

LONG BEACH PUBLIC SCHOOLS
Long Beach, NY

March 15, 2018

Ladies and Gentlemen:

The Long Beach Board of Education is the authorized state agency responsible for setting educational policy in the district. It consists of five trustees, each serving a three-year term. Board members pay school taxes at the regular rate and receive no salary or other financial compensation.

All meetings, except executive sessions, are held before the public. Members of the public may address the Board of Education on any specific agenda item during special time reserved for that purpose prior to Board discussion and action. The public may also address the Board of Education on any matter of concern at a second public session after the Board of Education completes agenda action items. Visitors should not address the Board in public relative to questions or comments regarding specific staff members or specific students. Such concerns should be brought to the attention of appropriate staff or to board members by telephone, in writing, or by scheduling a personal meeting, as appropriate to the circumstances

Visitors' comments will be limited to three (3) minutes for each agenda item upon which comment is made. Visitors are precluded from speaking on any agenda item more than once during each meeting.

Sincerely,

Your Board of Education

**BOARD OF EDUCATION
LONG BEACH PUBLIC SCHOOLS
LIDO ELEMENTARY SCHOOL MULTI-PURPOSE ROOM
MARCH 15, 2018 – 7:30 P.M.**

AGENDA

REGULAR MEETING

7:30 PM

- I. Pledge of Allegiance/Call to Order/Opening Remarks – Board President
- II. Report of Interim Superintendent of Schools
 - Budget Presentations – Revenue – Michael DeVito
Co-curricular Activities – Michael DeVito
- III. Board of Education Comments
- IV. Student Organization Announcements
- V. Questions and Comments from the Public on Tonight's Agenda Only
- VI. Presentations of the Interim Superintendent:
 1. Personnel Matters: Certificated
 2. Personnel Matters: Non-Certificated
 3. Adoption of Policy #7512 – Accidents and Medical Emergencies
 4. Adoption of Policy #7500 – Designation of Person in Parental Relation
 5. Adoption of Revised Policy #7513 – Administration of Medicine
 6. Adoption of Revised Policy #5660 – Meal Charge
 7. Approval of Agreement – Island Park
 8. Approval of Capital Reserve Fund Expenditure Proposition
 9. Approval of Capital Reserve Proposition
 10. Adoption of Legal Notice
 11. Award of Bids
 12. Acceptance of Donation
 13. Acceptance of Recommendations of CPSE/CSE
 14. Payment of Legal Bills: Legal Services
 15. Approval of Use of Schools Applications
- IX. Board of Education – Additional New/Old Business if any
- X. Questions and Comments from the Public
- XI. Announcements:
 1. Long Beach Classroom Teachers' Association
 2. Administrative, Supervisory and PPS Group
 3. LBSEA -Long Beach Schools Employees' Association – Group C
 4. Parent/Teacher Association
- XII. Adjournment

RESOLUTIONS

BE IT RESOLVED THAT, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following personnel actions.

1. CERTIFICATED PERSONNEL

(a) Recommendation for Appointment on Tenure the staff members listed below are eligible for appointment on tenure in the area and on the date indicated. They have been found to be competent, efficient and satisfactory in their total professional performance.

Name	Tenure Area	Date
1. Kathleen Connolly	Elementary Principal	7/1/18
2. Julia Lang-Shapiro	Director of Media, Performing and Fine Arts	7/1/18
3. Sean Murray	Director of Elementary Curriculum, Instruction and Assessment	7/1/18
4. Paul Romanelli	Middle School Principal	7/1/18

2. NON CERTIFICATED PERSONNEL

(a) The following Per Diem Substitute is recommended for approval for the 2017-2018 school year.

