

**BOARD OF EDUCATION
AGENDA
January 14, 2014
Elementary School Large Group Room**

6:00 p.m. Call to Order / Executive Session (ES Library)
7:30 p.m. Regular Business Meeting (ES LGR)

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL OF BOARD MEMBERS

III. RECOGNITION

IV. MINUTES

The Board approves the minutes of the following meeting:
Regular Meeting held December 16, 2013

V. PUBLIC COMMENT (*limited to 15 minutes - priority given to Agenda related items*)

VI. REPORTS

- A. Student Representative
- B. Superintendent of Schools
 - New Course Proposal – *Mrs. Hull*
 - Budget – *Mr. Leister*
- C. Board President
- D. Committees
- E. Other

VII. BOARD CONSENT AGENDA

As recommended by the Superintendent of Schools, the Board approves the following resolutions appearing on the January 14, 2014 consent agenda:

- A. Personnel - resolutions numbered 1-9
- B. Finance - resolutions numbered 1-3
- C. Facilities and Operations –
- D. Education - resolutions numbered 1-2

VIII. OLD BUSINESS

- A. Board Policy
 - 1. Board Policy 5100, Attendance Monitoring – revisions presented for a second reading and adoption.

2. Board Policy 5410, Concussion Management – presented for a second reading and adoption.

IX. NEW BUSINESS

A. Board Policy

1. Board Policy 5312.5, Use of Breathalyzers – presented for a first reading.

X. PUBLIC COMMENT

XI. ADJOURNMENT

CONSENT AGENDA

January 14, 2014

A. Personnel

1. Appointment – Substitutes

The Board approves the following substitute appointments for the 2013-2014 school year:

Teacher	Anthony Papalia (not to exceed 40 days)
Teaching Assistant	Anthony Papalia (not to exceed 40 days)
Custodial Worker II	Peter Colen

2. Appointment – Custodial Worker I

The Board approves the appointment of Michael Crisci as Custodial Worker I, on a probationary basis effective January 15, 2014, in accordance with Suffolk County Department of Civil Service and the negotiated agreement with the Port Jefferson Custodial Workers Unit at a base salary of \$27,400.

3. Appointment – Teaching Assistant

The Board approves the appointment of Sonia Pinero as a Teaching Assistant, on probationary basis, effective January 7, 2014, as recommended by the Committee on Special Education, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

4. Appointment – Substitute/Leave Replacement English Teacher

The Board approves the appointment of Rachel Allenger (for Kristyn Johnson) as a teacher of English, on a substitute basis for the period on or about January 17, 2014 to on or about March 10, 2014; and, on a leave replacement basis, effective on or about March 11, 2014 to on or about April 29, 2014, at Level BA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

5. Appointment Amendment

The Board rescinds the appointment of Linda Moran as a .5 FTE Business Teacher and substitute teacher for the 2013-2014 school year; and, appoints Linda Moran as a .5 FTE Business Teacher; and, the Board also appoints Linda Moran as a substitute teacher for the 2013-2014 school year.

6. Memorandum of Agreement – Port Jefferson Office Staff Association

The Board hereby approves and ratifies a certain Memorandum of Agreement dated December 17, 2013 between the negotiating representatives of the Port

Jefferson Office Staff Association and the negotiating representatives of the Port Jefferson Union Free School District; and further, the Board authorizes the President of the Board of Education and Superintendent of Schools to prepare and execute a new collective bargaining agreement incorporating the terms of said Memorandum of Agreement.

7. Extension of Leave – Teacher

The Board approves the request of Nancy Randazzo, teacher of Art Education, for an extension of her current leave of absence to on or about June 30, 2014, in accordance with Article IX.B.9 of the negotiated agreement with the Port Jefferson Teachers Association.

8. Leave Replacement Appointment – Teacher

The Board extends the leave replacement appointment of Nina Wood (for Nancy Randazzo) from January 17, 2014 to on or about June 30, 2014.

9. Tenure Recommendation

The Board grants tenure to Sean Leister as Assistant Superintendent for Business effective January 14, 2014.

