

## SCHOOL ADMISSIONS

The district shall provide a public education to all persons residing in the district between the ages of five and twenty-one who have not received a high school diploma. Residence is defined as both physical presence and intent to remain in the district. Eligibility of homeless children to attend district schools shall be determined in accordance with federal and state law and regulation; see policy 5151 for guidance.

A veteran of any age who has not yet received his/her high school diploma and who has been discharged under conditions other than dishonorable is eligible to attend school.

A non-veteran under twenty-one years of age who has received a high school diploma shall be permitted to attend school or BOCES upon payment of tuition.

Upon registration, all new students shall be enrolled and begin attendance the next school day or as soon as practicable. Students or their parents/guardians/persons in parental relation are required to present within three business days:

1. Documentation of age: a birth certificate (original or certified transcript, including a foreign birth certificate) or baptismal record is sufficient, if provided no other form of evidence may be requested. If neither of these is available, a passport (including a foreign passport) may be used. If a passport is not available, the district may consider other evidence, which has been in existence for at least two years, such as: an official driver's license, government-issued identification, school photo I.D. with date of birth, consulate identification card, hospital or health records, military dependent I.D. card, documents issued by government agencies, court-issued documents, Native American tribal documents, or records from non-profit international aid agencies or voluntary agencies, or other documents such as an entry in a family bible, an adoption record, or previously verified school records;
2. record of immunizations\* and a health certificate from a licensed physician, physician assistant, or nurse practitioner; and
3. Documentation of district residency: examples of acceptable forms of documentation include, but are not limited to, mortgage/deed or lease documents to a house/condominium/apartment, a statement by the parent/guardian's landlord, property owner or co-tenant, or a statement by a third party relating to physical presence in the district, a pay stub, income tax form, telephone or utility bills or other bills, membership documents based upon residency, official driver's license, learner's permit, or non-driver identification, rent payment receipts, a copy of a money order for payment of rent, a letter from a parent's employer that is written on company letterhead, voter registration document, or a state- or other government-issued ID, documents issued by federal, state, or local agencies, or judicial custody orders or guardianship papers showing residency. The district may require multiple forms of residency documentation sufficient to establish both physical presence in the district and intent to remain.

**The district shall not request or require a Social Security card or number, or any information which would tend to reveal the immigration status of the child, the parent, or the person in parental relation, in any forms, meetings, or other communication, at the time of and/or as a condition of enrollment.**

**\*Regulations that accompany policy 5420, Student Health Services, provide additional guidance regarding immunization records.**

The district shall review all submitted documentation, and make a determination of a student's eligibility to attend district schools as soon as possible, but within three business days of initial enrollment, or four days if the documentation is presented on the third day. The district may verify documentation of age from a foreign country, but will not delay enrollment during verification. At any time during the school year, notwithstanding any prior determination to the contrary, the district may make a determination that a student is not eligible to attend the district's schools, subject to the procedures outlined in the regulations of the Commissioner of Education.

The district shall post its student enrollment/registration forms, procedures instructions and requirements, including the examples of acceptable documentation, on the district website, and shall provide such materials to all parents/guardians/children who request enrollment in the district.

If the parent/guardian of a student seeking to enroll is limited English proficient, the district will meaningfully communicate material information about enrollment as required by federal law. The district will provide parents/guardians of all newly enrolled students with appropriate information including student handbooks and information about access to special education services.

Cross-ref: 5151, Homeless Students  
5120, Student Health Services

Ref: Education Law §§903; 904; 3202; 3208; 4402(8)  
Public Health Law §2164  
8 NYCRR §100.2(y)  
*Student Registration Guidance*, New York State Department of Education,  
August 26, 2010  
[www.emsc.nysed.gov/sss/pps/residency/studentregistrationguidance082610.pdf](http://www.emsc.nysed.gov/sss/pps/residency/studentregistrationguidance082610.pdf)  
*Educational Services for Recently Arrived Unaccompanied Children*, New  
York State Education Department, September 10, 2014  
*Information on the Rights of All Children to Enroll in School*, U.S.  
Departments of Education and Justice, Revised May 8, 2014  
<https://www2.3d.gov/about/office/list/ocr/docs/qa-201405.pdf>  
*Fact Sheet I and II; Information on the Rights of All Children to Enroll in  
School*, [http://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-  
201405.pdf](http://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-201405.pdf)  
*Plyler v. Doe* 457 US 202 (1982)f

Adoption date: February 27, 2008  
Amended date: October 27, 2010  
Amended date: February 11, 2015  
Amended date:

**XII.****STUDENT SEARCHES  
AND INTERROGATIONS**

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The board of education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, or are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion so long as the school official has a legitimate reason for the very limited search. An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate. Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practical, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

**A. *Student Lockers, Desks or other School Storage Places***

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

**B. *Treatment of Cell Phones***

Teachers and administrators are authorized to confiscate student cell phones that are being used in violation of the code of conduct and/or policy 5695, Student Use of Electronic Devices. Teachers and administrators are permitted to look at the screen of the cell phone and can request the student's cooperation to search the cell phone further.

Without a student's permission, teachers and administrators should not undertake a more extensive search until conferring with the Superintendent or school attorney for guidance.

C. ***Documentation of Searches***

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

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

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

D. ***Police Involvement in Searches and Interrogations of Students***

1. **District-Initiated Investigation**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

- a. A search or an arrest warrant, or
- b. Probable cause to believe a crime has been committed on school property or at a school function, or
- c. Been invited by school officials.

2. **Police-Initiated Investigation**

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the

police questioning or search, the questioning or search shall not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

- a. They must be informed of their legal rights.
- b. They may remain silent if they so desire.
- c. They may request the presence of an attorney.

E. ***Child Protective Services Investigations***

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

All requests by child protective services to interview a student on school property shall be made directly to the building principal or his or her designee. The principal or designee shall set the time and place of the interview. The principal or designee should be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex. A child protective services worker may not remove a student from school property without a court order unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

## STUDENT HEALTH SERVICES

The Board of Education recognizes that good student health is vital to successful learning and realizes its responsibility, along with that of parent(s) or guardian(s), to protect and foster a safe and healthful environment for the students.

The school shall work closely with students' families to provide detection and preventive health services. In accordance with law, the school will provide vision, hearing, and scoliosis screening. Problems shall be referred to the parent(s) or guardian(s) who shall be encouraged to have their family physician provide appropriate care.

In order to enroll in school, a student must submit a health certificate within 30 calendar days after entering school, and upon entering second, fourth, seventh, and tenth grades. The examination, which must conform to state requirements, must have been conducted no more than 12 months before the first day of the school year in question. If a student is unable to furnish the health certificate, the school will provide a physical examination by a licensed provider. A request for exemption from the physical examination, or the requirement to provide a health certificate, must be made in writing to the school principal or designee, who may require documents supporting the request. The only basis for exemption is a claim that the physical examination is in conflict with the parent or guardian's genuine and sincere religious belief.

In order to enroll in school, students must also furnish documentation of required immunizations against certain communicable diseases, as set forth in state law and regulations, unless exempted from immunizations for medical or religious reasons as permitted by state law and regulation.

The Board recognizes that the State of New York may authorize and require the collection of data from health certificates in furtherance of tracking and understanding health care issues that affect children. The Board supports these efforts and expects administrators to cooperate and to observe the appropriate laws and regulations in carrying out those responsibilities, including those that relate to student privacy.

