

LONG LAKE CENTRAL SCHOOL DISTRICT
Long Lake, New York 12847

BOARD OF EDUCATION MEETING
Thursday, August 10, 2017
6:00 p.m. Regular Meeting – LLCS Cafeteria

- I. Call To Order – President of the Board
 - A. Pledge of Allegiance
 - B. *Approval of July 13, 2017 Regular & Reorganizational Meeting Minutes
 - C. *Approval of July 24, 2017 Special Meeting Minutes
 - D. Next Regular Meeting Date, Thursday September 14, 2017, 6:00 p.m. in the Cafeteria
- II. Public Participation
- III. Superintendent's Update
- IV. Business Affairs
 - A. *Treasurer's Report
 - B. Comprehensive Budget and Revenue Status Reports
 - C. Warrants
 - D. Budget Transfers
- V. Recommendations for Approval
 - A. * 504 Recommendations, 202728, 202001, 202204, 202309, 202504, 202301, 202102
 - B. * Policy Statement for Free and Reduced Price Meals
 - C. * 2017-2018 Code of Conduct
 - D. * Tax Warrant
 - E. * Approval of Any Certified Coach from LLCSD or ILCSD to Substitute on an Emergency Basis
 - F. * Non Resident Tuition Students
 - a. Victoria Bickford
 - b. Carson Toohey
 - c. Ethen Martin
 - d. Kylie Martin
 - e. McKenzie Munger
 - f. David Rogers
 - G. *After School Program Co-Directors: Kristin Delehanty, Kami Farr, Aimee Harkness, and Megan Nevins
 - H. * Resolution to Appoint 7-12 Mathematics Teacher-Timothy M. LeMere
 - I. * Resignation-Kristen Lance as Secretary to the Superintendent

VI. Policy Readings

- A. Policy # 5660- School Food Service Program (Lunch and Breakfast), 7240- Student Records: Access and Challenge-1st Reading

VII. General Discussion

- A. Faculty Association Contract Negotiations

VIII. 2nd Public Participation

IX. Executive Session

- A. To Discuss Employment History of Two (2) Particular People

X. Adjourn

13

**LONG LAKE CENTRAL SCHOOL DISTRICT
DRAFT BOARD MEETING MINUTES**

Date: July 13, 2017

Time: 6:00 p.m.

Type of Meeting: Reorganizational & Regular Meeting

Place: Cafeteria

Members Present: Michael Farrell
Alexandria Harris
Brian Penrose
Paul Roalsvig
Frederick Short

Others Present: Noelle Short-Principal/Superintendent, Victoria Snide-Clerk of the Board,
Pete Klein

Call to Order: The Clerk called the meeting to order at 6:00 p.m. and followed with the Pledge of Allegiance.

New board member **Michael Farrell took his Oath of Office.**

Approved: On Motion by Brian Penrose, seconded by Alexandria Harris, the nomination of Paul Roalsvig **as Board of Education President.** Michael Farrell, Alexandria Harris, Brian Penrose and Frederick Short approved the Motion. Paul Roalsvig Abstained.

Approved: On Motion by Frederick Short, seconded by Paul Roalsvig, with all in favor, **Brian Penrose as Board of Education Vice-President.**

The President and Vice President took their **Oath of Office.**

Approved: On Motion by Paul Roalsvig, seconded by Alexandria Harris, with all in favor, the below **appointments and recommendations for the 2017-2018 school year:**

Chief Fiscal Officer	BOE President
Board Clerk	Victoria Snide
Treasurer	Lisa Walker
Deputy Treasurer	Kristen Lance
Tax Collector	Jerome Flanagan
Claims Auditor	Jerome Flanagan
School Physician	Dr. Russell Rider
School Attorney	Girvin & Ferlazzo
External Auditor	Reece & Robinson, CPA's, P.C.
Chief Information Officer	Elisha Pylman

Alternate Chief Information Officer	Noelle Short
Central Treasurer-Extra Classroom	
Activity Accounts	Lisa Walker
Attendance Officer	Noelle Short
Asbestos (LEA) Designee	Anthony Clark
Purchasing Agent	Noelle Short
Records Management Officer	Noelle Short
Records Access Officer	Kristen Lance
Civil Rights Compliance Officers	Nicole Curtin & Robert Reynolds
Dignity Act Coordinator	Angie Gaudet
Energy Conservation Task	
Force Member	Frederick Short
Chemical Hygiene Officers	Nicole Curtin & Anthony Clark
Liaison for Homeless Children	
& Youth	Elisha Pylman
Designated Education Official	Noelle Short
Reviewer of Public Works	
Contractors Payroll Records	Victoria Snide
Delegation for Sale of School	
Property (#5250)	Noelle Short
Official Bank Depository	Community Bank
Integrated Pest Management	
Coordinator	Anthony Clark
Regular Board Meetings	2 nd Thursday of each month, unless otherwise noted
Official Newspaper	Hamilton County Express
Payroll Certifications	Noelle Short
Conferences & Workshop	
Attendance Approvals	Noelle Short
Petty Cash Fund	\$100.00
Check Signatures	Kristen Lance Lisa Walker Noelle Short (Extra-Classroom Acct. only)
Budget Transfers	BOE approval for over \$5,000
Mileage Rate	\$.535/mile
Authorization of Investments	Victoria Snide
Tuition	\$1,000/family for 1 st child (non employee) \$300 each additional child
Official Undertakings (Bonds)	Tax Collector - \$1,000,000 Treasurer - \$1,000,000 Claims Auditor - \$1,000,000 Business Manager - \$1,000,000 All Other Employees - \$100,000

BOE Sick Bank Committee Member	Alexandria Harris
Credit Card Limits	American Express \$20,000 Exxon Mobil \$400
Superintendent Conference Approval	NYSCOSS Conferences Rural Schools Association Conferences NYSSBA Conferences BOCES Conferences NE Council of School Superintendents Conferences
BOE Members Approved Conferences	Fiscal Oversight Fundamental, Essentials of School Board Governance and New School Board Member Academy Workshops NYSSBA Conferences Rural Schools Association Conferences BOCES Conferences
Maximum # of Foreign Exchange Students Enrolled (#7133/7134)	Four
Foreign Exchange Tuition (#7133/7134)	\$9,000 Split 50/50 with Host Family
Foreign Exchange Agencies (#7133/7134)	AFS, International Fellowship, Youth for Understanding, Exchange Service International, Educatius, Svetlana Ovcharenko. EduAbroad

Approved: On Motion by Paul Roalsvig, seconded by Brian Penrose, with all in favor, the following **Committee Designations and Pre-School Special Education Programs:**

Committee on Special Education – Mandated Members

Parents of the Student
Student, if appropriate
General Education Teacher
Special Education Teacher/Provider – Megan Nevins, Allison Eldridge
School Psychologist
CSE Chairperson
School Physician - Dr. Russell Rider**
Additional Parent Member**

Subcommittee on Special Education – Mandated Members

Parents of the Student
Student, if appropriate
General Education Teacher
Special Education Teacher/Provider – Megan Nevins, Allison Eldridge
CSE Chairperson
School Physician - Dr. Russell Rider**
Additional Parent Member**

Committee on Pre-School Special Education – Mandated Members

Parents of the Student
Special Education Teacher/Provider
CPSE Chairperson
Additional Parent Member**
Representative from Municipality

** Mandated if request is made 72 hours prior to CSE meeting.

Approved Institutions for Pre-School Special Education Programs:

UCP of Utica, Utica
Adirondack ARC, Tupper Lake
Advanced Therapy, Albany
Prospect Center, Queensbury
Children's Development Group, Keeseville
Kelberman Center, Utica

Approved: On Motion by Paul Roalsvig, seconded by Alexandria Harris, with all in favor, the adoption of all Board of Education Policies.

Approved: On Motion by Paul Roalsvig, seconded by Brian Penrose, **minutes of the June 8, 2017 regular meeting.** Alexandria Harris, Brian Penrose, Paul Roalsvig and Frederick Short approved the Motion. Michael Farrell abstained.

Approved: On Motion by Paul Roalsvig, seconded by Brian Penrose, with all in favor, **minutes of the June 23, 2017 special meeting.** Alexandria Harris, Brian Penrose, Paul Roalsvig and Frederick Short approved the Motion. Michael Farrell abstained.

The **next regular meeting date** is Thursday, August 10, 2017 at 6 p.m. in the cafeteria. There will be a special meeting Monday, July 24, 2017 at 5:30 p.m. Brian Penrose may not be able to make these meetings.

Public Participation: None

Presentations: None

Superintendent Update: The Dr. Carlisle Student Grit Go Fund Me page, initiated by Dr. Carlisle's daughters, has raised close to \$4,000.

There was a **Superintendent's Conference Day** held on June 23, 2017. Teachers worked on character education, grade level cross-curricular work and technology training.

Finalized **student schedules** should be available by the beginning of August.

Open House is scheduled for Tuesday, September 12, 2017.

Custodians are working hard painting, cleaning and rearranging rooms this summer.

Winter concerts will be held December 12, 2017 in Long Lake and December 14, 2017 in Indian Lake.

Our **new website** is up and running with our new logo. The logo contains the Buck, the Bears, the Seward Mountain Range and a Shield.

Recommendation for Approval:

Approved: On Motion by Frederick Short, seconded by Alexandria Harris, with all in favor, the May 2017 **Treasurer's Reports**.

Comprehensive **Budget and Revenue Status** Reports for the General and Lunch Funds and Warrants A-24, C-11 and TA-12 were reviewed.

Approved: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor **Budget Transfer** Schedule A-9.

Approved: On Motion by Paul Roalsvig, seconded by Brian Penrose, with all in favor, Policy #7521 **Students with Life-Threatening Health Conditions**.

Approved: On Motion by Paul Roalsvig, seconded by Alexandria Harris, with all in favor, the following **textbooks**: A Rulebook for Arguments; The Art of War; The Art of Controversy; Born a Crime: Stories from a South African Childhood; and The House of the Scorpion.

Approved: On Motion by Frederick Short, seconded by Alexandria Harris, with all in favor, **Patrick Gibbs as Elementary Soccer Coach** for the fall 2017 season.

Approved: On Motion by Paul Roalsvig, seconded by Brian Penrose, with all in favor, the School District **Legal Counsel Agreement with Girvin & Ferlazzo** for the 2017-2018 school year.

Appointed: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, BE IT RESOLVED, that the Board of Education of the Long Lake Central School District hereby accepts the recommendation of the Superintendent to appoint **Christopher Sass to a four (4) year probationary appointment as a teacher of Music** in the K-12 Music tenure area,

commencing September 1, 2017 and ending August 31, 2021, contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout his/her probationary period, consistent with the requirements of Education Law Sections 3012, 3012-c, and/or 3012-d. Mr. Sass holds an Initial Certificate in Music.

Appointed: On Motion by Frederick Short, seconded by Paul Roalsvig, with all in favor, the following **appointments** for the 2017-2018 school year:

Music Director (Play) – Caitlin Keefe
National Honor Society Advisor – Tina Pine
Yearbook Advisor, Stipend \$1,800 – Michele Gannon
Arts in Education Coordinator – Carey Pooler
Athletic Coordinator – Robert Linhart

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the Agreement between Long Lake CSD and Indian Lake CSD for Jonathan Short as a **shared School Psychologist/CSE Coordinator**.

Approved: On Motion by Alexandria Harris, seconded by Brian Penrose, with all in favor, Hailey Hayes, Isabel Tessier-Day and Alivea Benware as **Non-Resident Students** for the 2017-2018 school year.

Approved: On Motion by Frederick Short, seconded by Alexandria Harris, with all in favor, the following **mentors** for the 2017-2018 school year:

Kristin Delehanty Mentor for Allison Eldridge
Tina Pine Mentor for Christopher Sass
Nicole Curtin Mentor for Caitlin Keefe
Mary Phillips-LeBlanc Mentor for Elisha Pylman

Approved: On Motion by Paul Roalsvig, seconded by Michael Farrell, with all in favor, **CSE/CPSE Recommendations** for Students: 202402, 202201, 202305, 202302, 202749, 201809, 201907, 202732 and 202727.

Approved: On Motion by Paul Roalsvig, seconded by Michael Farrell, with all in favor, the **Student Transportation Cooperative Agreement** with Minerva CSD, Bolton CSD, Indian Lake CSD, Johnsburg CSD, Newcomb CSD, North Warren CSD, Schroon Lake CSD, and Warrensburg CSD.

Approved: On Motion by Paul Roalsvig, seconded by Alexandria Harris, with all in favor, the **Student Transportation Cooperative Agreement** with Tupper Lake CSD.

Approved: On Motion by Paul Roalsvig, seconded by Alexandria Harris, with all in favor, to **change the October regular board meeting date from October 12, 2017 to October 11, 2017.**

General Discussion:

The Board has asked Noelle Short to look into whether a **Board Retreat** is required as it is usually held in August.

2nd Public Participation: None

Executive Session: On Motion by Alexandria Harris, seconded by Frederick Short, with all in favor to enter Executive Session at 6:55 p.m. to discuss the employment history of a particular person.

Approved: On Motion by Alexandria Harris, seconded by Frederick Short, with all in favor, to come out of Executive Session at 7:11 p.m.

Adjournment: On Motion by Paul Roalsvig, seconded by Brian Penrose, with all in favor, the Board adjourned at 7:12 p.m.

Clerk of the Board

Victoria J. Snide

10.

**LONG LAKE CENTRAL SCHOOL DISTRICT
DRAFT BOARD MEETING MINUTES**

Date: July 24, 2017
Time: 5:30 p.m.
Type of Meeting: Special Meeting
Place: Room 206

Members Present: Michael Farrell
Alexandria Harris
Brian Penrose
Paul Roalsvig
Frederick Short

Others Present: Noelle Short-Principal/Superintendent, Victoria Snide-Clerk of the Board,
Charles Schulman

Call to Order: The President called the meeting to order at 5:300 p.m.

Approved: On Motion by Alexandria Harris, seconded by Frederick Short, with all in favor, to
dispense with the Pledge of Allegiance.

Approved: On Motion by Alexandria Harris, seconded by Frederick Short, with all in favor, to
set the tuition rate for non-resident employee children at \$100 for the first child and \$50 for
any additional children for the 2017-2018 school year.

Approved: On Motion by Paul Roalsvig, seconded by Frederick Short, with all in favor, to **add**
a Public Participation to today's agenda.

Public Participation: Charles Schulman spoke regarding his employment here.

Executive Session: On Motion by Brian Penrose, seconded by Alexandria Harris, with all in
favor to enter Executive Session at 5:36 p.m. to discuss the employment history of a particular
person.

Approved: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, to
come out of Executive Session at 5:43 p.m.

Approved: On Motion by Brian Penrose, seconded by Paul Roalsvig, with all in favor, BE IT
RESOLVED that the Board of Education of the Long Lake Central School District hereby
accepts the recommendation of the Superintendent of Schools that the **probationary**
appointment of teacher Charles Schulman be discontinued effective August 23, 2017.
The Board directed the Superintendent to notify him of the effective date of his termination.

The Board decided on a **board retreat** late October.

Adjournment: On Motion by Alexandria Harris, seconded by Frederick Short, with all in favor, the Board adjourned at 5:48 p.m.