B. Finance

1. Financial Reports

The Board approves the following financial reports:

Claims Audit Report - Month of November 2013

Cash Flow Analysis - Month of November 2013

New Budget Transfers – None

November 2013 Warrants & Treasurer Reports

	<u>Fund Name</u>	<u>Warrant #</u>
a.	General Fund	29-32
b.	School Lunch Fund	6
c.	Federal Fund	10, 11
d.	Capital Fund	4
e.	Trust & Agency	None
f.	Payroll	10, 11
g.	Royal Fund	None
h.	Scholarship Fund	None

Trial Balance - July 2013 – November 2013

Revenue Budget Status - July 2013-June 2014

Appropriation Status Report - July 2013-June 2014

Budget Transfers - Month of November

2. Acceptance of Scholarship

The Board accepts award of the Andrew Golub Memorial Scholarship in the amount of \$500.00 to a seventh or eighth grade music/art student pursuing musical/artistic study throughout the summer.

3. Acceptance of Scholarship

The Board accepts award of the Michael Lewis Fallacaro Scholarship in the amount of \$250.00 to a high school senior pursuing a college/university degree in music.

C. Facilities & Operations

D. Education

1. Committees on Special Education

The Board approves the recommendations of the Committees on Special Education for the period December 4, 2013 – December 18, 2013.

2. Summer Music Camp

The Board approves the Summer Music Camp to take place at the Port Jefferson Middle School from July 7 – July 24, 2014.

5100

ATTENDANCE MONITORING / COMPREHENSIVE ATTENDANCE POLICY**Philosophy Statement**

To be successful, students must actively participate in learning activities. To maintain academic standards, encourage progress and ensure student participation in the school experience, the Administration with the support of the Board of Education of Port Jefferson Union Free School District recognizes this attendance policy for the school district. The policy will ensure that students who receive credit for a course have attended 85% of the classes and have participated in the classroom. The policy affirms that classroom activities cannot be duplicated in an extra help session or by independent remediation. Even when specific work is made up, the valuable "time-on-task" is missed. Attendance is a critically important factor contributing to success in school.

By encouraging attendance and promptness through the policy, two essential components of self-discipline and responsibility will prepare our students for college or a career. It affirms that students will be aware that tardiness, cutting, excessive absence and/or truancy will jeopardize their successful completion of a course of instruction and/or their graduation. This value is one that society views as essential for success.

The attendance requirement for course credit shall apply to all students enrolled in Earl L. Vandermeulen High School in grades nine through twelve and middle school students in accelerated classes, except those students whose IEP (individualized educational plan) states otherwise. All other students Pre K – 8 will follow the attendance procedures set forth by NYSED Commissioner Regulations.

The Board of Education shall annually review building-level student attendance records, and if such records show a decline in student attendance, the Board may revise this Comprehensive Attendance Policy and make any revisions to the District plan it deems necessary to improve student attendance.

Objectives

The objectives of the Comprehensive Attendance Policy are:

1. To accurately track the attendance, absence, tardiness and early departure of students to and from the school;
2. To ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
3. To track student location for safety reasons and to account to parents regarding the location of children during school hours.

Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

1. Scheduled instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
2. Absent: The pupil is not present for at least half of the pupil's scheduled class period instruction.
3. Tardy: The pupil arrives later than the starting time of the student's scheduled instruction.
4. Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.

5. Excused Absences: Any absence, tardiness, or early departure may be excused if the reason is due to illness, a death in the family, critical family illness, impassable roads due to inclement weather, religious observance, quarantine, required court appearance, attendance at a health clinic or other medical visit, approved college visit, approved cooperative work program, military obligation, or other such reason as may be approved by the principal or the Board of Education.
6. Unexcused Absences: An absence, tardiness, or early departure is considered unexcused if the reason for lack of attendance does not fall within the aforementioned categories (as noted in point 5). Family vacation, babysitting (except in the case of emergencies within a family situation), haircut, oversleeping, shopping trips, are examples of circumstances not to be considered as excused absences.

