

DRAFT

The Regular Meeting of the Board of Education of Madison Central School was held on June 16, 2015 at 6:30 pm in the library.

MEMBERS PRESENT: Ms. Beverly Biedermann
Mrs. Kathy Bridge
Mr. Jona Snyder
Mrs. Stephanie Tanner
Mr. Steven Yancey

MEMBERS ABSENT: Mrs. Mary Bartlett-Linden
Mr. William Langbein

OTHERS PRESENT: Mr. Perry Dewey, Superintendent
Mr. Larry Nichols, Building Principal
Mr. Brian Latella, Elementary Principal
Mrs. Melanie Brouillette, Treasurer
Ms. Tracey Lewis, District Clerk

- I. Call to Order
 - a. Mr. Snyder, president, called the meeting to order at 6:30 pm.
- II. Agenda Additions
- III. Consent Agenda
 - a. Approval of Agenda for This Meeting

MOTION # 1 – APPROVAL OF AGENDA

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve the agenda for this meeting. Motion carried 5 yes, 0 no.

- IV. Public Forum
 - a. Mr. Snyder reviewed the Public Forum Expectations.
 - b. The Josten's representative presented the Josten's National Yearbook Program of Excellence Winner Award to Madison School and to Ms. Kemp, yearbook advisor, for the creation of an outstanding yearbook that included each student at least three times each.
 - c. A question was raised about the remaining Fund Balance and will be addressed later in the meeting.
 - d. A reception of cake and punch was held in honor of William Langbein's years of service. Also present were Mr. Mitchell and Mr. Lindberg, former board members, and they were also recognized for their service to the district.
- V. Executive Session

MOTION # 2 – ENTER EXECUTIVE SESSION

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to enter into Executive Session at 6:37 pm to discuss the medical, financial, credit or employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Motion carried 5 yes, 0 no.

VI. Adjournment of Executive Session and Resuming Regular Meeting

MOTION # 3 – ADJOURN EXECUTIVE SESSION AND RESUME REGULAR MEETING
ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to adjourn Executive Session and resume the Regular Meeting at 7:00 pm. Motion carried 5 yes, 0 no.

A short Student Council wrap up and overview was given at this time by Sydney Coon.

VII. June 2, 2015 Workshop Agenda as listed below

1. Approval of Minutes from May 19, 2015 Regular Meeting

MOTION # 4 – APPROVAL OF MAY 19, 2015 REGULAR MEETING MINUTES
ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve the minutes from the May 19, 2015 Regular Meeting. Motion carried 5 yes, 0 no.

2. Reports

- a. Superintendent – Information Items

- a. Mr. Dewey provided the 2015-16 Board of Education Member List for review.
- b. The board reviewed the proposed 2015-16 Board Meeting Calendars
- c.

MOTION # 5 – APPROVAL TO SWITCH BOARD MEETINGS TO WEDNESDAYS FOR 2015-16
ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to adopt a calendar for 2015-16 with board meeting to be held most often on Wednesday nights. An edited schedule will be created with the adjustments discussed. Motion carried 5 yes. 0 no.

- d. A lengthy End of Year discussion was held discussing Fund Balance and options for spending resulting in two motions being made as follow.

MOTION # 6 – APPROVAL OF PURCHASE OF BUSES

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner, the board moved to approve the purchase of buses at a cost of \$106,613. Motion carried 5 yes, 0 no.

MOTION # 7 – ACCEPTANCE OF A ONE TIME SPENDING PLAN OF A PRIORITIZED LIST OF EXPENSES AS PER LIST PROVIDED AND DISCUSSED IF MONEY IS AVAILABLE

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to accept a one time spending plan of a prioritized list of expenses as per list provided and discussed if money is available. Motion carried 5 yes, 0 no.

- b. Superintendent – Approval Items

- a. Approval of 2015-16 Cooperative Bidding Services Agreement

MOTION # 8 – APPROVAL OF 2015-16 COOPERATIVE BIDDING SERVICES AGREEMENT

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the 2015-16 Cooperative Bidding Services Agreement. Motion carried 5 yes, 0 no.

- b. Non-Resident Students for 2015-16
 - i. A student entering grade 1
 - ii. A student entering grade K

MOTION # 9 – APPROVAL OF NON-RESIDENT STUDENTS FOR 2015-16

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve a student entering grade 1 and a student entering Kindergarten as Non-Resident Students for the 2015-16 school year. Motion carried 5 yes, 0 no.

3. Policy

MOTION # 10 – APPROVAL OF SECOND READINGS OF POLICY AS LISTED

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve the second readings of the following list of policies:

- a. Second Reading to Delete Policy # 5050, 6017, 6018, 6019, 6020, 6021, 6022, 6023, 6024, 6026, 6027, 6028, 6029, 6036, 6037, 6052, 6060, 6070, 6071, 6072
- b. Second Reading to Delete Regulation # 6018.1, 6018.2, 6018.3, 6018.4, 6052.2, 6060.1, 6060.4
- c. Second Reading of Policy # 4505 Payroll Deductions
- d. Second Reading of Policy # 4704 Expense Reimbursements (Employees)
- e. Second Reading of Policy # 6006 Personnel Records and Release of Information
- f. Second Reading of Policy # 6300 Leaves of Absence for Serious Health Conditions or Family Care
- g. Second Reading of Regulation # 6300.1 Request for Family/Medical Leave
- h. Second Reading of Regulation # 6300.2 Notice of Eligibility and Rights and Responsibilities
- i. Second Reading of Regulation # 6300.3 Certification of Health Care Provider for Employee’s Serious Health Condition
- j. Second Reading of Regulation # 6300.4 Certification of Qualifying Exigency For Military Family Leave
- k. Second First Reading of Policy # 6301 Leave for Cancer Screening
- l. Second Reading of Policy # 6302 Jury Duty
- m. Second Reading of Policy # 6303 Worker’s Compensation
- n. Second Reading of Policy # 6304 Attendance at Conferences
- o. Second Reading of Regulation # 6400.1 Statement for Emergency Conditional or Conditional Appointment
- p. Second Reading of Policy # 6401 Qualifications of Bus Drivers
- q. Second Reading of Policy # 6402 Drug and Alcohol Testing (Transportation)
- r. Second Reading of Regulation # 6402.1 Pre-Duty Acknowledgement Authorization and Consent Form for Drug and Alcohol Testing
- s. Second Reading of Policy # 6500 Employee Protection
- t. Second Reading of Policy # 6501 Personnel Negotiations
- u. Second Reading of Policy # 6502 Employer/Employee Relations

Motion carried 5 yes, 0 no.

- v. The First Reading of Policy # 6400 Fingerprinting and Criminal History Record Checks For Prospective Employees was done at this time.

- b. New Business
 - 1. Personnel
 - a. Appointments
 - a. Andrew Lopata – Non-Certified Substitute Teacher effective 6/2/15

MOTION # 11 – APPROVAL OF ANDREW LOPATA AS NON-CERTIFIED SUBSTITUTE TEACHER

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve Andrew Lopata as a Non-Certified Substitute Teacher effective 6/2/15. Motion carried 5 yes, 0 no.

- b. Student- Summer Student Helper at \$8.75 per hour effective 6/2/15

MOTION # 12 – APPROVAL OF STUDENT AS SUMMER STUDENT HELPER

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve a student as a Summer Student Helper at \$8.75 per hour effective 6/2/15. Motion carried 5 yes, 0 no.

- b. Resignations
 - a. Bridgette Avery – Teacher Assistant effective 6/30/15

MOTION # 13 – ACCEPTANCE OF RESIGNATION OF BRIDGETTE AVERY

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to accept the resignation of Bridgette Avery as a Teacher Assistant effective 6/30/15. Motion carried 5 yes, 0 no.

- c. Leave Requests
 - a. Courtney Heim – Unpaid Leave – June 4, 2015 AM only

MOTION # 14 – APPROVAL OF UNPAID LEAVE FOR COURTNEY HEIM

ON THE MOTION of Mrs. Tanner, seconded by Mrs. Bridge, the board moved to approve the unpaid leave of Courtney Heim for the morning of June 4, 2015. Motion carried 5 yes, 0 no.

Continuation with June 16, 2015 Agenda as planned

- VIII. Reports
 - a. Treasurer
 - 1. Internal Claim Auditor's Report

MOTION # 15 – APPROVAL OF INTERNAL CLAIM AUDITOR'S REPORT

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve the Internal Claim Auditor's Report. Motion carried 5 yes, 0 no.

- 2. Treasurer's Report dated May 31, 2015

MOTION # 16 – APPROVAL OF MAY 31, 2015 TREASURER'S REPORT

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Bridge, the board moved to approve the May 31, 2015 Treasurer's Report. Motion carried 5 yes, 0 no.

3. Detail Warrants

MOTION # 17 – APPROVAL OF DETAIL WARRANTS

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Bridge, the board moved to approve the Detail Warrants as follow:

- a. Warrant Number 42 – Fund A – 5/1/15 – 7 pages
- b. Warrant Number 45 – Fund A – 5/14/15 – 7 pages
- c. Warrant Number 47 – Fund A – 5/28/15 – 8 pages
- d. Warrant Number 46 – Fund A – 6/3/15 – 1 page
- e. Warrant Number 25 – Fund C – 5/1/15 – 2 pages
- f. Warrant Number 26 – Fund C – 5/14/15 – 1 pages
- g. Warrant Number 27 – Fund C – 5/28/15 – 2 pages
- h. Warrant Number 13 – Fund TA – 6/3/15 – 4 pages
- i. Warrant Number 9 – Fund HBUS – 6/3/15 – 1 page
- j. Warrant Number 17 – Fund FA15 – 5/1/15 – 1 page
- k. Warrant Number 18 – Fund FA15 – 5/14/15 – 1 page
- l. Warrant Number 19 – Fund FA15 – 5/28/15 – 1 page

Motion carried 5 yes, 0 no.

4. There was no Financial Status Report as the Fund Balance was discussed previously.

b. Committee Reports

1. Budget - no meeting (Yancey, Snyder)
2. Building & Grounds - no meeting (Yancey, Langbein, Snyder)
3. Curriculum, Sports, Music & Drama – no meeting (Bridge, Biedermann, Bartlett-Linden)
4. Negotiations & Labor – no meeting (Langbein, Biedermann)
5. Policy – **June 1** (Snyder, Biedermann) – policies are in packets for approval
6. Strategic Plan – no meeting (Snyder, Tanner)
7. Technology - no meeting (Langbein, Snyder)
8. Safety – no meeting (Langbein, Snyder)

c. Superintendent – Information Items

1. Mr. Dewey updated the board on the progress of the EPC building project.
2. Non-Resident tuition costs were discussed. This topic will be further reviewed for a possible change in the future.
3. Mr. Dewey discussed the shared services that the district will be participating in this year.
4. Mr. Dewey updated the board on a verbal confirmation for funding coming from Mr. McGee's office.

d. Superintendent – Approval Items

1. Approval of June 25, 2015 as last unused snow day

MOTION # 18 – APPROVAL OF SNOW DAY FOR JUNE 25, 2015

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve June 25, 2015 as the last snow day of the year. Motion carried 5 yes, 0 no.

2. Approval of Transfers

MOTION # 19 – APPROVAL OF TRANSFERS

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve the Transfers as provided in the packet. Motion carried 5 ye, 0 no.

3. Approval of Non Resident Student for 2015-16
 - a. A student entering grade 2

MOTION # 20 – APPROVAL OF NON-RESIDENT STUDENT

ON THE MOTION of Mrs. Tanner, seconded by Mrs. Bridge, the board moved to approve a student as a Non Resident Student entering grade 2 for the 2015-16 school year. Motion carried 5 yes, 0 no.

4. Acceptance of Annual Drinking Water Quality Report for 2014

MOTION # 21 – ACCEPTANCE OF ANNUAL DRINKING WATER QUALITY REPORT FOR 2014

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to accept the Annual Drinking Water Quality Report for 2014. Motion carried 5 yes, 0 no.

5. Approval of Reorganizational Meeting Date of July 8, 2015 at 6 pm which will be immediately followed by the Regular July Meeting at 6:30 pm

MOTION # 22 – APPROVAL OF REORGANIZATIONAL MEETING DATE

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve July 8, 2015 at 6:30 pm as the Reorganizational Meeting date for the 2015-16 school year. Motion carried 5 yes, 0 no.

6. Approval of 20 days of paid summer work for Kurt Peavey for technology maintenance

MOTION # 23 – APPROVAL OF 20 DAYS OF PAID SUMMER WORK FOR KURT PEAVEY

ON THE MOTION of Mrs. Tanner, seconded by Mrs. Bridge, the board moved to approve 20 days of paid summer work for Kurt Peavey for the summer of 2015. Motion carried 5 yes, 0 no.

7. The board discussed the 2015-2016 Committee Dates/Times/Members and will finalize and approve these at the next meeting.
8. Approval of 2015-2016 Safety Plan

MOTION # 24 – APPROVAL OF THE 2015-16 SAFETY PLAN

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve the 2015-16 Safety Plan. Motion carried 5 yes, 0 no.

9. Approval for extra substitute cleaners for summer assistance

MOTION # 25 – APPROVAL OF EXTRA SUBSTITUTE CLEANERS FOR SUMMER

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve extra substitute cleaners for summer assistance as deemed necessary by Chris Post. Motion carried 5 yes, 0 no.

10. Approval of Non-Negotiated Employee Salary Increase to follow the Non-Instructional Contract in rate adjustment and 3 year contract period which expires 6/30/17

MOTION # 26 – APPROVAL OF NON-NEGOTITATED EMPLOYEEEE SALARY INCREASES

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve the Non-Negotiated Employee Salary increase to follow the Non-Instructional Contract in rate adjustment and 3 year contract period which expires 6/30/17. Motion carried 5 yes, 0 no.

11. Approval of Non-Resident Student for 2015-16 entering 2nd grade

MOTION # 27 – APPROVAL OF NON-RESIDENT STUDENT

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve a Non-Resident Student entering grade 2 for the 2015-16 school year. Motion carried 5 yes, 0 no.

12. Approval of combination of football with Morrisville Eaton Central School for the 2015-16 school year at the modified and varsity levels

MOTION # 28 – APPROVAL OF COMBINATION OF FOOTBALL WITH MORRISVILLE EATON FOR 2015-16

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the combination of football with Morrisville Eaton for the 2015-16 school year at the modified and varsity levels. Motion carried 5 yes, 0 no.

13. Approval of overnight FFA trip to colleges August 3-7, 2015

MOTION # 29 – APPROVAL OF OVERNIGHT FFA TRIP

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Bridge, the board moved to approve the overnight FFA trip to multiple colleges from August 3-7, 2015. Motion carried 5 yes, 0 no.

e. Principal Reports

1. Building Principal – Mr. Nichols discussed the Student Council’s accomplishments and goals, the sports banquet success and wonderful speakers, the fantastic job by the middle school students in the productions of Annie Jr., the 2 at-risk graduates that the faculty is working with to ensure their successful completion of high school, the Regents examination schedule, the summer enrichment program, and the creation of the new memorial awards for graduates.
2. Elementary Principal – Mr. Latella discussed all the field trips that the students have been participating in, the upcoming PreK and Kindergarten graduations and the workshop the principals attended covering the “Essential Question”.

IX. Policy – The first readings of the following policies were done at this time.

- a. First Reading to Delete Policy # 7010, 7011, 7013, 7014, 7015, 7017, 7019, 7020, 7071, 7072, 7073, 7074, 7075, 7076, 7078, 7079, 7080, 7083
- b. First Reading to Delete Regulation # 6060.2, 6060.3, 7003.3, 7011.1, 7013.1, 7013.2, 7015.1, 7019.1, 7019.2, 7019.3, 7020.1, 7072.1, 7072.2, 7072.3
- c. First Reading of Regulation # 6400.2 OSPRA 102 Clearance for Employment Request Form
- d. First Reading of Policy # 7001 Admission to School
- e. First Reading of Policy # 7002 Education of Homeless Children
- f. First Reading of Regulation # 7002.1 Procedures for Achieving Education of Homeless Children
- g. First Reading of Policy # 7003 Determination of Student Residency
- h. First Reading of Regulation # 7003.1 Principles and Procedures for Determining Student Residency
- i. First Reading of Regulation # 7003.2 Student Affidavit of Emancipation
- j. First Reading of Regulation # 7003.3 Statement of Residency
- k. First Reading of Policy # 7004 Non-Resident Students
- l. First Reading of Policy # 7005 Student Dismissal
- m. First Reading of Regulation # 7005.1 Student Dismissal Release Form
- n. First Reading of Policy # 7006 Student Release for Employment
- o. First Reading of Regulation # 7006.1 Early Dismissal Application
- p. First Reading of Regulation # 7006.2 Partial Day Application

- o. First Reading of Regulation # 7006.1 Early Dismissal Application
- p. First Reading of Regulation # 7006.2 Partial Day Application
- q. First Reading of Regulation # 7006.3 Release of Information
- r. First Reading of Policy # 7007 Student Attendance
- s. First Reading of Regulation # 7007.1 Attendance Report Form Parent Notification
- t. First Reading of Policy # 7100 Student Health Examinations
- u. First Reading of Policy # 7101 Immunization and Dental Health of Students
- v. First Reading of Policy # 7102 Student Medications
- w. First Reading of Regulation # 7102.1 Parent and Prescriber's Authorization for Administration of Medication in School
- x. First Reading of Regulation # 7102.2 Parent/Guardian Authorization of Another Adult for Administration of Medication
- y. First Reading of Regulation # 7102.3 Self Medication Permission Form
- z. First Reading of Policy # 7103 Management of Student Allergies
- aa. First Reading of Policy # 7104 Student Injuries
- bb. First Reading of Policy # 7105 Eye Safety Devices
- cc. First Reading of Policy # 7106 Pregnant and Married Students
- dd. First Reading of Policy # 7107 Health Records
- ee. First Reading of Policy # 7200 Reporting Possible Child Abuse or Maltreatment
- ff. First Reading of Policy # 7201 Reporting Child Abuse in an Educational Setting
- gg. First Reading of Regulation # 7201.1 Notice of Parental Rights Child Abuse in and Education Setting
- hh. First Reading of Regulation # 7201.2 Notification of Teacher's Duty to Report Child Abuse in and Educational Setting and Immunity from Liability
- ii. First Reading of Regulation # 7201.3 Child Abuse in an Educational Setting Statement of Personal Delivery
- jj. First Reading of Regulation # 7201.4 Child Abuse in and Educational Setting Confidential Report of Allegation
- kk. First Reading of Policy # 7202 Educational Neglect
- mm. First Reading of Policy # 8500 Special Education Programs and Services

- X. Old Business
 - a. None

- XI. New Business
 - a. Personnel

- 1. Appointments

- a. William Cotter – Summer School Cook at \$22.02 per hour from July 6 through August 6, 2015
- b. William Cotter – Cook Manager with a 6 month probationary period effective 9/1/15 at Step 2 \$30,059 per year

MOTION # 30 – APPOINTMENTS OF WILLIAM COTTER

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve William Cotter as the Summer School Cook at \$22.02 per hour from July 6 through August 6, 2015 and as the Cook Manager with a 6 month probationary period effective 9/1/15 at Step 2, \$30,059 per year. Motion carried 5 yes, 0 no.

- 2. Leave Requests

- a. Christine Buschor – Unpaid Leave May 18 – May 26, 2015 Full Days
- b. Christine Buschor – Unpaid Leave half day May 27, 2015

MOTION # 31 – APPROVAL OF UNPAID LEAVE FOR CHRISTINE BUSCHOR

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve unpaid leave for Christine Buschor for May 18-26, 2015 in full days and a half day on May 27, 2015. Motion carried 5 yes, 0 no.

b. CSE/CPSE Recommendations

MOTION # 32 – APPROVAL OF CSE/CPSE RECOMMENDATIONS

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve the CSE/CPSE Recommendations. Motion carried 5 yes, 0 no.

IX. Correspondence

- a. Richard Engelbrecht's monthly BOCES newsletter for June 2015 was provided.
- b. The monthly Library Media Center Report for May 2015 was provided.

X. Adjournment

MOTION # 33 – ADJOURNMENT

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to adjourn at 8:07 pm. Motion carried 5 yes, 0 no.

