obstruct or interfere with the learning process. The District shall encourage parents to have their children examined regularly by their primary health care provider and shall request that such findings be provided to the District at such times as required by law. In addition, the District shall conduct physical examinations and health screenings of students as required by the Education Law and the Commissioner's Regulations. The Board of Education delegates to the Superintendent of Schools the responsibility to adopt administrative regulations to ensure that parents are notified when health assessments are performed and when physical examinations are required, and that such assessments and examinations are appropriately administered. (Adopted: 11/18/03)

471.4 Physical education excuse

No pupil shall be excused from participation in physical education classes unless a written request from a physician stating diagnosis and length of excuse is filed with the principal.

472 Sickness

472.1 Procedures for emergency at school

The Superintendent of Schools, after consultation with proper medical authority, shall issue regulations concerning the handling of health emergencies, injuries, and accidents at school.

472.2 Communicable diseases

Students showing symptoms of a communicable disease, an infectious condition, or unusual eruptions of the skin, soreness of throat, or condition of the eyes shall be referred to the school nurse. The Superintendent, after consultation with proper medical authority, shall issue regulations governing those situations and re-admissions to school following those conditions.

472.21 Acquired Immune Deficiency Syndrome (AIDS)

The School Board recognizes the public concern over the spread of Acquired Immune Deficiency Syndrome (AIDS) and the admission of students and employment staff who suffer from this disease. The Board also recognizes the rights of those individuals so afflicted, be they students or staff, to continue education or employment where possible.

The School Board also recognizes that the virus associated with AIDS is not easily transmitted and there is no evidence that AIDS can be transmitted by casual contact.

The School Board has the responsibility to seek professional advice in the public health area. Therefore, in any instance where any employee (including any unpaid volunteer) or student diagnosed infected with the AIDS virus, the Superintendent should arrange to have the school physician review the individual's medical records.

- a. In the case of an employee, the school physician shall make a recommendation to the Superintendent as to whether the employee can safely continue in the school setting after consulting with the local public health officer, the physician who made the AIDS diagnosis, and the adult employee. The Superintendent shall consult with the school attorney prior to rendering a recommendation to the Board of Education.
- b. In the case of a student, the school physician shall make a recommendation to the Superintendent as to whether the student can safely continue in the school setting after consulting with the local public health officer, the physician who made the AIDS diagnosis, the nurse coordinator, the Director of Special Services, and the student's parent or guardian. The Superintendent shall consult with the school attorney prior to rendering a recommendation to the Board of Education.

All information and proceedings concerning students or employees afflicted with AIDS will be kept strictly

confidential except for referral to the school physician, the public health officer, and possibly the Committee on Special Education, or as may be required by law. Employees of the District may be provided with information concerning students or employees diagnosed as suffering from AIDS where, in the judgment of the Superintendent, on advice of the school physician and the public health officials, the sharing of information is necessary to protect the health and safety of any individual in the schools.

472.3 Medication given at school

Whenever practicable, it is recommended that medical dosages be placed on a time schedule to be taken at home. If it becomes necessary to administer medicine at school, this may be done as follows:

- a. No medication will be given without a written request from the parents or guardians and their doctor.
- b. The doctor's name (same as above) must be clearly labeled on the medicine container, the amount to be taken, and the specific time to be taken.

472.4 Emergency care

In case of illness or accident at school or at a school-sponsored activity, an adult supervisor shall carry out the procedure outlined in the Superintendent's regulations and shall place the responsibility for the care of the student with the parent or guardian as soon as feasible.

472.41 Required hospitalization

In the event illness appears to be of a serious nature, every attempt shall be made to contact the student's parents and/or family physician. In the event of failure to contact responsible party, the principal or adult supervisor (suggest nurse) will exercise reasonable judgment with reference to transferring the student to a hospital.

472.42 Use of Automatic External Defibrillators (AEDs)

The Saratoga Springs City School District Board of Education recognizes the need to make automatic external defibrillators (AED) available. Early access defibrillation has been recognized as a significant factor in the survival from incidents of sudden cardiac arrest.

Therefore, it is the policy of the Board of Education that the use of AEDs is authorized in the buildings and at appropriate school functions of the Saratoga Springs City School District in accordance with the Public Access Defibrillation Law (Chapter 552 of the Laws of 1998). Individuals authorized to use the AED devices shall have current training and certification in CPR and the use of the AED from a recognized training agency. A physician shall be appointed to provide medical oversight for the use of the AEDs. The Regional Emergency Services Council and the State Department of Health, as well as the local emergency services providers, shall be notified of the location and use of AEDs within the schools of the Saratoga Springs City School District.

