

First Reading

Policy 7220 – Residency

Policy 7331 – Early Graduation

Policy 7501 – Extracurricular Activity Code of Conduct

<h1>POLICY</h1>	2008	7220
	Students	

Subject: Residency

The residence of children dwelling within the boundaries of the District shall be established in a manner consistent with State Law.

All persons dwelling in the District who are between the ages of five (5) years and twenty-one (21) years and who have not received a high school diploma shall be entitled to enroll in the District.

Students in a situation of joint custody without physical custody being assigned to either parent must select one parent's district as their district of residency.

For homeless or runaway youth, either the school district of current location, the school district of origin or a school district participating in a regional placement plan may be designated as the district the student shall attend. This does not include students placed by a court or whose custody has been transferred to an authorized agency or Division for Youth.

Any student who resides outside the boundaries of the District or whose parents reside outside the boundaries of the District shall be considered a "non-resident".

Education Law Sections 2045, 3202
McKinney-Vento Act

Approved: Board of Education
April 23, 2003

Approved: Board of Education
October 22, 2003

Approved: Board of Education
March 26, 2008

POLICY	2008	7331
	Students	

Subject: Early Graduation

The Williamson Central School District Board of Education Board believes that a full four (4) years of education in high school best serves the interests of its students academically and socially. Therefore, students are strongly encouraged to take a rigorous, varied curriculum and to access many college level classes available at the high school in order to encourage success in post-secondary education.

However, the Board also recognizes the need to provide a limited degree of flexibility for students who may need to be accommodated for unique circumstances. To address these unusual situations, early graduation may be an option for students who have completed all of the requirements for graduation as designated in Part 100 of the Commissioner’s Regulation and Board of Education Policy.

Students who graduate early are eligible to be ranked with the senior class but are not eligible for consideration as valedictorian or salutatorian. Students who are approved for early graduation may participate in the graduation ceremony which most closely follows the graduation date (i.e. January graduates may participate in the June ceremony.)

Students wishing to graduate early must follow the procedures as developed by the Superintendent or designee.

Approved: Board of Education
October 22, 2003

Approved: Board of Education
March 26, 2008

POLICY	2008	7501
	Students	

Subject: Extracurricular Activity Code of Conduct

The Board of Education believes that student activities sponsored by the school district are a vital part of the total educational program and should be used as a means of developing social interactions, as well as knowledge and skills. Extracurricular activities are school-sponsored activities that are not directly related to instruction of the essential elements, but that may have an indirect relation to some areas of the curriculum. They offer worthwhile and significant contributions to a student’s personal, physical and social development. All students who participate in extracurricular activities are subject to this Code of Conduct. **Athletes are subject to the Athletic Code of Conduct.**

Any extra curricular activity that extends beyond the school day on an on-going basis is covered under this policy. Student groups that meet during school hours are exempt from coverage under the eligibility policy, as well as one time activities of clubs that extend beyond the school day. For school drama or musical productions, if the student actor, director, etc. becomes ineligible four weeks prior to the production, he/she remains eligible through the end of the production as long as the student agrees to an evaluation (for A and B below).

Code of Ethics and Rules for Extracurricular Activities

A. Controlled Substances

Students shall not use, sell, possess or be in the presence of controlled substances **or any substance that causes an altered mental state and is not prescribed by a physician** or the illegal consumption of alcohol during the term of the extra-curricular activity. A term is defined as the first day of the activity through the final day of the activity.

Offense: Suspension from the activity, loss of eligibility for 15 school weeks for participation in the extra-curricular activity.

A student may be reinstated prior to 15 school weeks by accepting the following optional program:

Submitting to an assessment procedure at a recognized (as determined by the administration) substance abuse treatment center at the student’s expense. If the center recommends, the student will enroll into the prescribed treatment program and all follow-up treatment (at the student’s expense).

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	Students	

Subject: Extracurricular Activity Code of Conduct (Continued)

Failing to complete the program and/or dropping out of the prescribed follow-up treatment will void early reinstatement. The student may return to participation at the discretion of the Building Administrator and Superintendent.

B. Smoking

There will be no smoking or use of tobacco substances during the term of the extra-curricular activity. A term is defined as the first day of the activity through the final day of the activity.

Violation of this rule will result in the following:

Offense: Suspension from the club for a total of four club meetings, practices or performances.

C. Conduct

Any action in violation of the district's code of conduct by an extracurricular activity participant, such as, but not limited to initiating a fight; gestures to officials, crowds, advisors or audience; harassment; malicious mischief, etc., is subject to the following penalties:

Offense: Minimum: suspension from the activity for one week.
Maximum: suspension from the activity for four weeks.

Further disciplinary action in addition to exclusion from the extracurricular activity may result according to the District Code of Conduct.

