

## **SUPPORT SERVICES GOALS**

Support services, which include safety and maintenance programs, transportation, food services, insurance management and office services, are essential to the successful functioning of the school district. Education is the district's central function, and all support services shall be provided, guided, and evaluated by this function.

In order to provide services that are truly supportive of the educational program, the Board of Education establishes these goals:

1. providing a physical environment for teaching and learning that is safe and pleasant for students, staff, and the public;
2. providing safe transportation and nutritious meals for students who use these services;  
and
3. providing timely, accurate, and efficient support services that meet district needs and promote district goals.

Adoption date: July 7, 2009

## SCHOOL BUILDING SAFETY

The Board of Education recognizes that a safe, secure and healthy school environment is necessary to promote effective learning. The Board is committed to ensuring that all school buildings are properly maintained and preserved to provide a suitable educational setting.

Consistent with the requirements of state law and regulations, the Board will:

1. Appoint a Health and Safety Committee composed of representation from district administration, school staff, bargaining units and parents that shall perform the functions listed in Policy 8112, Health and Safety Committee.
2. Review and approve all annual building inspections and building condition surveys.
3. Take immediate action to remedy serious conditions in school buildings affecting health and safety and report such conditions to the Commissioner of Education.
4. Annually review the facilities section of the school district report card for each building and report in a public meeting on the status of each item contained in that section of the report card. The report card shall provide information on a building's age, size enrollment, useful life, safety rating, visual inspection and building condition survey results and other items prescribed by the Commissioner.

The Superintendent of Schools shall be responsible for the development of procedures for investigating and resolving complaints related to the health and safety issues in the district's buildings consistent with requirements of state law and regulations.

Cross-ref: 7100, Facilities Planning  
7365, Construction Safety  
8220, Buildings and Grounds Maintenance and Inspection

Ref: Education Law §§409-d; 409-e  
8 NYCRR Part 155  
9 NYCRR Parts 600-1250

Adoption date: July 7, 2009

## HEALTH AND SAFETY COMMITTEE

The Board of Education recognizes the importance of the participation of district staff and parents in promoting a safe, secure and healthy school environment. In accordance with Commissioner's regulations, the Board will appoint a Health and Safety Committee composed of representation from district officials, staff, bargaining units and parents.

The committee will participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair. The Superintendent of Schools will ensure that the committee is appropriately involved in all of the activities required by the Commissioner's regulations. Specifically, the committee will:

1. Participate in the investigation and disposition of health and safety complaints.
2. Ensure that at least one member of the committee participates in the annual visual inspection.
3. Monitor safety during school construction projects including periodic meetings to review issues and address complaints related to health and safety resulting from the project.
4. Upon completion of a construction project, conduct a walk-through inspection to ensure the area is ready to be reopened for use.

### *Expanded Health and Safety Committee*

During construction projects, the Health and Safety Committee will be expanded to include the architect, construction manager and contractor. This expanded committee will:

1. Participate in the investigation and disposition of health and safety complaints regarding the construction or maintenance project.
2. Meet periodically to review issues and address complaints regarding health and safety arising from construction.
3. Monitor safety during construction projects.
4. After the work is completed, conduct a walk-through inspection to confirm that the area is ready to be reopened for use.

Ref.: 8 NYCRR Part 155 (Educational Facilities)

First Reading:	June 14, 2016
Second Reading:	July 5, 2016
Adoption date:	July 5, 2016

## PESTICIDES AND PEST MANAGEMENT

It is the goal of the Board of Education to maintain the integrity of school buildings and grounds, protect the health and safety of students and staff and maintain a productive learning environment.

The Board recognizes that pests can pose a significant risk to health and property and there may be significant risks inherent in using chemical pesticides in the school environment. Provisions will be made for a least toxic approach to integrated pest management (IPM) for all school buildings and grounds in accordance with the Commissioner's regulations. Integrated pest management is a systematic approach to managing pests focusing on long term prevention or suppression with minimal impact on human health, the environment and nontargeted organisms.

### Notification of Pesticide Application

All district staff and parents/guardians will be notified of pesticide applications performed at any school facility. A notice will be sent at the beginning of the school year which will include:

1. Notification of periodic pesticide applications throughout school year.
2. The availability of 48-hour prior written notification of pesticide applications to parents and staff who request such notice.
3. Instructions on how to register with the school to receive this prior written notification.
4. The name and number of the school representative who can provide further information.

A separate notice will be sent to staff and parents within two days of the end of winter and spring recess and within 10 days of the end of the school year which includes the date, location and product used for each pesticide application which required prior notification and each emergency application.

The Superintendent of Schools shall ensure the dissemination of this policy and conduct any training necessary to ensure that all staff are fully informed about pesticides and pest management.

Cross-ref: 8110, School Building Safety  
8220, Building and Grounds Maintenance and Inspection

Ref: Environmental Conservation Law, Art.33 (Pesticides)  
Education Law §409-h (Requirements for Notification of Pesticide Applications)  
6 NYCRR Part 325 (Application of Pesticides)  
8 NYCRR 155.4 (Uniform Code of Public School Building Inspections, Safety Rating and Monitoring)  
*Desmond Americana v. Jorling*, 153 AD2d 4 (3rd Dept. 1989)  
*IPM Workbook for New York State Schools*, Cornell Cooperative Extension Community IPM Program with support from New York State Dept. of Environmental Conservation, August 199

Adoption date: July 7, 2009



# HAMPTON BAYS

## Union Free School District

Administrative Offices: 86 Argonne Road East, Hampton Bays, NY 11946 • Tel: (631) 723-2100 • Fax: (631) 723-2109

LARS CLEMENSEN  
SUPERINTENDENT OF SCHOOLS

Greetings,

The Hampton Bays Public Schools are required to maintain a list of persons in proximity to the campuses of the schools, and anyone else interested, who wish to receive 48-hour prior written notice of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- anti-microbial products
- nonvolatile rodenticides in tamper-resistant bait stations in areas inaccessible to children
- nonvolatile insecticidal baits in tamper-resistant bait stations in child-inaccessible areas
- silica gel and other nonvolatile ready-to-use pastes, foams, or gels in child-inaccessible areas
- boric acid and disodium octaborate tetrahydrate
- the application of EPA-designated biopesticides
- the application of EPA-designated exempt materials under 40 CFR §152.25
- the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets

In addition, there will be no written notice of such application when a school remains unoccupied for a continuous 72 hours following an application.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good-faith effort will be made to supply email notification to those on the 48-hour prior notification list.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please email Mr. Tom McElrath, the District Pesticide Designee at [tmcelrath@hbschools.us](mailto:tmcelrath@hbschools.us) or call (631) 723-2100, ext. 5228.