Name	Position
Joshua Trone	Lunch Aide

3. ADOPTION OF POLICY #7512 – ACCIDENTS AND MEDICAL EMERGENCIES

4. ADOPTION OF POLICY #7500 –DESIGNATION OF PERSON IN PARENTAL RELATION

5. ADOPTION OF REVISED POLICY #7513 – ADMINISTRATION OF MEDICINE

6. ADOPTION OF REVISED POLICY #5660 -MEAL CHARGE

7. APPROVAL OF AGREEMENT – ISLAND PARK

WHEREAS, an agreement was signed in 2008 between Island Park Union Free School District and the Long Beach City School District, whereas Island Park High School students were permitted to be enrolled at Long Beach High School upon terms agreed upon by the parties; and

WHEREAS, such agreement will expire on June 30, 2018, and the parties are desirous of extending such contract for one more year;

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the tuition contract amendment to the agreement with Island Park School District; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the District Chief Operating Officer to execute the tuition contract amendment to the agreement with Island Park School District on its behalf.

8. APPROVAL OF CAPITAL RESERVE FUND EXPENDITURE

WHEREAS, the Board of Education has determined that there is a need to undertake certain capital improvements, renovations and/or alterations in the District's buildings and facilities to address school security and other conditions, to commence during the 2018-2019 school year ("Project") in an amount not to exceed \$1,000,000, as described in the District's 2018-19 Capital Project Report ("Report") on file and available for public inspection in the office of the District Clerk; and

WHEREAS, the Board desires that a proposition be presented to District voters authorizing the expenditure of available funds from the District's [2007] Capital Reserve Fund for that purpose; now, therefore, be it

RESOLVED, that the Board establishes itself as lead agency for the purposes of SEQRA determinations regarding the proposed Project, and that, upon the review and recommendation of the District's Architect, the proposed Project is hereby determined to be a Type II action, as defined by 6 NYCRR §617.5[c], which will have no significant impact on the environment, and which does not require any other determination or procedure under SEQRA; and, therefore, be it further

RESOLVED, that the Board of Education directs the district clerk to include the following proposition in the legal notice of the upcoming election and to place it on the May 15, 2018 ballot:

"RESOLVED, that the Board of Education be authorized to appropriate and expend a sum not to exceed \$1,000,000 representing monies from the [2007] Capital Reserve Fund for the following purposes: building of interior cafeteria wall with transom at HS, installation of new doors and locks at East School, Middle School and High School, building of a new security vestibule at NIKE, replacement of first floor windows at West School, installation of new storage building at NIKE, replacement of auditorium seating and carpet at Lindell School and renovation of culinary arts room in High School ("Project"); all of the foregoing to include site improvements, furnishings, equipment, apparatus, machinery, demolition and other incidental work or improvements required in connection therewith, as well as preliminary and other costs incidental thereto and to the financing thereof; provided that the detailed costs of the components of the Project may be reallocated among such components if the Board of Education determines that such reallocation is in the best interests of the District and no material change is made to the scope of the Project. Because the funds to be expended hereunder are from the Capital Reserve Fund, approval of this proposition will not require a tax levy upon the real property of the district."

9. APPROVAL OF NEW CAPITAL RESERVE FUND

WHEREAS, the Board of Education has determined that there is a need to create a capital reserve fund to cover, in whole or in part, the cost of future capital improvements, renovations and/or alterations of School District facilities; and

WHEREAS, the Board of Education desires that a proposition be presented to District voters authorizing the establishment of a new capital reserve fund; now, therefore, be it

RESOLVED, that the Board of Education directs the district clerk to include the following proposition in the legal notice of the upcoming election and to place it on the May 15, 2018 ballot:

"RESOLVED, that a capital reserve fund, known as the "2018 Capital Improvement Fund", be established and created by and for the Long Beach City School District in accordance with the provisions of Education Law Section 3651, for the purpose of financing district wide building and capital improvements, property acquisition, renovations and/or alterations, including but not limited to construction and/or replacement of district facilities and property, capital improvements related to future enrollment growth needs, other infrastructure improvements, district wide purchases, improvements and/or replacement of technology and telecommunications equipment, infrastructure and associated expenses, and similar projects. Said capital reserve fund shall be for a probable term of ten (10) years and will expire on June 30, 2028. Such capital reserve fund shall be capitalized in an ultimate amount not to exceed Twenty-five Million Dollars (\$25,000,000), plus accrued interest. The source of funding of said capital reserve fund shall be the annual transfer of surplus monies, if any, from the District's general fund as may be available and as may be designated by the Board of Education at the end of each fiscal year from June 30, 2018 through and including June 30, 2028, and any other source permitted by law."

