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SUPPORT SERVICES GOALS

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

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

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

Adoption date: March 10, 2003

SCHOOL BUILDING SAFETY

The Board of Education recognizes that a safe, secure and healthy school environment is necessary to promote effective learning. The Board is committed to complying with New York State Regulations concerning building safety.

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

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

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

Cross-Ref.:

7100, Facilities Planning
 7365, Construction Safety
 8112, Health and Safety Committee
 8220, Buildings and Grounds Maintenance and Inspection

Ref.: Education Law §§409-d (Comprehensive Public School Building Safety Program); 409-e (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring)
 8 NYCRR Part 155 (Educational Facilities)
 9 NYCRR Parts 600-1250 (Uniform Fire Prevention and Building Code)

Adoption date: March 10, 2003

REPORTING OF HAZARDS

The Board of Education recognizes its responsibility to provide an environment which is reasonably secure from known hazards. The Board therefore directs the Superintendent of Schools and all professional and support staff members to comply with occupational safety and health regulations, including the Hazard Communication Standard and “Right-to-Know” legislation.

The Superintendent will direct appropriate personnel to develop and oversee a written hazard communication program. Such program will include the following:

1. the acquisition, maintenance and review of Material Safety Data Sheets (MSDS’s) for all known hazardous materials on district property;
2. the compilation of a hazardous materials inventory;
3. employee training in hazardous materials management and protection; and
4. the recording of all incidents involving exposure to known hazardous materials. Records of employees who have been exposed to substances with enforceable exposure standards shall be kept for forty years.

The district will comply with the requirements for the visual notification of pesticide spraying as set forth in the Environmental Conservation Law.

It is the responsibility of the entire school community to report any unsafe building or equipment conditions to the main office as soon as possible. In addition, designated administrators will provide notice of hazardous materials to current and former employees within 72 hours of a request.

If students observe other students acting in an unsafe manner, this behavior should be reported to the nearest available staff member.

Cross-ref: 1120, School District Records
8115, Pesticides and Pest Management

Ref: 29 CFR §1910.1200 and 12 NYCRR Part 800 (Hazard Communication Standard)
40 CFR §763.95
Public Health Law, Article 48 and Labor Law, Article 28 (“Right-to-Know” Law)
Environmental Conservation Law §33-0101
State v. GTE Valeron Corp, 155 AD2d 166 (1990)
12 NYCRR §801.3

Adoption date: March 10, 2003

HEALTH AND SAFETY COMMITTEE

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

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

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

Expanded Health and Safety Committee

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

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

Cross-Ref.: 7365, Construction Safety
8110, School Building Safety
8220, Buildings and Grounds Maintenance and inspection

Ref.: 8 NYCRR Part 155 (Educational Facilities)

Adoption date: March 10, 2003

PESTICIDES AND PEST MANAGEMENT

The Board of Education is committed to maintaining the integrity of school buildings and grounds while promoting the health and safety of students and staff and maintaining a productive learning environment.

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

Notification of Pesticide Application

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

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

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

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

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

Ref: Environmental Conservation Law, Art.33 (Pesticides)
Education Law §409-h (Requirements for Notification of Pesticide Applications)
6 NYCRR Part 325 (Application of Pesticides)
8 NYCRR 155.4 (Uniform Code of Public School Building Inspections, Safety Rating and Monitoring)
Desmond Americana v. Jorling, 153 AD2d 4 (3rd Dept. 1989)
IPM Workbook for New York State Schools, Cornell Cooperative Extension Community IPM Program with support from New York State Dept. of Environmental Conservation, August 1998

Adoption date: March 10, 2003

HYGIENE PRECAUTIONS AND PROCEDURES

The Board of Education, in order to promote the health and safety of all students and staff, adopts the following policy on hygiene and sanitary procedures for dealing with exposure to and contact with blood and other body fluids.

To prevent and/or minimize the transmission of contagious or communicable diseases or infections within the school community, all employees of the school district shall utilize appropriate precautions when providing first aid or otherwise dealing with situations that involve exposure to blood and other body fluids. Such precautionary measures will be followed uniformly in all instances and shall be applicable in all buildings and facilities throughout the school district.

The Superintendent of Schools is responsible for developing appropriate procedures to implement this policy and for informing all staff of such procedures and ensuring compliance with them.

Cross-ref: 5420, Student Health Services

Ref: National School Lunch Agreement
State Sanitary Code, Chapter 1, Part 14 ("Service Food Establishments")

Adoption date: March 10, 2003

SCHOOL SAFETY PLANS AND TEAMS

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

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

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

Comprehensive district-wide school safety team and plan

The Board will appoint a district-wide school safety team that includes, but is not be limited to, a representative from the Board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel. This team shall be responsible for the development and review of a comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address crisis intervention, emergency response and management at the district level. It shall include all those elements required by law and regulation.