Note: It will be the determination of the Port Jefferson School District as to whether or not an absence is to be considered as excused or unexcused; the District will consider, among other things, explanatory notes written by parents or guardians setting forth the reasons for absence with the District reserving to itself the right to verify the circumstances/reasons for an absence or absences; such verification may include the authority of the District to require medical verification as to illness.

7. Unlawful detention: When a parent or guardian consents to a child being absent from school for a reason that is not excusable. This is an illegal absence.
8. Truant: A student is absent from school without parent or prior school approval. This is an illegal absence.

Dissemination of Comprehensive Attendance Policy

The Comprehensive Attendance Policy will be distributed to each teacher at the beginning of every school year. All families will receive an abbreviated version of the Comprehensive Attendance Policy before the beginning of each school year. The abbreviated version will reference the location where the entire policy can be located on the school website.

Attendance Data Collection Process

Teachers will take attendance at the beginning of each period. Attendance will be recorded on PowerSchool and parents will have access to view the attendance history on the parent portal. At the conclusion of each day, the secretary responsible for attendance will review the absences and the nature of the absence will be recorded. If additional information is received, the secretary responsible for attendance will make corrections to the student's record. The principal or designee will periodically review attendance data to identify patterns or trends in student's absences.

Attendance Codes

The following codes will be used to identify student's absence from class:

Code	Description	Code	Description
Athletics	Athletics	ISS	In school suspension
BOCES	BOCES	LES	Lessons
CRT	Court appearance	NUR	Nurse
DEA	Death or illness in family	OSS	Out of school suspension
ELTC	Excused late to class	REG	Religious
ETD	Excused tardy to school	SACT	School activity
EX	Excused entire day	SupportSvc	Support Services
FT	Field Trip	UNX	Unexcused
GUID	Guidance	UNXSH	Unexcused from study hall
HT	Home teaching	UTDY	Unexcused tardy to school
ILL	Illness		

PLEASE NOTE: The policy for the purpose of receiving course credit does not distinguish between an excused and unexcused absence.

Strategies and Incentives

1. Minimum Attendance for Course Credit

A. A student must be noted as present at 85% of a course's scheduled classes in order to earn credit for the course.

- For purposes of minimum attendance requirements, **a student will be marked absent if the student misses more than one-half of a class**, whether through tardiness or early departure.
- Students suspended from school instruction may not be marked as absent unless they fail to fulfill the scheduled alternative education on that day.

B. In order to prevent loss of credit for failure to attend, the district will take the following step.

- The district shall notify the student and his/her parent(s) or persons in parental relation that the student is approaching the limit of absences for losing course credit for failure to attend class.

2. Parental/Guardian Notification of Absences

The pupil's parent(s) or person in parental relation shall be notified of a pupil's absence, tardiness or early departure according to the following:

Where a pupil has not been marked as present for their homeroom and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school.

3. Disciplinary Consequences

Truancy, class cuts, unauthorized tardiness or early departures are unexcused absences that will

result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but not be limited to, in-school suspension, detention, and denial of participation in interscholastic and extra-curricular activities. Parents/persons in parental relation will be notified by the designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. In addition, the principal or designee will contact local Child Protective Service (CPS) if it is suspected that the child is being educationally neglected. The principal or designee will provide CPS with information necessary to initiate a report.

4. Intervention Strategy Development

The Building Principal or designee shall meet each marking period with the attendance secretary and other administrators and teachers as the Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods.

5. Incentive

Students that are in attendance at a minimum of 98% will be provided with a certificate from the school at the end of the school year acknowledging their exemplary attendance.

Attendance Requirements

1. Students must attend each class a minimum or 85% of the time.

Full-year course – the minimum attendance shall be 85% or 153 days per year ($.85 \times 180 = 153$); therefore, a student may be absent not more than 27 times per year per class. A student will be in violation on the 28th absence.

Half-year course – The minimum attendance shall be 85% or 77 days ($.85 \times 90 = 76.5$ days); thus, a student may be absent no more than 13 times per semester per class. A student will be in violation on the 14th absence.