Clerk of the Board

Victoria J. Snide

TREASURER'S MONTHLY REPORTFUND: EXTRACURRICULAR ACCT.

For the Period from June 1, 2017 thru June 30, 2017

Total available balance as reported at the end of preceding period \$ 4,764.99

Receipts during the month: (with breakdown of source including full amount
of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 1,786.55
	Interest	\$ 0.04

Total Receipts \$ 1,786.59

Total receipts, including balance \$ 6,551.58

Disbursements made during the month:

By Check-From Check :#1287-1288	\$ 383.66
EFT Transfers	\$0.00
By Debit Charge	\$ -

Total amount of checks issued and debit charges \$ 383.66

Cash balance as shown by records \$ 6,167.92

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 6,167.92

Less outstanding checks
See attached \$ -Net balance in bank (Should agree with Cash Balance above unless
There are undeposited funds in treasurer's hands)

\$ 6,167.92

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a
true reconciliation)

\$ 6,167.92

Received by the Board of Education and entered
as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

This is to certify that the
above cash balance is
in agreement with my
bank statement, as reconciled.Lisa Walker
Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: TRUST & AGENCY

For the Period from June 1, 2017 thru June 30, 2017

Total available balance as reported at the end of preceding period \$ 1,185.70

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 291,623.91

Total Receipts \$ 291,623.91

Total receipts, including balance \$ 292,809.61

Disbursements made during the month:

By Check-from check #2837-2844 \$ 4,490.78

EFT Transfers 285,675.73

By Debit Charge

Total amount of checks issued and debit charges \$ 290,166.51

Cash balance as shown by records \$ 2,643.10

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 2,643.10

less outstanding checks # See Attached \$ -

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands) \$ 2,643.10

Amount of receipts undeposited (See attached schedules) -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 2,643.10

Received by the Board of Education and entered
as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

This is to certify that the
above cash balance is
in agreement with my
bank statement, as reconciled.Lisa Walker
Treasurer of School District

TREASURER'S MONTHLY REPORT FUND: LUNCH FUND

For the Period from June 1, 2017 thru June 30, 2017

Total available balance as reported at the end of preceding period \$ 28,022.09

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 5,837.95
	Interest	0.19

Total Receipts \$ 5,838.14

Total receipts, including balance \$ 33,860.23

Disbursements made during the month:

By Check-From Check #2033-2041	\$ 2,932.71
EFT Transfers	5,969.88

Total amount of checks issued and debit charges \$ 8,902.59

Cash balance as shown by records \$ 24,957.64

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 24,957.64

Less outstanding checks see attached \$ -

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands)

\$ 24,957.64

Amount of receipts undeposited

-

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 24,957.64

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

Wita Walker
Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: PAYROLL FUND

For the Period from June 1, 2017 thru June 30, 2017

Total available balance as reported at the end of preceding period \$ 1,000.00

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	186,339.53

Total Receipts \$ 186,339.53

Total receipts, including balance \$ 187,339.53

Disbursements made during the month:

By Check: #14118-14196 \$ 4,701.72

EFT Transfers \$ 181,637.81

\$ -

Total amount of checks issued and debit charges: \$ 186,339.53

Cash balance as shown by records \$ 1,000.00

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 1,530.63

Less Outstanding Checks - See Attached \$ 530.63

\$ 1,000.00

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited-

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,000.00

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

Lisa Walker
Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: GENERAL FUND

For Period from June 1, 2017 thru June 30, 2017

Total available balance as reported at the end of preceding period \$ 43,208.17

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 416,000.00
	Interest	0.50

Total Receipts \$ 416,000.50

Total receipts, including balance \$ 459,208.67

Disbursements made during the month:

By Check-From Check #14124-14186	\$ 132,626.88
EFT Transfers	285,654.03
	\$ -

Total amount of checks issued and debit charges \$ 418,280.91

Cash balance as shown by records \$ 40,927.76

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 43,581.03

Less outstanding checks see attached \$ 2,653.27

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 40,927.76

Amount of receipts undeposited(See attached schedules) \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 40,927.76

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

Lisa Walker
Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: SCHOLARSHIP FUND

For the Period from June 1, 2017 thru June 30, 2017

Total available balance as reported at the end of preceding period \$ 74,315.57

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 3,690.12
	Interest	\$ 0.62

Total Receipts \$ 3,690.74

Total receipts, including balance \$ 78,006.31

Disbursements made during the month:

By Check-from check #1301-1317 \$ 4,650.00

EFT Transfers -

Total amount of checks issued and debit charges \$ 4,650.00

Cash balance as shown by records \$ 73,356.31

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 74,806.31

less outstanding checks \$ 1,450.00

see attached \$ -

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands) \$ 73,356.31

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 73,356.31

Received by the Board of Education and entered
as a part of the minutes of the Board meeting held

_____ 20____

Clerk of the Board of Education

This is to certify that the
above cash balance is
in agreement with my
bank statement, as reconciled.Hisa Walker
Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: MONEY MARKET ACCOUNT

For the Period from June 1, 2017 thru June 30, 2017

Total available balance as reported at the end of preceding period \$ 1,654,266.06

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 76,164.82
	Interest	\$ 24.35
	Total Receipts	\$ 76,189.17
	Total receipts, including balance	\$ 1,730,455.23

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 420,676.00
By Debit	-

Total amount of checks issued and debit charges \$ 420,676.00

Cash balance as shown by records \$ 1,309,779.23

RECONCILIATION WITH BANK STATEMENTBalance as given on bank statement, end of month \$ 1,309,779.23
Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,309,779.23

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

\$ 1,309,779.23

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

Lisa Walker
Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: TAX CERTIORARI RESERVE

For the Period from June 1, 2017 thru June 30, 2017

Total available balance as reported at the end of preceding period \$ 32,726.65

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ -
	Interest	\$ 0.27

Total Receipts \$ 0.27

Total receipts, including balance \$ 32,726.92

Disbursements made during the month:

By Check:	
EFT Transfers	\$ -
By Debit Charge	\$ -

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 32,726.92

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 32,726.92

Less outstanding checks \$ -

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 32,726.92

Amount of receipts undeposited(See attached schedules) -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 32,726.92

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

Hira Walker
Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: FEDERAL AID

For the Period from June 1, 2017 thru June 30, 2017

Total available balance as reported at the end of preceding period \$ 57.32

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	-
	Interest	\$ -

Total Receipts \$ -

Total receipts, including balance \$ 57.32

Disbursements made during the month:

By Check:	\$ -
EFT Transfers	\$ -
By Debit Charge	\$ -

Total amount of checks issued and debit charges: \$ -

Cash balance as shown by records \$ 57.32

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 57.32

Less total of outstanding checks

None -

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands) \$ 57.32

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 57.32

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

Lisa Walker
Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: REPAIR RESERVE

For the Period from June 1, 2017 thru June 30, 2017

Total available balance as reported at the end of preceding period \$ 51,854.34

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	-
	Interest	\$ 0.43

Total Receipts \$ 0.43

Total receipts, including balance \$ 51,854.77

Disbursements made during the month:

By Check:	\$ -
EFT Transfers	\$ -
By Debit Charge	

Total amount of checks issued and debit charges: \$ -

Cash balance as shown by records \$ 51,854.77

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 51,854.77

Less total of outstanding checks \$ -

Net balance in bank (Should agree with Cash Balance above unless \$ 51,854.77

There are undeposited funds in treasurer's hands) -

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 51,854.77

Received by the Board of Education and entered
as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

This is to certify that the
above cash balance is
in agreement with my
bank statement, as reconciled.hisa Walker
Treasurer of School District

TREASURER'S MONTHLY REPORT FUND: CAPITAL RESERVE

For the Period from June 1, 2017 thru June 30, 2017

Total available balance as reported at the end of preceding period \$ 332,946.61

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	-
	Interest	\$ 2.74

Total Receipts \$ 2.74

Total receipts, including balance \$ 332,949.35

Disbursements made during the month:

By Check-from check #	\$ -
EFT Transfers	-
By Debit Charge	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 332,949.35

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 332,949.35

less outstanding checks

see attached \$ -
\$ -

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands)

\$ 332,949.35

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 332,949.35

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20 _____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

Lisa Walker
Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: BUS RESERVE

For the Period from June 1, 2017 thru June 30, 2017

Total available balance as reported at the end of preceding period \$ 200,778.89

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ -
	Interest	\$ 1.65

Total Receipts \$ 1.65

Total receipts, including balance \$ 200,780.54

Disbursements made during the month:

By Check:	
EFT Transfers	\$ -
By Debit Charge	\$ -

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 200,780.54

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 200,780.54

Less outstanding checks \$ -

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 200,780.54

Amount of receipts undeposited(See attached schedules) -

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 200,780.54

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

Lisa Wacker
Treasurer of School District

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2017 To 6/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C 2860.160-0000	Cafeteria Salaries	54,264.00	0.00	54,264.00	2,028.30	0.00	52,235.70
C 2860.400-0000	Cafeteria Contractual	6,500.00	0.00	6,500.00	347.25	3,362.00	2,790.75
C 2860.410-0000	Cafeteria Food	30,000.00	70.37	30,070.37	1,247.59	0.00	28,822.78
C 2860.450-0000	Cafeteria Materials & Supplies	1,800.00	360.88	2,160.88	423.38	0.00	1,737.50
2860	SCHOOL FOOD SERVICE	92,564.00	431.25	92,995.25	4,046.52	3,362.00	85,586.73
28		92,564.00	431.25	92,995.25	4,046.52	3,362.00	85,586.73
2		92,564.00	431.25	92,995.25	4,046.52	3,362.00	85,586.73
C 9010.800-0000	Cafeteria Employees Retirement	9,000.00	0.00	9,000.00	-2,000.00	0.00	11,000.00
9010	STATE RETIREMENT	9,000.00	0.00	9,000.00	-2,000.00	0.00	11,000.00
C 9030.800-0000	Cafeteria Social Security	4,151.00	0.00	4,151.00	0.00	0.00	4,151.00
9030	SOCIAL SECURITY	4,151.00	0.00	4,151.00	0.00	0.00	4,151.00
C 9060.800-0000	Cafeteria Health Insurance	25,863.00	0.00	25,863.00	0.00	0.00	25,863.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	25,863.00	0.00	25,863.00	0.00	0.00	25,863.00
90		39,014.00	0.00	39,014.00	-2,000.00	0.00	41,014.00
9		39,014.00	0.00	39,014.00	-2,000.00	0.00	41,014.00
Fund CTotals:		131,578.00	431.25	132,009.25	2,046.52	3,362.00	126,600.73
Grand Totals:		131,578.00	431.25	132,009.25	2,046.52	3,362.00	126,600.73