A copy of the plan shall be available in the district offices for inspection by the public.

Building-level emergency response teams and plans

Each Building Principal shall be responsible for appointing a school safety team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, local law enforcement officials, local ambulance and other emergency response agencies. The school safety team shall be responsible for the development and review of a building-level emergency response plan for each district building. The plan(s) shall address communication, emergency response, and evacuation at the building level and shall include all procedures required by law and regulation.

Within each building, the school safety team shall designate:

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

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

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

Team Appointments

The members of all district and building-level teams shall be appointed on an annual basis. In appointing team members, the Board and the Building Principal will make an effort to include other persons beyond those groups identified in law and policy who can contribute to continuity among the plans.

Annual Review and Report

Each plan shall be reviewed by the appropriate school safety team by July 1st every year and updated as needed. Each team shall submit a report to the Board annually stating that it has reviewed the plans and setting forth its recommendations for revisions, if any, to the plan. In conducting the review, the building-level teams shall consider any changes in personnel, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans.

The Superintendent of Schools shall be responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption. Each Building Principal shall be responsible for filing the building-level safety plan for his or her building and any amendments to the plan with the appropriate local law enforcement agency and the state police within 30 days after their adoption.

Cross-Ref: 5300, Code of Conduct
8133, Bomb Threats
8134, Emergency Closings

Ref: Education Law §2801-a (school safety plans)
Executive Law §2B (state and local natural and manmade disaster preparedness)
8 NYCRR Part 155 (Educational Facilities)

Project SAVE Guidance Document for School Safety Plans, New
York State Education Department, April 2001

Adoption date: March 10, 2003

EMERGENCY DRILLS

Fire Drills

Fire drills shall be held periodically during the school year, as per Education Law, to familiarize students and staff with proper procedure for existing building.

Bus Drills

A minimum of three emergency drills on school buses shall be held during the school year, as per Education Law. The first shall be conducted the first week of the fall term, the second between November 1st and December 31st and the third between March 1st and April 30th.

Such drill shall include practice and instruction in the location, use, and operation of the emergency door, fire extinguishers, axe, first aid equipment, and windows (as means of escape in case of fire or accident).

Ref: Education Law §3623
8 NYCRR 156.3

Adoption date: March 10, 2003

BOMB THREATS

The Board of Education recognizes that the potential harm caused by a bomb threat is not limited to serious personal injury and property damage. A bomb threat can also create an atmosphere of anxiety and panic, which, in turn, can result in the disruption of normal activities and the educational process. The Board further recognizes the district's responsibility to develop a plan of action to respond to a bomb threat.

A bomb threat is a criminal act and will be treated as one. Any bomb threat to the district will be taken seriously; no bomb threat will be treated as a hoax or a prank. The district will vigorously pursue disciplinary action against any student or staff member caught reporting a bomb threat consistent with the provisions of the student code of conduct, state law or any applicable collective bargaining agreement. In addition, the district will urge law enforcement officials to prosecute any person caught reporting a bomb threat to the fullest extent of the law. Further, the district may seek restitution from the parent or guardian of any minor child between the ages of 10 and 18 who falsely reports a bomb threat or places a bomb for the expense of responding to the false report or incident.

The Superintendent of Schools shall establish procedures to be followed by all staff and students in the event of a bomb threat. The procedures shall be made a part of each school's emergency management plan. The procedures shall include a requirement that any person receiving information about a bomb threat must immediately notify the building administrator or his/her designee who will, in turn, immediately notify the appropriate law enforcement and initiate the planned actions to move all occupants out of harm's way. All appropriate staff shall be given a copy of the procedures, and the Superintendent shall ensure that all staff receive training on their respective roles and responsibilities in the event of a bomb threat.

The Superintendent should inform members of the Board and the parents/guardians of district students as soon as possible after any incident that activates the school emergency management plan, along with actions taken to protect students, staff and property. The Superintendent is also responsible for notifying the State Education Department and the District Superintendent of each bomb threat incident in accordance with requirements established by the State Education Department.

Cross-ref: 8130, Emergency Plans
 8134, Emergency Closings

Ref: Education Law §807 (Fire Drills)
 General Obligations Law §3-112 (Liability of parents and legal guardians for certain damages; liability is limited to \$5,000)
 Penal Law §§240.55; 240.55; 240.60 (Falsely reporting an incident in the third, second and first degree, respectively); 240.61; 240;62 (Placing a false bomb in the second and first degree, respectively)
 8 NYCRR §155.17 (School Emergency Management Plans)

Revised Bomb Threat Response Guideline, New York State Education Department and New York State Police, February 1999.

Adoption date: March 10, 2003

EMERGENCY CLOSINGS

The Superintendent of Schools may close the schools or dismiss students/staff early when hazardous weather or other emergencies threaten the health or safety of students and personnel.