Lab science course – The minimum attendance shall be 85% or 229 periods per year ($.85 \times 270 = 229.5$ periods): thus, a student may be absent no more than 40 times per year per lab science class. A student will be in violation on the 41st absence.

BOCES – The district reserves the right to withdraw students from vocational courses at BOCES at any time that they fail to maintain a minimum attendance rate of 85%.

All other classes (i.e. Physical Education) will follow the minimum attendance of 85%.

2. Three latenesses to a class results in one absence. Students shall be considered absent from a class if they are absent from a class for more than one-half of the class period.
3. Students attending approved alternative educational activities that include the following: field trip, music lesson, guidance appointment, suspension, assembly/class meeting, co-curricular activity, health office appointment, "pull out" program, home instruction (whether due to illness or suspension) are considered to be "in attendance" and shall not be considered absent.
4. With the possible exception of absences intended by the student as a means of gaining an unfair academic advantage, every effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class.
5. For each course, when a student reaches the maximum number of absences, the student's work will no longer be evaluated. The report card will show a CD to indicate "Credit-Denied" for all subsequent reporting periods and exams.
6. A student who does not meet the minimum attendance requirement in a course or courses will not be permitted to take class exams, tests, complete projects or papers and the like. A student eligible to take Regents exams (or RCTs), pursuant to Commissioner's Regulations, will have result(s) recorded on the student's permanent record.

7. Once a student is denied credit, he/she must attend class regularly and maintain appropriate behavior. Failure to continue to attend classes on a regular basis and maintain appropriate behavior will result in disciplinary action and may result in the student being permanently removed from the class.
8. Summer School Eligibility Requirement: Any student who fails to continue to attend classes on a regular basis will not be eligible to attend summer school. Summer school requires previous and continuous seat time.
9. The attendance requirement for course credit shall apply to all students enrolled in Earl L. Vandermeulen High School in grades nine through twelve and middle school students in accelerated classes, except those students whose IEP (individualized educational plan) states otherwise. All other students Pre K – 8 will follow the attendance procedures set forth by NYSED Commissioner Regulations. Students entering the school after the first day will have their attendance prorated. If a student enters a class after the first day, the number of days of attendance will be prorated using 85% as the minimum required.
10. The attendance record of a student making a schedule change in the same subject area will be forwarded to the new teacher. In other cases, attendance will be prorated based upon the entrance date into the new class.

Notification Sequence

Students, parents, and teachers shall be notified annually, in writing, of the attendance policy and administrative regulations.

The following refers to absences in a single course; therefore, a student may very well be notified by several different teachers for different courses. The teacher, attendance secretary and/or Assistant Principal will send written notification of student absences to the student's parents at the following intervals:

Full Year Classes

Notice	# of absences	Follow up
First	7 absences	<ul style="list-style-type: none"> • Letter sent home to family. • Teacher will call home and speak with parent.
Second	14 absences	<ul style="list-style-type: none"> • Letter sent home to family. • Guidance counselors will meet with students and contact parents to discuss strategies to improve attendance.
Third	20 absences	<ul style="list-style-type: none"> • Principal or designee will arrange a meeting with family and the student to discuss attendance.
Fourth	28 absences	<ul style="list-style-type: none"> • Loss of credit. Parent has the right to appeal.
Fifth	35 absences	<ul style="list-style-type: none"> • Denial of eligibility for summer school.

Semester classes and Physical Education Classes

Notice	# of absences	Follow up
First	7 absences	<ul style="list-style-type: none">• Letter sent home to family.• Teacher will call home and speak with parent.
Second	10 absences	<ul style="list-style-type: none">• Letter sent home to family.• Guidance counselors will meet with students and contact parents to discuss strategies to improve attendance.
Third	12 absences	<ul style="list-style-type: none">• Principal or designee will arrange a meeting with family and the student to discuss attendance.
Fourth	14 absences	<ul style="list-style-type: none">• Loss of credit. Parent has the right to appeal.
Fifth	18 absences	<ul style="list-style-type: none">• Denial of eligibility for summer school.