A permanent student health record shall be part of a student's cumulative school record and should follow the student from grade to grade and school to school along with his/her academic record. This record folder shall be maintained by the school nurse.

Schools shall also provide emergency care for students in accidental or unexpected medical situations. Each school in the district will include in its emergency plan a protocol for responding to health care emergencies, including anaphylaxis, and head injury. Parents/guardians will be notified of any emergency medical situation as soon as is practicable. Parents/guardians will receive notification of non-emergent medical situations that have been reported to the nurse in a timely manner.

### Communicable Diseases

It is the responsibility of the Board to provide all students with a safe and healthy school environment. To meet this responsibility, it is sometimes necessary to exclude students with contagious and infectious diseases, as defined in the Public Health Law, from attendance in school. Students will be excluded during periods of contagion for time periods indicated on a chart developed by the school nurse.

During an outbreak of these communicable diseases, if the Commissioner of Health or his/her designee so orders, the district will exclude students from school who have an exemption from immunization or who are in the process of obtaining immunization.

It is the responsibility of the Superintendent of Schools, working through district health personnel, to enforce this policy and to contact the county or local health department when a reportable case of a communicable disease is identified in the student or staff population.

### Administering Medication to Students

Neither the Board nor district staff members shall be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours shall 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 if the medicine were not made available to him/her during school hours, or where it is done pursuant to law requiring accommodation to a student's special medical needs (e.g., Section 504 of the Rehabilitation Act of 1973). "Medication" will include all medicines prescribed by an authorized medical provider.

Before any medication may be administered to or by any student during school hours, the Board requires:

1. the written request of the parent(s) or guardian(s), which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication; and
2. the written order of the prescribing authorized medical provider, which will include the purpose of the medication, the dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed, and the possible side effects of the medication.
3. that in order for a student to carry and use a rescue inhaler, an epinephrine auto-injector, insulin, or glucagon and associated testing supplies, written permission must be provided both by the parent and the prescribing authorized medical provider in accordance with state law and regulation.

Students are allowed to carry and apply parentally provided sunscreen without a prescription from a medical provider, assuming that the sunscreen is FDA approved and that the



sunscreen is not treating a medical condition. Parents need to provide the district with written permission for students to use sunscreen.

Permission slips and medical orders shall be kept on file in the office of the school nurse.

### Life-Threatening Allergies and Anaphylaxis Management

The Board recognizes its role and responsibility in supporting a healthy learning environment for all students, including those who have, or develop, life-threatening allergies. The district will work cooperatively with the student, their parent/guardian and healthcare provider to allow the child to participate as fully and as safely as possible in school activities. When a student has a known life-threatening allergy reported on their health form or if the district has been informed by the parent of the presence of a life-threatening allergy, the district will assemble a team, which may include the parent, the school nurse, the child's teacher, the building principal and other appropriate personnel, which will be charged with developing an individual health care plan and/or an emergency action plan. The plan(s) will be maintained by the school nurse. The plan(s) will guide prevention and response. If the student is eligible for accommodations based upon the IDEA, Section 504 or the Americans with Disabilities Act, the appropriate procedures will be followed regarding identification, evaluation and implementation of accommodations.

### Training

Training to support the fulfillment of staff responsibilities in regard to student health services will be provided as part of the district's ongoing professional development plan and in conformity with Commissioner's regulations.

### Regulations

The Superintendent shall develop comprehensive regulations governing student health services. Those regulations shall include the provision of all health services required by law, procedures for the maintenance of health records, and procedures for the administering of medication to students.

Cross-ref: 4321, Programs for Students with Disabilities  
5020.3, Students with Disabilities and Section 504  
5280, Interscholastic Athletics  
5550, Student Privacy  
8130, School Safety Plans and Teams  
9700, Staff Professional Development

Ref: Education Law §§310 (provisions for appeal of child denied school entrance for failure to comply with immunization requirements); 901 et seq. (medical, dental and health

services, BMI reporting); 916 (student self-administration of rescue inhalers); 916-a (student self-administration of epinephrine); 916-b (students with diabetes); 919 (provide and maintain nebulizers); 6909 (emergency treatment of anaphylaxis)  
Public Health Law §§613 (annual survey); 2164 (immunization requirements); 3000-c (collaborative agreements with emergency health care providers)  
8 NYCRR §64.7 (administration of agents to treat anaphylaxis); §135.4 (Physical Education); Part 136 (school health services program)  
10 NYCRR Part 66-1 (immunization requirements)  
*Administration of Medication in the School Setting Guidelines*, State Education Department, revised April 2002  
*Immunization Guidelines: Vaccine Preventable Communicable Disease Control*, State Education Department, revised August 2000  
*Making the difference: Caring for Students with Life-Threatening Allergies*, New York State Department of Health, New York State Education Department, New York Statewide School Health Service Center, June 2008  
*Concussion Management Guidelines and Procedures*, [www.nysphsaa.org](http://www.nysphsaa.org)  
*New Policy for Stocking Albuterol Metered Dose Inhalers (MDIs)*, State Education Department, August 2011,  
([www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/Albuterol2011memo.pdf](http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/Albuterol2011memo.pdf).)

Adoption date: February 27, 2008  
Amended date: November 14, 2012  
Amended date: June 25, 2014  
Amended date:

## STUDENT HEALTH SERVICES REGULATION

### A. Immunization Against Communicable Diseases

Under state Public Health Law 2164, in order to be enrolled in or attend district schools, children must be fully immunized against certain communicable disease. Those diseases are: poliomyelitis, mumps, measles, diphtheria, rubella, varicella (chicken pox), Haemophilus influenzae type b (Hib), pertussis, tetanus, pneumococcal disease, and hepatitis B.

“Fully immunized” means that the child has either (1) received the required vaccinations for these diseases as set forth in state regulations; (2) for measles, mumps, rubella, hepatitis B., poliomyelitis, or varicella only, shown immunity with a positive blood test for those disease antibodies; or (3) for varicella only, has had the disease, verified by a physician, nurse practitioner, or physician’s assistant.

Children who are not fully immunized may only be admitted to school if they (1) are in the process of receiving immunization or obtaining blood tests; or (2) have been granted a medical or religious exemption.

Medical exemptions may be used if immunization is detrimental to a child’s health. Medical exemptions must either be (1) the medical exemption form issued by the New York State Department of Health or the New York City Department of Health and Mental Hygiene, or (2) a statement signed by a physician licensed to practice medicine in New York State indicating the specific immunization, the medical contraindication, and the length of time the exemption is for. Medical exemptions must be reissued annually to remain valid. The Building Principal may require supporting documents for medical exemptions.

Religious exemptions may be granted by the district upon either (1) a signed and completed Request for Religious Exemption to Immunization created by the NYSED, or (2) a written and signed statement from a parent/guardian stating an objection to immunization because of genuine and sincere religious beliefs which prohibit immunization. The Building Principal may require support documents for religious exemptions.

All students must present appropriate documentation of their immunization status, as set forth in the Regulations of the Commissioner of Health 10 NYCRR Subpart 66-1.

The Building Principal may permit students without adequate documentation to attend school up to 14 calendar days while the parent/guardian furnishes the necessary documents. This time period may be extended to 30 days for students transferring from another state or country, as long as they show a good faith effort to obtain the necessary documentation.

