

# AGENDA

## BOARD OF EDUCATION • LEVITTOWN, NEW YORK

LEVITTOWN UNION FREE SCHOOL DISTRICT • TOWN OF HEMPSTEAD • LEVITTOWN, NEW YORK  
www.levittownschools.com

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PLANNING SESSION

LEVITTOWN MEMORIAL EDUCATION CENTER

Wednesday, November 18, 2015

Immediately following the Special Meeting

Success for Every Student

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(Note: Items on this Planning Session appear in order of intended discussion. As per previous understanding with the Board, any items which are not reached during the meeting will be carried forward to subsequent Planning Sessions or Ad Hoc portion of Regular Meetings.)

### INFORMATIONAL ITEMS

1. Lee Road Academic Presentation  
Using Process Boards to Enhance Student Learning
2. Presentation: SunEdison Enclosure
3. Transportation Enclosure
  - A. Transportation Study
  - B. Presentation: Nesco Bus
4. Pride Survey Results Enclosure
5. Board Policies Enclosure
  - First Read:
    - Policy No. 3110 - Community Relations
    - Policy No. 3280 - Use of School Facilities, Materials and Equipment
    - Policy No. 3280.1 - Use of School Facilities
    - Policy No. 5661 - District Wellness Policy
    - Policy No. 7131 - Education of Homeless Children and Youth
  - Second Read:
    - Policy No. 7513 - Administration of Medicine
    - Policy No. 7521 - Students with Life Threatening Allergies
    - Policy No. 7552 - Students Gender Identity



# Levittown U.F.S.D. - K-Solar Program

Board Meeting – November 18, 2015

Evan Kolkos K-Solar Program, NYPA  
Jeff Gorman, Sales Director, SunEdison

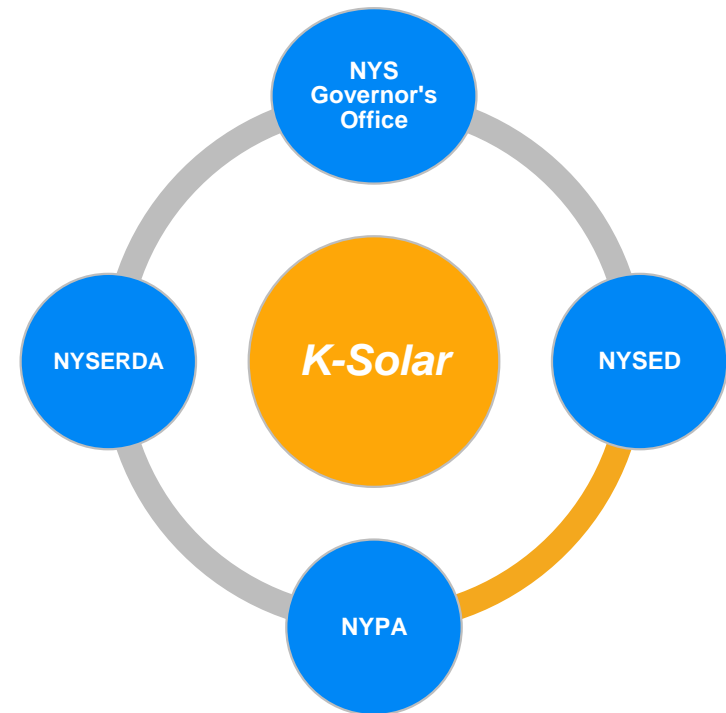
Attachment: Levittown Board Meeting Presentation SunEdison (2048 : Presentation:

# Overview

- K-Solar Program
- New York State
- SunEdison Background
- The PPA
- Why Now?
- Project Timeline – Time is of the essence
- Q&A

