

Regular meeting of the
Oneida City School District
Board of Education
January 14, 2020
6:00 PM at North Broad Elementary



District Mission: To educate, inspire and empower.
District Vision: Students reaching their fullest potential.

Agenda

- I. Meeting Called to Order**
- II. Pledge of Allegiance**
- III. Public Forum (20 Minutes)**
- IV. Presentation**
 - a. Mr. Eric Coriale – highlights of North Broad Elementary
 - b. Mr. Todd Schaal – potential PILOT Agreement
- V. Consent Agenda**
 - a. Meeting Minutes
 - i. December 10, 2019 Regular Meeting
 - ii. December 13, 2019 Special Meeting
 - b. Field Trip request
 - c. Special Education
 - i. Committee on Special Education
 - ii. 504 Committee
 - iii. Committee on Preschool Special Education
- VI. Finance**
 - a. Financial Reports
 - b. Appropriation Transfers
- VII. Resolutions**
 - a. Personnel
 - b. Policies for Approval
 - c. Donations: Seneca Street and Willard Prior Elementary Schools
 - d. Donation: High School Gamer's Club
 - e. Donation: High School
 - f. Consent Agreement for Green Empire Farms PILOT
 - g. Contract: Mohawk Valley Frasers
 - h. Production Agreement: BAM LLC
 - i. Food Service position

- j. NYSPHSAA Section III Combining Contract
- k. Project Account Expenditures
- l. 2019-20 Universal PreKindergarten Program Services Contract
- m. Textbook for review
- n. Courses for review

VIII. Communications

- a. Committee Chair Reports
- b. BOE President Report
- c. Discussions
 - 1. Potential PILOT Agreement
- d. Superintendent Report
- e. Assistant Superintendent for Finance Report

IX. Executive Session

The Employment History of a Particular Person, or Matters Leading to the Appointment, Employment, Promotion, Demotion, Discipline, Suspension, Dismissal or Removal of a Particular Person;

X. Adjournment

Upcoming Events:

Wednesday, January 22

- ✚ NB/DV 4th & 5th Gr Geography Bee 9:15 AM at Durhamville Elementary
- ✚ BOE Finance & Facility Committee Mtg 5:00 PM at Administrative Offices
- ✚ BOE Governance Committee Mtg 6:00 PM at Administrative Offices

Thursday, January 23

- ✚ Facility Vision Team Mtg 6:30 PM at Administrative Offices
- ✚ NB PTO Mtg 6:30 PM at North Broad Library

Friday, January 24

- ✚ NB Spirit/Career Day 8:30 AM – 3:30 PM at North Broad Elementary

Wednesday, January 29

- ✚ BOE Policy Committee Mtg 5:00 – 6:30 PM at Administrative Offices

Tuesday, February 4

- ✚ Willard Prior PTO Mtg 8:00 AM at WP Conference room

Wednesday, February 5

- ✚ Seneca Street PTO Mtg 6:00 -7:00 PM at SS Library
- ✚ Music Boosters Mtg 7:00 – 8:00 PM at OHS

Friday, February 7

- ✚ OSMS Dance 6:00 – 8:00 PM at OSMS
- ✚ NB PTO Family Bingo Night 6:30 – 8:30 PM at NB Gym

Tuesday, February 11

- ✚ BOE Curriculum, Instruction & Technology Committee Mtg. 4:30 – 5:30 PM at OHS
- ✚ Board of Education Mtg 6:00 PM at OHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: NORTH BROAD ELEMENTARY SCHOOL
DATE: JANUARY 14, 2020

Presentation on the highlights of the North Broad Elementary School.

PRESENTATION ONLY

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: POTENTIAL PILOT AGREEMENT
DATE: JANUARY 14, 2020

Presentation given by Mr. Todd Schaal regarding potential PILOT Agreement.

PRESENTATION ONLY

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: CONSENT ITEMS
DATE: JANUARY 14, 2020

The following consent items are being submitted for your approval:

- Meeting Minutes
 - i. December 10, 2019 Regular Meeting
 - ii. December 13, 2019 Special Meeting
- Field Trip request
- Special Education
 - iii. Committee on Special Education
 - iv. 504 Committee
 - v. Committee on Preschool Special Education

RECOMMENDED ACTION

Motion to approve consent items as submitted for January 14, 2020.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

REGULAR MEETING OF THE
ONEIDA CITY SCHOOL DISTRICT'S
BOARD OF EDUCATION

December 10, 2019
6:00 PM at the Seneca Street Elementary School

MEMBERS PRESENT:
Ms. Melinda Bowe
Ms. Heather Denby
Mr. John Elberson
Mr. Robert Group
Mr. Martin Kelly
Mr. James Maio
Ms. Jennifer Parker

MEMBERS ABSENT:

ADMINISTRATORS PRESENT:
Ms. Mary-Margaret Zehr, Superintendent
Mr. James Rowley, Assistant Superintendent for
Finance and Clerk of the Board

SPECTATORS PRESENT:
Parents, Students, Teachers, Penny Houser, Genevieve
Brauner, Jessica Poyer, Stacey Tice

The regular meeting of the Oneida City School District's Board of Education for December 10, 2019 was called to order by President Mr. Robert Group at 6:00 PM. The Pledge of Allegiance was said. Mrs. Hawthorne presented various music awards. Dr. Tice, Mr. Hicks and Mr. Meeker presented sectional champions in Girls Varsity Tennis awards. Mr. Gratien presented cross country awards. Mrs. Houser and Lisa McGork presented on Sensory Path efforts at Seneca Street - movement in the learning environment. President Group then referred to the prepared agenda.

CONSENT ITEMS

Consent Items
ACTION NO. 113

MOVED BY *Bowe*, SECONDED BY *Elberson*, to approve the consent items for the December 10, 2019 Board of Education Meeting as submitted.

VOTE ON THE MOTION **AYES 7 NAYS 0**
MOTION CARRIED

FINANCE

Finance
ACTION NO. 114

MOVED BY *Maio*, SECONDED BY *Kelly*, to approve the financial reports as presented.

VOTE ON THE MOTION **AYES 7 NAYS 0**
MOTION CARRIED

FINANCE – APPROPRIATION TRANSFER

Finance –
Appropriation Transfer
ACTION NO. 115

MOVED BY *Kelly*, SECONDED BY *Maio*, to approve the appropriation transfer for December 2019 as submitted.

VOTE ON THE MOTION **AYES 7 NAYS 0**
MOTION CARRIED

BOE WORK SESSIONS FOR BUDGET

Discussion regarding BOE work sessions for budget.

FOR DISCUSSION ONLY

SUPERINTENDENT REPORT

Ms. Mary-Margaret Zehr presented her Superintendent's Report.

FOR INFORMATION ONLY

ASSISTANT SUPERINTENDENT FOR FINANCE REPORT

Mr. Jim Rowley presented his Assistant Superintendent for Finance Report.

FOR INFORMATION ONLY

EXECUTIVE SESSION

MOVED BY Elbersen, SECONDED BY Kelly, that the board of education meeting of December 10, 2019 move to executive session at 7:15 PM for purposes of discussion regarding The Employment History of a Particular Person, or Matters Leading to the Appointment, Employment, Promotion, Demotion, Discipline, Suspension, Dismissal or Removal of a Particular Person;

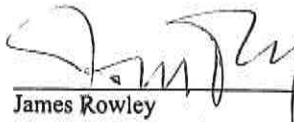
VOTE ON THE MOTION AYES 7 NAYS 0
MOTION CARRIED

The Board of Education returned to regular session at 7:55 PM

ADJOURNMENT

MOVED BY Denby, SECONDED BY Kelly, that the Board of Education meeting of December 10, 2019 be adjourned at 7:56 PM.

VOTE ON THE MOTION AYES 7 NAYS 0
MOTION CARRIED


James Rowley
Clerk of the Board

BOE Work Sessions for Budget - Discussion
NO ACTION

Superintendent Report
NO ACTION

Assistant Superintendent for Finance Report
NO ACTION

Exec Session
ACTION NO. 124

Adjournment
ACTION NO. 125

**SPECIAL MEETING OF THE
ONEIDA CITY SCHOOL DISTRICT'S
BOARD OF EDUCATION**

December 13, 2019
3:45 PM at Administrative Offices

MEMBERS PRESENT:

Ms. Heather Denby
Mr. Robert Group
Mr. Martin Kelly
Mr. James Maio

MEMBERS ABSENT:

Ms. Melinda Bowe
Mr. John Elberson
Ms. Jennifer Parker

ADMINISTRATORS PRESENT:

Ms. Mary-Margaret Zehr, Superintendent
Mr. James Rowley, Assistant Superintendent for
Finance and Clerk of the Board

SPECTATORS PRESENT:

Ed Gratien

The special meeting of the Oneida City School District's Board of Education for December 13, 2019 was called to order by President Mr. Robert Group at 3:45 PM.

CONSENT ITEMS

Consent Items

ACTION NO. 126

MOVED BY Denby, SECONDED BY Kelly, to approve the consent item of a field trip request for the high school track athletes to attend meet at Yale as submitted.

**VOTE ON THE MOTION
MOTION CARRIED**

AYES 4 NAYS 0

PERSONNEL

Personnel

ACTION NO. 127

MOVED BY Maio, SECONDED BY Kelly, to approve the personnel items including rescinding Jessica Stoklosa appointment and appointing Jessica Jones as submitted for the December 13, 2019 Special Board of Education meeting.

J.Stoklosa – rescind appt.
J.Jones – appointment

**VOTE ON THE MOTION
MOTION CARRIED**

AYES 4 NAYS 0

ADJOURNMENT

Adjournment

ACTION NO. 128

MOVED BY Denby, SECONDED BY Maio, that the Special Board of Education meeting of December 13, 2019 be adjourned at 3:56 PM.

**VOTE ON THE MOTION
MOTION CARRIED**

AYES 4 NAYS 0



James Rowley
Clerk of the Board

Regulation

INSTRUCTION

8400.1

FIELD TRIP REQUEST TO THE SUPERINTENDENT OF SCHOOLS

Contact staff: David Hawthorne Building: OHS
 Group making request: OHS Wind Ensemble Date of request: 1/6/2020
 Destination: New York City
 Dates of Travel: May 1-2, 2020

A. General Information See attached itinerary
 Time of departure from school: _____ Time of arrival at destination: _____
 Time of departure from destination: _____ Time of arrival at school: _____
 Number of students: approx. 75 Number of Chaperones: 9
 Names of chaperones: Mr. Hawthorne, Mrs. Hawthorne and 7 more TBD.

How are the chaperone costs covered? Chaperones will pay.
 Travel plans organization: (Bus, plane, train, etc...) Provide address, phone number, contact See attached.
Bus - Bella Tours and Travel
 Is there refund insurance for a cancelled trip? No
 Last date to cancel and receive full refund? Feb. 1, 2020
 Last date to cancel for terrorist/national/international security reasons? _____

B. Source of Funds

Who is responsible for cost?

School budget: \$ _____
 Student Activities: \$ _____
 Fund raising: \$ _____
 Student: \$ _____
 _____: \$ _____

Estimated Cost:

Transportation: \$ 80
 Admission: \$ 160 (2 performances)
 Hotel Accommodations: \$ 60
 Other: \$ _____
 TOTAL (estimate) \$ 300

C. Objectives and Activities

List of objectives of the field trip: Students will have the opportunity to hear a live, professional jazz concert and a Broadway musical.

List activities you will use to lead up to the day of your field trip: We will discuss the various genres of music and their connection to history.

List follow up activities after you return from the field trip: We will discuss the performances in our rehearsals.

*Parent permission forms must state that the Board of Education reserves the right to cancel the trip if there is an issues of national or international security

*Parents need to be informed of these conditions and that the Board of Education will not be liable for lost funds. Dir. of Music Mary Jane Hawthorne 1/6/2020

Parents informed
 Approved Disapproved [Signature] 1/6/2020

Approved Disapproved Building principal [Signature] Date 1/7/2020
 Superintendent [Signature] Date _____

Oneida City School District

Approved by the Superintendent: 05/17/16, 03/12/19

Adopted: 10/14/03

Oneida High School Wind Ensemble
Trip to New York City
May 1-2, 2020

Mr. David Hawthorne, Director
 Chaperones: Mrs. Hawthorne
 Approximately 75 OHS students plus 9 chaperones total = 84

Proposed Itinerary

Friday, May 1, 2020

9:30 AM Depart Oneida High School
 Bus company
 Lori A Cavelli
 Bella Tours & Travel Inc.
 305 Vine Street, Suite 9
 Liverpool, NY 13088
 phone# - 315-652-0121
 fax# - 315-299-4733

12:00 PM Stop for Lunch on route - need \$

4:00 - 4:45 PM Check into hotel, change for dinner
 Marriott Residence Inn
 83 International Blvd,
 Elizabeth, NJ 07201
 (908) 352-4300

4:45 PM Depart for Jazz Standard

5:45 PM Arrive at Jazz Standard
 116 E 27th Street
 NY, NY 10016
 212-576-2232

6:00 - 9:00 PM Jazz Standard dinner and
 Concert (7:30 pm)

10:00 PM Arrive back to hotel - swim in pool

11:00 PM Lights Out

SATURDAY, May 2, 2020

7:30 AM Breakfast at Hotel

8:30 AM Check out and load bus
 Depart hotel for NYC
 Free time in Times Square area to
 shop and sightsee

11:00 PM Lunch on your own with your group
 - need \$

12:30 PM Depart Times Square

1:30 PM Arrive at Theatre

2:00 - 4:30 PM Broadway Show – "Ain't Too Proud"
 – The Life and Times of the
 Temptations

4:45 PM Depart for Oneida High School
 560 Seneca St
 Oneida, NY 13421

6:00 PM Stop for dinner on route - need \$

11:00 PM Arrive in Oneida

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: FINANCIAL REPORTS
DATE: JANUARY 14, 2020

Financial reports for the month of November 2019:

General Fund Revenue Report
Treasurer's Report
OHS Classroom Activity Funds
OSMS Student Activity Accounts

RECOMMENDED ACTION

Motion to approve the financial reports as submitted.

MOTION MADE BY _____

SECONDED BY _____

A ___ N ___

ONEIDA CITY SCHOOL DISTRICT - GENERAL FUND REVENUE REPORT

Month Ending November 30, 2019

		<u>Budgeted Revenues</u>	<u>Revenues Received</u>	<u>Balance Unearned</u>
A1001	Real Property Tax	\$ 14,870,505.00	\$ 13,997,196.74	\$ 873,308.26
A1081	Payments in Lieu of Taxes	59,900.00	20,832.36	39,067.64
A1085	School Tax Relief Reimbursement	3,024,205.00	0.00	3,024,205.00
A1090	Interest & Penalties on Taxes	70,000.00	21,129.17	48,870.83
A1310	Day School Tuition (Includes Foster)	0.00	0.00	0.00
A1330	Textbook Charges from Individuals	300.00	70.47	229.53
A1410	Admissions	15,000.00	6,894.86	8,105.14
A1489	Other Charges/Services	0.00	771.00	(771.00)
A2280	Health Services-Other Districts	25,000.00	0.00	25,000.00
A2308	Transportation-BOCES	0.00	0.00	0.00
A2401.A	Interest and Earnings	4,000.00	6,030.92	(2,030.92)
A2410	Rental of Property	11,000.00	11,250.00	(250.00)
A2413	Rental of Property-BOCES	76,000.00	0.00	76,000.00
A2414	Rental of Buses	12,000.00	16,336.08	(4,336.08)
A2450	Commissions	0.00	193.04	(193.04)
A2650	Sale of Scrap and Excess	0.00	0.00	0.00
A2655	Minor Sales/Machine	0.00	0.00	0.00
A2660	Sale of Real Property	0.00	0.00	0.00
A2665	Sale of Equipment	3,500.00	13,416.70	(9,916.70)
A2666	Sale of Transportation Equipment	0.00	14,775.00	(14,775.00)
A2670-2	Sale of Instr. Supplies	0.00	0.00	0.00
A2680	Insurance Recoveries	0.00	0.00	0.00
A2690	Other Compensation for Loss	0.00	910.54	(910.54)
A2700	Reimb. Medicare Part D Expenditures	150,000.00	36,469.15	113,530.85
A2701	Refund-Prior Yrs. Expenditures/BOCES aid	150,000.00	490,363.02	(340,363.02)
A2703	Refund-Prior Yrs. Expenditures	100,000.00	30,464.26	69,535.74
A2705	Gifts and Donations	0.00	0.00	0.00
A2707	Special Program Revenue	0.00	0.00	0.00
A2725	VLT/Tribal Compact Monies	0.00	0.00	0.00
A2770	Miscellaneous Revenues	100,000.00	7,776.23	92,223.77
A3089	Star Program/Reimbursement/Admin.	0.00	0.00	0.00
A3101.A	Basic Aid & Building	17,140,731.00	1,995,001.78	15,145,729.22
A3101.E	Excess Cost Aid	2,773,428.00	0.00	2,773,428.00
A3102	Lottery Aid	3,159,756.00	3,313,266.48	(153,510.48)
A3103	BOCES	2,402,962.00	0.00	2,402,962.00
A3104	Tuition Aid/Students w/Disabilities	0.00	0.00	0.00
A3260	Textbooks	116,279.00	29,940.00	86,339.00
A3262	Computer Software Aid	71,070.00	0.00	71,070.00
A3263	Library Loan Program	13,052.00	0.00	13,052.00
A3289.A	Other State Aid-Incar. Youth	50,000.00	0.00	50,000.00
A3289	Other State Aid	0.00	203,951.00	(203,951.00)
A4601	Medicaid Assistance	115,000.00	52,631.75	62,368.25
A5031.E	Transfers From Debt Service Fund	50,000.00	50,000.00	0.00
A5050	Interfund Transfer for Debt	0.00	0.00	0.00
	Subtotal	\$ 44,563,688.00	\$ 20,319,670.55	\$ 24,244,017.45
19-20	Appropriated Fund Balance	2,386,926.00	0.00	2,386,926.00
	Appropriated Reserves	32,500.00	0.00	32,500.00
	TOTAL REVENUES	\$ 46,983,114.00	\$ 20,319,670.55	\$ 26,663,443.45

ONEIDA CITY SCHOOL DISTRICT

TREASURER'S REPORT - GENERAL FUND

Cash Per Books:	November 1, 2019	\$ <u>17,216,905.23</u>	
Cash receipts - State/BOCES Aid		<u>466,131.59</u>	
- Other		<u>722,913.09</u>	
Receipts and Cash Balance		<u>18,405,949.91</u>	
Cash Disbursements		(<u>4,232,967.81</u>)	
Cash Per Books:	November 30, 2019		\$ <u>14,172,982.10</u>

BANK RECONCILIATION

Balance as Per Statement:	Checking	\$ <u>836,570.46</u>	
	CD/Savings	<u>13,980,448.70</u>	
	subtotal	<u>14,817,019.16</u>	
Plus:			
Less:			
Outstanding Checks:		(<u>644,037.06</u>)	
Reconciled Balance:	November 30, 2019		\$ <u>14,172,982.10</u>

TREASURER'S REPORT - SCHOOL LUNCH FUND

Cash Per Books:	November 1, 2019	\$	<u>21,846.66</u>	
	Cash receipts:		<u>143,733.67</u>	
	Receipts and Cash Balance		<u>165,580.33</u>	
	Cash Disbursements		(<u>69,117.87</u>)	
Cash Per Books:	November 30, 2019			\$ <u>96,462.46</u>

BANK RECONCILIATION

Balance as Per Statement:	Checking	\$	<u>107,291.70</u>	
Less:				
	Outstanding Checks		(<u>11,409.33</u>)	
Add:				
	Lunch deposits		294.20	
	MSB In-Transit		95.30	
	Heartland In-Transit		<u>190.59</u>	
Reconciled Balance:	November 30, 2019			\$ <u>96,462.46</u>

TREASURER'S REPORT - SPECIAL AID FUND

Cash Per Books:	November 1, 2019	\$	<u>366,762.21</u>	
	Cash receipts:		<u>7,552.52</u>	
	Receipts and Cash Balance		<u>374,314.73</u>	
	Cash Disbursements		(<u>295,437.30</u>)	
Cash Per Books:	November 30, 2019			\$ <u>78,877.43</u>

BANK RECONCILIATION

Balance as Per Statement:	Checking	\$	<u>82,376.88</u>	
	subtotal		<u>82,376.88</u>	
Less:				
	Outstanding Checks		(<u>3,499.45</u>)	
Reconciled Balance:	November 30, 2019			\$ <u>78,877.43</u>

TREASURER'S REPORT - CAPITAL FUND

Cash Per Books: November 1, 2019	\$	<u>817,505.71</u>	
Cash receipts:		<u>10,616.24</u>	
Receipts and Cash Balance	\$	<u>828,121.95</u>	
Cash Disbursements		<u>(0.00)</u>	
Cash Per Books: November 30, 2019			\$ <u>828,121.95</u>

BANK RECONCILIATION

Balance as Per Statement:	Checking	\$	<u>635,113.28</u>	
	CD/Savings		<u>193,008.67</u>	
	Subtotal	\$	<u>828,121.95</u>	
Less:				
Outstanding Checks			<u>(0.00)</u>	
Reconciled Balance:	November 30, 2019			\$ <u>828,121.95</u>

TREASURER'S REPORT - TRUST AND AGENCY/SCHOLARSHIP FUNDS

Cash Per Books: November 1, 2019	\$	<u>719,219.64</u>	
Cash receipts:		2,537,535.76	
Receipts and Cash Balance	\$	<u>3,256,755.40</u>	
Cash Disbursements		<u>(2,554,266.05)</u>	
Cash Per Books: November 30, 2019			\$ <u>702,489.35</u>

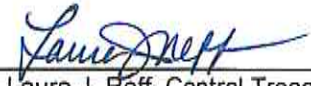
BANK RECONCILIATION

Balance as Per Statement:	Checking	\$	<u>639,618.09</u>	
	Payroll Checking		<u>8,126.60</u>	
	Scholarship Savings		<u>64,782.87</u>	
	Subtotal	\$	<u>712,527.56</u>	
Plus:				
ERS - 2 employees that had ERS issues			<u>140.95</u>	
Less:				
Outstanding Checks: Trust & Agency			<u>(1,999.36)</u>	
Payroll			<u>(7,837.69)</u>	
Payroll (ERS wires less than was posted to nVision)			<u>(342.11)</u>	
Reconciled Balance:	November 30, 2019			\$ <u>702,489.35</u>

EXTRA CLASSROOM ACTIVITY FUNDS

ONEIDA SENIOR HIGH SCHOOL

Report of Accounts

Month Ended				As of:	30-Nov-19
	Beginning				Ending
Activity	Balance	Receipts	Total	Disbursements	Balance
Advanced Placement	5,779.15		5,779.15		5,779.15
Art Club	404.72		404.72		404.72
Banking Fees & Interest	83.58	3.25	86.83		86.83
Business Club	-		-		-
Class of 2020	1,493.26		1,493.26		1,493.26
Class of 2021	3,287.49	4,721.93	8,009.42	1,000.00	7,009.42
Class of 2022	3,509.72		3,509.72		3,509.72
Class of 2023	-	4,468.06	4,468.06	46.98	4,421.08
Concert Choir	4,590.83	55.00	4,645.83		4,645.83
Drama Club--Fall Play	3,047.09	3,890.77	6,937.86	252.56	6,685.30
Drama Club--Spring Musical	15,694.84		15,694.84		15,694.84
Environmental Club	126.23	1,907.00	2,033.23	1,332.00	701.23
French Travel	1,353.27		1,353.27		1,353.27
Future Bus. Leaders of America	205.31		205.31		205.31
International Relations Club	2,315.75		2,315.75		2,315.75
Japanese Exchange Club	517.14		517.14		517.14
LGBTQ	20.00		20.00		20.00
Marching Band	568.89		568.89		568.89
National Honor Society	1,052.27		1,052.27		1,052.27
NYS Sales Tax Due	1,519.34	765.64	2,284.98		2,284.98
Photography Club	80.39		80.39		80.39
Projects (Yearbook)	(603.80)	815.00	211.20		211.20
Retailers (Bookstore)	3,719.12	305.00	4,024.12	1,298.00	2,726.12
Ski Club	1,179.45	6,661.96	7,841.41	6,909.96	931.45
Spanish Club	42.61		42.61		42.61
Sports Club	1,226.11		1,226.11		1,226.11
Stage Band	112.00		112.00		112.00
Student Council	1,169.47		1,169.47	248.00	921.47
Technology	3,950.27		3,950.27		3,950.27
Technology Student Association	454.87		454.87		454.87
Teens For A Better World	31.17		31.17		31.17
Wind Ensemble	931.90	36.80	968.70	241.78	726.92
Z Club	1,217.28		1,217.28		1,217.28
Total	59,079.72	23,630.41	82,710.13	11,329.28	71,380.85
Checking Account ... 9146		41,698.65			
Money Market Account ... 4977		39,569.28			
Deposits in Transit					
Less Checks Outstanding		9,887.08			
Working Balance		71,380.85			
 Laura J. Reff, Central Treasurer					
This report and supporting evidence examined and approved except as follows:					
Date	Auditor				

**OTTO SHORTELL MIDDLE SCHOOL
EXTRACLASROOM ACTIVITY FUND
REPORT OF ACCOUNTS**

For the month

Nov-19

ACTIVITY	BEGINNING BALANCE	MONTHLY RECEIPTS	Total RECEIPTS	Monthly PAYMENTS	ENDING BALANCE
STUDENT COUNCIL	\$ 11,770.94	\$ 227.00	\$ 11,997.94	\$ 195.00	\$ 11,802.94
	\$ -		\$ -	\$ -	\$ -
MUSIC CLUB (Band/Chorus)	\$ 15,993.01		\$ 15,993.01	\$ 7,729.20	\$ 8,263.81
LIBRARY CLUB	\$ 862.31	\$ 1,885.15	\$ 2,747.46	\$ 1,885.15	\$ 862.31
FOREIGN LANGUAGE	\$ 1,975.17		\$ 1,975.17		\$ 1,975.17
DRAMA	\$ 4,082.46	\$ 3,831.00	\$ 7,913.46	\$ 1,365.53	\$ 6,547.93
ART	\$ 590.30		\$ 590.30		\$ 590.30
YEARBOOK	\$ 4,245.32	\$ 4,061.00	\$ 8,306.32		\$ 8,306.32
TOTALS	\$ 39,519.51	\$10,004.15	\$ 49,523.66	\$ 11,174.88	\$ 38,348.78

OUTSTANDING CHECKS

4375	\$	15.00
4406	\$	8.00
4453	\$	33.90
4457	\$	284.71
4458	\$	50.00
4459	\$	50.00
4460	\$	101.93

STATEMENT OF BANK BALANCE	#614309154
CHECKING	\$ 38,892.32
Less Outstanding Chks.	\$ 543.54
Plus Outstanding Deps.	\$ -
Working Balance	\$ 38,348.78

\$543.54

This report and supporting evidence
examined and approved except as follows:

Auditor

Treasurer



Principal



12-19-19

DATE

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: APPROPRIATION TRANSFERS
DATE: JANUARY 14, 2020

The attached Appropriation Transfers for January 2020 is submitted for your review and approval.