LONG LAKE CSD

Revenue Status Report From 7/1/2017 To 6/30/2018



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1440.B</u>	Breakfast - Student Sale of Meals	2,000.00	0.00	2,000.00	0.00	2,000.00
<u>C 1440.L</u>	Lunch - Student Sale of Meals	9,000.00	0.00	9,000.00	0.00	9,000.00
<u>C 1445.L</u>	A La Carte Sales	3,500.00	0.00	3,500.00	0.00	3,500.00
<u>C 3190.FB</u>	Breakfast - Federal Reimbursement	5,500.00	0.00	5,500.00	0.00	5,500.00
<u>C 3190.FL</u>	Lunch - Federal Reimbursement	10,000.00	0.00	10,000.00	0.00	10,000.00
<u>C 3190.SB</u>	Breakfast - State Reimbursement	200.00	0.00	200.00	0.00	200.00
<u>C 3190.SL</u>	Lunch - State Reimbursement	400.00	0.00	400.00	0.00	400.00
<u>C 4190</u>	USDA Surplus Food	1,800.00	0.00	1,800.00	0.00	1,800.00
<u>C 5031</u>	Interfund Transfer	99,178.00	0.00	99,178.00	0.00	99,178.00
C Totals:		131,578.00	0.00	131,578.00	0.00	131,578.00
Grand Totals:		131,578.00	0.00	131,578.00	0.00	131,578.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2017 To 6/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-0000	BOE Contractual Expense	10,700.00	0.00	10,700.00	17.90	2,035.00	8,647.10
A 1010.450-0000	BOE Materials and Supplies	1,500.00	150.00	1,650.00	150.00	0.00	1,500.00
A 1010.490-0000	BOE BOCES Services	8,555.00	0.00	8,555.00	0.00	0.00	8,555.00
1010	BOARD OF EDUCATION	20,755.00	150.00	20,905.00	167.90	2,035.00	18,702.10
A 1040.160-0000	BOE District Clerk Salaries	2,217.00	0.00	2,217.00	165.54	0.00	2,051.46
A 1040.400-0000	BOE District Clerk Contractual	3,500.00	0.00	3,500.00	250.00	0.00	3,250.00
1040	DISTRICT CLERK	5,717.00	0.00	5,717.00	415.54	0.00	5,301.46
10		26,472.00	150.00	26,622.00	583.44	2,035.00	24,003.56
A 1240.160-0000	Support Staff Salaries	121,901.00	0.00	121,901.00	8,461.24	0.00	113,439.76
A 1240.200-0000	Central Admin Equipment	3,100.00	0.00	3,100.00	0.00	1,377.90	1,722.10
A 1240.400-0000	Central Admin Contractual	12,975.00	1,300.00	14,275.00	1,068.17	1,000.00	12,206.83
A 1240.450-0000	Central Admin Materials & Supplies	2,500.00	744.91	3,244.91	788.68	119.99	2,336.24
1240	CHIEF SCHOOL ADMINISTRATOR	140,476.00	2,044.91	142,520.91	10,318.09	2,497.89	129,704.93
12		140,476.00	2,044.91	142,520.91	10,318.09	2,497.89	129,704.93
A 1310.160-0000	Finance Business Admin Salaries	72,400.00	0.00	72,400.00	5,548.44	0.00	66,851.56
A 1310.490-0000	Finance BOCES Services	27,000.00	0.00	27,000.00	0.00	0.00	27,000.00
1310	BUSINESS ADMINISTRATION	99,400.00	0.00	99,400.00	5,548.44	0.00	93,851.56
A 1320.160-0000	Finance Auditing Salaries	1,037.00	0.00	1,037.00	20.13	0.00	1,016.87
A 1320.400-0000	Finance Auditor Contractual	8,500.00	0.00	8,500.00	0.00	0.00	8,500.00
1320	AUDITING	9,537.00	0.00	9,537.00	20.13	0.00	9,516.87
A 1325.160-0000	Finance District Treasurer	19,230.00	0.00	19,230.00	1,458.40	0.00	17,771.60
A 1325.450-0000	Finance District Treasurer Supplies	250.00	0.00	250.00	0.00	105.44	144.56
1325	TREASURER	19,480.00	0.00	19,480.00	1,458.40	105.44	17,916.16
A 1330.160-0000	Finance Tax Collector Salary	3,824.00	0.00	3,824.00	0.00	0.00	3,824.00
A 1330.400-0000	Finance Tax Collector Contractual	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	0.00	100.00	0.00	0.00	100.00
1330	TAX COLLECTOR	5,224.00	0.00	5,224.00	0.00	0.00	5,224.00
13		133,641.00	0.00	133,641.00	7,026.97	105.44	126,508.59
A 1420.400-0000	Legal Contractual	14,000.00	0.00	14,000.00	600.00	0.00	13,400.00
1420	LEGAL	14,000.00	0.00	14,000.00	600.00	0.00	13,400.00
A 1430.490-0000	Personnel - BOCES Services	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00
1430	PERSONNEL	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00
A 1480.400-0000	Public Info Contractual	20,200.00	0.00	20,200.00	0.00	0.00	20,200.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2017 To 6/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1480.450-0000</u>	Public Info/Printing Charges	1,000.00	0.00	1,000.00	39.00	0.00	961.00
1480	PUBLIC INFORMATION & SERVICES	21,200.00	0.00	21,200.00	39.00	0.00	21,161.00
14							
<u>A 1620.160-0000</u>	Central Services Support Staff Salaries	37,000.00	0.00	37,000.00	639.00	0.00	36,361.00
<u>A 1620.200-0000</u>	Central Services Equipment	86,429.00	0.00	86,429.00	6,932.56	0.00	79,496.44
<u>A 1620.400-0000</u>	Central Services Contractual	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
<u>A 1620.410-0000</u>	Central Services Fuel Oil	58,650.00	0.00	58,650.00	27,164.64	0.00	31,485.36
<u>A 1620.420-0000</u>	Central Services Television	72,000.00	0.00	72,000.00	0.00	0.00	72,000.00
<u>A 1620.430-0000</u>	Central Services Electricity	1,500.00	0.00	1,500.00	122.65	0.00	1,377.35
<u>A 1620.440-0000</u>	Central Services Water Rent	33,000.00	0.00	33,000.00	0.00	0.00	33,000.00
<u>A 1620.450-0000</u>	Central Services Materials & Supplies	17,800.00	1,050.44	18,850.44	870.44	4,530.00	13,450.00
<u>A 1620.460-0000</u>	Central Services Telephone	8,500.00	0.00	8,500.00	877.06	0.00	7,622.94
<u>A 1620.480-0000</u>	Central Services LP Gas	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 1620.490-0000</u>	Central Services BOCES	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1620	OPERATION OF PLANT	281,179.00	1,050.44	282,229.44	35,967.35	4,530.00	241,732.09
<u>A 1621.160-0000</u>	Mainten Support Staff Salaries	13,173.00	0.00	13,173.00	1,000.80	0.00	12,172.20
<u>A 1621.400-0000</u>	Maintenance Contractual Exp	14,000.00	11,450.00	25,450.00	7,450.00	4,000.00	14,000.00
1621	MAINTENANCE OF PLANT	27,173.00	11,450.00	38,623.00	8,450.80	4,000.00	26,172.20
<u>A 1670.400-0000</u>	Contractual	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
<u>A 1670.450-0000</u>	Postage	3,500.00	0.00	3,500.00	31.69	0.00	3,468.31
<u>A 1670.490-0000</u>	Printing - BOCES Services	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
1670	CENTRAL PRINTING & MAILING	6,700.00	0.00	6,700.00	31.69	0.00	6,668.31
<u>A 1680.490-0000</u>	Central DP - BOCES Services	37,000.00	0.00	37,000.00	0.00	0.00	37,000.00
1680	CENTRAL DATA PROCESSING	37,000.00	0.00	37,000.00	0.00	0.00	37,000.00
16		352,052.00	12,500.44	364,552.44	44,449.84	8,530.00	311,572.60
<u>A 1910.400-0000</u>	Unallocated Insurance	2,200.00	0.00	2,200.00	0.00	0.00	2,200.00
1910	UNALLOCATED INSURANCE	2,200.00	0.00	2,200.00	0.00	0.00	2,200.00
<u>A 1920.400-0000</u>	School Association Dues	6,200.00	0.00	6,200.00	4,371.00	0.00	1,829.00
1920	SCHOOL ASSOCIATION DUES	6,200.00	0.00	6,200.00	4,371.00	0.00	1,829.00
<u>A 1981.490-0000</u>	BOCES Administrative Costs	18,000.00	0.00	18,000.00	0.00	0.00	18,000.00
1981	BOCES ADMINISTRATIVE COSTS	18,000.00	0.00	18,000.00	0.00	0.00	18,000.00
<u>A 1983.490-0000</u>	BOCES Capital Expenses	2,600.00	0.00	2,600.00	0.00	0.00	2,600.00
1983	BOCES CAPITAL EXPENSE	2,600.00	0.00	2,600.00	0.00	0.00	2,600.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2017 To 6/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
19		29,000.00	0.00	29,000.00	4,371.00	0.00	24,629.00
1		718,641.00	14,695.35	733,336.35	67,388.34	13,168.33	652,779.68
A 2020.150-0000	Supervision Instructional	25,000.00	0.00	25,000.00	1,923.06	0.00	23,076.94
2020	SUPERVISION - REGULAR SCHOOL	25,000.00	0.00	25,000.00	1,923.06	0.00	23,076.94
A 2070.150-0000	Instructional Salaries	5,000.00	0.00	5,000.00	140.00	0.00	4,860.00
A 2070.490-0000	Inservices - BOCES Services	23,966.00	0.00	23,966.00	0.00	0.00	23,966.00
2070	INSERVICE TRAINING - INSTRUCTION	28,966.00	0.00	28,966.00	140.00	0.00	28,826.00
20		53,966.00	0.00	53,966.00	2,063.06	0.00	51,902.94
A 2110.120-0000	Teaching K-6 Salaries	443,259.00	0.00	443,259.00	420.00	0.00	442,839.00
A 2110.130-0000	Teaching 7-12 Salaries	490,519.00	0.00	490,519.00	0.00	0.00	490,519.00
A 2110.140-0000	Substitute Teachers	18,000.00	0.00	18,000.00	515.00	0.00	17,485.00
A 2110.160-0000	Support Staff Salaries	23,627.00	0.00	23,627.00	0.00	0.00	23,627.00
A 2110.170-0000	Payment in Lieu of Health Insurance	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2110.200-0000	Teaching Equipment	4,000.00	0.00	4,000.00	0.00	2,158.95	1,841.05
A 2110.400-0000	Teaching Contractual	17,600.00	0.00	17,600.00	727.62	0.00	16,872.38
A 2110.410-0000	Field Trips	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
A 2110.411-0000	Conference Attendance	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00
A 2110.412-0000	Mileage Reimbursement	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2110.450-0000	Teaching Materials & Supplies	8,200.00	361.00	8,561.00	141.91	3,956.42	4,462.67
A 2110.451-0000	Elementary - Grade 1	1,037.00	0.00	1,037.00	0.00	746.90	290.10
A 2110.451-1000	Summer School	100.00	0.00	100.00	0.00	0.00	100.00
A 2110.451-2000	Art Program	2,290.00	1,963.41	4,253.41	2,011.66	0.00	2,241.75
A 2110.451-3000	Computer Literacy	1,000.00	0.00	1,000.00	0.00	335.21	664.79
A 2110.451-4000	Teachers Assistant	250.00	0.00	250.00	0.00	0.00	250.00
A 2110.451-5000	English	680.00	400.00	1,080.00	400.00	0.00	680.00
A 2110.451-6000	French	200.00	0.00	200.00	0.00	0.00	200.00
A 2110.451-7000	Family Consumer Science	1,340.00	0.00	1,340.00	0.00	0.00	1,340.00
A 2110.451-8000	Health Education	570.00	0.00	570.00	0.00	0.00	570.00
A 2110.451-9000	Math	907.00	0.00	907.00	0.00	0.00	907.00
A 2110.452-0000	Driver Education	100.00	0.00	100.00	0.00	0.00	100.00
A 2110.452-2000	Music - Instrumental	1,105.00	0.00	1,105.00	0.00	0.00	1,105.00
A 2110.452-3000	Phys Ed	3,505.00	0.00	3,505.00	0.00	0.00	3,505.00
A 2110.452-4000	Science	1,203.00	0.00	1,203.00	0.00	560.03	642.97

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2017 To 6/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.452-5000	Social Studies	30.00	0.00	30.00	0.00	0.00	30.00
A 2110.452-6000	Technology	1,700.00	0.00	1,700.00	0.00	0.00	1,700.00
A 2110.452-7000	Elementary - PreK	680.00	0.00	680.00	0.00	356.83	323.17
A 2110.453-0000	Elementary - Harkness	678.00	0.00	678.00	0.00	0.00	678.00
A 2110.454-0000	Elementary - Grade 2	1,258.00	1,253.13	2,511.13	702.70	1,364.81	443.62
A 2110.455-0000	Elementary - Grade 3/4	925.00	0.00	925.00	0.00	229.50	695.50
A 2110.456-0000	Elementary - Grade 5/6	510.00	0.00	510.00	0.00	0.00	510.00
A 2110.458-0000	Elementary - Grade K	951.00	0.00	951.00	0.00	387.18	563.82
A 2110.459-1000	Ace Committee	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2110.459-2000	STEM	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2110.480-0000	Teaching Textbooks	3,000.00	4,800.92	7,800.92	4,800.94	0.00	2,999.98
A 2110.490-0000	Teaching BOCES	11,000.00	0.00	11,000.00	0.00	0.00	11,000.00
2110	TEACHING - REGULAR SCHOOL	1,074,224.00	8,778.46	1,083,002.46	9,719.83	10,095.83	1,063,186.80
21		1,074,224.00	8,778.46	1,083,002.46	9,719.83	10,095.83	1,063,186.80
A 2250.150-0000	Instructional Salaries	90,715.00	0.00	90,715.00	700.00	0.00	90,015.00
A 2250.400-0000	Students w/Disab Contractual	3,400.00	0.00	3,400.00	0.00	0.00	3,400.00
A 2250.450-0000	Special Ed Materials & Supplies	500.00	0.00	500.00	0.00	1,048.90	-548.90
A 2250.451-0000	Speech Materials & Supplies	720.00	0.00	720.00	0.00	0.00	720.00
A 2250.470-0000	Special Tuition	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2250.490-0000	BOCES Services	65,000.00	0.00	65,000.00	0.00	0.00	65,000.00
2250	PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR	162,835.00	0.00	162,835.00	700.00	1,048.90	161,086.10
A 2280.490-0000	BOCES Services	29,914.00	0.00	29,914.00	0.00	0.00	29,914.00
2280	OCCUPATIONAL EDUCATION (GRADES 9 -12)	29,914.00	0.00	29,914.00	0.00	0.00	29,914.00
22		192,749.00	0.00	192,749.00	700.00	1,048.90	191,000.10
A 2330.150-0000	Adult Education Salary	11,280.00	0.00	11,280.00	282.00	0.00	10,998.00
A 2330.151-0000	Special Schools Salary	18,040.00	0.00	18,040.00	0.00	0.00	18,040.00
A 2330.400-0000	Special Schools Contractual	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 2330.450-0000	Special Schools Materials & Supplies	1,000.00	236.42	1,236.42	59.42	0.00	1,177.00
2330	TEACHING - SPECIAL SCHOOLS	33,320.00	236.42	33,556.42	341.42	0.00	33,215.00
23		33,320.00	236.42	33,556.42	341.42	0.00	33,215.00
A 2610.150-0000	Library Salaries	54,252.00	0.00	54,252.00	0.00	0.00	54,252.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2017 To 6/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2610.450-0000	Library Materials & Supplies	900.00	0.00	900.00	0.00	0.00	900.00
A 2610.460-0000	Library Collections	7,485.00	0.00	7,485.00	279.72	4,941.16	2,264.12
2610	SCHOOL LIBRARY & AUDIOVISUAL	62,637.00	0.00	62,637.00	279.72	4,941.16	57,416.12
A 2630.220-0000	Computer Hardware	21,000.00	1,919.91	22,919.91	2,741.52	11,267.41	8,910.98
A 2630.450-0000	Computer Materials & Supplies	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2630.460-0000	Computer Software	6,500.00	0.00	6,500.00	1,025.50	0.00	5,474.50
A 2630.490-0000	Computer BOCES	69,000.00	0.00	69,000.00	0.00	0.00	69,000.00
2630	COMPUTER ASSISTED INSTRUCTION	97,500.00	1,919.91	99,419.91	3,767.02	11,267.41	84,385.48
26		160,137.00	1,919.91	162,056.91	4,046.74	16,208.57	141,801.60
A 2805.160-0000	Attendance	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
2805	ATTENDANCE - REGULAR SCHOOL	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
A 2810.150-0000	Guidance Instructional Salaries	57,191.00	0.00	57,191.00	1,575.12	0.00	55,615.88
A 2810.450-0000	Guidance Materials & Supplies	609.00	0.00	609.00	0.00	240.25	368.75
A 2810.451-0000	Guidance Testing and Materials	1,124.00	349.50	1,473.50	208.50	141.00	1,124.00
2810	GUIDANCE - REGULAR SCHOOL	58,924.00	349.50	59,273.50	1,783.62	381.25	57,108.63
A 2815.160-0000	Support Staff Salaries	25,512.00	0.00	25,512.00	0.00	0.00	25,512.00
A 2815.400-0000	Health Contractual	6,500.00	0.00	6,500.00	0.00	0.00	6,500.00
A 2815.450-0000	Health Materials & Supplies	3,300.00	-278.00	3,022.00	0.00	322.00	2,700.00
2815	HEALTH SERVICES - REGULAR SCHOOL	35,312.00	-278.00	35,034.00	0.00	322.00	34,712.00
A 2820.400-0000	Psychologist Contractual	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
A 2820.450-0000	Psychologist Materials & Supplies	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL	41,500.00	0.00	41,500.00	0.00	0.00	41,500.00
A 2825.400-0000	Contractual	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
A 2850.150-0000	Co-curricular Salaries	20,771.00	0.00	20,771.00	0.00	0.00	20,771.00
A 2850.450-0000	Co-curricular Materials & Supplies	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL	21,771.00	0.00	21,771.00	0.00	0.00	21,771.00
A 2855.150-0000	Interscholastic Salaries	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
A 2855.200-0000	Interscholastic Equipment	2,500.00	0.00	2,500.00	0.00	3,751.00	-1,251.00
A 2855.400-0000	Interscholastic Contractual	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
A 2855.450-0000	Interscholastic Materials & Supplies	3,500.00	0.00	3,500.00	0.00	1,038.00	2,462.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2017 To 6/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2855.490-0000</u>	BOCES Interscholastic	500.00	0.00	500.00	0.00	0.00	500.00
2855	INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL	37,000.00	0.00	37,000.00	0.00	4,789.00	32,211.00
28		205,007.00	71.50	205,078.50	1,783.62	5,492.25	197,802.63
2		1,719,403.00	11,006.29	1,730,409.29	18,654.67	32,845.55	1,678,909.07
<u>A 5510.160-0000</u>	Transportation Salaries	74,282.00	0.00	74,282.00	2,860.85	0.00	71,421.15
<u>A 5510.400-0000</u>	Transportation Contractual	12,000.00	0.00	12,000.00	4,668.00	0.00	7,332.00
<u>A 5510.450-0000</u>	Transportation Materials & Supplies Misc	250.00	0.00	250.00	9.14	0.00	240.86
<u>A 5510.451-0000</u>	Diesel/Gasoline	18,000.00	0.00	18,000.00	1,381.05	0.00	16,618.95
<u>A 5510.452-0000</u>	Tires	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 5510.453-0000</u>	Parts	7,000.00	0.00	7,000.00	74.89	0.00	6,925.11
<u>A 5510.454-0000</u>	Labor	13,000.00	0.00	13,000.00	356.61	0.00	12,643.39
<u>A 5510.455-0000</u>	Oil	500.00	0.00	500.00	21.19	0.00	478.81
<u>A 5510.490-0000</u>	BOCES Contractual	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00
5510	DISTRICT TRANSPORTATION SERVICES	128,832.00	0.00	128,832.00	9,371.73	0.00	119,460.27
55		128,832.00	0.00	128,832.00	9,371.73	0.00	119,460.27
5		128,832.00	0.00	128,832.00	9,371.73	0.00	119,460.27
<u>A 9010.800-0000</u>	NYS Retirement	55,000.00	0.00	55,000.00	-12,000.00	0.00	67,000.00
9010	STATE RETIREMENT	55,000.00	0.00	55,000.00	-12,000.00	0.00	67,000.00
<u>A 9020.800-0000</u>	Teacher Retirement	135,000.00	0.00	135,000.00	-150,074.73	0.00	285,074.73
9020	TEACHERS' RETIREMENT	135,000.00	0.00	135,000.00	-150,074.73	0.00	285,074.73
<u>A 9030.800-0000</u>	Social Security	130,751.00	0.00	130,751.00	2,518.62	0.00	128,232.38
9030	SOCIAL SECURITY	130,751.00	0.00	130,751.00	2,518.62	0.00	128,232.38
<u>A 9040.800-0000</u>	Worker Compensation	14,000.00	0.00	14,000.00	6,115.50	0.00	7,884.50
9040	WORKERS' COMPENSATION	14,000.00	0.00	14,000.00	6,115.50	0.00	7,884.50
<u>A 9050.800-0000</u>	Unemployment	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
9050	UNEMPLOYMENT INSURANCE	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
<u>A 9055.800-0000</u>	Disability Plan	4,000.00	0.00	4,000.00	242.40	0.00	3,757.60
9055	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	242.40	0.00	3,757.60
<u>A 9060.800-0000</u>	Hospitalization	965,437.00	0.00	965,437.00	144,952.99	0.00	820,484.01
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	965,437.00	0.00	965,437.00	144,952.99	0.00	820,484.01
90		1,324,188.00	0.00	1,324,188.00	-8,245.22	0.00	1,332,433.22
<u>A 9901.930-0000</u>	Transfer to School Food Svc Fund	99,178.00	0.00	99,178.00	0.00	0.00	99,178.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2017 To 6/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9901	TRANSFERS TO FUNDS	99,178.00	0.00	99,178.00	0.00	0.00	99,178.00
99		99,178.00	0.00	99,178.00	0.00	0.00	99,178.00
9		1,423,366.00	0.00	1,423,366.00	-8,245.22	0.00	1,431,611.22
Fund ATotals:		3,990,242.00	25,701.64	4,015,943.64	87,169.52	46,013.88	3,882,760.24
Grand Totals:		3,990,242.00	25,701.64	4,015,943.64	87,169.52	46,013.88	3,882,760.24