# K-Solar Program Overview

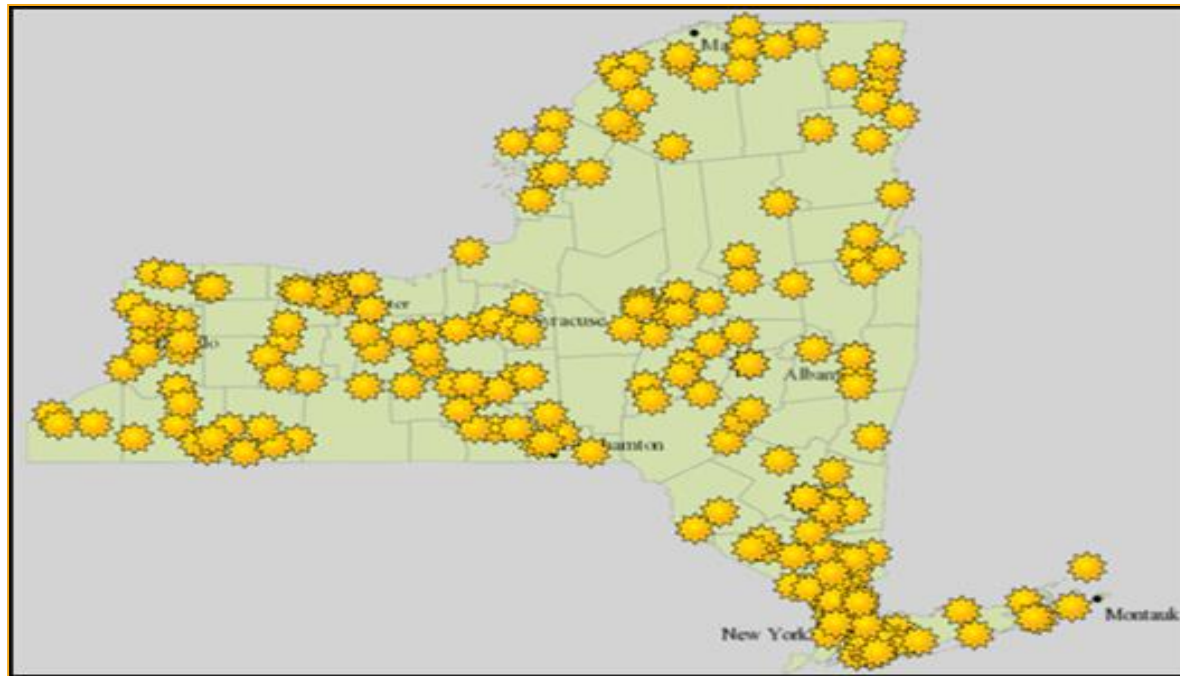
- Part of the Governor Cuomo's NY-Sun Initiative
- Help NYS school districts reduce their energy costs by making solar power more affordable
- Provides NYS schools districts with the tools and expertise to bring solar energy to their facility





# School Districts Participation

- To date, 281 School Districts in 59 Counties representing over 1000 individual schools have registered into the K-Solar Program (over 35% of all the public school districts in NYS).