RECOMMENDED ACTION

Motion to approve the appropriation transfers as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

ONEIDA CITY SCHOOL DISTRICT

APPROPRIATION TRANSFER REQUEST FORM

GENERAL FUND X OTHER: _____

REQUESTED BY: J. Rowley

DATE: _____

FOR BOARD APPROVAL XX PRESENTATION: _____

	FROM (BUDGET CODE)	TO (BUDGET CODE)	AMOUNT	COMMENTS
1	A2110.400-22-2200	A2020.500-22-2200	\$2,021.00	Teach Contractual HS to Supervision Mat & Suppl HS
2	A2110.400-22-2200	A2110.500-22-2200	\$408.00	Teach Contractual HS to Teach Mat & Suppl HS
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Approved Disapproved _____ Date 1/2/20

Assistant Superintendent for Finance

Approved Disapproved _____ Date 1/2/20

Superintendent

ONEIDA CITY SCHOOL DISTRICT

APPROPRIATION TRANSFER REQUEST FORM

GENERAL FUND OTHER: _____

REQUESTED BY: J. Rowley

DATE _____

FOR BOARD APPROVAL PRESENTATION: _____

#	FROM (BUDGET CODE)	TO (BUDGET CODE)	AMOUNT	COMMENTS
1	A1310.400-00-0100	A1670.400-00-0100	\$1,800.00	School Bus Off Contractual to Central Print Mail Contractual
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Approved Disapproved _____ Date 1/8/20

Assistant Superintendent for Finance

Approved Disapproved _____ Date 1/8/20

Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: PERSONNEL
DATE: JANUARY 14, 2020

We are recommending the approval of the attached personnel items for the January 14, 2020 Board of Education meeting.

RECOMMENDED ACTION

Motion to approve the personnel items for the January 14, 2020 Board of Education meeting as presented.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

Oneida City School District
 Personnel Report
 January 14, 2020
 Board of Education Meeting

RECOMMENDED ADMINISTRATIVE RESIGNATION

Personnel	Building	Position	Effective
DePerno, Jennifer	OHS	Assistant Principal	Approx. March 1, 2020

RECOMMENDED INSTRUCTIONAL RETIREMENT

Personnel	Building	Position	Effective
Mercer, Patrick	OSMS	Elementary Teacher	June 26, 2020
Knight, Karen	DV	Elementary Teacher	End of 2019-2020 school year

RECOMMENDED INSTRUCTIONAL LONG TERM SUBSTITUTE APPOINTMENT

Personnel	Building	Area	Effective
George, Lindsey	SS	Substitute Teacher Assistant	Tuesdays, Wednesdays, and Thursdays ONLY January 6, 2020 through approx. February 3, 2020
Mahony, Brian	DV	Library Media Specialist	Immediate through end of June 2020

RECOMMENDED STUDENT TEACHER

Personnel	Building	Effective
Cleveland, Hannah	SS	January 2020 – March 2020
	OSMS	March 2020 – May 2020
Jones, McKenna	NB	January 2020 – March 2020
Thornton, Jordan	OHS	January 2020 – March 2020

RECOMMENDED YEARLY APPOINTMENT

Staff	Building	Yearly Appointment	Rate of Pay
Nethaway, Kim	Music	All City Chorus Accompanist	\$242
Gwilt, Stephanie	Music	All City Chorus Assistant (rehearsal)	\$477
M.Blair, K.Nestler, M.DeMaintenon & M.Arthur (split), A.Herzog & S.Paz (split)	DV	Lunch duty	\$2808 prorated from 2/1/2020 through 6/26/2020 as per approved MOA on 12/10/2019
S.Hasto, C.Jones, A.Plante	NB	Lunch duty	\$2808 prorated from 2/1/2020 through 6/26/2020 as per approved MOA on 12/10/2019
T. Hicks, J.Rodegher, A.Mahardy, L.Murphy	SS	Lunch duty	\$2808 prorated from 2/1/2020 through 6/26/2020 as per approved MOA on 12/10/2019
S. Kelsey, J.Weaver	WP	Lunch duty	\$2808 prorated from 2/1/2020 through 6/26/2020 as per approved MOA on 12/10/2019

Oneida City School District
 Personnel Report
 January 14, 2020
 Board of Education Meeting

RECOMMENDED INSTRUCTIONAL TENURE APPOINTMENTS

Personnel	Building	Tenure Area	Effective
Newman, Nichole	DW	School Counselor	January 17, 2020

RECOMMENDED 2020 SPRING COACHING APPOINTMENTS

Coach	Team	Step	Rate of Pay
Zamperetti, John	Girls Varsity Golf	9+	\$3399

RECOMMENDED VOLUNTEER COACH

Coach	Team
Jeffery, Danielle	Assistant Indoor Track
Jeffery, Danielle	Track and Field
Elberson, Alicia	Track and Field

PARENT VOLUNTEERS

Parent Name	Building
Egger, Mary	HS Musical
Mertens, Meredith	HS Musical
Mondrick, Julie	HS Musical
Rush, Heidi	HS Musical

RECOMMENDED SUBSTITUTE TEACHERS

AS ATTACHED

CLASSIFIED PERSONNEL

AS ATTACHED

Oneida City School District
 Personnel Report
 January 14, 2020
 Board of Education Meeting

Recommended Substitute Teachers

Substitute Teacher	Area(s) to Sub	Certification
Sharon Barbano	K-5 Testing at North Broad ONLY	Certified
David West	Any; not avail on Mondays	Certified
Alissa Barber	K-5 ANY; K-12 Spec Ed	Non-Certified
Griffin Candee	Any; College Student	Non-Certified
Hannah Chambers	K-5; College Student	Non-Certified
Shayla Curtin	Any	Non-Certified
Lindsey George	K-5; LTS through 2/3/2020	Non-Certified
Stephanie Mahler	K-5 North Broad ONLY	Non-Certified
David Milner	Secondary	Non-Certified
Jenna Smolinski	Any;	Non-Certified
James Swalgen	K-5	Non-Certified

Oneida City School District
 Personnel Report
 January 14, 2020
 Board of Education Meeting

CLASSIFIED PERSONNEL

RECOMMENDED CLASSIFIED PROBATIONARY APPOINTMENT

NAME	TITLE	LOCATION	PAYRATE	EFFECTIVE DATE
Emily Ball	Teacher Aide – Part Time (Temporary Tues-Thur)	HS	11.10 per/hour	12/20/19
Arthur Moon	Custodian	WP	29,997 per/year	12/11/19
Elbert Morgan	Custodian	SS	18,266 per/year	12/11/19
Edward Westcott	Cleaner	HS	26,990 per/year	1/6/20

RECOMMENDED CLASSIFIED PROVISIONAL APPOINTMENT

NAME	TITLE	LOCATION	PAYRATE	EFFECTIVE DATE
Rose LoMonaco	Keyboard Specialist	HS	31,751 per/year	12/2/19

RECOMMENDED CLASSIFIED TRANSFER

NAME	TITLE	LOCATION FROM	LOCATION TO	EFFECTIVE DATE
Robin Colclough	Food Service Helper	WP 3.75 hours/day	HS 6.25 hours/day	1/6/20
Delphine Foster	Food Service Helper	WP 3 hours/day	WP 3.75 hours/day	1/9/20
Jody Swayze	Teacher Aide	WP 5.5 hours/day	WP 6 hours/day	1/6/20

Oneida City School District
Personnel Report
January 14, 2020
Board of Education Meeting

CLASSIFIED PERSONNEL

RECOMMENDED CLASSIFIED SUBSTITUTE APPOINTMENTS

NAME	TITLE	LOCATION
Sara Arntson	Custodian	District Wide
Alissa Barber	Teacher Aide	District Wide
Amber Baum	Bus Monitor	Trans. Center
Jeremy Carnahan	Bus Driver	Trans. Center
Hannah Chambers	Teacher Aide	District Wide
Betty Conrad	Food Service Helper	District Wide
Stephanie Mahler	Teacher Aide	North Broad
James Swalgin	Teacher Aide	District Wide K-5

TO: MEMBERS, BOARD OF EDUCATION

FROM: MARY-MARGARET ZEHR

RE: POLICIES FOR APPROVAL

DATE: JANUARY 14, 2020

The attached policies are submitted for your second reading and approval.

- 7102 Student Medications
- 7102.1 Provider and Parent/Guardian Permission to Administer Medication At School/School-Sponsored Events
- 7102.2 Provider Attestation and Parent/Guardian Permission for Independent Medication Carry and Use
- 7102.3 Parent/Guardian Authorization of Another Adult for Administration of Medication
- 7106 Student Accidents
- 7107 Communicable Diseases
- 7108 Students with Unique Medical Needs
- 7200 Reporting Possible Child Abuse or Maltreatment
- 7201 Child Abuse in an Educational Setting
- 7301 Employment Certificates
- 7500 Education Records
- 7500.1 Application to Inspect FERPA Records
- 7500.2 Student Privacy – Record of FERPA Requests
- 7500.3 Request to Correct FERPA Records
- 7500.4 Student Privacy FERPA Notice
- 7502 School Safety and Educational Climate Reporting
- 7600 Providing a Safe Public School Choice to Students Who Have Been Victims of a Violent Criminal Offense

Policies recommended to be Rescinded by Board to become Supt Regulations:

- 7108.1 Regulations for Honoring Special Requests for Services to Students with Unique Medical Needs
- 7201.1 Notice of Parental Rights Child Abuse in an Educational Setting
- 7201.2 Notification of Teacher’s Duty to Report Child Abuse in an Educational Setting and Immunity from Liability
- 7201.3 Child Abuse in an Educational Setting Statement of Personal Delivery
- 7201.4 Child Abuse in an Educational Setting Confidential Report of Allegation

Policies recommended for deletion:

- 7026 Emancipated Students
- 7058 Dangerous Weapons in School
- 7061.1 Student Privacy – FERPA Regulation
- 7061.6 Student Privacy – PPRA
- 7061.7 Student Privacy – PPRA Notice
- 7075 Uniform Violent Incident Reporting
- 7075.1 Violent and Disruptive Incident Reporting (VADIR) Form

RECOMMENDED ACTION

Motion to approve the policies as submitted.

MOTION MADE BY _____

SECONDED BY _____

A ___ N ___

STUDENTS

STUDENT MEDICATIONS

- I. The Board of Education and/or District employees will not be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school or school sponsored activities (e.g. field trips, athletics) if the medicine were not made available to him/her, or where it is administered pursuant to law requiring accommodation of a student's special medical needs.

For the purposes of this policy, the term "medication" will mean both prescription and non-prescription drugs.

II. Authority To Administer Medications:

- A. All medications, including nonprescription drugs given in school, shall be prescribed by a licensed health care provider on an individual basis as determined by the child's health status. At minimum, the written order will include the students' name and date of birth, **diagnosis**, the name of the medication, the dosage and route of administration, self-administration orders - if indicated, the frequency and time of administration (for prn/as necessary medications, the conditions under which the medication should be administered), the date written, the health care provider's name, title, signature and phone number.

1. Medication orders must be renewed annually or when there is a change in medication or dosage.
2. A pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a health care provider.

~~3. When a properly labeled medication comes to the health office accompanied by a written request from the parent/guardian for administration of the medication, but without a written order from a health care provider, the following procedure will be followed:~~

- ~~a. Contact parent/guardian regarding need for written order from a health care provider.~~
- ~~b. Contact health care provider to obtain verbal permission to administer medication.~~
- ~~c. Request fax or written orders to be received within 48 hours.~~
- ~~d. Contact parent/guardian and discontinue medication if written orders are not received in 48 hours.~~

STUDENT MEDICATIONS

~~B. The student's parent/guardian must provide a written statement requesting the administration of the medication in the school as ordered by a licensed health care provider (Regulation 7102.1; 7102.2).~~

~~1. The pharmacy label must display the student's name, the name and phone number of the pharmacy, the licensed health care provider's name, the date and number of refills, the name of the medication/dosage, the frequency of administration, the route of administration and/or other directions.~~

~~2. Over the Counter medications must be in the original manufacturer's container/package with the student's name affixed to the container. The same applies to drug samples.~~

III. Medication Administration By Appropriate School Personnel:

- A. Medication to students may only be administered by appropriately licensed health professionals including but not limited to physicians, nurse practitioners (NP), physician assistants (PA), registered professional nurses (RN), and licensed practical nurses (LPN) under the direction of an RN pursuant to Title VIII of the Education Law. However, situations and circumstances, as outlined herein, may occur in the school setting when an authorized health care professional may not be available to administer medications.
- B. Prescribed medications which require administration through a subcutaneous, intramuscular, intravenous or rectal route or prescribed medications being administered through pumps, tubes or nebulizers, and/or oral, topical or inhalant medications needed by Nurse Dependent Students remains the responsibility of and must be given the school registered professional nurse, licensed practical nurse under the direction of a school registered professional nurse, physician, or as authorized by the parent/guardian. Administration of such prescribed medications may not be performed by unlicensed persons, except in emergencies.
- C. **Designated persons** in the school setting (including school contractors), following assignment and in conjunction with documented training and approval by school nursing personnel may assist Supervised Students, at the direction of the student, with the taking of their own oral, topical and inhalant medication.
- D. Volunteer staff, including school contractors, may be trained by an appropriate licensed health professional to administer epinephrine injections and Glucagon injections to students with a specific order for such and parent/guardian consent, during the school day on school property and at any school function. School nursing personnel and the administration should assure that the unlicensed person receives the annual training and supervision needed to perform these tasks in a

STUDENT MEDICATIONS

safe and effective manner. Epinephrine may need to be administered again after the initial effects wear off, potentially in fifteen to twenty minutes. Only licensed medical personnel or trained unlicensed individuals in certain emergency circumstances may administer a second dose of epinephrine if needed, while awaiting emergency medical services transportation.

E. **OPTIONAL LANGUAGE****Anaphylaxis/Epinephrine: Non-Patient Specific Order and Protocol**

The District stocks epinephrine auto-injectors and permits those school employees who have been trained via the Department of Health's approved training program to administer an epinephrine auto-injector (EAI) in the event of an emergency, or school personnel directed in a specific instance to use an EAI device by a health care practitioner as defined in Public Health Law 3000-c, to any student or staff member on-site with symptoms of anaphylaxis regardless of whether or not there is a previous history to severe allergic reaction, pursuant to 8 NYCRR 64.7 and 8 NYCRR 136.6.

F. **OPTIONAL LANGUAGE****Albuterol**

~~The District stocks albuterol metered dose inhalers (MDIs) and/or liquid albuterol for use in a nebulizer by multiple students diagnosed with asthma in the event their personal albuterol prescription is empty. The albuterol will be available under the following conditions:~~

- ~~1. The school nursing personnel or licensed practical nurses under the direction of the school nursing personnel perform the following duties:

 - ~~a. Maintaining an inventory of albuterol and obtaining and replacing the stock;~~
 - ~~b. Maintaining, cleaning and labeling of the school's stock MDI and nebulizer, individual student's MDIs and spacers; and the student's nebulizer tubing, facemask or mouthpiece; and~~
 - ~~c. Informing parents/guardians of use and need for replacement of student's albuterol medication.~~~~
- ~~2. Students must have a patient specific order for use of albuterol MDI or nebulized albuterol from their private health care provider that includes permission of the use the school's stock albuterol.~~
- ~~3. Each student must have their own labeled spacer provided by the parent/guardian that is used when administering their own, or the school's stock albuterol MDI; or the student must have their own labeled tubing~~

POLICY

Draft 03/04/2019

STUDENTS

7102 Renumber/Replace 7054

STUDENT MEDICATIONS

~~and facemask or mouthpiece that is used when administering their own, or the school's stock albuterol via nebulizer.~~

~~4. Signed written permission from the student's parent/guardian for use of the school's stock albuterol.~~

~~5. The school's stock albuterol must be obtained from a licensed pharmacy.~~

~~6. The school's stock albuterol is not to be used in place of the parent/guardian providing an albuterol medication for their child(ren) in school. The school's stock albuterol is only for use in the event the student's own albuterol is empty and while awaiting the parent/guardian to provide the school with a new one.~~

G. **OPTIONAL LANGUAGE**

Non-FDA Sanctioned Medications/Supplements

Requests or orders for use of non-FDA sanctioned medications and/or supplements including but not limited to: herbal remedies, essential oils, dietary supplements, naturopathic or holistic medicines, and natural products do not need to be honored by the District or school nurse. If a student/parent requests use of a non-FDA sanctioned medication and/or supplement the School Nurse will provide a letter to the parent/guardian and the student's physician that such medications/supplements need to be administered outside of school. An appropriate note should be made in the student's CHR documenting the communication.

IV. Procedures For Administering Medications:

- A. All medications should be given as close to the prescribed time as possible. Given student schedules and compliance with coming to the health office in a timely fashion, medications accepted for school administration generally may be given up to one hour before and no later than one hour after the prescribed time. However, the parent/guardian and health care provider should be advised, so that they can advise the school if there is a time-specific concern regarding administration of the medication.
- B. If a student fails to come for a dose, the school nurse will make a reasonable effort to locate the student. If the medication has not been given for any reason within the prescribed time frame, the school nurse must make reasonable efforts to notify the parent/guardian that day.
- C. If a student chronically fails to come for medications, the school nurse should contact the parent/guardian to address the problem. It is good practice to advise

STUDENT MEDICATIONS

the health care provider of the poor compliance so that appropriate adjustments can be made.

- D. A medication may be changed or discontinued by a written order of the health care provider at any time. If a parent/guardian requests discontinuation of a prescribed medication without the health care provider's order to do the same, it is good practice to send a confirmation to the parent/guardian with a copy to the health care provider of the school's intention to discontinue the medication at the parent's/guardian's request.
- E. When the dose of a medication is changed by a health care provider's written order and a parent/guardian request, and the old pharmacy bottle has not been corrected, the school nurse may label the bottle with the correct dose until the new pharmacy labeled prescription bottle is received. The importance of parent/guardian compliance with sending in a new bottle quickly needs to be conveyed.

V. Transportation and Storage of Medication

- A. No medication should be brought into school without the knowledge of the health office.
- B. Medications should not be transported daily to and from school unless the student, with proper authorization, is permitted to carry and self-administer his/her own medications. Medications shall be brought to school by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier. Parents/guardians should be advised to ask the pharmacist for two containers, one to remain home and one to remain at school.
- C. All medications, except as otherwise arranged, should be properly stored and secured within a health office cabinet, drawer or refrigerator designated for medications only. The site must include a lock for the cabinet, drawer and refrigerator, as well as a lock to the outside health office door. Controlled substances must always be secured and must never be left open or accessible to the public at any time. Even Supervised Students and/or Independent Students should not be given unsupervised access to controlled substances in the possession of the school. Whenever possible, medication storage units ideally should be secured to the wall or floor, and should not have breakable glass doors. Ideally, all medications should be stored in a health office. However, there may be instances when either request are made by a parent/guardian and physician for a student to carry and self-administer medications because of the emerging nature of the health problem or the severity of the health condition.

VI. Independent Students

STUDENT MEDICATIONS

- A. If school personnel receive a request from a parent/guardian and health care provider to permit a student to carry and self-administer his/her own prescribed medication, such decisions should be made on an individual basis and in accordance with the following criteria:
1. Parent statement requesting compliance with licensed health care provider's order. (Regulation 7102.1)
 2. The appropriate Provider Attestation and Parent/Guardian Permission for Independent Medication Carry and Use Form (Regulation 7102.2) must be completed by a physician or a duly authorized health care provider permitting students who have been diagnosed with a severe asthmatic, diabetic, or allergy condition to carry and use a prescribed inhaler, insulin, glucagon, and other diabetes supplies or epinephrine kit during the school day.
 3. The severity of the health care problem.
 4. Licensed health care provider's order directing that the student be allowed to carry her/his medication and self-administer.
 5. Student has been instructed in the procedure of self-administration and can assume responsibility for carrying properly labeled medication in original container on her or his person or keeping in school or physical education locker.
 6. School nursing assessment that student is self-directed to carry and self-administer her/his medication properly.
 7. Parent/guardian contact made to clarify parental responsibility regarding the monitoring of the student on an ongoing/daily basis to insure that the student is carrying and taking the medication as ordered. This contact should be documented.
 8. Students with diagnoses other than asthma (or another respiratory disease requiring the use of an inhaler), diabetes, or allergic conditions requiring the use of an epinephrine auto injector, must also have a properly completed Self-Medication Authorization Form on file.

B. OPTIONAL LANGUAGE
Sunscreen

STUDENTS

STUDENT MEDICATIONS

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

1. The student's parent or guardian must provide written permission to the school principal (or school nurse) to allow the student to carry and use the sunscreen. Parents or guardians may permit unlicensed school personnel to apply sunscreen if the student is unable to do so on their own.
 2. The sunscreen must be available over-the-counter, and approved by the Federal Drug Administration (FDA).
 3. The sunscreen must be used for the purpose of avoiding overexposure to the sun.
 4. Parents or guardians are responsible for providing their child's sunscreen.
- C. Any student self-administering medication without proper authorization should be counseled by the school nursing personnel. In addition, the parent/guardian and the school administration should be notified.
- D. No student is to have any other type of medication on his/her person in school under any circumstances.

VII. Responsibilities of School Nursing Personnel

- A. General:
1. Facilitate policies and procedures regarding the administration of medication in schools.
 2. Ensure proper and appropriate techniques for the administration of medication in schools.
 3. Provide and/or document adequate training and in-service education for trained unlicensed staff assisting supervised and/or independent students with self-medication.
 4. Maintain adequate and secure storage of all medications.
 5. Document or assure documentation by other licensed or unlicensed persons for each dose of medication given or taken on a daily log and periodically summarize in each student's cumulative health record.

POLICY

Draft 03/04/2019

STUDENTS

7102 Renumber/Replace 7054

STUDENT MEDICATIONS

6. Perform intermittent evaluation of the practices and procedures related to the administration of medications and modify as needed.
 7. Become familiar with and adhere to the State Education Department's document titled "Administration of Medication in School Settings" and its periodic revisions.
- B. Specific For Each Student:
1. Observe and evaluate the student's health status and response to medication, informing parents, guardians, or health care provider as deemed necessary.
 2. Educate the student regarding the importance of medication and encourage the student's self-directed involvement in the process, including coming to the health office on time and receiving or taking medications. If a student forgets, it is recommended that the school nurse call for the student to ensure that medication is not missed. Parents/guardians should be advised if their child is not fully participating in the established school procedure.
 3. Involve school staff only as needed to ensure student safety and only where disclosure of health information is permitted by law.
- C. Procedures for Taking Oral, Topical or Inhalant Medications Off School Grounds or After School Hours While Participating in a School-Sponsored Activity. The school nursing personnel should ensure that:
1. Oversight of medication self-administration when off school grounds or after hours while participating in a school-sponsored activity may be delegated to trained unlicensed school personnel for supervised and/or self-directed student(s). Such personnel must be appropriately instructed by a licensed school professional (RN, NP, PA, or physician). Ideally each student should have a written emergency action plan for personnel to follow in the event of an emergency or they are unable to contact the licensed school health professionals for questions.
 2. Preparation of medication. When oral medication is to be given off school grounds or after school hours, the school nurse may prepare the medication for short out-of-school experiences. Children needing medication on extended trips must have their medication in a properly labeled pharmacy container.
 4. The parent/guardian may designate, in writing another adult, as described in Education Law Section 6908, to administer the medication to Nurse

STUDENT MEDICATIONS

Dependent Students in situations where the school nurse, physician or parent/guardian is unavailable. (Regulation 7102.3)

- D. Medication Errors:
1. Medication errors should be addressed immediately according to District protocol.
 2. Additionally, school nursing personnel should assess the student and, if appropriate notify the supervisor, school administrator and/or school physician; notify the health care provider; notify the parent/guardian and secure the student's safety; complete a written report of the medication error (detailing the student's name, parent's/guardian's name and phone number, specific statement of the medication error, people notified and remedial action).
 3. School nursing personnel should review reports of medication errors and take necessary steps for appropriate medication administration in the future.
- E. Disposal of Medications, Needles and Syringes
1. Medications that remain at the end of the school year or after the order is changed or discontinued or is past the expiration date must be:
 - a. Returned to the parent/guardian or a responsible designee picking up the medication from the health office.
 - b. If the parent/guardian does not retrieve the unused medication before the end of the school year, the school nurse must document that that the medication was abandoned and dispose of the unused medication.
 - c. All medication being considered for disposal should be taken to an appropriate disposal location, such as a pharmacy.
 2. Needles and Syringes, including auto-injectors, must be disposed of in a manner consistent with state law and the following guidelines:
 - a. Needles should not be recapped and should not be purposely bent or broken.
 - b. Disposable syringes and needles (and other sharp items) should be placed in approved sharps' containers and labeled "BIOHAZARD."
 - c. Arrangements should be made with custodial staff or an appropriate agency to dispose of containers at periodic intervals

STUDENT MEDICATIONS

according to established procedures of the school regarding regulated medical waste and in accordance with the school's Exposure Control Plan.

- d. Sharps include, but are not limited to, needles, syringes, diabetic testing, and Epi pens.

F. Emergency Building Evacuations and Medication

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

G. Record Keeping

1. School Nursing Personnel shall follow the NYSED Record Retention Schedule.
2. School Nursing Personnel, and any trained unlicensed personnel assisting Supervised Students, should maintain accurate records of the medication administered, any special circumstances related to the procedure, and student's reactions/responses.
3. At a minimum, school nursing personnel should retain the written order from the health care provider, retain the parent/guardian request letter, retain pertinent information about medication on cumulative health record, maintain an individual daily medication record for each student taking medication during the time frame the medication is being given, periodically summarize daily medication records on the cumulative health record.
4. Student medication orders and parent/guardian consents are to be kept for one year after the end of the school year, as long as the information is transcribed into the cumulative electronic health record on either an MAR (Medication Administration Record) or narrative. Medication orders and parent/guardian consents not transcribed, along with the MAR and narrative, need to be kept in the cumulative health record until the student reaches age 27.

POLICY

Draft 03/04/2019

7102 Renumber/Replace 7054

STUDENTS

STUDENT MEDICATIONS

VIII. Additional Guidelines For Best Practices

- A. For certain medications, especially controlled substances, the standards of best practice include counting the medication upon receipt and at regular intervals. ~~A count~~ The drop off, pick up, and disposal of a controlled substance should be witnessed by another nurse, principal, parent, or staff member designated by the principal. Discrepancies should be reported to appropriate school administrators and the student's parent/guardian immediately.
- B. Instructions should be left for substitute nurses that are clear and concise on the handling of all aspects of medication acceptance, handling, delivery and storage.
- C. Education of families regarding the school district's medication protocols is an ongoing responsibility of the school district.

IX. Student Privacy

The District will protect the privacy rights of students as required by the Family Education Rights and Privacy Act of 1974, Education Law §2-D and the Health Insurance Portability and Accountability Act of 1996.

Oneida City School District

Legal Ref: State Education Department's "Guidelines for Medical Management in Schools 2015", Revised December 2017; Education Law 902, 907, 916, 921, 6909; 8 NYCRR 64.7, 136.6; Public Health Law §3000c.

Adopted: 6/11/90

Revised: 9/15/92, 01/10/12, _____

Regulation

Draft 03/04/2019

7102.1 Renumber/Replace 7054.1

STUDENTS

PROVIDER AND PARENT/GUARDIAN PERMISSION TO ADMINISTER MEDICATION AT SCHOOL/SCHOOL SPONSORED EVENTS

Student Name: _____ DOB: _____

Grade: _____ Teacher/HR: _____ School: _____

To Be Completed By Parent/Guardian

I request the school nurse give the medication listed on this plan; or after the nurse determines my child can take their own medications; trained staff may assist my child to take their own medications. I will provide the medication in the original pharmacy or over the counter container. This plan will be shared with school staff caring for my child.

Parent/Guardian Signature

Date

Phone Where We Can Reach You Check if Cell

Email

To Be Completed By Health Care Provider

Diagnosis _____

Medication _____

Dose _____ Route _____ Time(s) _____

Recommendations _____ ICD Code _____

Note: Medication will be given as close to the prescribed time as possible, but may be given up to one hour before or after the prescribed time. Please advise if there is a time-specific concern regarding administration.