LONG LAKE CSD



Check Warrant Report For CM - 5: Cash Disbursement - Scholarship June 2017 For Dates 6/1/2017 - 6/30/2017

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1301	06/21/2017	4567	ETHAN BUSH	VALEDICTORIAN SCHOLARSHIP		1,000.00
1302	06/21/2017	4568	AUSTIN PIERCE	SALUTATORIAN SCHOLARSHIP		500.00
1303	06/21/2017	4567	ETHAN BUSH	JOE LEBLANC MEMORIAL SCHOLARSHIP		200.00
1304	06/21/2017	4568	AUSTIN PIERCE	JOE LEBLANC MEMORIAL SCHOLARSHIP		200.00
1305	06/21/2017	4567	ETHAN BUSH	ANNA LAURA WILSON MATH AWARD		100.00
1306	06/21/2017	4567	ETHAN BUSH	WILL GEIGER ACADEMIC SCHOLARSHIP		500.00
1307	06/21/2017	4567	ETHAN BUSH	HIGHEST AVERAGE AWARD IN MATH, ENGLISH, SOCIAL STUDIES AND SCIENCE		200.00
1308	06/21/2017	4568	AUSTIN PIERCE	HIGHEST AVERAGE AWARD IN BOYS PHYSICAL EDUCATION		50.00
1309	06/21/2017	4567	ETHAN BUSH	AWARD FOR EXCELLENCE IN TECHNOLOGY		50.00
1310	06/21/2017	4567	ETHAN BUSH	STEWART'S SHOPS GOOD CITIZEN AWARD		250.00
1311	06/21/2017	4568	AUSTIN PIERCE	RICKY SCIVALLY AWARD		500.00
1312	06/21/2017	4567	ETHAN BUSH	MOOSE PONDS HUNTING & FISHING CLUB AWARD		100.00
1313	06/21/2017	4568	AUSTIN PIERCE	MOOSE PONDS HUNTING & FISHING CLUB AWARD		100.00
1314	06/21/2017	4567	ETHAN BUSH	COMMUNITY BANK AWARD		200.00
1315	06/21/2017	4567	ETHAN BUSH	NYSASBO-ADIRONDACK CHAPTER AWARD		300.00
1316	06/21/2017	4567	ETHAN BUSH	DR. DONALD CARLISLE STUDENT GRIT SCHOLARSHIP		300.00
1317	06/28/2017	4568	AUSTIN PIERCE	ANNETTE SEIRUP PEOPLE PERSON AWARD		100.00

Number of Transactions: 17

Warrant Total: 4,650.00
Vendor Portion: 4,650.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 17 in number, in the total amount of \$ 4,650.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/11/17 Victoria J. Lando
Date BUSINESS MANAGER

LONG LAKE CSD

Check Warrant Report For C - 1: Cash Disbursement - JULY 2017 For Dates 7/1/2017 - 7/31/2017



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2042	07/13/2017	4358	SHAHEEN'S MARKET	CAFETERIA FOOD	170294	70.37
2043	07/13/2017	2836	CENTRAL RESTAURANT PRODUCTS	PLATES, ETC.	170319	354.88
2044	07/25/2017	4371	CAPITAL CANDY CO. INC.	MILK CRATE BALANCE		4.00
2045	07/25/2017	4277	HEARTLAND PAYMENT SYSTEMS INC	NUTRIKIDS 8/1/17-7/31/18		347.25

Number of Transactions: 4

Warrant Total: 776.50
Vendor Portion: 776.50
Payroll Portion: 0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$ 776.50. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed, and charge each to the proper fund.

7/27/17 Noelley J. Short
Date Superintendent

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/27/17 Syrene F. Harvizon
Date Claims Auditor

LONG LAKE CSD



Check Warrant Report For A - 1: Cash Disbursement - JULY 2017 For Dates 7/1/2017 - 7/31/2017

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
14187	07/05/2017	3779	MARLIN LEASING CORP	COPIER LEASE		320.84
14188	07/05/2017	3259	FIRST UNUM LIFE INSURANCE CO.	DISABILITY JULY 2017		242.40
14189	07/13/2017	3050	PEARSON EDUCATION	READING STREET 2013 UPGRADE	170309	4,514.79
14190	07/13/2017	4573	WARNER STAINED GLASS	ARTS IN ED PROJECT	170312	631.38
14191	07/13/2017	2695	CDW	PROJECTOR - CURTIN	170310	1,490.00
14192	07/13/2017	4566	CHROMEBOOKPARTS.COM	CHROMEBOOK PARTS	170305	429.91
14193	07/13/2017	1288	XEROX CORPORATION	COPIER CHARGES		44.43
14194	07/13/2017	1299	NYS SCHOOL BOARDS ASSOCIATION	MEMBERSHIP DUES 7/1/17-6/30/18		2,426.00
14195	07/13/2017	1328	NYSPHSAA, INC.	MEMBERSHIP DUES 17-18 S/Y		810.00
14196	07/13/2017	4131	ONE CALL NOW	PARENT BROADCAST PLAN 7/23/17-7/22/18		123.17
14197	07/13/2017	1503	TRILLIUM FLORIST	GRADUATION STAGE FLOWERS	170298	150.00
14198	07/13/2017	2004	FORTUNE'S TRUE VALUE HARDWARE STORE	CUSTODIAL SUPPLIES	170223	226.54
14199	07/13/2017	4377	EDUCATIONAL VISTAS, INC	3-8 MATH SCORING	170113	208.50
14200	07/13/2017	4141	NOELLE SHORT	REIMBURSE SCHOOLS SPRING HELP WANTED AD		250.00
14201	07/13/2017	4560	ECHALK INC.	WEBSITE SITE LICENSE 17-18 S/Y		1,025.50
14202	07/13/2017	2988	GIRVIN & FERLAZZO, P.C.	JUNE LEGAL RETAINER		600.00
14203	07/13/2017	2742	TUPPER LAKE CENTRAL SCHOOL	JUNE BUS MTNCE		452.69
14204	07/13/2017	4525	SLIC NETWORK SOLUTIONS	CABLE TV JULY		122.65
14205	07/13/2017	3217	FRONTIER	TELEPHONE		379.81
14206	07/13/2017	3799	SARANAC LAKE CENTRAL SCHOOL	SENIOR AWARDS		17.90
14207	07/13/2017	4066	TOTALFUNDS BY HASLER	POSTAGE		39.00
14208	07/13/2017	3557	MERIDIAN IT	TELEPHONE MTNCE 7/1/17-9/30/17		360.00
14209	07/13/2017	4228	SHIRLEY TRAYNOR	MEDICARE PART B REIMB. 1/1/17-6/30/17		629.40
14210	07/13/2017	1100	NASCO	GRADE 2 SUPPLIES	170304	272.06
14211	07/13/2017	2279	F-E-H BOCES TREASURER	MAY NON-AIDABLE PRINTING CHARGES		9.14
14212	07/13/2017	2697	DICK BLICK	ART SUPPLIES	170308	793.26
14213	07/13/2017	2965	DISCOUNT SCHOOL SUPPLIES	ASP SUPPLIES	170318	234.42
14214	07/13/2017	3809	PEARSON PRENTICE HALL SCHOOL	GRADE 2 SUPPLIES	170306	127.89
14215	07/13/2017	4574	SAFETY GLASSES USA	ARTS IN ED SUPPLIES	170313	46.64
14216	07/13/2017	4572	MOSAIC ART SUPPLY	ARTS IN ED SUPPLIES	170311	540.38

LONG LAKE CSD

Check Warrant Report For A - 1: Cash Disbursement - JULY 2017 For Dates 7/1/2017 - 7/31/2017



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
14217	07/13/2017	1583	UNITED PARCEL SERVICE	REGENTS BOX RETURN		31.69
14218	07/25/2017	2833	UTICA NATIONAL INSURANCE GROUP	PROPERTY, UMBRELLA, AUTO POLICY 7/1/17-6/30/18		30,253.00
14219	07/25/2017	2700	SCHOLASTIC MAGAZINE	GRADE 2 MAGAZINES	170307	71.39
14220	07/25/2017	4425	VERIZON	CELL PHONES		137.25
14221	07/25/2017	4544	TOTAL READER	SUBSCRIPTION 2/20/17-2/19/18	170219	400.00
14222	07/25/2017	1360	HAMILTON COUNTY TREASURER	GAS/DIESEL MAY & JUNE		1,381.05
14223	07/25/2017	2912	SAANYS	MEMBERSHIP DUES SHORT 17-18 S/Y		600.00
14224	07/25/2017	4352	CASDA	17-18 MEMBERSHIP		750.00
14225	07/25/2017	2954	DANIEL SHUMWAY	BUS DRIVER TESTING		30.00
14226	07/25/2017	1485	INDUSTRIAL APPRAISAL COMPANY	INVENTORY REPORTS 6/30/17	170269	300.00
14227	07/25/2017	1709	QUILL	ENVELOPES/CALENDARS	180020	105.75
14228	07/25/2017	4199	NYS EMPLOYEES' HEALTH INSURANCE	AUGUST HEALTH INSURANCE		69,166.42
14229	07/25/2017	1369	NCC SYSTEMS INC.	FIRE ALARM PANEL	170303	7,450.00
14230	07/25/2017	1287	TUPPER LAKE FREE PRESS	LIBRARY SUBSCRIPTION 9/1/17-8/31/18	180024	44.00
14231	07/25/2017	1138	DISCOUNT MAGAZINE SUB. SERVICE		180023	235.72
14232	07/25/2017	2695	CDW	LAPTOP	180012	821.61
14233	07/25/2017	4575	DISPLAYS 4 SALE	DISPLAY FRAMES	170317	465.92
14234	07/25/2017	2279	F-E-H BOCES TREASURER	1/2 WORKERS COMP FEE FOR 17-18 S/Y		6,115.50
14235	07/25/2017	3825	AMAZON		170320	1,523.40
14236	07/25/2017	4014	TBS	HEATING SYSTEM REPAIRS 3/7/17		964.64
14237	07/25/2017	4212	CK TANK & LINE TESTING	CORROSION AND TIGHTNESS TEST/FUEL TANK		585.00
14238	07/25/2017	2752	LAWSON OFFICE PRODUCTS	COPIER USAGE		362.35

Number of Transactions: 52

Warrant Total: 139,313.39

Vendor Portion: 139,313.39

Payroll Portion: 0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 52 in number, in the total amount of \$ 139,313.39. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/27/17
Date

Noelle J. Short
Superintendent

Certification of Warrant

LONG LAKE CSD



Check Warrant Report For A - 1: Cash Disbursement - JULY 2017 For Dates 7/1/2017 - 7/31/2017

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
---------	------------	-----------	-------------	-------------------	-----------	--------------

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 139,313.34. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/27/17

Date

Sharon L. Flanagan

Claims Auditor

LONG LAKE CSD



Check Warrant Report For TA - 1: Cash Disbursement - TRUST & AGENCY For Dates 7/1/2017 - 7/31/2017

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
283	07/06/2017	3407	NYS INCOME TAX	Trust & Agency Payment		738.91
284	07/06/2017	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		75.00
285	07/06/2017	4340	LLCS GENERAL FUND	Trust & Agency Payment		12,193.44
286	07/06/2017	4375	EFTPS Enrollment Processing	Trust & Agency Payment		4,561.26
287	07/20/2017	3407	NYS INCOME TAX	Trust & Agency Payment		731.74
288	07/20/2017	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		75.00
289	07/20/2017	3413	NYS EMPLOYEES RETIREMENT SYSTEM	Trust & Agency Payment		109.60
290	07/20/2017	4340	LLCS GENERAL FUND	Trust & Agency Payment		11,822.72
291	07/20/2017	4375	EFTPS Enrollment Processing	Trust & Agency Payment		4,531.28
2845	07/06/2017	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		88.99
2846	07/06/2017	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment - T-NYSDEF		175.00
2847	07/20/2017	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		88.99
2848	07/20/2017	3408	C.S.E.A. EMPLOYEE BENEFIT FUND	Trust & Agency Payment - F-EBF		2,035.66
2849	07/20/2017	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment - T-NYSDEF		175.00

Number of Transactions: 14

Warrant Total: 37,402.59
Vendor Portion: 37,402.59

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 14 in number, in the total amount of \$ 37,402.59. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/20/17
Date

Noel J. Short
Superintendent

16-17 SH



Ref Number	Account	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
64		06/30/2017	TO COVER SHORTAGE IN LUNCH FUND HEALTH INSURANCE			Not Required		
	C 9030.800-0000		Cafeteria Social Security				250.00	
	C 9060.800-0000		Cafeteria Health Insurance					250.00

Grand Totals: 250.00 250.00

Net Amount: 0.00

Number of Budget Transfers: 1

Account Distribution Totals

Account	Description	Debits	Credits
C 9030.800-0000	Cafeteria Social Security	250.00	0.00
C 9060.800-0000	Cafeteria Health Insurance	0.00	250.00
Fund C Totals:		250.00	250.00
Grand Totals:		250.00	250.00

17-18 SH



Ref Number	Account	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
65		07/24/2017	TO MOVE EXTRA BUDGETED FOR STAIR CHAIRS TO TEACHING M&S			Not Required		
	A 2110.450-0000		Teaching Materials & Supplies					278.00
	A 2815.450-0000		Health Materials & Supplies				278.00	

Grand Totals: 278.00 278.00 278.00

Net Amount: 0.00

Number of Budget Transfers: 1

Account Distribution Totals

Account	Description	Debits	Credits
A 2110.450-0000	Teaching Materials & Supplies	0.00	278.00
A 2815.450-0000	Health Materials & Supplies	278.00	0.00

Fund A Totals:

278.00

Grand Totals:

278.00

V.B.