Sincerely,

Lars Clemensen  
Superintendent of Schools



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LARS CLEMENSEN  
SUPERINTENDENT OF SCHOOLS

Estimados las personas de Hampton Bays:

Las Escuelas Públicas de Hampton Bays están obligadas a mantener una lista de personas en la proximidad a los campus de las escuelas y cualquier otra persona interesada que deseen recibir por escrito con 48 horas de previo aviso sobre determinadas aplicaciones de plaguicidas. Las siguientes aplicaciones de plaguicidas no son sujetas a estos requisitos de notificación previa:

- productos anti-microbiales
- raticidas no volátiles con veneno en estaciones de cebo, resistentes y seguras en áreas inaccesibles por los niños
- insecticidas no volátiles con veneno en estaciones de cebo, resistentes y seguras en zonas inaccesibles a los niños
- gel de sílice, espumas y otras pastas no volátiles listas para usar en zonas inaccesibles para los niños
- ácido bórico y octaborato de sodio tetrahidratado
- la aplicación de bioplaguicidas señalados por el EPA
- la aplicación de materiales exentos señalados por el EPA bajo 40 CFR §152.25
- el uso de productos en aerosol con un aerosol directo en envases de 18 onzas o menos cuando se utiliza para proteger a los individuos de una amenaza inminente de picaduras de insectos como arañas venenosas, abejas, avispas y avispones

Además, no habrá ninguna notificación por escrito de dicha aplicación, cuando la escuela permanezca desocupada por 72 horas continuas después de una aplicación.

En el caso de que se necesite una aplicación de emergencia para proteger contra una amenaza inminente de salud humana, se hará un esfuerzo de buena fe para proveer notificación por correo electrónico a los de la lista que requieren notificación previa.

Si desea recibir notificación de 48 horas antes de las aplicaciones de plaguicida que están programadas a ocurrir en su escuela, por favor complete el siguiente formulario y regreselo al Sr. Tom McElrath, el encargado de plaguicidas en el distrito al [tmcelrath@hbschools.us](mailto:tmcelrath@hbschools.us) o al 86 E. Argonne Road, Hampton Bays, NY 11946.

Atentamente,

Lars Clemensen  
Superintendente de Escuelas

## OPIOID OVERDOSE PREVENTION

The Board of Education recognizes that many factors, including the use and misuse of prescription painkillers, can lead to the dependence on and addiction to opiates, and that such dependence and addiction can lead to overdose and death among the general public, including district students and staff. The Board wishes to minimize these deaths by the use of opioid overdose prevention measures. The signs and symptoms of opioid overdose (e.g., shallow breathing, unconsciousness, unresponsive to stimulation, pinpoint pupils, blue skin on lips and under nails) shall be displayed in school buildings with instructions to contact emergency responders. The district will provide training to staff on the signs and symptoms of an opioid overdose.

The Board approves the district to participate in a local NYSDOH-registered Opioid Overdose Prevention Program through the Suffolk County Department of Health Services as an opioid antagonist recipient. The Board permits the school nurse and other volunteers to receive training from this program. School nurses may become volunteer trained responders, but may only act as trained responders when not functioning as a nurse. The Program shall issue NYSDOH-provided naloxone (also known as Narcan, among other names) nasal spray kits to trained responders. Employees wishing to volunteer to become trained responders must contact the Head Nurse and Assistant Superintendent for Student Services, who shall arrange for training for the administration of intranasal naloxone. Volunteer trained responders may administer naloxone to a student or staff displaying opioid overdose symptoms, along with contacting emergency responders pursuant to the naloxone training. All provided naloxone kit shall be stored as specified by the Program. Naloxone shall be accessible during school hours and during on-site school-sponsored activities. The district shall comply with all recordkeeping, inventory, documentation and notification requirements of the Program. The Superintendent shall receive a list of all trained responders in the district from Building Principals, and Building Principals and school nurses shall maintain a list of all trained responders in their buildings.

Ref: Education Law §§922 (volunteer naloxone responder); 6527 (emergency treatment of anaphylaxis and opioid overdose); 3023 (liability coverage); 6909 (administration of naloxone by nurses)  
 Public Health Law §3309 (volunteer naloxone responder)  
 8 NYCRR §§ 64.7 (administration of naloxone); Part 136 (school health services program)  
 10 NYCRR §80.138 (volunteer naloxone responder)  
*Guidance for Implementing Opioid Overdose Prevention Measures in Schools*, NYSED, 8/11/15, [www.schoolhealthservicesny.com/files/filesystem/guidance\\_on\\_opioid\\_overdose\\_prevention\\_in\\_the\\_schools\\_final.pdf](http://www.schoolhealthservicesny.com/files/filesystem/guidance_on_opioid_overdose_prevention_in_the_schools_final.pdf)  
*Opioid Overdose Prevention: Guidelines for Policies and Procedures*, NYSDOH, March 2014, [www.health.ny.gov/diseases/aids/general/opioid\\_overdose\\_prevention/docs/policies\\_and\\_procedures.pdf](http://www.health.ny.gov/diseases/aids/general/opioid_overdose_prevention/docs/policies_and_procedures.pdf)

Original First Reading:	June 14, 2016
Second Reading:	July 5, 2016
Adoption Date:	July 5, 2016

## OPIOID OVERDOSE PREVENTION REGULATION

The district shall follow the procedures established by the Suffolk County Department of Health Services Opioid Overdose Prevention Program, registered with the New York State Department of Health (NYSDOH), for the use of naloxone, including: placement, storage, inventory and re-ordering, documenting and reporting incidents of usage, and volunteer responder training.

Every administration of naloxone shall be reported to the Clinical Director and Program Director of the Opioid Overdose Prevention Program in which the district is participating, as well as the building school nurse. The Program Director shall be the District's Head Nurse.

The district shall maintain a current list of all trained volunteer responders by building location, the date of the most recent training, located in the Head Nurse and Assistant Superintendent for Student Services' office. Trained responders are encouraged to review their training in the year between the refresher training.

Adoption date: July 5, 2016



## SCHOOL SAFETY PLANS AND TEAMS

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive district wide school safety plan and building-level emergency response plan(s) which address violence prevention, crisis intervention, emergency response and management.

Taken together, the district-wide and building level plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools.

In accordance with state law and regulation, the district shall have the following safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

### Comprehensive District-Wide School Safety Team and Plan

The Board shall annually appoint a district-wide school safety team that includes, but is not be limited to, a representative from the following constituencies: the Board, teachers, administrators, and parent organizations, school safety personnel and other school personnel. This team shall be responsible for the development and annual review of the comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management including communication protocols, at the district level. It shall include all those elements required by law and regulation.

The Board may also appoint a student representative to the district-wide school safety team. However, no confidential building-level emergency response plans shall be shared with the student member, nor shall the student member be present during discussion of any confidential building-level emergency response plans, or confidential portions of the district-wide emergency response strategy.

The Superintendent of Schools or his/her designee shall be the district's chief emergency officer, and shall coordinate communication between school staff and law enforcement and first responders. The chief emergency officer shall ensure that all staff understand the district-wide school safety plan and receive training on the building-level emergency response plan, violence prevention and mental health, and shall also ensure that district-wide and building-level plans are completed, reviewed annually, and updated as needed by the designated dates. The chief

emergency officer shall ensure that the district-wide plan is coordinated with the building-level plans, and shall ensure that required evacuation and lock-down drills are conducted.

### Building-Level Emergency Response Plans and Teams

Each Building Principal shall be responsible for annually appointing a building-level emergency response team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, law enforcement officials, fire officials and other emergency response agencies. The emergency response team shall be responsible for the development and review of a building-level emergency response plan for each district building. The plan(s) shall address response to emergency situations, such as those requiring evacuation, sheltering and lock-down at the building level and shall include all components required by law and regulation. These confidential plans shall include evacuation routes, shelter sites, medical needs, transportation and emergency notification of parents and guardians.