2015-2016

Madison Central School

Budget Committee Meeting Dates

(Meet on Last Thursday of every month

September-March excluding December at 6 pm)

October 22, 2015

November 19, 2015

January 28, 2016

February 25, 2016

March 24, 2016

Members: Steve Yancey

Jona Snyder

2015-2016

Madison Central School

Building & Grounds Committee

Meets During Board Meetings with All Board Members

July 8, 2015

August 19, 2015

September 15, 2015

October 21, 2015

November 18, 2015

December 16, 2015

January 20, 2016

February 10, 2016

March 2, 2016

March 16, 2016

April 6, 2016

April 19, 2016

May 17, 2016

June 1, 2016

June 15, 2016

Co-Chair – Steve Yancey

Co-Chair – Jona Snyder

2015-2016

Madison Central School

**Curriculum & CO-Curricular Committee
Meeting Dates**

From 3:15 – 4 pm

(Meet on Last Tuesday of the months of October, February, and May)

October 27, 2015

February 23, 2016

May 31, 2016

Members:

Alternate

2015-2016

Madison Central School

**Negotiations & Labor Committee Meeting
Dates from 5-6 pm**

Meet on Last Thursday of every month from September – March
(excluding December)

September 24, 2015

October 29, 2015

November 19, 2015

January 28, 2016

February 25, 2016

March 31, 2016

Members:

2015-2016

Madison Central School

Policy Committee Meeting Dates at 4 pm

(Meet on first Monday of every month)

August 3, 2015

September 14, 2015

October 5, 2015

November 2, 2015

December 7, 2015

January 4, 2016

February 1, 2016

March 7, 2016

April 4, 2016

May 2, 2016

June 6, 2016

Members: Jona Snyder

Beverly Biedermann

2015-16

Madison Central School

Safety Committee Meeting Dates

(3rd Wednesday of the month in November, January, and May)

from 3:15 - 4 pm

November 18, 2015

January 20, 2016

May 18, 2016

Members:

Alternate

2015-2016

Madison Central School

Strategic Plan Committee Meeting Dates

from 8 am – 3 pm

August ?, 2015

Members: Jona Snyder
Stephanie Tanner

2015-2016

Madison Central School

Technology Committee Meeting Dates

from 3:15 - 4 pm

First Tuesday of month for Nov, Jan, Apr

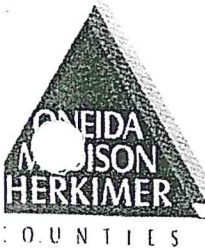
November 3, 2015

January 5, 2016

April 5, 2016

Members:

Alternate



School Boards Institute

"Children First"

Calendar as of 6/25/15

Calendar – 2015-16

GENERAL MEMBERSHIP MEETINGS

(These meetings are open to all board members and superintendents)

September 17, 2015
(Thursday)

Topic: "TBD"

Time: Registration and Light Dinner 6:00 p.m.
Program starts at 6:30 p.m.

Site: Oneida BOCES

November 12, 2015
(Thursday)

Topic: "Regional Curricular Initiatives"

Regent Bottar and SED Representatives

Time: Registration and Light Dinner 6:00 p.m.
Program starts at 6:30 p.m.

Site: Oneida BOCES

January 21, 2016
(Thursday)

Topic: "Legislative Forum - Assembly & Senate Educational Forum"

Time: Registration, Coffee and Dessert Reception 6:00 p.m.
Program starts at 6:30 p.m.

January 28, 2016
(Snow date)

Site: Oneida BOCES

March 24, 2016
(Thursday)

Topic: "Legal Overview" – Ferrara Law Firm Attorneys

Time: Registration and Dinner 6:15 p.m.
Program starts at 7:00 p.m.

Site: *Radisson Hotel*

May 12, 2016
(Thursday)

Topic: Distinguished Service Awards & Student Achievement Awards

Time: "Check in" 5:15 - 5:45 p.m.
Student Musical Group 5:45 p.m. - 6:00 p.m.
Dinner at 6:00 p.m.
Program begins immediately after dinner

Site: *Radisson Hotel*

Calendar – 2015-16



School Boards Institute

"Children First"

EXECUTIVE COMMITTEE MEETINGS

(These meetings are for district representatives)

September 10, 2015
(Thursday).

Topic: Reorganization & Business Meeting
Site: Oneida BOCES

December 14, 2015
(Monday)

Topic: Business Meeting & Legislative Agenda & Draft Calendar
Site: Via Tele Conference, to be held at *each* of the BOCES

March 24, 2016
(Thursday)

Topic: Business Meeting & Nominations
Site: Radisson Hotel
(This meeting will start @ 5:15 p.m./Dinner will be served at the "Legal Overview" workshop, if you choose to sign up and stay.)

June 2, 2016
(Thursday)

Topic: Business Meeting & Election of Officers
Site: Oneida BOCES

Light Dinner will be served beginning at 5:30 p.m.
Meetings start at 6:00 p.m.

OFFICER AND COMMITTEE CHAIRS MONTHLY MEETINGS TBD (Legislative, Program, Membership, Nominating) historically on the first Monday of each month with exceptions as dictated by calendar and conflicts

March 28, 2016 - 4:00 p.m. - 6:00 p.m. SAA / SDA Selection Committee
6:00 p.m. - 7:15 p.m. Officers Meeting
@ Delmonico's Restaurant



School Boards Institute

"Children First"

Calendar – 2015-16: BOARD MANDATED TRAINING WORKSHOPS

(This is a menu of services for board members and superintendents to choose from)

August 12, 2015
(Wednesday) **Topic: Part 1: "New BOE Member Orientation & Required Training"**
Time: 5:30 p.m. "Check in" and dinner; Program 6:00 - 9:00 p.m.
Site: Oneida BOCES (Oneida Room)

August 26, 2015
(Wednesday) **Topic: Part 2: "New BOE Member Orientation & Required Training"**
Time: 5:30 p.m. "Check in" and dinner; Program 6:00 - 9:00 p.m.
Site: Oneida BOCES (Oneida Room)

(NOTE: BOTH SESSIONS ARE REQUIRED FOR NEWLY ELECTED BOE MEMBERS)

October 15, 2015
(Thursday - Part 1) **Topic: Fiscal Oversight Fundamentals Training (FOT)**
Time: 5:30 p.m. "Check in" and Light dinner; Program 6:00 - 9:00 p.m.
Site: Oneida BOCES

October 29, 2015
(Thursday - Part 2) **Topic: Fiscal Oversight Fundamentals Training (FOT)**
Time: 5:30 p.m. "Check in" and Light dinner; Program 6:00 - 9:00 p.m.
Site: Oneida BOCES

***(NOTE: BOTH "FOT" SESSIONS ARE REQUIRED FOR NEWLY ELECTED BOE MEMBERS AND OTHER BOARD MEMBERS WHO HAVE NOT COMPLETED THE MODULES)**

2015-16 BOARD DEVELOPMENT / INFORMATION / RECOGNITION WORKSHOPS

August 17, 2015
(Monday) **Topic: "Board of Education Leadership Development"**
NYSSBA Partnership Program open to current Superintendents, BOE officers and potential BOE officers
Time: 6:00 p.m. "Check In" and Light dinner
Site: Oneida BOCES

October 18 -20, 2015
(Sunday - Tuesday) NYSSBA Convention in New York City – *SBI will coordinate transportation to NYC on a charter bus if enough members indicate they will participate.*

November 19, 2015
(Thursday) **Genesis "Honor Education Celebration"**
This is not an SBI function but we usually have over 50% of our Member schools, individuals, programs or Board members receiving recognition.
Time: 6:00 p.m.
Site: Harts Hill Inn

December 7, 2015
(Monday) **Topic: "Fiscal Planning for 2016-17 & Advocacy Initiatives"**
Presenter: David Little – Rural Schools Executive Director
Time: 6:00 p.m. "Check in" and Light dinner
Site: Oneida BOCES



School Boards Institute

“Children First”

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HERKIMER
COUNTIES

2015-16 BOARD DEVELOPMENT / INFORMATION / RECOGNITION WORKSHOPS continued...

- January 11, 2016
(Monday)
- Topic: “Successful Board of Education Communication Initiatives with your School Community”**
NYSSBA partnership program
Time: 6:00 p.m. “Check in” and Light dinner
Site: Oneida BOCES
- March 7, 2016
(Monday)
- Topic: “How to be a School Board of Education Candidate”**
Time: 6:00 p.m.
Site: Oneida BOCES
- March 21, 2016
(Monday)
- Topic: NYSSBA Capital Conference Lobby Day**
Time: Appointments with Legislators/ (First meeting 9:30 am)
Site: State Legislative Offices, Albany, NY
OMH-SBI Legislative Committee will schedule times with Assembly and Senate Representatives
- March 24, 2016
(Thursday)
- Topic: “BOE Clerk Round Table & Legal Updates” Workshop**
Time: 9:00 a.m. - 3:00 p.m. – Continental Breakfast, snacks and lunch
Site: Oneida BOCES (Overlook Dining Room)
- April 30, 2016
(Saturday)
- Topic: “So you want to be a School Board Member”**
Time: 8:15 a.m. - 12:00 p.m. (light breakfast served)
Site: Oneida BOCES
Presenters: Board Member, Superintendent, District Superintendent & Business Administrator
- May/June/July 2016
- Local Legislative Lobbying Initiative**
Local Assembly and District Offices of NYS Representatives & Congressional Representatives for the OMH-SBI Region

after interest distribution

June

MADISON CENTRAL SCHOOL				
STATEMENT OF REVENUE AND EXPENDITURES				
MONTHLY REPORT				
June , 2015				
ACTIVITY	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
SALES TAX	496.26	166.27	0	662.53
INTEREST	80.53	0.98	81.51	0
	0			
CLASS OF 2014	0	0	0	0
CLASS OF 2015	2493.91	915.97	1241.8	2168.08
CLASS OF 2016	7783.36	279.35	51.62	8011.09
CLASS OF 2017	9575.35	416.02	498.62	9492.75
CLASS OF 2018	1941.33	354.4	120	2175.73
ART CLUB	282.75	91.6	0	374.35
BAND	1008.2	201.04	754.03	455.21
CHORUS	148.92	164.27	296.96	16.23
JUNIOR CHORUS	1249.06	1394.24	1708.23	935.07
DRAMA	780.64	101.2	108.5	773.34
FFA	4897.83	1063.71	60	5901.54
FFA-Milk	519.39	257.22	439.77	336.84
INTERNATIONAL CLUB	351.82	0.49	0	352.31
LIBRARY CLUB	685.57	0.91	0	686.48
MADKA	18959.4	1894.74	5661.4	15192.74
Mathletics	366.59	0.51	0	367.1
NATIONAL HONOR SOCIETY	166.16	0.24	0	166.4
SADD	250.7	0.28	0	250.98
STUDENT COUNCIL	1819.02	2.37	475	1346.39
TECH	1666.85	2.23	0	1669.08
B Soccer	377.68	0.52	0	378.2
G Soccer	268.37	0.35	0	268.72
B - BB	1666.43	1132.91	136.05	2663.29
G - BB	0	0	0	0
B Base	0.27	0	0	0.27
G Soft	0	0	0	0
Cheer	0	0	0	0
TOTALS:	57836.39	8441.82	11633.49	54644.72
				54644.72
RESPECTFULLY SUBMITTED,				
Tracey Lewis, District Clerk				

before interest distrib

June

MADISON CENTRAL SCHOOL				
STATEMENT OF REVENUE AND EXPENDITURES				
MONTHLY REPORT				
June , 2015				
ACTIVITY	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
SALES TAX	496.26	166.27	0	662.53
INTEREST	80.53	0.98	0	81.51
	0			
CLASS OF 2014	0	0	0	0
CLASS OF 2015	2493.91	900.39	1241.8	2152.5
CLASS OF 2016	7783.36	272.22	51.62	8003.96
CLASS OF 2017	9575.35	406.34	498.62	9483.07
CLASS OF 2018	1941.33	351.87	120	2173.2
ART CLUB	282.75	91.22	0	373.97
BAND	1008.2	200	754.03	454.17
CHORUS	148.92	162.68	296.96	14.64
JUNIOR CHORUS	1249.06	1392	1708.23	932.83
DRAMA	780.64	100	108.5	772.14
FFA	4897.83	1055.77	60	5893.6
FFA-Milk	519.39	256.1	439.77	335.72
INTERNATIONAL CLUB	351.82	0	0	351.82
LIBRARY CLUB	685.57	0	0	685.57
MADKA	18959.4	1874.37	5661.4	15172.37
Mathletics	366.59	0	0	366.59
NATIONAL HONOR SOCIETY	166.16	0	0	166.16
SADD	250.7	0	0	250.7
STUDENT COUNCIL	1819.02	0	475	1344.02
TECH	1666.85	0	0	1666.85
B Soccer	377.68	0	0	377.68
G Soccer	268.37	0	0	268.37
B - BB	1666.43	1130.1	136.05	2660.48
G - BB	0	0	0	0
B Base	0.27	0	0	0.27
G Soft	0	0	0	0
Cheer	0	0	0	0
TOTALS:	57836.39	8360.31	11551.98	54644.72
				54644.72
RESPECTFULLY SUBMITTED,				
Tracey Lewis, District Clerk				

MADISON CENTRAL SCHOOL				
STATEMENT OF REVENUE AND EXPENDITURES				
MONTHLY REPORT				
May , 2015				
ACTIVITY	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
SALES TAX	382.14	114.12	0	496.26
INTEREST	79.45	1.08	0	80.53
CLASS OF 2014	0	0	0	0
CLASS OF 2015	8278.69	1180.22	6965	2493.91
CLASS OF 2016	5063.67	3323.42	603.73	7783.36
CLASS OF 2017	7506.85	5718.5	3650	9575.35
CLASS OF 2018	1776.31	357.02	192	1941.33
ART CLUB	282.75	0	0	282.75
BAND	1032.35	215	239.15	1008.2
CHORUS	279.27	115	245.35	148.92
JUNIOR CHORUS	1255.8	397.3	404.04	1249.06
DRAMA	679.64	311	210	780.64
FFA	3806.76	1318.82	227.75	4897.83
FFA-Milk	570.21	471.81	522.63	519.39
INTERNATIONAL CLUB	351.82	0	0	351.82
LIBRARY CLUB	685.57	0	0	685.57
MADKA	15357.94	3601.46	0	18959.4
MATHLETICS	365.33	9.26	8	366.59
NATIONAL HONOR SOCIETY	188.77	138.89	161.5	166.16
SADD	451.56	325	525.86	250.7
STUDENT COUNCIL	1819.02	16	16	1819.02
TECH	1666.85	0	0	1666.85
B Soccer	377.68	0	0	377.68
G Soccer	268.37	0	0	268.37
B - BB	2124.88	0	458.45	1666.43
G - BB	0	0	0	0
B Base	0.27	940	940	0.27
G Soft	0	0	0	0
Cheer	0	0	0	0
TOTALS:	54651.95	18553.9	15369.46	57836.39
				57836.39
RESPECTFULLY SUBMITTED,				
Tracey Lewis, District Clerk				

TOTALS

MADISON CENTRAL SCHOOL				
STUDENT ACTIVITY FUND				
2014-2015				
ACCOUNT NAME	BEGINNING	REVENUE	EXPENDITURES	ENDING
	BALANCE			BALANCE
SALES TAX	587.82	1459.43	1384.72	662.53
INTEREST	0.00	88.32	88.32	0.00
CLASS OF 2014	0.00	0.00	0.00	0.00
CLASS OF 2015	682.66	20117.36	25532.49	-4732.47
CLASS OF 2016	6991.92	10539.56	6188.19	11343.29
CLASS OF 2017	3525.76	9754.75	4268.12	9012.39
CLASS OF 2018	4048.71	5856.86	3681.13	6224.44
ART CLUB	0.00	237.41	0.00	237.41
BAND	136.94	2133.80	2364.63	-93.89
CHORUS	211.04	17369.17	17537.91	42.30
JUNIOR CHORUS	659.97	2902.70	3181.12	381.55
DRAMA CLUB	1213.49	2042.36	2617.79	638.06
FFA	1388.49	21191.96	19970.46	2609.99
FFA-Milk	4640.32	4714.36	4717.69	4636.99
INTERNATIONAL CLUB	160.67	180.09	325.00	15.76
LIBRARY	676.72	1.01	0.00	677.73
MADKA	685.47	14209.51	11567.65	3327.33
MATHLETICS	12140.88	1323.87	546.77	12917.98
NATIONAL HONOR SOCIETY	0.00	335.43	324.00	11.43
SADD	154.97	700.28	525.86	329.39
STUDENT COUNCIL	76.56	10309.19	10184.89	200.86
TECH	1222.09	74.76	95.39	1201.46
B Soccer	1689.71	2683.26	2785.34	1587.63
G Soccer	480.28	268.72	0.00	749.00
B - BB	0.00	3413.04	2022.51	1390.53
G - BB	1272.76	0.00	0.00	1272.76
B Base	0.00	940.00	940.00	0.00
G Soft	0.27	0.00	0.00	0.27
Cheer	0.00	0.00	0.00	0.00
TOTALS:	42647.50	132847.20	120849.98	54644.72



School Boards Institute

"Children First"

Submit by E-mail

Print

OMH-SBI Registration Form

"Board Development - What Board Officers Need to Know" In Partnership with NYSSBA

Date: August 17, 2015 (Monday)
Time: 5:30 p.m. – 6:00 p.m. "Check in" and Light Dinner
6:00 p.m. Program (*Agenda is attached*)
Presenters: Darci D'Ercole-McGinn, NYSSBA
Deputy Director of Leadership Development
Site: Oneida BOCES - Middle Settlement Road, New Hartford
(Overlook Room)

Fee: No Charge for OMH-SBI Members;
Non-members, \$75.00

* * * * *

To register for "Board of Education Leadership Development":
Fill out the form & Click the "Submit by E-mail" button. Any questions, contact Heather Nitti, Herkimer BOCES, School Boards Institute, at (315) 867-2032.

**** REGISTER by Monday, August 10, 2015 ****

SCHOOL DISTRICT: Select District

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

TOM HUXTABLE
President
Telephone:
(315) 822-6860
E-Mail:
thuxtable@mmcsd.org

ROBERT GROUP
1st Vice President
Telephone:
(315) 363-5021
E-Mail:
rgroup@oneidacsd.org

MICHAEL HEAD
2nd Vice President
Telephone:
(315) 794-2891
E-Mail:
mshead1006@netzero.com

JAMES VanWORMER
Coordinator for
Board Training
Telephone:
(315) 941-6229
E-Mail:
jvwormer@gmail.com

HEATHER NITTI
Secretary for
Board Training
Telephone:
(315) 867-2032
FAX: 867-2004
E-Mail:
hnitti@herkimer-boces.org

Agenda

Oneida-Madison-Herkimer Counties School Boards Institute
Board of Education Workshop

"Board of Education Leadership Development- What Board Officers Need to Know"

In Partnership with NYSSBA

Monday, August 17, 2015

ONEIDA BOCES

Middle Settlement Road, New Hartford, New York

- ❖ **Registration and Light Dinner:** 5:30 p.m. - 6:00 p.m.

- ❖ **Program Time:** 6:00 p.m.

- ❖ **Presenter:** Darci D'Ercole-McGinn, NYSSBA
Deputy Director of Leadership Development

As board president or vice president you set the expectations for your board.

Learn how your leadership can help build a better performing board. We'll

discuss how to navigate the pitfalls, what strategies you can apply to make your

meetings more effective, and how to maintain positive relationships on the

board.

To: Mr. Perry Dewey, Superintendent
From: Mike Lee, Athletic Director
Date: July 6, 2015
RE: Boys Varsity Basketball Team Camp

At the upcoming Board of Education meeting can you please seek Board approval for the Madison boys varsity basketball team to attend the St. Lawrence University team basketball camp. The camp is located on the St. Lawrence University campus in Canton, NY. All expenses for the camp are paid for by the Madison varsity basketball team account through fundraising activities. The team will leave on Friday July 10, stay in dorm rooms on campus on Friday 7/10 and Saturday 7/11 and return to Madison on Sunday July 12.

Also, please seek approval for Dan Mitchell to be appointed as an “occasional driver” and use the Madison Central Suburban to transport team members. Mr. Mitchell will only be transporting athletes to and from St. Lawrence University. Players will need to get to and from Madison Central on their own.

To: Mr. Perry Dewey, Superintendent
From: Mike Lee, Athletic Director
Date: July 6, 2015
RE: 2015-2016 Coaching Appointments

At the next Board of Education meeting, I would like to seek approval of the following 2015 - 2016 coaching appointments. I would also like to wait until all staff hires are complete before appointing the remaining coaches. The following positions need to have coaches approved:

Boys Varsity Soccer: Michael Strong

Girls Varsity Soccer: Herb Bingel

Boys Modified Soccer: Spencer Staring

Girls Modified Soccer: Julia Hudyncia

Cheerleading – Sandy Ford

Boys Varsity Basketball – Dan Mitchell

Boys Modified Basketball – Chad Reese

Varsity Baseball – Seth Howard

Thank you!

FINGERPRINTING AND CRIMINAL HISTORY RECORD
CHECKS FOR PROSPECTIVE EMPLOYEES

I. Statement of Policy

- A. The District shall not employ or utilize a prospective school employee unless that person has been granted a clearance for employment by the State Education Department (SED), or an emergency conditional appointment has been made in a manner consistent with this Policy and applicable Regulations of the Commissioner.
- B. The term “prospective school employee” means any individual who is reasonably expected to provide services that will involve direct contact with students under the age of 21 and who is:
1. seeking a compensated position with the District and is not currently employed by the District or a student enrolled in the instructional program of a grade level in such covered school;
 2. an employee of a provider of contracted services to the District who is to be placed within the District; or
 3. a worker who is to be placed within the District under a public assistance employment program pursuant to title 9-B of article V of the Social Services Law, directly or through contract.
- C. The term “prospective school employee” does not include any individual who:
1. is seeking a position as a school bus driver or school bus attendant and is cleared for employment pursuant to sections 509-cc, 509-d and/or 1229-d of the Vehicle and Traffic Law after fingerprinting and a criminal history record check and whose fingerprints remain on file with DCJS;
 2. has provided services for the District in the previous school year either: in a compensated position, or as an employee of a provider of contracted services to such covered school, or as a worker placed within the covered school under a public assistance employment program pursuant to title 9-B of article V of the Social Services Law directly or through contract; or
 3. is reasonably expected to provide services for the District on no more than five days in the school year in which services are to be performed, provided that the District will be providing in-person supervision of such individual while that individual is providing such services. Individuals

POLICY

PERSONNEL

Draft 06/01/2015
6400 Replaces 6060, 6060.1

FINGERPRINTING AND CRIMINAL HISTORY RECORD
CHECKS FOR PROSPECTIVE EMPLOYEES

providing such time-limited and supervised services may include but shall not be limited to: artists, guest lecturers and speakers, and sports officials.