LONG LAKE CENTRAL SCHOOL
504 ACCOMMODATION COMMITTEE
LONG LAKE, NEW YORK

504 ACCOMMODATION COMMITTEE

REPORT TO BOARD OF EDUCATION

Attached are the recommendations of the 504 Accommodation Committee for those students recently reviewed.

Minutes of the 504 Committee including the evaluation reports, recommendations and the 504 plan for each student are available for review by the Board of Education prior to action, if requested.

Jeanne Kozloski
504 Committee Chairperson

Total Number of Students Reviewed: 7

Initial Eligibility: _____

Annual Review: ✓ 7

Reevaluation: _____

Requested Review: _____

Transfer: _____

BOARD OF EDUCATION ACTION: _____ Agreed _____ Further Review Requested

SIGNATURE OF BOARD PRESIDENT: _____

DATE: _____

Long Lake CSD
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'

AltID#: 202728

Grade: 11

Meeting Date **BOE Date** **Committee / Reason**
04/07/2017 08/10/2017 Section 504 Committee /
Annual Review

Placement Recommendation / School
Long Lake Central School

Recommended Program/Service Start Date End Date Ratio Frequency Period Duration Location Service Delivery Recommendations

**Supplementary Aids & Services /
Program Modifications / Accommodations:**

Go to school nurse/guidance counselor/resource teacher when feeling anxious
Check for Understanding
Special Seating Arrangements
Support for Organizational Skills
Refocusing and Redirection

Test Accommodations

Testing Mod Notes

Recommendations

Long Lake CSD Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'

AltID#: 202001

Grade: 10

Meeting Date 04/07/2017	BOE Date 08/10/2017	Committee / Reason Section 504 Committee / Annual Review	Decision Section 504	Placement Recommendation / School Long Lake Central School
-----------------------------------	-------------------------------	---	--------------------------------	--

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	<u>Service Delivery Recommendations</u>
------------------------------------	-------------------	-----------------	--------------	------------------	---------------	-----------------	-----------------	---

Supplementary Aids & Services /
Program Modifications / Accommodations:

Additional Time to Complete Assignments
Support for Organizational Skills
On-task focusing prompts
Check for Understanding

Test Accommodations
Extended Time

Testing Mod Notes
1.5 time

Recommendations
For tests lasting longer than 40 minutes

Long Lake CSD Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'

AltID#: 202204

Grade: 07

Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School
04/07/2017	08/10/2017	Section 504 Committee / Annual Review	Section 504	Long Lake Central School

Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Occupational Therapy	09/08/2017	06/22/2018	Small Group (2:1)	1	Weekly	30min.	Therapy Room	

Supplementary Aids & Services / Program Modifications / Accommodations:

Refocusing and Redirection
Access to computer
Use of a Graphic Organizer
Preferential seating
Support for Organizational Skills

Test Accommodations

Tests Administered in a Location with Minimal Distractions

On-task Focusing Prompts

Answers Recorded in Test Booklet

Testing Mod Notes

all tests

all tests

any tests requiring "bubble sheets"

Recommendations

can be separate location or in classroom

to keep student focused and on task

have student circle answers in book or on paper; proctor fill in "bubble sheet"

Long Lake CSD **Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy'

AltID#: 202309

Grade: 06

Meeting Date **BOE Date** **Committee / Reason**
04/27/2017 08/10/2017 Section 504 Committee /
Annual Review

Decision **Placement Recommendation / School**
Section 504 Long Lake Central School

Recommended Program/Service **Start Date** **End Date** **Ratio** **Frequency** **Period** **Duration** **Location** **Service Delivery Recommendations**

**Supplementary Aids & Services /
Program Modifications / Accommodations:**

Additional Time to Complete Assignments
Modified spelling
Check for Understanding
On-task focusing prompts
Preferential seating
Paraprofessional Support
Access to computer
Copy of Class Notes

Test Accommodations

Extended Time
Tests Administered in a Location with Minimal
Distractions

Tests Read
Language in Directions Simplified

Directions Reread for Each Page of Questions

Testing Mod Notes

all tests
all tests

all tests
all tests

all tests

Recommendations

double time (2.0x)
can be in separate location or in classroom. She usually reads aloud.
A location with minimal distractions in a separate location in the room or
elsewhere, will ensure she is able to do that without disrupting others or
being disrupted by them.
Student reads test aloud
Read directions as written and simply language as needed to
ensure she understands the direction.
reread directions for each page as a way to focus attention to
the test

Long Lake CSD Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'

AltID#: 202504

Grade: 05

Meeting Date 04/27/2017 BOE Date 08/10/2017 Committee / Reason Section 504 Committee / Annual Review Decision Section 504 Placement Recommendation / School Long Lake Central School

Recommended Program/Service Resource Room Program Start Date 09/07/2017 End Date 06/22/2018 Ratio 5:1 Frequency 4 Period Weekly Duration 30min. Location Resource Room Service Delivery Recommendations specifically for intense reading and phonics instruction

Supplementary Aids & Services / Program Modifications / Accommodations: Read assignments Modified Spelling On-task focusing prompts Preferential seating Refocusing and Redirection

Test Accommodations Test Passages, Questions, Items and Multiple-Choice Responses Read to the Student Use of Break Periods Testing Mod. Notes except reading comprehension Recommendations all tests all state and local tests

Long Lake CSD **Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy'

AltID#: 202102

Grade: 08

Meeting Date **BOE Date** **Committee / Reason**
05/25/2017 08/10/2017 Section 504 Committee /
Annual Review

Placement Recommendation / School
Long Lake Central School

Decision
Section 504

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	<u>Service Delivery Recommendations</u>
Resource Room Program	09/07/2017	06/22/2018	5:1	1	Weekly	40min	Special Ed. Classroom.	The student will receive resource room services for organizing materials and help with core content.

Counseling	09/07/2017	06/22/2018	Individual	1	Weekly	40min.	Counselor's Office	
------------	------------	------------	------------	---	--------	--------	--------------------	--

Supplementary Aids & Services / Program Modifications / Accommodations: Copy of Class Notes
On-task focusing prompts

Test Accommodations
Tests Administered in a Location with Minimal Distractions

Testing Mod Notes
all tests

Recommendations
can be in regular classroom or separate location

Extended Time

all tests

1.5 Times

Prompt for clarity and understanding

all classroom tests

by an adult - make sure to ask if she understands the directions and/or questions.

On-task Focusing Prompts

all tests

This is to make sure that she is consistently working on a test.

Long Lake CSD Committee Meeting Recommendations for Board of Education

Grade: 07

AltID#: 202301

Student: 'Board of Education Copy'

Meeting Date 08/08/2017	BOE Date 08/10/2017	Committee / Reason Section 504 Committee / Annual Review	Decision Section 504	Placement Recommendation / School Long Lake Central School
-----------------------------------	-------------------------------	---	--------------------------------	--

Recommended Program/Service Occupational Therapy	Start Date 09/07/2017	End Date 06/22/2018	Ratio Small Group (2:1)	Frequency 1	Period Weekly	Duration 30min.	Location Therapy Room	Service Delivery Recommendations
--	---------------------------------	-------------------------------	--------------------------------------	-----------------------	-------------------------	---------------------------	---------------------------------	---

**Supplementary Aids & Services /
Program Modifications / Accommodations:**

Additional Time to Complete Assignments
Break down assignments into smaller segments
On-task focusing prompts
Preferential seating

Test Accommodations
Extended Time

Tests Administered in a Location with
Minimal Distractions

Testing Mod Notes
all tests

all tests

Recommendations
provide additional half of test time (1.5x)
can be in classroom or separate location

IB

CERTIFICATION OF ACCEPTANCE FOR DISTRICTS AND NONPUBLIC SCHOOLS

Please complete the following information during the annual renewal process on the Child Nutrition Management System and **retain on file** for examination by members of this Department or USDA during a review of your Child Nutrition Program. **Do not send the Certification of Acceptance to NYSED.**

SCHOOL FOOD AUTHORITY NAME: Long Lake CSD

12-Digit LEA Code: 200701040000

The governing body of this School Food Authority accepts this Free and Reduced Price Meal or Special Milk Program Policy Statement, including the Family Income Eligibility Criteria and all required attachments and as indicated below:

Titles of Designated Officials

- A. **REVIEWING OFFICIAL:** Victoria Snide
Address & Telephone: PO Box 217, 20 School Lane, Long Lake, NY 12847
- B. **HEARING OFFICIAL:** Noelle Short
Address & Telephone: PO Box 217, 20 School Lane, Long Lake, NY 12847
- C. **VERIFICATION OFFICIAL:** Victoria Snide
Address & Telephone: PO Box 217, 20 SCHOOL LANE, LONG LAKE, NY 12847

An officer of the Board of Education or chairman of the community school board, pastor or executive director of the corporation operating a private or parochial school, or the headmaster or principal of a nonpublic school must sign this form.

ORIGINAL SIGNATURE OF SCHOOL OFFICIAL

TITLE

DATE

2017-2018

- The Reviewing and Verification Official may be the same person. The Hearing Official cannot be the Reviewing or Verification Official.

POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

Long Lake CSD, (Local Education Agency or governing body) responsible for administration of one or more schools referred to as the school food authority (SFA), has entered into agreement to participate in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program and accepts responsibility for providing free and reduced price meals and/or free milk to eligible children in the schools under its jurisdiction.

The SFA assures the State Education Department that it will uniformly implement the following policy with respect to determining the eligibility of children for free and reduced price meals in each school building under its jurisdiction that participates in the programs mentioned above.

In fulfilling its responsibilities, the SFA agrees to the following:

A. Free Meals and (For Milk Only Schools) Free Milk

To serve meals or milk at no charge to children from families whose income is at or below the income levels for free meals and milk listed on the annual income eligibility guidelines, or to children from Supplemental Nutrition Assistance Program (SNAP) households, Temporary Assistance to Needy Families (TANF) households, households participating in the Food Distribution Program on Indian Reservations (FDPIR) that provide a case number, or households that are identified through the SNAP/MEDICAID Direct Certification Matching Process.

B. Reduced Price Meals

To serve breakfast and/or lunch at a reduced price of \$.25 or less, to children from families whose income is within the range of the annual income eligibility guidelines for reduced price meals.

C. Special Conditions

To serve free meals/milk to foster children in cases where the court or welfare agency is legally responsible for the child. Documentation from an appropriate State or local agency supports the foster child's status. Foster children are categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members can help other children in the household qualify for free or reduced price meals. If the foster family is not eligible for free or reduced price meal benefits, the foster child will still be provided free meal benefits.

To provide free or reduced price meals or free milk to children whose parents or guardians have become unemployed, provided the loss of income causes the family income during the period of unemployment to be within the eligibility criteria. These students must be approved using one of the methods noted in this eligibility guidance booklet.

D. Non-Discrimination

1. That there will be no physical segregation of, or any other discrimination against, any child because of his/her inability to pay the full price of the meal or milk. LEAs selling competitive foods during a meal service are encouraged to include in the description of how the cafeteria and meal service prevents overt identification of the children receiving free and reduced price

meals or free milk. The names of children eligible to receive free or reduced price meals or free milk shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means. Further assurance is given that children eligible for free or reduced price meals or free milk shall not be required to:

- Work for their meals or milk.
 - Use a separate lunchroom.
 - Go through a separate serving line.
 - Enter the lunchroom through a separate entrance.
 - Eat meals or drink milk at a different time.
 - Eat a meal different from the meal sold to children paying the full price for the same meal or drink milk different from that sold to children paying the full price.
2. That in the operation of Child Nutrition Programs, no child shall be discriminated against because of his or her race, sex, age, color, disability, national origin, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

E. Hearing Procedures

To establish and use a fair hearing procedure in cases of appeal by parents of the school's decision on applications and in cases where the school official challenges the accuracy of information contained in an application or of the continued eligibility of any child for a free or reduced price meal or free milk. During appeal, hearing, and disposition of the case, the child will receive free or reduced price meals or free milk.

To maintain, for a period of three years plus the current year, records of all such appeals, challenges, and dispositions.

That in initiating the hearing procedure, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted on the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

That the hearing procedure shall provide:

1. A simple, publicly announced method for making an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person in presenting an appeal;
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;
4. That the hearing shall be held with reasonable promptness and convenience and that adequate notice shall be given as to the time and place of the hearing;
5. An opportunity to present oral or documentary evidence and arguments supporting the position;
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
7. That the hearing shall be conducted and the decision made by a hearing official who did not participate in making the decision under appeal or in any previous conference;

8. That the decision of the hearing official, who may not be the same person as the reviewing and/or the verification official, shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record;
9. That the parties concerned and their designated representative shall be notified in writing of the decision of the hearing official;
10. That a written record shall be prepared with respect to each hearing which shall include: the decision under appeal; any documentary evidence and a summary of any oral testimony presented at the hearing; the decision of the hearing official, including the reasons therefore and a copy of the notification to the parties concerned of the decision of the hearing official; and
11. That such written record of each hearing shall be preserved for a period of three years plus the current year and shall be available for examination by the parties concerned or their representative at any reasonable time and place during such period.

F. Reviewing Official

A reviewing official shall review and make determinations of eligibility using the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals or free milk. The official should sign, date, and indicate the eligibility determination on each application.

G. Notice to Parents

To send at the beginning of each school year, and whenever there is an increase in eligibility, to the parent or guardian of each child, a letter such as the prototypes in Attachment VII, VIII, or IX including a form on which to make application for free or reduced price meals or free milk, and a parent disclosure letter and consent statement.

H. Applications

To advise parents to complete the application and return it to the reviewing official for eligibility determination.