Building-level emergency response plans shall include protocols in response to carbon monoxide alarms or detection. Alarm or detection of carbon monoxide will result in the appropriate actions as described by the emergency response plan. Building-level emergency response plans shall designate:

- an emergency response team for incidents that includes appropriate school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and
- a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

The Building Principal shall be responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

### Annual Review and Report

All plans shall be annually reviewed and updated, if necessary, by the appropriate team by July 30. In conducting the review, the teams shall consider any changes in organization, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires no changes, then it shall remain in effect. If the district-wide plan requires change, then the updated plan shall be submitted to the Board of Education in time to allow 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students

and other interested parties prior to Board adoption. All plans must be adopted by the Board of Education by September 1.

The Superintendent of Schools shall be responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption. The district-wide plan will be posted on the district's website. Each Building Principal shall be responsible for filing the building-level emergency response plan for his or her building, and any amendments to the plan, with the appropriate local law enforcement agency and the state police within 30 days after their adoption, but no later than October 15 of each year.

Cross-ref: 0115, Bullying and Harassment Prevention and Intervention  
5300, Code of Conduct  
9700, Staff Development

Ref: Education Law §2801-a (school safety plans)  
Executive Law §2B (state and local natural and manmade disaster preparedness)  
8 NYCRR Part 155 (Educational Facilities)  
*School Safety Plans Guidance*, New York State Education Department, June 2010

Original Adoption date: July 7, 2009  
Update 1, Adoption Date: August 13, 2013  
Update 2, First Reading: August 16, 2016  
Update 2, Second Reading: August 16, 2016  
Update 2, Adoption Date: August 16, 2016

## SURVEILLANCE CAMERAS ON SCHOOL PROPERTY

The Board of Education is responsible for maintaining and fostering student discipline, as well as safeguarding the facilities and property of the district. The Board further recognizes the importance of student, staff, and visitor privacy. The Board of Education supports the use of surveillance cameras on school grounds. Cameras are an important component of the district's overall approach to safety, which also includes but is not limited to identification badges, locks, single point of entry, lighting, and alarms. Surveillance cameras are intended to monitor student behavior, promote student and staff safety, and to deter vandalism and other criminal activity. However, this does not preclude other uses deemed appropriate by the Board of Education. Recordings may be used as evidence of misconduct in disciplinary proceedings.

District surveillance cameras will only be used in areas where there is no "reasonable expectation of privacy." Audio recordings shall not be utilized by school district employees without the express permission of the Superintendent of Schools or his/her designee; however, such prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their duties and/or as otherwise authorized by law.

Any video recording used for surveillance purposes in school buildings and/or on school property shall be the sole property of district. The Superintendent or his/her designee shall be the custodian of such recordings. All video recordings will be stored in their original form for 21 days and secured to avoid tampering and to protect confidentiality. The district shall comply with all applicable state and federal laws related to student records in retaining these recordings.

Requests to view a video recording must be made in writing to the Superintendent of Schools. If the request is granted, viewing shall occur in the presence of the District Director of School Safety as custodian of the record. Under no circumstances will the video be duplicated and/or removed from district premises, unless in accordance with a court order and/or subpoena.

The district will post appropriate signage at the entrances to the school notifying students, staff, and the general public of the district's use of surveillance cameras.

For the purposes of this policy, a "camera" also includes a drone, defined as an unmanned aircraft or ship that can navigate autonomously, without human control or beyond line of sight. The use of drones in school buildings or on or above school property is hereby prohibited.

The Superintendent of Schools is authorized to develop such regulations and procedures as may be necessary to implement this policy.

Ref: 20 U.S.C. §1232g (Family Educational Rights and Privacy Act)  
Arts and Cultural Affairs Law, Article 57-A  
Public Officers Law §87  
Records Retention and Disposition Schedules for Use by School Districts, Schedule ED-1

First Reading: September 8, 2015  
Second Reading: September 8, 2015  
Adoption Date: September 8, 2015

## VANDALISM

The Board of Education believes that students and faculty should respect property and take pride in the schools of the district. The Board directs the Superintendent of Schools to establish security procedures for theft and vandalism prevention. Any incidents of vandalism or theft of district property and the names of the person(s) believed to be responsible shall be reported to the Superintendent of Schools.

After repair or replacement of property, a bill for labor and materials shall be sent to the parent(s)/guardian(s) with a request for payment. The Board may determine that legal action against a vandal and/or his/her parents/guardians should be brought to recover costs for damages\* caused by a willful, malicious or unlawful act of the child. The Board will direct the school attorney to institute and prosecute such suit. The Board will also determine whether to offer monetary rewards\*\* for information leading to the arrest and conviction of vandals or thieves of district property. All information pertaining to the investigation will be forwarded to the school attorney and the district attorney.

Ref: Family Court Act §§757; 758-a  
General Obligations Law §3-112  
Education Law §§1604(38); 1709(38)  
General Municipal Law §789

\*State law permits parental liability for up to five thousand dollars (\$5,000)

\*\*State law permits monetary rewards for up to one thousand dollars (\$1,000)

Adoption date: July 7, 2009

## **BUILDINGS AND GROUNDS MAINTENANCE AND INSPECTION**

To accommodate the district's educational program, the Board of Education is committed to providing suitable and adequate facilities. To this end, proper maintenance and inspection procedures are essential. The Board directs the Superintendent of Schools to ensure that proper maintenance and inspection procedures are developed for every school building.

Consistent with federal and state law and regulations, the following items will be included in the district's buildings and grounds maintenance and inspection procedures:

### Comprehensive Maintenance Plan

A comprehensive maintenance plan for all major building systems will be instituted to ensure the building is maintained in a state of good repair. Such plan will include provisions for a least toxic approach to integrated pest management and establish maintenance procedures and guidelines which will contribute to acceptable indoor air quality. The plan shall be available for public inspection.

Procedures will also be established to ensure the safety of building occupants during maintenance activities including standards for exiting and ventilation, asbestos and lead protocols, noise abatement and control of chemical fumes, gases and other contaminants.

### Building Condition Surveys

Each occupied district building will be assessed every five years by a building condition survey. This survey will be conducted by a team that includes at least one licensed architect or engineer and will include a list of all program spaces and inspection of building system components for evidence of movement, deterioration, structural failure, probable useful life, need for repair and maintenance and need for replacement. Building condition survey reports will be submitted to the Commissioner by January 15, 2001 and January 15th of every fifth year thereafter.

### Annual Visual Inspections

A visual inspection of building system components in each occupied district building will take place annually except for years in which a Building Condition Survey is performed. The inspection will be conducted by a team including a local code enforcement official, the Facilities Director or his/her designee and a member of the Health and Safety Committee. The inspection will be completed by November 15th of each year and will be made available to the public.

A corrective action plan will be developed by a licensed architect or engineer if a deficiency exists in the building.

### Fire Safety Inspections

An annual inspection for fire and safety hazards will be conducted in accordance with a schedule established by the Commissioner of Education. The inspection will be conducted by a qualified fire inspector and the report will be kept in the district office. Any violation of the State Uniform Fire Prevention and Building Code shall be corrected immediately or within a time frame approved by the Commissioner.

### Safety Rating System

A safety rating keyed to the structural integrity and overall safety of each occupied school building will be provided on an annual basis in consultation with the Health and Safety Committee. Safety ratings will be based on the safety rating system developed by the Commissioner and will comply with all statutory and regulatory requirements.

Building Principals shall, on an on-going basis, undertake their own inspections of school buildings and grounds, searching for any dangerous or hazardous conditions and take immediate steps to remedy the problem.