BE IT FURTHER RESOLVED, that upon the creation of said capital reserve fund, the Superintendent of Schools or his designee is hereby authorized to invest, from time to time, the money of such fund pursuant to Section 1723 of the Education Law. The Superintendent of Schools or his designee is hereby directed to deposit monies of such reserve fund in a separate bank account to be known as the "2018 Capital Improvement Fund."

10. APPROVAL OF LEGAL NOTICE

BE IT RESOLVED THAT, the Board of Education adopts the legal notice and election districts as described in boundaries of said legal notice.

11. AWARD OF BIDS

A) STASI BROTHERS ASPHALT CORPORATION

WHEREAS, the Board of Education of the Long Beach City School District solicited bids for site work reconstruction including the exterior retaining wall and playground area at West School, and received the following bids in response thereto:

Landtek \$229,000

Stasi Brothers \$182,000

WHEREAS, upon review and consideration of each of the foregoing bids, and based on the recommendation of the District's Chief Operating Officer, the Board has determined that Stasi Brothers Asphalt Corporation is the lowest responsible bidder meeting the bid specifications; now, therefore,

BE IT RESOLVED that the Board of Education hereby awards said contract to Stasi Brothers Asphalt Corporation, as the lowest responsible bidder meeting the bid specifications pursuant to Section 103 of the General Municipal Law, and hereby authorizes the Chief Operating Officer to execute said contract on behalf of the Board, in accordance with the bid specifications.

B) A1 CONSTRUCTION

WHEREAS, the Board of Education of the Long Beach City School District solicited bids for masonry and windows on the north side of West School, and received the following bids in response thereto:

Benchmark Construction \$417,000 Arrow Steel \$329,400 A1 Construction \$292,490

WHEREAS, upon review and consideration of each of the foregoing bids, and based on the recommendation of the District's Chief Operating Officer, the Board has determined that A1 Construction is the lowest responsible bidder meeting the bid specifications; now, therefore,

BE IT RESOLVED that the Board of Education hereby awards said contract to A1 Construction, as the lowest responsible bidder meeting the bid specifications pursuant to Section 103 of the General Municipal Law, and hereby authorizes the Chief

Operating Officer to execute said contract on behalf of the Board, in accordance with the bid specifications.

12. ACCEPTANCE OF DONATION

BE IT RESOLVED, that on the recommendation of the Interim Superintendent of Schools, the Board of Education accepts the donation from the Long Beach Girls Lacrosse Club of \$4,500 which covers the transportation, supervision and hotel costs for the Varsity Girls Lacrosse Trip to Pennsylvania from April 6 to April 7, 2018.

13. ACCEPTANCE OF RECOMMENDATIONS FROM THE COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION AND COMMITTEE ON SPECIAL EDUCATION

14. APPROVAL OF PAYMENT OF LEGAL BILLS: LEGAL SERVICES

A) INGERMAN SMITH

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education authorized expenditures in the amount of \$387.00 to Ingerman Smith for the extra extraordinary legal services rendered during the period of February 1 through February 28, 2018.