These regulations and protocols shall be incorporated into the Emergency Management Plan of each of the buildings in the Saratoga Springs City School District. (Adopted: 11/12/02)

473 Student injuries or accidents

473.1 School liability

The Board of Education shall carry liability insurance and otherwise cover the Saratoga Springs City School District (Enlarged), its employees, and Board members while performing assigned duties.

473.2 Accident reporting

Serious injuries or accidents to students shall be reported as required by regulations issued by the Superintendent; except that injury or accident requiring hospitalization, or of such a serious nature as in the opinion of the principal to so require, shall be

reported immediately. The accident reports shall be analyzed for cause and prevention.

473.3 Insurance

Student accident insurance is provided by the Board of Education for students to and from school on District-provided vehicles and at all school-sponsored activities except football.

474 Protection of pupils

474.1 Release from school during school hours

Individual pupils may not be released from school prior to the completion of their normal school day except upon request of the parent or guardian of such pupil, made in writing or in person, to the principal or head teacher of the school concerned.

Classes shall not be dismissed prior to the normal completion of the school day except for emergency reasons and with the approval of the Superintendent, and with due regard to the safety and conditions of the pupils of the classes so dismissed.

474.2 Custody of students

Custody of students shall not be given to any person whatsoever except their parents or legal guardians; nor shall their names and addresses be released to anyone except those persons specifically authorized in writing by the parents or legal guardians, or by law.

474.3 Student privacy

Student surveys are a valuable tool in determining student needs for educational services. Parents have the right to inspect all instructional materials that will be used for a survey, analysis, or evaluation. In addition, no minor student may, without parental consent, take part in any survey, analysis or evaluation.

Parents/Guardians shall have the right to inspect, upon request, any instructional material used as part of the educational curriculum for students. Instructional content is defined as that information provided to a student, regardless of format, including printed or

representational materials, audio-visual materials, and materials in electronic or digital formats. It does not include tests or academic assessments in advance of administration of such assessments.

A parent/guardian who wishes to inspect and review such instructional material shall submit a request in writing to the Building Principal. Arrangements shall be made to provide access to such material within a reasonable time after the request has been received.

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information or providing it to others for that purpose is prohibited. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services as permitted by law. In the event of such collection, disclosure or use of personal information gathered from students, student privacy shall be protected by the School District pursuant to the requirements of Freedom of Educational Records Protection Act (FERPA).

Names and addresses of pupils shall not be given to anyone, except to persons specifically authorized in writing by parents or guardians.

Parents/Guardians have the right to submit a written statement to opt their child out of participation in the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/Guardians and eligible students shall be notified at least annually, at the beginning of the school year or when enrolling students for the first time in District schools of this policy. The School District shall also notify parents/guardians within a reasonable period of time after any substantive change to this policy. (Cross-ref 471 Student Health Services) (Adopted: 03/11/03)

475 Wellness

The district is committed to providing a school environment that promotes and protects student and staff well-being, as well as the ability to learn by fostering a healthy nutritional and physical activity educational environment within the district. To further define this commitment to establishing a healthy school environment, the following policy objectives are established relating to nutrition guidelines, nutrition education, physical activity and other school-based activities.

475.1 Nutrition Guidelines

Recognizing that a student's lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment, the district administration will adopt standards and practices that encourage healthy lifelong eating habits by providing and promoting foods that are high in nutrients, low in fat and added sugars, and of moderate portion size.

475.2 Nutrition Education

Recognizing the district's responsibility to provide nutrition education to facilitate the voluntary adoption of healthy eating habits and other nutrition-related behaviors conducive to health and well-being of its student body, as well as district faculty and staff, the district administration will adopt, maintain and publicize throughout the school system appropriate nutritional standards reflecting up-to-date State and Federal nutritional dietary recommendations.

475.3 Physical Activity

Recognizing the district's responsibility to provide opportunities for every student to develop the knowledge and skills for specific physical activities to support their health and well-being, the district administration will adopt standards that are specifically designed to maintain physical fitness among its student body, to ensure that students regularly participate in physical activity, and increase student understanding and appreciation for short-term and long-term benefits of a physically active and healthy lifestyle.