II. Procedure For Clearance

- A. In situations where a prospective school employee has been previously fingerprinted and entered into the State Education Department's (SED) criminal history file, the individual shall notify the District that a file exists at SED, and the District shall notify SED of that fact and request clearance.
- B. In situations where a prospective school employee has not previously been fingerprinted and entered into the SED records, the District shall notify the prospective school employee of the fingerprinting requirement, and provide instructions regarding how and when the individual may arrange to complete the fingerprinting, including providing copies of necessary forms.
- C. In situations where a prospective school employee has not previously been fingerprinted and entered into the SED records, the individual shall be advised of the amount of the fee associated with the fingerprint clearance process, and the procedure for paying that fee to SED or any authorized State vendor, and shall also be advised that:
 1. the fee may not be charged if:
 - a. the fee is associated with the employee's participation in an authorized public assistance employment program, or
 - b. the individual is receiving certain employment services through the Federal Temporary Assistance for Needed Families Block Grant.
 2. the individual may submit a request to the Board of Education, on a form provided by SED, for a waiver of the fee based on financial hardship.

III. Notification of Employment/Separation from Employment

When a prospective employee who was fingerprinted and cleared for employment is initially employed or leaves employment the District is required to notify SED on the mandated forms.

IV. Employment Based on Conditional Clearance

FINGERPRINTING AND CRIMINAL HISTORY RECORD
CHECKS FOR PROSPECTIVE EMPLOYEES

- A. To the extent permitted by law, the Superintendent may recommend that the Board make a conditional appointment pending notification from SED of clearance. Before making such a recommendation, the Superintendent shall insure that the prospective school employee has signed a statement indicating whether to the best of their knowledge they are not the subject of a pending criminal charge or a conviction in any jurisdiction outside New York State, and shall submit a request for conditional clearance to the Commissioner.
- B. If the Board makes a conditional appointment, the appointment shall not be effective until the Commissioner has notified the District that conditional clearance has been granted.
- C. If a conditional appointment becomes effective, it shall terminate 45 days later, or when the Commissioner notifies the District as to whether clearance has been granted, whichever is earlier. If the Commissioner notifies the District that clearance for employment has been granted, the conditional appointment shall continue as a regular appointment.
- V. Employment Based on Emergency Conditional Appointment
- A. To the extent permitted by law, the Superintendent may recommend that the Board make an emergency conditional appointment when the following conditions exist:
- a vacancy occurred less than ten (10) business days before the start of school or during any school session, including summer school, without sufficient notice to allow for clearance or conditional clearance; and
 - no other qualified person is available to fill the vacancy temporarily; and
 - to maintain services which the District is legally required to provide or services necessary to protect the health, education or safety of students or staff.
- B. Before making such a recommendation, the Superintendent shall insure that the prospective school employee has signed a statement indicating whether to the best of their knowledge they are not the subject of a pending criminal charge or a conviction in any jurisdiction, including New York State. The Superintendent shall also insure that a request for conditional clearance is promptly submitted to the Commissioner.
- C. If the Board makes a conditional appointment, the appointment may be made effective prior to notice from the Commissioner of conditional clearance.

FINGERPRINTING AND CRIMINAL HISTORY RECORD
CHECKS FOR PROSPECTIVE EMPLOYEES

- D. If a conditional appointment becomes effective, it shall terminate 20 business days later, or when the Commissioner notifies the District as to whether conditional clearance or clearance has been granted, whichever is earlier. If the Commissioner notifies the District that conditional clearance for employment has been granted, the emergency conditional appointment shall terminate and the appointment shall continue as a conditional appointment.
- VI. Safety of Students who have Contact with Conditionally Employed Employees
- A. The District affirms its commitment to the safety of students who have contact with an employee holding a conditional or emergency conditional appointment.
 - B. Supervisors of any employee holding a conditional or emergency conditional appointment shall be informed of the basis of such appointment and be directed to supervise such employee closely. If feasible, supervisors shall be asked to assign conditionally employed individuals in a manner where they do not work alone with children.

Madison Central School District

Legal Ref: Chapter 179 of the Laws of 2009, 8 NYCRR 80-1.1 and 87; Correction Law Sections 752 and 753; and Executive Law Section 296(16).

Adopted: 09/05/01

Revised; _____



MADISON-ONEIDA
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
"Enabling Learners to Excel"

LABOR RELATIONS
& POLICY OFFICE
PHONE: 315.361.5522
FAX: 315.361.5595

ANDREW V. LALONDE
Coordinator of Labor
Relations and Policy Office
alalonde@moboces.org

DAVID M. PELLOW
Labor Relations Specialist
dpellow@moboces.org

JUSTIN R. MURPHY
Labor Relations Specialist
jmurphy@moboces.org

GEORGE E. MEAD
Labor Relations Specialist
gmead@moboces.org

JENNIFER L. RUSS
Labor Relations Associate
jruss@moboces.org

KATI L. PARKER
Specialist
kparker@moboces.org

June 2, 2015

Mr. Perry Dewey, Superintendent
Madison Central School District
7303 State Route 20
Madison, NY 13402

Re: Partial Policy Audit Section 7000 Students
Regulation 6060.2, OSPRA 101 Form (Delete)
Regulation 6400.2, OSPRA 102 Form
Policy 8500, Special Education Programs and Services

Dear Mr. Dewey:

Enclosed for review and eventual presentation to the Board, please find partial audited policy section 7000, Students and the above referenced regulations and policy.

Please contact this office with any questions, comments or revisions. Thank you.

Sincerely,

Jennifer L. Russ
Labor Relations Associate

:jlr
Enclosures

Madison Central School District

Board of Education Policy Audit

Section 7000 (7001-7202) Students

Monday, June 01, 2015

No.	Name	DELETE Previous No.	Proposed Action
6060.2	OSPRA 101 Consent Form for Fingerprinting		DELETE Approved Y N Date Approved: _____
6400.2	OSPRA 102 Clearance for Employment Request Form Board rescinds then Superintendent may approve, not requiring future Board action.	6060.3	SUPT. APPROVE Approved Y N Date Approved: _____
7001	Admission to School	7010	REVISE Approved Y N Date Approved: _____
7002	Education of Homeless Children Renumber	7020	REVISE Approved Y N Date Approved: _____
7002.1	Procedures for Achieving Education of Homeless Children Renumber	7020.1	SUPT. APPROVE Approved Y N Date Approved: _____
7003	Determination of Student Residency Renumber	7013	REVISE Approved Y N Date Approved: _____
7003.1	Principles and Procedures for Determining Student Residency	7013.1	SUPT. APPROVE Approved Y N Date Approved: _____
7003.2	Student Affidavit of Emancipation Renumber	7013.2	SUPT. APPROVE Approved Y N Date Approved: _____
7003.3	Statement of Residency Renumber	7003.3	SUPT. APPROVE Approved Y N Date Approved: _____
7004	Non-Resident Students	7014	REVISE Approved Y N Date Approved: _____
7005	Student Dismissal	7015 7015.1	REVISE Approved Y N Date Approved: _____
7005.1	Student Dismissal Release Form		SUPT. APPROVE Approved Y N Date Approved: _____
7006	Student Release for Employment	7019	REVISE Approved Y N Date Approved: _____

Madison Central School District

Board of Education Policy Audit
Section 7000 (7001-7202) Students
Monday, June 01, 2015

DELETE

No.	Name	Previous No.	Proposed Action
7006.1	Early Dismissal Application Renumber	7019.1	SUPT. APPROVE Approved Y N Date Approved: _____
7006.2	Partial Day Application Renumber	7019.2	SUPT. APPROVE Approved Y N Date Approved: _____
7006.3	Release of Information Renumber	7019.3	SUPT. APPROVE Approved Y N Date Approved: _____
7007	Student Attendance	7011	REVISE Approved Y N Date Approved: _____
7007.1	Attendance Report Form Parent Notification Board rescinds then Superintendent may approve, not requiring future Board action.	7011.1	SUPT. APPROVE Approved Y N Date Approved: _____
7100	Student Health Examinations	7074	REVISE Approved Y N Date Approved: _____
7101	Immunization and Dental Health of Students Renumber	7075	REVISE Approved Y N Date Approved: _____
7102	Student Medications	7072	REVISE Approved Y N Date Approved: _____
7102.1	Parent and Prescriber's Authorization for Administration of Medication in School Renumber	7072.1	SUPT. APPROVE Approved Y N Date Approved: _____
7102.2	Parent/Guardian Authorization of Another Adult for Administration of Medication Renumber	7072.2	SUPT. APPROVE Approved Y N Date Approved: _____
7102.3	Self-Medication Permission Form Renumber	7072.3	SUPT. APPROVE Approved Y N Date Approved: _____
7103	Management of Student Allergies Renumber	7083	REVISE Approved Y N Date Approved: _____
7104	Student Injuries Renumber	7076	REVISE Approved Y N Date Approved: _____

Madison Central School District

Board of Education Policy Audit

Section 7000 (7001-7202) Students

Monday, June 01, 2015

No.	Name	DELETE	
		Previous No.	Proposed Action
7105	Eye Safety Devices	7073	REVISE Approved Y N Date Approved: _____
	Renumber		
7106	Pregnant and Married Students	7017	REVISE Approved Y N Date Approved: _____
	Renumber		
7107	Health Records	7078	REVISE Approved Y N Date Approved: _____
	Renumber		
7200	Reporting Possible Child Abuse or Maltreatment	7071	REVISE
	Board rescinds then Superintendent may approve, not requiring future Board action.	7071.1	Approved Y N Date Approved: _____
7201	Reporting Child Abuse in an Educational Setting	7079	REVISE Approved Y N Date Approved: _____
7201.1	Notice of Parental Rights Child Abuse in an Educational Setting	7079.1	SUPT. APPROVE Approved Y N Date Approved: _____
	Board rescinds then Superintendent may approve, not requiring future Board action.		
7201.2	Notification of Teacher's Duty to Report Child Abuse in an Educational Setting and Immunity from Liability	7201.2	SUPT. APPROVE Approved Y N Date Approved: _____
	Board rescinds then Superintendent may approve, not requiring future Board action.		
7201.3	Child Abuse in an Educational Setting Statement of Personal Delivery	7079.3	SUPT. APPROVE Approved Y N Date Approved: _____
	Board rescinds then Superintendent may approve, not requiring future Board action.		
7201.4	Child Abuse in an Educational Setting Confidential Report of Allegation	7079.4	SUPT. APPROVE Approved Y N Date Approved: _____
	Board rescinds then Superintendent may approve, not requiring future Board action.		
7202	Educational Neglect	7080	REVISE Approved Y N Date Approved: _____
8500	Special Education Programs and Services		REVISE Approved Y N Date Approved: _____



OSPRA 101 (06/03)

**Consent Form For Fingerprinting And
Criminal History Records Search of
Prospective Employees And Applicants
For Certification**

**Office of School Personnel Review
and Accountability**

NYS Education Department
987 Education Building Annex
Albany, NY 12234

ph: (518) 473-2998
fax: (518) 473-8812

www.highered.nysed.gov/tcert/ospdra
OSPRA@mail.nysed.gov

*For Fiscal Use Only
Leave Blank*

**Instructions to
Applicant:**

- Please **completely** fill out sections 1, 2 and 5 on this form prior to submission.
- If you are seeking clearance for employment, have the prospective employer complete sections 3 and 4.
- Fill out the top portion of the fingerprint cards **completely** in accordance with the sample fingerprint card.
- Get a bank check, certified check, money order or employer check for \$99 (effective 7/1/03) payable to the New York State Education Department. **No personal checks accepted.**
- Take the completed OSPRA 101, the completed fingerprint cards and the \$99 fee to the fingerprint location to get fingerprinted. Get fingerprinted. Sign the fingerprint card.
- Mail the completed OSPRA 101, the completed fingerprint cards and the \$99 fee to OSPRA in the preaddressed stamped envelope.

Type or print all information. Inaccurate, incomplete or illegible information will delay processing.

SECTION 1

Social Security Number:

Name (Last, First, Middle Initial):

Mailing Address:

City:

State:

Zip:

Telephone number & area code:

Date of Birth (00/00/0000):

State or Country of Birth:

Height:

Weight:

Sex:

Race:

Hair:

Eyes:

SECTION 2

Please choose (✓) one of the following (or both, if applicable):

I am or will be applying for Teacher or Administrator Certification

I am applying for Clearance for Employment

SECTION 3

(This section MUST be completed by the prospective employer if you are seeking clearance for employment)

School District/ BOCES/Charter School *Charter Schools: Please contact OSPRA if you do not know your BEDS #*

Contract Service Provider

Prospective Employer Name:

First six digits of school BEDS #:

Federal Tax ID number:

Employer Address:

Title of Position of Prospective Employee:

Fingerprinting Contact Person:

Contact Phone #:

Identify who is paying the \$99 (effective 7/1/03) fingerprinting fee:

Prospective Employee

School/Employer

Signature of Employer Representative
or Fingerprinting Contact Person:

SECTION 4

(This section MUST be completed by the Contract Service Provider "CSP" if the prospective employer is a CSP)

Name of primary district in which the prospective employee will work; this district will receive the clearance for employment, not the CSP (a 102 must be completed for each additional district):

First six digits of BEDS
code of Primary District

SECTION 5

1. I have read "Fingerprinting Information and Instructions" (OSPRA 100) issued by the State Education Department and understand that the Commissioner of Education is required by law and regulation to request a fingerprint-supported criminal history record from the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI). The Commissioner is authorized to review such information for the purposes of issuing a clearance for employment or the certificate for which I have applied.
2. I have been informed of the procedures and my right to obtain, review, and challenge the accuracy and completeness, where appropriate, of my criminal history information pursuant to regulations and procedures established by DCJS and the FBI.
3. I understand that I have the right to withdraw my application for employment, without prejudice, any time before employment is offered or declined, regardless of whether a prospective employer or I have reviewed my criminal history information.
4. I understand that I may submit to the Commissioner any information that may be relevant to the consideration of my application including, where applicable, information in regard to good conduct and rehabilitation.
5. I have been advised that the criminal history record forwarded to the Commissioner by DCJS and the FBI shall be confidential pursuant to the applicable federal and state laws, rules and regulations and shall not be published or in any way disclosed to persons other than the Commissioner unless otherwise authorized by law. I understand, however, that certain information regarding subsequent arrest notifications received by the Commissioner shall be forwarded to my employing school district, charter school, or board of cooperative educational services.
6. I understand that the fee for DCJS and the FBI to conduct a fingerprint supported criminal history background check is established at \$99.00. I can apply for a "fee waiver" from my prospective employer if such fee would cause an unreasonable financial hardship. In order for the Commissioner to process my application, my prospective employer or I must enclose the \$99.00 fee by certified check, money order, or school check payable to the New York State Education Department.
7. I have been informed of my right to request that my fingerprints be destroyed when I am no longer employed at a school district, charter school or board of cooperative educational services. I also understand that in the event my employment is terminated and I have not become employed in the same or another school district, charter school or board of cooperative educational services within twelve months of such termination, the Commissioner shall notify DCJS of such termination and the record of my fingerprints for the purpose of employment shall be destroyed.
8. I understand that no clearance for employment will be issued unless my prospective employer has completed Section 3.
9. If I am an applicant for certification, I understand that receipt of my certificate is the only documentation that I will receive indicating that my fingerprints have been cleared, unless I am also seeking clearance for employment and have had my prospective employer complete Section 3.

I have read this consent form and hereby authorize and consent for the Commissioner of Education to use my fingerprints to secure my criminal history record from DCJS and the FBI. I declare and affirm that the fingerprints submitted are my own, and that the information I entered on the fingerprint cards and this consent form is true, complete and accurate. I do authorize NYSED to obtain and review criminal records, including arrests, and dispositions as part of their background investigation of my suitability for employment.

Applicant Signature: _____ Date: _____

SECTION 6

Name and Address of
Agency Where Fingerprint
Services Performed:

SECTION 7

Mail completed packet to:
(consent form, fingerprint cards and a certified check, money order, or school check for \$99 payable to the New York State Education Department)



Fingerprint Processing
NYS Education Department
PO Box 7352
Albany, NY 12214-0349



OSPRA 102 (1/03)

Clearance For Employment Request Form

Office of School Personnel Review and Accountability

NYS Education Department
987 Education Building Annex
Albany, NY 12234
ph: (518) 473-2998 fax: (518) 473-8812
www.highered.nysed.gov/cert/ospra
OSPRA@mail.nysed.gov

Type or Print All Information

Instructions

- This form is to be filed to secure a "Clearance for Employment" for an individual who has been previously fingerprinted on New York State Education Department (SED) fingerprint cards or the New York City Department of Education (NYCDOE) fingerprint cards.
- Sections 1 and 3 are to be completed by the prospective employee.
- The school district, charter school or BOCES must complete section 2.

Type or print all information. Inaccurate, incomplete or illegible information will delay processing.

SECTION 1

Name: (Last, First, Middle Initial)		Social Security Number:		Date of Birth: (00/00/0000)	
Mailing Address			City		State
					Zip

SECTION 2

(This section MUST be completed by the school district, charter school or BOCES)

- Please neatly print, type or attach a label in the box below with the name and mailing address of the fingerprint contact person of the school district, charter school or BOCES.
- This form will be returned to the person identified below if SED has no fingerprint application on file for the above individual as of the "OSPRA Processing Dates."
- Make no other marks in the box below or the box to the right of this space.

OSPRA Processing Dates

	<i>(leave blank)</i>	First 6 digits of BEDS code of school district, charter school or BOCES:
		Title of position employee will be placed in:
Signature of employer representative or fingerprint contact person:	Date:	Telephone # of fingerprint contact person:

SECTION 3

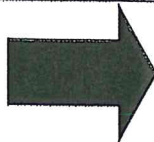
1. I have read "Fingerprinting Information and Instructions" issued by the State Education Department and (SED) have previously submitted fingerprints to SED pursuant to the SAVE legislation.
 2. I understand that if I have any questions about my rights, I may contact the OSPRA office at (518) 473-2998. .
- I hereby authorize the Commissioner of Education to review my criminal history record as secured from DCJS and the FBI for the purposes of conducting a determination on a Clearance for Employment as a condition for my new employment. I understand that the Commissioner will forward such final determination to my prospective employer in accordance with Part 87 of the Commissioner's Regulations. I further understand that once the Clearance for Employment is issued, the Commissioner of Education is authorized to forward certain information regarding any subsequent criminal history notifications from DCJS to my new employer

Signature: _____

Date: _____

SECTION 4

Mail or fax completed OSPRA 102 to:



OSPRA
NYS Education Department
987 EBA
Albany, NY 12234
fax: (518) 473-8812

Madison Central School District

Adopted: 09/05/01 Approved by the Superintendent: _____

ADMISSION TO SCHOOL

- I. A. New York State Education Law provides that all residents of the District over five (5) and under twenty-one (21) years of age are entitled to attend public school free of charge, provided they have not received a high school diploma.
- B. Any child whose fifth (5th) birthday falls on or before December 1st of the calendar year of admission may enter Kindergarten at the opening of school in September of the same year.
- C. Upon registration, all new students are required to present proof of date of birth, residency and required immunizations and a health certificate.
- II. Except as otherwise permitted by law, each resident minor shall attend full-time day instruction in accordance with Section 3205(1) of the Education Law.
- A. Children attaining the age of six (6) at any time during the course of a school year (July 1 through June 30) shall be required to attend upon full-time instruction on the first day of school in September of that school year in which they attain age six (6).
- B. The law requires the attendance of each pupil only until sixteen (16) years of age
- I. A. Kindergarten
1. Pupils who are legal residents of the school district and who reside with parents or guardians within the school district at the time of the opening day of school must be four (4) years, nine (9) months of age as of September 1 in order to register for kindergarten.
2. A child who transfers into the school district at any time during the school year may be admitted to kindergarten provided: (a) the parents were not legal residents of the school district on the opening day of school, and (b) the child has been registered and enrolled in kindergarten in the district in which his/her parents were legal residents.
- B. Other Grades
- Admission of children to other grades shall involve a consideration of both chronological age and readiness of the children to do the work of those grades.
- II. Pupil birth certificates or other satisfactory evidence of age shall be presented at the initial registration. The child shall be entered under his/her legal name.