Cross-ref: 7100, Facilities Planning  
7365, Construction Safety  
8110, School Building Safety  
8115, Pesticides and Pest Management

Ref: 29 CFR §1910 et seq (OSHA Hazard Communication)  
40 CFR Part 763 (Asbestos Hazard Emergency Response Act)  
Education Law §§409-d (Comprehensive Public School Safety Program); 409-e (Uniform Code of Public School Buildings Inspections, Safety Rating and Monitoring); § 807-a (Fire Inspections)  
Labor Law §§875-883(toxic substances)  
Public Health Law §§4800-4808 (Right to Know, toxic substances)  
Environmental Conservation Law §33-0725 (Pesticides)  
6 NYCRR Part 325 (Pesticides)  
8 NYCRR §§155.1(Educational Facilities); 155.4 (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring); 155.8 (Fire and Building Safety Inspections)  
9 NYCRR Parts 600-1250 (Uniform Fire Prevention & Building Code)  
12 NYCRR Part 56 (Industrial Code Rule concerning asbestos)  
*Appeal of Anibaldi*, 33 Educ. Dep't Rep. 166 (1993) (district required to monitor student's physical symptoms when air quality caused health problems)  
*Guidelines for the Evaluation and Control of Lead-Based point Hazards in Housing*, U.S. Department of Housing and Urban Development, Washington D.C., June 1995)  
*IPM Workbook for New York State Schools*, Cornell Cooperative Extension Community IPM Program with support from New York State Dept. of Environmental Conservation, August 1998

Adoption date: July 7, 2009

## **AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT**

The Board of Education permits the use of district-owned materials and equipment (e.g., laptop computers, cell phones, audio-visual equipment, etc.) by Board members, officers, and employees of the district when such material and equipment is needed for district-related purposes.

The Superintendent of Schools, in consultation with the School Business Administrator, shall establish regulations governing the loan and use of such equipment. Such regulations must address:

- The individuals who may properly authorize the use of such material and/or equipment;
- The lack of authority of the borrower to use such material or equipment for private, non-business purposes;
- The responsibilities of the borrower for proper use, care and maintenance;
- That, regardless of condition or other factors, all loaned equipment must be returned to the district. No item may be sold to or purchased by the borrower unless such equipment has been returned to the district for evaluation and, if necessary, disposal in accordance with district policy and procedures.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return.

Individuals borrowing district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

The Business Office shall maintain records of all equipment that is loaned for long-term use (e.g., school year, term of office, etc.) and shall review such list yearly.

First Reading:	November 15, 2005
Second Reading:	December 20, 2005
Adopted:	December 20, 2005
Effective Date:	December 20, 2005



## USE OF CELL PHONES

The Board of Education recognizes that certain district employees will be required to carry district-owned cell phones in order to meet their job responsibilities. Such phones should be provided only when a less costly alternative (e.g., pager, radio) is not available or is not appropriate in the circumstances.

A list of job titles requiring district-owned cell phones shall be maintained in the Business Office and reported to the Board for Its approval each year at its reorganization meeting in July. All cellular telephone contracts shall be secured through the appropriate purchasing process (e.g., competitive bid, RFP process) and shall be subject to review and approval by the Board.

Cell phones are to be used for school district business purposes only and anything other than incidental private use is prohibited unless the phone plan allows for private use at no cost to the district. Failure to follow these guidelines may result in revocation of the phone and discipline of the employee

As with any district-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office. Since employees are responsible for the safe return of district-owned cell phones, employees who use district-owned cell phones may be liable for damages or loss, which occur during the period of its use.

At least once per year, the Business Administrator and report to the Board on the cost and effectiveness of the district's cellular telephone plan.

First Reading:	November 15, 2005
Second Reading:	December 20, 2005
Adopted:	December 20, 2005
Effective Date:	December 20, 2005

## USE OF CREDIT CARDS

The Board of Education permits the use of district credit cards by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the district. A list those individuals that will be issued a district credit card will be maintained in the Business Office and reported to the Board each year at its reorganization meeting in July. All credit cards will be in the name of the school district.

The district shall establish a credit line not to exceed \$2,500 for each card issued and an aggregate credit limit of \$25,000 for all cards issued to the district.

The Board shall ensure that the credit card is secured through an RFP process and the relationship between the district and the credit card company is such that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the Board and shall have been audited and allowed.

Credit cards may only be used for legitimate school district travel expenditures. The use of credit cards is not intended to circumvent the district's policy on purchasing.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses, which have been incurred in connection with school-related business for which the credit card has been used.

The Superintendent of Schools, in consultation with the School Business Administrator and the district's Purchasing Agent, shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

The School Business Administrator shall periodically, but no less than twice a year, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross-ref: 6700, Purchasing  
6830, Expense Reimbursement

Ref: Education Law §§ 1724( I); 2524( I) (itemized, audited, and approved vouchers required)  
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)  
Opns. St. Compt. No. 79-494  
Opns. St. Compt. No. 78-897 (gas credit cards)

First Reading: November 15, 2005  
Second Reading: December 20, 2005  
Adopted: December 20, 2005  
Effective Date: December 20, 2005

## **NON-INSTRUCTIONAL OPERATIONS**

### **Transportation**

It is the intent of this Board of Education of Hampton Bays to comply with the letter and spirit of the New York State Education law and of the Commissioner of Education's Regulations and decisions pertinent to the transportation of pupils and these shall govern any questions not covered by specific declaration of policy herein.

### **Responsibility**

The Board of Education is responsible for the efficiency and economy of the school transportation system, as determined by the selection of bus routes, the scheduling of bus trips and authorization of bus stops and competitive bidding as required by law. The Superintendent and contractor are responsible for establishing proper standards of safety in the operation of buses. The Superintendent is responsible for execution of the transportation policy and regulations adopted pursuant thereto. Parents are responsible for the safety of their children while walking or while riding on vehicles other than school buses between home and school or home and authorized bus stop. Parents are also responsible for student's behavior prior to boarding and after leaving the bus.

### **Operation of the School Bus System**

Bus routes and bus stops shall be established under the direction of the Superintendent and subject to Board approval over the most direct roads practicable for bus travel to serve those entitled to transportation service. Where an alternate route may be selected without sacrifice of efficiency or economy, a preference will be given to that route serving the larger number of students more directly.

### **Behavior of Pupils**

Reasonable behavior of pupils is expected at all times on school buses. Parents of children misbehaving on a bus will be notified of any serious infractions of rules and regulations. The Board of Education and/or the administration (not the bus driver) have the authority to suspend the transportation riding privileges of children who are disorderly and insubordinate. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

### **Contractual Services**

It shall be the continuing practice of the school district to obtain the necessary transportation service through contracts. Contracts shall be awarded under a variety of conditions which shall include, but not limited to:

- a. Private Contractors
- b. BOCES Contracts
- c. Cooperative Contracts with neighboring school districts

### **Eligibility for Transportations**

Students living the following distance from school are eligible for school district transportation:

Grade

Distance

Kindergarten	0 miles or more
1-12 Grade (resident students to District School)	1.0 mile or more
1-12 Grade (resident students to private & parochial schools)	Up to 15 miles measured from house

- a. District transportation for educational trips is allowed at the discretion of the Superintendent of the Schools.
- b. Transportation to athletic events are a matter of course, also under the jurisdiction of the Superintendent.
- c. Special cases requiring district transportation are generally considered and approved by the Board of Education.