475.4 Other School Based Activities

In order to present a coordinated approach throughout all buildings within the district and maintain district-level decision-making involvement related to nutrition and physical activity, the district administration will establish standards to ensure that the school environment provides a clean, safe, enjoyable meal environment for students and presents consistent wellness messages that are conducive to healthy eating and physical activity environment for all members of the district.

475.5 Implementation and Evaluation of the Wellness Policy

To ensure that the district's wellness policy is implemented, the district administration shall establish an implementation and evaluation plan to monitor the effectiveness of the policy and associated administrative standards that have been adopted to carry out the intent outlined in this policy. The Superintendent shall designate one or more staff members within the district to have operational responsibility for ensuring that the district meets the goals and mandates of this policy.

Assessments of the district's wellness policy will occur no later than every three years to help review policy compliance, assess progress, and determine areas in need of improvement. (Adopted: 06/13/06)

476 Employment certificates (work permits)

Student work permits, or employment certificates, are required for every minor under eighteen (18) years of age who is to be employed. The Senior High School Guidance Department shall be responsible for the issuance of employment certificates.

477 Child abuse

Protecting children from abuse and maltreatment is a responsibility of all citizens. School personnel are in contact with most of the children in the community, and therefore have a special responsibility in being aware of and reporting possible abuse and neglect situations.

School personnel who suspect that a child may be abused or neglected by a parent or other person outside the school setting shall report such suspected abuse or neglect pursuant to applicable provisions of law and Administrative Regulation 477.0

School personnel and Board members who suspect that a child may be abused by a school employee or volunteer in a school setting shall report such suspected abuse pursuant to applicable provisions of law and Administrative Regulation 477.1. (Adopted: 6/28/01)

478 Sexual harassment

478.1 Sexual harassment of any member of the school community by any individual is prohibited on school property or in connection with school-related activities. The Board recognizes that sexual harassment can be committed by a person of either sex against a person of either the same or opposite sex, and by peers as well as supervisors.

The Board strongly condemns all forms of sexual harassment and is committed to safeguarding the right of each employee and student to work or to learn in an environment that is free from sexual harassment.

The Superintendent of Schools is directed to develop and to implement specific procedures on reporting, investigating, and remedying allegations of sexual harassment. Training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment.

478.2 Definitions

1. Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual's

employment or of an individual's participation in an academic or other school-related activities; or

- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or decisions about the individual's participation or success in academic or school-related activities; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, or school-related activity, or creating an intimidating, hostile, or offensive environment in the workplace, classroom, or other school-related forum.

478.3 Hostile Environment

It is recognized that supervisors and staff members, by the nature of their positions, necessarily embody unequal power relationships with their subordinates, employees, and students.

Because of the inherent power difference in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions or activities outside those appropriate to the professional or academic relationship.

In light of this, all persons are urged to be conscientious in evaluating their own behavior. A hostile environment may arise out of a persistent and severe pattern of unwelcome conduct of a sexual nature, including, but not limited to:

- a. Sex-oriented humor, discussion or commentary that includes derogatory or dehumanizing gender references; classroom discussions of sexual topics as an appropriate part of the approved curriculum are not considered to create a hostile environment.
- b. Physical contacts such as patting, pinching, or frequently and intentionally brushing against another's body.

- c. Subtle or overt pressure for sexual activity.

478.4 Other Harassment

It is the policy of Saratoga Springs City School District that harassment based upon race, color, religion, national origin, real or perceived sexual orientation, or disability is unacceptable conduct and will not be tolerated. This is in keeping with efforts to establish an environment in which the dignity and worth of each member of the school community is respected. The goal of the District is to provide a community in which all students and staff are accepted and judged as individuals.

Harassment includes offensive epithets or slurs, derogatory jokes, graffiti, and other offensive verbal or non-verbal conduct related to an individual's race, color, religion, national origin, real or perceived sexual orientation, or disability when:

- a. Submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual's employment or of individual's participation in an academic or other school-related activity; or
- b. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, or school-related activity, or creating an intimidating, hostile, or offensive environment in the workplace, classroom, or other school-related forum.

478.5 Complaint Processing

- a. Any person who alleges that an act of harassment has been committed shall immediately notify the building principal, supervisor or Compliance Officer and complete a complaint form. Forms are available in the building principal's office and in the office of Human Resource Services.
- b. In the alternative, a person may make an oral and/or written complaint of harassment to a teacher or building principal.