Madison Central School District

Legal Ref: NYS Education Law §§ 3201, 3202, 3204, 3205, 3210, and 3212; 8 N.Y.C.R.R. 136.3

Adopted: 1984

Revised: 5/19/99, _____

EDUCATION OF HOMELESS CHILDREN

- I. Statement of Policy
 - A. A child who is homeless, within the meaning of this Policy, shall be enrolled in a District school or receive other educational services identified in this Policy, whether or not that child otherwise qualifies as a resident of the District. Children who are homeless shall not be segregated in a separate building, or a separate program within a building, based on their status as homeless.
 - B. This Policy shall be interpreted and applied in a manner such that the District meets its clear obligations under New York State Education Law Section 3209 and related Regulations of the Commissioner, and the McKinney-Vento Homeless Education Assistance Act (42 USC 11431 et seq.), as amended and reauthorized.
 - C. The term “child” is used in this Policy to refer to any person who is between the ages of five (5) and twenty-one (21) and who has not obtained a high school diploma, whether that person is in the physical custody of an adult or not.
- II. Status as Homeless
 - A. A child is homeless, for purposes of this Policy, if the child.
 1. lacks a fixed, regular, and adequate night-time residence, or
 2. has a primary night-time location that is either:
 - a. a supervised shelter (publicly or privately operated) that is designed to provide temporary living accommodations, or
 - b. a place (public or private) that is not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
 - B. Among other possible situations, a child shall be considered to lack a fixed, regular, and adequate night-time residence if that child is:
 1. sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason;
 2. living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
 3. abandoned in hospitals; or

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EDUCATION OF HOMELESS CHILDREN

4. awaiting foster care placement.

C. A child who is in foster care, or who is receiving educational services under Sections 3202(4), (5), (6), or (6-a), or Articles 81, 85, 87, or 88 of the Educational Law, is not considered homeless for purposes of this Policy.

III. Homeless Liaison

The Superintendent shall designate a District administrator to serve as the District's local Liaison for Homeless Children, and shall promulgate an administrative regulation that describes the Liaison's responsibilities to insure that the District complies with applicable statutes and regulations.

IV. Designation of School Choice and Enrollment

A. The District shall use an enrollment form that requests information about the living arrangements of the child being enrolled, sufficient to make an assessment of whether the child should be initially enrolled or provided services as a homeless child, pending final determination. When the information provided on the enrollment form indicates that a child should initially be classified as homeless, the District shall obtain a designation of whether the child chooses to attend school:

1. in a school in the district where the child is now located, including, where a student enrolled in this District moves to a temporary housing location elsewhere in this District, the school being attended immediately before the student's homeless status occurred; or
2. in a school in the district where the child was attending immediately prior to becoming homeless; or
3. in a school in the district where the student was last enrolled; or
4. in a school in a school district participating in a regional placement plan (if there is one).

B. The designation described in Section A, above, shall be made on the form provided by the Commissioner of Education (STAC-202), which the District shall make available. The District shall also use this form to collect information whenever a currently enrolled student initiates a change of address or claims homeless status. The District will honor a designation that is made:

1. by the child's parent, or person in parental relation; or

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EDUCATION OF HOMELESS CHILDREN

2. if the child is not in the physical custody of a parent or legal guardian, by the child with guidance and assistance from the Liaison for Homeless Children; or
 3. if the child is living in a residence for runaway and homeless youth established pursuant to Article 19-H of the Executive Law, by the director of that residence in consultation with the child.
- C. Prior to the end of the first semester of attendance or within 60 days of commencing attendance at a school designated pursuant to this Policy, whichever occurs later, the designator may change the designation if the designator finds the original designation to be educationally unsound.
- D. If this District is designated as the district the child chooses to attend, the Superintendent shall insure that:
1. the designation form has been completed properly, and copies of the designation form are distributed as required;
 2. the child is admitted to instruction pending a complete evaluation of the child's status as homeless, even if the child is unable to produce the records normally required for enrollment;
 3. the child is provided access to all District programs, activities, and services to the same extent as a resident student;
 4. the school district where the child's records are located is requested to provide a copy;
 5. if this District is also the district of location, and the child's temporary housing location is not operated by the local Department of Social Services or a residential program for runaway youth, SED is provided with a statement of the basis for the determination that the child is homeless and entitled to attend the District's schools, along with the completed designation form.
- E. After the initial assessment of homeless status based on the enrollment form, the Homeless Liaison shall make a complete inquiry into the student's status and make a recommendation to the Superintendent as to whether the child should continue to be classified as a homeless student, or be classified as a resident student or a non-resident student. If the Superintendent determines that the child should not be classified as a homeless child, then the Superintendent shall:
1. provide a written explanation to the person(s) making the designation, including an explanation of the appeal process; and

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EDUCATION OF HOMELESS CHILDREN

2. defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and continue that deferral until the conclusion of any appeal process that is commenced with the Commissioner of Education with a stay application.

V. Tuition Reimbursement

- A. If a child classified as homeless under this Policy validly chooses to attend school in this District, and the student's temporary housing is located in this District, and the child's school district of origin is within New York State, the Superintendent shall take the necessary steps to obtain reimbursement by the State Education Department for the direct cost of educational services, not otherwise reimbursed under special federal programs, calculated pursuant to regulations of the Commissioner for the period of time for which such services are provided.
- B. Where the school district a homeless child was attending on a tuition-free basis or was entitled to attend when circumstances arose which caused the child to become homeless is located outside the State, and the child's temporary housing is located in this District, the child shall be deemed a resident of this District and shall be entitled to attend the schools of this District without payment of tuition.

VI. Students With A Disability

If a child who has been receiving services as a child with a disability in another school district relocates to this district during the same school year the child has received those services, and that child is classified as homeless for purposes of this Policy, and that child makes a valid election to attend school in this district, then that child will be provided a free appropriate public education, including services comparable to those described in the individual education plan (IEP) prepared in the prior district of attendance.

VII. Transportation

- A. When a child is classified as homeless for purposes of this Policy, the District will provide transportation between the child's temporary housing location and the school the child has designated for attendance, consistent with the following:
 1. If the child is living in a facility operated by the Department of Social Services or Office of Child and Family Services, transportation will first be sought from the applicable agency;
 2. Transportation to and from the child's temporary housing location and the school the child legally attends will be arranged in the most cost effective manner, including cooperative arrangements with neighboring districts when feasible;

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EDUCATION OF HOMELESS CHILDREN

3. If this district is also the district of current location, transportation will be provided to the child on the same basis it is provided to resident students; and
 4. If the distance between the child's temporary housing location and the school the child legally attends is more than 50 miles (one way trip), transportation will only be provided when the Commissioner of Education certifies that the transportation is in the best interest of the child.
 5. If there is a dispute regarding the child's entitlement to transportation as a homeless child, the District will provide transportation pending a final determination of the child's status.
- B. Expenditures for the transportation of a parent accompanying a homeless child shall be paid by the District only when:
1. the child is being transported using public transportation, transportation of the child with an accompanying parent has been determined by the District to be the most cost-effective means of transportation, and the District has determined that public transportation unaccompanied by the parent is inappropriate because of the child's age, the distance to be traveled, the complexity of the transportation arrangement, the need to transport the child through a high crime area, or a combination of such factors; or
 2. the child is a student with a disability whose individualized education program (IEP) includes the services of a transportation aide or attendant, and providing transportation with the parent serving as the transportation aide or attendant for the child is the most cost-effective means of transportation; or
 3. transportation by the parent in the parent's vehicle is the most cost-effective means of transportation.
- C. Transportation will be provided to a child classified as homeless for purposes of this Policy during any disputes regarding school enrollment or selection.
- VIII. Meals
- A child identified as homeless for purposes of this Policy is eligible for free meals without completion of an application.
- IX. Dispute Resolution

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EDUCATION OF HOMELESS CHILDREN

The Superintendent shall promulgate an administrative regulation that establishes a dispute resolution process that insures that the District complies with applicable statutes and regulations.

X. Title I Coordination

- A. When a child who qualifies as homeless under this Policy is also eligible for services under Title I, Part A of ESEA, the District will provide those services whether or not that child lives in a Title I school attendance zone or meets the academic requirements for non-homeless children, and Title I, Part A funds will be set aside as necessary to provide homeless children who do not attend participating schools with services comparable to those provided to children in Title I, Part A funded schools
- B. The District will include in its local plan a description of services provided to homeless children.
- C. When the District reports that there are no homeless children or unaccompanied youth in non-Title I schools, the District will describe the efforts it made to identify homeless children and unaccompanied youth. As part of its efforts, the District will contact the local Department of Social Services and Office of Child and Family Services to determine if they have records of homeless youth living within the District.

Madison Central School District

Legal Ref: 8 N.Y.C.R.R., Section 100.2(x) and (y); Section 3202(1), New York State Education Law

Adopted: 07/10/12

Revised: _____

Madison Central School District
SUPERINTENDENT'S REGULATION
Draft 06/01/2015

STUDENTS

7002.1 Renumber 7020.1

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

I. Enrollment Form

The District's enrollment form shall collect information about the living arrangements of the child, including asking if he or she is living in a shelter; with relatives or others due to loss of housing or economic hardship; in an abandoned apartment/building; in a motel/hotel, camping ground, car, train/bus station or other similar situation due to the lack of alternative, adequate housing; or awaiting an OCFS permanent foster care placement.

II. Dispute Resolution Procedure

A. Whenever the District declines to classify a child as homeless, or declines to enroll a homeless child in the school designated by or on behalf of the child, or declines to transport a homeless child, the child and those acting on behalf of the child will be provided with a written explanation of the District's decision and the date on which the District intends to exclude the student or withdraw transportation or other services. The written explanation shall be accompanied by:

1. a statement regarding the right to appeal the District's decision, to the Commissioner of Education,
2. a statement that the District will provide enrollment, transportation, or other services pending the appeal process,
3. contact information for the District's Liaison for Homeless Children and an explanation of the Liaison's availability to assist with the appeal, and
4. the form petition for commencing an appeal to the Commissioner.

B. Whenever the District declines to classify a child as homeless, or declines to enroll a homeless child in the school designated by or on behalf of the child, or declines to transport a homeless child, the District will defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and will continue that deferral when an appeal is commenced with the Commissioner of Education with a stay application.

1. If the Commissioner grants the request for a stay, implementation of the District's decision will be deferred until the expiration of the stay.

Madison Central School District
SUPERINTENDENT'S REGULATION
Draft 06/01/2015

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7002.1 Renumber 7020.1

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

2. If the Commissioner denies the request for a stay, the District's decision will be implemented.

III. Responsibilities of Liaison for Homeless Children

A. Determinations of Homeless Status

1. When the District receives an enrollment form, change of address information, or other information indicating that a child may qualify as homeless, the Liaison shall:
 - a. contact the homeless child or adult working on behalf of the child and explain the Liaison's role, and
 - b. facilitate the timely enrollment and provision of services to the child, pending a final determination
2. When a homeless child is not in the physical custody of a parent or legal guardian, the Liaison shall actively assist that child in making a school designation, provide direct coordination with the committee on special education if the child is a student with a disability, and advise the child of the right to appeal District determinations.
3. After a child is initially classified as homeless and provided appropriate services, the Liaison shall promptly conduct a complete inquiry into the child's housing situation, and make a written recommendation to the Superintendent whether the child should be determined to be a resident, a non-resident, or homeless.

B. Assistance With Dispute Resolution and Appeals the Liaison shall:

1. Be available to the homeless child or adult working on behalf of the child to answer questions about any determination made by the District, and to receive written or oral objections to those determinations;
2. Explain the appeal process to the homeless child or adult working on behalf of the child, provide the form petition for appeal, and actively assist with the completion of the form;
3. Provide the homeless child or adult working on behalf of the child with a complete copy of appeal-related documentation, at no cost to them;

Madison Central School District
SUPERINTENDENT'S REGULATION
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7002.1 Renumber 7020.1

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

4. Accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party, or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;
 5. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgment verifying that the Liaison has received the form petition and supporting documents and will either accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party, or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;
 6. On behalf of the homeless child or adult working on behalf of the child, transmit the form petition or any pleading or paper to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234, within five (5) days of their being served;
 7. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgement verifying that the Liaison has received the form petition and supporting documents and will transmit these documents to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234; and
 8. Accept service of any subsequent pleadings or papers, including any correspondence related to the appeal, on behalf of the homeless child or adult working on behalf of the child, if the homeless child or adult working on behalf of the child so elects.
- C. Administrative and Coordinating Duties the Liaison shall:
1. Coordinate the identification of homeless children and the provision of services to the homeless child with other districts and social service agencies.
 2. Receive and respond to requests for student records, insuring that a complete copy of a child's records is provided to a requesting school district within five (5) days.

Madison Central School District
SUPERINTENDENT'S REGULATION
Draft 06/01/2015

STUDENTS

7002.1 Renumber 7020.1

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

3. Insure timely and accurate preparation of reports required by the Commissioner of Education.
4. Inform each homeless child and parent or guardian of all educational opportunities, transportation services, and other services available to the child, and assist parents and guardians to have a meaningful opportunity to participate in the child's education.
5. Assist each homeless child and parent or guardian in obtaining immunizations and medical records.
6. Assist with coordinating the child's transportation services.
7. Maintain a record of all appeals of enrollment, school selection, and transportation determinations.
8. Maintain an accurate record of the number and identity of all students classified as homeless, their grade level, and their nighttime residence(s).
9. Inform school personnel, service providers, and advocates working with homeless families of the Liaison's duties, according to a plan of communications approved by the Superintendent.
10. Collaborate and coordinate with the State Coordinator for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.

Approved by the Superintendent: 07/10/12, _____

DETERMINATION OF STUDENT RESIDENCY

- I. The Board designates the Superintendent to make determinations as to whether a child is entitled to enrollment in District schools as a resident of the District. No other District employee is empowered to make such a determination.
- II. The Superintendent shall promulgate a regulation describing principles and procedures for determining a child's residency status. All such principles and procedures shall comply with applicable statutes and regulations.

Madison Central School District

Legal Ref: 8 NYCRR 100.2(y)

Adopted: 1984

Revised: 05/19/99, 07/10/12, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7003.1 Renumber/Revise 7013.1, Replaces 7016

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

I. Purpose of Regulation

The Board has designated the Superintendent to make determinations as to whether a child is entitled to enrollment in District schools as a resident of the District. This Regulation describes guidelines and procedures that will be used to make that determination. The Superintendent's determinations will also be guided by court decisions, Commissioner rulings, and advice of legal counsel.

II. Procedures

1. When a parent or guardian requests that a child be enrolled, the child must be enrolled immediately on a conditional basis, and the child is expected to begin attendance the next day or as soon as necessary arrangements can be made. However, attendance will be delayed until there is proof of required immunizations.
2. The Superintendent makes a determination of whether the child is entitled to continue attendance in the District within three (3) business days of the child's initial enrollment. This time period may be extended where additional documentation is required, or verification is required.
3. In the course of making any determination regarding student residency, the Superintendent will afford the parent(s), or the person in parental relation, or the child, as applicable, the opportunity to submit information concerning the child's right to attend school in the District.
4. The Superintendent may require the production of relevant documents to verify that the child to be enrolled resides with the parent or person in parental relation, and that the parent or person in parental relation maintains a physical presence in the District that qualifies as a residence. ~~, such as custody determinations, bills showing a mailing address, and tax returns to support a claim of residency.~~

To establish that the child resides with the parent or person in parental relation, the District requests that the adult sign an affidavit that the child lawfully resides with them. In the case of a person in parental relation, the affidavit must also state that the adult has total and permanent custody and control of the child, and explain how they obtained that custody and control.

To establish that the adult maintains a residence in the District, the District first requests this documentation:

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7003.1 Renumber/Revise 7013.1, Replaces 7016

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

- A copy of a residential lease or proof of ownership of a house or condominium;
- A statement signed by a landlord, property owner, or tenant from whom the adult leases or rents property, or with whom the adult shares property within the District (the District prefers a sworn statement, but this is not required); or
- Some other signed statement from a third party establishing that the adult maintains a physical presence within the District.

If these forms of documentation are not available, the District will accept for review other forms of documentation of residency, including but not limited to:

- Pay stub;
 - Income tax form;
 - Utility or other bills;
 - Membership documents based on residency (e.g., library card);
 - Voter registration documents;
 - Official driver license, learner permit, or non-driver identification;
 - State or other government issued identification or documents relating to government services or benefits, and
 - Evidence of custody of the child.
5. When the Superintendent determines that the child is neither a resident nor entitled to attend the schools of the District as a homeless child, the following steps will be taken:
- Written notice of the determination will be provided within two (2) business days to the parent, the person in parental relation or to the child. Such notice shall include the basis for the determination, the date of exclusion from the District, and a statement regarding the right to appeal an adverse determination to the Board of Education, in accordance with Section 310 of the New York State Education Law, within ten (10) days of the determination.
 - If upon the appeal to the Board of Education, the parent wishes to appeal to the Commissioner, an adverse determination to the Commissioner may be obtained from the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234, in accordance with Section 310 of the New York State Education Law, within thirty (30) days of the date of the determination.

III. Presumption of Residency With Parents

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7003.1 Renumber/Revise 7013.1, Replaces 7016

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

1. It is presumed that a child's residence is the residence of the child's parents.
2. In considering whether a different residence has been established for a child, the Superintendent will consider information about: the intention of the child and parent to remain in the District; the retention or relinquishment of parental authority; who is financially responsible for a child's shelter, food, medical care, and other personal needs; address listed on legal documents; time actually spent at different locations; and any other factor indicating actual intent to establish a residence.
3. A child may have only one residence.

IV. Parents With Separate Residences

1. Where a student is living with one parent denominated the custodial parent by virtue of a court order, the child's residence is presumed to be that of the custodial parent.
2. Where there is a court determination of joint custody, and a child spends substantial amounts of time with each parent, the family may jointly designate one residence or the other as the residence of the child. If the family cannot agree on a joint designation, the Superintendent will make a determination based on the factors described above.

V. Child Living With Adult Other Than Parent

1. If a child claims a residence with an adult other than the child's parent, and a parent of the child is competent and not incarcerated, the Superintendent will require convincing evidence that the parent has transferred custody and control of the child to the adult with whom the child is living, and relinquished both parental responsibility and parental authority.
2. Resident status will be denied if the Superintendent determines that the sole reason the student is living with the non-parent adult is in order to attend school in this District.
3. A child living with an adult other than a parent may qualify for enrollment as an emancipated minor, or as a homeless child.

VI. Emancipated Minor

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7003.1 Renumber/Revise 7013.1, Replaces 7016

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

1. A person who is independent and living apart from their parents, and who is not in need or receipt of foster care, may be considered emancipated for purposes of establishing a residence apart from their parents. Establishment of emancipation rebuts the presumption that a student's residence is with his/her parents.
2. The Superintendent may require documentation from a person who claims the status of an emancipated minor. Such documentation may include, but shall not be limited to, such things as proof of the person's age and means of support; an explanation of the circumstances surrounding the person's emancipation, including a description of the person's relationship with any living parents; and evidence that the student is not receiving any support from parents. Proof of eligibility for public assistance as an emancipated minor will be deemed to establish a student's status for purposes of residency. The District may require a sworn statement or affidavit from the student as proof of emancipation and residence. (See Regulation 7003.2 ~~7013.2~~)

Approved by the Superintendent: 07/10/12, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7003.2 Renumber 7013.2

STUDENT AFFIDAVIT OF EMANCIPATION

STATE OF NEW YORK }
COUNTY OF _____ } SS.:

_____, being duly sworn, deposes and says:

1. I was born on _____
[Date]
2. I am not living with my parents because _____

3. I currently reside at _____

4. Do you plan to return to live with your parents? _____
If so, when? _____
5. Who will make decisions regarding your health and medical treatment? _____

6. Who will make decisions regarding your education? _____

7. My current means of financial support is _____

8. [Check the one that applies] _____ I am _____ I am not receiving financial
assistance from my parents.

If you are receiving financial assistance from your parents, how much and how often?
Amount: _____ Frequency: _____
9. My current relationship with my parents is as follows[e.g. when last seen, contacted,
knowledge of whereabouts, etc.]: _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7003.2 Renumber 7013.2

STUDENT AFFIDAVIT OF EMANCIPATION

10. Other facts relevant to my status as an emancipated minor are as follows: _____

I certify that all the information provided on this affidavit is true and accurate.

I understand that:

- A. If I provide false information on this affidavit to the Madison School District, I may be committing the crime of perjury in the third degree (a class A misdemeanor);
- B. If I provide false information on this affidavit to the Madison School District with the intent to defraud the Madison School District, I may be committing the crime of perjury in the second degree (a class E felony); and
- C. I may be prosecuted on criminal charges for such false information and be liable for tuition and any other costs incurred by the Madison Central School District.

(Signature of Student)

Sworn to before me this _____
day of _____, 20__.

Notary Public

Approved by the Superintendent: 07/10/12, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7003.3 Renumber 7013.3

STATEMENT OF RESIDENCY

STATEMENT OF A RESIDENT OF THE MADISON CENTRAL SCHOOL DISTRICT
SUPPORTING THE ADMISSION OF _____
AS A RESIDENT FOR TUITION-FREE ATTENDANCE
(Please Print)

NOTICE: This statement is only for use by the person with whom the Student is claimed to reside within the School District.