Lab Science Classes

Notice	# of absences	Follow up
First	15 absences	<ul style="list-style-type: none">• Letter sent home to family.• Teacher will call home and speak with parent.
Second	25 absences	<ul style="list-style-type: none">• Letter sent home to family.• Guidance counselors will meet with students and contact parents to discuss strategies to improve attendance.
Third	35 absences	<ul style="list-style-type: none">• Principal or designee will arrange a meeting with family and the student to discuss attendance.
Fourth	41 absences	<ul style="list-style-type: none">• Loss of credit. Parent has the right to appeal.
Fifth	52 absences	<ul style="list-style-type: none">• Denial of eligibility for summer school.

Please Note: Beginning of 3rd marking period, notification for absences will begin only when a student reaches his/her 14th absence for a full-year course (lab science classes on the 25th absence). The prime responsibility for the student's attendance in class rests squarely with the student.

Appeal Process

- A student who has accumulated 28 or more absences (14 in semester and 41 in a science lab course) and has been notified of loss of course credit due to absenteeism, has the right to appeal the decision and request a hearing before the Appeals Committee. S/he must do so in writing to the Principal within 10 school days of the date of loss of credit notice. The student and parent(s) or guardian(s) may be asked to appear at this meeting with appropriate, verifiable documentation to present to the committee. The committee determines whether the student will continue as a regular student or be placed on a credit denied audit condition.

- The Appeals Committee will meet as needed because the review process is ongoing.
- The Appeals Committee is made up of two administrators, one guidance counselor, and one teacher.

*Note: To facilitate the appeals process and provide the committee with information that will allow them to make an appropriate determination, it is strongly advised that when medical circumstances are at the root of at least some absences, that parents request health care providers (physician, physician's assistant, nurse practitioner) detail the necessary medical explanations (in writing) to the extent that it allows the committee to make the most informed decision possible. Parents are again reminded that notes, even from health care providers (physician, physician's assistant, nurse practitioner) are **notes of explanation and not notes of excuse**. It remains the parent's choice as to what information is to be provided, but limited information without sufficient understanding will not aid in the review and appeal.*

Second Note: When a student is absent from school for reasons of illness or medical necessity, a note of explanation (including health care provider documentation as appropriate) should be submitted to the attendance office within a short period of time, but in no instance more than three (3) weeks from the point of return to school. This is important. If, later, the student exceeds the course credit, absent limit and the student initiates an appeal for credit reinstatement, medical documentation not submitted in a timely manner as noted herein will not be accepted at the later date for explanation and appeal.

Absence from School

Parents should call (631) 791-4426, in the event of their child's absence or tardiness. The attendance office in the high school opens at 7:00 a.m. New York State Law requires that each student's attendance be verified daily. Any student who is absent from school must bring a note explaining the reason for his/her absence from his/her parents to their homeroom teacher or attendance secretary upon his/her return to school. As described earlier and under the circumstances noted in Attendance Requirements, point 4), a student is responsible for completing any work missed. **No student may participate or attend any school or after-school activity on a day he/she is absent from school.**

Lateness to School

If a student is late to school, he/she should report to the attendance office for an admittance slip. Students who arrive late to school must bring a note of explanation from a parent, or guardian. The note should include a telephone number where the parent may be reached. Oversleeping or missing the bus is not considered a valid excuse. Three latenesses to school will result in a detention.

Detention will be assigned when a student is late. Failure to serve the detention will result in either additional days of detention or assignment to in-school suspension. Participation in extra-curricular activities or a job is not considered valid reasons for missing detention. Emergencies that are verified with a parent will be taken into consideration.

Lateness to Class

Students are expected to be in their assigned class on time. Habitual lateness will result in administrative action. If students are detained, they must have a late pass from the faculty/staff member they were with.

PLEASE NOTE: No student may participate in any after school activity (athletics, clubs) on a day in which he/she does not attend a minimum of five periods. In addition, any student leaving school for

reasons other than medical, legal, or educational/school related will not be allowed to participate in any after-school activities regardless of the time that he/she returns to school. Students leaving for medical, legal, or educational/school related reasons must bring a note from their health care professional, attorney, or educational institution and submit it to the attendance secretary, upon return, in order to be permitted to participate in any after-school activity. Students who are unable to return by the end of the school day but do so prior to the start of the after school activity may participate provided they show their “note” to the coach, advisor, etc. and then give it to the attendance secretary the subsequent day. For the purposes of this section, students will be allowed the scheduling of a driver’s test to be considered as an “educational” reason.