15. APPROVAL OF USE OF SCHOOLS APPLICATIONS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the use of schools, as attached, not to conflict with District events. However, please note that events may have to be modified and/or rescheduled based on building schedule

APPLICATIONS FOR USE OF SCHOOL FACILITIES

<u>Organization</u>	<u>Purpose</u>	<u>Facility Requested</u>	<u>Date Requested</u>
Long Beach Recreation	Summer Camp	LBMS Auditorium, Cafeteria, Gymnasium, Athletic Fields 8,9,10, 11, 12 and Veterans Field	June 25-August 17, 2018 Monday – Friday 8:00 AM – 2 PM
		Lindell School auditorium, cafeteria, gymnasium, athletic fields 1 and 2	
Youth & Family Services	Summer Camp	West School Community Center, playground (south), gym, cafeteria	June 25-August 17, 2018 Monday - Friday 7:00 AM – 6:00 PM
		LBMS Auditorium, Cafeteria, Gym, Teachers Cafeteria, Tennis Courts, Athletic Fields 11 & 12	
Long Beach Lacrosse Club	7 th grade girls lacrosse game	LBMS Veterans Field	Friday, March 16, 2018 7:00 PM – 9:15 PM
	8 th grade girls Lacrosse game	LBMS Veterans Field	Friday, May 4, 2018 7:00 PM – 9:15 PM
	7 th grade girls lacrosse game	LBMS Veterans Field	Friday, May 18, 2018 7:00 PM – 9:15 PM
Long Beach Little League	T-Ball Clinic	LBMS Gymnasium	Saturday, March 24, 2018 9:00 AM – 11:00 AM
	Baseball/Softball Day	LBHS Athletic Fields 3 & 4 and Alumni Field	Saturday, April 28, 2018 9:00 AM – 2:00 PM
Circulo de Hispanidad	Family Tennis	LBMS Tennis Courts – Lido Gym when inclement weather	April 7 – June 23, 2018 Saturdays 9:00 AM – 11:30 AM
Girl Scout Troop	Pinewood Derby	LBHS Cafeteria	Sat., April 28, 2018 7:30 AM – 3:00 PM

Students

SUBJECT: ACCIDENTS AND MEDICAL EMERGENCIES

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

Student Emergency Treatment

All staff members of the School District are responsible to obtain first aid care of students who are injured or become ill while under school supervision.

In most instances, first aid should be rendered, and then the parent should be contacted to come to school and transport the student to the family physician. Beyond first aid, the medical care of the student is the parent's responsibility. However, the student's welfare is always the primary concern, and it is the responsibility of school personnel to exercise good judgment and care under all circumstances.

The Board of Education encourages staff members to become qualified to give emergency treatment through instruction in first aid, administration of Naloxene, Cardiopulmonary Resuscitation (CPR), and Cardiac Automated External Defibrillator/AED training.

Transporting an Ill or Injured Student

In the event of an illness or injury to a student an ambulance may be called if warranted. This solution will be used after other alternatives, including parent/guardian contact, have been made.

Insurance

Student accident insurance policies will be a co-insurance with family coverage(s) as primary.

Education Law § 1604 (7-a, b) and 1709 (8-a, b)

First Reading: February 8, 2018

Second Reading: March 8, 2018

Adoption: March 15, 2018

Students

SUBJECT: DESIGNATION OF PERSON IN PARENTAL RELATION

In accordance with General Obligations Law Title 15-A, a parent of a minor or incapacitated person may designate another person as a person in parental relation to such minor or incapacitated person for certain health care and educational decisions for a period not exceeding six (6) months. However, such parental designation is conditioned upon there being no prior order of any court in any jurisdiction currently in effect that would prohibit the parent from himself/herself exercising the same or similar authority; and provided further that, in the case where a court has ordered that both parents must agree on education or health decisions regarding the child, a designation pursuant to this law shall not be valid unless both parents have given their consent.

The designation of a person in parental relation must be in writing in the form prescribed by General Obligations Law Title 15-A, and shall include specified information as enumerated in law for designations of thirty (30) days or less, as well as additional information required for designations of more than thirty (30) days. The designation of a person in parental relation may be presented to any school that requires such designation by either the parent or designee. The designation may specify a period of time less than six (6) months for which such designation shall be valid unless earlier revoked by the parent in accordance with law. *However, a designation specifying a period of more than thirty (30) days shall be notarized.*

If no time period is specified in the designation, it shall be valid until the earlier of revocation; or

- a) The expiration of thirty (30) days from the date of signature if the designation does not meet the requirements for designations of more than thirty (30) days, or
- b) Six (6) months from the date of commencement specified in the designation if the designation meets the requirements for designations of more than thirty (30) days.