Independent Carry and Use Attestation Attached (Required for Independent Carry and Use)

NYS law requires both provider attestation that the student has demonstrated they can effectively self-administer inhaled respiratory rescue medications, epinephrine auto-injector, Insulin, carry glucagon and diabetes supplies or other medications which require rapid administration along with parent/guardian permission delivery to allow this option in school. Check this box and attach the attestation to this form to request this option.

Name/Title of Provider (Print)

Date

Provider's Signature

Phone

Provider's Email

Stamp

School Nurse:

School:

Phone #:

Fax:

Email:

Please return to School Nurse:

Oneida City School District

Approved by the Superintendent: 01/10/12, _____

Regulation

Draft 03/04/2019

7102.2 Renumber/Replaces 7054.2

STUDENTS

PROVIDER ATTESTATION AND PARENT/GUARDIAN PERMISSION FOR INDEPENDENT MEDICATION CARRY AND USE

Directions for the Health Care Provider: This form may be used as an addendum to a medication order which does not contain the required diagnosis and attestation for a student to independently carry and use their medication as required by NYS law. A **provider order** and **parent/guardian permission** are needed in order for a student to carry and use medications that require rapid administration to prevent negative health outcomes. These medications should be identified by checking the appropriate boxes below.

Student Name: _____ **DOB:** _____

Grade: _____ **Teacher/HR:** _____ **School:** _____

Health Care Provider Permission for Independent Use and Carry

I attest that this student has demonstrated to me that he or she can self-administer the medication(s) listed below safely and effectively, and may carry and use this medication (with a delivery device if needed) independently at any school/school sponsored activity. Staff intervention and support is needed only during an emergency. This order applies to the medications checked below:

This student is diagnosed with:

- Allergy and requires Epinephrine Auto-injector
- Asthma or respiratory condition and requires Inhaled Respiratory Rescue Medication
- Diabetes and requires Insulin/Glucagon/Diabetes Supplies
- _____ which requires administration of _____
(State Diagnosis) (Medication Name)

Signature: _____

Date: _____

Parent/Guardian Permission for Independent Use and Carry

I agree that my child can use their medication effectively and may carry and use this medication independently at any school/school sponsored activity. Staff intervention and support is needed only during an emergency.

Signature: _____

Date: _____

Please return to School Nurse:

School Nurse:	School:	
Phone #:	Fax:	Email:

Oneida City School District

Approved by the Superintendent: 01/10/12, _____

Regulation

Draft 03/04/2019

STUDENTS

7102.3 Renumber/Replace 7054.3

PARENT/GUARDIAN AUTHORIZATION OF ANOTHER ADULT FOR ADMINISTRATION OF MEDICATION

To be completed by parent/guardian:

I authorize _____, my friend, family member, Oneida City School
(Name of Designee)
staff, household member, or other relationship appropriate in accordance with Education Law
§6908 to administer the

following medication(s):

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

(Name and Date of Event)

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

(Parent/Guardian Signature)

Date: _____

Print Name: _____

Designee signature: _____

Time administered: _____

Date administered: _____

Oneida City School District

Approved by the Superintendent: 01/10/12, _____

Policy

Draft 03/04/2019

STUDENTS

7106 Renumber/Revise 7052

STUDENT ACCIDENTS

All accidents involving pupils shall receive immediate attention. Depending on the severity of the situation, the following steps shall be taken:

- A. If the pupil should not be moved, in the judgement of the responsible adult in charge, the adult shall remain with the injured pupil and send someone to the Office for the Nurse and/or Principal. If the Nurse and/or Principal are available, the judgement of calling the Rescue Unit or ambulance shall be made by them. If neither the Nurse nor the Building Principal is available and the adult in charge feels the situation warrants immediate medical attention, the secretary shall call the Emergency Rescue Unit or ambulance.
- B. The school secretary shall make every effort to contact the parent and/or other adults identified by the parent to be contacted in emergency situations.
- C. All accidents involving pupils **requiring additional care** while on school property or while participating in a school-sponsored activity away from school property, will be reported **immediately** by the staff members in charge, in **writing** on student accident report forms, **to the School Principal**. These reports are to be forwarded to the **building principal and the Business Office** for proper action. **A copy will be given to the parent/guardian.**

Oneida City School District

Adopted: 09/10/85

Revised: _____

Policy

Draft 03/04/2019

7107 Renumber/Revise 7057

STUDENTS

COMMUNICABLE DISEASES

- I. A student who contracts a communicable disease or shows symptoms of any communicable or infectious disease must be excused from school and sent home immediately. The person(s) in parental relation to such a student shall be notified of such action.
- II. The school physician or school nurse (RN) must immediately notify the local public health department in the county which the student resides of the disease as mandated under the NYS Sanitary Code.
- III. A student who has been excused from school pursuant to this policy will be permitted to return upon presenting to the school Principal or designee, notification of fitness from his or her family physician or local health office.
- IV. The school physician or school nurse (RN) may make a determination of fitness as to a student who seeks to return to school without notification from his or her family physician or a local health officer. Such a determination shall be based upon guidelines established by the New York State Health Department for this purpose.

Oneida City School District

Legal Ref: Section 2101-New York Public Health Law, 10 NYCRR 2.10

Adopted: 9/15/92

Revised: 01/10/12, _____

Policy

Draft 03/04/2019

7108 Renumber/Revise 7059

STUDENTS

STUDENTS WITH UNIQUE MEDICAL NEEDS

- I. The Oneida City School District shall provide educational and related services to students with unique medical needs. Medical request from the student's parents/guardians, including non-hospital orders not to resuscitate ("DNR" order) issued in conformity with Article 29-B of Public Health Law, will be honored for such students. Such services will be reviewed and recommendations, if any, for the implementation of such services will be made by the school physician and the multi-disciplinary team established by regulation.
- II. Nothing in this policy shall require the Oneida City School District to provide medical services not mandated or authorized by law. The Superintendent shall promulgate appropriate regulations consistent with this policy.

Oneida City School District

Adopted: 09/09/97

Reviewed: 07/05/11

Revised: _____

REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

I. Statement of Policy

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

II. Scope of Policy

- A. This Policy, with its procedures, applies when the suspected child abuse or maltreatment has resulted from the action (or inaction) of the child’s parent, or of another person who is legally responsible for the child (e.g. guardian or custodian). When the issue arises from action (or inaction) by a District employee or volunteer, the obligation to report, and the procedures for reporting, are those described in Policy ~~7201~~ 7040, Child Abuse in an Educational Setting.
- B. For purposes of this Policy, and its procedures, a child is considered “abused” or “maltreated” according to the definition of those terms in Section 412 of the New York State Social Services Law. The definitions are accessible on the New York State Office of Children and Family Services website <http://www.ocfs.state.ny.us>.

III. Procedures (Student Under 18 Years of Age)

REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

- A. When a school official has reasonable cause to suspect child abuse or maltreatment, that person is required to take the following steps:
1. Make an oral report to the Statewide Central Register of Child Abuse or Maltreatment ("hotline"). The District's orientation program shall provide all school officials with current information regarding how to contact the Central Register.
 2. Immediately after making the report to the central child abuse registry, notify the Building Principal that a report has been made, providing the Building Principal with the name of each District employee who is believed to have direct knowledge of the allegations in the initial oral report.
- B. Upon being notified that an initial report of suspected child abuse or maltreatment has been made to the Central Registry, the Building Principal shall:
1. Notify the Superintendent,
 2. If the situation involves possible physical injury,
 - (a) arrange for the child to be examined by the school nurse, and a record of the examination made, and
 - (b) take, or cause to be taken, color photographs of the affected area, and, if medically indicated, make arrangements to have a radiological examination (x-ray) of the child performed, and
 3. File a written report with the County Department of Social Services, within 48 hours of the initial report, using Form LDSS 2221A or such other form as may be required by the Department of Social Services. A copy of Form LDSS 2221A is accessible on the New York State Office of Children and Family Services website <http://www.ocfs.state.ny.us>.
 - (a) The District's copy of this form shall be maintained separately from the child's other educational records.
- C. If the investigation by the Child Protective Service includes interviewing the child, or other students, at school, the interview shall be attended by the Building Principal or other designated administrator.

REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

- D. The District's investigation of the suspected child abuse or maltreatment shall be conducted so as to minimize the number of times the child is asked to provide information.

IV. Reporting Procedures (Student Over 18 Years of Age)

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

V. Consequences of Failure to Report

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

Oneida City School District

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

Adopted: 06/11/90

Revised: 12/08/15, _____

CHILD ABUSE IN AN EDUCATIONAL SETTING

I. Article 23-B of the NYS Education Law requires certain school district employees and school board members to inform law enforcement authorities of incidents of child abuse committed by an employee or volunteer on school grounds, in a school vehicle, at a school function or any other location where direct contact between volunteer and a child has allegedly occurred.

II. A. Notice of Staff

School districts must annually provide a written explanation of the reporting obligation, including the entitlement to immunity for reports made in good faith, to teachers and all other school officials. A copy of this notice is attached as Regulation 7201.2 7040.2

B. Notice to the Parent

The principal must promptly notify the parent of the student victim of the allegation of child abuse and provide the parent with a written statement setting forth their parental rights, responsibilities and the procedures under Article 23-B of the Education Law. The Commissioner has issued regulations relative to the required components of this written statement. A copy of the parental notice is attached as Regulation 7201.1 7040.1

C. Training in Reporting of Child Abuse in an Educational Setting

Each school district and each board of cooperative educational services shall establish, and implement on an ongoing basis, a training program regarding the procedures set forth in Article 23-B of the Education Law for all current and new teachers, school nurses, school counselors, school psychologists, school social workers, school administrators, other personnel required to hold a teaching or administrative certificate or license including all compensated District employees who are required to hold a temporary coaching license or permanent coaching certificate, whether full-time or part-time, and school board members.

III. Any employee or volunteer who reasonably and in good faith makes a report of allegations of child abuse in an educational setting to a person and in a manner described in this section shall have immunity from civil liability which might otherwise result by reason of such actions.

Oneida City School District

Legal Ref: Article 23-B, NYS Education Law 8 NYCRR 100.2(hh)

Cross Ref: Child Abuse/Maltreatment Policy #7055 7200

Adopted: 12/11/01 Revised: 12/08/15, _____

Policy

OK

Draft 10/17/2019

7301 Renumber 7027

STUDENTS

EMPLOYMENT CERTIFICATES

The High School Guidance Department will supervise the issuance of employment certificates to students over fourteen (14) years of age to work in those places of employment that conform to State and Federal rules with respect to the employment of youth. Information about employment certificates/working papers and/or the Child Labor Law shall be made available at the guidance offices of the secondary schools.

Oneida City School District

Legal Ref: Section 3215, New York State Education Law; Sections 170 and 171, Labor Law

Adopted: 10/01/78

Revised: 5/20/14, _____

OK

EDUCATION RECORDS

- I. The Oneida City School District Board of Education recognizes its obligation to maintain the confidentiality of student education records and to grant parents and eligible students access to those records in accordance with the *Family Educational Rights and Privacy Act*.
- II. The Superintendent will develop regulations to implement this Policy. The regulations may be promulgated by the Superintendent or adopted by the Board of Education.
- III. Definitions and Designations (**REMAINDER OF POLICY HAS BEEN MOVED FROM PREVIOUS REGULATION 7061.1 WITH ADDITIONAL REVISIONS**).
 - A. Records Access Officer: The District's Records Access Officer is the Assistant Superintendent for Finance
 - B. Parent: The term "Parent" includes natural parent, a guardian or an individual acting as parent or guardian in the absence of the student's parent or guardian.
 - C. Eligible Student: The term "Eligible Student" means a student who has reached age 18 or is attending post-secondary school.
 - D. Education Records: The term "Education Records" includes records, files, documents and other materials which contain information directly related to a student and are maintained by the District or a person acting on behalf of the District.

Education Records may exist in any form, including but not limited to print, computer media, video or audio tape, film, microfilm, microfiche and other materials which contain confidential information directly related to a student and which are maintained by the District or a party acting on behalf of the District. Education records do not include:

1. Certain Records in the Sole Possession of the Maker: Records made by instructional, supervisory, administrative personnel or ancillary educational personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the maker of the record;
2. Employee Records: Records maintained solely with respect to a person's status as an employee rather than as a student;

EDUCATION RECORDS

3. Certain Medical & Psychological Records: Medical and psychological treatment records of an eligible student are not education records if they are maintained and used only in connection with treatment of the eligible student and disclosed only to individuals providing the treatment, including treatment providers in the student's school.
 4. Post Enrollment Records: Records that only contain information about an individual after he/she is no longer a student at the District (for example, records of alumni activities);
- E. Directory Information: The District designates the following information as Directory Information: student's name, parent's name, address, date and place of birth, telephone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency attended by student, photograph, and video images of students engaged in routine activities when those images are not records of the district's law enforcement unit. ~~Directory information will not be provided online.~~
- IV. Rights of Parents and Eligible Students:
- A. Each parent of a student has the rights described in this policy, unless the District has been provided with evidence that there is a court order, statute or legally binding document related to such matters as divorce, separation or custody that specifically revokes these rights.
 - B. When a student becomes an eligible student (18 or attending a post-secondary school) all rights accorded to parents and consent required of parents, transfer from the parents to the eligible student. However, the District does not require the consent of the eligible student:
 1. To disclose the education record to the parent if the eligible student is claimed by the parent as a dependent for tax purposes.
 2. To disclose the education record to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 3. A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.
- V. Confidentiality of Education Records:

EDUCATION RECORDS

- A. The District will not release education records, including personally identifiable information contained in Education Records, except:
1. **Written Consent:** The District may release the information if prior to the release of information, the District receives written consent from the parent. The written consent must specify the information to be released, the reason for the release and to whom the information may be released. The District will give the parent or student a copy of the information released, if requested by the parent.
 2. **Directory Information:** The District may release Directory Information if the District has properly circulated its annual FERPA notification to parents of students in attendance and eligible students in attendance, unless the parent or eligible student has submitted Regulation ~~7061.5~~ 7500.4 restricting the District's ability to release this information.
 3. **Military Recruiters:** The District will disclose to requesting military recruiters the names, addresses and telephone numbers of juniors and seniors, unless the parent or eligible student has submitted Regulation ~~7061.5-7500.4~~ prohibiting such release.
 4. **School Officials with a legitimate educational interest:** The District may release the information to other school officials, including teachers within the District who have a legitimate educational interest in the information. The District will use reasonable methods to ensure that school officials have access only to the education records in which the school officials have a legitimate educational interest.
 - **A school official is:** A person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff; a person elected to the School Board; a person or company employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official may be a contractor, consultant, volunteer or other party to whom the District has outsourced instructional services and functions if that individual or entity is performing services district employees otherwise perform (is not selling products or services), is under the direct control of the district with respect to the use and maintenance of the education records and is restricted from re-disclosing the education records except as permitted by FERPA.

EDUCATION RECORDS

- A school official has a legitimate educational interest if the official is:
Performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.
 - The District receives services from the Madison-Oneida BOCES Regional Information Center and its vendors in accordance with FERPA. A request for a complete list of current vendors may be submitted to the Records Access Officer.
5. Student seeks to enroll in a different school: The District may release student records to officials of other schools in which the student seeks or intends to enroll, provided that the student's parents are notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
 6. Certain State and Federal Officials: The District may release information to authorized officials of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education or certain State and Local Educational authorities.
 7. Financial Aid: The District may release information to appropriate parties in connection with a student's application for or receipt of financial aid.
 8. Authorized organizations performing studies: The District may release information to organizations conducting studies for or on behalf of the District to develop, validate or administer predictive tests, administer student aid programs or improve instruction, provided that appropriate safeguards are implemented in accordance with federal regulations.
 9. Accrediting Organizations: The District may release information to authorized accrediting organizations to carry out their accrediting functions.
 10. Court Order or Subpoena: The District may release information pursuant to a valid court order or subpoena, provided that the District makes a reasonable effort to notify the affected parent or eligible student of the court order or subpoena in advance of the release of the information (except that in certain cases, such as in the case of certain subpoenas

EDUCATION RECORDS

issued under the U.S. Patriot Act, the court order or subpoena may require release of information without advance notice to the parents).

11. Victim of Specified Crimes: In certain instances, the District may release to the victim of a specified crime, the final results of a disciplinary proceeding commenced against the alleged perpetrator, provided that the release conforms to the requirements of 34 CFR 99.39. The final results may only include the name of the student, the offense committed and the sanction imposed by the District.
12. Information Concerning Registered Sex Offenders: The District may release information provided to it under 42 USC 14071 and the applicable Federal Guidelines.
13. Child Welfare Agencies: The District may release information to an agency caseworker or other representative of a State or local child welfare agency, or tribal organization who has the right to access a student's case plan and when the agency or organization is legally responsible for the child's care and protection to provide accurate information about a child's education history and needs to make informed placement recommendations to the court.
14. Release in connection with an emergency necessary to protect health or safety: The District may release information to appropriate parties in connection with an emergency if the release is necessary to protect the health or safety of the student or other persons. The District will consider the following criteria when determining whether the information should be disclosed:
 - The seriousness of the threat to the health of the student or other individuals;
 - The need for the information to meet the emergency;
 - Whether the parties to whom the information is disclosed are in a position to deal with the emergency;
 - The extent to which time is of the essence in dealing with the emergency.

The District will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the information was disclosed.

EDUCATION RECORDS

- B. If the District discloses student records to a third party as permitted by this policy, the District will:
1. Advise the third party of its duty to refrain from re-disclosing the information and of its obligation to maintain the confidentiality of the information in accordance with the *Family Educational Rights and Privacy Act*.
 2. If possible, attach to the disclosed record the following statement: "This document contains personal information from a student's education records. It is protected by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) and may not be re-released without consent of the parent or eligible student."
- VI. Requests to Inspect Education Records:
- A. Request: A parent who is interested in inspecting the student's education record must submit his/her request to the Records Access Officer between the hours of 9 am and 3 pm on any school day. Requests should be submitted in writing, on a form provided by the District (Regulation ~~7061.2~~ 7500.1). Copies of the form are available in the office of the Records Access Officer. If a parent makes an oral request for access to the education record during a school conference, the District may provide the parent access to the education record even though it has not received the request in writing.
- B. Response: Within forty-five days of his/her receipt of a request for inspection, the Records Access Officer must provide the parent/guardian with an opportunity to inspect and review his or her child's education records or will determine and will advise the person making the request, whether the records specified in the request are not available for inspection.
1. Records Available: If the records are available for inspection, the Records Access Officer will advise the requestor when and where the record will be available for inspection. If the records contain information about more than one student, the Records Access Officer will remove from the copy of the records shown to the requester, any information which in his/her judgment would constitute an unwarranted invasion of personal privacy of any party (other than the student for whom the inspection has been requested).
 2. Records Not Available: If the records are not available for inspection, the Records Access Officer will note the reason for the unavailability on the request form and will return a copy of the request form to the requesting party.

EDUCATION RECORDS

3. Explanation of Records: The Records Access Officer will respond to reasonable requests for explanations and interpretations of the records.
4. Copying Fee: The fee for copies of records is twenty-five cents per page, which is required to be paid at the time the copy is requested. The District will waive the fee if the fee effectively denies the parent an opportunity to inspect and review the education record.
5. Maintaining a record of requests: The Records Access Officer shall keep with the education record of each student, a record of all individuals, agencies or organizations which have requested or obtained access to the student's record (Regulation ~~7061.3~~ 7500.2) and a record of all re-disclosures it has authorized.
 - The record will indicate the parties who requested or received the information and the legitimate interest the party had in the information.
 - The District does not have to keep this record if the requester is the parent or eligible student, a school official with a legitimate educational interest in the information, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking information through certain subpoenas or court orders where the issuing court or agency has ordered that the existence or the contents of the subpoena or information not be disclosed.

VII. Request to Amend Education Records:

- A. If a Parent believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the educational agency or institution to amend the record.
 1. The request shall be directed to the Records Access Officer during regular business hours on the prescribed form. Copies of the form are available in the Superintendent's office or the office of the Records Access Officer. (See Regulation No. ~~7061.4~~ 7500.3).
 2. The request shall identify, in writing, the record or records which the parent believes to be inaccurate, misleading or otherwise in violation of the student's rights of privacy, with a statement of the reasons for the challenge to the record.

EDUCATION RECORDS

- B. The Records Access Officer will make a written response to the request to amend an education record within twenty days of his/her receipt of the request. The response will indicate whether the Records Access Officer:
1. Finds that the record in question is inaccurate, misleading or an invasion of the student's rights of privacy and that the record will be amended as requested, or
 2. Finds that there is an insufficient basis to amend the record in question. If the Records Access Officer finds that there is an insufficient basis to amend the record in question, he/she will notify in writing the requesting party of the opportunity for a hearing and will provide the requesting party with a form to request the hearing.
- C. Through informal meetings with the Parents, the settlement of a dispute regarding content of education records is encouraged.

VIII. Request for Hearing:

- A. Request: If a parent disagrees with the Records Access Officer's finding that there is an insufficient basis to amend the education record the parent may request a hearing. The request must be submitted to the Superintendent within ten days of the parent's receipt of the Records Access Officer's decision, on a form provided by the District. The hearing will be conducted within ten days of the Superintendent's receipt of the request for a hearing.
- B. Notice: The District will mail a hearing notice to the requesting party reasonably in advance of the hearing. The hearing notice will include the date, time and place of the hearing.
- C. Hearing: The Hearing will be conducted by the Superintendent (or by another person designated by the Superintendent who does not have a direct interest in the outcome of the hearing). During the hearing, the requesting party may be represented by an individual or individuals (including an attorney) at his/her own expense. The requesting party will have a full and fair opportunity to present relevant evidence.
- D. Decision: The Superintendent (or designee) will submit a written decision within ten days after completion of the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

EDUCATION RECORDS

1. If the Superintendent (or designee) finds that the record should be amended, he/she will amend the record and will inform the parent of the amendment in writing.
2. If the Superintendent (or designee) finds that the record should not be amended, he/she will inform the parent in writing of the right to place a statement in the record commenting on the contested information and/or stating why he/she disagrees with the decision of the District. The District will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

IX. Notification of Rights:

- A. The District shall annually disseminate a notice to parents and eligible students of their rights relative to education records. The notice will allow parents at least thirty days to ask the District not to disclose some or all of the directory information. (See Regulation No. ~~7061.5~~ 7500.4).
- B. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA. Written complaints may be filed with: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

Oneida City School District

Legal Ref: The Federal Family Educational Rights and Privacy Act, 20 U.S.C. 1232; 34 CFR 99; October 9, 2002 Joint Memorandum from Secretary of Education Rod Paige and Secretary of Defense Donald H. Rumsfeld; February 7, 2003 Memorandum to Superintendent's from LeRoy S. Rooker, Director of the Family Policy Compliance Office, US Dept. of Education; Uninterrupted Scholars Act

Adopted: 06/10/03

Revised: 07/05/11, _____

OK

Regulation

Draft 10/17/2019
7500.1 Renumber 7061.2

STUDENTS

APPLICATION TO INSPECT FERPA RECORDS

To: Student Records Access Officer
Assistant Superintendent for Finance

I hereby apply to inspect the following student's records: _____
(Name of Student)

I hereby apply to inspect the following records: _____

- I am the:
- Natural Parent
 - Legal Guardian
 - Individual acting as parent or guardian in the absence of student's parent or guardian
 - Student over 18 years of age

Signature Date

Representing Address

FOR SCHOOL DISTRICT ONLY

Approved: _____

- Denied: _____
- Requested record cannot be found
 - Requested record has been destroyed
 - Requested record not maintained by school

Signature Title Date

NOTICE: You have a right to request correction of the content of the school records examined if you believe such records to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student by making a request on a prescribed form directed to the above referenced Records Access Officer.

I hereby request a correction.

Signature Date

Oneida City School District
Approved by the Superintendent: 6/14/11, _____

Regulation

Draft 10/17/2019
7500.2 Renumber 7061.3

STUDENTS

STUDENT PRIVACY – RECORD OF FERPA REQUESTS

Name of Person, Agency or Organization Seeking Access	Date Requested	Records Requested	Reason for Request	Access Granted/Denied	Disposition of Request	Remarks

Oneida City School District
Approved by the Superintendent: 06/14/11, _____

Regulation

OK

STUDENTS

Draft 10/17/2019
7500.3 Renumber 7061.4

REQUEST TO CORRECT FERPA RECORDS

To: Student Records Access Officer
Assistant Superintendent for Finance

I request a correction of the following school records related to: _____
(Name of Student)

My grounds for requesting such correction are as follows:

Signature

Date

Representing

Mailing Address

Oneida City School District
Approved by the Superintendent: 06/14/11, _____

Regulation

ok

STUDENTS

Draft 10/17/2019
7500.4 Renumber 7061.5

STUDENT PRIVACY FERPA NOTICE

Date: _____

Dear Parent or Eligible Student:

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords parents or “eligible students” (students who are over 18 years of age or enter a postsecondary educational institution) certain rights with respect to the student’s education records. The purpose of this letter is to inform you of some of those rights and to provide you with the following contact information for the District’s Records Access Officer: **Assistant Superintendent for Finance, Oneida City School District, PO Box 327, Oneida, NY 13421.**

Examples of *FERPA* rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Written requests for such access may be submitted to the Records Access Officer between **8:00 a.m. and 4:00 p.m.** on any school day. Such requests should be submitted on the District’s *Application for Inspection of Student Records* form that is located in the Office of the Records Access Officer.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading or an invasion of the student’s privacy rights. A request for an amendment may be submitted to the Records Access Officer during regular business hours. Such requests should be submitted on the District’s *Request For Correction of Student Records* form that is located in the Office of the Records Access Officer. If the Records Access Officer denies a properly submitted request for an amendment, the person seeking the amendment will be advised of his/her right to a hearing regarding the requested amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that *FERPA* authorizes disclosure without consent. For example, the District may, without consent, disclose:
 - a. Personally identifiable information to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff; a person elected to the School Board; a person or company employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official may be a contractor, consultant, volunteer or other party to whom the District has outsourced instructional services and functions if that individual or entity is performing services district employees otherwise perform (is not selling products or services), is under the direct control of

REGULATION

STUDENTS

Draft 10/17/2019
7500.4 Renumber 7061.5

STUDENT PRIVACY FERPA NOTICE

the district with respect to the use and maintenance of the education records and is restricted from re-disclosing the education records except as permitted by FERPA. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus. The District receives services from the Madison Oneida BOCES Regional Information Center and its vendors in accordance with FERPA. A request for a complete list of current vendors may be submitted to the Records Access Officer.

- b. Appropriately designated "directory information", unless the parent or eligible student has advised the District to the contrary by filling out and returning the below attached *Request to Limit Disclosure of Directory Information* form. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications such as a playbill (showing the student's role in a drama production), an annual yearbook, an honor roll or other recognition list, a graduation program, or a sports activity sheet (such as a wrestling program that discloses participants height or weight), etc. Directory information may also be disclosed to outside organizations such as companies that manufacture class rings or publish yearbooks or other companies. Additionally, Federal Law requires Districts receiving certain federal assistance to provide requesting military recruiters with secondary school names, addresses, telephone listings and possibly other directory information, unless parents or eligible students have advised the District that they do not want their student's information disclosed without prior written consent.
4. The right to know that the District has designated the following information as directory information: Directory Information: student's name, parent's name, address, date and place of birth, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency attended by student, photograph, and video images of students engaged in routine activities when those images are not records of the district's law enforcement unit (if your District currently uses video images). If you do not want the District to disclose directory information without your prior written consent, you must complete and return to the District the below attached form by _____ (insert date thirty or more days from the date of this notice).
5. The right to file a complaint with the following office if you believe the District has violated your *FERPA* rights: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

REGULATION

Draft 10/17/2019
7500.4 Renumber 7061.5

STUDENTS

STUDENT PRIVACY FERPA NOTICE

Additionally, please be aware that:

- It is the District's policy to disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, and;
- The District uses video surveillance cameras on school property and in school vehicles to maintain the physical security and safety of the campus. The District has designated its _____ as its law enforcement unit and has assigned to them the responsibility of maintaining the video surveillance images.