Cross ref:

4710, Grading Systems;

5300, Code of Conduct;

5460, Child Abuse in a Domestic Setting

Ref:

Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225;

8 NYCRR §§104.1; 175.6

Presented for:

1st reading – 11/12/13 (tabled)

1st reading –12/16/13

2nd reading & adoption – 1/14/14

CONCUSSION MANAGEMENT

The Board of Education of the Port Jefferson School District recognizes that concussions and head injuries are a commonly reported injury in children and adolescents who participate in sports and recreational activities. Therefore, the District adopts the following policy and guidelines to assist in the proper evaluation and management of head injuries.

A concussion is a mild traumatic brain injury. Concussions occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from concussion will vary depending on the severity, age and gender. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

Any student demonstrating signs, symptoms or behaviors consistent with a mild traumatic brain injury (concussion) while participating in a school-sponsored class, extracurricular activity or interscholastic athletic activity shall be immediately removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. The District should notify the student's parents or guardian and recommend appropriate monitoring to parents and guardians. The student shall not resume athletic activity until the student has been symptom free at rest for not less than twenty-four (24) hours, and has been evaluated by and received written and signed authorization from a licensed physician; and for extra class athletic activities (those sessions organized for instruction and practice in skills, attitudes and knowledge through participation in individual, group and team activities organized on an intramural, extramural or interschool athletic basis to supplement regular physical education class instruction), has received clearance from the District's chief medical officer to participate in such activity.

Any student who continues to have signs or symptoms upon return to activity must be immediately removed from play and reevaluated by a licensed physician.

Education

Concussion education should be provided for all administrators, teachers, coaches, school nurses, athletic trainers and guidance counselors on a biennial basis, relating to recognizing the symptoms of mild traumatic brain injuries and monitoring and seeking proper medical treatment for pupils who suffer mild traumatic brain injuries. Components of such course shall include, but not be limited to: (i) the definition of a mild traumatic brain injury (concussion); (ii) signs and symptoms of mild traumatic brain injuries; (iii) how mild traumatic brain injuries may occur; (iv) practices regarding prevention; and (v) guidelines for the return to school and school activities of a pupil who has suffered a mild traumatic brain injury, regardless of whether such injury occurred outside of school. Education of parents should be accomplished through preseason meetings for sports and/or information sheets provided to parents/guardians and posted on the school website. Such education should include, but not be limited to (i) the definition of a mild traumatic brain injury (concussion); (ii) signs and symptoms of mild traumatic brain injuries; (iii) how mild traumatic brain injuries may occur; and (iv) department guidelines for return to school and school activities of a pupil who has suffered a mild traumatic brain injury, regardless of whether such injury occurred outside of school.

Concussion Management Team

The District will assemble a concussion management team (CMT). The CMT will consist of the Athletic Director, school nurse, a guidance counselor, athletic trainer and/ or the school physician. The District's CMT should coordinate training for all administrators, teachers, coaches and parents. Training will be mandatory for all District coaches prior to each season. In addition, information related to concussions should also be included in parent meetings and/or in information provided to parents at the beginning of the sports season. Parents need to be aware of the school district's policy and how these injuries will be managed by school officials.

Training should include: signs and symptoms of concussions, post-concussion and second impact syndromes, return to play and school protocols and available area resources for concussion management and treatment. Particular emphasis should be placed on the fact that no athlete will be allowed to return to play the day of the injury and also that all athletes will obtain appropriate medical clearance prior to returning to play or school. The CMT will act as a liaison for any student returning to school/or play following a concussion. The CMT will review and/or design and appropriate plan for the student while the student is recovering.