1. Student's Name: _____

2. Date of Birth: _____

3. Grade Level: _____

4. Current Address: _____

(Street)

(Town, State & Zip)

(Telephone)

5. Mother's Name: _____

6. Mother's Address: _____

(Street)

(Town, State & Zip)

(Telephone)

7. Father's Name: _____

8. Father's Address: _____

(Street)

(Town, State & Zip)

(Telephone)

9. If parents are divorced, please state custody arrangements: _____

10. If you are a non-custodial parent, please attach/provide a notarized statement from custodial parent consenting to student's residing with you.

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7003.3 Renumber 7013.3

STATEMENT OF RESIDENCY

11. Length of time you have resided at current address: _____ (Years) _____ (Months) _____ (Weeks)
12. Length of time student has resided at current address: _____ (Years) _____ (Months) _____ (Weeks)
13. Student's previous Addresses (list most recent first):
- (1) _____ (Street)
From _____ To _____

(Town, State & Zip)
- (2) _____ (Street)
From _____ To _____

(Town, State & Zip)
- (3) _____ (Street)
From _____ To _____

(Town, State & Zip)
14. Relationship with Student (e.g. Mother, Father, Stepmother, Stepfather, Adoptive Father, Adoptive Mother, Legal Guardian, Legal Custodian, Other). _____

If Student does not claim residency with Mother or Father, please answer the following questions.

15. Basis of Relationship with Student.
- (a) Legal guardianship of Student? _____ Yes _____ No
If yes, attach copy of Court papers.
- (b) Legal custody of Student? _____ Yes _____ No
If yes, attach copy of Court papers.
- (c) Other legal control over Student, e.g. adoption, court-ordered placement, surrender, abandonment? _____ Yes _____ No
If yes, attach copy of Court papers or provide explanation: _____

Madison Central School District

SUPERINTENDENT'S REGULATION

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STUDENTS

7003.3 Renumber 7013.3

STATEMENT OF RESIDENCY

(d) Other relationships with Student? _____ Yes _____ No
Please explain.

16. When did the Student begin to live with you? _____
(Date)

17. How long will the Student reside with you? _____
(Date)

18. Will the Student live with you during school vacation? _____ Yes _____ No
If not, where do you expect the Student to reside during that time?

19. Who will claim the Student as a dependent for Income Tax purposes?

20. During the time the Student will reside with you, who is responsible for:

(a) Receiving and responding to academic and other reports concerning the Student?

(b) Making decisions regarding the Student's education?

(c) Authorizing medical treatment for the Student?

(d) Payment for medical treatment of Student?

(e) Releasing records for the Student?

(f) Providing other necessary consents for the Student?

(g) Expense of Student's room and board?

(h) Expense of clothing and other necessities?

21. Will there be any period of time when this Student will not live with you while attending the
School District? _____ Yes _____ No

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7003.3 Renumber 7013.3

STATEMENT OF RESIDENCY

If yes, please state where the student will reside and for how long:

22. What are the circumstances which brought this student to reside with you?

23. Other comments that would assist the School District in acting on the application of this Student.

By my signature below, I assume full responsibility for all matters relating to the student's education and medical care, except as otherwise stated herein.

I certify that all the information provided on this affidavit is true and accurate. I understand that:

if I provide false information on this affidavit to the Madison Central School District, I may be committing the crime of perjury in the third degree (a class A misdemeanor);

if I provide false information on this affidavit to the Madison Central School District with the intent to defraud the Madison Central School District, I may be committing the crime of perjury in the second degree (a class E felony); and

I may be prosecuted on criminal charges for such false information.

(Signature)

Sworn to before me this _____
day of _____, 20____.

Notary Public

Sworn to before me this _____
day of _____, 20____.

(Signature)

Notary Public

Approved by the Superintendent: 07/10/12, _____

NON-RESIDENT STUDENTS

- I. The Board of Education affirms that its primary responsibility is to provide the best possible educational opportunities for the children who are legal district residents and who are of legal age to attend school. The Board of Education will consider acceptance of non-resident students where circumstances permit, as noted in this policy.
- II. A non-resident student shall be defined as a student whose parents or legal guardian(s) reside outside the boundaries of the Madison Central School District.
- III. It shall be the policy of the Madison Central School District to accept non-resident students for attendance in the school district subject to the following guidelines:

- A. All non-resident student(s) must complete an application between January 1st and May 1st for placement annually. ~~(Dates will be waived for September 2005 implementation.)~~ Applications must be filed with the Superintendent of Schools no later than May 1st and will be on a first come, first served basis. The parents/guardians must present proof of a student's good academic and disciplinary standing before admission to Madison Central School.

Once a current non-resident student reaches ninth grade he/she will no longer be required to fill out an annual request. If approved for enrollment in grade nine, such approval will be in effect for grades 10-12 in subsequent years. However, the student will still be considered a non-resident student and, therefore, tuition and all non-resident criteria will still be applicable.

- B. All non-resident student applications will be subject to approval by the Superintendent of Schools and the Board of Education.
- C. Non-resident students will be accepted on the following conditions:
 1. Application is submitted by May 1st.
 2. A proper educational program exists at Madison Central School.
 3. No additional staffing is needed.
 4. Space is available. The acceptable number of students per class will not be exceeded as noted below.

<u>GRADE</u>	<u>RANGE</u>
K-3	15-19
4-6	16-20
7-12	17-21

- D. The tuition will be established annually by the Board of Education. The tuition fee provides for the basic educational program. It will not exceed the rate

POLICY

Draft 06/01/2015
7004 Revise/Renumber 7014

STUDENTS

NON-RESIDENT STUDENTS

prescribed by the Commissioner of Education, according to the Seneca Falls Formula.

Tuition rates will be payable in full prior to the start of each semester. If payment is not received by the beginning of each semester (September 1st and January 17th), the student(s) will not be allowed to attend that semester.

- E. Transportation will be the parent/guardian responsibility.
 - F. A non-resident student's continued attendance will be dependent on a student maintaining a passing average in all subjects in compliance with the District's Code of Conduct and Student Attendance Policy. A student who is denied continued attendance in the District for disciplinary reasons is entitled to due process procedures for a student disciplinary hearing in accordance with the provision of the Education Law Section 3214. A student who is denied continued attendance for academic reasons shall be entitled to an informal conference with the Superintendent of Schools before any decision is made to terminate a student's attendance during or at the end of the school year for this reason.
- IV. In the case whereby a non-resident pays property taxes in the Madison Central School District for the current school tax year, the amount of tax shall be deducted from the assessed tuition.
 - V. Non-resident students whose behavior is judged by the Superintendent or his/her designee to be unmanageable, disruptive or in violation of the Student Discipline Code of Conduct may be denied continued attendance in the school district, according to the due process procedures in the Education Law Section 3214.
 - VI. Children of parents or guardians who have moved out of the school district during the school year may be permitted to complete the semester. Seniors may request to be allowed to complete the school year. The decision will be based on academic, behavior and attendance records of the senior. ~~Students still attending Madison Central School on June 30, 2005, who were previously "grandfathered" in under the old non-residency policy #7014 shall be tuition exempt for their remaining academic years. No additional siblings will be allowed to enter under this exemption. Parents or guardians of such students must notify the district of their intent to continue at Madison in September 2006 by June 30, 2006 or they will forfeit their right to tuition exemption.~~
 - VII. Students from other nations who are living with district residents may be enrolled at the discretion of the Superintendent and the Board of Education.
 - VIII. Children placed in foster homes, free family homes, and similar circumstances will be admitted in accordance with the law. The appropriate outside agency or district will be billed for tuition where applicable.

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STUDENTS

Draft 06/01/2015
7004 Revise/Renumber 7014

NON-RESIDENT STUDENTS

- IX. School districts may also contract with other school districts for the instruction of non-resident pupils. If class size enrollment allows, a child residing outside the Madison Central School District may be permitted to attend a unique class, course, or program at Madison Central School District provided that the course or class is not available in his/her own school district.

- X. All approval of non-resident students shall be reviewed annually and permission to attend as a non-resident student may be revoked at the discretion of the District for academic or disciplinary reasons in accordance with the procedures set forth in this policy. While attempts will be made to continue the attendance of approved non-resident students from one year to the next, factors such as student-teacher ratio and staffing needs may force the District to withdraw permission to attend, and to limit its acceptance of any non-resident students in any given year. Students whose attendance cannot be continued for these reasons will be entitled to an informal conference with the Superintendent prior to any final decision being made.

Madison Central School District

Adopted: 1984

Revised: 10/19/95, 06/13/96, 05/19/99, 09/12/02, 08/23/05, 10/11/05, _____

STUDENT DISMISSAL

- I. Presumption:
 - A. The Madison Central School District will assume that either parent has equal authority to obtain the release of his/her child from District programs, unless the District is provided with a certified copy of a court order or other legally binding instrument to the contrary.
 - B. The District will assume that, if a parent has provided the District with a copy of a court order or other legally binding instrument pertaining to the parent's right to obtain or direct the release of his/her child, the most recent such order or instrument that has been provided to the District will be controlling.
- II. Established List:
 - A. An established list of individuals authorized to obtain the release of a student enrolled in District programs will be maintained in the Main Office.
 - B. Parents may add or delete names from the established list during regular business hours. No parent will be allowed to change the list unless he/she is first able to verify to the District's satisfaction his or her identity with a photo identification.
 - C. There will be only one established list per student. If parents cannot agree on the contents of the established list, the District will honor the request of the parent who has primary physical custody. In the event that parents have joint and equal physical custody, both parents must agree to add a name to the established list.
 - D. Parents may not add or delete names from the established list in contravention of any court order or other legally binding instrument that is in the possession of the District.
- III. Procedure For Regular Release:
 - A. The District will only release a student to his/her parents (except if one parent has provided the District with a copy of a court order or other legally binding instrument to the contrary), appropriate legal authorities or to other persons whose names are listed on the established list.
 - B. In the event of an emergency, as determined by the Madison Central School District, a student may be released to an individual not appearing on the established list, but only if the parent or identified emergency contact has been contacted, and he/she gives verbal permission for the release of the student.

POLICY

Draft 06/01/2015
7005 Replaces 7015, 7015.1

STUDENTS

STUDENT DISMISSAL

- C. Any individual who seeks the release of a student from school must report to the main office and present identification to the satisfaction of the K-12 Administrator or designee.

Madison Central School District

Legal Ref: Section 3210(1)(c) of the New York State Education Law

Adopted: 05/19/99

Revised: _____

Madison Central School District
SUPERINTENDENT'S REGULATION
DRAFT 06/01/2015

STUDENTS

7005.1

STUDENT DISMISSAL RELEASE FORM

Child's Name: _____

By signing below:

1. I understand that the Madison Central School District will release my child to his/her other parent/guardian without my consent, unless I provide the District with a court order or other legally binding instrument that restricts the other parent/guardian's authority to obtain the release of my child.
2. I understand that the District does not have the power to independently gather court orders or other legally binding instruments that affect the custody of my child. It therefore is my responsibility to provide the District with the most recent court order or other legally binding instrument that affects the custody of my child.
3. I authorize the District to release my child to the following people:

NAME	RELATIONSHIP TO CHILD	PHONE #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date	Signature of Parent/Guardian	Relationship to Child
Date	Signature of Parent/Guardian	Relationship to Child

Approved by the Superintendent: _____

STUDENT RELEASE FOR EMPLOYMENT

- I. The Superintendent may authorize the release of a student from the regular hours of attendance at school where:
 1. the student is a senior (i.e., grade 12) in good academic standing and with satisfactory attendance and behavior records;
 2. the District is provided with verification of employment;
 3. the student's parent/guardian has approved of the revised hours of attendance; and
 4. the Guidance Office has confirmed that the student has completed all graduation requirements and the revised hours of attendance will not interfere with the student's academic achievement or graduation.
- II. A release from the regular hours of attendance for purposes of employment shall be withdrawn by the Superintendent if the student's level of academic achievement declines to a failing status after the release is authorized.
- III. A release from the regular hours of attendance for purposes of employment shall be withdrawn by the Superintendent if the student's employment ends, or the student fails to recertify the student's employment status upon reasonable request by the Superintendent.
- IV. Recertification will occur quarterly.
- ~~V. The Superintendent shall promulgate a suitable form to be used in each case to document that the above conditions are satisfied, and to obtain the acceptance by the student and the student's parent of the requirements and conditions of this Policy.~~

Madison Central School District

Adopted: 11/02/10

Revised: _____

Madison Central School District
SUPERINTENDENT'S REGULATION
DRAFT 06/01/2015

STUDENTS

7006.1 Renumber 7019.1

EARLY DISMISSAL APPLICATION

Student's Name: _____

Time of Departure: _____

Phone (Home): _____

Phone (Work): _____

Phone (Emergency): _____

Dear Parent/Guardian:

Your son/daughter has applied for permission to sign out of school following the last assigned class of the day. You are asked to sign below if you have read the eligibility standards on this sheet and approve your child's request.

Parent/Guardian Signature

Date

Guidance:

I have checked this student's schedule and can verify that a shorter schedule will not jeopardize the student's academic achievement or graduation and the student has exceeded the credits required for graduation.

Guidance Counselor Signature

Date

Employer:

I can verify the employment of the above named student and will notify the Madison Central School District when this student's employment terminates.

Employer Signature

Date

Student:

I am requesting early dismissal from school so that I may work. I agree to abide by the standards listed below, and I am aware that failure to do so will result in my loss of this privilege.

Student's Signature

Date

Madison Central School District
SUPERINTENDENT'S REGULATION
DRAFT 06/01/2015

STUDENTS

7006.1 Renumber 7019.1

EARLY DISMISSAL APPLICATION

Standards:

1. The responsibility for successful completion of any remaining school rests primarily with the individual student.
2. At any time the student falls into academic difficulty, this privilege may be taken away.
3. Students must provide regular, safe transportation.
4. Students must maintain proper student conduct and keep all classes passing and be in attendance regularly.
5. This privilege will continue only as long as the student is working.
6. Student must leave the building at assigned time.
7. Employment must be re-verified quarterly.

Administrator's Signature

Date

This privilege may be revoked at any time by the administrator.

Approved by the Superintendent: 11/02/10, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

DRAFT 06/01/2015

STUDENTS

7006.2 Renumber 7019.2

PARTIAL DAY APPLICATION

Student's Name: _____

Requested Time of Arrival: _____ Time of Departure: _____

Reason for requesting a partial day: _____

Credits earned to date: _____

Courses needed for graduation: _____

Credits needed for graduation: _____ Credits in schedule with partial day: _____
(Student must have 3 courses and PE)

Community service hours completed: _____ Required: _____

I, _____ am fully aware of my graduation requirements and I understand that a partial day is a privilege and if my academic courses are in jeopardy I could have my partial day revoked.

Student's Signature

Date

Parent/Guardian Signature

Date

All of the following school personnel must sign this application for final approval of this partial day request.

Principal's Signature

Assistant Principal's Signature

Counselor's Signature

Attendance Officer's Signature

***Students with partial day schedules must leave once their classes are done. They may not loiter at a school. They cannot come back into the school nor can they use school transportation home. If special arrangements have been made to get extra help with a specific teacher the student must sign in at the main office.

Approved by the Superintendent: 11/02/10, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

DRAFT 06/01/2015

STUDENTS

7006.3 Renumber 7019.3

RELEASE OF INFORMATION

Date: _____

I hereby give permission to Madison Central School District to release attendance and general information regarding my son/daughter, _____, for the purpose of periodically verifying employment and therefore maintaining their partial day.

Information may be released to the following employer:

Name: _____

Address: _____

Phone Number: _____

Student's Signature

Date

Parent/Guardian Signature

Date

STUDENT EMPLOYER SIGN OFF

Date: _____

Student's Name _____

Business Name: _____

Business Phone: _____

Immediate Supervisor: _____

Hours Employed: _____

Supervisor's Signature

Date

Approved by the Superintendent: 11/02/10, _____

STUDENT ATTENDANCE

I. Philosophy

The Board of Education, in accordance with Section 104.1 (c) of the Regulations of the Commissioner of Education, establishes this comprehensive attendance policy. The objectives of this policy are to ensure the maintenance of an adequate record verifying the attendance of all children, to establish a mechanism to examine patterns of pupil absence and to develop effective intervention strategies to improve school attendance.

II. Policy

The Board, administration and staff of the district recognize that regular classroom attendance is an essential part of a successful educational program and that there is a critical relationship between academically engaged time and student performance.

III. Expectations for Good Attendance

A. 1. Students are expected to attend scheduled classes. The insistence on good attendance serves as a clear and constant reminder of the importance of attendance in instruction, enabling the student to:

- Learn subject matter and earn good grades
- Develop responsible work and study habits, and
- Prepare for the world of work

2. Under New York State Education Law Section 3205, parents are responsible for the regular attendance of their children for instruction.

B. Absences

1. Excused

Section 175.6 of the Commissioner's regulations define the following as "excused absences:" personal illness, serious illness or death in the family, impassable roads or ~~due to~~ weather conditions, religious observance, quarantine, court appearances, attendance at health clinics, approved educational field trips, cooperative work programs, approved college visits, military obligations, disciplinary detention of an incarcerated youth or any other reason approved by the Commissioner.

All instances of excused absence or tardiness require a written parent/guardian excuse within 7 days of the absence/tardiness. The excuse

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Draft 06/01/2015

7007 Revise/Renumber 7011

STUDENTS

STUDENT ATTENDANCE

must identify the date/time of absence, reason for absence, tardiness or early departure and parent/guardian signature. Students failing to present an excuse prior to an early departure or upon reporting back to school following an absence or tardiness will be subject to a warning. Subsequent offenses will resort in progressive discipline.

2. Unexcused

Most absences not mentioned above are interpreted under the law as “unexcused absences” including but not limited to vacation, shopping, baby-sitting, oversleeping, needed at home, cold weather or missing the bus. Any reason not listed as excused shall be deemed unexcused unless the Building Principal determines otherwise. The two categories of unexcused absence are:

1. Unlawful Detention: Unlawful detention occurs when the pupil is absent with the knowledge and consent of his/her parent/guardian for other than an excused absence.
2. Truancy: A student who is absent from school without the consent of a parent/guardian is considered to be truant.

IV. Responsibility for Good Attendance.

Successful implementation of this policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and all staff members.

A. Parent/Guardian Responsibilities

1. It is the responsibility of parents/guardians to ensure that their children attend school regularly and on time.
2. When a student is absent from school, parents/guardians must contact the school to report the absence and/or provide appropriate excuses when required (doctor's verification).
3. Parents/Guardians must provide a written explanation of the absence for their child to be turned into their homeroom/first period teacher upon the student's return to school.

POLICY

STUDENTS

Draft 06/01/2015
7007 Revise/Renumber 7011

STUDENT ATTENDANCE

4. Parents are required to provide their current home address, telephone number, emergency number(s) and a list of adults to contact in their absence.
- B. Student Responsibilities
1. Students must attend school daily and be on time.
 2. Students must attend all classes and participate fully.
 3. Students are expected to make timely arrangements with their teachers to make up assignments and class work they have missed during their absence.
- C. Teacher/Staff Responsibilities
1. Teachers are responsible for maintaining accurate attendance reports and for referring chronic absentees for review by the Building Principal or designee.
 2. Teachers and other appropriate staff members (e.g. the school nurse, social worker, guidance counselor, attendance officer) shall be responsible for preliminary contact with parents and students to assess a situation of absenteeism and devise a plan of improvement.
 3. Teachers and school personnel will continually stress to students the importance of promptness and regular attendance in all of their classes. Teachers can make a difference in the attendance habits of most of their students. (Phone calls to parents or guardians are encouraged).
- D. Administrative Responsibilities
1. The District shall maintain a register of attendance for each pupil which includes the student's name, date of birth, home address, names of parents/guardians, telephone numbers to contact parents/guardians, date of enrollment, record of pupil's attendance on days of instruction, and the date of withdrawal or date dropped from enrollment.
 2. The Principal or designee is responsible for implementing the attendance policy.
 3. The Principal or designee is responsible for identifying students who require alternative services and/or programs for absences or tardiness.

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STUDENTS

Draft 06/01/2015
7007 Revise/Renumber 7011

STUDENT ATTENDANCE

V. Activities to Support Good Attendance

- A. The implementation of an effective and efficient student attendance system, that is, one that is accurately recorded, consistently maintained and fairly administered.
- B. The provision of prompt service to pupils in need of help as soon as a need is suspected.
- C. The establishment of cooperative relationships between parents and other members of the staff in the interest of the child.
- D. The establishment of cooperative relationships with other community agencies which serve families of pupils with attendance problems.
- E. The maintenance of an effective policy that encourages student attendance and is in compliance with the commissioner's regulations and rulings.

VI. Intervention

- A. The objective of intervention strategies is to identify the cause(s) of absenteeism, to reduce absenteeism and to circumvent the need for action in the courts (PINS petitions).
- B. Teachers and other appropriate staff members (e.g. the school nurse, social worker, guidance counselor or attendance officer) shall be responsible for preliminary contact with parents and students to assess a situation of absenteeism and devise a plan of improvement. For example, where the absence is due to prolonged illness, the District may arrange for immediate home or hospital instruction.
- C. The Building Principal or his/her designee, based upon the referrals of teachers and the established attendance records, shall identify intervention strategies. Such strategies may include, but are not limited to:
 - communication with the parent/guardian
 - counseling and other support services
 - mentoring
 - progressive disciplinary action
 - related community agencies services.