Sincerely,

REGULATION

oh

STUDENTS

Draft 10/17/2019
7500.4 Renumber 7061.5

STUDENT PRIVACY FERPA NOTICE

Request To Limit Disclosure of Directory Information

Records Access Officer
Assistant Superintendent for Finance
Oneida City School District
PO Box 327
Oneida NY 13421

Dear Records Access Officer:

_____ Please secure my written consent before releasing my child's name, address, telephone number and directory information to military recruiters.

_____ Please secure my written consent before releasing the following directory information to anyone:

Parent Signature

Date of Request

For District Use Only

Request Received By

Date Request Received

Oneida City School District

Approved by the Superintendent: 06/14/11, _____

OK

Policy

Draft 10/17/2019

STUDENTS

7502 Replaces/Renumber 7075

SCHOOL SAFETY AND EDUCATIONAL CLIMATE REPORTING

I. Statement of Policy

The Oneida City School District files the required annual School Safety and Educational Climate (SSEC) report on the form prescribed by the Commissioner in a timely fashion.

II. Local Procedures

- A. The Superintendent of Schools shall adopt local procedures for the reporting of violent or disruptive incidents by each District school building and program in a form and format that allows the preparation of an accurate annual report for each school and for the District.
- B. The Superintendent may designate another District staff member to be responsible for the collection and compilation of the information necessary to prepare the annual report.

III. Record Management and Retention

- A. The local procedures approved by the Superintendent shall assure that copies of all SSEC related documents are retained until the youngest person involved in the incident is 27 years of age, whether or not the reported incident is verified as the result of the fact finding process. SSEC related documents include all reports of violent incidents, all reports of DASA infractions, Individual Incident Report (IIR) forms completed for an incident, copies of SSEC Summary Data Collection reports, action plans to eliminate unsafe and hostile environments, and investigative notes.
- B. The confidentiality of SSEC related documents that include personally identifiable student information will be maintained in accordance with state and federal law.
- C. SSEC related documents are not treated as part of a student's permanent or cumulative record, and shall not be forwarded to another school if the student enrolls elsewhere.
- D. SSEC related documents shall be available to the State Education Department.

Oneida City School District

Legal Ref: Education Law §§2801(1) and 2802; 8 NYCRR 100.2(gg)

Adopted: 11/12/02, 07/10/07

Reviewed: 12/14/10

Revised: _____

OK

Policy

Draft 10/17/2019

7600 Renumber/Revise 7070

STUDENTS

PROVIDING A SAFE PUBLIC SCHOOL CHOICE TO STUDENTS
WHO HAVE BEEN VICTIMS OF A VIOLENT CRIMINAL OFFENSE

I. Introduction

Federal law (Unsafe School Choice Option) (Section 9532 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind (NCLB) Act of 2001) requires that students attending a persistently dangerous public school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, be allowed to attend a safe public school within the District (including public charter schools) if such choice is available in that public school.

Pursuant to the Unsafe School Choice Option, New York State law and Commissioner's Regulations, the option of a safe public school will not be available in districts where there are no other safe public schools within the district at the same grade level.

II. Definitions

A. Serious physical injury: physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ.

B. Deadly weapon: any loaded weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged, or a switchblade knife, gravity knife, pilum ballistic knife, metal knuckle knife, dagger, billy, blackjack, plastic knuckles, or metal knuckles.

III. Notification Of Parents That A Student Has Been Determined To Be The Victim Of A Violent Criminal Offense:

A. The Superintendent has the responsibility to determine if a student has been the victim of a violent criminal offense.

1. Violent criminal offense means a crime that:

a. Involves infliction of a serious physical injury[†] upon another as defined in the State Penal Law;

[†]Penal Law §10.00(10) defines "serious physical injury" as a "physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ."

POLICY

Draft 10/17/2019

7600 Renumber/Revise 7070

STUDENTS

PROVIDING A SAFE PUBLIC SCHOOL CHOICE TO STUDENTS
WHO HAVE BEEN VICTIMS OF A VIOLENT CRIMINAL OFFENSE

- b. A sex offense that involves forcible compulsion; or
- c. Any other offense defined in the Penal Law that involves the use or threatened use of a deadly weapon².

III. A. (Continued)

- 2. Before the Superintendent determines that a student is the victim of a violent criminal offense, he or she must consult with any law enforcement agency investigating the alleged violent criminal incident and consider any reports or records provided by such agency. However, the Superintendent may determine that a student is the victim of a violent criminal offense whether or not the perpetrator is charged, convicted or acquitted by a court of law. a criminal conviction is not required prior to the Superintendent's determination that a student has been the victim of a violent criminal offense.
- 3. The Superintendent may also consult with the school district's attorney prior to making a determination that a student has been the victim of a violent criminal offense.
- 4. The District is also required to complete and maintain a School Safety and the Educational Climate form Violent and Disruptive Incident Report (VADIR) for each violent or disruptive incident, as well as incidents of discrimination, harassment, bullying, and cyberbullying that occur (see Policy 7075 and Regulation 7075.1).

- B. 1. Where the Superintendent determines that the student is not the victim of a violent criminal offense, the parent of, or persons in parental relation to, such student shall be notified of such determination.
- 2. If the parent of, or persons in parental relation to, the student wish to appeal such determination, they may file a timely appeal with the Commissioner of Education (copy to the Superintendent). ~~do so by providing written notice of such appeal to the Board of Education. Delivery shall be to the Clerk of the Board of Education within ten (10) calendar days of notice of the Superintendent's determination.~~

² Penal Law §10.00(12) defines "deadly weapon" as "any loaded weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged, or a switchblade knife, gravity knife, pilum ballistic knife, metal knuckles knife, dagger, billy, blackjack, or metal knuckles."

POLICY

Draft 10/17/2019

7600 Renumber/Revise 7070

STUDENTS

PROVIDING A SAFE PUBLIC SCHOOL CHOICE TO STUDENTS
WHO HAVE BEEN VICTIMS OF A VIOLENT CRIMINAL OFFENSE

- C. 1. Where the Superintendent determines that the student is a victim of a violent criminal offense, as defined above, the District shall notify the parents of, or persons in parental relation to, such student of his or her right to transfer to a public school within the District (including public charter schools) and the procedures for such transfer, if such transfer is not otherwise precluded by federal law ~~the NCLB Act~~.
 - 2. Notification of the right to transfer shall not be required when:
 - a. there are no other public schools within the District at the same grade level; or
 - b. such transfer to a safe school is otherwise impossible.
 - 3. Such notice shall occur within twenty-four hours of the Superintendent's determination.
 - 4. Such notice shall be, to the extent practicable, provided in the dominant language or mode of communication used by the parents or persons in parental relationship to such student.
- D. The District's Code of Conduct for the Maintenance of Public Order on School Property has established procedures governing the notification of law enforcement officials of code violations that constitute crimes.
 - E. Notwithstanding any other provision of law to the contrary, the determination of the Superintendent shall not have collateral estoppel effect in any student disciplinary proceeding brought against the alleged victim or perpetrator of the alleged offense.

~~III.~~ IV. Designating a Safe Public School or Schools

- A. When a student has been determined to be a victim of a violent criminal offense that occurred on the grounds of a public elementary or secondary school that the student attends, it shall be the responsibility of the District to designate a safe public school or schools within the District (including public charter schools) to which such student may transfer.
- B. However, a District is not required to designate a safe public school where there are no other public schools within the District at the same grade level or such transfer to a safe public school within the District is otherwise impossible; or if

POLICY

Draft 10/17/2019

7600 Renumber/Revise 7070

STUDENTS

PROVIDING A SAFE PUBLIC SCHOOL CHOICE TO STUDENTS
WHO HAVE BEEN VICTIMS OF A VIOLENT CRIMINAL OFFENSE

the District has only one public school within the District or only one public school at each grade level.

- C. A safe public school is defined as a public school that has not been designated by the Commissioner of Education as a persistently dangerous public elementary or secondary school.
- D.
 - 1. In designating a safe public school or schools, the district shall utilize objective criteria. The District may also take into account the needs and preferences of the affected student and parents/persons in parental relation.
 - 2. Such school or schools must be at the same grade level as the school from which the student is transferring. To the extent possible, students should be transferred to schools that are making adequate yearly progress and have not been identified as requiring school improvement, corrective action or restructuring.
- E. The District shall make every reasonable effort to offer the parents of, or persons in parental relation to, a student who has been determined to be a victim of a violent criminal offense an opportunity to transfer the child to a safe public school within the District within ten (10) calendar days of such determination.
- F. The parent of, or persons in parental relation to, the student who has been determined to be the victim of a violent criminal offense and who has been offered the choice to transfer to a safe public school within the District may accept such transfer or elect to have the student continue at his or her present school.
- G. A student who transfers to a safe public school pursuant to this policy shall be enrolled in the classes and other activities of the public school in the same manner as all other children at such school.
- H. Any student who transfers to a safe public school pursuant to this policy shall be permitted to remain in such safe public school until the student has completed the highest grade level in such school, or for such other period prescribed by the United States Department of Education, whichever is less.
- I. The District shall provide transportation for any student permitted to transfer to the safe public school with the District it has designated, within the transportation limits established pursuant to Section 3635 of the Education Law.

POLICY

STUDENTS

Draft 10/17/2019
7600 Renumber/Revise 7070

PROVIDING A SAFE PUBLIC SCHOOL CHOICE TO STUDENTS
WHO HAVE BEEN VICTIMS OF A VIOLENT CRIMINAL OFFENSE

~~IV.~~ V. Documentation

The Superintendent shall maintain appropriate documentation regarding consultations with law enforcement officials and procedures utilized for parental notification and student transfer.

Oneida City School District

Legal Ref: Chapter 425 of the Laws of 2002 relevant to Unsafe School Choice, Provisions of Part 120 of the Commissioner's Regulations relevant to Unsafe School Choice

Cross Ref: 7502 - School Safety and Educational Climate Reporting Policy

Adopted: 11/12/02

Reviewed: 12/14/10

Revised: _____

Regulation

Draft 10/17/2019

STUDENTS

7108.1 Renumber/Revise 7059.1

REGULATIONS FOR HONORING SPECIAL REQUESTS FOR SERVICES TO STUDENTS WITH UNIQUE MEDICAL NEEDS

I. Procedures for Special Requests:

- Comprised of*
- A. Upon receipt of a special request for unique medical services, including the receipt of a **Do Not Resuscitate Order** (“DNR”) for a minor student, the Superintendent shall direct the Assistant Superintendent to convene a multidisciplinary team, the principal of the school in which the student is placed, nursing personnel directly responsible for the student’s care, the student’s teacher, the student’s physician, the school physician, and any therapists deemed appropriate. The multidisciplinary team will develop a preliminary plan to assist with the implementation of the procedures, to provide counseling as necessary, to discuss arrangements specific to that school, and to ensure that the individual needs of the student are met in accordance with the unique and individual needs of such student. *Just a comma not semi colon*
- B. Where such procedures are in place, the student’s health record will be flagged in red or marked in a special way to ensure that the request is readily identifiable. In the event of transfer to another program or building, the Superintendent will provide the new school with the required documentation of the order.

II. Special Procedures for **Do Not Resuscitate Orders** (“DNR”)

- A. All **DNR** orders shall be written by the attending physician on Department of Health Order Form 3474.
- B. A consent to a **DNR** order shall not affect any other treatment for the student and shall not constitute consent to withhold treatment other than cardiopulmonary resuscitation (“**CPR**”). **CPR** means measures to restore cardiac function or to support ventilation in the event of a cardiac or respiratory arrest. As defined by Article 29-B of the Public Health Law, such measures include manual chest compression, mouth-to-mouth rescue breathing, intubation, direct cardiac injection, intravenous medications, electrical defibrillation and open chest cardiac massage.
- C. The Superintendent, through such administrator that he/she may designate in writing, shall make arrangements for the counseling of the Oneida City School District’s students and employees who may be affected by a patient with a **DNR** Order and arrangements for the care of a patient with a **DNR** Order should there be an event of cardiac or respiratory arrest. The Superintendent shall further ensure that all appropriate confidential records are protected during such process.

REGULATION

Draft 10/17/2019

STUDENTS

7108.1 Renumber/Revise 7059.1

REGULATIONS FOR HONORING SPECIAL REQUESTS FOR SERVICES
TO STUDENTS WITH UNIQUE MEDICAL NEEDS

- D. Ambulance or other emergency medical services provided to the student at the building or in transit will be notified by the Oneida City School District that a **DNR** Order exists for the named student, and a photocopy of the **DNR** Order will be given to the ambulance service. The parent/guardian shall also be notified that a copy of the **DNR** Order must be given to the ambulance service in order for the **DNR** Order to be honored.
- E. The Superintendent will ensure compliance with the New York State Law.
- F. Any person who learns of the revocation of consent to a **DNR** Order shall immediately notify the Superintendent and others who need to know of such revocation.

III. Cardiopulmonary Arrest Procedure

- A. Upon the cardiopulmonary arrest of a student having a **DNR** Order, the Oneida City School District nurse or teacher will call 911 and advise the call taker that **DNR** related cardiac arrest is being reported and that **CPR** is not in progress. (This is required by law when death occurs in a public place).
- B. The parent or guardian, the attending physician, Superintendent, administrator, and appropriate district personnel shall also be called immediately.
- C. The Oneida City School District staff shall ensure that the signed **DNR** Order form is available at the school to any emergency medical service or staff trained in **CPR**.

Oneida City School District

Approved by the Superintendent: _____

Adopted: 07/05/11 Board Rescinded: _____

Regulation

Draft 04/04/2019

STUDENTS

7201.1 Revise/Renumber 7040.1

NOTICE OF PARENTAL RIGHTS CHILD ABUSE IN AN EDUCATIONAL SETTING

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

I. Duties of Employees

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

- A. Upon receipt of an oral or written allegation of child abuse in an educational setting, the employee must promptly complete the "Child Abuse in an Educational Setting" report form (Regulation 7201.4 7040.4).
- B. Upon completion of the report form, the employee must personally deliver it to the school building administrator of the school in which the child abuse allegedly occurred.
- C. If the allegation(s) involves a child who was allegedly abused by an employee or a volunteer of a school in another school district, the employee must promptly forward the report form to the superintendent of schools of the school district of attendance and the school district where the abuse allegedly occurred.

II. Duties of School Building Administrators

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

NOTICE OF PARENTAL RIGHTS
CHILD ABUSE IN AN EDUCATIONAL SETTING

A. Child Makes the Allegation

1. Promptly notify the parent of the child that an allegation of child abuse in an educational setting has been made.
2. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
3. Promptly provide a copy of the completed report form to the superintendent.
4. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the superintendent.

B. Parent Makes the Allegation

1. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
2. Promptly provide a copy of the completed report form to the superintendent.
3. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the superintendent.

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

1. Promptly notify the parent of the child that an allegation of child abuse in an educational setting has been made.
2. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
3. Ascertain from the reporting employee the source and basis for the allegation and complete that portion of the report form.

NOTICE OF PARENTAL RIGHTS
CHILD ABUSE IN AN EDUCATIONAL SETTING

4. Promptly provide a copy of the completed report form to the superintendent.
5. Promptly forward a copy of the completed report form to appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the superintendent.

III. Duties of Superintendents

In most cases, the school building administrator will receive the completed report form from an employee and make the reasonable suspicion determination. However, there are situations in which the superintendent will receive the report form directly and he or she will be responsible for making the reasonable suspicion determination such as:

- A. Where the school building administrator receives the oral or written allegation and is required to complete the report form;
- B. Where it is alleged that a child was abused by an employee or volunteer of a school other than a school within the school district where the child attends.
- C. In addition, a superintendent may receive an oral or written allegation of child abuse in an educational setting from local law enforcement officials or from child protective services. In these cases, the superintendent would be responsible for completing the report form and, subsequently, making the reasonable suspicion determination.
- D. If the superintendent finds reasonable suspicion to believe that an act of child abuse has occurred, as defined by law, additional steps must be taken which differ depending on the individual who has made the allegation.

1. Child Makes the Allegation

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

NOTICE OF PARENTAL RIGHTS
CHILD ABUSE IN AN EDUCATIONAL SETTING

- c. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities.

2. Parent Makes the Allegation

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

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

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

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

IV. Expungement

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

NOTICE OF PARENTAL RIGHTS
CHILD ABUSE IN AN EDUCATIONAL SETTING

V. Penalty Provisions

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

VI. Immunity Provisions

The law provides immunity from civil liability for employees, volunteers, school building administrators and superintendents who reasonably and in good faith make a report of child abuse in an educational setting in the manner described in the law. The law also provides immunity from civil liability to school building administrators and superintendents who reasonably and in good faith forward a copy of the report form to a person or agency as required by law and in the manner described in the law.

VII. Confidentiality of Records

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

VIII. Duties of District Attorneys

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

1. an indictment;

NOTICE OF PARENTAL RIGHTS
CHILD ABUSE IN AN EDUCATIONAL SETTING

2. the filing of an accusatory instrument;
3. the disposition of the criminal case; or,
4. the suspension or termination of the investigation.

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

IX. Duties of the Commissioner of Education

- A. Upon receiving notification of conviction from a district attorney, the Commissioner of Education must begin proceedings against the convicted individual pursuant to Part 83 of the Commissioner's regulations to determine whether the individual possesses good moral character. The determination may result in additional action taken against the individual related to his or her license or certification.
- B. The Commissioner has also issued the attached form that must be used for the recording and transmission of allegations of child abuse in educational settings.
- C. The Commissioner and the Board of Regents also promulgated §100.2(hh)(2), which sets forth the training requirements relating to child abuse in an educational setting.

X. Unreported Resignations or Voluntary Suspensions

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

Oneida City School District

Adopted: 12/11/01

Revised: 12/08/15, _____

BOE Rescinded _____

Regulation

Draft 10/17/2019

7201.2 Renumber/Revise 7040.2

STUDENTS

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

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

Where an oral or written allegation is made to any teacher, administrator, school guidance counselor, school social worker, school nurse, school psychologist, ~~or~~ board member, and all other school personnel required to hold a teaching or administrative license of certificate including all compensated District employees who are required to hold a temporary coaching license or permanent coaching certificate, whether full-time or part-time, that a school district employee or volunteer has subjected a student to child abuse, that person must complete a written report of such allegation (Regulation ~~7201.4~~ ~~7040.4~~). The author of the written report must then personally deliver a copy of it to the building principal where the student currently attends school, whether or not the abuse occurred on school district premises.

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

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

Oneida City School District

Approved by the Superintendent: _____

Adopted: 12/11/01

Revised: 11/09/10, _____ Board Rescinded: _____

Regulation

Draft 03/04/2019

STUDENTS

7201.3 Renumber 7040.3

CHILD ABUSE IN AN EDUCATIONAL SETTING STATEMENT OF PERSONAL DELIVERY

I, _____, hereby state that I have personally delivered a copy of the attached report of child abuse to _____, building principal of _____ School, on _____, 20__ (date) at _____ am/pm.

Signature of Employee

Oneida City School District

Approved by the Superintendent: _____

Adopted: 12/11/01 Board Rescinded: _____

Regulation

Draft 03/01/2019

7201.4 Renumber 7040.4

STUDENTS

CHILD ABUSE IN AN EDUCATIONAL SETTING CONFIDENTIAL REPORT OF ALLEGATION

SUBJECT CHILD	PARENT OF SUBJECT CHILD
Name _____ Last First MI	Name _____
Address _____ _____	Address (if different) _____ _____
School _____	
Grade _____ Sex (M, F, Unknown) _____	
Age or Birthday (Mo/Day/Yr) _____	

SOURCE OF ALLEGATION (Check as Appropriate)
<input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Other - Name _____ Relationship to Child (if any) _____

ALLEGED PERPETRATOR (EMPLOYEE OR VOLUNTEER)
Name _____ School District _____
School Building _____ School Position _____

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

REPORTER INFORMATION
Name _____ School District _____
School Address _____ School Telephone _____
Relationship to Child (if any) _____
<input type="checkbox"/> Teacher <input type="checkbox"/> School Guidance Counselor <input type="checkbox"/> School Nurse <input type="checkbox"/> School Psychologist
<input type="checkbox"/> Administrator <input type="checkbox"/> School Board Member <input type="checkbox"/> School Social Worker
<input type="checkbox"/> School personnel required to hold teaching or administrator license or certification
Date Submitted to Administrator ___/___/___/ Signature _____

FOR ADMINISTRATOR USE ONLY	FOR SUPERINTENDENT OF SCHOOL USE ONLY
Reasonable Suspicion _____ Yes _____ No	Reasonable Suspicion _____ Yes _____ No

REGULATION

Draft 03/04/2019

7201.4 Renumber 7040.4

STUDENTS

CHILD ABUSE IN AN EDUCATIONAL SETTING
CONFIDENTIAL REPORT OF ALLEGATION

Date Submitted to Superintendent ____ / ____ / ____	Date Submitted to Law Enforcement ____ / ____ / ____
Name/Signature _____	Name/Signature _____
Date Submitted to Law Enforcement ____ / ____ / ____	Date Submitted to Commissioner ____ / ____ / ____
Name/Signature _____	Name/Signature _____

CHILD ABUSE IN AN EDUCATIONAL SETTING
DEFINITIONS

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

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

REGULATION

Draft 03/04/2019
7201.4 Renumber 7040.4

STUDENTS

CHILD ABUSE IN AN EDUCATIONAL SETTING
CONFIDENTIAL REPORT OF ALLEGATION

8. "Parent" shall mean either or both of a child's parents or other persons legally responsible for the child.
9. "Child sexual abuse" shall mean conduct prohibited by article one hundred thirty or two hundred sixty-three of the penal law.

Oneida City School District

Approved by the Superintendent: _____

Adopted: 12/11/01

Board Rescinded: _____

STUDENTS

7026

EMANCIPATED STUDENTS

- A. Every student eighteen (18) years of age is legally an adult. Such students, however, like all other students, must comply with the rules established, pursue the prescribed course(s) of study and respect authority of teachers and administrators. An emancipated minor is a minor, sixteen (16) through eighteen (18) years of age, who is totally independent from his/her parents, and also has certain rights under the law.

- B. In order for the school administration to recognize adult student status at Oneida High School, the student is required to formally request such status not earlier than seven (7) days prior to his/her eighteenth (18th) birthday. When the request is granted, the administration shall notify the parents, guardians of the student's request, in writing. When requests are verified and the student's adult status is recognized, such students will be given a copy of the regulations governing rights and responsibilities of emancipated students.

Oneida City School District

Legal Ref: Sections 3212(4), New York State Education Law

Adopted: 10/01/78

Revised: 5/20/14

POLICY

Draft 10/17/2019-Delete

7058

STUDENTS

DANGEROUS WEAPONS IN SCHOOL

(Gun-Free Schools Act of 1994)

- I.** No student shall have in his or her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, knife, dangerous chemical(s) or any object which is not necessary for school activities and which could be used as a weapon.
- II. A.** Consistent with the Gun-Free Schools Act of 1994, any student who is determined to have brought a firearm to school shall be expelled, following a hearing pursuant to Education Law #3214, for not less than one calendar year.
- B.** Specifically, a “firearm” shall mean any weapon (including a starter gun) which will or is designed to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device. The term does not include an antique firearm. The term does not include a rifle, which the owner intends to use solely for sporting, recreational or cultural purposes, antique firearms or Class C common fireworks.
- C.** The Superintendent may modify the process and penalty actually imposed after consideration of the particular facts of the case and the student’s previous record. In a class where there may be a legitimate educational use of an inoperable antique firearm, for example a Civil War demonstration, then advance permission is required to display a firearm. Principals are authorized to grant permission in advance with appropriate notification of the Superintendent of Schools or designee. The student and parent shall have the right of appeal to the Board of Education and the Commissioner of Education as in all other student discipline matters. The suspended student shall be provided with appropriate alternate instruction during the period of suspension to the extent required by law, or as otherwise determined by the Superintendent.
- D. Law Enforcement Referral:** The Superintendent of Schools shall also refer any student who is determined to have brought a firearm to school to the appropriate juvenile delinquency (for students under 16 years of age) or law enforcement officials (for older students).

POLICY

Draft 10/17/2019-Delete
7058

STUDENTS

DANGEROUS WEAPONS IN SCHOOL
(Gun-Free Schools Act of 1994)

III. Student With Disability/Handicap: If the student has or is suspected of having a disability or handicap as defined in the Individuals Education Act Article 89 of the Education Law, Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, discipline shall be imposed only in accordance with the applicable requirements of such law(s).

IV. As used in this Policy, "school" includes all premises of a school owned or controlled by the District, and all school sponsored events or other settings controlled by the District.

As used in this Policy, "student" includes a non-public school student participating in a program operated by the District who brings a firearm to a school or to the premises used by the District in such program. In such case, the Superintendent of Schools shall suspend the student from such program, in accordance with the procedures of this Policy.

Record Keeping: The Superintendent shall keep on file in the district office a description of the circumstances surrounding any suspension from school imposed under this Policy, including the name of the school involved, the numbers of students suspended and the types of weapons involved. If the student is suspended for a period of less than one year, the basis for modifying the one-year suspension requirement shall be noted.

Other Weapons Violations: Nothing in this Policy shall limit the authority of the Superintendent and other school officials to impose discipline on a student for possession, use or other action involving weapons, including weapons which are not included within the definition of "firearm" set forth in this policy.

Firearms Safety Courses: This policy in no way restricts the Board's authority to offer courses in the instruction of the safe use of firearms pursuant to Education Law section 809-a.

Legal References: Title VIII, Elementary and Secondary Education Act of 1965
(20 USC 2701) Gun-Free Schools Act of 1994, 18 U.S.C. 921
Education Law section 3214, 809-a, Individuals with Disabilities
Education Act Part 200 Commissioner's Regulations Section 504,
Rehabilitation Act of 1973, *Honig v. Doe*, 108 S.Ct. 592 (1988)

Oneida City School District
Adopted: 10/11/94
Re-Adopted: 6/13/00

Regulation

Delete 10/17/2019

STUDENTS

7061.1 (Moved to Policy 7500)

STUDENT PRIVACY – FERPA REGULATION

I. Purpose:

- A. The District implements this regulation to maintain the confidentiality of student records and to provide parents and eligible students with the opportunity to inspect and review education records, to seek to amend education records, and to consent to the disclosure of education records.

II. Definitions and Designations:

- A. Records Access Officer: The District's Records Access Officer is:
Assistant Superintendent for Finance
- B. Parent: The term "Parent" includes natural parent, a guardian or an individual acting as parent or guardian in the absence of the student's parent or guardian.
- C. Eligible Student: The term "Eligible Student" means a student who has reached age 18 or is attending post-secondary school.
- D. Education Records: The term "Education Records" includes records, files, documents and other materials which contain information directly related to a student and are maintained by the District or a person acting on behalf of the District.

Education Records may exist in any form, including but not limited to print, computer media, video or audio tape, film, microfilm, microfiche and other materials which contain confidential information directly related to a student and which are maintained by the District or a party acting on behalf of the District. Education records do not include:

1. Certain Records in the Sole Possession of the Maker: Records made by instructional, supervisory, administrative personnel or ancillary educational personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the maker of the record;
2. Employee Records: Records maintained solely with respect to a person's status as an employee rather than as a student;
3. Certain Medical & Psychological Records: Medical and psychological treatment records of an eligible student are not education records if they are maintained and used only in connection with treatment of the eligible

REGULATION

Delete 10/17/2019

STUDENTS

7061.1 (Moved to Policy 7500)

STUDENT PRIVACY – FERPA REGULATION

student and disclosed only to individuals providing the treatment, including treatment providers in the student's school.