District schools may access the New York State Immunization Information System (NYSIIS) or the New York City Citywide Immunization Registry (CIR) to verify the immunization history of students entering or registered in that school.

When a child is excluded from school for immunization reasons, the Building Principal shall notify the parent/guardian of their responsibility to have the child immunized, and the public resources available for doing so. The Principal shall also notify the local health authority of the child's name and address and the immunization(s) the child lacks, and shall cooperate with that authority to provide a time and place for the required immunization(s) to be administered.

The district will maintain a list of all students who have been exempted from immunization for medical or religious reasons, or who are in the process of receiving immunization, and shall exclude such students from school when so ordered by the Commissioner of Health, in the vent of an outbreak in school of the vaccine-preventable diseases listed in Public Health Law 2164 and the first paragraph of this section.

When a student transfers out of the district, the parent/guardian will be provided with an immunization transfer record showing the student's current immunization status which will be signed by the school nursing personnel or the school physician. A transcript or photocopy of the immunization portion of the cumulative health record will be provided to the new educational institution upon request.

B. Administering Medication to Students in School

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or failure to administer the medication would seriously affect the student's health.

Parent(s) or guardian(s) must present the following information:

1. a written order from a NYS license health care provider (e.g. physician, nurse practitioner or physician assistant) containing the following information: student's name, the date and name of the medicine, dosage and time to be administered, and list of possible side effects;
2. a written a note from the parent(s) or guardian(s) giving appropriate licensed school personnel permission to administer the medication to their child during school or for trained unlicensed personnel to assist their child in taking their own medication
3. a medication request form filed with the school/nurse.

Students who may carry and use certain medications

Students are permitted to self-administer medication under certain circumstances, in accordance with state law and regulation. A student is authorized to carry and use the following medications: rescue inhaler, epinephrine auto-injector, insulin, glucagon (and associated diabetes testing supplies, if the following conditions are met:

1. An authorized medical provider must provide written permission that includes an attestation that the student's diagnosis requires the medication; the student has demonstrated that he/she can self-administer the prescribed medication effectively; the name of the medication, the dose, the times when it is to be taken, the circumstances which may warrant use and the length of time during which the student may use it.
2. Written parental permission.

If a student is authorized to carry and use medication as described above, the parent/guardian is permitted to give extra medication and supplies that the district will maintain in accordance with the written directions submitted by the authorized medical provider.

All documents pertaining to student medication will be kept on file in the nurse's office.

The school nurse shall develop procedures for the administration of medication, which require that:

1. all medications will be administered by a licensed person unless the child is self-directed;
2. medications, other than as noted above, shall be securely stored in the office and kept in their original labeled container, which specifies the type of medication, the amount to be given and the times of administration; the school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration; and
3. all medications shall be brought to school by the parent(s) or guardian(s) and shall be picked up by the parent(s) or guardian(s) at the end of the school year or the end of the period of medication, whichever is earlier. If not picked up within five days of the period of medication, the medication shall be discarded.

An adult must bring the medication to school in the original container. The administering staff member should clearly label the medication with the time to be given and dosage.

### Sunscreen

Students are permitted to carry and apply sunscreen without a medical provider's order under the following conditions:

1. the sunscreen is used to avoid overexposure to the sun and not for medical treatment of an injury or illness. If sunscreen is required to treat a medical condition, the procedures for administering medication (above) apply;
2. the sunscreen is FDA approved for over the counter use;
3. the student's parents or guardians provide written permission annually for the student to carry and use the sunscreen.

The school nurse will keep written permission for students on file and develop procedures pertaining to this policy.

Administering medication on field trips and at after-school activities. Taking medication on field trips and at after-school activities is permitted if a student is self-directed in administering their own medication. On field trips or at other after-school activities, teachers or other school staff may carry the medication so that the self-directed student can take it at the proper time.

If a student is going on a field trip but is not self-directed (i.e., fully aware and capable of understanding the need and assuming responsibility for taking medicine), then the district may:

- permit the parent or guardian to attend the activity and administer the medication.
- permit the parent to personally request another adult who is not employed by the school to voluntarily administer the medication on the field trip or activity and inform the school district in writing of such request.
- allow the student's health care provider to be consulted and, if he/she permits, order the medication time to be adjusted or the dose eliminated.

If no other alternative can be found, a school nurse or licensed person must administer the medication.

Administering epi-pen in emergency situations. The administration of epinephrine by epi-pen has become an accepted and extremely beneficial practice in protecting individuals subject to serious allergic reactions (e.g., individual has an anaphylactic reaction to a wasp sting or the ingestion of peanut butter).

Pursuant to Commissioner's regulations, registered professional nurses may carry and administer agents used in non-patient specific emergency treatment of anaphylaxis.

In addition, pursuant to SED guidelines, school nurses may provide training to unlicensed school staff in administering epi-pens, epinephrine auto-injectors and glucagon prescribed by a licensed medical provider, to a child who has been diagnosed with the associated disease in accordance with the process described in this policy and regulation.

### C. Student Medical Exams

In accordance with Section 903 and 904 of the state Education Law, each student shall have a physical exam given by the school doctor or licensed health provider (including a physician, physician assistant, or nurse practitioner) upon new entrance to school and at grades pre-kindergarten, kindergarten, 2, 4, 7 and 10. Findings are to be kept on record at the school on forms that can be obtained from the school nurse.

A student may be excluded from the medical examination requirements because the child's parent/guardian holds a genuine and sincere religious belief which is contrary to medical examinations. The request for exemption must be in writing to the principal or his/her designee.

In the event that the student's medical history reveals that they have a known life-threatening allergy, the school nurse, in conjunction with the family, student, child's teacher, and other appropriate staff, will develop and implement an individual health care plan which will guide prevention and response.

The district will work with students in the self-management of their life-threatening allergy, or other chronic health conditions, by:

1. Adequately training staff involved in the care of the child.
2. Assuring the availability of the necessary equipment and/or medications.
3. Providing appropriately licensed and trained persons on school premises, as required by law.
4. Providing ongoing staff and student education.

#### D. Illness in School

If a student becomes ill in school:

1. The nurse will determine if the student should receive further medical attention, remain in the dispensary or return to class.
2. The nurse will call the parent, guardian or designated emergency contact if he/she feels the student should go home. In general, a parent or guardian will pick up the student from school.
3. If there is to be a change in bus routing in order to carry the student to his/her home, that decision will be made by the administrator and the transportation supervisor.
4. If the route is to be changed, the transportation supervisor shall inform the bus driver.
5. If no parent, guardian or designated emergency contact picks up the student at school, or if no parent/guardian or designated emergency contact will be home, the student will remain in the nurse's office until such time as a parent, guardian or designated emergency contact becomes available to assume responsibility for the child.
6. If the nurse determines that the child can return to class, but needed some type of medical attention (i.e., bandage for a minor scratch, a brief rest, etc.), the nurse will notify the parent using district form 5420-E.1 when necessary.
7. The nurse will maintain appropriate records of all student visits.

#### E. Medical Emergency Record

All students shall have on file a medical emergency record which shall state the name and telephone numbers of the following:

1. the student's parent(s) or guardian(s) at home and work;
2. the student's next of kin;
3. a neighbor;
4. the student's licensed health care provider;
5. preferred hospital;
6. any allergies or serious health conditions.