- c. The Compliance Officer, the building principal and/or supervisor will investigate the reported complaint of harassment in accordance with the procedures developed by the Superintendent for investigating complaints of harassment and take action pursuant thereto.
- d. The provisions of applicable statutes and collective bargaining agreements will be complied with when processing and remedying the complaint.

478.6 Distribution

- a. A copy of this policy shall be distributed to all District employees, to parents of all District students, and to all secondary school students. (Adopted: 08/08/00)

479 Section 504 Policy Regarding Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 (Act) is a federal civil rights statute that prohibits discrimination against persons with disabilities in programs receiving federal financial assistance. The Act defines individuals with a disability as those who:

1. have a physical or mental impairment which substantially limits one or more major life activity;
2. have a record of such impairment; or
3. are regarded as having such an impairment.

The Saratoga Springs City School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The School District will strive to identify, evaluate, and to extend to every qualified student with a disability residing in the District, a free appropriate public education, including modifications, accommodations, specialized instruction or related aids as may be deemed necessary to meet the student's educational needs.

The District's Section 504 Compliance Officer is responsible for ensuring compliance with the requirements of the Act.

*(Although Section 504 has not to date been amended to reflect the term "disability", the State Education Department uses the terms "disability" and "handicap" interchangeably.) (Adopted: 03/08/94)

480 Safety and safety regulations

481 Safety in the school and on the playground

481.1 Playground supervision

Principals shall provide for adult supervision of all school-sponsored activities, whether on school grounds and in school areas or not, which occur before school, during recess and lunch periods, and after school.

481.2 System for maintenance of grounds and equipment

The principal shall be responsible for a minimum of one inspection per month of the playgrounds and the playground equipment. Copies of the written reports of said inspections shall be sent to the Superintendent. School employees and pupils shall be instructed to report dangerous and/or defective conditions of the grounds and/or equipment to the principal and the Superintendent.

481.3 Eye protective devices

481.31 Supervision

Each employee charged with the supervision of courses and activities described in Section 481.32 shall require that the eye protective devices be worn by students, teachers, and visitors.

481.32 Courses and activities

Eye protection devices shall be worn in courses including, but not limited to, vocational or industrial arts shops or

laboratories and chemistry/physics or combined chemistry/physics laboratories at any time when an individual is in proximity to, engaged in, or observing a dangerous activity, or the use of hazardous substances likely to cause injury to the eyes.

- a. Hazardous substances include materials which are flammable, toxic or corrosive to living tissue, irritating, strongly sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means.
- b. Activities requiring protective eye devices:
 1. Working with hot molten metal
 2. Milling, sawing, turning, shaping, cutting, grinding, and stamping any solid material
 3. Heat treating, tempering, or kiln firing of any metal or material
 4. Gas or electric arc welding
 5. Working with hot liquids, solids, or chemicals which are flammable, toxic, corrosive to living tissues, irritating, sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means.
 6. Any other activities in which the teacher or supervisor deems it advisable.

481.33 Standards for eye protective devices

Eye protective devices shall meet the standards of the USA standard practice for occupational and educational eye and face protection, 287.1 -- 1968, and subsequent revisions thereof approved by the United States of America Standards Institute, Inc.

481.4 Tobacco

Due to the health hazards associated with tobacco, and in accordance with federal and state law, the Board of Education prohibits tobacco use in all areas of the school district property.

Tobacco is defined as any cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as spit tobacco, also known as smokeless, dip, chew, and snuff, and any other spit tobacco product in any form.

No person shall use, sell or promote tobacco products of any kind on school grounds, in school buildings, or in school owned or leased vehicles used to transport children or school personnel, or at school-sponsored events at any time.

Instruction to discourage the misuse of tobacco shall be included in the health education provided for all elementary school pupils taught by the classroom teacher or by teachers certified to teach health education.

Instruction shall also be an integral part of a required health education course at the high school, taught by teachers certified to teach health education. Related courses in secondary school curriculum shall be taught in a manner supportive of health education regarding tobacco. Staff responsible for teaching tobacco-use prevention shall have adequate training and participate in ongoing professional development activities to effectively deliver the education program planned.