To maintain applications and documentation of action taken, for three years after the end of the school year to which they pertain.

To accept applications at any time during the year and to supply applications to any parent enrolling a child in a school for the first time.

To accept the application of a child who transfers from one school to another under the jurisdiction of the SFA. Copies of the application and eligibility dates should be retained with the records of both schools. The application from the transfer student from another SFA should be reviewed to ensure that it is correctly approved.

To inform parents of eligibility determinations. Parents must be notified in writing of the reason(s) for denial of their application, notification of the right to appeal, instructions on how to appeal, and a reminder to parents that they may reapply for free and reduced price benefits at any time during the school year. Copies of denial letters to parents must be maintained for three years plus the current year.

I. Verification of Applications

Verify the eligibility of applicant households **by November 15** in accordance with program regulations and annually maintain records.

J. Anonymity and Accountability

To establish a procedure to collect money from children who pay for their meals or milk which prevents overt identification, and accounts, at the point of service, for the number of free, reduced and full price meals served or the number of half-pints of free and full price milk served. The procedure(s) adopted will be used in order that no other child in the school will consciously be made aware, by such procedure, of the identity of the children receiving reduced price meals, free meals, or free milk. The LEA will develop measures to prevent disclosure of confidential free and reduced price eligibility information as required and include the steps with this policy statement.

K. Amendments to Policies

To submit to the State Education Department any alterations or amendments to the policy including eligibility criteria, applications, public announcements, etc., for approval prior to implementation. Such changes will be effective following approval by the NYSED Child Nutrition Program Administration office. Any and all changes in eligibility criteria shall be publicly announced in the same manner used at the beginning of the school year. Changes in content to any prototype documents from this guidance booklet require prior State Agency approval.

L. Records

To maintain a file of the following records for three years plus the current year after the end of the fiscal year to which they pertain:

1. All eligibility determinations obtained through the Direct Certification Matching Process (DCMP) (SNAP, Medicaid, Foster)
2. All applications and documents to support homeless, migrant, head start, etc.
3. Records of all appeals and challenges and their disposition.
4. All notifications of eligibility determinations, including denial letters.
5. Records of all verification efforts and resulting eligibility changes.

M. Public Release

At the beginning of the school year, a public release containing the same information supplied to parents and including both free and reduced price eligibility criteria should be provided to the media (local newspaper), the local unemployment office, and any major employers contemplating large layoffs in the areas from which the school draws its attendance. Documentation must be kept on file for three years plus the current year identifying where the public release was sent.

N. Special Assistance - Provision 2 and Community Eligibility Provision

Provision 2: In schools where all enrolled children, regardless of their category of eligibility, are served meals at no charge; notify parents, distribute, and certify applications for free and reduced price students once every four consecutive school years. For three years after the base year, the

school is not required to count meals served by category for claiming purposes. After the base year, the building's monthly reimbursement is based on total meal counts and monthly claim statistics from the base year. Maintain accountability and record keeping requirements as mandated by program regulations for this alternate reimbursement system.

*** If your school year begins in September, you must notify your Child Nutrition representative by September 1, 2017 if you intend to participate in Provision 2 for the 2017-2018 school year. If your school year begins in July, you must notify us by July 1, 2017.**

Community Eligibility Provision: Schools where at least 40 percent of enrolled students have been deemed free eligible through a means other than an income application (i.e., directly certified using electronic SNAP/Medicaid, homeless, migrant, runaway, foster, and head start) as of April 1, 2017, may participate in the Community Eligibility Provision for the 2017-2018 school year. The schools will receive reimbursement in the free and paid category based on the percentage of directly certified students as noted above times a multiplier (as written in federal regulation). For more details about participation and how to apply, please see the CEP Memo on the Child Nutrition Knowledge Center website.

O. Administrative Prerogative

In certain circumstances when households fail to apply for free or reduced price meals, the nutritional needs of students who are obviously at an economic disadvantage may be addressed by local officials.

Using administrative prerogative, local officials may complete an application for a student known to be eligible if the household had applied. This limited use option acknowledges the various reasons that a family may fail to apply for free or reduced price meals, such as lack of understanding, fear of authority, alien status, substance abuse, etc.

To exercise this option properly, an application must be completed on behalf of the student, based on the best family size and income information available. The source of this information must be noted on the application. Documented prior efforts must be made by the SFA to obtain a completed application from the parent or guardian.

The names of all household members, a social security number, or an adult signature need not be secured. Instead, the name of the student, household size, estimated family income including source, and the administrator's signature must be provided. The household must be notified of the student's approval status for free or reduced price meals. These applications should be excluded from the verification process.

This option must be used **judiciously and only after repeated efforts to obtain applications from families have been unsuccessful**. It is to be used on an individual basis and must not be used to provide eligibility determinations for large numbers of students. It also may not be used when family income is above the eligibility guidelines, even though the children are coming to school without a meal or money. Family economic status must remain the criterion for administratively making the decision to provide the student access to free or reduced price meals.

P. Meal Eligibility for Homeless/Migrant/Runaway Children

Children who are categorically eligible under Other Source Categorically Eligible Programs should contact the school for assistance in receiving benefits and indicate the source of their status on the application.

The United States Department of Agriculture (USDA) has acknowledged that the number of homeless, migrant and runaway children has risen considerably in the last few years, that parents/guardians who are homeless or migrant often fail to return a free meal application, and these children are often not included in the direct certification process. While administrators can exercise the administrative prerogative option for determining program eligibility, this process is only intended to be exercised on a case-by-case basis and becomes burdensome in areas where there are many homeless/runaway children residing in shelters or migrant status children. USDA has therefore established the following procedures for all Child Nutrition Programs when an application is not submitted by the household or it is not anticipated that an application will be submitted:

- The migrant coordinator, homeless liaison or runaway provider may provide you with a list of eligible children based on established criteria. The list must be dated and signed by the coordinator, liaison or provider. These children are then directly certified for free meals for the school year. No other documentation is needed. This is the preferred option.

Other options:

- The director of the homeless shelter at which the child resides can complete and submit an application for the child, or send a list of all children residing in the shelter to the school;
- Local level officials may complete an application for a child and approve the child for free meals based solely on their knowledge that the child's address is a homeless shelter or that the child has no known address and is indeed homeless;
- If large numbers of homeless children make it impractical for a homeless shelter or school officials to complete individual applications, the school administrator may establish a list of eligible students based on his/her knowledge of the family's residence (shelter, address, car, etc.). The documentation necessary to substantiate free meal eligibility for a list of children must contain a minimum the following information:
 - The child's name
 - The effective date of eligibility determination
 - The name of the shelter, etc., where the child resides
 - The signature of the determining official
- Documentation of migrant status children should be maintained by the school migrant coordinator as documentation to substantiate free meal eligibility. This should include the date, the child's name, and signature of the migrant coordinator. For a list of contacts in your school, go to www.nysteaches.org.

Q. Food Distribution Program on Indian Reservation (FDPIR)

Public and nonpublic schools participating in the School Lunch, Breakfast, or Special Milk Programs may accept a Food Distribution Program on Indian Reservation (FDPIR) case number in lieu of household income, SNAP or TANF number.

R. Food Substitutions for Children With Disabilities

Federal regulations governing the operation of Child Nutrition Programs and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. To ensure that these children are not denied reasonable access to the programs, the Department of Agriculture's regulations require schools and institutions to make reasonable accommodations, such as providing substitutions in the regular meal patterns, for children who have a disability and whose disability restricts their diet. A student with a disability is defined in 7 CFR part 15b.3 as one who has "... a physical or mental impairment which substantially limits one or more major life activities..." Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Accordingly, meal substitutions must be made for children with disabilities and must be supported by a statement signed by the physician attesting to the need for the substitutions and recommending alternate foods. These meals must be offered at no extra charge. Substitutions may also be made for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs, though schools are not required to do so in these instances. Substitutions for non-disabled children must be supported by a statement signed by a recognized medical authority. **Children with disabilities are not automatically eligible for free meal benefits.** Parents must adhere to the same income eligibility criteria and procedures used for all children.

S. Limited English Proficient (LEP) Households

LEAs will ensure there are no barriers for participation in Child Nutrition Programs for Limited English Proficient (LEP) families and must communicate with parents and guardians in a language they can understand throughout the certification and verification processes.

T. Meal Charge Policy

LEAs will establish a written and clearly communicated policy to address student meal charges when payment cannot be collected at the point of service. Charge policies will be reasonable, well-defined and maintain the integrity and dignity of students and households to minimize harm to the student.

U. Program Terminations: To provide 60 days advance written notice to parents and to immediately inform the NYSED Child Nutrition Program Administration of intent to discontinue participation in NSLP/SBP.



Long Lake
CENTRAL SCHOOL DISTRICT

**Code of Conduct
DRAFT
August 4, 2017**

I. Introduction

The Board of Education ("Board") is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct ("Code").

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

II. Definitions

For purposes of this Code, the following definitions apply:

"Disruptive student" means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Parent" means parent, guardian or person in parental relation to a student.

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus or school vehicle, as defined in Vehicle and Traffic Law §142.

"School Function" means a school-sponsored extra-curricular event or activity (Education §11[2]).

"Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

"School Property" means in or within any building, structure, athletic playing field, playground,

parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law Section §11[1]).

"School Bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).

"Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

"Employee" means 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 9-B of article 5 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 (Education Law §§11[4] and 1125[3]).

"Sexual Orientation" means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).

"Gender" means a person's actual or perceived sex and includes a person's gender identity or expression (Education Law §11[6]).

"Harassment/bullying" means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in Education Law §11(8), that (a) Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions. (Education Law §11[7])

"Cyber bullying" means harassment/bullying, as defined above, through any form of electronic communication.

Acts of harassment and bullying that are prohibited include those acts based on a person's actual or perceived membership in the following groups including, but not limited to:

- race
- color
- weight
- national origin
- ethnic group
- religion
- religious practice
- disability
- sex
- sexual orientation
- gender (which includes a person's actual or perceived sex, as well as gender identity and expression).

"Discrimination" means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

"Emotional harm" that takes place in the context of "harassment or bullying" means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.

"Violent student" means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

III. Student Rights and Responsibilities

Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, ethnic group, religious practice, sex, weight or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school sponsored event, function or activity.

B. Student Responsibilities

All LLCS students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive, and productive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity for All Students Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, bullying, cyber bullying, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination to Long Lake Central School Staff. See Policy # 3410-Code of Conduct on School Property and # 7550-Dignity for All Students Act.

IV. Essential Partners

A. Parents/Guardians

All parents/guardians of LLCS students are expected to:

1. Recognize that the education of their child (ren) is a joint responsibility of the parents and the school community.

2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe and orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends. Work with our schools to maintain open and respectful communication.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

B. Teachers

All LLCS teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-confidence and promote motivation to learn.
2. Contribute to maintain a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
3. Be familiar with and abide by all District policies, rules, regulation dealing with student and staff conduct.
4. Enforce school policies, rules, and regulations in a fair and consistent manner.
5. Dress appropriately for school and school functions and help to set a professional standard for students.
6. Set a good example for students and other staff by demonstrating dependability, integrity and other standards of ethical conduct.
7. Maintain confidentiality about all personal information and educational records concerning students and their families.
8. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
9. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
10. Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.

11. Be prepared to teach and to promote learning for all students.
12. Demonstrate interest in teaching and concern for student achievement.
13. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan.
14. Communicate regularly with students, parents and other teachers concerning growth and achievement.
15. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

C. Guidance Counselor

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-confidence and promote motivation to learn.
2. Contribute to maintain a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
3. Be familiar with and abide by all District policies, rules, regulation dealing with student and staff conduct.
4. Enforce school polices, rules, and regulations in a fair and consistent manner.
5. Dress appropriately for school and school functions and help to set a professional standard for students.
6. Set a good example for students and other staff by demonstrating dependability, integrity and other standards of ethical conduct.
7. Maintain confidentiality about all personal information and educational records concerning students and their families.
8. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
9. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
10. Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.
11. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
12. Initiate teacher/student/counselor/administrator conferences and parent/teacher/student/counselor/administrator conferences, as necessary, as a way to resolve problems.
13. Regularly review with students their educational progress and college and/or career plans.
14. Provide information to assist students with college and/or career planning.

15. Encourage students to benefit from the curriculum and extracurricular programs.
16. Coordinate Academic Intervention Services, as needed, with the student, parent(s)/guardian(s), administrator, and teachers.
17. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
18. Report incidents of discrimination and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

D. Expectations for Other School Staff

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-confidence and promote motivation to learn.
2. Contribute to maintain a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
3. Be familiar with and abide by all District policies, rules, regulation dealing with student and staff conduct.
4. Enforce school polices, rules, and regulations in a fair and consistent manner.
5. Dress appropriately for school and school functions and help to set a professional standard for students.
6. Set a good example for students and other staff by demonstrating dependability, integrity and other standards of ethical conduct.
7. Maintain confidentiality about all personal information and educational records concerning students and their families.
8. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
9. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
10. Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.

E. Administrator

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-confidence and promote motivation to learn.
2. Contribute to maintain a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
3. Be familiar with and abide by all District policies, rules, regulation dealing with student and staff conduct.
4. Enforce school polices, rules, and regulations in a fair and consistent manner.

5. Dress appropriately for school and school functions and help to set a professional standard for students.
6. Set a good example for students and other staff by demonstrating dependability, integrity and other standards of ethical conduct.
7. Maintain confidentiality about all personal information and educational records concerning students and their families.
8. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
9. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
10. Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.
11. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
12. Ensure that students and staff have the opportunity to communicate regularly with the administrator and approach the administrator for redress of grievances.
13. Evaluate on a regular basis all instructional programs.
14. Support the development of and student participation in appropriate extracurricular activities.
15. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
16. Review the policies of the Board of Education and state and federal laws relating to school operations and management.
17. Inform the Board about educational trends relating to student discipline.
18. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
19. Work on enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
11. Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the administrator's attention in a timely manner in collaboration with the Dignity Act Coordinator (DAC).

F. Board of Education

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the District's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

4. Appoint a District Dignity Act Coordinator. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.

V. Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the professional academic setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), low cut jeans, mid-riff shirts and see-through garments are not appropriate.
3. Ensure that top and bottom undergarments are completely covered with outer clothing and no abdomen/stomach/back area is showing. Muscle shirts are considered undergarments.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed. Footwear requirements for technology classes, Science Labs and Physical Education classes will meet health and safety guidelines for those classes.
5. Not include the wearing of hats in school during school hours except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, ethnic group, religious practice, sex, weight or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not include pierced earrings/jewelry during physical education classes and all sports activities.
9. Not include articles of clothing deemed sleepwear/loungewear including pajamas, slippers, nightshirts, etc. unless approved for a designated school function.
10. Not include wearing their coats during the school day unless room temperatures warrant it.
11. Not include wearing of gang related articles of clothing.

Administration shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

VI. Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Verbal threats, using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in the school building without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, mobile devices, applications, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's acceptable use policy.
8. Inappropriate touching, pushing, shoving, slapping, etc.
9. Unauthorized use of personal electronic devices/equipment (e.g. cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping class/detention/AIS/ASSH.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include:

1. Failing to comply with reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Endangering the health and safety of other students or staff or interfering with classes or District activities by means of inappropriate appearance or behavior as per the District Code of Conduct.