Students diagnosed with diabetes may have a written diabetes management plan maintained as part of the student's cumulative health record. The management plan may be developed in accordance with state regulation and district procedures. Students diagnosed with asthma or other respiratory disease requiring a rescue inhaler, students diagnosed with life-threatening allergy or diabetes may have an emergency action plan maintained as part of the student's cumulative medical record. The emergency action plan will be developed in accordance with state regulation and district procedures.

F. Student Return to School after Illness/Injury

In general, students should be symptom-free before returning to school and resuming normal activities. In some instances, students may be asked to provide a note from their licensed health care provider before they return to school or participate in the full range of school activities. The final decision to permit participation rests with the school physician. The Superintendent, in consultation with the school physician, nurse and other appropriate staff, will develop protocols to address a student's return to activities when there has been a serious illness or injury.

Adoption date: February 27, 2008

Amended date: November 14, 2012

Amended date: June 25, 2014

Amended date:



## DISCLOSURE OF EMPLOYEE MISCONDUCT/WHISTLEBLOWER POLICY

The Board of Education expects officers and employees of the district to fulfill the public's trust and to conduct themselves in an honorable manner, abiding by all district policies and regulations and by all applicable state and federal laws and regulations.

However, when district officers or employees know or have reasonable cause to believe that serious instances of wrongful conduct (e.g., mismanagement of district resources, unethical behavior, violations of law or regulation, and/or abuse of authority) have occurred, they should report such wrongful conduct to the Board or one of its designated officers.

For purposes of this policy, the term "wrongful conduct" shall be defined to include:

- theft of district money, property, or resources;
- misuse of authority for personal gain or other non-district purpose;
- fraud;
- actions that compromise the security and integrity of the district's or state's testing program;
- violations of applicable federal and state laws and regulations; and/or
- serious violations of district policy, regulation, and/or procedure.

### Disclosure and Investigation

Employees and officers who know or have reasonable cause to believe that wrongful conduct has occurred shall report such mismanagement, fraud or abuse to the Superintendent of Schools, the School Attorney or the Independent Auditor. Each of these Board-designated officers, upon receiving a report of alleged wrongful conduct, shall take immediate steps to conduct an investigation.

Staff members who suspect that a violation of state testing procedures has occurred by a certified educator, or non-certified individual involved in the state testing program, must report their concerns to the State Education Department (SED) in the manner prescribed by the Commissioner of Education, and must also report concerns to the Superintendent or Board of Education. Any Building Principal receiving such a report shall relay this information to the Superintendent.

The Superintendent, School Attorney or the Independent Auditor shall maintain a written record of the allegation, conduct an investigation to ensure that the appropriate unit (auditors, police, SED, etc.) investigates the disclosure, and notify the Board when appropriate to do so.

Except as otherwise provided in either state and/or federal law, the Board-designated officer shall make all reasonable attempts to protect the identity of the employee making the disclosure in a confidential manner, as long as doing so does not interfere with conducting an investigation of the specific allegations or taking corrective action.

The district shall not take adverse employment action against an employee who has notified the district of wrongdoing, allowing the district the opportunity to investigate and correct the misconduct. The district shall not take adverse action against an employee who has reported misconduct when mandated to do so by federal or state law or regulation.

### Complaints of Reprisal

An employee who has been subject to an adverse employment action based on his or her prior disclosure of alleged or actual wrongful conduct may contest the action by filing a written complaint of reprisal with the Board President. The Board President, or his/her designee, will review the complaint expeditiously to determine:

- whether the complainant made a disclosure of alleged wrongful conduct before an adverse employment action was taken;
- whether the responding party could reasonably have been construed to have had knowledge of the disclosure and the identity of the disclosing employee;
- whether the complainant has in fact suffered an adverse employment action after having made the disclosure; and
- whether the complainant alleges that adverse employment action occurred as a result of the disclosure.

If the designee determines that all of the above elements are present, he or she shall appoint a review officer or panel to investigate the claim and make a recommendation to the Board. At the time of appointment, the designee shall inform the complainant and the respondent, in writing, of:

- the intent to proceed with an investigation;
- the specific allegations to be investigated;
- the appointment of the review officer or panel; and
- the opportunity of each party to support or respond, in writing, to the allegation.

Once the review officer or panel has conducted a review and considers the investigation to be complete, the officer or panel will notify the designee of its completion. From the date of that notice, the review officer has 30 days to report his or her findings and make any recommendations he or she deems appropriate to the designee. The designee, in conferral with the appropriate administrator, shall issue a letter of findings to both the complainant and the respondent.

The decision of the review officer or panel is binding.

Nothing in this policy is intended to interfere with legitimate employment decisions.

The Superintendent of Schools shall establish regulations necessary to implement this policy.

This policy and accompanying regulations shall be published in employee handbooks, posted in employee lounges and given to all employees with fiscal accounting and/or money handling responsibilities on an annual basis.

The Superintendent of Schools, the Auditor, the School Attorney and others involved in implementing this policy shall meet with the Board once a year to evaluate the effectiveness of this policy and to make appropriate adjustments, if any, to the policy and accompanying regulations.

Ref: Civil Service Law §75-b  
Labor Law §740  
8 NYCRR §§12.3, 102.4 (testing misconduct)  
*Garrity v. University at Albany*, 301 A.D. 2d 1015 (3<sup>rd</sup> Dept. 2003)  
(Article 75-b protections only apply if employee first discloses wrongdoing to employer, allowing for investigation and correction prior to disclosure to outside agencies)  
*Matter of Brey v. Bd. of Educ.*, 245 A.D. 2d 613 (3<sup>rd</sup> Dept. 1997)  
(termination based on work deficiency, not retaliation)

Adoption date: January 23, 2013

Amended date:

BOARD OF EDUCATION, ISLAND TREES UFSD, JUNE 24, 2015  
PERSONNEL REPORT June 24, 2015 Items 1 through 180 Inclusive

ITEM#	ADD	AREA	TYPE	NAME	SUPT REC	POSITION	ASSN	REASON	AMOUNT	PER	MAX	COL	STEP	EFF DATE	END DATE
1	X	ADMIN	PROBATION	MCLEAN, KENNETH	APPOINT	DIR OF FAC & OPER	DIST	REPL. L. DIPADOVA	CONTRACT					7/20/2015	1/20/2016
2	X	COMM ON SPEC ED	NON-PROB	ANDERSON, JEN	APPOINT	ESL	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
3	X		NON-PROB	APONTE, TARYN	APPOINT	NEW ENTRANT SCREENING	DIST		CONTRACT					6/26/2015	6/30/2016
4	X		NON-PROB	BOGSTED, TERRY	APPOINT	SPEECH	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
5	X		NON-PROB	BOGSTED, TERRY	APPOINT	NEW ENTRANT SCREENING	DIST		CONTRACT					6/26/2015	6/30/2016
6	X		NON-PROB	CIFARELLI, MARISSA	APPOINT	ESL	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
7	X		NON-PROB	CIFARELLI, MARISSA	APPOINT	NEW ENTRANT SCREENING	DIST		CONTRACT					6/26/2015	6/30/2016
8	X		NON-PROB	CONKLIN, JENNIFER	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
9	X		NON-PROB	CONKLIN, JIM	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
10	X		NON-PROB	DAVIES, CHRISTINE	APPOINT	SPECIAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
11	X		NON-PROB	DIBELLA, SARA	APPOINT	GUIDANCE	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
12	X		NON-PROB	EMIGHOLZ, SHERYL	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
13	X		NON-PROB	ERIKSEN, ALLISON	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
14	X		NON-PROB	FEDERICO, MARLA	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
15	X		NON-PROB	GARCIA, DAMIAN	APPOINT	SPECIAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
16	X		NON-PROB	GRILLO, ELIZABETH	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
17	X		NON-PROB	GUARINO, LISA	APPOINT	SPEECH	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
18	X		NON-PROB	HAROUCHE, HOLLY	APPOINT	READING	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
19	X		NON-PROB	HIGGINS, BRIAN	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
20	X		NON-PROB	HOFMAN, ALISON	APPOINT	GUIDANCE	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
21	X		NON-PROB	JANNAZZO, NANCY	APPOINT	SPECIAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
22	X		NON-PROB	JOCIADE, CHRISTINE	APPOINT	SPECIAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
23	X		NON-PROB	KOHL, ROBERT	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
24	X		NON-PROB	LAIMO, SHERIE	APPOINT	GUIDANCE	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
25	X		NON-PROB	LEVITZ, ABBY	APPOINT	SPECIAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015