POLICY

STUDENTS

Draft 06/01/2015
7007 Revise/Renumber 7011

STUDENT ATTENDANCE

VII. Incentives

An incentive program may include, but not be limited to, prizes or privileges for perfect attendance.

VIII. Disciplinary Sanctions

- A. When other forms of intervention fail, nonacademic sanctions, including the loss of privileges (e.g. participation on interscholastic sports or in extracurricular activities, attendance at school sponsored events), may be imposed.
- B. Excessive or unreasonable absences and tardiness may properly be the basis for disciplinary action. The use of detentions and in school suspensions related to unexcused absence from school is authorized. A student may be suspended for poor attendance that is willful insubordination. Such removal shall be pursuant to Section 3214 of the Education Law.

IX. Coding System for Absences

- A. The coding of student absences, tardiness and early departures allows the administration to decipher patterns of behavior/absenteeism and to develop specific intervention efforts as early as possible.
- B. The District's coding system consists of:

Absent, early dismissal, or late arrival. Within each of these codes are the personal reasons for such record.

X. Notification

Written notification to parents concerning students' absences, tardiness or early departures, will take place at prescribed intervals and will include information that resource/support personnel are available.

XI. Implementation and Review

- A. The Board shall review building level pupil attendance records and if such records show a decline in pupil attendance the Board shall make any revisions deemed necessary to improve pupil attendance.
- B. The Superintendent shall establish a means to provide a plain language summary of this policy to parents/persons in parental relation at the beginning of each school year and take other steps to promote the understanding of such policy.

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STUDENTS

Draft 06/01/2015
7007 Revise/Renumber 7011

STUDENT ATTENDANCE

- C. The Superintendent shall provide each teacher with a copy of this policy after approval/amendment and provide new teachers with a copy upon employment.
- D. Copies of this policy shall be made available upon request to any member of the community.

Madison Central School District

Legal Ref: 8 NYCRR 104.1, 109.2, 175.6; NYS Education Law 3205

Adopted: 1984

Revised: 05/19/99, 07/17/02, 8/16/11, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7007.1 Renumber 7011.1

ATTENDANCE REPORT FORM PARENT NOTIFICATION

_____	_____	_____	_____	_____
Student	Grade	Subject	Period	Date Submitted

Dear Parent/Guardian:

The purpose of this notice is to advise you that your son/daughter is in danger of losing credit for the course indicated above because of excessive absences. Your child has missed at least () classes. If he/she misses _____ classes in a full-year course or _____ classes in a half-year course he/she will be denied credit for the course. Only if your son/daughter can earn a passing grade for the course without the remainder of the course work and the final exam will academic credit be awarded.

A copy of the District's Attendance Policy appears on the reverse side of this notice. Please review this policy carefully with your child. It would be unfortunate for your student to lose credit for a course due to poor performance and/or attendance.

Please contact (individual) to review your son/daughter's attendance to date. Thank you for your cooperation and support.

Administrator's Signature

Adopted: 06/17/02

Approved by Superintendent: 08/16/11, _____

STUDENT HEALTH EXAMINATIONS

- I. Physical Examinations or Screenings Permitted or Required By State Law:
- A. The Madison Central School District will require each child enrolled in public school to have a satisfactory health examination either by the family physician of the child or by the school physician upon entrance into school and at other times as required by law. The District also may require additional health examinations as permitted by applicable law.
 - B. Required health examinations will be at no cost to the examined student's parent or guardian if performed by the school physician as part of the District's health service program.
 - C. If a student uses a family physician to perform a health examination that is required by the District, the student (and/or the student's parent) must provide the District with a health certificate that meets the standards of the Commissioner's Regulations. If no such certificate is provided, the District will send a certified letter to the student's parent stating that, if the health certificate is not furnished within fifteen days of the notice, the student will be examined through the school health service program.
- II. Invasive Physical Examinations:
- A. For the purposes of this policy, an "invasive physical examination" is any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening, physical examinations for work permits, interscholastic athletics, evaluations conducted pursuant to IDEA or any other screening or evaluation permitted under New York Law.
 - B. The District will notify parents, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency "invasive physical examination" or screening is scheduled, if the examination or screening:
 - 1. Is required as a condition of attendance; and
 - 2. Is administered by the school and scheduled by the school in advance; and
 - 3. Is not necessary to protect the immediate health and safety of the student, or other students.

POLICY

Draft 06/01/2015

7100 Revise/Renumber 7074

STUDENTS

STUDENT HEALTH EXAMINATIONS

- C. The District will offer parents an opportunity to opt their child out of participation in any invasive physical examination” which requires notice pursuant to above Section II (B).

III. Parental Involvement:

- A. This policy was developed and adopted in consultation with parents.
- B. The District will notify parents of the adoption or continued use of this policy at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.

IV. Athletic Examinations

- A. All athletes must have a complete physical examination by a duly licensed physician, physician assistant, or nurse practitioner.
- B. Health examination must be completed according to timelines and standards of the New York State Public High School Athletic Association.

V. Procedures and Medical Examination Requirements for Student Working Papers

- A. The physical examination for employment certification must be given by a duly licensed physician, physician assistant, or nurse practitioner.
- B. The annual physical examination by the School or private physician and the physical examinations for participation in interscholastic athletic competition may be used for employment certification, provided the examination was administered within the previous twelve (12) months.

Madison Central School District

Legal Ref: 20 USCA 1232(h); Education Law Section 903 & 904; 8 NYCRR 136.

Adopted: 1984

Revised: 05/19/99, 05/13/04, _____

IMMUNIZATION AND DENTAL HEALTH OF STUDENTS

- I. In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combatting the spread of disease, the Board requires that all pupils be immunized against certain diseases in accordance with New York State Education Law and Public Health Law Article 21 Title VI Section 2164.
- II.
 - A. No child may be admitted to school or allowed to attend school in excess of fourteen (14) calendar days without appropriate certification of immunization. The fourteen (14) calendar day period may be extended by the Building Principal to thirty (30) days for a student transferring from out of state/out of country. If the child is obtaining serological tests, the parent(s) or guardian has a total of thirty (30) days from the start of attendance to provide test results and, if negative test results, appointment dates to begin or complete the vaccine series.
 - B. Each student must present a certificate of immunization upon registration signed by a physician or certified by a clinic. Such certificate must meet the New York State requirements for immunization against poliomyelitis, pertussis, tetanus, Hepatitis B, varicella, mumps, measles, diphtheria, rubella and, where applicable due to enrollment in a Pre-Kindergarten program, haemophilus influenzae type b (Hib) and pneumococcal conjugate (PCV), as summarized at <http://www.health.ny.gov/publications/2370.pdf>.
 - C. The only exceptions which may excuse a student from the above immunization requirements are:
 1. if a physician testifies or certifies that administering the vaccine is detrimental to the specific youngster's health,
 2. if such student's parent(s) or guardian hold genuine and sincere religious beliefs which are contrary to required immunization practices. The parent or guardian must complete the State Education Department Request for Religious Exemption to Immunization form. The form originates from the Registered Professional Nurses Office and is then submitted to the building principal for review and approval or denial. A copy of all documents must be kept in the student's cumulative health record,
 3. if a student has had the first dose of all required immunization series and has appointments to complete the series in accordance with the Advisory Committee for Immunization Practices (ACIP) catch up schedule as published at <http://www.cdc.gov/vaccines/schedules/hcp/child-adolescent.html>,

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Draft 06/01/2015
7101 Renumber 7075

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IMMUNIZATION AND DENTAL HEALTH OF STUDENTS

4. if student presents proof of immunity by serology (blood test) to the following immunizations; measles, mumps, rubella, hepatitis B, varicella (chicken pox), poliomyelitis, or
 5. if student presents proof of immunity by diagnosis of disease for varicella.
- D. Medical exemptions to immunizations must be reissued annually. The written exemption must identify:
1. the immunization exempted,
 2. the medical contraindication for the exemption, and
 3. the length of time immunization is contraindicated.
- III. A student denied entrance or attendance due to failure of meeting health immunization standards may appeal to the Commissioner of Education.
- IV. Dental Health
- A. Each student shall be requested to furnish a dental health certificate in the same year the health appraisal is required. If a dental certificate is provided, it must meet the standards of the Commissioner's Regulations and may be signed by a registered dental hygienist or licensed dentist.
- B. The list of dentists available to conduct examination on a free or reduced cost basis compiled by SED is available to parents/guardians at <http://www.nyssmiles.org/nys-directory/> (as of March 25, 2014).

Madison Central School District

Legal Ref: New York State Education Law, Section 914(1); Public Health Law, Section 613, 903, 2164 and 2805-h; 10 N.Y.C.R.R. Part 66.

Adopted: 1984

Revised: 05/19/99, 04/24/00, 05/20/14, _____

STUDENT MEDICATIONS

- I. The Board of Education and/or District employees will not be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school or school sponsored activities (e.g. field trips, athletics) if the medicine were not made available to him/her, or where it is administered pursuant to law requiring accommodation of a student's special medical needs.
- II For purposes of this policy "medication" shall include both prescription and nonprescription drugs.
- III. Authority to Administer Medications:
 - A. The student's parent or guardian must provide a written statement requesting the administration of the medication in the school as ordered by a licensed prescriber (Medical Authorization Forms (Regulations ~~7072.1, 7072.2 and 7072.3~~ 7102.1, 7102.2 and 7102.3)).
 - B. The parent must assume responsibility to have the medication delivered directly to the health office in a properly labeled container.
 1. The pharmacy label must display the students name, the name and phone number of the pharmacy, the licensed prescriber's name, the date and number of refills, the name of the medication/dosage, the frequency of administration, the route of administration and/or other directions.
 2. Over the Counter medications must be in the original manufacturer's container/package with the student's name affixed to the container. The same applies to drug samples.
 - C. All medications, including nonprescription drugs given in school, shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. The written order of the physician shall minimally include: student's name and date of birth; diagnosis; name of medication; dosage and route of administration; self-administration orders - if indicated; frequency and time of administration; for prn (as necessary) medications - conditions under which medication should be administered; date written; prescriber's name, title and signature, and prescriber's phone number.
 1. Medication orders must be renewed annually or when there is a change in medication or dosage.

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Draft 06/01/2015

7102 Revise/Renumber 7072

STUDENT

STUDENT MEDICATIONS

2. A pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber.
3. When a properly labeled medication comes to the health office accompanied by a written request from the parent for administration of the medication, but without a written order from a licensed prescriber, the following procedure will be followed:
 - a. Contact parent regarding need for written order from a licensed prescriber.
 - b. Contact licensed prescriber to obtain verbal permission to administer medication.
 - c. Request fax or written orders to be received within 48 hours.
 - d. Contact parent and discontinue medication if written orders are not received in 48 hours.

IV. Medication May only be Administered by Appropriate School Personnel

- A. Any prescription medication which requires administration through a subcutaneous, intramuscular, intravenous or rectal route or through pumps, tubes or nebulizers or oral, topical or inhalant medication needed by non self-directed students must be given by school nursing personnel or licensed practical nurses under the direction of school nursing personnel. Administration of such prescribed medications may not be performed by unlicensed persons.
- B. Designated persons in the District, or those involved in District sponsored activities, following assignment and in conjunction with approval by school nursing personnel, may assist self-directed students with the taking of their own oral, topical and inhalant medication. Volunteer staff may be trained to administer Epi pens and Glucagon injections. District nursing personnel as well as the administration should assure that the staff person receives the training and supervision needed to perform these tasks in a safe and effective manner. Epinephrine may need to be given again after the initial effects wear off, potentially in fifteen to twenty minutes. Only licensed medical personnel or trained unlicensed individuals in certain emergency circumstances may administer a second dose of epinephrine if needed.
- C. OPTIONAL: The District stocks epinephrine auto-injectors in quantities and types deemed by the commissioner, in consultation with the commissioner of health, to be adequate to ensure ready and appropriate access for use by trained school employees during emergencies to any student having anaphylactic symptoms whether or not there is a previous history or severe allergic reaction. The District has filed a collaborative agreement for use of epinephrine auto-injectors, along with the

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completed and signed collaborative agreement pursuant to Public Health Law 3000c with the appropriate Regional Emergency Medical Services (EMS) Council.

- V. Transportation and Storage of Medication
- A. No medication should be brought into school without the knowledge of the health office.
 - B. Medications should not be transported daily to and from school. All medications shall be brought to school by the parent and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier.
 - C. Medication is to be stored in a locked cabinet in a separate locked drawer in the health office. Medication requiring refrigeration should be refrigerated in a secure area.
- VI. Carry and Self-Administer Medication
- A. If the school nursing personnel receives a request from a parent or physician to permit a student to carry and self-administer his/her own medication, such decisions should be made on an individual basis. The criteria for determining when a student can self-administer medication are:
 - 1. The Self Medication Permission Form completed by a physician or a duly authorized health care provider permitting students who have been diagnosed with a severe asthmatic or allergy condition to carry and use a prescribed inhaler or epinephrine kit during the school day.
 - 2. Severity of health care problems, particularly asthmatic or allergic conditions.
 - 3. Prescriber's order directing that the student be allowed to carry his/her medication and self-administer.
 - 4. Parent statement requesting compliance with prescriber's order.
 - 5. Student has been instructed in the procedure of self-administration and can assume responsibility for carrying properly labeled medication in original container on his or her person or keeping in school or physical education locker.
 - 6. School nursing assessment that student is self-directed to carry and self-administer his/her medication properly.

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7. Parent contact made to clarify parental responsibility regarding the monitoring of the child on an ongoing/daily basis to insure that the child is carrying and taking the medication as ordered. This contact should be documented.

B. Sunscreen

Students do not need to obtain a note from a medical provider in order to use sunscreen in school. In order for a student to be able to apply sunscreen in school, however, they must meet the following criteria:

1. The student's parent or guardian must provide written permission to the school principal (or school nurse) to allow the student to carry and use the sunscreen. Parents or guardians may permit unlicensed school personnel to apply sunscreen if the student is unable to do so on their own.
2. The sunscreen must be available over-the-counter, and approved by the Federal Drug Administration (FDA).
3. The sunscreen must be used for the purpose of avoiding overexposure to the sun.
4. Parents or guardians are responsible for providing their child's sunscreen.

- C. Any student self-administering medication without proper authorization should be counseled by the school nursing personnel. In addition, the parents and the school administration should be notified.

- D. No student is to have any other type of medication on his/her person in school under any circumstances.

- VII. School nursing personnel should maintain accurate records of the medication administered, any special circumstances related to the procedure, and student's reactions/responses. The following procedure for record keeping is recommended:

- A. Retain the written order from the prescriber.
- B. Retain the parent request letter.
- C. Retain pertinent information on cumulative health record.
- D. Maintain an individual daily medication record for each student taking medication during time frame medication is being given.
- E. Periodically summarize daily medication record on cumulative health record.

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Draft 06/01/2015
7102 Revise/Renumber 7072

STUDENT MEDICATIONS

- VIII. Procedures for Taking Oral, Topical or Inhalant Medications Off School Grounds or After School Hours While participating in a School-Sponsored Activity. The school nursing personnel should ensure that:
- A. Oversight of self-administration to:
 - 1. A student who is self-directed
 - 2. Designated staff member who has been appropriately instructed by the school nursing personnel to assist a self-directed student.
 - 3. If no designated staff member is available, it becomes the responsibility of the parent/guardian to ensure administration.
 - B. Preparation of medication. When oral medication is to be given to a self-directed student in the absence of a school nurse, the student's medication must remain in a properly labeled pharmacy container, or original over the counter container, in the possession of a supervising adult; until it is handed to the self-directed student to self-administer on a field trip or other school event. Children needing medication on extended trips must have their medication in a properly labeled pharmacy container.
 - C. Administration of Non-Self-Directed Students:
 - 1. Administration of oral, topical or inhalant medications to non-self-directed students must remain the responsibility of the school nurse, licensed practical nurse under the direction of a school nurse, physician, or parent.
 - 2. The parent/guardian may designate, in writing another adult, as described in Education Law Section 6908, to administer the medication in situations where the school nurse, physician or parent/guardian is unavailable. (Medical Authorization Form, Regulation ~~7072.2~~ 7102.2).
 - 3. Medications must be in the possession of the school nurse, teacher, volunteer who has been instructed by the school nursing personnel, parent/guardian or another adult who has been designated by the parent/guardian.
 - D. Preparation of medication. When oral medication is to be given off school grounds or after school hours, the school nurse may prepare the medication for short out-of-school experiences. Children needing medication on extended trips must have their medication in a properly labeled pharmacy container.
- IX. Disposal of Medications, Needles and Syringes
- A. Medications that remain at the end of the school year or after the order is changed or discontinued must be:

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STUDENT MEDICATIONS

- 1. Returned to the parent or a responsible designee picking up the medication from the health office, or
 - 2. All medication being considered for disposal should be taken to an appropriate disposal location, such as a pharmacy.
- B. Needles and syringes must be disposed of in a manner consistent with state law and the following guidelines:
- 1. Needles should not be recapped and should not be purposely bent or broken.
 - 2. Disposable syringes and needles (and other sharp items) should be placed in approved sharps containers and labeled "BIOHAZARD."
 - 3. Arrangements should be made with custodial staff or an appropriate agency to dispose of containers at periodic intervals according to established procedures of the school regarding regulated medical waste.
 - 4. Sharps include, but are not limited to, needles, syringes, diabetic testing, and epi pens.

X. Emergency Building Evacuations and Medications

The health office should be supplied with a readily accessible, easily carried and recognizable emergency pack that includes supplies for basic first aid, including supplies for infection control, a stock EpiPen with non-patient specific orders and a glucose source, such as glucose gel or honey sticks. A plan for communicating with the appropriate administrator should be established. A list of all students with significant medical conditions and medical orders for prescription medication, including emergency contact numbers, should be kept in the emergency pack.

XI. Student Privacy

The District will protect the privacy rights of students as required by the Family Education Rights and Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1996.

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Madison Central School District

Legal Ref: State Education Department's "Administration of Medication in the School Setting",
Revised April 2002 Administration; Education Law §6909, 8 NYCRR 64.7.

Adopted: 1984

Revised: 05/19/99, 11/27/12, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7102.1 Renumber 7072.1

PARENT AND PRESCRIBER'S AUTHORIZATION FOR ADMINISTRATION OF MEDICATION IN SCHOOL

Authorization for Administration of Medication

- A. To be completed by the parent or guardian annually:

I request that my child _____ grade _____ receive the medication as prescribed below by our licensed health care prescriber. The medication is to be furnished by me in the properly labeled original container from the pharmacy. I understand that the school nurse, or other assigned person will administer the medication.

Signature (Parent or Guardian) _____

Address: _____

Telephone No.: Home: _____ Work _____ Date _____

- B. To be completed by the licensed health care prescriber:

I request that my patient, as listed below, receive the following medications:

Name of Student: _____ Date of Birth: _____

Diagnosis: _____

Name of Medications: _____

Prescribed Dosage, Frequency and Route of Administration: _____

Time to Be Taken During School Hours: _____

Duration of Treatment: _____

Possible Side Effects and Adverse Reactions (if any): _____

Other Recommendation: _____

Name of Licensed Prescriber and Title (please print): _____

Prescriber's

Signature: _____ Date: _____

Address: _____ Phone: _____

Superintendent Approved: 11/27/12, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7102.2 Renumber 7072.2

PARENT/GUARDIAN AUTHORIZATION OF ANOTHER ADULT FOR ADMINISTRATION OF MEDICATION

To be completed by parent/guardian:

I authorize _____, my friend, family member, household member
(Name of Designee)
or other relationship appropriate in accordance with Education Law §6908 to administer the following
medication(s):

to my child _____, at the following school sponsored event:
(Student Name)

(Name and Date of Event)

I acknowledge that the Madison Central School District will not be liable for any problems that may arise
as a result of the administration of such medication by the designee.

(Parent/Guardian Signature) Date: _____

Print Name: _____

Superintendent Approved: 11/27/12, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7102.3 Renumber 7072.3

SELF-MEDICATION PERMISSION FORM

Date: _____

Child's Name: _____

Has been instructed in the proper use of the following medication procedures; _____

We (Physician's signature) _____

and (Parent or Guardian's signature) _____

Request that (Child's name) _____ be permitted to carry the medication on his/her person or to keep same in his/her locker, as we consider him/her responsible. He/she has been instructed in and understands the purpose and appropriate method and frequency or use.

Note: This form must be completed in addition to routine district medication form for those students who request permission to carry their own medication on campus or keep this medication in a locker.

Superintendent Approved: 11/27/12, _____

MANAGEMENT OF STUDENT ALLERGIES

I. Statement of Policy

The Board recognizes its role and responsibility in supporting a healthy learning environment for all students, including those who have, or develop, life-threatening allergies. Although the District cannot guarantee that school facilities will be allergen-free, it will take reasonable steps to protect students with known allergies from accidental exposure to those allergens that may foreseeably cause a severe or life-threatening allergic reaction (anaphylaxis). The District will also take reasonable steps to provide each student with equal educational opportunities, regardless of that student's known allergies. School staff shall be trained to recognize and respond to a student's anaphylactic reaction.