D. Engage in conduct that is violent. Examples of violent conduct include:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.
8. Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical wellbeing.
9. Communication by any means, including oral, written or electronic (such as through the internet, e-mail or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, or disability as a basis for treating another in a negative manner on school property or at a school function.
5. Harassment/Bullying (including Cyber bullying), the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect or unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.
6. Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity,

organization, club or team.

8. Selling, using, distributing or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, electronic cigarette, cigar, pipe or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, tobacco, tobacco products or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."
12. Inappropriately using, sharing, selling, attempting to sell, distributing or exchanging prescription and over-the-counter drugs.
13. Gambling or gaming.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner or inappropriate touching.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
16. Spitting or the use of other bodily fluids to taunt, insult, or otherwise denigrate another student, staff member or school related personnel is strictly forbidden.
17. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
18. Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
19. Possessing, consuming, selling, attempting to sell, distributing, or exchanging "look-alike drugs"; or, possessing or consuming (without authorization), selling, attempting to sell, distributing or exchanging other substances such as dietary supplements, weight loss pills, etc.
20. Violating gender privacy when using school restroom facilities.

F. Engage in misconduct while on a school bus.

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. Remain seated while the bus is in motion.

G. Engage in any form of academic misconduct. Examples of academic misconduct include:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions
6. Accessing other users email accounts or network storage accounts and/or attempting to read,

delete, copy, modify, and interfere with the transferring and receiving of electronic communications.

7. Violation of the District Acceptable Use Policy for technology

H. Engage in bullying – peer abuse in the schools.

The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board of Education shall require the prohibition of bullying – along with the range of possible intervention activities and/or sanctions for such misconduct – to be included in the District Code of Conduct for all grade levels. Policy # 3410 Code of Conduct on School Property.

For purposes of this policy, the term “bullying” among children is defined, in general, as: “a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful.”

Bullying can take three forms:

- a. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- c. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

The District also prohibits “Internet bullying” (also referred to as “cyber-bullying”) including the use of instant messaging, e-mail, web sites, chat rooms, mobile device applications, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees.

However, it is important to note that a single negative act as enumerated above may also constitute “bullying” (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor.

Any student who believes that he/she is being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the administrator. The staff member/administrator to whom the report is made (or the staff member/administrator who witnesses bullying behavior) shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of bullying.

Investigation of allegations of bullying shall follow the procedures utilized for complaints of harassment within the District. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware at school district sites or activities and/or reporting such behavior to their immediate supervisor. Staff training shall be provided to raise awareness of the problem of bullying within the schools and to facilitate staff identification of and response to such bullying behavior among students.

Prevention and intervention techniques within the District to prevent against bullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying stops.

Rules against bullying shall be publicized District-wide and shall be disseminated as appropriate to staff, students and parents. Disciplinary sanctions for violation of this policy shall be outlined in the District Code of Conduct as enumerated above and may also be incorporated in employee and student handbooks (See Policy #7552).

VII. Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor or the administrator. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher or the administrator.

All District staff whom are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

The Board of Education annually appoints a Dignity Act Coordinator and Civil Rights Compliance Officers (Title IX).

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution. The administrator must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the administrator learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

VIII. Disciplinary Penalties, Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. Penalties

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning - any member of the district staff
2. Written notification to student and parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, administrator
3. Detention - teachers, administrator
4. Suspension from transportation - director of transportation, administrator (Notify C.S.E. Chairperson if student is classified)
5. Suspension from athletic participation - coaches, administrator
6. Suspension from social or extracurricular activities - activity director, administrator
7. Suspension of other privileges - administrator
8. In-school suspension - administrator
9. Removal from classroom by teacher - teachers, administrator
10. Short term (five days or less) suspension from school - administrator, Board of Education
11. Long term (more than five days) suspension from school - administrator, Board of Education
12. Permanent suspension from school - administrator, Board of Education

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning with written notification to the student and their parents are entitled to additional rights before the penalty is imposed.

These additional rights are explained below:

1. Detention

Teachers and the administrator may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified and the student has appropriate transportation home following detention.

2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the superintendent's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the administrator. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the administrator to discuss the conduct and the penalty involved.

3. Suspension from athletic participation, extra-curricular activities and other privileges

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the suspension to discuss the conduct and the penalty involved.

4. In-school suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes the administrator to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension." The in-school suspension teacher will be a certified teacher if possible.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to

Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

5. Teacher disciplinary removal of disruptive students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the administrator's office for the remainder of the class time only; (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only. If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

The teacher must complete a district-established disciplinary removal form and meet with the administrator as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the administrator is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the administrator prior to the beginning of classes on the next school day. Within 24-hours after the student's removal, the administrator must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the administrator to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The administrator may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the administrator must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and administrator.

The administrator may overturn the removal of the student from class if the superintendent finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the district's Code of Conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The administrator may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the administrator makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom. Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his or her class. The administrator must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the administrator or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

6. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the administrator.

Any staff member may recommend to the administrator that a student be suspended. All staff members must immediately report and refer a violent student to the administrator for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible, no later than the end of the school day, by the staff member recommending the suspension.

The administrator, upon receiving a recommendation or referral for suspension, or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

i Short-term (5 days or less) suspension from school

When the administrator (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the administrator. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the administrator may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the administrator shall promptly advise the parents in writing of his or her decision. The administrator shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the administrator within five business days, unless they can show extraordinary circumstances precluding them from doing so. The administrator shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the administrator’s decision, they must file a written appeal to the board of education with the district clerk

within 10 business days of the date of the administrator's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

ii. Long-term (more than 5 days) suspension from school

When the administrator determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The administrator shall personally hear and determine the proceeding or may, at his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the administrator. The report of the hearing officer shall be advisory only, and the administrator may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the board that will make its decision based solely upon the record before it. All appeals to the board must be in writing and submitted to the district clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The board may adopt in whole or part the decision of the superintendent. Final decisions of the board may be appealed to the Commissioner within 30 business days of the decision.

iii. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

C. Minimum Periods of Suspension

1. Students who bring a weapon to school

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property may be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The administrator has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the administrator may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.

6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing a weapon to school

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, may be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The administrator has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the administrator may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom³⁹

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom may be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The administrator has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the administrator may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

D. Referrals

1. Counseling

The Guidance Office shall handle all referrals of students to counseling.

2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.

- c. Knowingly and unlawfully possesses an illegal substance in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The administrator is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school; or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20(42).

The administrator is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

IX. Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

X. Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

A. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the code of conduct, the following definitions apply:

A “suspension” means a suspension pursuant to Education Law §3214.

A “removal” means a removal for disciplinary reasons from the student’s current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.

An “IAES” means a temporary educational placement for a period of up to 45 days, other than the student’s current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student’s current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

- a. The Board, the district BOCES Superintendent of Schools or administrator may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
- b. The administrator may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the administrator determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
- c. The administrator may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
- d. The administrator may order the placement of a student with a disability in an IAES to be determined by the Committee on Special Education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
 - 1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. §930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury.
 - 2) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
 - 3) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a school health care provider or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

B. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
 - a. for more than 10 consecutive school days; or

b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the C.S.E. has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The district's Committee on Special Education shall:

a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral interventions plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the C.S.E. shall review the behavioral intervention plan and its implementation to determine if modifications are necessary. If one or more members of the C.S.E. believe that modifications are needed, the school district shall convene a meeting of the C.S.E. to modify such plan and its implementation, to the extent the committee determines necessary.

b. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.

2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in

accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.

a. The administrator or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.

b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:

- 1) conducted an individual evaluation and determined that the student is not a student with a disability, or
- 2) determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.

5. Administrator hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be divided into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into the code.

6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of nondisabled students, except that the school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the C.S.E. has determined that the behavior is not a manifestation of the student's disability.

7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:

a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.

b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.

i. During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.

ii. If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

E. Referral to Law Enforcement and Judicial Authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The District may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The administrator shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

XI. Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

XII. Student Searches and Interrogations (Policy # 7330)

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the administrator, the school health care provider and district security officials to conduct searches of students and their belongings, including motor vehicles on school property, if the authorized school official has reasonable suspicions to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible

and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip Searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if the search is authorized in advance by the superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the students or others.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another district professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have probable cause - not simply reasonable cause - to believe the student is concealing evidence of a violation of law or the District code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record and the need for such a search.

School officials will attempt to notify the student's parent by telephone before conducting a strip search, or in writing after the fact if the parent could not be reached by telephone.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about the search:

1. Name, age and grade of student searched.

2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what item(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The administrator shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The administrator shall clearly label each item taken from the student and retain control of the item(s), until the items are turned over to the police. The administrator shall be responsible for personally delivering dangerous or illegal items to police authorities.

D. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work.

Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the administrator shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The administrator will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school.

This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

E. Child Protective Services (CPS) Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the administrator. The administrator shall set the time and place of the interview. The administrator shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the Child Protective Services worker to verify the allegations, the school health care provider or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a CPS worker or school district official of the opposite sex.

A CPS worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

XIII. Visitors to the Schools

The Board encourages parents and other district citizens to visit the district's school and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The administrator is responsible for all persons in the building and on the grounds.

For these reasons, the following rules apply to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors will only be allowed to enter the school after ringing the buzzer at the main entrance to the school and must report to the main office. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the main office before leaving the building and signing out.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum. Registration is still required at the main office upon arrival.
5. Teachers are expected not to take class time to discuss individual matters with visitors.

6. Any unauthorized person on school property will be reported to the administrator. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

XIV. Public Conduct on School Property

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, “public” shall mean all persons when on school property or attending a school function including students, teachers and District personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property, including graffiti or arson, or the personal property of a teacher, administrator, other district employee or any person lawfully on school property.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Smoke on school property, possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.

10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at a school function.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

- 1. Visitors:** Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
- 2. Students:** They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
- 3. Tenured faculty members:** They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
- 4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75:** They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
- 5. Staff members other than those described in subdivisions 3 and 4:** They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The administrator shall be responsible for enforcing the conduct required by this code.

When the administrator sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the administrator shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The administrator shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the administrator shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

XV. Dissemination and Review

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of the code to all students at the beginning of each school year.
2. Making copies of the code available to all parents at the beginning of the school year.
3. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
4. Providing all new employees with a copy of the current code of conduct when they are first hired.
5. Making copies of the code available for review by students, parents and other community members.
6. Post the Code of Conduct on the school website.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The administrator may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

The Board of Education will review this code of conduct every year and update it as necessary. In conducting the review, the board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The Code of Conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

V.D.

**TAX WARRANT- September 1, 2017
SCHOOL YEAR 2017-2018**

To the Collector of School District Long Lake Central School, towns of Arietta
and Long Lake in the County of Hamilton, State of New York.

You are hereby commanded:

1. To collect taxes in total sum of \$2,788,942 in the same manner that
Collectors are authorized to collect town and county taxes, and

To collect the Cornelius Vanderbilt Whitney Long Lake Library taxes in total
sum of \$145,306 in the same manner that Collectors are authorized to collect
town and county taxes.

2. To give notices in accordance with Section Real Property Tax Law, Section
1322, 1338.
3. To receive from each of the taxable corporations and natural persons on the
below tax roll the sums listed or so much thereof as is voluntarily paid to you
within one month from date of this warrant.
4. To collect after the expiration of one month the residue of the sums not paid,
together with the fees prescribed in sections Education Law 2130 and Real
Property Tax Law Section 1328.
5. To return this warrant within 60 days and if any taxes in this list shall be
unpaid at that time, you shall delivery to us an account thereof.

SUMMARY OF TAX ROLL

Total Amount Assessed Valuation

\$608,193,175

Total Amount of Tax Levy

\$2,788,942-School
\$ 145,306-Library

**SCHOOL BUDGET
SCHOOL YEAR 2017-2018**

Estimated Receipts:

Surplus estimated to be available for appropriations	\$ 949,942
State Aid	474,500
Tax on Property	2,789,000
Other Sources	<u>61,800</u>
 Total Revenues (Estimated)	 \$4,275,242

Estimated Expenditures:

General Support	\$ 718,641
Instruction	1,719,403
Pupil Transportation	128,832
Undistributed	<u>1,423,366</u>
 Total Estimated General Fund Expenditures	 \$3,990,242
Balance-End of Budget Year (use only for Planned Balance)	 <u>285,000</u>
Total Estimated Expenditures and Planned Balance	\$4,275,242

This warrant is issued by authority of Article 13 of the Real Property Tax Law and has the same force and effect as a warrant and tax list issued by the Board of Supervisors. It is effective immediately after it is properly signed by the trustees or a majority of trustees.

Given under our hand this 10th day of August 2017

Signatures of trustees:

Michael Farrell

Alexandria Harris

Brian Penrose

Paul Roalsvig

Frederick Short

Note: As specified by State Law, this warrant shall be signed on or before September 1. The amount of taxes to be collected should correspond with the total entered on the summary at the top of page one. Original document filed in the District Minute book.

V.H.
August 10, 2017

BOARD RESOLUTION FOR APPOINTMENT OF TEACHER
Long Lake Central School District

BE IT RESOLVED, that the Board of Education of the Long Lake Central School District hereby accepts the recommendation of the Superintendent to appoint **Timothy M. LeMere** to a **four (4)** year probationary appointment as a teacher of Mathematics in the 7-12 Mathematics tenure area, commencing September 1, 2017 and ending August 31, 2021, contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout his/her probationary period, consistent with the requirements of Education Law Sections 3012, 3012-c and/or 3012-d. Mr. Timothy M. LeMere holds an Initial Certificate in Mathematics(Cert. # 518825).

V.I.
August 8, 2017

Ms. Noelle Short
20 School Lane
P.O. Box 217
Long Lake, NY 12847

Dear Ms. Short,

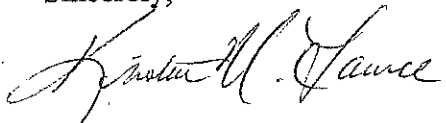
Please accept this letter as notice of my resignation from my position as secretary of the superintendent. My last day of employment will be August 31, 2017.

I received an offer to serve as Office Assistant for NYS DOT, and after careful consideration, I realize that this opportunity is too exciting for me to decline.

It has been a pleasure working with you and the entire staff at LLCSD for over 13 years. There have been many highlights of my career at LLCSD, most of all is the collaboration with the talented and caring people who work here. The school is poised for continued growth and much success with your leadership.

I wish you and the entire staff all the best and I look forward to staying in touch with you. You can email me anytime at klance@frontier.com or call me on my personal cell which you have.

Sincerely,



Kristen M. Lance

CC: Board of Education
BOE Clerk

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)**School Food Service Program (Lunch and Breakfast)**

The Board has entered into an agreement with the New York State Education Department (SED) to District participates in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program, to receive commodities and subsidies from donated by the U.S. Department of Agriculture. In return, the District and to accept responsibility for providing free and reduced-price meals to elementary and secondary students in the its schools and serves meals that meet federal requirements of the District.