Scope of Designation

A designation made pursuant to this law may specify:

- a) The treatment, diagnosis or activities for which consent is authorized;
- b) Any treatment, diagnosis or activity for which consent is not authorized; or
- c) Any other limitation on the duties and responsibilities conveyed by the designation.

Revocation of Designation

A parent may revoke a designation by notifying, in writing or via electronic mail, the designee or a school to which the designation has been presented, or by any other act evidencing a specific intent to revoke the designation. A designation shall also be revoked upon the execution by the parent of subsequent designation. Revocation by one parent authorized to execute such a designation shall be deemed effective and complete revocation of a designation pursuant to law.

A designee who receives notification from a parent of any such revocation shall immediately notify any school to which a designation has been presented. A parent may directly notify any such school of the revocation, in which case the failure of the designee to notify the school of such revocation shall not make revocation ineffective.

Students

SUBJECT: DESIGNATION OF PERSON IN PARENTAL RELATION

Effect of Designation

- a) A designee shall possess all the powers and duties of a person in parental relation pursuant to Public Health Law Sections 2164 and 2504 and Education Law Sections 2 and 3212, unless otherwise specified in the designation.
- b) A designation shall not impose upon a designee a duty to support pursuant to Family Court Act Section 413.
- c) A designation shall not cause a change in the school district of residence of the child for purposes of the Education Law, and during the period of validity of the designation, the child shall be presumed to be a resident of the school district in which the parent resided at the time the designation was made.
- d) A designation shall terminate and be revoked upon the death or incapacity of the parent who signed the designation.
- e) The decision of a designee shall be superseded by a contravening decision of a parent.

A person who acts based upon the consent of a designee reasonably and in the good faith belief that the parent has in fact authorized the designee to provide such consent may not be deemed to have acted negligently, unreasonably or improperly in accepting the designation and acting upon such consent. However, any such person may be deemed to have acted negligently, unreasonably or improperly if he/she has knowledge of facts indicating that the designation was never given, or did not extend to an act or acts in question, or was revoked.

No provision of Title 15-A of the General Obligations Law shall be construed to require designation of a person in parental relation as provided within the statute where such designation is not otherwise required by law, rule or regulation.

General Obligations Law Title 15-A
Education Law Sections 2 and 3212
Public Health Law Sections 2164 and 2504
Family Court Act Section 413
Mental Hygiene Law Section 80.03

First Reading: February 8, 2018
Second Reading: March 8, 2018
Adoption: March 15, 2018

Students

SUBJECT: ADMINISTRATION OF MEDICATION

The school's registered professional nurse may administer medication to a student during the school day under certain conditions. For the purpose of this policy, the term "medication" includes both prescription and non-prescription medications. **Per New York State Education Department (NYSED) requirements**, the school must receive the following before medication will be administered to a student:

- a) The original written order from the student's **New York State licensed health care prescriber** stating the name of the medication, precise dosage, frequency, and time of administration; **Written orders for prescriptions and non-prescription medications should minimally include:**
 1. **Student's name and date of birth**
 2. **Diagnosis**
 3. **Name of Medication**
 4. **Dosage and route of administration**
 5. **For prn (as necessary) medications, conditions under which medication should be administered.**
 6. **Potential adverse reactions – if indicated**
 7. **Date written**
 8. **Prescriber's name, title, and signature**
 9. **Prescriber's phone number**
- b) A written, signed consent from the student's parent or person in parental relation requesting the administration of the medication, as prescribed by the **New York State licensed health care prescriber physician**, to the student in school; and
- c) The medication, properly labeled in its original container, must be delivered to the school health office by the student's parent or person in parental relation. The term "properly labeled," in the context of this policy, means that the container must include the following information:
 1. **The student's name,**
 2. **Name and phone number of pharmacy**
 3. **NYS Licensed prescriber's name**
 4. **Date and number of refills**
 5. **Name of medication/dosage,**
 6. **Frequency of administration**
 7. **Route of administration and/or directions**
 8. **A student is not permitted to carry any medication on his/her person in school, or on the school bus, or keep any medication in his/her school locker(s) unless authorized to be self-directed by NYS licensed health care prescriber. An exception to this policy may apply for a student's asthma inhaler or epi-pen which a student may carry and use under certain circumstances.**