Signs communicating this policy shall be prominently posted and properly maintained where tobacco use and smoking are regulated by this policy. Signs shall include "No Smoking" or the international "No Smoking" symbol, which consists of a pictorial representation of a burning cigarette enclosed in a circle with a bar across it.

The District's tobacco policy shall be prominently posted in each building. The Board designates the Superintendent of Schools or his or her designee as agent responsible for information individuals smoking that they are in violation of Education Law 409 (2), Article 13 of the Public Health Law and/or the federal Pro-Children Act of

1994.

References: NYS Education Law, Article 9, Section 409
NYS Education Law, Article 17, Section 804
NYSED, Commissioner's Regs., Subch. G, Part 135
NYS Public Health Law, Article 13-E, Section 1399
U.S. Dept. of Education - No Child Left Behind,
Title IV C, Sections 4301-4304, Part A

(Adopted: 10/27/94; Rev. 10/13/09)

481.5 Notification of Paroled Sex Offenders

The New York State Sex Offender Registration Act, commonly known as "Megan's Law", authorizes law enforcement agencies to notify a school district when certain persons with a history of sex offenses against children are living in the community.

The Board of Education ("Board") of the Enlarged City School District of the City of Saratoga Springs, New York ("District") desires that the information contained in the aforesaid notification to the District be promulgated in a responsible manner and wishes to establish a policy for response by District personnel.

1. The Board desires that the Superintendent of Schools ("Superintendent") ensure that any identifying information provided by a law enforcement agency pertaining to a person with a history of sex offenses against children be disseminated to building principals, staff who regularly greet members of the public and/or who issue visitors' passes, bus drivers, custodians, playground monitors, security personnel, and coaches. Each building principal shall maintain such information in a confidential file, and shall inform all other building staff members of the availability of the information for their inspection. Those staff members to whom identifying information is disseminated shall be instructed not to further disclose such information except with the permission of the Superintendent.
2. The Superintendent or his/her designee shall also identify all groups which regularly use District facilities with children in

attendance. The Superintendent or his/her designee shall notify the adult leader of each group of the existence of the file containing information concerning a released sex offender and of the right of persons responsible for the activities for the group while on school premises to inspect the file under such reasonable conditions as may be established by the building principal.

3. The Superintendent or his/her designee shall confirm that the information has been given to all law enforcement authorities having jurisdiction within the District.
4. The Superintendent or his/her designee may disseminate to parents/residents in the District all or part of the identifying information concerning a released sex offender it received from a law enforcement agency. A determination of the amount of information to be disseminated to the public shall be made on a case-by-case basis, following an assessment of what information is relevant and necessary to promote public safety.
5. All requests for information pertaining to a convicted sex offender provided to the District by the Division or a law enforcement agency must be directed to the District's Freedom of Information Law Records Access Officer.
6. Staff members shall check with their supervisor if they observe any suspicious person(s) in an area where children congregate and shall be directed to contact local parole authorities and law enforcement agencies if a convicted sex offender is so observed.
7. The Superintendent of Schools shall establish any necessary regulations to implement this policy and shall publish said regulations to District staff.

(Adopted: 01/26/95; Rev.: 05/14/02)

482 Vehicle safety

482.1 School bus

School buses shall be operated in a safe manner in accordance with State regulations.

482.11 Bus drills

The superintendent shall ensure that the State requirement of holding a minimum of three (3) bus drills annually is complied with. Two (2) of the drills shall be held in the fall.

482.2 Automobiles

482.21 Student use and parking

Students must have school parking permits and a driver's license to park their cars in designated parking area. Cars are to remain there until after school hours except as authorized by the principal. All vehicles must be registered. Violation of this policy shall result in disciplinary penalties in the same way as any other violations of policies and regulations by pupils.

482.22 Driver training

Behind-the-wheel driver training teachers shall be certified driver training instructors. High school pupils desiring driver training instruction must present a signed parent permission form to the principal of the sponsoring school.

482.3 Bicycles

The Board of Education supports the District involvement in Safe Routes to School.

482.31 Elementary/Middle School

Accompanied by a parent/guardian and with written approval on file, safe riding of bicycles on school property is

permitted, provided due diligence by the administration and individual school planning committees has determined that the conditions exist under which bicycles may safely access school property. The administration will develop regulations to specify locations, conditions and requirements for such access and modify them as circumstances change.

482.32 High School

High school pupils may ride their bicycles to school and shall park them in the racks provided. Each bicycle shall be locked in place.