In making the decision to close schools, the Superintendent may consider many factors, including the following, which relate to the safety and health of children:

1. weather conditions, both existing and predicted;
2. driving, traffic, and parking conditions affecting public and private transportation facilities;
3. actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous; and
4. inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

Building Principals are responsible for developing and implementing the respective emergency procedures for their buildings for situations which require emergency closings or early dismissals. All building procedures for emergency closings or early dismissals will be reviewed and approved on an annual basis by the Superintendent prior to September 1st.

Should such inclement weather or emergency necessitate the closing of schools, public announcements shall be made over the following radio/TV stations:

- WBAB
- WBLI
- WALK
- WCBS
- WINS
- CABLEVISION 12

In addition, other media may be used at the discretion of the Superintendent.

Students, parents, and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings or early dismissals.

Ref: Education Law §3604(7)

Adoption date: March 10, 2003

VANDALISM

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

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

Cross-ref: 5300, Code of Conduct

Ref: Family Court Act §§757; 758-a
General Obligations Law §3-112
Education Law §§1604(35), (38); 1709(36),(38); 2509-g(15)
General Municipal Law §789

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

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

Adoption date: March 10, 2003

BUILDINGS AND GROUNDS MAINTENANCE AND INSPECTION

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

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

Comprehensive Maintenance Plan

The district shall institute a comprehensive maintenance plan for all major building systems. Such plan will include provisions for a least toxic approach to integrated pest management and establish maintenance procedures and guidelines which will contribute to acceptable indoor air quality. The plan shall be available for public inspection.

The district will establish procedures intended to safeguard the safety of building occupants during maintenance activities including standards for exiting and ventilation, asbestos and lead protocols, noise abatement and control of chemical fumes, gases and other contaminants.

Building Condition Surveys

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

Annual Visual Inspections

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

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

Fire Safety Inspections

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

Safety Rating System

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

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

Cross-Ref.: 7100, Facilities Planning
7365, Construction Safety
8110, School Building Safety
8112, Health and Safety Committee
8115, Pesticides and Pest Management

Ref: 29 CFR §1910 et seq (OSHA Hazard Communication)
40 CFR Part 763 (Asbestos Hazard Emergency Response Act)
Education Law §§409-d (Comprehensive Public School Safety Program);
409-e (Uniform Code of Public School Buildings Inspections, Safety
Rating and Monitoring); 807-a(Fire Inspections)
Labor Law §§875-883(toxic substances)
Public Health Law §§4800-4808 (Right to Know, toxic substances)
Environmental Conservation Law §33-0725 (Pesticides)
6 NYCRR Part 325 (Pesticides)
8 NYCRR §155.1(Educational Facilities); 155.4 (Uniform Code of Public
School Buildings Inspection, Safety Rating and Monitoring); 155.8 (Fire
and Building Safety Inspections)
9 NYCRR Parts 600-1250 (Uniform Fire Prevention & Building Code)
12 NYCRR Part 56 (Industrial Code Rule concerning asbestos)
Appeal of Anibaldi, 33 EDR 166 (1993) (district required to monitor
student's physical symptoms when air quality caused health problems)
*Guidelines for the Evaluation and Control of Lead-Based point Hazards in
Housing*, U.S. Department of Housing and Urban Development,
Washington D.C., June 1995)
IPM Workbook for New York State Schools, Cornell Cooperative Extension
Community IPM Program with support from New York State Dept. Of
Environmental Conservation, August 1998

Adoption date: March 10, 2003

TRAFFIC AND PARKING ON SCHOOL PROPERTY

The Superintendent of Schools is instructed to develop regulations concerning traffic and parking controls on roads, driveways and parking lots accessory to each school and playground in the district. Such regulations shall take into account the need to promote the safety of all students, school personnel and anyone else on school property or on roads, driveways and parking lots adjacent to such school property.

Ref: Vehicle and Traffic Law §1670

Adoption date: March 10, 2003

TRAFFIC AND PARKING ON SCHOOL PROPERTY

The following rules apply to any person operating a vehicle on school district property:

1. No vehicle, while operated upon any school driveway, access roads or other thoroughfares, shall exceed a speed of 15 miles per hour.
2. No vehicle shall exceed a speed of 10 miles per hour in areas designated for parking.
3. No vehicle shall be parked upon school premises except in areas designated for that purpose.
4. No vehicles, other than school district, service vehicles, or designated staff parking are permitted in the inner courtyard of the Junior-Senior High School.
5. The stopping or standing of vehicles in areas for the loading and unloading of school buses is prohibited.
6. No vehicles may enter any school premises outside of the regularly established school hours unless the occupants thereof are: officers, employees, agents, representatives or invitees of the district; members of law enforcement agency or fire department; or citizens attending a scheduled meeting or other function.