II. Family Responsibilities

A. Parent Responsibilities

1. Identify their child(ren) to the principal or designee and provide the healthcare provider prescribed treatment;
2. Cooperate with the District in preparing an Individualized Healthcare Plan, 504 plan, or IEP, as appropriate, to accommodate the student's needs throughout the school, including in the classroom, cafeteria, after-care programs, school-sponsored activities, and on the bus;
3. Provide the District with written medical documentation, instructions, and medications as directed by a physician, as well as documents that include the student's symptoms and directions for emergencies;
4. Provide the District with necessary written parent permission, the health care provider's orders, and any necessary equipment;
5. Provide properly labeled medications and replace medications after use or expiration;
6. Educate their child student in self-management of their allergy, including foods to avoid, symptoms of allergic reactions, how to read food labels, and how and when to tell an adult of a possible allergy-related problem;
7. Review policies/procedures with school staff, their child's physician, and the student after a reaction has occurred.

POLICY

Draft 06/01/2015
7103 Renumber 7083

STUDENTS

MANAGEMENT OF STUDENT ALLERGIES

B. Student Responsibilities

1. Be proactive in the care and management of their food allergies and reactions based on their developmental level;
2. Students should not trade food with others, or eat anything with unknown ingredients;
3. Students should immediately notify a staff member if they eat something they believe may contain the food to which they are allergic, or of a possible allergy-related problem.

III. District Responsibilities

A. Creating an Allergen-Safe School Environment

Avoidance of exposure to allergens is the key to preventing a life-threatening anaphylactic reaction. To guard against accidental exposure, the Superintendent shall implement procedures to ensure the monitoring of high-risk areas and activities.

B. In addition, the District will:

1. Develop an Individualized Healthcare Plan that includes necessary treatments, medications, training and educational requirements for students with life-threatening allergies. If the student is eligible for accommodations based upon the Individuals with Disabilities Act (IDEA), section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, the appropriate plan will also include necessary treatments, training and educational requirements relating to the life threatening allergy;
2. Provide training by licensed medical personnel (e.g. registered professional nurse) for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students;
3. Have standing emergency medical protocols for nursing staff;
4. Request the School Medical Director to write a non-patient specific order for anaphylaxis treatment agents for the schools registered professional nurse to administer in the event of an unanticipated anaphylactic episode;
5. As permitted by New York State law, maintain stock supplies of life saving emergency medications such as epinephrine and antihistamine in all health offices for use in first time emergencies;

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STUDENTS

Draft 06/01/2015
7103 Renumber 7083

MANAGEMENT OF STUDENT ALLERGIES

6. Ensure that Building-level and District-wide school safety plans include appropriate accommodations for students with life-threatening health conditions;
7. Educate students regarding the importance of immediately reporting symptoms of an allergic reaction;
8. Assist students in the self-management of their chronic health condition based upon the student's knowledge and skill level;
9. Allow self-directed students, as assessed by the school nurse, to carry life saving medication with prior approval by the medical provider, and according to health practice and procedures, as long as duplicate life saving medication is also maintained in the health office in the event the self-carrying student misplaces their medication.

IV. Use of Epinephrine Auto-Injector Devices (Epi-Pens) in the School Setting

The use of Epinephrine Auto-Injector Devices (Epi-Pens) will comply with the District's Student Medications Policy. (Policy No. 7102 ~~7072~~)

Madison Central School District

Legal Ref: State Education Department's "Administration of Medication in the School Setting", Revised April 2002 Administration, Medical Practice Act (Education Law Section 6527 (4)(a)) and the Nurse Practice Act (Education Law Section 6908 (l)(a)(iv)) and is covered by the "Good Samaritan Law" (Public Health Law Section 3000-a). Americans with Disabilities Act, 42 United States Code (USC) Section 12101 et seq. Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485 Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq. 34 Code of Federal Regulations (CFR) Part 300 Education Law Sections 6527 and 6908 Public Health Law Sections 2500-h and 3000-a

Policy Ref: ~~7072~~ 7102 Student Medications

Adopted: 11/27/12, _____

STUDENT INJURIES

- I. Procedures shall be established and maintained by the Superintendent for the handling of student injuries that occur on school property and during school activities.
- II.
 - A. The principal or Superintendent shall prepare a report of all student accidents which occur in or about the school premises.
 - B. The building principal may, in the event of an illness or injury to a student, designate a staff member to transport such student to the appropriate medical facility. This policy shall only be in effect after all other alternatives including parent/guardian contact or emergency transportation resources have been attempted.

Madison Central School District

Adopted: 1984

Revised: 05/19/99, _____

STUDENTS

Draft 06/01/2015
7105 Renumber 7073

EYE SAFETY DEVICES

Commissioner's Regulations require that the Board of Education provide eye safety devices for the protection of employees, pupils and visitors and that such devices be worn in shops or laboratories whenever such person are in dangerous proximity to a potential eye hazard.

Madison Central School District

Legal Ref: Education Law, Section 409-a; Commissioner's Regulations 141.10

Adopted: 1984

Revised: 05/19/99, _____

STUDENTS

Draft 06/01/2015
7106 Renumber 7017

PREGNANT AND MARRIED STUDENTS

- I. Pursuant to the provisions of Title IX, schools may not discriminate against students based upon their parental and/or marital status.
- II. Pregnant students are encouraged to remain in school and to participate in district programs. A student may receive home instruction only if her physician certifies that a medical condition incident to or other than pregnancy warrants home instruction.

Madison Central School District

Legal Ref: 20 USC 1681; Education Law Section 3208-a

Adopted: 1984

Revised: 05/19/99, _____

HEALTH RECORDS

- I. The school shall keep a convenient, accurate, and up-to-date health record of every student. Insofar as the health records include confidential disclosures or findings, they shall be kept confidential. Individual records should be readily available and accessible to administrators, teachers, physicians, nurses, and counselors.

Madison Central School District

Adopted: 1984 Readopted: 05/19/99

Revised: _____

REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

I. STATEMENT OF POLICY

- ~~B.A.~~ The District recognizes that every school official holding a license or certificate has a legal duty to make a report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child, and to then immediately notify the designated District administrator that a report has been made. ~~References to “school officials” in this Policy refer to that group of District personnel.~~ The District also recognizes that any person may make such a report.
- ~~C.B.~~ The District does not take adverse employment action against any District employee who makes a report of suspected child abuse or maltreatment in the belief that he or she has reasonable cause to make such a report.
- ~~C.~~ For purposes of this Policy, the term “school official” includes the District’s medical director, school nurses, school social workers, teachers, guidance counselors, school psychologists, school administrators, and any other personnel required to hold a teaching or administrative license or certificate and all compensated District employees who are required to hold a temporary coaching license or permanent coaching certificate, whether full-time or part-time.
- ~~A.D.~~ The District maintains an orientation program for all current and new school officials, and provides them with copies of this Policy to inform them of their obligations regarding reporting suspected child abuse or maltreatment, and the District’s procedures for reporting possible child abuse or maltreatment.

II. SCOPE OF POLICY

- A. This Policy, with its procedures, applies when the suspected child abuse or maltreatment has resulted from the action (or inaction) of the child’s parent, or of another person who is legally responsible for the child (e.g. guardian or custodian). When the issue arises from action (or inaction) by a District employee or volunteer, the obligation to report, and the procedures for reporting, are those described in Policy ~~7079~~ 7201, Child Abuse in an Educational Setting.
- B. For purposes of this Policy, and its procedures, a child is considered “abused” or “maltreated” according to the definition of those terms in Section 412 of the New York State Social Services Law. The definitions are accessible on the New York State Office of Children and Family Services website <http://www.ocfs.state.ny.us>.

POLICY

Draft 06/01/2015

STUDENTS

7200 Revise/Renumber 7071, Replaces 7071.1

REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

1. ~~The Superintendent shall insure that the District's orientation program for school officials regarding their duty to report suspected child abuse or maltreatment accurately informs them of the applicable definitions.~~

III. PROCEDURES (STUDENT UNDER 18 YEARS OF AGE)

- A. When a school official has reasonable cause to suspect child abuse or maltreatment, that person is required to take the following steps:
 1. Make an oral report to the Statewide Central Register of Child Abuse or Maltreatment ("hotline"). The District's orientation program shall provide all school officials with current information regarding how to contact the Central Register.
 2. Immediately after making the report to the central child abuse registry, notify the Building Principal or the Business Administrator that a report has been made, providing the Building Principal or Business Administrator with the name of each District employee who is believed to have direct knowledge of the allegations in the initial oral report.
- B. Upon being notified that an initial report of suspected child abuse or maltreatment has been made to the Central Registry, the Building Principal or Business Administrator shall:
 1. Notify the Superintendent,
 2. If the situation involves possible physical injury,
 - (a) arrange for the child to be examined by the school nurse, and a record of the examination made, and
 - (b) take, or cause to be taken, color photographs of the affected area, and, if medically indicated, make arrangements to have a radiological examination (x-ray) of the child performed, and
 3. File a written report with the County Department of Social Services, within 48 hours of the initial report, using Form LDSS 2221A or such other form as may be required by the Department of Social Services. A copy of Form LDSS 2221A is accessible on the New York State Office of Children and Family Services website <http://www.ocfs.state.ny.us>. ~~is attached to this Policy as Regulation 7079.1. The Superintendent shall update the attachment as required, without further Board action.~~ The District's copy of this form shall be maintained separately from the child's other educational records.

POLICY

Draft 06/01/2015

STUDENTS

7200 Revise/Renumber 7071, Replaces 7071.1

REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

- C. If the investigation by the Child Protective Service includes interviewing the child, or other students, at school, the interview shall be attended by the Building Principal or other designated administrator.
- D. The District's investigation of the suspected child abuse or maltreatment shall be conducted so as to minimize the number of times the child is asked to provide information.

IV. REPORTING PROCEDURES (STUDENT OVER 18 YEARS OF AGE)

For reports of abuse and/or maltreatment of students over the age of eighteen, the respective Principal shall make an oral report to the appropriate Adult Protective Services Department.

V. CONSEQUENCES OF FAILURE TO REPORT

- A. By law, a school official who fails to report suspected child abuse or maltreatment may be subject to criminal action, as well as civil liability for any further harm that comes to the child.
- B. A failure to report to the Central Register and follow the procedures described in this Policy, when a school official has reasonable cause to suspect that a child coming before him or her in his or her professional or official capacity is an abused or maltreated child, will be considered unsatisfactory performance of the school official's duties, subject to possible discipline.

Madison Central School District

Legal Ref: Social Services Law Section 412, 413; Education Law Sections 3003, 3036; 8
NYCRR 80-1.4

Adopted: 1984

Revised: 05/19/99, 09/20/11, _____

REPORTING CHILD ABUSE IN AN EDUCATIONAL SETTING

- I. Article 23-B of the NYS Education Law requires certain school district employees and school board members report allegations of child abuse committed by an employee or volunteer on school grounds, in a school vehicle, at a school function or any other location where direct contact between a school employee or volunteer and a child has allegedly occurred.
- II. A. Notice to Staff
- School districts must annually provide a written explanation of the reporting obligation, including the entitlement to immunity for reports made in good faith, to teachers and all other school officials. A copy of this notice is attached as Regulation 70797201.2.
- B. Notice to the Parent
- The principal must promptly notify the parent of the student victim of the allegation of child abuse and provide the parent with a written statement setting forth their parental rights, responsibilities and the procedures under Article 23-B of the Education Law. The Commissioner has issued regulations relative to the required components of this written statement. A copy of the parental notice is attached as Regulation 70797201.1.
- C. Training in Reporting of Child Abuse in an Educational Setting
- Each school district and each board of cooperative educational services shall establish, and implement on an ongoing basis, a training program regarding the procedures set forth in Article 23-B of the Education Law for all current and new teachers, school nurses, school counselors, school psychologists, school social workers, school administrators, other personnel required to hold a teaching or administrative certificate or license, and school board members.
- III. Any employee or volunteer who reasonably and in good faith makes a report of allegations of child abuse in an educational setting to a person and in a manner described in this section shall have immunity from civil liability which might otherwise result by reason of such actions.

Madison Central School District

Legal Ref: Article 23-B, NYS Education Law & NYCRR 100.2(hh)

Cross Ref: 7200, Reporting Possible Child Abuse or Maltreatment Child Abuse/Maltreatment Policy #7071

Adopted: 11/19/01

Readopted: 06/21/11

Revised: _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7201.1 Renumber/Revise 7079.1

NOTICE OF PARENTAL RIGHTS CHILD ABUSE IN AN EDUCATIONAL SETTING

This notice is provided pursuant to Education Law §1128 and sets forth parental rights and the responsibilities and procedures of school districts, the District Attorney's Office and the Commissioner of Education under Article 23-B of the Education Law relative to child abuse that occurs in an educational setting.

Duties of Employees

The law imposes reporting requirements on teachers, administrators, school nurses, school guidance counselors, school psychologists, school social workers, school board members and all other school personnel required to hold a teaching or administrative license or certificate. When these employees receive an allegation of child abuse by an employee or volunteer in an educational setting, they must take the following steps:

- a. Upon receipt of an oral or written allegation of child abuse in an educational setting, the employee must promptly complete the "Child Abuse in an Educational Setting" report form (Regulation ~~7079~~7201.4).
- b. Upon completion of the report form, the employee must personally deliver it to the District site administrator of the school in which the child abuse allegedly occurred.
- c. If the allegation(s) involves a child who was allegedly abused by an employee or a volunteer of a school in another school district, the employee must promptly forward the report form to the superintendent of schools of the school district of attendance and the school district where the abuse allegedly occurred.

Duties of the District Site Administrators

In all cases, upon receipt of a report form, the school building administrator must review the form and determine if there is reasonable suspicion to believe that an act of child abuse, as defined by law, has occurred. If he or she finds reasonable suspicion to believe that an act of child abuse has occurred, additional steps must be taken which differ depending upon the individual who has made the allegation.

1. Child makes the Allegation
 - a. Promptly notify the parent of the child that an allegation of child abuse in an educational setting has been made.
 - b. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).

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NOTICE OF PARENTAL RIGHTS CHILD ABUSE IN AN EDUCATIONAL SETTING

- c. Promptly provide a copy of the completed report form to the Superintendent.
 - d. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the superintendent.
2. Parent Makes the Allegation
- a. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
 - b. Promptly provide a copy of the completed report form to the Superintendent.
 - c. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the superintendent.
3. Person other than the Parent or the Child Makes the Allegation
- a. Promptly notify the parent of the child that an allegation of child abuse in an educational setting has been made
 - b. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
 - c. Ascertain from the reporting employee the source and basis for the allegation and complete that portion of the report form.
 - d. Promptly provide a copy of the completed report form to the Superintendent.
 - e. Promptly forward a copy of the completed report form to appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the superintendent.

Duties of the Superintendent

In most cases, the District site administrator will receive the completed report form from an employee and make the reasonable suspicion determination. However, there are situations in

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NOTICE OF PARENTAL RIGHTS CHILD ABUSE IN AN EDUCATIONAL SETTING

which the Superintendent will receive the report form directly and he or she will be responsible for making the reasonable suspicion determination such as:

- a. Where the District site administrator receives the oral or written allegation and is required to complete the report form;
- b. Where it is alleged that a child was abused by an employee or volunteer of a District site other than a District where the child attends.

In addition, the Superintendent may receive an oral or written allegation of child abuse in an educational setting from local law enforcement officials or from child protective services. In these cases, the Superintendent would be responsible for completing the report form and, subsequently, making the reasonable suspicion determination.

If the Superintendent finds reasonable suspicion to believe that an act of child abuse has occurred, as defined by law, additional steps must be taken which differ depending on the individual who has made the allegation.

1. Child makes the Allegation

- a. Promptly notify the parent of the child that an allegation of child abuse in an educational setting has been made.
- b. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
- c. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities.

2. Parent Makes the Allegation

- a. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
- b. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities.

3. Person other than the Parent or the Child Makes the Allegation

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7201.1 Renumber/Revise 7079.1

NOTICE OF PARENTAL RIGHTS CHILD ABUSE IN AN EDUCATIONAL SETTING

- a. Promptly notify the parent of the child that an allegation of child abuse in an educational setting has been made.
- b. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8NYCRR §100.2(hh)).
- c. Ascertain from the reporting employee the source and basis for the allegation and complete that portion of the form.
- d. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities.

In all cases where a completed report is forwarded to the appropriate law enforcement authorities and the employee or volunteer alleged to have committed an act of child abuse holds a certification or license issued by the Department, the Superintendent must also refer such report to the Commissioner of Education.

4. Expungement

A report that does not, after investigation, result in a criminal conviction shall be expunged from any record which may be kept by a school or school district with respect to the subject of such a report after a period of five years from the date of the making of such report or at such earlier time as the District determines.

Penalty Provisions

The requirements set forth within the law are mandatory. Willful failure of an employee to prepare and submit a report form as required by the law is a Class A misdemeanor. The law also provides that a willful failure of a school building administrator or superintendent to forward a copy of the report form to the appropriate law enforcement authority is a Class A misdemeanor. In addition, the Commissioner of Education can also fine a school building administrator or a superintendent up to \$5,000 for failure to forward a copy of the completed report form to the appropriate law enforcement authorities.

Immunity Provisions

The law provides immunity from civil liability for employees, volunteers, District site administrators and the Superintendent if they, reasonably and in good faith make a report of child abuse in an educational setting in the manner described in the law. The law also provides immunity from civil liability to District site administrators and the Superintendent, if they

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NOTICE OF PARENTAL RIGHTS CHILD ABUSE IN AN EDUCATIONAL SETTING

reasonably and in good faith forward a copy of the report form to a person or agency as required by law and in the manner described in the law.

Confidentiality of Records

In general, the only persons authorized to receive the written report form and any related materials are the District site administrator and the Superintendent. The law requires that all reports, records, photographs and other material submitted remain confidential and may not be disclosed except to law enforcement authorities involved in the criminal investigation of child abuse in an educational setting or as expressly authorized by law or pursuant to a court-ordered subpoena. Willful disclosure of a written record required to be confidential, to a person not authorized to receive or review such record is a class A misdemeanor. The law requires that the District site administrator and Superintendent exercise reasonable care to prevent unauthorized disclosure.

Duties of District Attorneys

Where a criminal investigation is undertaken in response to a report forwarded to the appropriate law enforcement authorities, the district attorney must notify the Superintendent where the acts of child abuse occurred and the superintendent of the school district where the child attends, if different, of the following:

- an indictment;
- the filing of an accusatory instrument;
- the disposition of the criminal case; or,
- the suspension or termination of the investigation.

Where a criminal conviction is obtained for a crime involving child abuse in an educational setting by a licensed or certified school employee, the district attorney is required to notify the Commissioner of Education, as well as the Superintendent if the acts of child abuse occurred at a District site and the superintendent of the school district where the child attends, if different.

Duties of the Commissioner of Education

Upon receiving notification of conviction from a district attorney, the Commissioner of Education must begin proceedings against the convicted individual pursuant to Part 83 of the Commissioner's regulations to determine whether the individual possesses good moral character. The determination may result in additional action taken against the individual related to his or her license or certification.

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7201.1 Renumber/Revise 7079.1

NOTICE OF PARENTAL RIGHTS CHILD ABUSE IN AN EDUCATIONAL SETTING

The Commissioner has also issued the attached form that must be used for the recording and transmission of allegations of child abuse in educational settings.

The Commissioner and the Board of Regents also promulgated §100.2(hh)(2), which sets forth the training requirements relating to child abuse in an educational setting.

Unreported Resignations or Voluntary Suspensions

The law prohibits the District site administrator or Superintendent from agreeing to withhold from the appropriate law enforcement authorities, the Superintendent or the Commissioner of Education, where appropriate, an allegation of child abuse in an educational setting on the part of any employee or volunteer as required by law, in return for the resignation or voluntary suspension of the alleged perpetrator. Violation of this prohibition can result in a class E felony charge and a civil penalty of up to \$20,000.

Madison Central School District

Adopted: ~~11/19/01~~

Approved by the Superintendent: _____

Madison Central School District

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Draft 06/01/2015

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7201.2 Revise/Renumber 7201.2

NOTIFICATION OF TEACHER'S DUTY TO REPORT CHILD ABUSE IN AN EDUCATIONAL SETTING AND IMMUNITY FROM LIABILITY

This notice is to be annually provided to teachers and other school officials pursuant to Educational Law §3028-b to provide a written explanation of their duty to report incidents of child abuse in an educational setting, and of their entitlement to immunity from civil liability for making such reports in good faith.

Where an oral or written allegation is made to any teacher, administrator, school guidance counselor, school social worker, school nurse, school psychologist, or board member that a school district employee or volunteer has subjected a student to child abuse, that person must complete a written report of such allegation (Regulation 7079.47201.4). The author of the written report must then personally deliver a copy of it to the building principal where the student currently attends school, whether or not the abuse occurred on school district premises.

If the abuse occurred at a school outside the school district, the report must be promptly forwarded to both the Superintendent of the school district where the student attends school and to the Superintendent of the school district where the abuse occurred.

School employees or volunteers who reasonably and in good faith make a report of child abuse in an educational setting as set forth above have immunity from civil liability.