### **Measurement**

In adhering to the Commissioner's decision #226 which states, "A district may select several measuring points as long as a uniform policy is adopted regarding such points", the following will be used in the Hampton Bays union Free School District.

The measurement for one mile eligibility for all students will be the street curb in front of the green buoy located on the south side of the exit of the Elementary School for grades 1-8, and the circular curbing next to the flagpole at the Senior High school for grades 9-12. The measuring point for, the student residence will be the curb leading to the residence.

### **Private Roads. Side Roads**

Transportation for students on paved, private roads will be permitted under the following conditions:

- 1) Two- thirds of the property owners on the road must bring a petition to the school board requesting the service.
- 2) The petitioners must hold harmless the Hampton Bays School District for any damage to property shoulders and property adjacent to the shoulders.
- 3) Petitioner agrees that prerogative lies with the bus company to enter the road for pick up and discharge during snow or rainstorms and that this will be based on proper maintenance of roads so safe conditions exist.
- 4) Bus company will decide on pickup points.

### **Parental Request**

Parents may request a pickup and discharge change in routing other than parents home by requesting same in writing to the Superintendent. The Superintendent will review the request and either approve or disapprove depending upon the circumstances.

First Reading: May 13, 2008  
 Second Reading: May 13, 2008  
 Adopted: May 13, 2008  
 Effective: May 13, 2008

## STUDENT TRANSPORTATION REGULATION

The Superintendent of Schools shall be responsible for administering the transportation program through the establishment of the following regulation:

### Student Behavior

- a. Reasonable behavior of students is expected at all times on school buses.
- b. All students must have their seat belts secured while on the bus.
- c. Parents of children misbehaving on a bus will be notified of any serious infractions of rules and regulations.
- d. The Board of Education and/or the administration (not the bus driver) have the authority to suspend the transportation riding privileges of children who are disorderly and insubordinate. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.
- e. Refer to the district's Code of Conduct for more information.

### Contractual Service

The district shall obtain the necessary transportation service through contracts. Contracts shall be awarded under a variety of conditions which shall include, but not be limited to private contractors, BOCES contracts, and cooperative contracts with neighboring school districts.

### Eligibility for Transportation

Students living the following distance from school are eligible for district transportation:

<u>Grade</u>	<u>Distance</u>
Kindergarten	0.0 miles or more
Grades 1 – 12 (resident students to district schools)	1.0 miles or more
Grades 1 – 12 (resident students to private/parochial schools)	up to 15 miles from house

District transportation for educational trips and athletic events is allowed at the discretion of the Superintendent. Special cases requiring district transportation will be considered and approved or disapproved by the Board of Education.

### Distance Measurement

The measurement for one mile eligibility for all students will be the street curb in front of the green buoy located on the south side of the exit of the Elementary School for grades 1-8, and the circular curbing next to the flagpole at the Senior High school for grades 9-12. The measuring point for, the student residence will be the curb leading to the residence.

Private and Side Roads

Transportation for students on paved, private roads will be permitted under the following conditions:

- a. Two-thirds of the property owners on the road must bring a petition to the Board requesting the service.
- b. The petitioners must hold harmless the school district for any damage to property shoulders and property adjacent to the shoulders.
- c. The petitioners must agree that the prerogative lies with the bus company to enter the road for pickup and discharge during snow or rainstorms, and that this will be based on proper maintenance of roads so that safe conditions exist.
- d. The bus company will decide on pickup points.

Adoption date: July 7, 2009

## ALCOHOL AND DRUG TESTING OF DRIVERS

The Board of Education recognizes the dangers inherent in alcohol and controlled substance use by employees especially those in safety-sensitive positions. To ensure the safety of its students and to comply with federal regulations, any company contracting with the district to provide transportation to district students is responsible for conducting alcohol and drug testing required under federal law and regulations.

Ref: Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§31136; 31306  
49 U.S.C. §521(b)  
49 CFR Part 382  
49 CFR Part 40  
49 CFR §395.20  
Vehicle and Traffic Law, §§509-1; 1192; 1193

Original Adoption date: July 7, 2009  
Update 1, First Reading: August 22, 2017  
Update 1, Second Reading: September 12, 2017  
Update 1, Adoption Date: September 12, 2017



## SCHOOL-OWNED VEHICLES

Employees of the district who possess a current and appropriate driver's license and who obtain the approval of the Superintendent of Schools may drive school-owned vehicles for school purposes. It is the responsibility of such persons to obey all traffic laws. Therefore, the district will not pay traffic and/or parking fines for persons authorized to drive for the district.

Extenuating circumstances will be decided by the Board of Education on an individual basis.

The Board directs the Superintendent to develop regulations for the use of school-owned vehicles.

Ref: General Municipal Law §77-b  
Vehicle and Traffic Law §§142; 375; 509(a)-(o)  
*Matter of Tomasso*, 23 EDR 120 (1983)  
17 Op. St. Compt. 24

Adoption date: July 7, 2009

**SCHOOL-OWNED VEHICLES REGULATION**

The following regulations govern use of school-owned vehicles:

1. Vehicles may not be used without prior approval of the Superintendent of Schools.
2. Vehicles may be used only for school purposes, not for personal use. When trips terminate after work hours, the operator may terminate at his/her home and deliver the vehicle to school at the beginning of the next regular session.
3. Load limits are not to exceed the capacity of recommended number of passengers including the operator.
4. All legal speed limits and operating limits are to be observed and, in addition, the driver is to operate the vehicle in a safe and prudent manner as weather, light and road conditions dictate.
5. The trip log book in the vehicle must be maintained for each trip by the driver.
6. In the event of an accident or emergency, the Superintendent is to be notified immediately by phone. Forms for accidents are to be filled out and turned in to the district office.
7. Drivers authorized by the Superintendent to operate school-owned vehicles must be district employees, not students.

Adoption date: July 7, 2009

## CHARGING SCHOOL MEALS

The Board of Education recognizes that, on occasion, students may not have enough funds for a meal. To ensure that students do not go hungry, but also to promote responsible student behavior and to minimize the fiscal burden on the district, all district schools shall follow the guidelines with regard to meal charges.

It is the parents' responsibility to ensure that money is deposited in their child's meal account and a positive balance is maintained so that the student can access meals in school.

- No more than \$25.00 per student may be charged.
- If a 9<sup>th</sup> through 12<sup>th</sup> grade student's balance exceeds the \$25.00 maximum he/she will be denied any future charges until the balance is \$0.00.
- If a pre-K through 8<sup>th</sup> grade student's balance exceeds \$25.00 he/she will be denied the right to any charges except for a basic daily lunch or breakfast meal.
- A computer-generated point of sale system shall be used for identifying and recording all charged meals, as well as for collecting repayments.
- No adult will be permitted to charge meals.

This policy applies to all paying students whether they are paying full-price or reduced-price.

A student who abuses this policy may be denied a meal. If school authorities suspect that a student may be abusing this policy, they must first provide written notice to the parent that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

If parents provide deposits by check and a check is returned for insufficient funds or for any other reason, the parents will be responsible for reimbursing the District for all bank charges incurred by the District as a result of the returned check.

Students who have reached the limited of "charged meals" may be offered an alternate meal determined by the district. The district shall take into account extenuating circumstances. The cost of the alternate meal, though less than the regular meal, shall be added to the student's account. Alternate meals shall be provided as discretely as possible.

Students eligible for free meals shall not be denied a reimbursable meal, even if they have accrued a negative balance from other cafeteria purchases. No student with unpaid charges will be prohibited from purchasing food if they have money that day.