The Superintendent or designee will have the responsibility to carry out the rules of the School Lunch and Breakfast Programs. The District's Reviewing Official and Verification Official or the Department of Social Services Office of Temporary and Disability Assistance (OTDA) will determine student eligibility. The determination of which students are eligible is the responsibility of the Reviewing Official and Verification Official or the Office of Temporary and Disability Assistance of the Department of Social Services. Appeals regarding eligibility should be submitted to the District's Hearing Official of the District.

The District may allow free or reduced-price meals may be allowed for qualifying District students after receiving attending District schools upon receipt of a written application from the student's parent or guardian or a "Direct Certification" letter from the New York State Office of Temporary and Disability Assistance (OTDA). Applications will be provided by the District to all families.

School officials must also determine eligibility for free or reduced-price meals and milk by using the Direct Certification Matching Process, a dataset supplied by the Office of Temporary and Disability Assistance, and made available by the SED. Any student residing in a household receiving federal assistance through the Supplemental Nutrition Assistance Program (SNAP), or Temporary Assistance to Needy Families (TANF), or Medicaid is automatically eligible for free meals and milk; eligible families will not have. There is no need for families to complete further applications. The District will notify parents or guardians of eligibility, giving them the opportunity to decline free meals and milk if they so choose.

Procedures for the administration of the free and reduced-price meal program of this District will be the same as those prescribed in current state and federal laws and regulations.

Child Nutrition Program Authorization

Since the District participates in the one or more Child Nutrition Program, the Board approves the establishment of a system to allow a student to charge a meal. The Board authorizes the Superintendent has to developed rules which address:

- a) What can be charged;
- b) The limit on the number of charges per student;
- c) The system used for identifying and recording charged meals;

(Continued)

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)

- d) The system used for collection of repayments; and
- e) Ongoing communication of this policy to parents and students. The District's meal-charge policies and procedures will be distributed to all households and applicable staff in writing at the start of each school year and to new households that transfer into the District during the school year. These policies and procedures may vary by grade. The District will also provide details regarding payment methods on its website.

Charging Meals

- a) Students may charge up to ^{three} ~~five dollars~~ reimbursable meals (that are available to all students), and will not be permitted to exceed ~~that~~ this limit until the outstanding charges are paid in full;
- b) If a student's prepaid meal card ^{three} ~~or~~ account has been exhausted, he or she will be given a grace period where no more than ~~five~~ reimbursable meals (that are available to all students) may be charged, to allow time for the meal card or account to be replenished.
- c)b) The only item(s) permitted to be charged are a complete meal or milk. A la carte items such as snacks or ice cream may not be charged;
- d)e) The District's ~~point-of-sale system~~ will track all charges and payments;
- e)d) ~~Once the charge limit has been reached, and if the~~ a student comes ^{will} to school without a lunch, and has exceeded the maximum reimbursable-meal limit, the District ~~may provide a sandwich, fruit and milk~~ reimbursable meal (that is available to all students) ~~will be provided to the student so that he or she does not go hungry that day;~~
- f)e) ~~If, after exceeding the allowable meal charge limit, a student continues to come to school without a meal,~~ As appropriate, District administration may contact Social Services to report a student's consistent failure to arrive at school with a meal.

Unpaid meal charges will be addressed directly with the ~~child's~~ student's parent or guardian who is responsible for providing funds for meal purchases; discreet notifications of low, exhausted, or deficit balances will be sent at appropriate intervals during the school year. The notification may include a repayment schedule, but will not charge any interest or fees related to meals charged during the grace period. District administration will further consider the benefits of attempted collections and the costs that would be expended in collection attempts.

Restriction of Sweetened Foods in School

The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period.

Sweetened foods consist of sweetened soda water;; chewing gum;; and candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated-popcorn, and water ices, except those which contain fruit or fruit juices.

Restrictions on Sale of Milk Prohibited

~~Schools that participate in the National School Lunch Program may~~The District will not directly or indirectly restrict the sale or marketing of fluid milk products at any time or in any place on school premises or at school-sponsored events.

(Continued)

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)Food Substitutions for Children with Disabilities

Federal regulations governing the operation of Child Nutrition Programs, Part B of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. The District will make reasonable accommodations to those children with disabilities whose disabilities restrict their diets, such as providing substitutions and/or modifications in the regular meal patterns. These meal substitutions for students with disabilities will be offered at no extra charge. A student with a disability must be provided substitutions in food when that need is supported by a statement signed by a physician attesting to the need for the substitutions and recommending alternate foods.

However, the school food service is not required to provide meal services (for example, School Breakfast Program) to students with disabilities when the meal service is not normally available to the general student body, unless a meal service is required under the student's individualized education program (IEP) or Section 504 Accommodation Plan as mandated by a physician's written instructions.

*Food Substitutions for Nondisabled Children

OK Though not required, the District will also allow substitutions for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority.

The District may also allow substitutions for fluid milk with a non-dairy beverage that is nutritionally equivalent (as established by the Secretary of Agriculture) to fluid milk and meets nutritional standards for students who are unable to consume fluid milk because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority or by the student's parent/legal guardian.

Prohibition Against Adults Charging Meals

Adults ~~should~~ must pay for their meals at the time of service or ~~set up pre-paid accounts~~.

HACCP-Based Food Safety Program

Schools participating in the National School Lunch and/or School Breakfast programs are required to implement a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles. The District must develop a written food safety program for each of its food preparation and service facilities that is based on either traditional HACCP principles or the "Process Approach" to HACCP. (The "Process Approach" simplifies traditional HACCP by grouping foods according to preparation process and applying the same control measures to all menu items within the group, rather than developing an HACCP plan for each item.)

**District Option*

(Continued)

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)

Regardless of the implementation option that is selected, the District's written food safety program must also include:

- a) Critical control points and critical limits;
- b) Monitoring procedures;
- c) Corrective actions;
- d) Verification procedures;
- e) Recordkeeping requirements; and
- f) Periodic review and food safety program revision.

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265

Child Nutrition Act 1966, 42 USC § 1771 et seq.

Richard B. Russell National School Lunch Act 1946, 42 USC § 1751 et seq.

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

Individuals with Disabilities Education Act (IDEA), 20 USC §§ 1400-1485

7 CFR Parts 15B, 210 and 220

Education Law §§ 902(b), 915, 918, 1604(28), 1709(22), 1709(23) and 2503(9)(a)

8 NYCRR §§ 200.2(b)(1) and 200.2(b)(2)

Social Services Law § 95

Adoption Date

new

2017

7240
1 of 6

Students

SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE

The District will comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Under its provisions, parents or guardians and noncustodial parent(s) whose rights are not limited by court order or formal agreement, of a student under 18, or a student who is 18 years of age or older, or who is attending an institution of post-secondary education, have a right to inspect and review any and all education records maintained by the District.

Education Records

The term "education records" is defined as all records, files, documents, and other materials containing information directly related to a student; and maintained by the education agency or institution, or by a person acting for that agency or institution. This includes all records regardless of medium, including, but not limited to, handwriting, videotape or audiotape, electronic or computer files, film, print, microfilm, and microfiche.

In addition, for students who attend a public school district, all records pertaining to services provided under the Individuals with Disabilities Education Act (IDEA) are considered "education records" under FERPA and they are subject to the confidentiality provisions of both Acts.

However, personal notes made by teachers or other staff are not considered education records if they are:

- a) Kept in the sole possession of the maker;
- b) Not accessible or revealed to any other person except a temporary substitute; and
- c) Used only as a memory aid.

Additionally, FERPA does not prohibit a school official from disclosing information about a student if the information is obtained through the school official's personal knowledge or observation and not from the student's education records.

Records created and maintained by a law enforcement unit for law enforcement purposes are also excluded.

Access to Student Records

Administrative regulations and procedures will be developed to comply with the provisions of federal law relating to the availability of student records. The purpose of these regulations and procedures is to make available to the parents or guardians of students and noncustodial parent(s) whose rights are not limited by court order or formal agreement, or students who are 18 years of age or older,

(Continued)

Students

SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)

or who are attending an institution of post-secondary education, student records, and files on students, and to ensure the confidentiality of these records with respect to third parties.

Under FERPA, unless otherwise exempted in accordance with law and regulation, the District may release personally identifiable information (PII) contained in student education records only if it has received a "signed and dated written consent" from a parent or eligible student. Signed and dated written consent may include a record and signature in electronic form provided that the signature:

- a) Identifies and authenticates a particular person as the source of the electronic consent; and
- b) Indicates the person's approval of the information contained in the electronic consent.

Exceptions

Without the consent of a parent or eligible student, the District may release a student's information or records when it is:

- a) Directory Information and Limited Directory Information

"Directory information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. "Limited Directory Information Disclosure" means that the District may limit disclosure of its designated directory information to specific parties, for specific purposes, or both. The intent is to allow schools the option to implement policies that allow for the disclosure of student information for uses such as yearbooks, honor roll lists, graduation programs, and playbills, but restrict disclosure for more potentially dangerous purposes. The District will limit disclosure of its designated directory information as otherwise specified in its public notice to parents of students in attendance and eligible students in attendance.

- b) To School Officials who have a Legitimate Educational Interest

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. An educational interest includes the behavior of a student and disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of the student, other students, or other members of the school community. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Continued)

Students

SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)**c) To Another Educational Institution**

The District may disclose any and all educational records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of IDEA, to another school or postsecondary institution at which the student seeks or intends to enroll, or after the student has enrolled or transferred, so long as the disclosure is for purposes related to the student's enrollment or transfer. Parental consent is not required for transferring education records if the school's annual FERPA notification indicates that these disclosures may be made. In the absence of information about disclosures in the annual FERPA notification, school officials must make a reasonable attempt to notify the parent about the disclosure, unless the parent initiated the disclosure. Additionally, upon request, the District will provide a copy of the information disclosed and an opportunity for a hearing.

d) For Health and Safety Emergency Reasons

The District must balance the need to protect students' PII with the need to address issues of school safety and emergency preparedness. Under FERPA, if an educational agency or institution determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records, without consent, to any person whose knowledge of the information is necessary to protect the health and safety of the student or other individuals during the period of the health or safety emergency. The District may release information from records to appropriate parties including, but not limited to, parents, law enforcement officials, and medical personnel. The District's determination that there is an articulable and significant threat to the health or safety of a student or other individuals will be based upon a totality of the circumstances, including the information available, at the time the determination is made. The District must record the articulable and significant threat that formed the basis for the disclosure and maintain this record for as long as the student's education records are maintained.

e) To Juvenile Justice Systems

Information may be disclosed to state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released. In these cases, the official or authority must certify in writing that the information will not be disclosed to any other party except as provided under law without prior written consent.

(Continued)

Students

SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)f) To Foster Care Agencies

The District may release records to an agency caseworker or other representative of a state or local child welfare agency, who has the right to access a student's case plan, when the agency or organization is legally responsible, for the care and protection of the student. This does not give a child welfare agency the right to look into any non-foster care student's records, without parental consent, when there has been a mere allegation of abuse or neglect/maltreatment, absent an order or subpoena.

g) Pursuant to a Subpoena or Court Order

When the District receives a subpoena or court order for the release of records, it will make a reasonable effort to notify the parent or guardian or eligible student of the order or subpoena in advance of compliance. This allows the parent or guardian or eligible student to seek protective action against the subpoena or order before the release of the records.

The District may disclose a student's records without first notifying parents or guardians or eligible students if the disclosure is:

1. Based on a subpoena in which the court orders, for good cause shown, not to reveal to any person the existence or contents of the subpoena or any information furnished pursuant to the subpoena;
2. In accordance with a judicial order in cases where the parents are a party to a court proceeding involving child abuse or neglect/maltreatment or dependency matters, and the order is issued in the context of that proceeding; or
3. Made to a court (with or without an order or subpoena) when the District is involved in a legal action against a parent or student and the records are relevant to the matter.

h) For Financial Aid Purposes

Pertinent information may be released in connection with the determination of eligibility, amount, conditions, and enforcement of terms of a student's financial aid.

i) To Accrediting Organizations

Disclosure of a student's records may be made to an organization in which that student seeks accreditation, in order to carry out their accrediting function.

(Continued)

Students

SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)**j) To Parents of a Dependent Student**

Even when a student turns 18 years of age or older the District may disclose education records to that student's parents, without the student's consent, if the student is claimed as a dependent for federal income tax purposes by either parent.

k) For Audit/Evaluation Purposes

The audit or evaluation exception allows for the disclosure of PII from education records without consent to authorized representatives of the Comptroller General of the U.S., the Attorney General, the Secretary of Education, federal, state, or local educational authorities. Under this exception, PII from education records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal legal requirements that relate to those education programs.

The District may occasionally disclose PII from education records without consent to authorized representatives of the entities listed above. The District may also designate its own authorized representative who may access PII without consent in connection with an audit or evaluation of an education program within the District. As an example, the District might designate a university as its authorized representative in order to disclose, without consent, PII from education records on its former students to the university. The university could then disclose, without consent, transcript data on those former students attending the university to allow the District to evaluate how effectively the District prepared its students for success in postsecondary education.

l) For Conducting Studies

This exception allows for the disclosure of PII from education records without consent to organizations conducting studies for, or on behalf of, schools, school districts, or postsecondary institutions. Studies can be for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction.

The District may disclose PII from education records without consent to these organizations conducting studies for the District, in accordance with its obligations under FERPA.

In addition, other entities outside of the District may occasionally disclose PII from education records that the District has previously shared with that entity, to organizations conducting studies on behalf of the District. For example, a State Education Agency (SEA) may disclose PII from education records provided by the District without consent to an organization for the purpose of conducting a study that compares program outcomes across school districts to further assess the effectiveness of these programs with the goal of providing the best instruction.

(Continued)

Students

SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)**Required Agreements for the Studies or Audit/Evaluation Exceptions (see items k and l)**

To the extent required by law, the District will enter into a written agreement with organizations conducting studies for the District, or, with its designated authorized representatives in connection with audits or evaluations of education programs within the District. In the event that the District discloses PII from education records to its own designated authorized representative in connection with an audit or evaluation of an educational program within the District, it will use reasonable methods to ensure to the greatest extent practicable that its designated authorized representative complies with FERPA and its regulations.

Challenge to Student Records

Parents or guardians of a student under the age of 18, or a student who is 18 years of age or older or who is attending an institution of post-secondary education, will have an opportunity for a hearing to challenge the content of the school records and to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data.

Release of Information to the Noncustodial Parent

The District may presume that the noncustodial parent has the authority to request information concerning his or her child and release this information upon request. If the custodial parent wishes to limit the noncustodial parent's access to the records, it is his or her responsibility to obtain and present to the school a legally binding instrument that prevents the release of information related to the child.

Parents' Bill of Rights

The District posts a parents' bill of rights for data privacy and security on its website, and it includes this bill of rights with every contract it enters into with a third-party contractor that receives student, teacher, or principal data. The bill of rights informs parents of the legal requirements regarding privacy, security, and use of student data.

Family Educational Rights and Privacy Act of 1974, 20 USC § 1232g
34 CFR Part 99
8 NYCRR 80-1.5(b)
Education Law § 2-d

NOTE: Refer also to Policies #7241 -- Student Directory Information
#7242 -- Military Recruiters' Access to Students
#7243 -- Student Data Breaches
#7643 -- Transfer Students with Disabilities

Adoption Date