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ITEM#	ADD	AREA	TYPE	NAME	SUP'T REC	POSITION	ASSN	REASON	AMOUNT	PER	MAX	COL	STEP	EFF DATE	END DATE
26	X		NON-PROB	MAIDAT, MARYANN	APPOINT	PSYCHOLOGIST	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
27	X		NON-PROB	MARINO, LAUREN	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
28	X		NON-PROB	MARBS, LAURA	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
29	X		NON-PROB	MCCUSKER, NANCY	APPOINT	READING	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
30	X		NON-PROB	MEBEROS, LOU	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
31	X		NON-PROB	MEEVAN, JENNIFER	APPOINT	SPECIAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
32	X		NON-PROB	MENDEZ, ANGELA	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
33	X		NON-PROB	MINOTTO, LEIGH	APPOINT	SPECIAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
34	X		NON-PROB	MITCHELL, MARISSA	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
35	X		NON-PROB	MODICA, NIELISSA	APPOINT	PSYCHOLOGIST	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
36	X		NON-PROB	MOORE, CHRISTINA	APPOINT	GUIDANCE	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
37	X		NON-PROB	PELLICANO, NADIA	APPOINT	PSYCHOLOGIST	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
38	X		NON-PROB	PERLOTTO, MICHAEL	APPOINT	PSYCHOLOGIST	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
39	X		NON-PROB	POTTS, VALERIE	APPOINT	SPECIAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
40	X		NON-PROB	POWERS, BRIAN	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
41	X		NON-PROB	RADCLIFFE, GRAHAM	APPOINT	GUIDANCE	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
42	X		NON-PROB	RITTER, BETH	APPOINT	READING	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
43	X		NON-PROB	RODABAUGH, ALICIA	APPOINT	ESL	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
44	X		NON-PROB	RODABAUGH, ALICIA	APPOINT	NEW ENTRANT SCREENING	DIST		CONTRACT					6/26/2015	6/30/2016
45	X		NON-PROB	SAPORITO, CHRISTINE	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
46	X		NON-PROB	SHERRY, GAIL	APPOINT	PSYCHOLOGIST	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
47	X		NON-PROB	SIEGEL, CAROL	APPOINT	SPECIAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
48	X		NON-PROB	SPRUNGER, TRISH	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
49	X		NON-PROB	SPUCHES, JEFF	APPOINT	NEW ENTRANT SCREENING	DIST		CONTRACT					6/26/2015	6/30/2016
50	X		NON-PROB	STANLEY, STACEY	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
51	X		NON-PROB	SULLIVAN, DEBBIE	APPOINT	GUIDANCE	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
52	X		NON-PROB	SULTANA, STEPHANIE	APPOINT	READING	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015
53	X		NON-PROB	TEPPER, JILL	APPOINT	GUIDANCE	SUMMER	CSE/CPSE MEETINGS	CONTRACT					7/30/2015	8/31/2015

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ITEM#	ADD	AREA	TYPE	NAME	SUP'T REC	POSITION	ASSN	REASON	AMOUNT	PER	MAX	COL	STEP	EFF DATE	END DATE	
54	X		NON-PROB	TINMONS, MARIE	APPOINT	SPECIAL ED	SUMMER	CSE/CPSE MEETINGS	\$10.00	CONTRACT		2	HRS	7/30/2015	8/31/2015	
55	X		NON-PROB	TRAYERS, MARY	APPOINT	SPECIAL ED	SUMMER	CSE/CPSE MEETINGS	\$10.00	CONTRACT		7	HRS	7/30/2015	8/31/2015	
56	X		NON-PROB	TRAYERS, MARY	APPOINT	NEW ENTRANT SCREENING	DIST	SCREENING COORD.	\$22.19	CONTRACT		2	HRS	6/26/2015	6/30/2016	
57	X		NON-PROB	TRICARICO, HOLLY	APPOINT	PSYCHOLOGIST	SUMMER	CSE/CPSE MEETINGS	\$10.00	CONTRACT		2	HRS	7/30/2015	8/31/2015	
58	X		NON-PROB	VILLANO, DEBRA	APPOINT	GENERAL ED	SUMMER	CSE/CPSE MEETINGS	\$10.00	CONTRACT		2	HRS	7/30/2015	8/31/2015	
59	X		NON-PROB	WALKER, AMANDA	APPOINT	PSYCHOLOGIST	SUMMER	CSE/CPSE MEETINGS	\$10.00	CONTRACT		2	HRS	7/30/2015	8/31/2015	
60	X		NON-PROB	ZAMBRISKI, MELODY	APPOINT	SPEECH	SUMMER	CSE/CPSE MEETINGS	\$10.00	CONTRACT		2	HRS	7/30/2015	8/31/2015	
CUSTODIAL																
61			NON-PROB	BISHOFF, ROBERT	APPOINT	CLEANER	DIST	SEASONAL	\$10.00	CONTRACT		2	HRS	6/22/2015	6/22/2015	
62			NON-PROB	BRAAG, SEAN	APPOINT	CLEANER	DIST	SEASONAL	\$10.00	CONTRACT		2	HRS	6/22/2015	6/22/2015	
63	X		NON-PROB	GRUBER, RICHARD	APPOINT	SECURITY AIDE FT	DIST	SEASONAL	\$22.19	CONTRACT		2	HRS	6/22/2015	6/22/2015	
64			NON-PROB	MARTELLO, VINCENT	APPOINT	CLEANER	DIST	SEASONAL	\$10.00	CONTRACT		2	HRS	6/22/2015	6/22/2015	
65			NON-PROB	MISCOSCIA, SAL	APPOINT	CLEANER	DIST	SEASONAL	\$10.00	CONTRACT		2	HRS	6/22/2015	6/22/2015	
66	X		NON-PROB	NAPOULI, JOHN	APPOINT	CLEANER	DIST	SEASONAL	\$10.00	CONTRACT		2	HRS	6/22/2015	6/22/2015	
67			NON-PROB	SCHILLER, JUSTIN	APPOINT	CLEANER	DIST	SEASONAL	\$10.00	CONTRACT		2	HRS	6/22/2015	6/22/2015	
68			NON-PROB	VENTURA, GERTRUDIS	APPOINT	CLEANER	DIST	SEASONAL	\$10.00	CONTRACT		2	HRS	6/22/2015	6/22/2015	
69			NON-PROB	WOLLMAN, TODD	APPOINT	CLEANER	DIST	SEASONAL	\$10.00	CONTRACT		2	HRS	6/22/2015	6/22/2015	
70	X		STATUS CHG	DEMARTINO, PHILLIP	ACCEPT RES	CLEANER	DIST	RESIGNATION	\$10.00	CONTRACT		2	HRS	6/22/2015	6/22/2015	
71	X		STATUS CHG	SELLITTO, PHILIP	ACCEPT RES	SECURITY AIDE FT	DIST	RESIGNATION	\$10.00	CONTRACT		2	HRS	6/22/2015	6/22/2015	
EXTRA-CURR																
72			ADDL DUTY	ANDERSON, EILEEN	APPOINT	PROFESSIONAL DEVELOPMT	MIS	TECH INSTITUTE	\$10.00	CONTRACT		2	HRS	8/24/2015	8/24/2015	
73	X		ADDL DUTY	ANDERSON, JENNIFER	APPOINT	ESL	ST	PROF DEVELOPMT	\$10.00	CONTRACT		7	HRS	7/01/2015	8/31/2015	
74			ADDL DUTY	APORTE, TARYN	APPROVE	CHAPERONE	MIS	ZACHARY'S DANCE	\$10.00	CONTRACT		2	HRS	6/22/2015	6/22/2015	
75			ADDL DUTY	ARISTY, HECTOR	APPROVE	REPL. D SULLIVAN	MIS	SR. PROM	\$10.00	CONTRACT		2	HRS	6/22/2015	6/22/2015	
76			ADDL DUTY	AZAR, DANIELLE	APPOINT	PROFESSIONAL DEVELOPMT	MIS	TECH INSTITUTE	\$10.00	CONTRACT		2	HRS	8/24/2015	8/24/2015	
77			ADDL DUTY	BARFIELD, TANARA	APPOINT	PROFESSIONAL DEVELOPMT	MIS	TECH INSTITUTE	\$10.00	CONTRACT		2	HRS	8/24/2015	8/24/2015	
78	X		ADDL DUTY	CAMISA, MARLENE	APPOINT	ESL	MIS	PROF DEVELOPMT	\$10.00	CONTRACT		7	HRS	7/01/2015	8/31/2015	