Approved: Board of Education
January 24, 2007

Approved: Board of Education
March 26, 2008

First Reading for Elimination

Policy 7100 – Elementary and Secondary Students: General

Policy 7216.1 – Excuses for Absence

Policy 7216.2 – Tardiness, Truancy and Excessive Absence

Policy 7351 – Student Records: Access

Policy 7470 – Suspension of Students

Policy 7474 – Violent or Disruptive Incident Reporting

Policy 7560 – Student Athletic Injuries

Policy 7610 – Accidents

POLICY	2008	7100
	Students	

Subject: Elementary and Secondary Students: General

Elementary and secondary students at Williamson Central School, while in attendance at school, school functions or under school supervision, shall be governed by the policies set forth by the Board of Education.

Education Law Section 1709

Approved: Board of Education
October 22, 2003

Approved: Board of Education
March 26, 2008

POLICY	2008	7216.1
	Students	

Subject: Excuses for Absence

A written excuse, signed by parent or guardian, must be presented by the pupil on the day when returning to school following each absence.

Procedures shall be established by the school administration for ascertaining reasons for excessive pupil absenteeism and methods devised for correcting individual problems in this area.

Education Law Section 3210

Approved: Board of Education
October 22, 2003

Approved: Board of Education
March 26, 2008

POLICY	2008	7216.2
	Students	

Subject: Tardiness, Truancy and Excessive Absence

Appropriate steps should be taken to encourage full participation in the educational program offered by the District. These steps should include a system of penalties for abuses of the attendance requirements. The Superintendent shall develop rules and regulations for dealing with tardiness, truancy, and excessive absence.

Education Law Section 3205

Approved: Board of Education
October 22, 2003

Approved: Board of Education
March 26, 2008

POLICY	2008	7351
	Students	

Subject: Student Records: Access

Administrative regulations and procedures shall be formulated to comply with the provisions of Federal Law relating to the availability of student records. The purpose of such regulations and procedures shall be to make available to the parents of students, or students eighteen (18) or older, student records, and files on students, and to insure the confidentiality of such records with respect to third parties.

Freedom of Information Law
Chapter 578, 579, and 580 of the Laws of 1974
Chapter 933 of the Laws of 1977

Approved: Board of Education
October 22, 2003

Approved: Board of Education
March 26, 2008

<h1>POLICY</h1>	2008	7470
	Students	

Subject: Suspension of Students

Suspension from school is a severe penalty, which may be imposed upon:

- a. A student who is insubordinate or disorderly; or
- b. A student who is violent or disruptive; or
- c. A student whose conduct otherwise endangers the safety, morals, health or welfare of others, or in any way violates the District Code of Conduct.

When a student has been suspended and is of compulsory attendance age, immediate steps shall be taken to provide alternative instruction which is of an equivalent nature to that provided in the student’s regularly scheduled classes.

Suspension

Five Days or Less

The Superintendent and/or Principal of the school where the student attends shall have the power to suspend a student for a period not to exceed five (5) school days. In the absence of the Principal, the designated “Acting Principal” may then suspend a student for a period of five (5) school days or less.

When the Superintendent or Building Administrator (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. Notices must not be sent home with students.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parent of the right to request an immediate informal conference with the Building 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 Building Administrator may establish.

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Subject: Suspension of Students (Continued)

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 Building Administrator shall promptly advise the parents in writing of his or her decision. The Building Administrator shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter they should appeal to the Superintendent of Schools. If not satisfied after this appeal, they must file a written appeal to the Board of Education with the District Clerk within 10 business days of the date of the decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board of Education or suspensions by the Board of Education may be appealed to the Commissioner of Education within 30 days of the decision.

More Than Five School Days

When the Superintendent or Building Principal 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 Superintendent shall personally hear and determine the proceeding or may, in 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 Superintendent. The report of the Hearing Officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board of Education that will make its decision based solely upon the record before it. All appeals to the Board of Education 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 of Education may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board of Education and suspensions by the Board of Education may be appealed to the Commissioner of Education within 30 days of the decision.

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	Students	

Subject: Suspension of Students (Continued)

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 on school property or attending a school function.

Minimum Periods of Suspension

Pursuant to law, Commissioner’s Regulations and the *District’s Code of Conduct*, minimum periods of suspension shall be provided for the following prohibited conduct, subject to the requirements of federal and state law and regulations:

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 will 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 Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent 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, school personnel and/or others.
6. Other extenuating circumstances.

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

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

The Superintendent is required to refer students over the age of 16 or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities. A student 14 or 15 years old who possesses a firearm, machine-gun or loaded firearm (as defined in section 265.00 of the Penal Law) on school grounds (as defined in section 220.00(14) of the Penal Law) qualifies for juvenile offender status under section 1.20 of the Criminal Procedure Law.