4. Post Enrollment Records: Records that only contain information about an individual after he/she is no longer a student at the District (for example, records of alumni activities);
- E. Directory Information: The District designates the following information as Directory Information: student's name, parent's name, address, date and place of birth, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency attended by student, photograph, and video images of students engaged in routine activities when those images are not records of the district's law enforcement unit (if your District currently uses video images). Directory information will not be provided online.

III. Rights of Parents and Eligible Students:

- A. Each parent of a student has the rights described in this policy, unless the District has been provided with evidence that there is a court order, statute or legally binding document related to such matters as divorce, separation or custody that specifically revokes these rights.
- B. When a student becomes an eligible student (18 or attending a post-secondary school) all rights accorded to parents and consent required of parents, transfer from the parents to the eligible student. However, the District does not require the consent of the eligible student:
 1. To disclose the education record to the parent if the eligible student is claimed by the parent as a dependent for tax purposes.
 2. To disclose the education record to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 3. A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

IV. Confidentiality of Education Records:

- A. The District will not release education records, including personally identifiable information contained in Education Records, except:

REGULATION

Delete 10/17/2019

7061.1 (Moved to Policy 7500)

STUDENTS

STUDENT PRIVACY – FERPA REGULATION

1. Written Consent: The District may release the information if prior to the release of information, the District receives written consent from the parent. The written consent must specify the information to be released, the reason for the release and to whom the information may be released. The District will give the parent or student a copy of the information released, if requested by the parent.
2. Directory Information: The District may release Directory Information if the District has properly circulated its annual FERPA notification to parents of students in attendance and eligible students in attendance, unless the parent or eligible student has submitted Regulation 7061.5 restricting the District's ability to release this information.
3. Military Recruiters: The District will disclose to requesting military recruiters the names, addresses and telephone numbers of juniors and seniors, unless the parent or eligible student has submitted Regulation 7061.5 prohibiting such release.
4. School Officials with a legitimate educational interest: The District may release the information to other school officials, including teachers within the District who have a legitimate educational interest in the information. The District will use reasonable methods to ensure that school officials have access only to the education records in which the school officials have a legitimate educational interest.
 - A school official is: A person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff; a person elected to the School Board; a person or company employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official may be a contractor, consultant, volunteer or other party to whom the District has outsourced instructional services and functions if that individual or entity is performing services district employees otherwise perform (is not selling products or services), is under the direct control of the district with respect to the use and maintenance of the education records and is restricted from re-disclosing the education records except as permitted by FERPA.
 - A school official has a legitimate educational interest if the official is: Performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's

REGULATION

Delete 10/17/2019

7061.1 (Moved to Policy 7500)

STUDENTS

STUDENT PRIVACY – FERPA REGULATION

education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

- The District receives services from the Madison Oneida BOCES Regional Information Center and its vendors in accordance with FERPA. A request for a complete list of current vendors may be submitted to the Records Access Officer.
5. Student seeks to enroll in a different school: The District may release student records to officials of other schools in which the student seeks or intends to enroll, provided that the student's parents are notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
 6. Certain State and Federal Officials: The District may release information to authorized officials of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education or certain State and Local Educational authorities.
 7. Financial Aid: The District may release information to appropriate parties in connection with a student's application for or receipt of financial aid.
 8. Authorized organizations performing studies: The District may release information to organizations conducting studies for or on behalf of the District to develop, validate or administer predictive tests, administer student aid programs or improve instruction, provided that appropriate safeguards are implemented in accordance with federal regulations.
 9. Accrediting Organizations: The District may release information to authorized accrediting organizations to carry out their accrediting functions.
 10. Court Order or Subpoena: The District may release information pursuant to a valid court order or subpoena, provided that the District makes a reasonable effort to notify the affected parent or eligible student of the court order or subpoena in advance of the release of the information (except that in certain cases, such as in the case of certain subpoenas issued under the U.S. Patriot Act, the court order or subpoena may require release of information without advance notice to the parents).

REGULATION

Delete 10/17/2019

7061.1 (Moved to Policy 7500)

STUDENTS

STUDENT PRIVACY – FERPA REGULATION

11. Victim of Specified Crimes: In certain instances, the District may release to the victim of a specified crime, the final results of a disciplinary proceeding commenced against the alleged perpetrator, provided that the release conforms to the requirements of 34 CFR 99.39. The final results may only include the name of the student, the offense committed and the sanction imposed by the District.
12. Information Concerning Registered Sex Offenders: The District may release information provided to it under 42 USC 14071 and the applicable Federal Guidelines.
13. Child Welfare Agencies: The District may release information to an agency caseworker or other representative of a State or local child welfare agency, or tribal organization who has the right to access a student's case plan and when the agency or organization is legally responsible for the child's care and protection to provide accurate information about a child's education history and needs to make informed placement recommendations to the court.
14. Release in connection with an emergency necessary to protect health or safety: The District may release information to appropriate parties in connection with an emergency if the release is necessary to protect the health or safety of the student or other persons. The District will consider the following criteria when determining whether the information should be disclosed:
 - The seriousness of the threat to the health of the student or other individuals;
 - The need for the information to meet the emergency;
 - Whether the parties to whom the information is disclosed are in a position to deal with the emergency;
 - The extent to which time is of the essence in dealing with the emergency.

The District will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the information was disclosed

- B. If the District discloses student records to a third party as permitted by this policy, the District will:

REGULATION

Delete 10/17/2019

7061.1 (Moved to Policy 7500)

STUDENTS

STUDENT PRIVACY – FERPA REGULATION

1. Advise the third party of its duty to refrain from redisclosing the information and of its obligation to maintain the confidentiality of the information in accordance with the *Family Educational Rights and Privacy Act*.
2. If possible, attach to the disclosed record the following statement: “This document contains personal information from a student’s education records. It is protected by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) and may not be re-released without consent of the parent or eligible student.”

V. Requests to Inspect Education Records:

- A. Request: A parent who is interested in inspecting the student’s education record must submit his/her request to the Records Access Officer between the hours of 8:00 am and 4:00 pm on any school day. Requests should be submitted in writing, on a form provided by the District (Regulation 7061.2). Copies of the form are available in the office of the Records Access Officer. If a parent makes an oral request for access to the education record during a school conference, the District may provide the parent access to the education record even though it has not received the request in writing.
- B. Response: Within forty-five days of his/her receipt of a request for inspection, the Records Access Officer will determine and will advise the person making the request, whether the records specified in the request are not available for inspection.
 1. Records Available: If the records are available for inspection, the Records Access Officer will advise the requestor when and where the record will be available for inspection. If the records contain information about more than one student, the Records Access Officer will remove from the copy of the records shown to the requester, any information which in his/her judgment would constitute an unwarranted invasion of personal privacy of any party (other than the student for whom the inspection has been requested).
 2. Records Not Available: If the records are not available for inspection, the Records Access Officer will note the reason for the unavailability on the request form and will return a copy of the request form to the requesting party.
 3. Explanation of Records: The Records Access Officer will respond to reasonable requests for explanations and interpretations of the records.

REGULATION

Delete 10/17/2019

7061.1 (Moved to Policy 7500)

STUDENTS

STUDENT PRIVACY – FERPA REGULATION

4. Copying Fee: The fee for copies of records is twenty-five cents per page, which is required to be paid at the time the copy is requested. The District will waive the fee if the fee effectively denies the parent an opportunity to inspect and review the education record.
5. Maintaining a record of requests: The Records Access Officer shall keep with the education record of each student, a record of all individuals, agencies or organizations which have requested or obtained access to the student's record (Regulation 7061.3) and a record of all re-disclosures it has authorized.
 - The record will indicate the parties who requested or received the information and the legitimate interest the party had in the information.
 - The District does not have to keep this record if the requester is the parent or eligible student, a school official with a legitimate educational interest in the information, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking information through certain subpoenas or court orders where the issuing court or agency has ordered that the existence or the contents of the subpoena or information not be disclosed.

VI. Request to Amend Education Records:

- A. If a Parent believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the educational agency or institution to amend the record.
 1. The request shall be directed to the Records Access Officer during regular business hours on the prescribed form. Copies of the form are available in the Superintendent's office or the office of the Records Access Officer. (See Regulation No. 7061.4).
 2. The request shall identify, in writing, the record or records which the parent believes to be inaccurate, misleading or otherwise in violation of the student's rights of privacy, with a statement of the reasons for the challenge to the record.
- B. The Records Access Officer will make a written response to the request to amend an education record within twenty days of his/her receipt of the request. The response will indicate whether the Records Access Officer:

REGULATION

Delete 10/17/2019

STUDENTS

7061.1 (Moved to Policy 7500)

STUDENT PRIVACY – FERPA REGULATION

1. Finds that the record in question is inaccurate, misleading or an invasion of the student's rights of privacy and that the record will be amended as requested, or
 2. Finds that there is an insufficient basis to amend the record in question. If the Records Access Officer finds that there is an insufficient basis to amend the record in question, he/she will notify in writing the requesting party of the opportunity for a hearing and will provide the requesting party with a form to request the hearing.
- C. Through informal meetings with the Parents, the settlement of a dispute regarding content of education records is encouraged.

VII. Request for Hearing:

- A. Request: If a parent disagrees with the Records Access Officer's finding that there is an insufficient basis to amend the education record, the parent may request a hearing. The request must be submitted to the Superintendent within ten days of the parent's receipt of the Records Access Officer's decision, on a form provided by the District. The hearing will be conducted within ten days of the Superintendent's receipt of the request for a hearing.
- B. Notice: The District will mail a hearing notice to the requesting party reasonably in advance of the hearing. The hearing notice will include the date, time and place of the hearing.
- C. Hearing: The Hearing will be conducted by the Superintendent (or by another person designated by the Superintendent who does not have a direct interest in the outcome of the hearing). During the hearing, the requesting party may be represented by an individual or individuals (including an attorney) at his/her own expense. The requesting party will have a full and fair opportunity to present relevant evidence.
- D. Decision: The Superintendent (or designee) will submit a written decision within ten days after completion of the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.
 1. If the Superintendent (or designee) finds that the record should be amended, he/she will amend the record and will inform the parent of the amendment in writing.
 2. If the Superintendent (or designee) finds that the record should not be amended, he/she will inform the parent in writing of the right to place a

REGULATION

STUDENTS

Delete 10/17/2019

7061.1 (Moved to Policy 7500)

STUDENT PRIVACY – FERPA REGULATION

statement in the record commenting on the contested information and/or stating why he/she disagrees with the decision of the District. The District will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

VIII. Notification of Rights:

- A. The District shall annually disseminate a notice to parents and eligible students of their rights relative to education records. The notice will allow parents at least thirty days to ask the District not to disclose some or all of the directory information. (See Regulation No. 7061.5).
- B. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA. Written complaints may be filed with: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

Oneida City School District

Approved by the Superintendent: 6/14/11

Legal Ref: The Federal Family Educational Rights and Privacy Act, 20 U.S.C. 1232; 34 CFR 99; October 9, 2002 Joint Memorandum from Secretary of Education Rod Paige and Secretary of Defense Donald H. Rumsfeld; February 7, 2003 Memorandum to Superintendent's from LeRoy S. Rooker, Director of the Family Policy Compliance Office, US Dept. of Education; [Uninterrupted Scholars Act](#)

REGULATION

Delete 11/04/19

STUDENTS

7061.6 Duplicate language in 7501 & 7501.1

STUDENT PRIVACY – PPRA

I. Introduction:

- A. This regulation outlines the means by which the District protects certain confidential student information that is not otherwise protected by the *Family Educational Rights and Privacy Act of 1974*. Additionally, this regulation specifies the District's procedures for granting parents access to Instructional Materials, Third Party Surveys and Marketing Instruments as required by the *No Child Left Behind Act of 2001*. This regulation governs the District's use and disclosure of Instructional Materials, Protected Information Surveys, Third Party Surveys and Marketing Surveys.
- B. For the purposes of this regulation the term "parent" means parent or legal guardian or other person standing in loco parentis to a student.
- C. The District's Records Access Officer is: Assistant Superintendent for Finance and Support Services, 565 Sayles Street, Oneida, New York, 315-363-8504.

II. Surveys, Analysis and Evaluations Revealing Certain Private Information:

- A. The District will not, without appropriate consent (prior consent from an emancipated minor or prior written consent from the parent of a minor who is not emancipated), require as part of any applicable program, any student to submit to a survey, analysis, or evaluation that reveals information concerning: A "Protected Information Survey" is any survey analysis or evaluation of students that is required by the District and concerns one or more of the following eight protected areas:
 - 1. Political affiliations or beliefs of the student or the student's parent;
 - 2. Mental or psychological problems of the student or the student's family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 - 5. Critical appraisals of other individuals with whom respondents have close family relationships;

REGULATION

Delete 11/04/19

STUDENTS

7061.6 Duplicate language in 7501 & 7501.1

STUDENT PRIVACY – PPRA

6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent;
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- B. The District will not, without prior written consent, require as part of any applicable program, any student to submit to a Protected Information Survey if the survey is funded in whole or in part by the US Department of Education.
- C. The District will provide parents and eligible students with notice and the opportunity to opt-out of any Protected Information Surveys regardless of funding.
- D. In the event that the District administers a Protected Information Survey, the District will:
1. Strictly safeguard all protected information;
 2. Not use the protected information for any improper purpose;
 3. Restrict the disclosure of the protected information to persons the District deems essential to the purpose of the collection;
 4. Allow requesting parents an opportunity to inspect the Protected Information Survey.
- III. Instructional Materials:
- A. The term “instructional materials” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

REGULATION

Delete 11/04/19

STUDENTS

7061.6 Duplicate language in 7501 & 7501.1

STUDENT PRIVACY – PPRA

- B. The District will make available for inspection by parents all instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.
- C. A parent may request the opportunity to inspect instructional materials according to the following procedure:
 - 1. Requests for inspection of instructional materials may be submitted during regular school hours to the District’s Records Access Officer. The request should be precise enough for the appropriate teacher to find the requested materials.
 - 2. The District Access Officer will review the request with the appropriate teacher and will determine:
 - a. Whether the materials are instructional in nature, and
 - b. What steps, if any, must be taken to preserve the privacy of any student who is not the legal responsibility of the requesting parent.
 - 3. The District will respond to a parent’s request for inspection within a reasonable period of time after the District’s receipt of the request.
 - a. If the Records Access Officer determines that the requested materials are not instructional in nature, the Records Access Officer will notify the requesting parent of his/her determination.
 - b. If the Records Access Officer determines that the requested materials are instructional in nature, the appropriate teacher:
 - i. Will take all steps that are necessary to preserve the privacy of any student who is not the legal responsibility of the requesting parent, and
 - ii. Will promptly contact and schedule a meeting with the requesting parent. The purpose of the meeting will be to

REGULATION

Delete 11/04/19

STUDENTS

7061.6 Duplicate language in 7501 & 7501.1

STUDENT PRIVACY – PPRA

provide the requesting parent the opportunity to inspect the instructional materials that he/she requested.

IV. Third Party Surveys:

- A. The term “third party survey” means any survey created by a third party and administered or distributed by the school district.
- B. The District will notify parents of its intent to administer or distribute a third party survey before it is administered or distributed to students. A parent who submits a timely request will be granted a reasonable opportunity to inspect the third party survey before the District administers it or distributes it to students.

V. Marketing Surveys:

- A. The term “Marketing Surveys” means any instrument used to disclose or collect individually identifiable information (including a student or parent’s first and last name, home or physical address (including street name and city/town name), telephone number or social security identification number) from students for the purpose of marketing or selling the collected information, or providing that information to others for the purpose of marketing or selling the collected information.
- B. The term “Marketing Surveys” does not include any instrument used to disclose or collect such information for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students or institutions such as:
 - 1. Colleges or other postsecondary educational recruiters or, military recruiters;
 - 2. Book clubs, magazines, and programs providing access to low-cost literary products;
 - 3. Curriculum and instructional materials used by elementary schools and secondary schools;

REGULATION

Delete 11/04/19

STUDENTS

7061.6 Duplicate language in 7501 & 7501.1

STUDENT PRIVACY – PPRA

4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 5. The sale by students of products or services to raise funds for school-related or education-related activities
 6. Student recognition programs.
- C. The District will notify parents of its intent to administer or distribute a marketing survey before it is administered or distributed to students. A parent who submits a timely request will be granted a reasonable opportunity to inspect the marketing survey before the District administers it or distributes it to students.
- D. If the District uses a marketing survey to collect individually identifiable information from students, the District will:
1. Strictly safeguard all confidential student information that is collected;
 2. Not use such information for any improper purpose;
 3. Restrict the disclosure of such information to persons who the District deems essential to the purpose of the collection;
 4. Allow requesting parents an opportunity to inspect the Marketing Survey.
- VI. Parental Notification:
- A. The District will notify parents of the adoption or continued use of this policy at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.
 - B. The District will notify parents (or in the case of a student of an appropriate age, the student) annually of the specific or approximate dates when activities involving “marketing instruments” (as defined by this regulation) are scheduled.

REGULATION

Delete 11/04/19

STUDENTS

7061.6 Duplicate language in 7501 & 7501.1

STUDENT PRIVACY – PPRA

The annual notice will offer parents the opportunity to opt their child out of such activities.

- C. The District will notify parents annually of the specific or approximate dates when activities involving Protected Information Surveys are scheduled. The annual notice will:
1. Offer parents the opportunity to provide prior written consent for their child's participation in any Protected Information Survey that is funded in whole or in part by the US Department of Education.
 2. Offer parents the opportunity to opt their child out of participation in any Protected Information Survey regardless of funding.

Oneida City School District

Legal Ref: 20 USCA 1232(h).

Cross Ref: FERPA Policy No. 7061

Adopted: 06/10/03

REGULATION

Delete 11/04/19

STUDENTS

7061.7 Duplicate language in 7501 & 7501.1

STUDENT PRIVACY – PPRA NOTICE

Date: _____

Dear Parent or Eligible Student:

The *Protection of Pupil Rights Amendment (PPRA)* affords parents and students who are 18 or are emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. The purpose of this notice is to:

1. Inform you of the District’s adoption/modification/continued use (select one) of its *PPRA* policy.
2. Provide you with the following contact information for the District’s Records Access Officer: Assistant Superintendent for Finance, Oneida City School District, PO Box 327, Oneida, New York 13421.
3. Advise you of some of your rights under the *PPRA*. For example, you have the right to:
 - A. Provide prior written consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded or in whole or in part by a program of the US Department of Education:
 - 1) Political affiliations or beliefs of the student or student’s parent;
 - 2) Mental or psychological problems of the student or student’s family;
 - 3) Sex behavior or attitudes;
 - 4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5) Critical appraisals of others with whom respondents have close family relationships;
 - 6) Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - 7) Religious practices, affiliations, or beliefs of the student or parents; or
 - 8) Income, other than as required by law to determine program eligibility.
 - B. Receive notice of and an opportunity to opt a student out of:
 - 1) Any other protected information survey, regardless of funding;

REGULATION

Delete 11/04/19

STUDENTS

7061.7 Duplicate language in 7501 & 7501.1

STUDENT PRIVACY – PPRA NOTICE

- 2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - 3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. Inspect, upon request and before administration or use of:
- 1) Protected information surveys of students;
 - 2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 3) Instructional material used as part of the educational curriculum.
4. Inform you that the District has developed and adopted policies, in consultation with parents regarding these rights. The policies provide for the protection of student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing sales, or other distribution purposes.
5. Inform you that the District will directly notify parents and eligible student of these policies at least annually at the beginning of each school year and after any substantive change in these policies. The District also will directly notify parents and eligible students of the specific or approximate dates of the following activities and will provide an opportunity to opt a student out of participating in:
- A. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
 - B. Administration of any protected information survey not funded in whole or in part by the US Department of Education.
 - C. Any non-emergency, invasive physical examination or screening as described above.

REGULATION

Delete 11/04/19

STUDENTS

7061.7 Duplicate language in 7501 & 7501.1

STUDENT PRIVACY – PPRA NOTICE

6. Advise you that that you may file a complaint with the following office if you believe your *PPRA* rights have been violated: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Sincerely,

Superintendent of Schools

Oneida City School District

Adopted: 06/10/03

STUDENT

(Replaced by 7502 School Safety and Educational Climate Reporting Policy)

UNIFORM VIOLENT INCIDENT REPORTING

I. PURPOSE

- A. The 2000 Project SAVE legislation and implementing Section 100.2(gg) of the Regulations of the Commissioner of Education require School Districts/BOCES to record information on “violent or disruptive incidents” beginning with the 2001-02 school year.
- B. Pursuant to the provisions of N.Y.S. Education Law, Section 2802, entitled “Uniform Violent Incident Reporting System,” the Commissioner of Education has been directed by the State Legislature to establish a statewide uniform violent incident reporting system, as well as promulgate regulations defining “violent or disruptive incidents.”
- C. The Violent and Disruptive Incident Report (VADIR) Form implemented by the Department of Education serves two purposes:
 - a. To provide documentation of each incident to be used by school administrators and Department staff (when warranted) to discern patterns and prevent future incidents of violent and disruptive behavior, and
 - b. To assist schools in compiling the summary data that must be reported on the BEDS School Data Form.

II. DEFINITIONS

- A. “Violent or disruptive incident” shall mean one of the categories of incidents listed on the Violent and Disruptive Incident Report (VADIR) form that occurs on the property of the District/BOCES. (Regulation #7075.1)
- B. School “property,” as set forth in N.Y.S. Education Law Section 2801(1), entitled “Codes of Conduct on school property,” shall be defined to mean “...in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property line of a public elementary or secondary school; or in or on a school bus as defined in Section 142 of the N.Y.S. Vehicle and Traffic Law; and a school function, which shall include a school-sponsored or school-authorized extracurricular event or activity, regardless of where such activity or event takes place. (see also: 8 NYCRR Section 100.2 (gg))

UNIFORM VIOLENT INCIDENT REPORTING**III. VIOLENT & DISRUPTIVE BEHAVIORS**

- A. An incident must be reported if it meets the following criteria: (1) it involved physical injury or the threat of physical injury, or (2) it disrupts the educational process and is serious enough to lead to disciplinary or referral action.
- B. Incidents involving physical injury, with or without the use of a weapon; involving weapons, involving the “use or possession of drugs or alcohol,” and involving bomb threats or false alarms, all must be reported regardless of the type of disciplinary or referral action that results. Such incidents must be reported even if they do not result in any disciplinary or referral action. Finally, such incidents must be reported regardless of whether or not the perpetrator(s) is identified.
- C. Alleged incidents of Intimidation, Harassment, Menacing or Bullying that are reported to a building principal or other school administrator responsible for school discipline must be reported, regardless of whether the complaint is subsequently determined to be deemed unfounded.
- D. Incidents defined in Categories 1-8, 14-15, and 17-19 of the VADIR Form that occur on school property or during school-sponsored or school-authorized extracurricular events or activities, are reportable in all circumstances, regardless of both the time when they occurred, and whether or not the person committing the act was an enrolled student.

Incidents in categories 9-13, 16 and 20 of the VADIR Form that occur on school property or during school-sponsored or school-authorized extracurricular events or activities, are reportable if the incident resulted in one or more of the disciplinary responses listed on the Summary Form, or would have resulted in one or more of the disciplinary response listed on the Summary form, in the case of an unknown perpetrator, regardless of the time when the incident occurred and whether or not the person committing the act was an enrolled student.

IV. STATE REPORTING AND RECORD KEEPING

- A. Each District/BOCES is required to complete the VADIR form for each reportable violent or disruptive incident.

POLICY

Draft 10/17/2019-Delete
7075

STUDENTS

UNIFORM VIOLENT INCIDENT REPORTING

- B. A school district must report incidents that occur in common areas or on school property that are under the control of the school district or on school buses that the school district operates or provides by contract.
- C. In addition, each District/BOCES must provide a summary of all reportable incidents on the Basic Educational Data System (BEDS) School Data Form the following school year.
- D. Violent and Disruptive Incident Report Forms must be kept on file in the School District /BOCES for six (6) years and made available to State Education Department staff on request.

Cross Reference: Policy #1010, Code of Conduct for the Maintenance of Public Order on School Property

DISTRICT Oneida City School District
Legal Ref: Chapter 425 of the Laws of 2002 relevant to Unsafe School Choice, Provisions of Part 120 of the Commissioner's Regulations relevant to Unsafe School Choice, 8 NYCRR 100.2 (gg)
Cross Ref: Policy #1005, Code of Conduct for the Maintenance of Public Order on School Property
Adopted: 11/12/02
Revision
Adopted: 07/10/07
Reviewed: 12/14/10

STUDENTS

7075.1

SUPERINTENDENT'S REGULATION

VIOLENT AND DISRUPTIVE INCIDENT REPORT (VADIR) FORM
Last Revised, October 2006

Make additional copies of this form as needed. Do not send copies of this form to SED. Annual summary results for all reportable incidents occurring during the school year, between July 1 and June 30, should be reported on the SED Electronic VADIR System.

SCHOOL NAME _____

DESCRIPTION OF INCIDENT:

1. **CATEGORY OF INCIDENT** - If the incident involves multiple categories, one category choice is determined by the building official(s)/police handling the matter. The bold characters to the right of each item indicate the sections for annual reporting on the *Summary of Violent and Disruptive Incidents Report* where tallies of the corresponding incidents will be entered. (Check (✓) all columns that apply.) Category definitions are summarized in this document and detailed in the *Glossary of Terms*.

	With Weapon	Without Weapon	Involving Alcohol or Drugs	On School Transportation
1. Homicide (1a): conduct that results in the death of another person.				
2.1 Forcible Sex Offenses (2.1a): involving forcible compulsion.				
2.2 Other Sex Offenses (2.2a): involving inappropriate sexual contact (no forcible compulsion.)				
3. Robbery (3a): forcible stealing of property from a person by threatening the immediate use of physical force.				
4. Assault with Serious Physical Injury (4a): intentionally or recklessly causing physical injury which creates substantial risk of death or serious or protracted disfigurement or protracted impairment of health or protracted loss or impairment of the function of any bodily organ.				
5. Arson (5a): deliberately starting a fire with intent to damage or destroy property.				
6. Kidnapping (6a): to abduct a person or restrain a person with intent to prevent his or her liberation.				
7. Assault with Physical Injury (7a): intentional or reckless act causing impairment of physical condition or substantial pain. (In violation of the school district code of conduct).				
8. Reckless Endangerment (8a): subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious injury but no actual physical injury.				
9. Minor Altercations (9a): involving physical contact and no physical injury.				
10. Intimidation, Harassment, Menacing or Bullying (10a): no physical contact - intentionally placing another person in fear of imminent physical injury. Incidents that do not result in a consequence (i-o) are reported in Item 2 page 3.				
11. Burglary (11a): entering or remaining unlawfully on school property with intent to commit a crime.				
12. Criminal Mischief (12a): Intentional or reckless damaging of school property or the property of another person, including but not limited to vandalism and the defacing of property with graffiti.				

	With Weapon	Without Weapon	Involving Alcohol or Drugs	On School Transportation
13. Larceny, or Other Theft Offense (13a): unlawful taking and carrying away of personal property with intent to deprive the rightful owner of property. Permanently or unlawfully withholding property from another.				
14. Bomb Threat (14a): a telephoned, written or electronic message that a bomb, explosive or chemical or biological weapon has been or will be placed on school property.				
15. False Alarm (15a): falsely activating a fire alarm or other disaster alarm.				
16. Riot (16a): four or more persons simultaneously engaging in tumultuous and violent conduct and thereby intentionally or recklessly causing or creating a grave risk of physical injury or substantial property damage or causing public alarm.				
*17.1 Weapons Possession: Weapons Confiscated through Routine Security Checks at Building Entrances (17a)				
*17.2 Weapons Possession Only: Weapons Found through other Means (17a) (Incidents where weapons were found other than through a routine security check at a building entrance.)				
18. Use, Possession, or Sale of Drugs Only (18a)				
19. Use, Possession, or Sale of Alcohol Only (19a)				
20. Other Disruptive Incidents (20a): incidents involving disruption to the educational process serious enough to lead to one or more consequences listed in (j-o).				