Madison Central School District

Adopted: ~~11/19/01~~

Approved by the Superintendent: _____

Madison Central School District

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Draft 06/01/2015

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7201.3 Revise/Renumber 7079.3

CHILD ABUSE IN AN EDUCATIONAL SETTING
STATEMENT OF PERSONAL DELIVERY

I, _____, hereby state that I have personally delivered a copy of the
attached Report of Allegation (Regulation ~~7079.4~~7201.4) of child abuse to

_____, building principal of _____

School, on _____, 200__ at _____ am/pm.

Signature of Employee

Madison Central School District

Adopted: ~~11/19/01~~

Approved by the Superintendent: _____

Madison School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

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7201.4 Renumber/Revise 7079.4

CHILD ABUSE IN AN EDUCATIONAL SETTING CONFIDENTIAL REPORT OF ALLEGATION

SUBJECT CHILD	PARENT OF SUBJECT CHILD
Name _____ <div style="display: flex; justify-content: space-between; width: 90%; margin-left: 10px;"> Last First MI </div>	Name _____
Address _____ _____	Address (if different) _____ _____
School _____	
Grade _____ Sex (M, F, Unknown) _____	
Age or Birthday (Mo/Day/Yr) _____	

SOURCE OF ALLEGATION (Check as Appropriate)

Child
 Parent
 Other - Name _____ Relationship to Child (if any) _____

ALLEGED PERPETRATOR (EMPLOYEE OR VOLUNTEER)

Name _____ School District _____

School Building _____ School Position _____

SPECIFIC ALLEGATION

Use this space to provide information to describe or explain the circumstances surrounding the allegation.
 (attach additional sheets if necessary)

REPORTER INFORMATION

Name _____ School District _____

School Address _____ School Telephone _____

Relationship to Child (if any) _____

Teacher
 School Guidance Counselor
 School Nurse
 School Psychologist
 Administrator
 School Board Member
 School Social Worker
 School personnel required to hold teaching or administrator license or certification

Date Submitted to Administrator ___/___/___/ Signature _____

FOR ADMINISTRATOR USE ONLY	FOR SUPERINTENDENT OF SCHOOL USE ONLY
Reasonable Suspicion ___ Yes ___ No	Reasonable Suspicion ___ Yes ___ No
Date Submitted to Superintendent ___/___/___	Date Submitted to Law Enforcement ___/___/___
Name/Signature _____	Name/Signature _____
Date Submitted to Law Enforcement ___/___/___	Date Submitted to Commissioner ___/___/___
Name/Signature _____	Name/Signature _____

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Draft 06/01/2015

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7201.4 Renumber/Revise 7079.4

CHILD ABUSE IN AN EDUCATIONAL SETTING CONFIDENTIAL REPORT OF ALLEGATION

DEFINITIONS

Definitions contained in Section 1125 of Article 23-B, Title I of the Education Law

1. "Child abuse" shall mean any of the following acts committed in an educational setting by an employee or volunteer against a child:
 - a. intentionally or recklessly inflicting physical injury, serious physical injury or death, or
 - b. intentionally or recklessly engaging in conduct which creates a substantial risk of such physical injury, serious physical injury or death, or
 - c. any child sexual abuse as defined in this section, or
 - d. the commission or attempted commission against a child of the crime of disseminating indecent materials to minors pursuant to Article 235 of the Penal Law.
2. "Child" shall mean a person under the age of 21 years enrolled in a school district in this State, other than a school district within a city having a population of one million or more.
3. "Employee" shall mean any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the social services law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.
4. "Volunteer" shall mean any person, other than an employee, who provides services to a school or school district, which involve direct student contact.
5. "Educational setting" shall mean the building and grounds of a public school district, the vehicles provided by the school district for the transportation of students to and from school buildings, field trips, co-curricular and extra-curricular activities, both on and off school district grounds, all co-curricular and extra-curricular activity sites, and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.
6. "Administrator" or "school administrator" shall mean a principal of a public school, charter school or board of cooperative educational services, or other chief school officer.
7. "Law enforcement authorities" shall mean a municipal police department, sheriff's department, the division of state police or any officer thereof. Notwithstanding any other provision of law, law enforcement authorities shall not include any child protective service or society for the prevention of cruelty to children as such terms are defined in section four hundred twenty-three of the social services law.
8. "Parent" shall mean either or both of a child's parents or other persons legally responsible for the child.
9. "Child sexual abuse" shall mean conduct prohibited by article one hundred thirty or two hundred sixty-three of the penal law.

Madison Central School District

Adopted: ~~11/19/01~~

Approve by the Superintendent: _____

EDUCATIONAL NEGLECT

I. Statement of Policy

The Madison Central School District believes regular classroom attendance is an essential part of a student's success in school. The District adopts this policy to ensure that instances of Educational Neglect are promptly reported to the proper Social Services authority.

II. Elements of Educational Neglect

Educational Neglect Occurs when there is evidence of the following elements:

- A. Excessive, Unexcused Absence from School. The student has excessive, unexcused absences from school. The District's standards for student attendance are set forth in Policy Number ~~7011~~7007, *Student Attendance*.
- B. Reasonable Cause to Suspect Parental Role. The parent is aware or should have been aware of the excessive absenteeism and has contributed to the problem or is failing to take steps to effectively address the problem. The District's efforts to contact the parent shall be documented in accordance with Policy Number ~~7011~~7007, *Student Attendance*.
- C. Reasonable Cause to Suspect Educational Impairment or Harm: The District has reasonable cause to believe that the absences have had an adverse effect on the child's educational progress or are creating a danger of such an adverse effect.

III. Procedures for Reporting Educational Neglect

The District reports instances of Educational Neglect in the same manner that it reports other incidents of Child Abuse or Maltreatment. The procedures for reporting Child Abuse or Maltreatment (including Educational Neglect) are set forth in Policy Number ~~7071~~7200, *Reporting Child Abuse or Maltreatment*.

IV. Collaboration with the Department of Social Services

- A. The District has submitted this policy to the Madison and Oneida County Department of Social Services for review by the Office of Children and Family Services in accordance with Section 34-a of the New York State Social Services Law.

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Draft 06/01/2015
7202 Revise/Renumber 7080

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EDUCATIONAL NEGLECT

- B. The District will provide the Madison and Oneida County Department of Social Services with copies of its current "*Student Attendance*" and "*Reporting Child Abuse or Maltreatment*" policies and any updates to those policies.

Madison Central School District

Legal Ref: NY Social Services Law Section 34-a

Adopted: 06/21/11

Revised: _____

SPECIAL EDUCATION PROGRAMS AND SERVICES

- I. The School District shall make available to all students who are eligible under the Individuals with Disabilities Education Act (IDEA) and Article 89 of the New York State Education Law, and implementing regulations, a free appropriate public education in the least restrictive environment appropriate to meet individual needs.
 - A. The School District accepts its responsibility to ensure that pupils with disabilities have the same opportunity to participate in district programs including extra-curricular programs and activities, which are available to all other pupils enrolled in the District.
 - B. The District, in accordance with Section 200.2(b)(4) of the Commissioner's Regulations, shall ensure that a continuum of alternative placements will be available to meet the needs of students with disabilities for special education and related services. To enable students with disabilities to be educated with nondisabled students to the maximum extent appropriate, specially designed instruction and supplementary services may be provided in the regular class. Such services may include, but are not limited to, consultant teacher services and other group or individual supplemental or direct special education instruction.
- II. Consistent with the requirements of federal and state laws and regulations, the Board of Education will:
 - A. Appoint a committee on special education and, as appropriate, CSE subcommittees to assure the identification and placement of eligible students with disabilities. The Board of Education authorizes the Superintendent to recruit and recommend for hiring individuals who possess the certification, education and experience necessary.
 - B. Based upon the recommendation of the CSE, arrange for special education programs within legally prescribed timeframes. Should it disagree with the recommendation of the CSE, the Board, upon notice to the parents involved, and in accordance with the procedures set forth in the Regulations of the Commissioner of Education, may, forward its concerns to the CSE, or reconvene a second CSE for review of and revisions to the original recommendations as appropriate.
- III. To ensure the appropriate delivery of services to students with disabilities who reside in the District, the Superintendent shall ensure that:
 - A. All children with disabilities residing in the Madison Central School District including those attending private school are identified, located and evaluated. A

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SPECIAL EDUCATION PROGRAMS AND SERVICES

register of students eligible to attend the public schools or to attend a preschool program in accordance with Section 4410 of the Education Law shall be maintained and revised annually by the CSE or CPSE as appropriate.

- B. School wide approaches and pre-referral interventions including, but not limited to, academic intervention services in order to remediate a student's performance prior to referral for special education are implemented.
 - C. Personally identifiable data and information or records pertaining to students with disabilities remain confidential as required by law and regulations.
 - D. The board shall develop and implement a plan as part of the professional development plan pursuant to section 100.2(dd) of the Commissioner's Regulations. Such plan shall include, but is not limited to, a description of the professional development activities provided to all professional staff and supplementary school personnel who work with students with disabilities to assure that they have the skills and knowledge necessary to meet the needs of students with disabilities.
 - E. The district plan governing the provision of special education programs and services will provide detailed information on how appropriate space for the provision of special education programs and services will be allocated.
- IV. The Committee on Special Education (CSE) is responsible for making recommendations to the Board of Education regarding the identification and placement of students with disabilities.
- A. The CSE will convene periodically in accordance with federal laws and regulations to identify and review each student's IEP and, if necessary, to make further recommendations to the Board of Education.
 - B. The CSE will develop strategies to ensure the successful application of a student's IEP and to ensure that the student's IEP remains confidential and is not disclosed to any person except in accordance with the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act, and applicable regulations.
 - 1. The CSE shall ensure that each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the implementation of a student's Individualized Education Program (IEP) is given a copy of such student's IEP prior to the implementation of such program.

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SPECIAL EDUCATION PROGRAMS AND SERVICES

2. Other service providers (such as certain teachers, assistants, and support staff persons) who will not receive a copy of the IEP, but who have direct contact with a disabled student shall be given information of the specific accommodations relevant to their contact with such student.
 - a. The Chairperson of the CSE shall designate a professional employee of the district with knowledge of the student's disability and the education program to, prior to the implementation of the student's IEP, inform each such teacher, assistant and support staff person of his or her responsibility relating to the implementation of the IEP and the specific accommodations, modifications and support that must be provided.
- V. Parents of students with disabilities and their children shall be provided with notice of the procedural safeguards available to them and their children. The district will use the procedural safeguard notice prescribed by the Commissioner of Education and make the notice available in the manner prescribed by the Commissioner's Regulations. Students with disabilities and their parents will be afforded the procedural safeguard rights set forth in the notice.
- VI. Each parent or person in parental relation shall be notified upon enrollment or attendance of their child, that state and federal law provides them with rights regarding referral and evaluation of their child for the purposes of special education services or programs. The district will notify the parent or person in parental relations to obtain the information through the website of the State Education Department. The notification will also include the name and contact information of the Committee on Special Education chairperson or other appropriate special education administrator.

Madison Central School District

Legal Ref: 8 NYCRR Part 200; 34 CFR 300, 20 U.S.C. Section 14 et seq. (IDEA); 4401 et seq., NYS Education Law; Chapter 408 of the Laws of 2002.

Cross Ref: Programs for Students with Disabilities Under Section 504 of the Federal Rehabilitation Act of 1973 Policy. Family Educational Rights and Privacy Act of 1974(FERPA) Policy.

Adopted: 12/18/00

Revised: 12/12/02, 11/18/14, _____

Tracey Lewis

From: Brian Latella
Sent: Tuesday, June 23, 2015 9:04 AM
To: Perry Dewey
Cc: Larry Nichols; Melanie Brouillette; Tracey Lewis
Subject: RE: Jen Dianna

Good Morning Tracey and Mel,

Please accept this recommendation to the BOE for Jennifer Diana to be hired for the position of Long Term Substitute Teaching Assistant for PreK for the 2015-16 school year.

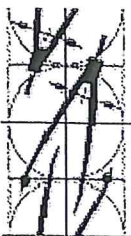
Thanks and have a great day.

Brian J. Latella - Elementary Principal
Madison Central School
7303 State Rt. 20
Madison, NY 13402
315.893.1878 ex. 265

You can access our District calendar at <http://www.madisoncentralny.org/Page/2>

CONFIDENTIALITY NOTICE: This email and any attachments are confidential and privileged. If you have received this transmission by error, please notify me immediately and delete the original message and any attachments. Thank you.

From: Perry Dewey
Sent: Tuesday, June 23, 2015 8:56 AM
To: Brian Latella
Cc: Larry Nichols; Melanie Brouillette; Tracey Lewis
Subject: Jen Dianna



Brian please send Tracey and Mel a recommendation for the BOE to hire Jen Dianna. Thanks

Sincerely,

Perry Dewey

Superintendent, Madison Central School District
Phone: 315-893-1878
Cell: 607-229-2779

Success is not a matter of chance but of choice

FYI

FROM OUR BOARD TO YOURS

A Report from the
MADISON-ONEIDA
Board of Cooperative Educational Services

From: Richard Engelbrecht
To: Perry Dewey

Madison Board of Education
July 2015

Career and Technical Education

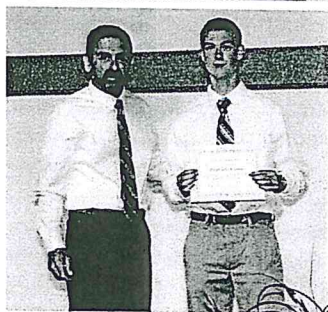
457 STUDENTS COMPLETE CTE PROGRAM

More than 30 students received awards and scholarships at this year's Career and Technical Education completion ceremonies. The events were held June 15, 16 and 17 at the Rossetti Education Center. There were 457 students recognized for completing their CTE programs.

Five students were chosen to address their classmates at the ceremonies. **Kally DeGroat** from **Stockbridge Valley**, who is in the **New Ventures** program,

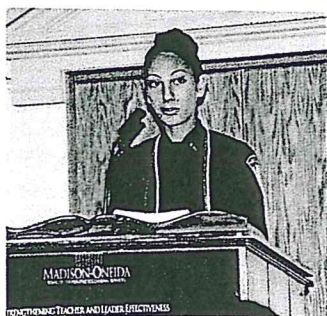


spoke on June 15. At the June 16 ceremony, **Taylor Hughes** from **Vernon-Verona-Sherrill**, who is in the **Equine and Animal Science** program and **Desiree Bledsoe** from **Rome**, who is in the **Early Childhood** program, addressed the graduates. **Brooke Scribner** of **Camden**, who is in the **Allied Health Program** and **Lisa Gotti** of **Rome**, who is pursuing a career in **Criminal Justice**, were the speakers at the June 17 ceremony.



Several members of the business community attended the ceremonies to present awards and a number of students received memorial scholarships in memory of lost loved ones.

Analyse Render, a student in the **cosmetology** program from **Oneida**, was the first student to win the **Deanna Lee Prior-Ingalls Memorial Award**. The award was given by the **Terrier** family in memory of their daughter.



Alternative and Special Education

'MIDDLE SCHOOL MADNESS' BROUGHT TO LIFE

Seven students from Madison-Oneida BOCES recently performed "Middle School Madness" for parents and classmates.



The musical, which deals with the struggles of adolescence, was written and composed by **James Pentaudi**.

Taking the stage were **Emily Farnum**, **Randi Skinner**, **Brandi Grass**, **Jean Foster**, **Angel Smith**, **Eric Houghtaling** and **Igal Rivera**. The cast performed several songs including "On the Bus" and "One Wonderful World." They received standing ovation at the conclusion of the performance.

The show was presented in conjunction with **CNY Arts** and **Big Apple Music**.



Mohawk Regional Information Center

INTEL, APPLE EXPERTS SPEAK AT MORIC MEETING

In late May, the **Mohawk Regional Information Center** hosted a **Technology Leadership Meeting** at **Jefferson-Lewis BOCES' Glenfield Campus**.

Technology Coordinators and **Site Administrators** from the **50-district region** were in attendance. Presenters included **Paige Johnson**, **Intel expert**, and **Matt Roe**, **Apple expert**. Ms. Johnson shared the importance of considering your ecosystem when selecting electronic devices. In addition, she shared cutting edge technology trends, including **big data**, which are being used in other industries that may have use in the field of education in the future. Mr. Roe discussed **Apple's roadmap** for the upcoming year.

MORIC staff presented on topics including **Google**, the **NYS Smart Schools Bond Act Initiative**, **LAN best practices**, **instructional data reports**, **data briefings** and a new **electronic authorization system**. They also spoke about a **MORIC network assessment**, **forensics support**, the **NYSED Technology Planning Survey** and **MORIC communication plans**. This stakeholder group meets 2-3 times per year.

Adult and Continuing Education

181 STUDENTS GRADUATE FROM PROGRAM

The BOCES Consortium of Continuing Education had their adult graduation ceremony on Thursday, June 25, 2015. Participating were 181 students, some who passed the Test Assessing Secondary Completion (TASC) examination earning their High School Equivalency diploma and others that earned their High School Diploma through the National External Diploma Program (NEDP) this 2014 – 2015 academic year.

The ceremony recognized 20 graduates of the National External Diploma Program from the **Camden, Canastota, Chittenango, Rome, T.R. Proctor, Westmoreland and Oneida** school districts. Also honored were 161 students who successfully passed the TASC exam earning a High School Equivalency diploma from the surrounding twenty-one (21) districts served through the BOCES Consortium of Continuing Education, a partnership between the Madison-Oneida BOCES and the Oneida-Herkimer-Madison BOCES.

Bobbiejo Williamson and Michelle Zielenski were chosen as graduate speakers for the ceremony. Both students shared an inspiring message of how early choices impacted their plans and how they realized education was the pathway to success.

Center for Instructional Support

CALENDAR TO FEATURE STUDENT ARTWORK

The Madison-Oneida BOCES School Library System recognized 13 students for their writing and artwork during this year's SLS Administrator Breakfast. During the annual breakfast, SLS also recognizes outstanding teachers, administrators and school librarians.

Students in component districts could submit an original drawing, essay or poem for selection in an upcoming calendar.

The contest's theme was "Your School Library: Where Learning Never Ends." Four first place winners received a Barnes and Noble gift card and an invitation to the breakfast. The remaining nine students' names were announced at the breakfast and their works are included in the calendar.

The students are: **Camden:** Ella Winters and Todd Willson, (grades K-2); McKenna Brazie and Meilyn Schwartz (grades 6-8); Faith Harosia, grand prize winner (grades 9-12); **Canastota:** Michael Palkovic, grand prize winner (grades K-2); **Madison:** Jayden Miers (grades 3-5); Savannah Cook, grand prize winner (grades 6-8); **Oneida:** Isaac Prezeau (grades 3-5); **Rome:** Kaitlyn Jones (grades 3-5); Sven Van Hoesel (grades 6-8); **Stockbridge Valley:** Sarah Hofmeister, grand prize winner (grades 3-5); **Vernon-Verona-Sherrill:** Kylie Wright (grades 3-5).

SLS also recognized outstanding educators from the region. The School Librarian of the Year Award went to Tina Laramie, of **Vernon-Verona Sherrill High School**. The Teacher of the Year Award went to the team of Darren Barone and Jolene Vanderhoof, from **Vernon-Verona Sherrill High School**; and the 2015 SLS Administrator of the Year Award went to **Morrisville-Eaton** Superintendent Michael Drahos.



Staff and Curriculum Development



STAFF REFLECTS ON SUCCESS OF STLE GRANT

In early June, more than 70 of the 80 teachers and administrators involved in the Strengthening Teacher Leader Effectiveness grant gathered at the Rossetti Center on the Madison-Oneida BOCES campus to share their experiences and recognize their accomplishments after completing the first year.

The event, organized by members of the Staff and Curriculum Development Department, gave five leaders of Professional Learning Communities an opportunity to share presentations and videos that highlighted their successes. Jody Popple, the math instructional specialist who is supported by the grant, also shared some of her work. Ed Rinaldo, director of Staff and Curriculum Development, spoke to the group about the overall effect of the grant and informed them that more than 40 workshops featuring national experts in the field of education were held and that 1,600 educators attended those workshops. He also pointed out that there are now 14 active PLCs in the region, which will allow the cycle of learning to continue.

Grant participants received a stipend for classroom resources, an I-PAD and additional instructional tools at the event. Participants were also given a round of classroom tools as a thank you for all of their hard work and dedication this year, including an iPad carrying bag, a Stylus pen and RB set, an external battery for their iPad, and a ChromeCast.

Members of the Staff and Curriculum Development department look forward to continuing their work with the STLE-3 leaders next year as the PLCs continue and newer ones emerge. "Though the grant period is ending, the work is not," said staff developers Jonathan Cornue and Maria Papa. "Those who applied to be a part of this grant did so because they wanted to take the lead in building instructional capacity in district and/or in the region. They wanted to continue the cycle of learning. We will continue to support them as they move forward in their learning and leading."

Early Childhood Education

SPEECH PATHOLOGIST WINS AWARD

Two members of the Early Childhood program at Madison-Oneida BOCES were recognized at the Early Childhood Coordinating Council award ceremony in early June. Nominated for Friend of the Children Recognition Awards were Eileen Allen, assistant for Family Services and Cindy Short, speech pathologist. Cindy received the Provider's Award, which is given to an educator who works in a child care center or school-age child care program.



Staff members from the Early Childhood program joined Eileen and Cindy at the dinner, which was held at the Hart's Hill Inn in Whitesboro.