A student with a disability has additional specific rights under Part 201 of the Commissioner’s Regulations and Federal Law.

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	Students	

Subject: Suspension of Students (Continued)

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, shall 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 parent will be given the same notice and opportunity for a hearing 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 parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent 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 classroom

Any student who engages in conduct which results in the student being removed from the classroom by teacher(s) on two or more occasions during a semester, will be referred to the Building Pupil Personnel Services (PPS) team. The teacher(s) who have removed the student will be part of the PPS team discussing the case. Any student, other than a student with a disability, who engages in conduct which results in the student being removed from the classroom by teacher(s), on four or more occasions during a semester, will be suspended from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing 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 parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

Suspension of Students with Disabilities

The Board of Education recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board of Education also recognizes that students with disabilities enjoy certain procedural

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Subject: Suspension of Students (Continued)

protections whenever school authorities intend to impose discipline upon them. The Board of Education 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.

The 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. According to 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/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 settings 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 of Education, the BOCES District Superintendent, Superintendent of Schools, or a Building Administrator delegated the authority to suspend students 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 Superintendent 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

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Subject: Suspension of Students (Continued)

student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent 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 Superintendent 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, uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or causes serious bodily injury to another.
 - (1) “Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun Free Schools Act. It also means any other 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 cutters, 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 serious physical injury or death when used as a weapon.
 - (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 licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.
 - (4) “Serious bodily injury” is that which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

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	Students	

Subject: Suspension of Students (Continued)

Manifestation Determinations

A review of the relationship between the student’s disability and the behavior subject to disciplinary action to determine if the conduct is a manifestation of the disability must be made by a manifestation team immediately, if possible, but in no case later than ten (10) school days after a decision is made:

- a. By the Superintendent to change the placement to an interim alternative educational setting (IAES);
- b. By an Impartial Hearing Officer (IHO) to place the student in an IAES; or
- c. By the Board, District Superintendent, Superintendent or building principal to impose a suspension that constitutes a disciplinary change of placement.

The manifestation team shall include a representative of the District knowledgeable about the student and the interpretation of information about child behavior, the parent and relevant members of the CSE as determined by the parent and the District. The parent must receive written notice prior to the meeting to ensure that the parent has an opportunity to attend. This notice must include the purpose of the meeting, the names of those expected to attend and notice of the parent’s right to have relevant members of the CSE participate at the parent’s request.

The manifestation team shall review all relevant information in the student’s file including the student’s IEP, any teacher observations, and any relevant information provided by the parents to determine if: the conduct in question was caused by or had a direct and substantial relationship to the student’s disability; or the conduct in question was the direct result of the District’s failure to implement the IEP.

Finding of Manifestation

If it is determined, as a result of this review, that the student’s behavior is a manifestation of his/her disability the CSE shall conduct a functional behavioral assessment and implement or modify a behavioral intervention plan. Unless the change in placement was due to behavior involving serious bodily injury, weapons, illegal drugs, controlled substances, or serious bodily injury to another, the student must be returned to the placement from which the student was removed unless the parent and the District agree to a change of placement as part of the modification of the behavioral intervention plan.

No Finding of Manifestation

If it is determined that the student’s behavior is not a manifestation of his/her disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to

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Subject: Suspension of Students (Continued)

the student in the same manner in which they would be applied to students without disabilities, subject to the right of the parent/person in parental relation to request a hearing objecting to the manifestation determination and the District’s obligation to provide a free, appropriate public education to such student.

Provision of Services Regardless of the Manifestation Determination

Regardless of the manifestation determination, for subsequent suspensions or removals for 10 consecutive school days or less that in the aggregate total more than 10 school days in a school year but do not constitute a disciplinary change of placement, and for suspensions or other disciplinary removals in excess of ten (10) school days in a school year which do constitute a disciplinary change in placement for behavior, the CSE shall determine the services to be provided to students with a disability necessary for them to continue to participate in the general education curriculum and progress toward meeting the goals set out in their IEP, and shall conduct or provide, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications that are designed to address the behavior violation so it does not recur.

Interim Alternative Educational Setting (IAES)

Students with disabilities who have been suspended or removed from their current placement for more than ten (10) school days may, as determined by the CSE, be placed in an IAES which is a temporary educational setting other than the student’s current placement at the time the behavior precipitating the IAES placement occurred.

Additionally, the District may seek an order from a hearing officer for a change in placement of a student with a disability to an appropriate IAES for up to forty-five (45) school days if the District establishes, in accordance with law, that such student is substantially likely to injure himself/herself or others.