Concussion Management Protocol

Return to Athletic Participation (Return to Play)

The District shall require the immediate removal from athletic activities of any pupil who has sustained, or who is believed to have sustained, a mild traumatic brain injury (concussion). In the event that there is any doubt as to whether a pupil has sustained a mild traumatic brain injury (concussion), it shall be presumed that the pupil has been so injured until proven otherwise. Return to athletic participation following a concussion involves a stepwise progression once the individual is symptom free. There are many risks to premature return to play including: a greater risk for second concussion because of a lower concussion threshold, second impact syndrome (abnormal brain blood flow that can result in death), exacerbation of any current symptoms, and possibly increased risk for additional injury due to alteration in balance. Accordingly, no such pupil shall resume athletic activity until the pupil has been symptom free at rest for not less than twenty-four (24) hours, and has been evaluated by and received written and signed authorization from a licensed physician; and for extra class athletic activities, has received clearance from the District's chief medical officer to participate in such activity. If the district has concerns or questions about a student's licensed physician's orders, the district's chief medical officer will contact the student's physician to discuss and clarify. Such authorization and clearance shall be kept on file in the student's permanent health record. Once a student is symptom free at rest and has a signed release by the chief school medical officer, she/he may begin the return to play progression below (provided there are no other mitigating circumstances).

- *Stage 1: Low impact, light aerobic activity (walking, biking, etc.)*
- *Stage 2: High impact, moderate aerobic activity*
- *Stage 3: Sport-specific aerobic activity (running, sprinting, swimming, etc.)*
- *Stage 4: Non-contact practice (sport-specific activities)*
- *Stage 5: Full contact practice*
- *Stage 6: Return to play*

Students should be monitored by district staff daily following each progressive challenge, physical or cognitive, for any return of signs and symptoms of concussion. Staff members should report any observed return of signs and symptoms to the school nurse, certified athletic trainer, or administration. A student should only move to the next level of activity if they remain symptom free at the current level. Return to activity should occur with the introduction of one new activity every twenty-four (24) hours. If any post-concussion symptoms return, the student should drop back to the previous level of activity, then re-attempt the new activity after another twenty-four (24) hours have passed. A more gradual progression should be considered based on individual circumstances and a private medical provider's or other specialist's orders and recommendations. *Athletes may be required to complete more than one day at each step. Athletes will proceed through full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise. If the athlete remains asymptomatic throughout all levels of testing, he/she may return to play. Return to play testing requirements may vary based on the sport or activity.*

¹ School District CMT's can utilize the NYSPHSAA website as well as www.keepyourheadinthegame.org for information related to the signs and symptoms of concussions and the appropriate return to play protocols. Support materials including an approved *Concussion Management Checklist* are available on the NYSPHSAA website at www.nysphsaa.org/.

Presented for:

1st reading - 12/16/13

2nd reading & adoption – 1/14/14

BREATHALYZER POLICY

The Port Jefferson Board of Education is committed to the promotion of healthful living and to the safety and wellbeing of its students. In keeping with this commitment, the Port Jefferson Board of Education believes that the use of breathalyzers during school-sponsored events, on or off school grounds, during the school day is an acceptable deterrent to the use of alcohol by underage drinkers. Use of breathalyzers shall be guided by this policy.

High school administrators may administer breathalyzer tests at school-sponsored events, both on and off site, to students and their guests in order to provide a safe and healthy environment for the students, staff and community. In addition, district or school administrators at any level may administer breathalyzer tests to students attending dances, shows, athletic events and other similar school sponsored events if they believe that the use of these tests is necessary as a deterrent to the use of alcohol by underage drinkers.

Administrative Regulation Use of Breathalyzers at School or at School-Sponsored Events

Extracurricular/Voluntary School-Sponsored Events

Students and their parents or guardians will be notified via annual policy notices, newsletters and event permission forms, specific advertisements and/or tickets that breathalyzers may be used at school-sponsored events. Students and their parents or guardians also will be notified that students will be denied entry and/or be removed from the event or activity in the event that they are found to have consumed and/or possessed alcohol at or preceding a school-sponsored event and could face additional disciplinary action as described in Port Jefferson Public Schools "Extracurricular Code of Conduct" and BOE Policy 5312.4 Comprehensive Substance Use/Abuse Policy, if applicable.