Students

SUBJECT: ADMINISTRATION OF MEDICATION

~~Exceptions may apply, however, for students diagnosed with asthma or other respiratory illnesses, diabetes, or allergies who will be permitted to carry and self-administer medication under certain conditions. Independent students with other health conditions warranting timely administration of their medications should also be permitted to self-carry and self-administer their medication to prevent negative health outcomes. All requirements listed above must be met. All medication orders must be reviewed annually by school health office personnel or whenever there is a change in dosage.~~

Special Considerations

- a. All medication orders must be reviewed annually or whenever there is a change in dosage.
- b. The pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a NYS licensed health care prescriber.
- c. When a properly labeled medication comes to the health office accompanied by a written request form the parent/person in parental relation for administration of the medication, but without a written order from a NYS licensed health care prescriber, the following should be followed:
 - i. Contact parent/person in parental relation regarding need for written order form a NYS licensed health care prescriber.
 - ii. Contact NYS licensed health care prescriber to obtain verbal permission to administer medication
 - iii. Request fax or written orders to be received within 24 hours
 - iv. Contact parent/person in parental relation and discontinue medication if written or not received in 48 hours
 - v. Document above steps.

Procedures governing the School District's receipt, storage and disposal of medication, as well as those pertaining to the administration of medication to a student after school hours and/or off school grounds during a school-sponsored activity will be in accordance with NYSED guidelines. No medication should be brought into school without knowledge of the health office. Publicized procedures that facilitate this practice so that parents/persons in parental relation and students do not feel the need to hide medication or to circumvent procedures are essential.

Emergency Medication

The administration of emergency medication (injectable, including "epi-pens," and/or oral) to a student for extreme hypersensitivity may be performed by a school staff member responding to an emergency situation when such use has been prescribed by a NYS licensed health care prescriber. However, a registered professional nurse/nurse practitioner, physician, physician's assistant *must* have trained the staff member to administer the emergency medication for that particular emergency situation (e.g., "epi-pen") and given him/her approval to assist the student in the event of an emergency anaphylactic reaction.

Such a response would fall under the Good Samaritan exemption for rendering emergency care during a life threatening situation.

Students

SUBJECT: ADMINISTRATION OF MEDICATION**The Use of Asthma Inhalers**

A student may carry and use a prescribed asthma inhaler during the school day with the written self-carry, self-directed order from a duly authorized NYS licensed health care prescriber and parental/person in parental relation consent, based on Section 916 of Education Law. The School Health Office should have on file: the NYS licensed health care prescriber's written order/diagnosis that the student has a severe asthma condition and may be subject to sudden and debilitating asthmatic attacks; and written permission from the student's parent or person in parental relation. Upon written request of the student's parent or person in parental relation, the school must allow a student to maintain an extra asthma inhaler in the care and custody of the school's registered professional nurse.

Blood Glucose Monitoring

Children with diabetes have the right to care for their diabetes at school in accordance with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 which provide protection against discrimination for children with disabilities, including diabetes.

Accordingly, blood glucose monitoring must be allowed in the school setting at any time, within any place, and by anyone necessitating such testing. Children must receive assistance if needed with the procedure.

The school nurse shall oversee any arrangement that need to be made for testing and a system to report the results to the nurse as needed. Proper arrangements should be made for the disposal of sharps.