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ITEM#	ADD	AREA	TYPE	NAME	SUPP REC	POSITION	ASSN	REASON	AMOUNT	PER	MAX	COL	STEP	EFF DATE	END DATE
79			ADDL DUTY	CAVAL DAN	APPROVE	CHAPERONE	MS	ZACHARY'S DANCE	CONTRACT					6/23/2015	
80	X		ADDL DUTY	CHIOS, KELLY	APPOINT	ESL	MS	PROF DVLPMNT	CONTRACT			20	HRS	7/01/2015	8/31/2015
81	X		ADDL DUTY	CIFARELLI, MARISSA	APPOINT	ESL	SP	PROF DVLPMNT	CONTRACT			20	HRS	7/01/2015	8/31/2015
82			ADDL DUTY	CONKLIN, JAMES	APPOINT	INSTRUCTOR	MS	TECH INSTITUTE	CONTRACT					8/28/2015	8/28/2015
83	X		ADDL DUTY	DIBELLA, SARA	APPROVE	GUIDANCE	HS	GUID ADDL WRK	CONTRACT					7/01/2015	
84			ADDL DUTY	EASTERBROOK, CAROL	APPOINT	PROFESSIONAL DVLPMNT	MS	TECH INSTITUTE	CONTRACT			2	HRS	8/28/2015	8/28/2015
85			ADDL DUTY	ERICKSEN, ALLISON	APPOINT	PROFESSIONAL DVLPMNT	MS	TECH INSTITUTE	CONTRACT			2	HRS	8/28/2015	8/28/2015
86	X		ADDL DUTY	ESPOSITO, JEFF	APPROVE	CHAPERONE	MS	ZACHARY'S DANCE	CONTRACT					6/23/2015	
87			ADDL DUTY	FRIEDMAN, MICHELLE	APPROVE	CHAPERONE	MS	ZACHARY'S DANCE	CONTRACT					6/23/2015	
88	X		ADDL DUTY	GRONEMAN, JEREMY	APPOINT	ESL	MS	PROF DVLPMNT	CONTRACT			20	HRS	7/01/2015	8/31/2015
89			ADDL DUTY	GUSTAFSON, KRISTEN	APPOINT	PROFESSIONAL DVLPMNT	MS	TECH INSTITUTE	CONTRACT			2	HRS	8/28/2015	8/28/2015
90	X		ADDL DUTY	HIGGINS, BRIAN	APPROVE	CHAPERONE	MS	ZACHARY'S DANCE	CONTRACT					6/23/2015	
91			ADDL DUTY	INGENITO, JAMES	APPROVE	CHAPERONE	MS	ZACHARY'S DANCE	CONTRACT					6/23/2015	
92	X		ADDL DUTY	KILSTEIN, DEBBIE	APPROVE	CHAPERONE	HS	PROM ONLY	CONTRACT					6/23/2015	
93			ADDL DUTY	KRUHL, HELENE	APPOINT	PROFESSIONAL DVLPMNT	MS	TECH INSTITUTE	CONTRACT			2	HRS	8/28/2015	8/28/2015
94			ADDL DUTY	MCMAMARA, KIM	APPOINT	PROFESSIONAL DVLPMNT	MS	TECH INSTITUTE	CONTRACT			2	HRS	8/28/2015	8/28/2015
95	X		ADDL DUTY	MEANS, DARLENE	APPROVE	CHAPERONE	HS	POST PROM BRKST	CONTRACT					6/26/2015	
96	X		ADDL DUTY	MOORE, CHRISTINA	APPROVE	GUIDANCE	HS	GUID ADDL WRK	CONTRACT					7/01/2015	
97	X		ADDL DUTY	OLIVETO, SUSAN	APPROVE	CHAPERONE	HS	PERFORM HOFSTRA	CONTRACT					6/13/2015	
98	X		ADDL DUTY	RAIDCLIFFE, GRAHAM	APPROVE	GUIDANCE	HS	GUID ADDL WRK	CONTRACT					7/01/2015	
99			ADDL DUTY	RAZZANO, ELISABETTA	APPROVE	DIBELS NEXT	SP	TURKEY HOURS	CONTRACT			10	HRS	9/01/2015	6/30/2016
100			ADDL DUTY	ROCHE, JAMIE	APPROVE	REPL. S. ALAIVERDIAN	HS	SR. PROM & BRKST	CONTRACT					6/25/2015	6/26/2015
101	X		ADDL DUTY	RODABAUGH, ALICIA	APPOINT	ESL	MS	PROF DVLPMNT	CONTRACT			7	HRS	7/01/2015	8/31/2015
102			ADDL DUTY	SINISCALCHI, PAMELA	APPOINT	PROFESSIONAL DVLPMNT	MS	TECH INSTITUTE	CONTRACT			2	HRS	8/28/2015	8/28/2015
103	X		ADDL DUTY	SULLIVAN, DEBORAH	APPROVE	GUIDANCE	HS	GUID ADDL WRK	CONTRACT					7/01/2015	
104			ADDL DUTY	VASCO, GLORIA	APPROVE	CHAPERONE	MS	ZACHARY'S DANCE	CONTRACT					6/23/2015	
105	X		ADDL DUTY	VILLATORO, KIMBERLY	APPROVE	CHAPERONE	HS	PROM/POST BRKST	CONTRACT					6/25/2015	6/26/2015
106			ADDL DUTY	WAGNER, GREG	APPROVE	CHAPERONE	MS	ZACHARY'S DANCE	CONTRACT					6/23/2015	