* For the 2005-06 reporting cycle, the combined totals of 17.1 and 17.2 must be reported in the 2005-06 VADIR Summary Form. In 2006-07, however, weapons possession incidents where weapons were confiscated through security checks at the building entrance will be reported separately from other weapons possession incidents.

2. Incident involved intimidation, harassment menacing or bullying of students or staff reported to the school principal or other school administrator responsible for student discipline by any source, such as a staff member, student, parent or other concerned citizen. Incident was not reported in Category 10 and did not result in a disciplinary action listed in the summary form (Columns j-o).

3. DATE AND TIME OF INCIDENT _____

4. LOCATION OF INCIDENT _____

5. INCIDENT OCCURRED (Check one item under each column)

Location

- ____ (a) On school property 4(a)
 ____ (b) At school-sponsored function
 off school grounds 4(b)

Time

- ____ (c) During regular school hours 4(c)
 ____ (d) Before or after regular school hours, or
 on a day when school is not in session.
 4(d)

6. INCIDENT WAS (Check all that apply)

- ____ (a) Gang related 4(e)
 ____ (b) Bias Related 4(f)

7. **VICTIMS (Duplicate this page as necessary)**

Enrolled Students 1(e)

	Name	Grade	Age
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

School Personnel 1(f)

1	Name	Position
2		
3		
4		
5		
6		
7		
8		

Others (Include Unknown) 1(g)

1	Name	Position
2		
3		
4		
5		
6		
7		
8		

8. **OFFENDERS (Duplicate this page as necessary)**

Enrolled Student 1(b)

Name: _____ Grade _____ Age _____

Check all that apply. Report duration in school days.

(√)

Duration

Referred for counseling or treatment program 1(j)		
Removed by teacher (section 3214) 1(k)		
Suspension from class or activities 1(l)		
Received out-of-school suspension 1(m)		
Transferred to alternative education program 1(n)		
Referred to law enforcement or juvenile justice 1(o)		

Other non-punitive referrals (not to be reported on annual summary form)

Enrolled Student 1(b)

Name: _____ Grade _____ Age _____

Check all that apply. Report duration in school days.

	(√)	Duration
Referred for counseling or treatment program 1(j)		
Removed by teacher (section 3214) 1(k)		
Suspension from Class or Activities 1(l)		
Received out-of-school suspension 1(m)		
Transferred to alternative education program 1(n)		
Referred to law enforcement or juvenile justice 1(o)		

Other non-punitive referrals (not to be reported on annual summary form)

Enrolled Student 1(b)

Referred for counseling or treatment program 1(j)		
Removed by teacher (section 3214) 1(k)		
Suspension from class or activities 1(l)		
Received out-of-school suspension 1(m)		
Transferred to alternative education program 1(n)		
Referred to law enforcement or juvenile justice 1(o)		

Other non-punitive referrals (not to be reported on annual summary form)

Enrolled Student 1(b)

Name: _____ Grade _____ Age _____

Check all that apply. Report duration in school days.

	(√)	Duration
Referred for counseling or treatment program 1(j)		
Removed by teacher (section 3214) 1(k)		
Suspension from Class or Activities 1(l)		
Received out-of-school suspension 1(m)		
Transferred to alternative education program 1(n)		
Referred to law enforcement or juvenile justice 1(o)		

Other non-punitive referrals (not to be reported on annual summary form)

OFFENDERS (Duplicate this page as necessary) (Continued)

School Personnel 1(c)

Name: _____ Position _____

Check all that apply:

Referred to law enforcement or criminal justice system 3(a)	
Other disciplinary action 3(a)	

School Personnel 1(c)

Name: _____ Position _____

Check all that apply:

Referred to law enforcement or criminal justice system 3(a)	
Other disciplinary action 3(a)	

Other (Include Unknown) 3(b)

Name: _____ Age (if student) _____ Position _____

Check all that apply:

Referred to school of enrollment 3(b)	
Referred to law enforcement or criminal justice 3(b)	
Other disciplinary action (3(b)	

Other (Include Unknown) 3(b)

Name: _____ Age (if student) _____ Position _____

Check all that apply:

Referred to school of enrollment 3(b)	
Referred to law enforcement or criminal justice 3(b)	
Other disciplinary action 3(b)	

9. If the incident involved the use of one or more weapons, indicate the number of weapons used in each weapon type listed below.

- _____ (a) Handguns 5A(1)
- _____ (b) Rifles/shotguns 5A(2)
- _____ (c) Other firearms 5A(3) (specify _____)
- _____ (d) Knives 5A(4)
- _____ (e) Chemical or Biological Agents 5A(5)
- _____ (f) Other weapons 5A(6) (specify: _____)

10. If the incident involved bringing a firearm to or possessing a firearm at a public school, indicate the number of students suspended and the number transferred to alternative education programs.

Discipline	Number of	
	General Education Students	Students with Disabilities
(a)Suspended for one year from the date of suspension (5b)		
(b)Suspension shortened to less than one year (5c)		
(c)How many students reported in Item 10(a) were transferred to an alternative education program? (5d)		
(d)How many students reported in Item 10(b) were transferred to an alternative education program? (5e)		

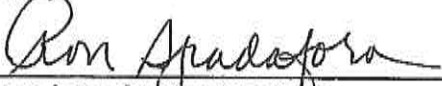
Report prepared by _____

Date _____

Retain this form in the school. (Do not send to SED).

December 14, 2010

Date Regulation Approved


Superintendent's Signature

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
**RE: DONATIONS TO SENECA STREET AND WILLARD PRIOR
ELEMENTARY SCHOOLS**
DATE: JANUARY 14, 2020

We are recommending the approval of the generous donations of school supplies to the Seneca Street and Willard Prior Elementary Schools from the Compassion Coalition.

RECOMMENDED ACTION

Motion to approve the donations of school supplies to the Seneca Street and Willard Prior Elementary Schools as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: DONATION TO HIGH SCHOOL GAMER'S CLUB
DATE: JANUARY 14, 2020

We are recommending the approval of the generous donation of an Xbox One S Jedi bundle system for the High School Gamer's Club from Mr. Christopher Smith as submitted.

RECOMMENDED ACTION

Motion to approve the donation of an Xbox One S Jedi bundle system as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: DONATION TO HIGH SCHOOL
DATE: JANUARY 14, 2020

We are recommending the approval of the generous donation of \$1,000 to the Oneida High School from the retailer, Gordmans, during their Grand Opening on February 18, 2020 as submitted.

RECOMMENDED ACTION

Motion to approve the \$1,000 donation from Gormans as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: CONSENT AGREEMENT FOR GREEN EMPIRE FARMS PILOT
DATE: JANUARY 14, 2020

We are recommending approval of the attached resolution for the Consent Agreement for Green Empire Farms PILOT as submitted.

RECOMMENDED ACTION

Motion to approve the Consent Agreement for Green Empire Farms PILOT as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

CONSENT OF AFFECTED TAX JURISDICTION

This CONSENT (this "Consent") relates to a certain payment in lieu of tax agreement (the "Payment in Lieu of Tax Agreement") by and between the Madison County Industrial Development Agency (the "Agency") and Green Empire Farms, Inc. (the "Company") entered into in connection with a project (the "Project") being undertaken by the Agency for the benefit of the Company, said Project to include the following: (1) the acquisition of an interest in all or a portion of the following: (a) an approximately 262.28 acre parcel of land (a portion of the Tax Parcel No. 37.-1-1.111) located at 1876 West Elm Street in the City of Oneida, Madison County, New York, (b) an approximately 0.69 acre parcel of land (Tax Parcel No. 37.-1-1.12) located at 1944 West Elm Street in the City of Oneida, Madison County, New York, (c) an approximately 1.36 acre parcel of land (Tax Parcel No. 37.-1-2) located at 1900 West Elm Street in the City of Oneida, Madison County, New York, (d) an approximately 24.72 acre parcel of land (Tax Parcel No. 37.9-1-16.1) located on Court Street North in the Village of Wampsville, Town of Lenox, Madison County, New York, and (e) an approximately 0.55 acre parcel of land (Tax Parcel No. 37.5-1-5) located on Court Street North in the Village of Wampsville, Town of Lenox, Madison County, New York (all hereinafter being referred to as the "Land"), together with buildings located thereon (collectively, the "Existing Facility"); (2) the possible demolition or renovation of the Existing Facility; (3) the construction on the Land of the following: (a) three (3) approximately 32 acre each greenhouses, (b) one (1) approximately 14 acre greenhouse, (c) an approximately 100,000 square foot grading building, (d) farmworker housing and (e) approximately 16 acres of water retention basins (collectively, the "Facility"); (4) the making of the necessary infrastructure improvements and upgrades to the Land (collectively, the "Improvements"), and (5) the acquisition and installation therein and thereon of certain machinery and equipment (the "Equipment") (the Land, the Existing Facility, the Facility, the Equipment and the Improvements being collectively referred to as the "Project Facility"). The Payment in Lieu of Tax Agreement provides that the Company shall make payments in lieu of taxes with respect to the Project Facility (collectively, the "Pilot Payments") to Madison County, the City of Oneida, the Town of Lenox, the Village of Wampsville, the Oneida City School District (the "School District") and the Canastota Central School District (collectively, the "Affected Tax Jurisdictions").

Pursuant to the Agency's uniform tax exemption policy (the "Policy") and certain statutes applicable thereto, unless otherwise agreed by the Affected Tax Jurisdictions, the Pilot Payments made under the Payment in Lieu of Tax Agreement shall be allocated among the Affected Tax Jurisdictions in proportion to the amount of real property tax which would have been received by each Affected Tax Jurisdiction had the Project not been tax exempt due to the involvement of the Agency in the Project.

Pursuant to the Section 2.02(C)(4) of the Payment in Lieu of Tax Agreement, the allocation of the Pilot Payments among the Affected Tax Jurisdictions would be subject to certain provisions relating to special assessments levied by the Affected Tax Jurisdictions, the terms of which are set forth in Schedule I attached hereto (collectively, the "Special Assessment Limitation"). As previously indicated, the Special Assessment Limitation requires the consent of the Affected Tax Jurisdictions.

The School District hereby consents that the Payment in Lieu of Tax Agreement provide for the Special Assessment Limitation. The School District understands that the Payment in Lieu of Tax Agreement shall provide for the Special Assessment Limitation only if each of the other Affected Tax Jurisdictions similarly consent.

IN WITNESS WHEREOF, the Oneida City School District has caused this Consent to be executed in its name by a duly authorized officer of the Oneida City School District on _____, 20__.

ONEIDA CITY SCHOOL DISTRICT

BY: _____
Authorized Officer

SCHEDULE I

SPECIAL ASSESSMENT PROVISIONS

During the Base Period for a particular Phase of the Project Facility, the amount to be deducted from the Base Pilot Amount to be paid to any particular Affected Tax Jurisdiction in any particular tax year (the "Special Assessment Credit") shall be determined as follows:

(a) If the total amount of special assessments (for example fire and library district charges) levied by the Affected Tax Jurisdictions and paid by the Company in any given tax year to all of the Affected Tax Jurisdictions with respect to the Project Facility (as adjusted as provided herein, the "Adjusted Special Assessment Payments") exceeds the "Special Assessment Cap" (as defined below) for such tax year, the amount by which such Adjusted Special Assessment Payments exceed the Special Assessment Cap for such tax year is hereby defined as the "Excess Special Assessments." For purposes of determining the Excess Special Assessments, the first tax year under the Payment in Lieu of Tax Agreement is deemed to include (i) the Village of Wampsville tax year commencing June 1, 2019, (ii) the Oneida City School District and the Canastota Central School District tax year commencing September 1, 2019 and (iii) the City of Oneida, the Town of Lenox and Madison County tax years commencing January 1, 2020, respectively, and each successive year shall be comparably determined.

(b) Notwithstanding the foregoing, to the extent the City of Oneida library tax rate (the "Library Tax Rate") exceeds \$1.00 per thousand at any time during the term of the Payment in Lieu of Tax Agreement, the portion of the Library Tax Rate which exceeds \$1.00 per thousand shall be excluded from the calculation of the Adjusted Special Assessment Payments in any given tax year.

(c) For information purposes, the current rate for the current special assessments affecting the portion of the Project situated in the City of Oneida is \$4.23 per thousand of assessed value.

(d) In any particular tax year, the "Special Assessment Cap" for the Project Facility shall be the product of (i) the Special Assessment Cap Rate (as defined below) applicable to such tax year and (ii) the Special Assessment Cap Assessment (as defined below) applicable to such tax year.

(e) In any particular tax year, the assessment of the Project Facility for purposes of determining the Special Assessment Cap (the "Special Assessment Cap Assessment") applicable to such tax year shall be the sum of the Initial Assessment plus the then current Preliminary Improvement Assessments for each Phase of the Project applicable to such tax year.

(f) The "Special Assessment Cap Rate" for a particular tax year shall be the following: (i) for the initial calendar year of the Payment in Lieu of Tax Agreement, the Special Assessment Cap shall be \$5.50 per thousand, and (ii) thereafter, the Special Assessment Cap shall increase by 2% per year.

(g) The Special Assessment Credit to be deducted from the Base Pilot Amounts to be paid to any particular Affected Tax Jurisdiction in any particular tax year shall be determined as follows:

(x) Any Excess Special Assessments levied by a particular Affected Tax Jurisdiction in the tax year immediately preceding such tax year (the "Prior Tax Year") shall be first applied to reduce the Base Pilot Amount to be paid to such Affected Tax Jurisdiction in such tax year.

(y) If, after subtracting the Excess Special Assessments applied to reduce the Base Pilot Amount to be paid to an Affected Tax Jurisdiction pursuant to paragraph (x) immediately above, any Excess Special Assessments remain with respect to such Prior Tax Year ("Remaining Excess Special Assessments"), such Remaining Excess Special Assessments (if any) shall be applied pro rata to reduce the Base Pilot Amounts to be paid to the other Affected Tax Jurisdictions in such tax year.

(h) Upon the expiration of the Base Period with respect to any particular Phase of the Project Facility, no Special Assessment Credit shall be deducted from the payments in lieu of taxes payable by the Company with respect to such Phase of the Project Facility.

(i) If the Company plans to avail itself of a Special Assessment Credit with respect to any Affected Tax Jurisdiction in any particular tax year, it shall, by September 15 of the Prior Tax Year related to such tax year, inform the tax billing officers of each of the Affected Tax Jurisdictions of (x) the Company's intention to claim such a credit, (y) the Company's calculations as to the amount of the Special Assessment Credit that the Company believes that it is entitled to claim, and (z) the Company's calculations as to the amount of the Special Assessment Credit that the Company believes would be applicable to each Affected Tax Jurisdiction.

DEFINITIONS

Except as defined in the Consent of Affected Tax Jurisdiction to which this Schedule I is attached, terms used herein and not defined shall have the respective meanings set forth below:

"Base Period" means, for a particular Phase of the Project Facility, the period (i) commencing on the first day of the first taxable year after the improvements related to such Phase are first placed in service (the "Phase Commencement Date") and (ii) ending on the twentieth (20th) anniversary of such Phase Commencement Date.

"Base PILOT Amount" means the tentative amount payable in any particular tax year to a particular Affected Tax Jurisdiction with respect to a particular Phase of the Project Facility.

"Pilot Assessment" means the value of each Phase of the Project Facility for purposes of determining payments in lieu of taxes under the Payment in Lieu of Tax Agreement, as determined in accordance with Section 2.02(B) of the Payment in Lieu of Tax Agreement.

"Phase" means each of the four (4) phases that the Project Facility will be divided into.

"Receiver of Taxes" means the appropriate officer or officers of the respective Taxing Entities charged with receiving payments of taxes for such Taxing Entities.

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: CONTRACT: MOHAWK VALLEY FRASERS
DATE: JANUARY 14, 2020

The attached contract between the Oneida High School and the Mohawk Valley Frasers for the Oneida City School District's Saturday, June 27, 2020 Commencement is submitted for your review and approval.

RECOMMENDED ACTION

Motion to approve the Contract between the Oneida High School and the Mohawk Valley Frasers as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____



MOHAWK VALLEY FRASERS
9192 Sly Hill Road Ava, New York 13303
315. 224.3006 info@mvfpb.com

THE MOHAWK VALLEY FRASERS [Id # 16-1314743] AGREES TO:

CONTRACT WITH: Oneida HS
C/o Debbie Di Fabio
560 Seneca Street
Oneida, NY 13421
Phone 315.363.6901

ddifabio@oneidacsd.org

DATE: Saturday, June 27, 2020
TIME: 10:00 am.
PLACE: Oneida High School
EVENT: Commencement – OPENING ONLY
FEE: \$1,100.00

*In the event of cancellation, we need to be notified at least
5 hours prior to the time of the event.*

Please sign and return one (1) copy.

Sign _____ Date _____

Ed Nickerson

Edward Nickerson, Treasurer

12/17/2019

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: PRODUCTION AGREEMENT: BAM LLC.
DATE: JANUARY 14, 2020

The attached Production Agreement between the Oneida High School and BAM LLC for the Oneida City School District's Saturday, June 27, 2020 Commencement is submitted for your review and approval.

RECOMMENDED ACTION

Motion to approve the Production Agreement between the Oneida High School and BAM LLC as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

BAM LLC.

2860 Brickyard Rd
Warners, NY 13164
PH: 315-374-5067
Email: Danshaw.BAM@gmail.com

Production Agreement

This agreement is made between BAM LLC. and the following hereby known as renter

Name Of Renter: Oneida High School
Address: _____
Address 2: _____
Contact: Deborah DiFabio
Email: DDiFabio@oneidacsd.org


BAM Productions will supply the following production items:

See attached..

Location: _____
Date/Dates Of Show: 06/27/2020 Beginning Time: 10:00 AM
Load In Time: 8:00 AM Ending Time: TBD
Soundcheck Time: N/A # Of Acts: 1

Is There Stairs Or Other Obstructions: _____
Will Adequate Power Be Provided: _____ Distance From Stage: _____
Total Price Agreed Upon: \$790.00
Non Refundable Deposit: -0-
Balance Due Upon Arrival: \$790.00

Once production set-up has begun, BAM LLC. contractual agreement will be considered fulfilled. Any changes at that point, due to weather or logistics, will be the sole responsibility of the buyer. Buyer is responsible for the safety and security of the event, performers, and the audience. If BAM Productions considers the safety and security of the audience or performers compromised, BAM LLC. may terminate their participation in the event with this contractual agreement considered fulfilled. Any theft or damage incurred to BAM LLC. equipment also is the sole responsibility of the buyer. Any overtime past the contracted ending time will be paid in advance at the rate of \$100 per hour.

Renter Signature: _____ Date: _____
BAM LLC. Representative Signature:  _____ Date: 12/31/2019

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

BAM LLC.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=0 corporation, S=S corporation, P=Partnership) ▶

Notes: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

2880 Broklyard Rd

6 City, state, and ZIP code

Warners, NY 13164

Requester's name and address (optional)

7 List account number(s) here (optional)

Print or type.
See Specific Instructions on page 2.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - _____

or

Employer identification number

8 2 - 4 7 6 0 0 0 8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

Date ▶

4-1-2018

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1099 (home mortgage interest), 1099-E (student loan interest), 1099-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: CREATION OF FOOD SERVICE HELPER POSITION
DATE: JANUARY 14, 2020

We are recommending approval of the creation of a four (4) hour food service helper position for the Central Kitchen. The need for this arises from the change in staffing due to retirements and new staff experience.

RECOMMENDED ACTION

Motion to approve the new four (4) hour food service helper position as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: NYSPHSAA SECTION 111 COMBINING CONTRACT
DATE: JANUARY 14, 2020

We are recommending approval of the attached NYSPHSAA Section III Combining Contract between Oneida City School District and Manlius Pebble Hill School District for Varsity Boys Alpine Skiing as submitted.

RECOMMENDED ACTION

Motion to approve the NYSPHSAA Section III Combining Contract as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: PROJECT ACCOUNT EXPENDITURES
DATE: JANUARY 14, 2020

We are recommending the approval of the following expenditures from the Oneida Castle Building Sale proceeds project account (H008) in the approximate amount of \$3,412.09.

1. Reception desk
2. Two – 7 Drawer card cabinets

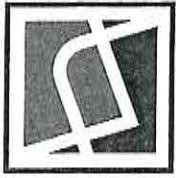
RECOMMENDED ACTION

Motion to approve the expenditure from the Project Account as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____



NATIONAL BUSINESS FURNITURE

Quote # QM530868 (v2)

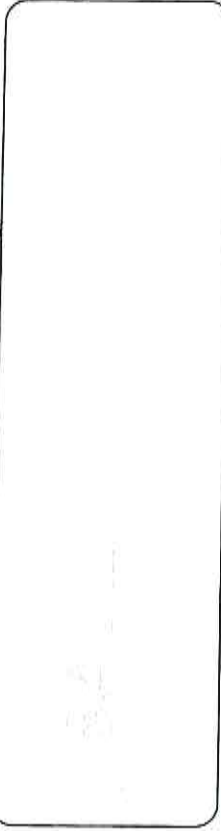
National Business Furniture, LLC
770 South 70th Street Milwaukee, WI 53214
phone (800) 558-1010 x3563 fax: (800) 329-9349

Ship-To Address mworden@oneidacsd.org

MICHELLE WORDEN
ASST TO BUSINESS OFFICIAL
ONEIDA CITY SCHOOL DIST
565 SAYLES ST
ONEIDA, NY 13421
(315) 363-2550

Source: 99
Cat: 46
Cust#: BY6374

Bill-To Address mworden@oneidacsd.org



Item #	Qty	Description	Options	Lead Time	Catalog Price	Discount Price	Total Merch
14772	1	Reception Desk	Hudson Elm Laminate/Soft Black	Ships Today	\$749.00	\$726.53	\$726.53
31450	2	Drawer Card Cabinet	Pufty	3-4 Wks	\$1,159.00	\$1,114.53	\$2,229.06
	1	LIFETIME GUARANTEE			FREE		

Important Information:

DELIVERY LEVEL - TAILGATE DELIVERY, YOU WILL NEED PERSONNEL OR EQUIPMENT TO LOWER THE ITEMS FROM THE TRUCK AND BRING THEM INSIDE. PLEASE CONTACT US IF INSIDE DELIVERY IS REQUIRED

Price reflects quoted discount, valid for 30 days from 1/7/2020, exceptions may apply with pending US tariffs.

Sales Tax will be included only for shipments into locations where we are registered to collect sales tax. Customer may be liable for self-assessment if shipment is into a location where we are not registered to collect tax. If you feel any taxes are charged in error, please make sure we have received the proper exemption documentation. All documentation will be reviewed to ensure it meets state & local requirements prior to removing any taxes.

Need a copy of our W-9? Please visit our website at:
<https://www.nbf.com/Customer-Services/FAQs/Duns-and-Federal-Tax-Identification-Numbers>

Merchandise	\$3,067.00
Total Discount	111.41
Merchandise Subtotal	2,955.59
Shipping & Handling	456.50
Subtotal	3,412.09
Total Tax	272.97
Order Total	\$3,685.06

Customer PO#: Quoted By: ALEXIA SILLAS Ext: 3563 On: 01/07/20 Page 1

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: UNIVERSAL PREKINDERGARTEN PROGRAM SERVICES CONTRACT
DATE: JANUARY 14, 2020

We are recommending the approval of the attached 2019-2020 Universal PreKindergarten Program Services Contract between the Oneida City School District and UCP New Discoveries to provide UPK services to eligible children as submitted.

RECOMMENDED ACTION

Motion to approve the Universal PreKindergarten Program Services Contract for the 2019-2020 school year as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

ONEIDA CITY SCHOOL DISTRICT

Early Childhood Education Office
565 Sayles St
Oneida New York 13421

CONTRACT for UNIVERSAL PREKINDERGARTEN PROGRAM SERVICES 2019-2020 School Year

This contract will run from **July 1, 2019 to June 30, 2020**, conditional upon funding under the Universal Prekindergarten Grant from the New York State Education Department for the **2019 – 2020** school year.

Agreement entered into as of **July 1, 2019**, including attached conditions that govern activities between Oneida City School District and UCP New Discoveries, (contractor) located at **205 East Ave Oneida N.Y.** (contractor business address), to provide UPK services to eligible children.

1. Work to be Performed

All activities pursuant to law 151.1-12 governing the Universal Prekindergarten Program will be implemented by the Oneida City School District and participating agency for enrolled children.

2. Location of UPK Classes

205 East Ave Oneida N.Y.

3. Compliance with Approved Program

The program will conform to the Oneida City School District UPK curriculum, assessments, and guidelines provided to the contractor. Weekly plans will be available in each location for review upon request.

On-site supervision will be provided by Jennifer Hummel. The contractor agrees to guidance, direction and supervision by the Oneida City School District Early Childhood Education Director.

Meals and/ or snacks shall be provided to all enrolled children in compliance with NYSED regulations.

Class sizes shall not exceed 20 children.

This contract includes agreement to provide UPK services to and for children with special needs, including children with disabilities and children with limited English proficiency. Cooperation with itinerant related services staff is required.

The contractor agrees to present documentation of all records, procedures and policies required by SED and the school system. The Oneida City School District will be responsible for training the contractor on district policies, record keeping, and district procedures, and will supply copies of stated documents.

Providers are required to comply with applicable rules and regulations. Periodic reviews of compliance with these requirements will take place. Any concerns with compliance will be put in writing. The contractor is responsible to correct these concerns.

4. Personnel

Teachers providing instruction must hold a teaching license valid for services in the early childhood grades pursuant to Part 80 of NYSED Commissioner's Regulations Part 100. The Oneida City School District must be notified immediately of changes in staffing during the school year. Prekindergarten teacher aides must meet Oneida CSD requirements for teacher aides.

5. Professional Development

Teachers are required to participate in district-wide professional development on Superintendent's Conference days per the Oneida City School District calendar during the school year. Site directors must attend monthly staff meetings. Paraprofessionals must participate in professional development as requested.

Professional development offerings by the Oneida City Teacher Center, BOCES, and the Oneida CSD are offered to UPK teachers, directors, and paraprofessionals on the same fee basis as Oneida CSD teachers, subject to the approval of the Director of Early Childhood Education.

6. Evaluations

The Oneida CSD shall monitor and evaluate the overall program to ensure compliance with requirements and to maintain a high level of quality in the UPK program throughout the district. Site directors are responsible for supervising and monitoring staff performance. All parties are subject to SED evaluation.

7. Reports and Record Keeping

The contractor agrees to retain financial, personnel and administrative records as requested by the Oneida CSD and permit the school district designee to inspect them as deemed necessary to the extent that it does not conflict with any applicable law or regulation. Records such as attendance lists, waiting list, immunization records, special education information, volunteer data, children's portfolios and lesson plans, must be accessible to school district designees upon site visits. The contractor agrees to submit such reports as may be required by the Oneida CSD, including program process and finances.

UPK programs must comply with Oneida CSD attendance policy. The Contractor must submit signed monthly attendance reports for each class. A legal, written excuse must be provided by the parent, guardian, for each student absence and maintained in a file by the Contractor.