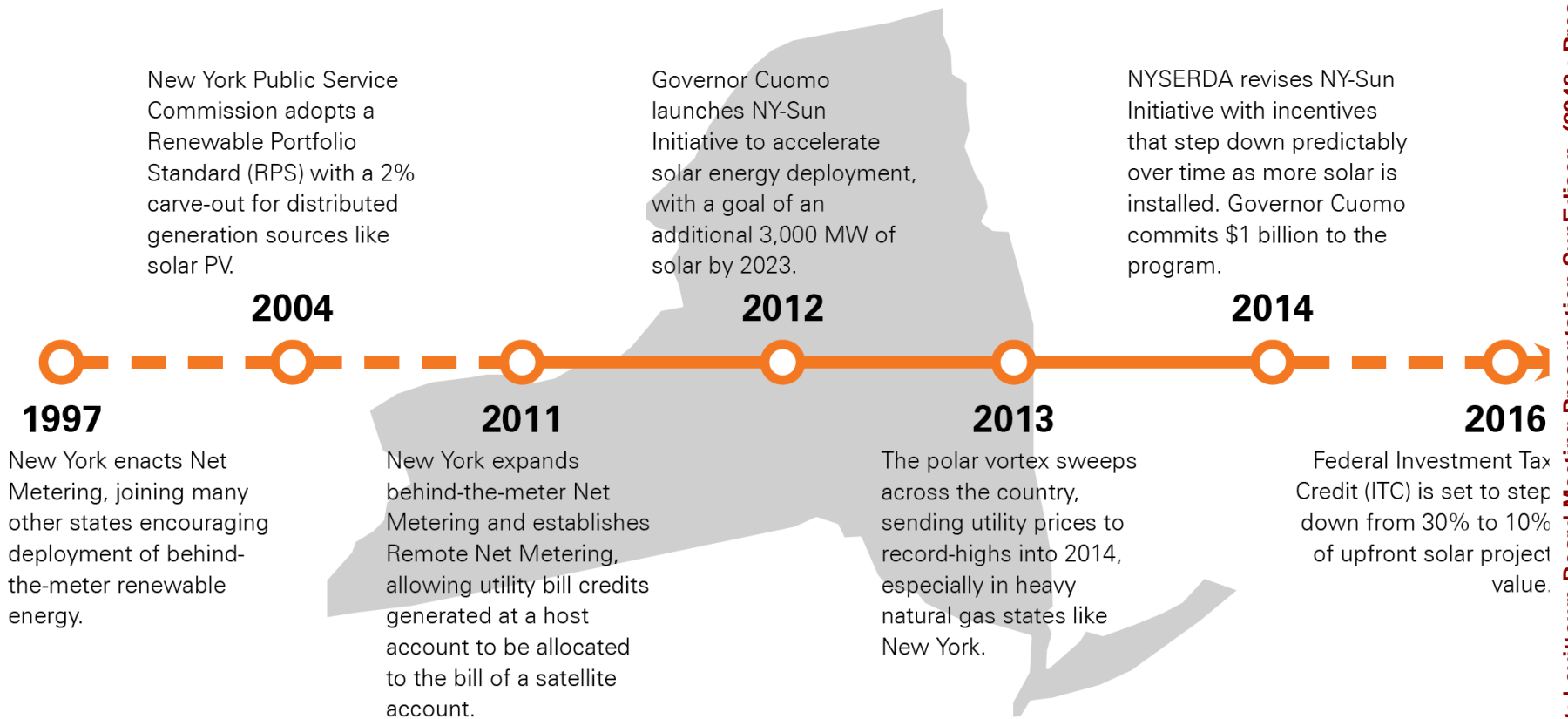
# Program Platform & Benefits

- Enable school districts to save money, lower their carbon footprint and procure affordable solar energy by:
  - Providing free advisory services from NYPA's solar specialists
  - Eliminating administrative barriers: NYPA managed procurement
  - Reducing solar PV soft cost:
    - Standardizing PPA contract (tax credits)
      - Performance Guarantees
      - Cost Savings Guarantees
      - No Upfront Capital Cost
- Expediting the permitting process
- Education
  - solar energy curriculum rich in STEM (science, technology, engineering, and math) content
  - Professional educational workshops for all teachers and school administrators

# K-Solar Platform



# NYS Opportunities



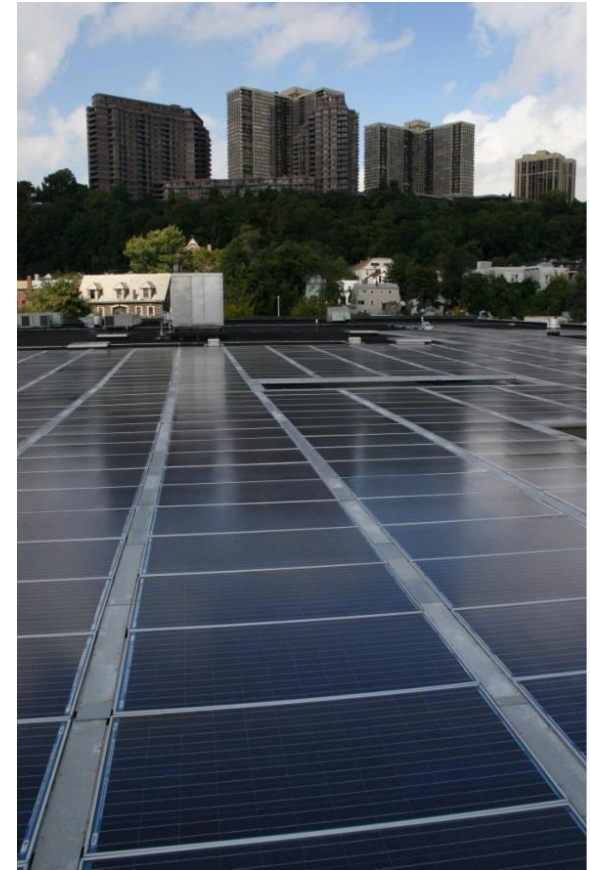
# SunEdison Solar for Schools

Largest Renewable Energy Company in the World

- NYSE: SUNE
- Over 1,300 solar power plants
  - Over 211 projects with schools

Global Leader in Solar Innovation

- Over 10 MW of solar operational in New York state with an additional 75 MW under development