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ITEM#	ADD	AREA	TYPE	NAME	SUPT REC	POSITION	ASSN	REASON	AMOUNT	PER	MAX	COL	STEP	EFF DATE	END DATE
107	X	INSTRUCTION	ADDL DUTY	WARNOVOWSKI, GREG	APPROVE	CHAPEONE	HS	GRADUATION	CONTRACT					6/26/2015	
108	X		FLIA	CONKLIN, JENNIFER	APPROVE	ELEMENTARY	ST	CHILD CARE	CONTRACT					10/22/2015	1/29/2016
109			NON-PROB	ARONTE, TARYN	APPROVE	MENTORING	DIST	TRAINING	CONTRACT			3	HRS	8/25/2015	
110	X		NON-PROB	BOGSTED, TERRY	APPOINT	SPEECH	DIST	SUMMER SPEECH	CONTRACT					7/01/2015	8/30/2015
111			NON-PROB	BUNSTER, SAMANTHA	APPROVE	MENTORING	DIST	TRAINING	CONTRACT			3	HRS	8/25/2015	
112			NON-PROB	CLARKE, MICHELLE	APPOINT	ELEMENTARY	DIST	BEFORE PROG PREP	CONTRACT			2	HRS	6/29/2015	7/31/2015
113			NON-PROB	CLARKE, MICHELLE	APPOINT	ELEMENTARY	DIST	SUMMER SCHOOL	CONTRACT					6/29/2015	7/31/2015
114			NON-PROB	CLARKE, MICHELLE	APPOINT	ELEMENTARY	MS	REPL JAMES CONKLIN	CONTRACT			MA	2	7/01/2015	6/30/2016
115			NON-PROB	DANTORIT, JACLYN	APPOINT	ELEMENTARY	DIST	BEFORE PROG PREP	CONTRACT			2	HRS	6/29/2015	7/31/2015
116			NON-PROB	DANTORIT, JACLYN	APPOINT	ELEMENTARY	DIST	SUMMER SCHOOL	CONTRACT					6/29/2015	7/31/2015
117			NON-PROB	EGERT, SUZANNE	APPROVE	MENTORING	DIST	TRAINING	CONTRACT			2	HRS	8/25/2015	
118			NON-PROB	EISENBERG, CINDY	APPROVE	MENTORING	DIST	TRAINING	CONTRACT			3	HRS	8/25/2015	
119			NON-PROB	ESPOSITO, JEFF	APPOINT	ELEMENTARY	DIST	BEFORE PROG PREP	CONTRACT			2	HRS	6/29/2015	7/31/2015
120			NON-PROB	ESPOSITO, JEFF	APPOINT	ELEMENTARY	DIST	SUMMER SCHOOL	CONTRACT					6/29/2015	7/31/2015
121	X		NON-PROB	GUARINO, LISA	APPOINT	SPEECH	DIST	SUMMER SPEECH	CONTRACT					7/01/2015	8/30/2015
122			NON-PROB	JANNAZZO, NANCY	APPOINT	ELEMENTARY	DIST	SUMMER SCHOOL	CONTRACT			2	HRS	6/29/2015	7/31/2015
123			NON-PROB	JANNAZZO, NANCY	APPOINT	ELEMENTARY	DIST	BEFORE PROG PREP	CONTRACT			2	HRS	6/29/2015	7/31/2015
124			NON-PROB	JOCIADE, CHRISTINE	APPOINT	ELEMENTARY	DIST	SUMMER SCHOOL	CONTRACT					6/29/2015	7/31/2015
125			NON-PROB	JOCIADE, CHRISTINE	APPOINT	ELEMENTARY	DIST	BEFORE PROG PREP	CONTRACT			2	HRS	6/29/2015	7/31/2015
126			NON-PROB	KRULL, HELENE	APPOINT	MATH	MS	SUMMER SCHOOL	CONTRACT					6/29/2015	7/31/2015
127			NON-PROB	KRULL, HELENE	APPOINT	ELEMENTARY	DIST	BEFORE PROG PREP	CONTRACT			2	HRS	6/29/2015	7/31/2015
128			NON-PROB	LAPERIOSA, JANINE	APPOINT	ART	MS/ST	7 POSITION	CONTRACT			MA/30	11	7/01/2015	6/30/2016
129			NON-PROB	MAZZO, NICOLE	APPROVE	MENTORING	DIST	TRAINING	CONTRACT			3	HRS	8/25/2015	
130			NON-PROB	NIYES, DEBBIE	APPROVE	MENTORING	DIST	TRAINING	CONTRACT			2	HRS	8/25/2015	
131			NON-PROB	PALAZZOLLO, CARLY	APPOINT	ELEMENTARY	DIST	SUMMER SCHOOL	CONTRACT					6/29/2015	7/31/2015
132			NON-PROB	PALAZZOLLO, CARLY	APPOINT	ELEMENTARY	DIST	BEFORE PROG PREP	CONTRACT			2	HRS	6/29/2015	7/31/2015