The district shall discretely notify parents of students regularly with negative balances of the application process for free and/or reduced price meals. If a parent regularly fails to provide meal money and does not qualify for free or reduced price meals, the district may take other activities as appropriate, including notifying the local department of social services if neglect is suspected.

The school district shall notify all parents/guardians in writing on an annual basis at the start of the school year and to families transferring during the year, outlining the requirements of

this policy. The policy shall also be published in appropriate school and district publications. All staff involved in implementing and enforcing this policy shall also be notified of these requirements and their responsibilities.

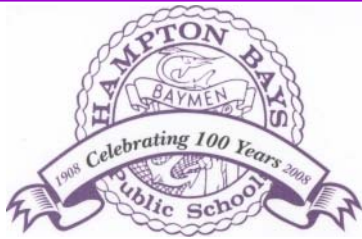
All schools shall maintain a system for accounting for charged meals that follows state guidelines.

Unpaid meal charges are a financial burden to the district and taxpayers and can negatively affect the school program. Unpaid meal charges shall be considered “delinquent” as per the district’s accounting practices. The district shall attempt to recover unpaid meal charges before the end of the school year, but may continue efforts into the next school year. Students with unpaid meal charges at the start of the year will not be able to charge meals. The district shall notify parents/guardians of unpaid meal charges at regular intervals, and may engage in collection activities. The district shall offer repayment plans, and may take other actions that do not result in harm or shame to the child, until unpaid charges are paid.

Remaining funds will be carried over to the next school year. When students leave the district or graduate, the district will attempt to contact the parent/guardian to return remaining funds. Parents/guardians may request that funds be transferred to other students (e.g., siblings, unpaid accounts). All transfer requests must be in writing. Unclaimed funds remaining by September 1 following the graduation or withdrawal from the district shall be absorbed by the school meal account

Ref: 42 USC §1779 (Child Nutrition Act of 1966)  
 42 USC §§1758(f)(1); 1766(a) (National School Lunch Act)  
 2 CFR §200.426 (accounting for debt in federal programs)  
 7 CFR §§210.9 210.12; 210.19; 220.13; 245.5 (accounting in federal school meal programs)  
 Healthy, Hunger-Free Kids Act (Public Law 111-296), §143  
 USDA Report to Congress, *Review of Local Policies on Meal Charges and Provision of Alternate Meals*, June 2016, [www.fns.usda.gov/sites/default/files/cn/unpaidmealcharges-report.pdf](http://www.fns.usda.gov/sites/default/files/cn/unpaidmealcharges-report.pdf)  
*Unpaid Meal Charges: Local Meal Charge Policies*, USDA FNS Memo SP 46-2016 (07/08/16), [www.fns.usda.gov/unpaid-meal-charges-local-meal-charge-policies](http://www.fns.usda.gov/unpaid-meal-charges-local-meal-charge-policies)  
*Unpaid Meal Charges: Guidance and O&A*, USDA FNS Memo SP 57-2016 (09/16/16), <https://fns-prod.azureedge.net/sites/default/files/cn/SP57-2016os.pdf>  
*Unpaid Meal Charges: Guidance and O&A*, USDA FNS Memo SP 23-2017 (03/23/17), <https://fns-prod.azureedge.net/sites/default/files/cn/SP23-2017os.pdf>  
*Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments*, USDA FNS Memo SP 47-2016 (07/08/16), [www.fns.usda.gov/sites/default/files/cn/SP47-2016os.pdf](http://www.fns.usda.gov/sites/default/files/cn/SP47-2016os.pdf)  
*Overcoming the Unpaid Meal Challenge - Proven Strategies from Our Nation’s Schools*, USDA FNS Guidance Document (May 2017), <https://fns-prod.azureedge.net/sites/default/files/cn/SP29-2017a1.pdf>  
*Student Meal Charge Policy*, NYSED Guidance Memo, (5/30/17), <http://www.cn.nysed.gov/content/student-meal-charge-policy>

Original Adoption Date:	September 13, 2011
Update 1, First Reading:	August 22, 2017
Update 1, Second Reading:	September 12, 2017
Update 1, Adoption Date:	September 12, 2017



# HAMPTON BAYS

## Union Free School District

Administrative Offices: 86 Argonne Road East, Hampton Bays, NY 11946 • Tel: (631) 723-2100 • Fax: (631) 723-2109

LARS CLEMENSEN  
SUPERINTENDENT OF SCHOOLS

Dear Parent/Guardian:

The Board of Education recognizes that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the district, the Board will allow students who may forget meal money to “charge” the cost of meals to be paid back at a later date subject to the terms established in district policy.

To comply with State guidelines and maintain a system for accounting for charged meals, only regular meals (meaning what is on the menu, excluding extras and snacks) are allowed to be charged. It is the parents’ responsibility to ensure that money is deposited in their child’s meal account, NutriKids, and a positive balance is maintained so that the student can access meals in school. Please note the following guidelines for charging school meals:

- No more than \$25.00 per student may be charged.
- If a student in Grades 9-12 has a balance that exceeds \$25.00, he/she will be denied any future charges until the balance is \$0.00.
- If a student in grades Pre-K through 8 exceeds a \$25.00 balance, he/she will be denied the right to any charges except for a basic daily lunch meal.
- A computer-generated point of sale system shall be used for identifying and recording all charged meals, as well as for collecting repayments.

This policy applies to all paying students whether they are paying full-price or reduced-price.

A student who abuses this policy may be denied a meal. If school authorities suspect that a student may be abusing this policy, they must first provide written notice to the parent that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

If parents provide deposits by check and a check is returned for insufficient funds or for any other reason, the parents will be responsible for reimbursing the District for all bank charges incurred by the District as a result of the returned check.

If you have any questions, please do not hesitate to contact my office at (631) 723-2100, ext. 5134.

Sincerely,

Lawrence R. Luce  
School Business Administrator

## FREE AND REDUCED PRICE FOOD SERVICES

The Board of Education recognizes that the nutrition of district students is an important factor in their educational progress. The Board therefore shall participate in federal funded school lunch programs, and shall provide free or reduced price meal services to qualified district students.

### Availability, Application, and Notification

Notice of the availability of the free and reduced price meal programs will be sent to the homes of students and posted on the school website. Any child who is a member of a family unit whose income is below the federally-established scale shall be eligible to receive such services.

To apply for the free or reduced meal program:

- a. Application forms are available in each main office, the District Office, and can be found on the district's website. Forms can be completed and submitted at any time during the year.
- b. Completed forms must be submitted to the District Treasurer at the District Office at 86 E. Argonne Road, Hampton Bays prior to any determination of eligibility.
- c. The parent/guardian will be informed in writing by the District Treasurer of the determination of eligibility after receiving a properly completed application.

Upon written request, the School Business Official will hear appeals of determinations regarding such services in compliance with federal regulations governing the National School Lunch Program.

In addition, in order to reach students who are categorically eligible for free and reduced price meals and to comply with state law, three times per school year, the School Business Official and District Treasurer will review the list made available by the State Education Department of children ages three to 18 who are in households receiving federal food assistance, Medicaid benefits (for certain recipients), or Temporary Assistance for Needy Families (TANF) to identify students within the district. The district will send a notice to those families apprising them of their student's eligibility to participate in school meal programs without further application. Parents may decline participation by informing the district in writing. If the service is declined, the student will be removed from the eligibility list. The designated Homeless Education Liaison will provide registered homeless families with the information communicating automatic eligibility for lunch services.