**We develop, build, finance, and operate renewable energy plants to provide our customers electricity at predictable prices below grid rates.**

# SunEdison Operations & Maintenance

- Manage over 1.6 GW of solar assets around the world
- Savings Guarantee  
SunEdison will provide the district with a guarantee that the electricity provided from the solar over the term of the Solar PPA will not cost more than that provided through the grid.

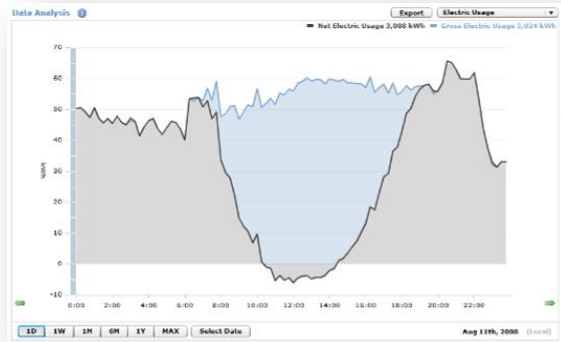


Attachment: Levittown Board Meeting Presentation SunEdison (2048 : Presentation:

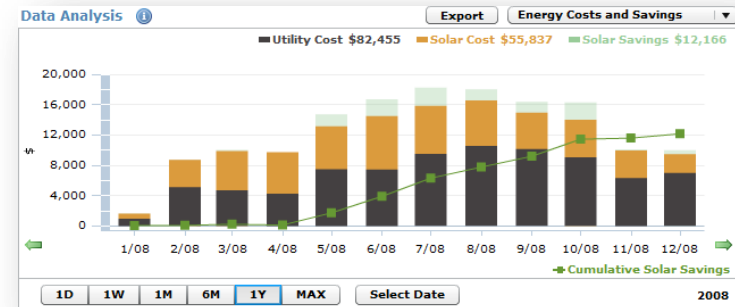


# SunEdison Connect Monitoring

## Solar production monitoring



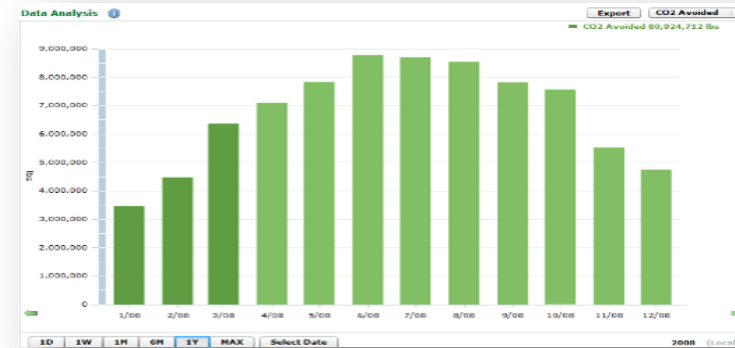
## Energy cost savings tracked and clearly presented



## Aggregated portfolio and individual site views



## Performance metrics showing environmental impact










# Unparalleled Experience Structuring Financing

- **SunEdison has unparalleled capabilities for creating bankable structures to finance solar PV portfolios**
  - Project finance and non-conventional structuring for both debt and equity
  - Close relationships with major financial institutions (including multilaterals, commercial banks and ECAs) as well as equity funds
  - Construction Revolver - \$150 million
- **Strong balance sheet and track record enables financing**
  - \$7.5 billion raised
    - \$2.3 billion in 2012
    - \$1.5 billion in 2013
  - 1,021 separate projects financed
- **YieldCo - TerraForm Power Inc. (NASDAQ:TERP)**
  - Retain, own, and operate our contracted clean energy generation assets
    - Lowering our cost of capital
    - Offer the most competitive PPA rates in the industry
  - Dividend growth-oriented company