A breathalyzer test may be administered in the following manner at the discretion of the school administrator(s) in charge of the event:

1. The administrator(s) will test every student upon entering the school event and when the students leave the event, or
2. The administrator(s) may decide to test only upon reasonable suspicion that a particular student or students was/were under the influence of alcohol.

For purposes of this policy, indications of reasonable suspicion of alcohol consumption may include, but are not limited to, such characteristics as alcohol odor, slurred speech, and unsteady gait, lack of coordination, presence of an alcohol container, bloodshot or glazed eyes, marked change in personal behavior, a report by a third party of a student's consumption of alcohol or other similar information, or behavior that is risky, aggressive, or disruptive.

The administrator(s) in charge of the event and any other school personnel who will participate or assist in the breathalyzer tests will be knowledgeable in the proper use of available breathalyzers. Breathalyzers will be properly calibrated and maintained in accordance with accepted manufacturer standards.

Any student who tests positive after the first breathalyzer test will be given a second test after 10 minutes on a different breathalyzer in the presence of a second administrator, designee or school security guard. If a student tests positive for a second time, his/her parents or guardians will be called to pick up the student from the school-sponsored event. Under no circumstances will a student be allowed to transport himself from the event. No refunds will be provided to these students or their guests. Additional disciplinary action may follow which could include referral to an alcohol/substance abuse counseling program, in-school suspension, out-of-school suspension, expulsion, and/or other disciplinary consequences as outlined in the Port Jefferson Public Schools BOE Policy 5312.4 and the Port Jefferson Public Schools "Extracurricular Code of Conduct," if applicable.

Should the student refuse to take a breathalyzer test, it will be deemed that the suspicion of the administrator is confirmed and the student will face consequences as outlined in the Port Jefferson Public Schools BOE Policy 5312.4 and the Port Jefferson Public Schools "Extracurricular Code of Conduct," if applicable.

Police officers may be present at an extracurricular or school-sponsored event where breathalyzers are used, but police officers will not be involved in the screening process or in the disciplinary action taken by school officials against a student who fails a breathalyzer test.

Breathalyzers During the School Day

A school administrator may ask that a student submit to a breathalyzer test during the school day if there is reasonable suspicion, as defined above, that a student may be under the influence of alcohol while in attendance at school. The breathalyzer test will be administered as noted above, with an opportunity for a second test after 10 minutes. If the student tests positive for a second time, his/her parent or guardian may be called to pick up the student from school. If the parent or guardian cannot pick the student up, emergency services personnel may be contacted to transport the student as necessary for the student's safety and to maintain a safe and orderly school environment. The student may face disciplinary action which could include referral to an alcohol/substance abuse counseling program, in-school suspension, out-of-school suspension, expulsion and/or other disciplinary consequences as outlined in the Port Jefferson Public Schools BOE Policy 5312.4 and the Port Jefferson Public Schools "Extracurricular Code of Conduct," if applicable.

Should the student refuse to take a breathalyzer test, it will be deemed that the suspicion of the administrator is confirmed and the student will face consequences as outlined in the Port Jefferson Public Schools BOE Policy 5312.4 and the Port Jefferson Public Schools "Extracurricular Code of Conduct," if applicable. Results of any breathalyzer testing will be treated as confidential student information. All due process rights of students will be observed.

The District does not consider the use of a breathalyzer as constituting a search; therefore, the issue of trespass or intrusion into a student's privacy is not a factor in the use of the device.

Board of Education policy #5312.4 *Comprehensive Substance Use/Abuse Policy*

Board of Education policy #5305 *Eligibility for Extra-Curricular Activities*

Board of Education policy #5310 *Student Discipline*

Board of Education policy #5310-R *Student Discipline Regulation*

New Jersey v. T.L.O. 469 325; 105 S.Ct.733 (1985)

Veronia School District 47J v. Acton, 515 U.S. 646 (1995)

Todd v. Rush County Schools. 133F.3d984 (7th Cir. 1998)

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