The Building Principal, in coordination with the designated Food Service Director, will establish meal time procedures that both protect the anonymity of the student and allow for proper accounting.

### Community Eligibility

If the district can show that the percentage of students eligible for free school meals at any one school, or group of schools, or the entire school district, is at least 40%, the district may elect for the school, schools, or district to participate in the Community Eligibility option. Pursuant to federal law and regulations, the school would provide all students at that school or schools with free breakfast and lunch, pursuant to federal regulations. The district would receive federal reimbursement corresponding to the percentage of eligible students. If the reimbursement received by the district is not sufficient to cover total nonprofit school food service program costs, non-federal funds must be used to pay the difference.

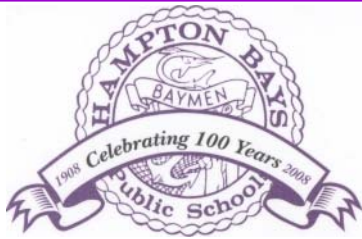
Pursuant to federal regulations, under the Community Eligibility option, student eligibility is based on household receipt of food assistance (Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations (FDPIR)), income assistance (TANF), or Medicaid benefits (for certain income levels), student participation in Head Start, or recognition of the student as homeless, runaway, migrant, or in foster care.

All affected households will receive prior notification that the school is operating under the Community Eligibility provision.

Cross-ref: 8500, Food Service Management

Ref: National School Lunch Act of 1946, as amended, (42 U.S.C. §§1751-1760)  
 Child Nutrition Act of 1966, as amended, (42 USC §§1771 et seq.)  
 7 CFR Part 245 (245.2, Definitions; 245.5, public announcement; 245.6, categorical eligibility and direct certification/verification.)  
 Social Services Law §95(7)  
 U.S. Department of Education guidance document, *The Community Eligibility Provision and Selected Requirements Under Title I*, January 2014,  
[www.ed.gov/programs/titleiparta/13-0381guidance.doc](http://www.ed.gov/programs/titleiparta/13-0381guidance.doc).

Original Adoption Date: August 13, 2013  
 Update 1, First Reading: August 25, 2015  
 Update 1, Second Reading: September 8, 2015  
 Update 1, Adoption Date: September 8, 2015



# HAMPTON BAYS

## Union Free School District

Administrative Offices: 86 Argonne Road East, Hampton Bays, NY 11946 • Tel: (631) 723-2100 • Fax: (631) 723-2109

LARS CLEMENSEN  
SUPERINTENDENT OF SCHOOLS

### Dear Parent/Guardian:

Children need healthy meals to learn. **The Hampton Bays Union Free School District** offers healthy meals every school day. Your child may qualify for free meals or for reduced price meals.

Elementary School Prices:	Breakfast: <b>\$1.00</b>	Lunch: <b>\$ 2.50</b>
Middle and High School Prices:	Breakfast: <b>\$1.00</b>	Lunch: <b>\$ 2.75</b>
All School Reduced Prices:	Breakfast: <b>\$0.25</b>	Lunch: <b>\$0.25</b>

These frequently asked questions should help clarify our Free and Reduced Meal Program.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to:

**Hampton Bays UFSD**  
**District Office – Michelle Siriani**  
**86 East Argonne Road**  
**Hampton Bays, NY 11946**

2. WHO CAN GET FREE MEALS? All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations** or **TANF**, can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. **NOTE:** If you have received a **NOTICE OF DIRECT CERTIFICATION** for free meals, **do not** complete the application, but let the school know if any children in your household are not listed on the **Notice of Direct Certification** letter you received.
3. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
4. CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail **Mark Pagano, Assistant to the Superintendent for Student Services (631) 723-4700 ext. 2211**, [mpagano@hbschools.us](mailto:mpagano@hbschools.us) to see if they qualify.
5. WHO CAN GET REDUCED PRICE MEALS? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this application.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please read the attached letter carefully and follow the instructions. Call the school at (631) 723-2100 ext. 5269 if you have questions.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first 30 days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.



8. I receive WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Lars Clemensen, Superintendent, Hamptons Bays UFSD, 86 East Argonne Road, Hampton Bays, NY 11946.**
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

**2015-2016 INCOME ELIGIBILITY GUIDELINES  
REDUCED PRICE ELIGIBILITY INCOME CHART**

Total Family Size	Annual	Monthly	Twice per Month	Each Two Weeks	Weekly
1	\$ 21,590	\$ 1,800	\$ 900	\$ 831	\$ 416
2	\$ 29,101	\$ 2,426	\$ 1,213	\$ 1,120	\$ 560
3	\$ 36,612	\$ 3,051	\$ 1,526	\$ 1,409	\$ 705
4	\$ 44,123	\$ 3,677	\$ 1,839	\$ 1,698	\$ 849
5	\$ 51,634	\$ 4,303	\$ 2,152	\$ 1,986	\$ 993
6	\$ 59,145	\$ 4,929	\$ 2,465	\$ 2,275	\$ 1,138
7	\$ 66,656	\$ 5,555	\$ 2,778	\$ 2,564	\$ 1,282
8	\$ 74,167	\$ 6,181	\$ 3,091	\$ 2,853	\$ 1,427
*Each Add'l person add	\$ 7,511	\$ 626	\$ 313	\$ 289	\$ 145

**How to Apply:** To get free or reduced price meals for your children you may submit an Eligibility Letter for Free Meals received from the NYS Education Department, OR carefully complete one application for your household and return it to the designated office. If you now receive SNAP, Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household food stamp, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a food stamp, TANF or FDPIR case number for all the children for whom you are applying, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number, or check the box if the adult does not have a social security number. An application that is not complete cannot be approved. Contact your local Department of Social Services for your food stamp or TANF case number or complete the income portion of the application.

**Reporting Changes:** The benefits that you are approved for at the time of application are effective for the entire school year. You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.

**Income Exclusions:** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly. The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), available at any USDA office, at (866) 632-9992 for found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html). You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

**Meal Service to Children With Disabilities:** Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, 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. You must request the special meals from the school and provide the school with medical certification from a medical doctor. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical certification must contain.

**Confidentiality:** The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

**Reapplication:** You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

Sincerely,

Lawrence R. Luce  
Business Administrator

## **COMPUTER CONTROL FOR FINANCIAL NETWORK AND DISTRICT COMPUTER SYSTEMS**

The goal of the Hampton Bays Union Free School District shall be to ensure that the financial network and systems are adequately secured. Accordingly, our policies to achieve that objective are outlined below.

### **Network Facilities**

The financial systems of the District shall be installed on a secure server on the school District's local area network. This server shall be secured from the internet by a firewall and on a separate administrative Virtual Local Area Network (VLAN) from the academic side of the District's data network. Access to the financial system is denied to all users except those given specific rights to access the Finance Manager server.

All user computer security definitions and rights, with some special exceptions, shall disallow the installing or downloading of any software. Software shall be installed on local computers by IT staff or the network Administrator with prior approval from the Superintendent or his/her designee.

Where appropriate the District's network appliances, servers and computers shall be loaded with up-to-date anti-hacking and anti-virus software to protect the network from inappropriate access, viruses, worms and other malware. Network equipment access and system logs shall be monitored on a regular basis by the Network Administrator.