Traffic signs shall be posted to aid in implementing these rules and regulations. The Superintendent of Schools may seek the aid of law enforcement agencies in enforcing these regulations.

Adoption date: March 10, 2003

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

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

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

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

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

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

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

Adoption date: February 9, 2009

USE OF CREDIT CARDS

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

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

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

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

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

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

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

Cross-ref: 6700, Purchasing
 6830, Expense Reimbursement

Ref. Education Law §§1724(1); 2524(1) (itemized, audited, and approved vouchers required)
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)
Opns. St. Compt. No. 79-494
Opns. St. Compt. No. 78-897 (gas credit cards)

Adoption date: July 6, 2005

SCHOOL BUS SCHEDULING AND ROUTING

The District Transportation Supervisor and School Business Administrator shall establish bus routes. As established by law and public vote, transportation is provided for students as follows:

1. Students in grades kindergarten through three – those living three-quarters (3/4) of a mile or more from the school they attend.
2. Students in grades four through six – those living one (1) mile or more from the school they attend.
3. Students in grades seven and eight – those living two (2) miles or more from the school they attend.
4. Students in grades nine through twelve – those living three (3) miles or more from the school they attend.
5. Transportation to private and special schools is provided pursuant to law. Requests for transportation must be in writing and should be submitted before April 1st. Proof of age may be requested.
6. The distance for transportation is determined by measuring the mileage from the student's home to the closest entrance of the school legally attended.

Students eligible to receive transportation to and from school shall be picked up and discharged only at designated bus route stops. Authorized bus stops shall be located at convenient intervals in places where students may embark and disembark the buses, cross highways, and await the arrival of buses in the utmost safety allowed by road conditions.

Bus routes which require the turning of a bus by backing up during any part of its designated route including its terminal point are prohibited. The only exception will be routes in which backing up is necessary to create safe passage for students. This arrangement must be the unanimous recommendation of the district's transportation contractor and the district's transportation personnel.

Ref: Education Law §3635

Adoption date: March 10, 2003

Revised: July 6, 2005

DISTRICT OWNED VEHICLES

District owned vehicles are assigned to specific employees, the Director of Facilities and Maintenance Crew Leader, by the Superintendent of Schools or designee for use on district business. District vehicles are for official school business use only. Such vehicles may be parked overnight and on the weekends and holidays at employee residences. However, no stops are to be made to or from work for short errands of a personal nature. Transfer of vehicles shall only occur under the direction of the Director of School Facilities. This policy is subject to strict enforcement.

In case of illness of an employee who has a district owned vehicle at home, the Director of School Facilities will dispatch someone to that person's home to pick up the vehicle, if it is needed or the illness is for an extended period of time.

Adoption date: February 9, 2009

FOOD SERVICE

The school breakfast program shall be operated so that students may obtain at least one-fourth (1/4) of the Recommended Dietary Allowances ("RDA") for protein, calcium, iron, vitamins A and C in levels appropriate to the relevant age and/or grade.

The school lunch program shall be operated so that students may obtain at least one-third of the RDAs for protein, calcium, iron, vitamins A and C in levels appropriate to the relevant age and/or grade.

Adoption date: March 10, 2003

INSURANCE

The district shall purchase insurance coverage necessary to protect the district to an optimum extent from loss of property and judgments and awards arising out of liability claims. Records of all insurance policies shall be kept in the Business Office. The Board of Education shall select a broker who shall advise it in the administration of the insurance program. All actions involving the purchase of insurance shall be subject to Board review.

The Superintendent of Schools shall have general knowledge of the provisions of all insurance policies carried by the district. At time of accident or loss, he/she shall see that action is taken necessary to protect the interests of the school district.

The Board shall purchase with district funds the type and amount of insurance appropriate to protect itself as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to any person or accidental damage to the property of any person within or without the school buildings while the above-named insured are acting in the discharge of their duties within the scope of their employment and/or under the direction of the Board. Such purchase will take into account the price of insurance, appropriate deductibles, and other relevant factors.

Premiums for such accident insurance as is deemed appropriate for students in grades kindergarten through twelve, participating in interscholastic, intramural, and physical education sports activities, or while engaged in practice preparation for such games, sports, or contests, will be paid from the General Fund.

The Superintendent shall annually review the insurance program for the purpose of recommending to the Board adjustments in coverage resulting from, but not limited to, expansion of the district's risks, relevant new laws, and superseding conditions which make changes in coverage appropriate.

Ref: Education Law §§1709(8)(8-a)(8-b); 3023; 3028; 3811
General Municipal Law §§6-n; 50-c and 50-e
Lynd v. Heffernan, 286 AD 597 (3d Dept. 1955)
Surdell v. City of Oswego, 91 Misc.2d 1041 (1977)

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