482.33 Liability

Any bicycles parked on school property are left at the risk of the owner. The District takes no responsibility for damage or loss incurred as a result.

(Adopted: 10/13/09)

483 Fire prevention

483.1 Fire drills

Fire drills shall be conducted in all schools in accordance with State Law and with the cooperation of the Fire Department.

483.11 Evacuation plan

A plan of exit or evacuation from all parts of the building shall be prepared and transmitted to the staff and pupils. Teachers have the responsibility of instructing the pupils in the proper procedure. Printed instructions for evacuating the building shall be posted in each room and in other appropriate places as deemed advisable.

- a. The plan of evacuation shall provide at least one alternative route in case exits or stairways are blocked.

- b. All personnel must leave the building during a fire drill and move far enough away from the building (100 feet) to avoid dangerous conditions and impeding emergency equipment.

483.12 Frequency of fire drills

Principals shall be responsible for conducting a minimum of twelve (12) fire drills annually. Eight (8) of these drills shall be held between September 1 and December 1.

483.13 Publication

The fire drill regulations shall appear in all of the teacher and student handbooks.

484 Civil defense

484.1 Civil defense drills

Civil defense drills shall be conducted in all schools in accordance with State law and in cooperation with local civil defense authorities.

484.2 Signal

The signal for a civil defense drill shall differ from the fire drill signal.

485 Emergency dispersal

Principals shall formulate and submit to the Superintendent a plan to be put into effect in case immediate dispersal and evacuation of buildings is necessary due to bomb warnings or similar emergencies.

490 Specific student matters

491 Married students

Married students will be subject to the same rules and regulations and must meet the same requirements for graduation as other students.

It is the philosophy of the Board of Education that a married student, male or female, enrolled full time shall be permitted to participate in all school activities.

492 Pregnancy

School-age pregnant students shall be allowed to attend school until such time that regular attendance endangers the student or the unborn child. The student's regular program may be adjusted to suit the individual circumstances.

493 Student gifts to school personnel

Refer to Policy No. 157.2, a., Gifts to school personnel.

494 Class gifts to schools

Application for acceptance -- When a principal receives a proposed donation from a class, the principal shall carefully consider the practicality of the project, especially if it is a matter requiring construction, installation, or rearranging of District equipment. If necessary, the principal shall require from the School Business Official the construction costs and operational costs. When the principal is satisfied that he can recommend the acceptance of the proposed gift, he shall then cause an application for acceptance to be completed in proper form and forwarded to the Superintendent who will submit the proposal to the Board of Education. The Board of Education is the only body authorized to accept class gifts on behalf of a school.

495 Student fees and fines

495.1 Materials

Student fees will be charged for materials used over and above those required for normal classroom instruction or when projects are the personal property of the person.

495.2 Expendable supplies

The Board of Education will not furnish expendables such as pencils, crayons, notebooks, and incidentals necessary for the student's

personal work except when said supplies are deemed necessary for the educational program.

495.3 Breakage

Students will be assessed for careless breakage of materials, lost books, and books damaged beyond reasonable wear and tear.

495.5 Fines (library)

Pupils shall pay fines for overdue books according to the schedule adopted by the Board of Education.

495.6 Other fees

The Board of Education shall annually adopt the following fee schedules: continuing education, summer school, summer recreational program, and instrument rentals.

496 Student Organizations

Students who wish to form a group to meet on school premises during non-instructional time within the school day must apply for and receive the permission of the school principal. In order to apply for permission, the students must submit a written request signed by twelve or more students who are interested in participating in the group's meetings. (Adopted: 06/11/91)

The application must identify a teacher or other professional staff member who is willing to serve as advisor to the club; in the case of groups wishing to participate in religious activities, the application must identify a teacher willing to supervise the activities of the group without advising. In the event no teacher is willing to serve as advisor or supervisor, the principal may consider a request to allow a non-teacher to serve.

No staff member will be involuntarily assigned to advise or supervise a student group; no student group may meet without a school-appointed adult present. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

Regular meetings of all student groups must be conducted during non-school hours within the school day and within the time period established for that purpose in the particular school.

All meetings of student groups must be conducted in an orderly manner in compliance with all applicable school rules and policies.

Participation in student groups by students is voluntary, and parental acknowledgment statements are required.

School administrators may periodically observe the activities of student groups to determine that they are in compliance with school rules and regulations.