Alcohol-Based Hand Sanitizers

Alcohol-based hand sanitizers are considered over-the-counter (OTC) drugs by the US Food and Drug Administration. However, due to the fact that careful hand-washing and sanitation is the most effective way to control the recent spread of Methicillin-Resistant Staphylococcus Aureus (MRSA) in schools, the NYSED has allowed a medical exemption to the requirements for OTC preparations in the school setting to permit the use of alcohol-based hand sanitizers.

The School Medical Director has approved the use of alcohol-based sanitizers in the District's schools without a NYS licensed health care prescriber's order. Parents or persons in parental relation should provide written notification to the school nurse in the event that they do not wish to have their child use this product.

It should be noted that hand sanitizers which contain alcohol are flammable and shall not be placed in hallways or near an open flame or source of sparks.

Students

SUBJECT: ADMINISTRATION OF MEDICATION

Sunscreen

Students may carry and use FDA approved sunscreen products for over-the-counter use. The student's parent or person in parental relation must provide written permission for the student to carry and use sunscreen. This written parental consent will be maintained by the **school nurse**. A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the student, if permitted by a parent or person in parental relation, and authorized by the school.

Naxolene

As permitted by New York State law, maintain stock supplies of life-saving emergency medications such as epinephrine auto-injectors and Naxolone (Narcan) for use, especially in first time emergencies.

~~Storage and Disposal~~ Disposal of Unused Medication

Any unused medication (including, but not limited to expired prescription and non-prescription drugs) must be returned to the parent/person in parental relation by the end of each school year. If the parent/person in parental relation does not retrieve the unused medication by the end of the school year, then the School Nurse or designated Health Office personnel must document that the medication was abandoned and dispose of the unused medication, according to the NYSED guidelines.

~~The District will comply with relevant state laws, regulations, and guidelines governing the District's receipt, storage, and disposal of medication.~~

Individuals with Disabilities Education Improvement Act of 2004 [Public Law 108-446 Section 614(a)]
Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
Education Law Sections 902(b), 907, 916, 916-a, 916-b, 919, 921, 6527, and 6908(1)(a)(iv), 6909
Public Health Law Section 3000-a, c, 3309
8 NYCRR 136.6, 136.7

NOTE: Refer also to Policy #7521 -- Students with Life-Threatening Health Conditions

First Reading: December 10, 2015
Second Reading: January 14, 2016
Adopted: January 28, 2016

First Reading Revised: February 8, 2018
Second Reading Revised: March 8, 2018
Adoption: March 15, 2018

Non-Instructional/Business Operations

SUBJECT: MEAL CHARGE POLICY

I. Purpose

The goal of the Long Beach City School District is to provide student access to nutritious no- or low-cost meals each school day.

However, unpaid charges place a large financial burden on our district. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the Long Beach City School District. The provisions of this policy pertain to regular priced school breakfast, lunch and snack (if applicable) meals only. The Long Beach City School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

II. Policy

- Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid/prepaid.
- Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast and lunch each day. A student will be allowed to charge a maximum of five (5) breakfasts and five (5) lunches to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.
- Full Pay Students – Students will pay for meals at the school’s published paid meal rate each day. If a student is without meal money on a consistent basis, Director of Food and Nutrition Services will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged by the Director of Food and Nutrition Services to apply for free or reduced price lunches for their child if applicable. A student will be allowed to charge a maximum of five (5) breakfasts and five (5) lunches to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.

Non-Instructional/Business Operations

SUBJECT: MEAL CHARGE POLICY

- Parents/Guardians are responsible for meal payment to the food service program. Discreet notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
- Students/Parents/Guardians may pay for meals in advance with cash or a check payable to the Long Beach City School District or through the automated pre-pay system. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.
- Requests for refunds or balance transfers to another account must be submitted in writing.
- Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Long Beach School District Food Service Program.
- Balances Owed collection of owed balances will follow the policies and procedures set by the superintendent **which may include restriction from school activities or legal action.**

First Reading: July 6, 2017
Second Reading: July 20, 2017
Adoption: August 31, 2017
First Reading of Revised Policy: February 8, 2018
Second Reading of Revised Policy: March 8, 2018
Adoption: March 15, 2018