There are three specific instances when a student with a disability may be placed in an IAES for up to 45 school days without regard to a manifestation determination:

- a. Where the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of the District; or
- b. Where a student knowingly possesses or uses illegal drugs or sells or solicits the sale of a under the jurisdiction of the District controlled substance while at school, on school premises, or a school function under the jurisdiction of the District; or

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Subject: Suspension of Students (Continued)

- c. Where a student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the District. Serious bodily harm has been defined in law to refer to one of the following:
 - 1. Substantial risk of death;
 - 2. Extreme physical pain; or
 - 3. Protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a student with a disability who violates a code of student conduct.

In all cases, the student placed in an IAES shall:

- a. Continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress towards the goals set out in the student’s IEP, and
- b. Receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

The period of suspension or removal may not exceed the amount of time a non-disabled student would be suspended for the same behavior.

Suspension From BOCES

The BOCES Principal may suspend School District students from BOCES classes for a period not to exceed five (5) school days when student behavior warrants such action.

In-School Suspension

In-school suspension will be used as a lesser discipline to avoid an out-of-school suspension. The student shall be considered present for attendance purposes. The program is used to keep each student current with his/her class work while attempting to reinforce acceptable behavior, attitudes and personal interaction.

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	Students	

Subject: Suspension of Students (Continued)

BOCES Activities

BOCES activities, such as field trips and other activities outside the building itself, are considered an extension of the school program. Therefore, an infraction handled at BOCES is to be considered as an act within the School District itself.

A student who is ineligible to attend a District school on a given day may also be ineligible to attend BOCES classes. The decision rests with the Superintendent or his/her designee.

Exhaustion of Administrative Remedies

If a parent/person in parental relation wishes to appeal the decision of the Building Principal and/or Superintendent to suspend a student from school, regardless of the length of the student's suspension, the parent/person in parental relation must appeal to the Board of Education prior to commencing an appeal to the Commissioner of Education.

Individuals with Disabilities Education Improvement Act
of 2004 (Public Law 108-446 Section 615(k)(1))
18 United States Code (USC) Section 921
Individuals with Disabilities Education Act (IDEA) 20
United States Code (USC) Sections 1400 et seq.
20 United States Code (USC) Section 7151, as reauthorized by the
No Child Left Behind Act of 2001
34 Code of Federal Regulations (CFR) Part 300
Education Law Sections 2801, 3214 and 4402
Penal Law Section 265.01
8 New York Code of Rules and Regulations (NYCRR) Section
100.2(1)(2) and Part 201

Approved: Board of Education
March 8, 2006

Approved: Board of Education
September 27, 2006

Approved: Board of Education
February 27, 2008

POLICY	2008	7474
	Students	

Subject: Violent or Disruptive Incident Reporting

The Board of Education is committed to promoting and maintaining the safety of all students, staff and visitors to the schools. Consistent with this commitment and in accordance with state law and regulation, the District shall submit an annual report to the Commissioner of Education regarding violent or disruptive incidents in the form prescribed by the Commissioner.

Each Building Principal shall be responsible for preparing on a regular basis a report of all the violent or disruptive incidents that have occurred in the building and forwarding the report to the Superintendent of Schools. The Superintendent shall be responsible for compiling the reports received from the Building Principals into the annual report and submitting the report to the Commissioner. The report shall contain all the information required by law and shall be filed with the Commissioner each year.

Each Building Principal shall be responsible for assuring that copies of each report at the building level are retained for the period prescribed in the record retention schedule issued by the State Education Department and published as Appendix I to the Commissioner’s Regulations.

Any violent or disruptive incident report prepared in accordance with law shall be available for inspection by the State Education Department upon request. All names and other personally identifiable information included in any report shall be confidential and shall not be disclosed to any person for use by any person for purposes other than the reporting purposed in Education Law 2802, except as otherwise authorized by law.

REF: Education Law 2802 (Uniform Violent Incident Reporting System)
8NYCRR 100.2(gg) (Uniform Violent Incident Reporting system)
8NYCRR 185.11 (Appendix I) (Records Retention and Disposition
Schedule ED-1)

Approved: Board of Education
September 26, 2001

Approved: Board of Education
March 26, 2008

POLICY	2008	7560
	Students	

Subject: Student Athletic Injuries

No student should be allowed to practice or play in an athletic contest if he/she is suffering from an injury. The diagnosis of and prescription of treatment for injuries is strictly a medical matter and should under no circumstances be considered a province of the coach. A coach's responsibility is to see that injured players are given prompt and competent medical attention, and that all details of a doctor's instructions concerning the student's functioning as a team member are carried out. No student who has had an injury will be allowed to practice or compete without a release/clearance from his/her physician.

Adopted: Board of Education
1987

Approved: Board of Education
March 26, 2008

POLICY	2008	7610
	Students	

Subject: Accidents

Procedures shall be established and maintained by the Superintendent for handling of student injuries that occur on school property and during school activities.

Approved: Board of Education
March 13, 2002

Approved: Board of Education
March 26, 2008