The IP Department and the building custodial staff shall monitor the environmental protections including air conditioning, heat, ventilation, battery back up functions. Warning notifications shall be reported to the Network Administrator and Plant Facilities Administrator, and corrective action shall be taken by the Plant Facilities Administrator as soon as possible.

Automated and manual software update procedures must be in place and monitored. The Main Server Rooms shall be secured at all times and access to these areas shall be given only to the IT staff and Network Administrator and those highest level District administrators who have full District building access.

The IT Staff and building administrator shall monitor theft and vandalism, report losses immediately to the Business Office.

Requests for network access and e-mail accounts by staff shall be processed through the District's approval procedure. Requests for student access to the network shall require the completion of a signed Network and Internet User Agreement by both the student and his/her parent/guardian.

### **Passwords**

Employees of the District shall change their network passwords every 90 days. Each password shall be secured by the individual users and not shared for any purposes. The password shall be at least eight (8) characters, including at least one (1) uppercase letter and one (1) number, and the previous password cannot be reused. Passwords to the financial systems shall be changed

every 90 days. Passwords shall be at least six (6) characters and shall contain at least one (1) letter and one (1) number. All system level passwords shall be changed whenever a member of the senior IT staff changes. All user level passwords shall be changed for network access when a compromise is suspected.

### **Backup and Disaster Recovery**

A back up of the District's system data, including but not limited to, financial and student management systems data, shall be performed daily and a full backup will occur on a regular basis. Electronic off-site back up of the student management system and financial system shall be conducted daily and the District shall maintain a disaster recovery plan, as a component of the confidential Districtwide School Safety Plan, in the event of a catastrophic loss of the District's processing capabilities.

### **System Administrator**

The Network Systems Administrator shall ensure the operations of the IT services are in full compliance with the District's policies, New York State Education Law and Regulations, privacy laws and practices, disclosures, and regulations. The Network Systems Administrator shall maintain and manage email policies, spam, and agreements, and shall manage third-party contracts and agreements.

### **Financial Manager Permissions**

Permissions for individuals in the financial system shall be managed by the Business Official. These permissions shall be reviewed once per fiscal years in the second quarter by the Business Official. Changes to permissions shall be requested to the Superintendent of Schools by the Business Official to maintain a paper trail and check to the system.

### **Segregation of Duties**

All duties related to the administration of the financial system shall be based on the roles and responsibilities of the specific job function. A review of these duties shall be done by the Business Official each year to maintain a strict policy of segregation of duties and assignments of rights and permissions. The administration shall implement appropriate compensating controls when adequate segregation of duties is not practical or responsible.

### **Remote Access and Security**

Remote access shall be granted to the financial manager vendor for purposes of updating the system or software by the Network Systems Administrator. The time of this access shall be limited and require IT staff approval each time access is granted. Access logs shall be maintained to manage the system firewall. Any abnormal access shall be reported immediately by the System Administrator and all remote access shall be terminated until permission to resume is granted by the Business Official.

First Reading:	August 25, 2015
Second Reading:	September 8, 2015
Adoption date:	September 8, 2015
Update 1, First Reading:	January 12, 2016
Update 1, Second Reading:	February 9, 2016
Update 1, Adoption:	February 9, 2016

## INFORMATION SECURITY BREACH AND NOTIFICATION

The Board of Education acknowledges the State's concern regarding the rise in identity theft and the need for prompt notification when security breaches occur. To this end, the Board directs the Superintendent of Schools, in accordance with appropriate business and technology personnel, to establish regulations which:

- Identify and/or define the types of private information that is to be kept secure. For purposes of this policy, "private information" does not include information that can lawfully be made available to the general public pursuant to federal or state law or regulation;
- Include procedures to identify any breaches of security that result in the release of private information; and
- Include procedures to notify persons affected by the security breach as required by law.

Additionally, pursuant to Labor Law §203-d, the district will not communicate employee "personal identifying information" to the general public. This includes social security number, home address or telephone number, personal electronic email address, Internet identification name or password, parent's surname prior to marriage, or driver's license number. In addition, the district will protect employee social security numbers in that such numbers shall not: be publicly posted or displayed, be printed on any ID badge, card or time card, be placed in files with unrestricted access, or be used for occupational licensing purposes. Employees with access to such information shall be notified of these prohibitions and their obligations.

Any breach of the district's computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the district shall be promptly reported to the Superintendent and the Board of Education.

Ref: State Technology Law §§201-208  
Labor Law §203-d

First Reading: August 16, 2011  
Second Reading: September 13, 2011  
Adoption date: September 13, 2011

## INFORMATION SECURITY BREACH AND NOTIFICATION REGULATION

### Definitions

“Private information” shall mean personal information (i.e., information such as name, number, symbol, mark or other identifier which can be used to identify a person) in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:

- Social security number;
- Driver’s license number or non-driver identification card number; or
- Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual’s financial account.

Note: “Private information” does not include publicly available information that is lawfully made available to the general public pursuant to state or federal law or regulation.

“Breach of the security of the system” shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the district. Good faith acquisition of personal information by an officer or employee or agent of the district for the purposes of the district is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

To successfully implement this policy, the district shall inventory its computer programs and electronic files to determine the types of personal, private information that is maintained or used by the district, and review the safeguards in effect to secure and protect that information.

### Procedure for Identifying Security Breaches

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the district shall consider:

1. indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer, or other device containing information;
2. indications that the information has been downloaded or copied;
3. indications that the information was used by an unauthorized person, such as fraudulent accounts, opened or instances of identity theft reported; and/or
4. any other factors which the district shall deem appropriate and relevant to such determination.

## Security Breaches – Procedures and Methods for Notification

Once it has been determined that a security breach has occurred, the following steps shall be taken:

1. If the breach involved computerized data *owned or licensed* by the district, the district shall notify those New York State residents whose private information was, or is reasonably believed to have been acquired by a person without valid authorization. The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the system.

The district shall consult with the New York State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures.

2. If the breach involved computer data *maintained* by the district, the district shall notify the owner or licensee of the information of the breach immediately following discovery, if the private information was or is reasonably believed to have been acquired by a person without valid authorization.

Note: The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

The required notice shall include (a) district contact information, (b) a description of the categories information that were or are reasonably believed to have been acquired without authorization and (c) which specific elements of personal or private information were or are reasonably believed to have been acquired. This notice shall be directly provided to the affected individuals by either:

1. Written notice
2. Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and that the district keeps a log of each such electronic notification. In no case, however, shall the district require a person to consent to accepting such notice in electronic form as a condition of establishing a business relationship or engaging in any transaction.
3. Telephone notification, provided that the district keeps a log of each such telephone notification.

However, if the district can demonstrate to the State Attorney General that (a) the cost of providing notice would exceed \$250,000; or (b) that the number of persons to be notified exceeds 500,000; or (c) that the district does not have sufficient contact information, substitute notice may be provided. Substitute notice would consist of all of the following steps:

1. E-mail notice when the district has such address for the affected individual;



2. Conspicuous posting on the district's website, if they maintain one; and
3. Notification to major media

#### Notification of State and Other Agencies

Once notice has been made to affected New York State residents, the district shall notify the State Attorney General, the Consumer Protection Board, and the State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content, and distribution of the notices and approximate number of affected persons.

If more than 5,000 New York State residents are to be notified at one time, the district shall also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. A list of consumer reporting agencies will be furnished, upon request, by the Office of the State Attorney General.

First Reading:	August 16, 2011
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Adoption date:	September 13, 2011