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ITEM#	ADD	AREA	TYPE	NAME	SUP'T REC	POSITION	ASSN	REASON	AMOUNT	PER	MAX	COL	STEP	EFF DATE	END DATE
133	X		NON-PROB	PERICLI, MIRANTHI	APPROVE	FAM & CONSUMER SCIENCE	HS	REPL S ALAVERDIAN		CONTRACT		BA	1	7/01/2015	6/30/2016
134			NON-PROB	RAZZANO, ELISABETH	APPOINT	ELEMENTARY	DIST	SUMMER SCHOOL		CONTRACT				6/29/2015	7/31/2015
135			NON-PROB	RAZZANO, ELISABETH	APPOINT	ELEMENTARY	DIST	BEFORE PROG PREP		CONTRACT		2	HRS	6/29/2015	7/31/2015
136			NON-PROB	RITTER, BETH	APPROVE	MENTORING	DIST	TRAINING		CONTRACT		3	HRS	8/25/2015	
137			NON-PROB	RITTER, BETH	APPOINT	ELEMENTARY	DIST	SUMMER SCHOOL		CONTRACT				6/29/2015	7/31/2015
138			NON-PROB	RITTER, BETH	APPOINT	ELEMENTARY	DIST	BEFORE PROG PREP		CONTRACT		2	HRS	6/29/2015	7/31/2015
139			NON-PROB	SCHNEIDER, JAIME	APPOINT	ELEMENTARY	DIST	SUMMER SCHOOL		CONTRACT				6/29/2015	7/31/2015
140			NON-PROB	SCHNEIDER, JAIME	APPOINT	ELEMENTARY	DIST	BEFORE PROG PREP		CONTRACT		2	HRS	6/29/2015	7/31/2015
141			NON-PROB	SCHRAMM, KERI	APPOINT	ELEMENTARY	SP	REPL D ANIANO		CONTRACT		MA	3	9/01/2015	6/30/2016
142			NON-PROB	SHERMAN, HELEN	APPOINT	SUPPORT AIDE	DIST	SUMMER SCHOOL		CONTRACT				6/29/2015	7/31/2015
143			NON-PROB	SPRAGUE, CELISSE	APPOINT	ELEMENTARY	DIST	SUMMER SCHOOL		CONTRACT				6/29/2015	7/31/2015
144			NON-PROB	SPRAGUE, CELISSE	APPOINT	ELEMENTARY	DIST	BEFORE PROG PREP		CONTRACT		2	HRS	6/29/2015	7/31/2015
145			NON-PROB	SPICHES, JEFFREY	APPROVE	MENTORING	DIST	TRAINING		CONTRACT		3	HRS	8/25/2015	
146			NON-PROB	VASCO, GLORIA	APPROVE	MENTORING	DIST	TRAINING		CONTRACT		2	HRS	8/25/2015	
147			NON-PROB	VILLANO, DEBBIE	APPROVE	MENTORING	DIST	TRAINING		CONTRACT		2	HRS	8/25/2015	
148			ON-CALL	SHERIDAN, RACHEL	APPOINT	SUBSTITUTE	VARIES		\$100.00 DAY					6/05/2015	
149	X		PROBATIONARY	DAHNE, EMILY	ACCEPT RES	REMOVE FROM PEL	ST/SP	RESIGNATION				MA	7	6/16/2015	
150			PROBATIONARY	PESIRI, CHRISTINA	APPOINT	LIBRARY	ST	REPL S FRUMBERG		CONTRACT		MA	5	7/01/2015	6/30/2019
151	X		STATUS CHG	CHIOS, KELLY	ACCEPT RES	TEACHER AIDE	MS	RESIGNATION						6/30/2015	
152			STATUS CHG	CONNOLLY, STEPHEN	ACCEPT RESIG	MUSIC	ST	RESIGNATION		CONTRACT		BA	4	6/06/2015	
153	X		STATUS CHG	FLYNN, KYLE	ACCEPT RESIG	TEACHER SUB	DIS	UNAVAILABLE						6/24/2015	
154			STATUS CHG	GRONEMAN, JEREMY	ACCEPT RESIG	TEACHER SUB	DIS	UNAVAILABLE						6/01/2015	
155			STATUS CHG	KAISER, STEPHANIE	ACCEPT RESIG	TEACHER SUB	DIS	UNAVAILABLE						6/01/2015	
156			STATUS CHG	LAPERIOSA, JANINE	ACCEPT RESIG	TEACHER SUB	DIS	UNAVAILABLE						6/08/2015	
157			STATUS CHG	LASHIN, BETSY	ACCEPT RESIG	SPECIAL ED	MS	RESIGNATION						6/30/2015	
158	X		STATUS CHG	PESIRI, CHRISTINA	ACCEPT RESIG	TEACHER SUB	DIS	UNAVAILABLE						6/01/2015	
159	X		STATUS CHG	RANDS, CYNTHIA	ACCEPT RESIG	TEACHER SUB	DIS	UNAVAILABLE						6/01/2015	
160	X		STATUS CHG	SLADE, JENNA	ACCEPT RESIG	TEACHER SUB	DIS	UNAVAILABLE						6/01/2015	

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161	X		STATUS CHG	STURCHIO, ALISON	ACCEPT RESIG	TEACHER SUB	DIS	UNAVAILABLE						6/1/2015		
162	X	OTHER	STATUS CHG	WEISS, JANE	ACCEPT RESIG	TEACHER SUB	DIS	UNAVAILABLE						6/01/2015		
163	X		ON-CALL	MCDADE, MARY	APPOINT	REG PROF NURSE SUB	VARIES		\$90.00	DAY				PENDING CS	APPROVAL	
164	X		STATUS CHG	COLL, JOAN	ACCEPT RESIG	REG NURSE SUB	DIS	UNAVAILABLE						6/1/2015		
165	X	SUM/ADMIN	STATUS CHG	CONSOLI, NANCY	ACCEPT RESIG	REG NURSE SUB	DIS	UNAVAILABLE						6/1/2015		
166		SUM/LIBRARY	ADDL DUTY	HOSTETTER, PAMELA	APPOINT	SUPERVISOR	DIST	ELEM SLM SUPPRT	\$4,500.00	CONTRACT				7/01/2015	8/31/2015	
167			ADDL DUTY	LAUBER, CARA	APPROVE	LIBRARY	MS	REVIEW CURRICULUM		CONTRACT			15	HRS	6/29/2015	8/31/2015
168			ADDL DUTY	MARSHALL, LISA	APPROVE	LIBRARY	HS	24 CURRICULUM		CONTRACT			15	HRS	6/29/2015	8/31/2015
169			ADDL DUTY	MARSHALL, LISA	APPROVE	LIBRARY	HS	CLAMP PERSON HRS		CONTRACT			35	HRS	6/29/2015	8/31/2015
170		SUM/OTHER	ADDL DUTY	PESIRI, CHRISTINA	APPROVE	LIBRARY	SP	PLANNING/CODING		CONTRACT			35	HRS	6/29/2015	8/31/2015
171	X		ADDL DUTY	ABOFSKY, TERRY	APPROVE	REG PROF NURSE SUB	SUMMER	MUSIC/SPORTS CAMP	\$140.00	DAY				7/01/2015	8/31/2015	
172			ADDL DUTY	NORANO, TIANA	APPROVE	REG PROF NURSE	ST	14 HOURS		10/11 AGREEMENT				7/01/2015	8/31/2015	
173	X		ADDL DUTY	MORENO, TIANA	APPROVE	REG PROF NURSE	SUMMER	MUSIC/SPORTS CAMP	\$140.00	DAY				7/01/2015	8/31/2015	
174	X		ADDL DUTY	MUSCARELLA, ANNE	APPROVE	REG PROF NURSE SUB	SUMMER	MUSIC/SPORTS CAMP	\$140.00	DAY				7/01/2015	8/31/2015	
175	X		ADDL DUTY	RENZULLI, CHRISTINE	APPROVE	REG PROF NURSE	SUMMER	MUSIC/SPORTS CAMP	\$140.00	DAY				7/01/2015	8/31/2015	
176			ADDL DUTY	RENZULLI, CHRISTINE	APPROVE	REG PROF NURSE	HS	14 HOURS		10/11 AGREEMENT				7/01/2015	8/31/2015	
177			ADDL DUTY	STEPHENS, KAREN	APPROVE	REG PROF NURSE (LEAD)	MS	40 HOURS		10/11 AGREEMENT				7/01/2015	8/31/2015	
178	X		ADDL DUTY	STEPHENS, KAREN	APPROVE	REG PROF NURSE	SUMMER	MUSIC/SPORTS CAMP	\$140.00	DAY				7/01/2015	8/31/2015	
179	X		ADDL DUTY	WEISENBERG, CLAIRE	APPROVE	REG PROF NURSE SUB	SUMMER	MUSIC/SPORTS CAMP	\$140.00	DAY				7/01/2015	8/31/2015	
180			ADDL DUTY	ZABROUSKI, CHRISTINE	APPROVE	REG PROF NURSE	SP	14 HOURS		10/11 AGREEMENT				7/01/2015	8/31/2015	

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RECOMMENDED BY  6/24/15  
 CHARLES MURPHY, SUPERINTENDENT OF SCHOOLS