8. Budget

The number of students the agency reports enrolled on "BEDS Day," backed up with valid applications and data, will determine the funding reimbursement at \$320 per student to maximum of 14 students. This reimbursement level will continue as long as the agency maintains a case load of 10 students. If the caseload falls below this level, a waiting list of applicants will be accessed to bring the number of students up to the contracted caseload. If the waiting list does not elicit applicant(s) agreeable to attending the agency where the vacancy occurs, the agency will not be penalized for the period of time intervening to restore the case load to the contracted caseload.

Additional students and classes may be added under expansion grant funding made available by the NY State Education Department. The per student allocation for expansion students will be determined by the number of additional students enrolled by the date established by the New York State Education Department in the Expansion Grant RFP.

The Contractor may not charge parents a fee for UPK services. Parents who require wrap-around child care services must realize a reduction in fees to reflect their child's participation in a half day or full day Universal Prekindergarten program. The contractor will submit schedules indicating how Universal Pre-K participating parents are charged for wrap-around child care services.

9. Reimbursement and Auditing Procedures

Reimbursement claim vouchers must be submitted monthly, itemizing the expenses for which payment is requested. **Back-up receipts must be provided for the following categories only: Supplies, transportation, and purchased services. Back-up receipts for all others expenses (salaries, benefits) must be maintained at the agency's office and produced upon request of the district or ED auditors.** Any person retained by the Contractor for the performance of agents, consultants, or in any other relationship to the Oneida SD.

10. Schedule of Payments

All payments and agreements are contingent upon pending SED approval and disbursements. Reimbursements for UPK expenses shall be submitted and paid monthly according to the schedule established by the Oneida UPK Office. **The final voucher must be received by the Oneida UPK Office by July 10, 2020 in order for payment to be processed in compliance with state regulations.**

11. Liability

The contractor will provide proof of coverage for the 2019 – 2020 school year.

12. Insurance Coverage

The contractor shall provide all insurance coverage for the contracted portion of services provided, for its employees, participants and /or invitee (including but not limited to all liability, NYS Disability and Workers Compensation insurance coverage) and, further, shall hold the District harmless for any and all claims made against the contractor or the District regarding such contracted portion of services. Proof of such insurance shall be provided to the School District Clerk.

13. Changes

Requested changes to contracts must be in written form and mutually agreed upon.

14. Termination

The Oneida CSD may give written notice specifying the effective day of termination and the reason for termination. The Contractor may terminate the agreement upon providing 30 days' written notice and the reason for said termination.

It is expressly understood that this agreement can be changed or terminated at any time based upon a change or termination of funding from the NYS Education Department.

IN WITNESS WHEREOF the parties have signed and sealed the agreement the day and year first written above.

FOR UCP New Discoveries

FOR ONEIDA CITY SCHOOL DISTRICT

UPK Program Director

Administrator for Pre-K & Student Programs

Signature Date

Signature Date

Chief Executive Officer

Superintendent of Schools

Signature Date

Signature Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: TEXTBOOK FOR REVIEW – THE EMPIRE STATE: A HISTORY OF NEW YORK
DATE: JANUARY 14, 2020

The Oneida High School is requesting approval for a textbook purchase.

The following textbook is presented for Board review only. The textbook will be presented for approval at a future Board of Education Meeting. The book is available in the District Office for your review.

Title: The Empire State: A History of New York
Publisher: Cornell University Press
Copyright: 2005;
ISBN: 978-0-8014-8991-4
To Be Used By: Grades 10-12 (20 copies)
\$17 per book

FOR REVIEW ONLY

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: COURSES FOR REVIEW
DATE: JANUARY 14, 2020

The attached course requests from the high school are submitted for your first reading. Vote for approval will be at a future Board of Education Meeting:

GD145	Digital Applications 1
MA089	Arithmetic
HI103	History of Western Civilization
PT101	Photography
AC115	Financial Accounting
BM108	Personal Finance
IS200	Spreadsheet Concepts and Applications
IS101	Computers in Society

FOR REVIEW ONLY



Oneida City School District Course Proposal Form

Course Name: _____ Digital Applications 1 GD 145
MVCC _____

Proposal Made by:
____ MVCC _____

Course Description	Please provide a formal description of the course in the area below.
Course Description:	
This course introduces contemporary text manipulation, digital imaging, and digital illustration software. Students produce projects demonstrating their knowledge of both the software and the interfaces between page layout, raster graphics, and vector graphics. No previous software knowledge is required.	

Credits	Please provide the number of credits proposed to be awarded after successful completion of the course.
3 MVCC/.5 HS Credit	

Course Length	Please provide the length of the course (full year, half year, etc.)
½ year	

Course Pre-Requisites	Please provide a list of any courses required prior to taking this course.
none	

Grade Level(s)	Please list the grade level(s) of students who may be enrolled in the course.
11-12	

Course Objectives	Please provide an overview of the three to six course objectives. What is the purpose of the course?
<p><u>Student Learning Outcomes:</u></p> <p>Upon the successful completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> • Demonstrate an understanding of contemporary problem solving methodology. • Demonstrate a fundamental knowledge of a computer system, including peripheral devices. • Identify and describe the difference between hardware and software. • Identify and appropriately choose various file formats. • Understand and apply the basic rules, typeface variations, and measurement systems used in contemporary typography. • Demonstrate the ability to appropriately select typeface designs, type sizes, and other typographic parameters. • Understand and integrate contemporary visual programs used for text, image, and drawing. • Identify and appropriately choose various file formats. • Demonstrate appropriate selection of vector and raster applications. • Master the panels used for layering, transformation, and color application. • Produce digital assignments reflecting skillful application of photo manipulation tools and commands. 	

Required Texts and Resources	What textbooks or primary sources will be used? Are these available online? Are any online programs available? What other resources are required (calculators, etc.)? What resources need to be purchased every year?
none	

Grading Procedures	Please provide a description of the criteria used for grading, including homework, quizzes, projects, and classroom assessments. What is the percentage allotted for each when calculating a student's course average?
Per MVCC Syllabus	

Course Rationale	Please provide a rationale why this course is needed for the students at Oneida High School.
<p>Major Topics:</p> <ul style="list-style-type: none"> • Basic computer operations and processes. • Industry-standard software used in the manipulation of text and integration of raster graphics and vector drawings. • Choosing and integrating software. • Working knowledge of terminology, processes, and general information needed to effectively deliver digital solutions. • Organizational skills, reliability, and responsibility. 	

Form Completed By: Dr. Day Date: 1/6/20

Department Chair Signature: [Signature] Date: 1/6/20

Executive Principal Signature: Dr. Day Date: 1/6/20

Administrator for Curriculum, Instruction & Assessment signature: [Signature] Date: 1/6/20

Superintendent Signature: _____ Date: _____

Board of Education Meeting: _____

Approval by BOE: Approved Date: _____

Disapproved Date: _____

Mohawk Valley Community College
Utica and Rome, New York
Course Outline

GD 145 Digital Applications 1

C-2, P-2, CR-3

Course Description:

This course introduces contemporary text manipulation, digital imaging, and digital illustration software. Students produce projects demonstrating their knowledge of both the software and the interfaces between page layout, raster graphics, and vector graphics. No previous software knowledge is required.

Student Learning Outcomes:

Upon the successful completion of this course, the student will be able to:

- Demonstrate an understanding of contemporary problem solving methodology.
- Demonstrate a fundamental knowledge of a computer system, including peripheral devices.
- Identify and describe the difference between hardware and software.
- Identify and appropriately choose various file formats.
- Understand and apply the basic rules, typeface variations, and measurement systems used in contemporary typography.
- Demonstrate the ability to appropriately select typeface designs, type sizes, and other typographic parameters.
- Understand and integrate contemporary visual programs used for text, image, and drawing.
- Identify and appropriately choose various file formats.
- Demonstrate appropriate selection of vector and raster applications.
- Master the panels used for layering, transformation, and color application.
- Produce digital assignments reflecting skillful application of photo manipulation tools and commands.

Major Topics:

- Basic computer operations and processes.
- Industry-standard software used in the manipulation of text and integration of raster graphics and vector drawings.
- Choosing and integrating software.
- Working knowledge of terminology, processes, and general information needed to effectively deliver digital solutions.
- Organizational skills, reliability, and responsibility.



Oneida City School District Course Proposal Form

Course Name: MA

089MVCC _____ Arithmetic _____

Proposal Made by:

____ MVCC _____

Course Description	Please provide a formal description of the course in the area below.
---------------------------	----------------------------------------------------------------------

This course is for students who, according to placement test results need preparation for subsequent mathematics courses. It develops basic skills by focusing on language and concepts. Topics include whole number, integers, rational numbers and decimals.

Credits	Please provide the number of credits proposed to be awarded after successful completion of the course.
0	

Course Length	Please provide the length of the course (full year, half year, etc.)
Half year	

Course Pre-Requisites	Please provide a list of any courses required prior to taking this course.
none	

Grade Level(s)	Please list the grade level(s) of students who may be enrolled in the course.
10-11	

Course Objectives

Please provide an overview of the three to six course objectives. What is the purpose of the course?

For each of the following topics the student will:

Topic 1 Whole Numbers

- 1.1 Express whole numbers in words and write whole numbers in standard form, given the verbal form.
- 1.2 Round given whole numbers to specified place values and approximate quantities using estimation.
- 1.3 Perform basic operations with whole numbers.
- 1.4 Solve applied problems, including problems that require implicitly performing inverse operations.
- 1.5 Simplify arithmetic expressions, including exponential form, involving whole numbers using order of operations.
- 1.6 Translate a given verbal expression to symbolic form and read/interpret symbolic expressions correctly
- 1.7 Calculate perimeter of plane geometric figures.
- 1.8 Calculate the area of rectangles.

Topic 2 Integers

- 2.1 Locate integer values on a real number line and use order relations to compare given integers.
- 2.2 Given two numbers, determine which is closer to zero.
- 2.3 Add, subtract, multiply and divide integers.
- 2.4 Simplify and/or evaluate expressions, including exponential form, involving integers using order of operations.

Topic 3 Rational Numbers

- 3.1 Simplify fractions and write fractions as equivalents with given denominators.
- 3.2 Convert improper fractions to integers or mixed numbers, and *vice versa*.
- 3.3 Locate fractions and mixed numbers on a number line, and use order relations to compare given fractions.
- 3.4 Find common multiples and common factors of a group of numbers.
- 3.5 Determine the prime factorization of given composite numbers
- 3.6 Determine a common denominator for given fractions and write fractions as equivalents with the same denominator.
- 3.7 Add, subtract, multiply and divide given fractions and/or mixed numbers.
- 3.8 Solve applied problems of the type "what fraction of A is B" and finding a fractional part of a number.

Topic 4 Decimals

- 4.1 Translate between numeric and verbal expressions for decimal numbers.
- 4.2 Identify place values of digits within given decimals.
- 4.3 Use order relations to compare given decimals.
- 4.4 Perform basic operations on decimals.
- 4.5 Convert given fractional expressions to decimals, and convert given decimals to fractional expressions.
- 4.6 Round given decimal numbers to specified place values.
- 4.7 Perform conversions between percents and fractions and between decimals and percents.
- 4.8 Approximate the (principal) square root of a given number to a specified number of decimal places.

- 4.9 Solve problems of the type "what is A% of B" and "what percent of A is B".
 4.10 Determine the values of positive and negative powers of 10.

Required Texts and Resources	What textbooks or primary sources will be used? Are these available online? Are any online programs available? What other resources are required (calculators, etc.)? What resources need to be purchased every year?
Arithmetic Textbook: Revised Fall 2014 by Anna Radlowski and Arithmetic Workbook: Revised Fall 2014 by Anna Radlowski	

Grading Procedures	Please provide a description of the criteria used for grading, including homework, quizzes, projects, and classroom assessments. What is the percentage allotted for each when calculating a student's course average?
Per MVCC Syllabus Grading Structure – Instructors must explicitly state their grading policy on their syllabus. 4 hour in class tests, together 50-60% Final exam 30% Attendance 0-5% Other (homework, groupwork, quizzes, etc.) 5–25%	

Course Rationale	Please provide a rationale why this course is needed for the students at Oneida High School.
<p>This course is for students who, according to placement test results need preparation for subsequent mathematics courses. It develops basic skills by focusing on language and concepts. Topics include whole number, integers, rational numbers and decimals.</p>	

Form Completed By: Dr. Jones Date: 1/6/20

Department Chair Signature: Adam M. Ytard Date: 1/6/20

Executive Principal Signature: Dr. Jones Date: 1/6/20

Administrator for Curriculum, Instruction & Assessment signature: [Signature] Date: 1/6/20

Superintendent Signature: _____ Date: _____

Board of Education Meeting: _____

Approval by BOE: Approved Date: _____

Disapproved Date: _____

MOHAWK VALLEY COMMUNITY COLLEGE
UTICA and ROME, NEW YORK

COURSE OUTLINE

MA089

ARITHMETIC

Prepared by
Emily Hantsch, December 2013
Reviewed by Emily Hantsch, May 2014
Reviewed by Emily Hantsch, May 2016
Reviewed by Anna Radlowski, September 2018

COURSE OUTLINE

Title: Arithmetic

Catalog Number: MA089

Contact Hours: 3

Practicum Hours: 0

Credit Hours: 0

Prerequisite: None

Catalog

Description: This course is for students who, according to placement test results need preparation for subsequent mathematics courses. It develops basic skills by focusing on language and concepts. Topics include whole number, integers, rational numbers and decimals.

Major Topics:

For each of the following topics the student will:

Topic 1 Whole Numbers

- 1.1 Express whole numbers in words and write whole numbers in standard form, given the verbal form.
- 1.2 Round given whole numbers to specified place values and approximate quantities using estimation.
- 1.3 Perform basic operations with whole numbers.
- 1.4 Solve applied problems, including problems that require implicitly performing inverse operations.
- 1.5 Simplify arithmetic expressions, including exponential form, involving whole numbers using order of operations.
- 1.6 Translate a given verbal expression to symbolic form and read/interpret symbolic expressions correctly
- 1.7 Calculate perimeter of plane geometric figures.
- 1.8 Calculate the area of rectangles.

Topic 2 Integers

- 2.1 Locate integer values on a real number line and use order relations to compare given integers.

- 2.2 Given two numbers, determine which is closer to zero.
- 2.3 Add, subtract, multiply and divide integers.
- 2.4 Simplify and/or evaluate expressions, including exponential form, involving integers using order of operations.

Topic 3 Rational Numbers

- 3.1 Simplify fractions and write fractions as equivalents with given denominators.
- 3.2 Convert improper fractions to integers or mixed numbers, and *vice versa*.
- 3.3 Locate fractions and mixed numbers on a number line, and use order relations to compare given fractions.
- 3.4 Find common multiples and common factors of a group of numbers.
- 3.5 Determine the prime factorization of given composite numbers
- 3.6 Determine a common denominator for given fractions and write fractions as equivalents with the same denominator.
- 3.7 Add, subtract, multiply and divide given fractions and/or mixed numbers.
- 3.8 Solve applied problems of the type "what fraction of A is B" and finding a fractional part of a number.

Topic 4 Decimals

- 4.1 Translate between numeric and verbal expressions for decimal numbers.
- 4.2 Identify place values of digits within given decimals.
- 4.3 Use order relations to compare given decimals.
- 4.4 Perform basic operations on decimals.
- 4.5 Convert given fractional expressions to decimals, and convert given decimals to fractional expressions.
- 4.6 Round given decimal numbers to specified place values.
- 4.7 Perform conversions between percents and fractions and between decimals and percents.
- 4.8 Approximate the (principal) square root of a given number to a specified number of decimal places.
- 4.9 Solve problems of the type "what is A% of B" and "what percent of A is B".
- 4.10 Determine the values of positive and negative powers of 10.

Teaching Guide

Title: Arithmetic

Catalog Number: MA089

Contact Hours: 3

Practicum Hours: 0

Credit Hours: 0

Prerequisite: None

Catalog

Description: This course is for students who, according to placement test results need preparation for subsequent mathematics courses. It develops basic skills by focusing on language and concepts. Topics include whole number, integers, rational numbers and decimals.

Text: Arithmetic Textbook: Revised Fall 2014 by Anna Radlowski
and Arithmetic Workbook: Revised Fall 2014 by Anna Radlowski

NOTE: Chapter 1, 2, and 3 has mainly review material.

Chapter 1	4 Hours
1.A Whole Number Place Values	
1.B Using Place Value to Name Whole Numbers	
1.C Decimal Place Value	
1.D Using Place Values to Name Decimals	
1.E Necessary vs. Unnecessary Zeros	
1.F Rounding Whole Numbers	
1.G Rounding Decimal Numbers	
Chapter 2	6 Hours
2.A Addition	
2.B Subtraction	
2.C Multiplication	
2.D Whole Number Division	
2.E Decimal Division	
2.F Exponents and Square Roots	
2.G Mixing Up Operations	
Chapter 3	3 Hours
3.A Factors and Multiples	
3.B Intro to Fractions	

Chapter 4	6 Hours
4.A Addition	
4.B Subtraction	
4.C Multiplication	
4.D Division	
4.E Mixed Operations	
Chapter 5	3 Hours
5.A Amount and Directions	
5.B Number Line	
5.C Order Relations	
Chapter 6	6 Hours
6.A Addition	
6.B Subtraction	
6.C Multiplication	
6.D Division	
6.E Mixed Operations	
Chapter 7	4 Hours
Chapter 8	2 Hour
Chapter 9	4 Hours
Chapter 10	2 Hour

The teaching guide leaves 4 hours for in class assessment and one hour of flexible time to be used at the instructors' discretion. There will be a two hour proctored comprehensive final examination. Study guides are prohibited on the final exam according to math department policy.

Grading Structure – Instructors must explicitly state their grading policy on their syllabus.

4 hour in class tests, together 50-60%

Final exam 30%

Attendance 0-5%

Other (homework, groupwork, quizzes, etc.) 5–25%



Oneida City School District Course Proposal Form

Course Name: HI 103 History of Western Civilization

MVCC _____

Proposal Made by:

___MVCC_____

Course Description	Please provide a formal description of the course in the area below.
<p>The course traces development of Western Civilization from its Greek beginnings to the fall of Constantinople in 1453. Beginning with the Greek experience, Western Civilization developed in uniquely different ways from the rest of the civilized world. Patterns of Western thought led to the emergence of ideals such as the dignity and rights of man, free expression, social inclusion, and equal opportunity. The influence of Western forms of political and economic organizations on the modern world is examined.</p>	

Credits	Please provide the number of credits proposed to be awarded after successful completion of the course.
3 MVCC .5 HS	

Course Length	Please provide the length of the course (full year, half year, etc.)
Half year	

Course Pre-Requisites	Please provide a list of any courses required prior to taking this course.
none	

Grade Level(s)	Please list the grade level(s) of students who may be enrolled in the course.
10	

Course Objectives	Please provide an overview of the three to six course objectives. What is the purpose of the course?
<p>Upon the successful completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> • Recognize the contributions that previous ancient civilizations made to the West. • Explain the contributions of Greece to Western Civilization. • Recognize the importance of the Polis in the development of Greek culture and accomplishments. • Demonstrate their knowledge of how the emergence of Hellenism and the growth of the Cosmopolis changed the framework of Western thought. • Identify the contributions of Rome to the development of Western Civilization. • After the fall of Rome, identify the three major components of the West (Western Europe, Byzantium, and Western Islam) and compare their impact on the evolution of Western Civilization. • Recognize the different philosophical approaches to the interpretation of history with a particular emphasis placed on the concepts of cyclical and progressive history. 	

Required Texts and Resources	What textbooks or primary sources will be used? Are these available online? Are any online programs available? What other resources are required (calculators, etc.)? What resources need to be purchased every year?
<p>HI 103/ HI 104 \$100 (Use the same combined book)</p> <ul style="list-style-type: none"> • <u>The West , Encounters & Transformations</u>, Levack,Muir,Veldman. combined edition, Pearson Publishers 	

Grading Procedures	Please provide a description of the criteria used for grading, including homework, quizzes, projects, and classroom assessments. What is the percentage allotted for each when calculating a student's course average?
<p>Per MVCC Syllabus</p>	

Course Rationale	Please provide a rationale why this course is needed for the students at Oneida High School.
<p>Major Topics:</p> <ul style="list-style-type: none"> • Ancient World-Foundations of the West • Greece • Roman Civilization – the Republic, the Empire and Byzantium. • Middle Ages • The Renaissance up to 1453 	

Form Completed By: Dr. Jones Date: 1/6/20

Department Chair Signature: [Signature] Date: 1/6/2020

Executive Principal Signature: Dr. Jones Date: 1/6/20

Administrator for Curriculum, Instruction & Assessment signature: [Signature] Date: 1/6/20

Superintendent Signature: _____ Date: _____

Board of Education Meeting: _____

Approval by BOE: Approved Date: _____

Disapproved Date: _____

Mohawk Valley Community College
Utica and Rome, New York
Course Outline

HI 103 History of Western Civilization: Early Civilization to 1453

C-3, Cr-3

Course Description:

The course traces development of Western Civilization from its Greek beginnings to the fall of Constantinople in 1453. Beginning with the Greek experience, Western Civilization developed in uniquely different ways from the rest of the civilized world. Patterns of Western thought led to the emergence of ideals such as the dignity and rights of man, free expression, social inclusion, and equal opportunity. The influence of Western forms of political and economic organizations on the modern world is examined.

Student Learning Outcomes:

Upon the successful completion of this course, the student will be able to:

- Recognize the contributions that previous ancient civilizations made to the West.
- Explain the contributions of Greece to Western Civilization.
- Recognize the importance of the Polis in the development of Greek culture and accomplishments.
- Demonstrate their knowledge of how the emergence of Hellenism and the growth of the Cosmopolis changed the framework of Western thought.
- Identify the contributions of Rome to the development of Western Civilization.
- After the fall of Rome, identify the three major components of the West (Western Europe, Byzantium, and Western Islam) and compare their impact on the evolution of Western Civilization.
- Recognize the different philosophical approaches to the interpretation of history with a particular emphasis placed on the concepts of cyclical and progressive history.

Major Topics:

- Ancient World-Foundations of the West
- Greece
- Roman Civilization – the Republic, the Empire and Byzantium.
- Middle Ages
- The Renaissance up to 1453

August 2011

Mohawk Valley Community College
Utica and Rome, New York
Course Outline

HI 104 History of Western Civilization: 1453 to Present

C-3, Cr-3

Course Description:

This course is a continuation of the history of Western Civilization, beginning with the Renaissance and continuing to the present. It investigates the philosophical, international, political, economic, and social movements that dominated events leading up to the present time. It examines the reasons and motivations behind the events and perspectives of modern Western Civilization.

Student Learning Outcomes:

Upon the successful completion of this course, the student will be able to:

- Discuss the ideas of Humanism that emerged out of the Renaissance and its impact on modern political thought.
- Identify the importance of scientific and technological advances during the Industrial Revolution.
- Recognize the fusion of ideas that led to the Age of Revolution and the beginnings of modern Europe.
- Identify the system of thinking that brought about the Age of Imperialism/Materialism.
- Identify the causes of European competition that set Europe on the road to the World War.
- Analyze the meaning and reasons for the rise of Communism and Fascism.
- Recognize the impact of World War II.
- Recognize the rise of the New Europe and the current state of western thinking.
- Contrast the relationship between Western Civilization and other regions of the world.
- Differentiate the Western world and Western ideas from those of other present day civilizations.

Major Topics:

- The Renaissance after 1453
- The Reformation and the Religious Wars
- The Age of Reason
- The Age of Revolution
- The Age of Romanticism
- The Age of Materialism
- World War I
- The Rise of Totalitarianism
- World War II
- The Cold War
- The Modern World

Handwritten notes:
The West in context
Levack, Muriel, Heldman
Combined education
Dearborn Publishers



Oneida City School District Course Proposal Form

Course Name: PT101 Photography

Proposal Made by:

MVCC

Course Description	Please provide a formal description of the course in the area below.
---------------------------	----------------------------------------------------------------------

Course Description:

This course provides an understanding of principles as applied to all phases of photography. It covers instruction in photo optics, camera equipment, film and paper emulsion, photographic chemicals, filters and lens attachments, lighting, composition, and exposure control.

Credits	Please provide the number of credits proposed to be awarded after successful completion of the course.
----------------	--------------------------------------------------------------------------------------------------------

.5 HS 3 MVCC

Course Length	Please provide the length of the course (full year, half year, etc.)
----------------------	----------------------------------------------------------------------

1 semester

Course Pre-Requisites	Please provide a list of any courses required prior to taking this course.
------------------------------	----------------------------------------------------------------------------

none

Grade Level(s)	Please list the grade level(s) of students who may be enrolled in the course.
-----------------------	-------------------------------------------------------------------------------

10-11-12

Course Objectives	Please provide an overview of the three to six course objectives. What is the purpose of the course?
<p>Student Learning Outcomes:</p> <p>Upon the successful completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> • Properly operate the camera including: <ul style="list-style-type: none"> ○ load and rewind film properly ○ set the shutter and aperture to produce negatives of normal density/exposure ○ adjust the focus ring to achieve sharp focus • Produce properly developed negatives. • Produce photographic prints using standards of exposure and contrast. • Produce works incorporating aspects of a number of established composition theories. 	

Required Texts and Resources	What textbooks or primary sources will be used? Are these available online? Are any online programs available? What other resources are required (calculators, etc.)? What resources need to be purchased every year?
No text Black Room only	

Grading Procedures	Please provide a description of the criteria used for grading, including homework, quizzes, projects, and classroom assessments. What is the percentage allotted for each when calculating a student's course average?
Per syllabus	

Course Rationale	Please provide a rationale why this course is needed for the students at Oneida High School.
<p>Major Topics:</p> <ul style="list-style-type: none"> • The adjustable 35 mm camera and its functions • Film Development • Black & White print processing • On-camera filers • Photographic composition • Digital imaging 	

Form Completed By: Dr. Jones Date: 11/6/20

Department Chair Signature: Dan Wynn Date: 1/6/20

Executive Principal Signature: Dr. Jones Date: 1/6/20

Administrator for Curriculum, Instruction & Assessment signature: [Signature] Date: 1/6/20

Superintendent Signature: _____ Date: _____

Board of Education Meeting: _____

Approval by BOE: Approved Date: _____

Disapproved Date: _____

**Mohawk Valley Community College
Utica and Rome, New York
Course Outline**

PT 101 Photography 1

C-2, P-2, Cr-3

Course Description:

This course provides an understanding of principles as applied to all phases of photography. It covers instruction in photo optics, camera equipment, film and paper emulsion, photographic chemicals, filters and lens attachments, lighting, composition, and exposure control.

Student Learning Outcomes:

Upon the successful completion of this course, the student will be able to:

- Properly operate the camera including:
 - load and rewind film properly
 - set the shutter and aperture to produce negatives of normal density/exposure
 - adjust the focus ring to achieve sharp focus
- Produce properly developed negatives.
- Produce photographic prints using standards of exposure and contrast.
- Produce works incorporating aspects of a number of established composition theories.

Major Topics:

- The adjustable 35 mm camera and its functions
- Film Development
- Black & White print processing
- On-camera filters
- Photographic composition
- Digital imaging

May 2013



Oneida City School District Course Proposal Form

Course Name: _____Financial Accounting AC115

MVCC_____

Proposal Made by:

____MVCC_____

Course Description	Please provide a formal description of the course in the area below.
	<p>This course is the first of a sequence that explores fundamental accounting principles, concepts and practices as a basis for the preparation, understanding and interpretation of accounting information. This course covers the complete accounting cycle for service and merchandising businesses through the adjustment and closing process and preparation of the income statement, statement of owner's equity, and the balance sheet. The details of accounting for cash, receivables, inventory, long-lived assets and current liabilities will be explored.</p>

Credits	Please provide the number of credits proposed to be awarded after successful completion of the course.
	<p>3 credits MVCC</p>

Course Length	Please provide the length of the course (full year, half year, etc.)
	<p>Full year</p>

Course Pre-Requisites	Please provide a list of any courses required prior to taking this course.
	<p>none</p>

Grade Level(s)	Please list the grade level(s) of students who may be enrolled in the course.
	<p>10-12</p>

Course Objectives	Please provide an overview of the three to six course objectives. What is the purpose of the course?
<p>After successful completion of this course, you will be able to:</p> <ol style="list-style-type: none"> 1) Distinguish among assets, liability, owner's equity, revenue, expense accounts and record their uses in transactions. 2) Adjust ledger balances in accordance with the rules of accrual accounting. 3) Preparation of the Income Statement, Statement of Owners Equity, and the Balance Sheet. 4) Prepare Closing Entries. 5) Maintain purchase, inventory, and sales accounts in accordance with accepted inventory methods. 6) Prepare bank reconciliations. 7) Record cash transactions including petty cash. 8) Estimate bad debt and record bad debt expense, using allowance and write-off methods. 9) Record the periodic amortization of long-lived assets (tangible and intangible) using various methods. 10) Record liabilities associated with current liabilities and payroll obligations. 	

Required Texts and Resources	What textbooks or primary sources will be used? Are these available online? Are any online programs available? What other resources are required (calculators, etc.)? What resources need to be purchased every year?
<p>AC 115 \$220</p> <ul style="list-style-type: none"> • <i>Horngrén's Accounting</i>, 12th edition (2017), by Miller-Nobles, Mattison, & Matsumura 	

Grading Procedures	Please provide a description of the criteria used for grading, including homework, quizzes, projects, and classroom assessments. What is the percentage allotted for each when calculating a student's course average?
Per MVCC Syllabus	

Course Rationale

Please provide a rationale why this course is needed for the students at Oneida High School.

Major Topics

- 1) Accounting and the Business Environment
- 2) Recording Business Transactions
- 3) The Adjusting Process
- 4) Completing the Accounting Cycle
- 5) Merchandising Operations
- 6) Merchandise Inventory
- 7) Internal cash and Controls
- 8) Receivables
- 9) Plant Assets and Intangibles
- 10) Current Liabilities and Payroll

Revised 10/19

Form Completed By: *[Signature]* Date: 1/6/20

Department Chair Signature: *[Signature]* Date: 1/6/20

Executive Principal Signature: *[Signature]* Date: 1/6/20

Administrator for Curriculum, Instruction & Assessment signature: *[Signature]* Date: 1/6/20

Superintendent Signature: _____ Date: _____

Board of Education Meeting: _____

Approval by BOE: Approved Date: _____

Disapproved Date: _____

MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK
School of Business and Hospitality

Outline

AC115 Financial Accounting

Course Description:

This course is the first of a sequence that explores fundamental accounting principles, concepts and practices as a basis for the preparation, understanding and interpretation of accounting information. This course covers the complete accounting cycle for service and merchandising businesses through the adjustment and closing process and preparation of the income statement, statement of owner's equity, and the balance sheet. The details of accounting for cash, receivables, inventory, long-lived assets and current liabilities will be explored.

Course Learning Outcomes:

After successful completion of this course, you will be able to:

- 1) Distinguish among assets, liability, owner's equity, revenue, expense accounts and record their uses in transactions.
- 2) Adjust ledger balances in accordance with the rules of accrual accounting.
- 3) Preparation of the Income Statement, Statement of Owners Equity, and the Balance Sheet.
- 4) Prepare Closing Entries.
- 5) Maintain purchase, inventory, and sales accounts in accordance with accepted inventory methods.
- 6) Prepare bank reconciliations.
- 7) Record cash transactions including petty cash.
- 8) Estimate bad debt and record bad debt expense, using allowance and write-off methods.
- 9) Record the periodic amortization of long-lived assets (tangible and intangible) using various methods.
- 10) Record liabilities associated with current liabilities and payroll obligations.

Major Topics

- 1) Accounting and the Business Environment
- 2) Recording Business Transactions
- 3) The Adjusting Process

- 4) Completing the Accounting Cycle
- 5) Merchandising Operations
- 6) Merchandise Inventory
- 7) Internal cash and Controls
- 8) Receivables
- 9) Plant Assets and Intangibles
- 10) Current Liabilities and Payroll

Revised 10/19

MA 089 \$26.25

- Arithmetic Textbook: Revised Fall 2014 by Anna Radlowski
- Arithmetic Workbook: Revised Fall 2014 by Anna Radlowski

IS 200 \$171

- **Exploring Microsoft Office Excel 2016 Comprehensive, Revised Edition**, Robert T. Grauer and Michelle Hulett/Keith Mulbery, Prentice Hall, Inc. 2016. ISBN-13: 9780134479446

AC 115 \$220

- *Horngren's Accounting*, 12th edition (2017), by Miller-Nobles, Mattison, & Matsumura

BM 120 \$200

- Grewal, D., & Levy, M. *Marketing*, 6th Ed., McGraw-Hill. ISBN: 978-0-07-772902-8

BM 108 \$220

- *Personal Finance-Turning Money into Wealth* 8th edition. Arthur J. Keown

FA 100

- (No required text but some options)
- *Sparks of Genius: The Thirteen Thinking Tools of the World's Most Creative People*, by Root-Bernstein, Michele and Robert, 1999.
- *Creativity, Inc.: Overcoming the Unseen Forces That Stand in the Way of True Inspiration*, by Catmull, Edward and Wallace, Amy, 2014

PT 101 No Text Required

- Black room required

HI 103/ HI 104 \$100 (Use the same combined book)

- *The West , Encounters & Transformations*, Levack,Muir,Veldman. combined edition, Pearson Publishers.



Oneida City School District Course Proposal Form

Course Name: BM 108

MVCC _____

Proposal Made by:

____MVCC_____

Course Description	Please provide a formal description of the course in the area below.
<p>This course teaches the fundamentals of personal finance. Students learn how to create a financial plan, manage personal finances and reach personal financial goals. Topics include: establishment of financial objectives (home ownership, education, and retirement), budgeting and savings, personal income tax, investments (stocks, bonds, and mutual funds), insurance, retirement and estate planning. The effective management of credit is also covered</p>	

Credits	Please provide the number of credits proposed to be awarded after successful completion of the course.
<p>3 College /HS 1</p>	

Course Length	Please provide the length of the course (full year, half year, etc.)
<p>Full year</p>	

Course Pre-Requisites	Please provide a list of any courses required prior to taking this course.
<p>none</p>	

Grade Level(s)	Please list the grade level(s) of students who may be enrolled in the course.
<p>11-12</p>	

Course Objectives	Please provide an overview of the three to six course objectives. What is the purpose of the course?
--------------------------	------------------------------------------------------------------------------------------------------

Students should be able to:

- 1) Set financial goals and create a financial plan to reach them.
- 2) Demonstrate understanding of the time value of money; compute and apply through examples.
- 3) Demonstrate a working knowledge of the income tax structure and tax planning strategies.
- 4) Allocate appropriate levels of cash or liquidity assets and effectively manage them.
- 5) Demonstrate understanding of the use and management of debt in the personal financial plan: role of credit cards, consumer loans and the finance of major items (homes or autos).
- 6) Demonstrate understanding of the role and usage of insurance in your financial future: life insurance and health insurance, and property and liability.
- 7) Demonstrate knowledge of the basics of investments including risk and return, interest rates and asset diversification through the usage of financial markets in common stocks, bonds, and mutual funds.
- 8) Explore costs and advantages of the purchase or leasing of durable goods (autos) and housing.
- 9) Examine various forms of retirement and pension plans and see how these will assist to accomplish their long term goals.
- 10) Formulate an effective estate or asset transfer plan.

•

Required Texts and Resources	What textbooks or primary sources will be used? Are these available online? Are any online programs available? What other resources are required (calculators, etc.)? What resources need to be purchased every year?
-------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

BM 108 \$220

- Personal Finance-Turning Money into Wealth 8th edition. Arthur J. Keown
-

Grading Procedures	Please provide a description of the criteria used for grading, including homework, quizzes, projects, and classroom assessments. What is the percentage allotted for each when calculating a student's course average?
---------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Per MVCC Syllabus

Course Rationale

Please provide a rationale why this course is needed for the students at Oneida High School.

Financial Planning: Why it's important to You
Setting Goals and Planning
Time Value of Money
Future Value and Present Value
Financial Statements and Budgeting
Income Statement
Balance Sheet and Budgeting
Taxes and Government
Share of Your Rewards:
Income Taxes, Other Important Taxes
Cash Management:
Meeting Cash Needs Immediately
Short-term Credit Management
Obtaining Credit
Cash and Sales Credit
Long Term Consumer Purchases
Buying vs. Leasing an Auto
Buying a Home
Renting
Financial Markets and Institutions
Learning about Financial Markets
Investment Basics: Risks, Returns, Diversification
Stocks and Bonds: Most Common Investments

Mutual Funds and Other Pooling Arrangements
Investment Trusts
Property and Liability Insurance
Homeowners Insurance/Auto Insurance
Life Insurance and Estate Planning
Retirement Planning
Pension Plans

Form Completed By: _____ Date: _____

Department Chair Signature: *David Wyk* Date: 1/6/20

Executive Principal Signature: *[Signature]* Date: 1/9/20

Administrator for Curriculum, Instruction & Assessment signature: *[Signature]* Date: 1/10/20

Superintendent Signature: _____ Date: _____

Board of Education Meeting: _____

Approval by BOE: Approved Date: _____

Disapproved Date: _____

MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK
School of Business and Hospitality

COURSE OUTLINE

BM 108 Personal Finance

C-3, P-0, Cr-3

COURSE DESCRIPTION:

Prerequisites: None

This course teaches the fundamentals of personal finance. Students learn how to create a financial plan, manage personal finances and reach personal financial goals. Topics include: establishment of financial objectives (home ownership, education, and retirement), budgeting and savings, personal income tax, investments (stocks, bonds, and mutual funds), insurance, retirement and estate planning. The effective management of credit is also covered.

STUDENT LEARNING OUTCOMES:

Students should be able to:

- 1) Set financial goals and create a financial plan to reach them.
- 2) Demonstrate understanding of the time value of money; compute and apply through examples.
- 3) Demonstrate a working knowledge of the income tax structure and tax planning strategies.
- 4) Allocate appropriate levels of cash or liquidity assets and effectively manage them.
- 5) Demonstrate understanding of the use and management of debt in the personal financial plan: role of credit cards, consumer loans and the finance of major items (homes or autos).
- 6) Demonstrate understanding of the role and usage of insurance in your financial future: life insurance and health insurance, and property and liability.
- 7) Demonstrate knowledge of the basics of investments including risk and return, interest rates and asset diversification through the usage of financial markets in common stocks, bonds, and mutual funds.
- 8) Explore costs and advantages of the purchase or leasing of durable goods (autos) and housing.
- 9) Examine various forms of retirement and pension plans and see how these will assist to accomplish their long term goals.
- 10) Formulate an effective estate or asset transfer plan.

MAJOR TOPICS:

Financial Planning: Why it's important to You
Setting Goals and Planning
Time Value of Money
Future Value and Present Value
Financial Statements and Budgeting
Income Statement
Balance Sheet and Budgeting
Taxes and Government
Share of Your Rewards:
Income Taxes, Other Important Taxes
Cash Management:
Meeting Cash Needs Immediately
Short-term Credit Management
Obtaining Credit
Cash and Sales Credit
Long Term Consumer Purchases
Buying vs. Leasing an Auto
Buying a Home
Renting
Financial Markets and Institutions
Learning about Financial Markets
Investment Basics: Risks, Returns, Diversification
Stocks and Bonds: Most Common Investments
Mutual Funds and Other Pooling Arrangements
Investment Trusts
Property and Liability Insurance
Homeowners Insurance/Auto Insurance
Life Insurance and Estate Planning
Retirement Planning
Pension Plans

Revised 10/26/19



Oneida City School District Course Proposal Form

Course Name: IS200 Spreadsheet Concepts and Applications

Proposal Made by:

___MVCC_____

Course Description	Please provide a formal description of the course in the area below.
---------------------------	----------------------------------------------------------------------

COURSE DESCRIPTION:

This course will extend the knowledge of the student who is already familiar with electronic spreadsheets. Various spreadsheet packages will be examined. Popular software packages will be chosen to illustrate the similarities and differences among the electronic spreadsheets. Students will cover intermediate and advanced spreadsheet techniques, including exploring the power of functions in depth, using analytical graphics, and writing macros to automate their spreadsheets. The course will be taught in a lecture and laboratory format. Each student will be required to take examinations and complete projects on the computer.

Credits	Please provide the number of credits proposed to be awarded after successful completion of the course.
.5 HS 3 MVCC	

Course Length	Please provide the length of the course (full year, half year, etc.)
½ year	

Course Pre-Requisites	Please provide a list of any courses required prior to taking this course.
Prerequisite: IS101 or IS102 Co-Requisite: MA110 or MA115	

Grade Level(s)	Please list the grade level(s) of students who may be enrolled in the course.
11-12	

Course Objectives	Please provide an overview of the three to six course objectives. What is the purpose of the course?
<p><u>Student Learning Outcomes:</u></p> <p>Upon completion of this course, the student should be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate the use of Object Linking and Embedding (OLE); 2. Demonstrate the use of linking worksheets and workbooks; 3. Demonstrate the use of functions; 4. Demonstrate the use of charts; 5. Demonstrate the use of Visual Basic; 6. Demonstrate the use of Mapping capability; 7. Demonstrate the use of Sorting, Subtotals, Pivot Tables, Database Functions; and 8. Demonstrate the use of Formatting styles. 	

Required Texts and Resources	What textbooks or primary sources will be used? Are these available online? Are any online programs available? What other resources are required (calculators, etc.)? What resources need to be purchased every year?
<p>IS 200 \$171</p> <ul style="list-style-type: none"> • Exploring Microsoft Office Excel 2016 Comprehensive, Revised Edition, Robert T. Grauer and Michelle Hulett/Keith Mulbery, Prentice Hall, Inc. 2016. ISBN-13: 9780134479446 	

Grading Procedures	Please provide a description of the criteria used for grading, including homework, quizzes, projects, and classroom assessments. What is the percentage allotted for each when calculating a student's course average?
Per syllabus	

Course Rationale	Please provide a rationale why this course is needed for the students at Oneida High School.
<p><u>Major Topics:</u> Introduction to Excel: What is a Spreadsheet? Formulas and Functions Graphs and Charts Working with Large Worksheets and Tables Data and Information Data Tables and Amortization Tables Data Consolidating, Links, and Formula Auditing What-If Analysis Collaborating and Workbook Distribution Templates, Styles, the Web, and Macros</p>	

Form Completed By: Dr. Davis Date: 1/6/20

Department Chair Signature: [Signature] Date: 1/6/20

Executive Principal Signature: [Signature] Date: 1/6/20

Administrator for Curriculum, Instruction & Assessment signature:
[Signature] Date: 1/6/20

Superintendent Signature: _____ Date: _____

Board of Education Meeting: _____

Approval by BOE: Approved Date: _____

Disapproved Date: _____

MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK
Department of Business, Cybersecurity, & Computer Sciences

COURSE OUTLINE

IS 200 Spreadsheet Concepts & Applications

C-2, P-2, Cr-3

Prerequisite: IS101 or IS102

Co-Requisite: MA110 or MA115

COURSE DESCRIPTION:

This course will extend the knowledge of the student who is already familiar with electronic spreadsheets. Various spreadsheet packages will be examined. Popular software packages will be chosen to illustrate the similarities and differences among the electronic spreadsheets. Students will cover intermediate and advanced spreadsheet techniques, including exploring the power of functions in depth, using analytical graphics, and writing macros to automate their spreadsheets. The course will be taught in a lecture and laboratory format. Each student will be required to take examinations and complete projects on the computer.

Student Learning Outcomes:

Upon completion of this course, the student should be able to:

1. Demonstrate the use of Object Linking and Embedding (OLE);
2. Demonstrate the use of linking worksheets and workbooks;
3. Demonstrate the use of functions;
4. Demonstrate the use of charts;
5. Demonstrate the use of Visual Basic;
6. Demonstrate the use of Mapping capability;
7. Demonstrate the use of Sorting, Subtotals, Pivot Tables, Database Functions; and
8. Demonstrate the use of Formatting styles.

Major Topics:

Introduction to Excel: What is a Spreadsheet?

Formulas and Functions

Graphs and Charts

Working with Large Worksheets and Tables

Data and Information

Data Tables and Amortization Tables

Data Consolidating, Links, and Formula Auditing

What-If Analysis

Collaborating and Workbook Distribution

Templates, Styles, the Web, and Macros

Revised 1/17

MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK
Department of Business, Cybersecurity, & Computer Sciences

COURSE OUTLINE

IS 200 Spreadsheet Concepts & Applications

C-2, P-2, Cr-3

Prerequisite: IS101 or IS102

Co-Requisite: MA110 or MA115

COURSE DESCRIPTION:

This course will extend the knowledge of the student who is already familiar with electronic spreadsheets. Various spreadsheet packages will be examined. Popular software packages will be chosen to illustrate the similarities and differences among the electronic spreadsheets. Students will cover intermediate and advanced spreadsheet techniques, including exploring the power of functions in depth, using analytical graphics, and writing macros to automate their spreadsheets. The course will be taught in a lecture and laboratory format. Each student will be required to take examinations and complete projects on the computer.

Student Learning Outcomes:

Upon completion of this course, the student should be able to:

1. Demonstrate the use of Object Linking and Embedding (OLE);
2. Demonstrate the use of linking worksheets and workbooks;
3. Demonstrate the use of functions;
4. Demonstrate the use of charts;
5. Demonstrate the use of Visual Basic;
6. Demonstrate the use of Mapping capability;
7. Demonstrate the use of Sorting, Subtotals, Pivot Tables, Database Functions; and
8. Demonstrate the use of Formatting styles.

Major Topics:

Introduction to Excel: What is a Spreadsheet?

Formulas and Functions

Graphs and Charts

Working with Large Worksheets and Tables

Data and Information

Data Tables and Amortization Tables

Data Consolidating, Links, and Formula Auditing

What-If Analysis

Collaborating and Workbook Distribution

Templates, Styles, the Web, and Macros

Revised 1/17



Oneida City School District Course Proposal Form

Course Name: ISI01 Computers in Society

Proposal Made by:

___MVCC_____

Course Description	Please provide a formal description of the course in the area below.
---------------------------	----------------------------------------------------------------------

Course Description:

This course provides knowledge of relevant computer skills and a solid foundation in the terminology and concepts of computer technology. Experience is provided with a variety of microcomputer software applications, including word processing, electronic spreadsheets, and graphics, file management, and integrated software. Concepts and terms focus on preparing for a technologically oriented society and using the computer as a tool for productivity, research and communication.

Credits	Please provide the number of credits proposed to be awarded after successful completion of the course.
3 MVCC /HS .5	

Course Length	Please provide the length of the course (full year, half year, etc.)
Half year	

Course Pre-Requisites	Please provide a list of any courses required prior to taking this course.
none	

Grade Level(s)	Please list the grade level(s) of students who may be enrolled in the course.
10-11-12	

Course Objectives

Please provide an overview of the three to six course objectives. What is the purpose of the course?

STUDENT LEARNING OUTCOMES (lecture):

The student will:

1. Demonstrate an understanding of evolution of computers and their impact on the workplace and society.
2. Categorize common productivity software applications (ex: Word Processing, Data Base, Spreadsheets).
3. Classify fundamental hardware components (ex: RAM, ROM, Motherboard, Microprocessors) and demonstrate understanding of their impact on microcomputer performance.
4. Categorize hardware and software components of computers and demonstrate understanding of computer networks as communication tools (ex: E-mail, Web Browser, Search Tools, Podcasts, Blogs)
5. Recognize computers as storage devices and demonstrate understanding of basic data organization.
6. Demonstrate understanding of the history and impact of technology on societies.
7. Demonstrate awareness of operating system functions and basics of systems maintenance
8. Present a slide presentation that they have researched and created.

STUDENT LEARNING OUTCOMES: (LAB)

The student will:

1. Demonstrate the ability to use Operating System interface.
2. Use file management techniques to access and save files, create folders, etc.
3. Create, edit and apply a variety of formats to documents using Word Processing Software (Microsoft Word 2016).
4. Demonstrate understanding of how use Spreadsheets (Microsoft Excel 2016) as a problem solving tool (organize data, write formulas, create basic charts).

5. Store and retrieve data, manipulate a database, run queries and reports using database software. (Microsoft Access 2016).
6. Create, edit and apply a variety of formats to slides using Presentation Software (PowerPoint 2016).
7. Demonstrate the ability to integrate files between Office 2016 applications.

Required Texts and Resources	What textbooks or primary sources will be used? Are these available online? Are any online programs available? What other resources are required (calculators, etc.)? What resources need to be purchased every year?

Grading Procedures	Please provide a description of the criteria used for grading, including homework, quizzes, projects, and classroom assessments. What is the percentage allotted for each when calculating a student's course average?
Per syllabus	

Course Rationale

Please provide a rationale why this course is needed for the students at Oneida High School.

- Basic Computer Concepts and Terminology
- Getting Started with Windows 7
- File Management & Student-Servers
- Computer Connectivity and Networks
- Getting Started with Internet Explorer
- Why Computers Matter to You
- Intro to Microsoft Office 2016
- Creating, Editing and Formatting a variety of documents in Word
- Application Software Variety and Functions
- Personal Computer Hardware
- Creating, formatting and effectively using spreadsheets and charts in Excel
- Role and Use of Systems Software
- Purpose and Use of Databases
- Creating basic database tables, forms, queries and reports in Access
- Understanding and Using the Internet
- Creating, Editing, Formatting and Presenting slides, handouts, notes and presentations in PowerPoint
- Adding and formatting images, tables and charts in Word, and PowerPoint
- Understanding Online Risks and Practices for Protecting Your Safety and Identity Online
- Recognizing the Impact of Computers on Society
- Review and Final Exam

Form Completed By: Dr. Kathleen Doss Date: 1/6/20

Department Chair Signature: David Wang Date: 1/6/20

Executive Principal Signature: Dr. Kathleen Doss Date: 1/6/20

Administrator for Curriculum, Instruction & Assessment signature: [Signature] Date: 1/6/20

Superintendent Signature: _____ Date: _____

Board of Education Meeting: _____

Approval by BOE: Approved Date: _____



Disapproved Date: _____

**MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK
BUSINESS, CYBERSECURITY & COMPUTER SCIENCES (BCCS)
DEPARTMENT**

Course Outline

IS101 Computers and Society

C-2, P-2, Cr-3

Course Description:

This course provides knowledge of relevant computer skills and a solid foundation in the terminology and concepts of computer technology. Experience is provided with a variety of microcomputer software applications, including word processing, electronic spreadsheets, and graphics, file management, and integrated software. Concepts and terms focus on preparing for a technologically oriented society and using the computer as a tool for productivity, research and communication.

STUDENT LEARNING OUTCOMES (lecture):

The student will:

1. Demonstrate an understanding of evolution of computers and their impact on the workplace and society.
2. Categorize common productivity software applications (ex: Word Processing, Data Base, Spreadsheets).
3. Classify fundamental hardware components (ex: RAM, ROM, Motherboard, Microprocessors) and demonstrate understanding of their impact on microcomputer performance.
4. Categorize hardware and software components of computers and demonstrate understanding of computer networks as communication tools (ex: E-mail, Web Browser, Search Tools, Podcasts, Blogs)
5. Recognize computers as storage devices and demonstrate understanding of basic data organization.
6. Demonstrate understanding of the history and impact of technology on societies.
7. Demonstrate awareness of operating system functions and basics of systems maintenance
8. Present a slide presentation that they have researched and created.

STUDENT LEARNING OUTCOMES: (LAB)

The student will:

1. Demonstrate the ability to use Operating System interface.
2. Use file management techniques to access and save files, create folders, etc.
3. Create, edit and apply a variety of formats to documents using Word Processing Software (Microsoft Word 2016).
4. Demonstrate understanding of how use Spreadsheets (Microsoft Excel 2016) as a problem solving tool (organize data, write formulas, create basic charts).
5. Store and retrieve data, manipulate a database, run queries and reports using database software. (Microsoft Access 2016).
6. Create, edit and apply a variety of formats to slides using Presentation Software (PowerPoint 2016).
7. Demonstrate the ability to integrate files between Office 2016 applications.

MAJOR TOPICS

- Basic Computer Concepts and Terminology
- Getting Started with Windows 7
- File Management & Student-Servers
- Computer Connectivity and Networks
- Getting Started with Internet Explorer
- Why Computers Matter to You
- Intro to Microsoft Office 2016
- Creating, Editing and Formatting a variety of documents in Word
- Application Software Variety and Functions
- Personal Computer Hardware
- Creating, formatting and effectively using spreadsheets and charts in Excel
- Role and Use of Systems Software
- Purpose and Use of Databases
- Creating basic database tables, forms, queries and reports in Access
- Understanding and Using the Internet
- Creating, Editing, Formatting and Presenting slides, handouts, notes and presentations in PowerPoint
- Adding and formatting images, tables and charts in Word, and PowerPoint
- Understanding Online Risks and Practices for Protecting Your Safety and Identity Online
- Recognizing the Impact of Computers on Society
- Review and Final Exam

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: COMMITTEE CHAIR REPORTS
DATE: JANUARY 14, 2020

The Committee Chair Reports will be presented.

Audit:

Policy:

Curriculum, Instruction
& Technology

Finance & Facility:

Governance:

FOR INFORMATION ONLY

**Finance and Facilities Committee Meeting Minutes
December 19, 2019**

Present:

Jen Parker, Marty Kelly, John Elberson, Mary-Margaret Zehr, Jim Rowley

BUDGET - All departments and buildings have had budget meetings at the DO with follow up required for Spec Ed. and athletics. Jim presented the tax cap calculation, which is sitting at a 1.47% increase. PILOT payments and a decline in net debt payments within the exemption portion of the calculation; have negatively impacted the district's ability to raise funds through the levy.

Jim was asked to research budget vote history - see below:

<u>Year</u>	<u>Yes</u>	<u>No</u>	<u>Tot Votes</u>	<u>Pass %</u>
2019-20	419	223	642	65.3%
2018-19	338	97	435	77.7%
2017-18	354	125	479	73.9%
2016-17	593	206	799	74.2%
2015-16	371	105	476	77.9%
2014-15	384	155	539	71.2%
2013-14	487	261	748	65.1%
2012-13	586	268	854	68.6%
2011-12	588	428	1016	57.9%
2010-11	583	322	905	64.4%

The committee also discussed proposed new courses at the HS and various personnel and contract issues.

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: BOE REPORT
DATE: JANUARY 14, 2020

Mr. Bob Group will give his Board President's Report.

FOR INFORMATION ONLY

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: POTENTIAL PILOT AGREEMENT
DATE: JANUARY 14, 2020

Discussion regarding potential PILOT Agreement.

FOR DISCUSSION ONLY

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: SUPERINTENDENT REPORT
DATE: JANUARY 14, 2020

Ms. Mary-Margaret Zehr will give her Superintendent's Report.

FOR DISCUSSION ONLY

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: ASSISTANT SUPERINTENDENT FOR FINANCE REPORT
DATE: JANUARY 14, 2020

Mr. Jim Rowley will give his Assistant Superintendent for Finance Report.

FOR DISCUSSION ONLY

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: EXECUTIVE SESSION
DATE: JANUARY 14, 2020

We are recommending approval to enter into Executive Session for the purpose of the employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person;

RECOMMENDED ACTION

Motion to enter into Executive Session as submitted.

MOTION MADE BY _____

SECONDED BY _____

A ____ N ____