# Unparalleled Experience Structuring Financing

## US Project and Tax Equity Financing

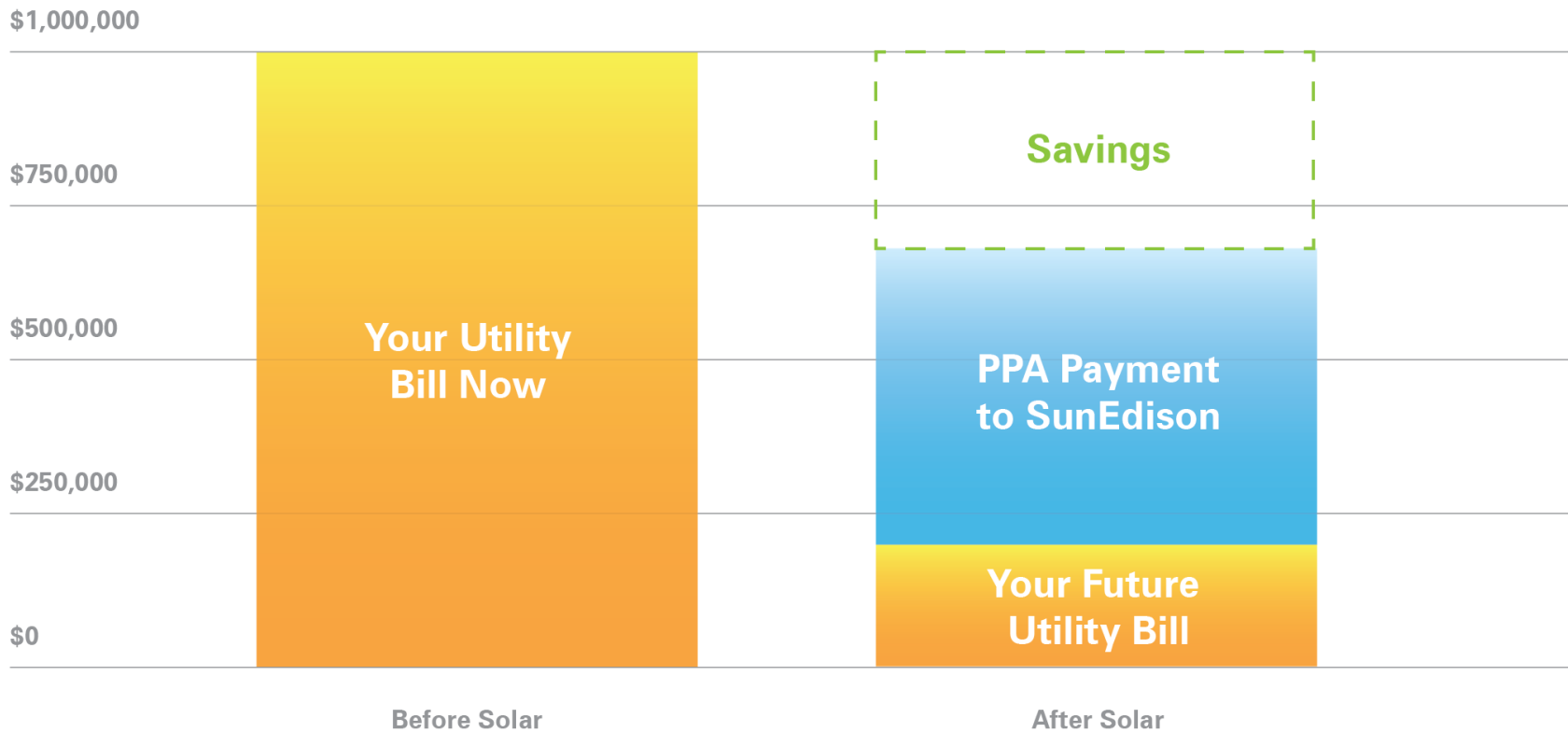
 <p>SunE Solar Fund I/II Project Finance- Levered Partnership Flip 23 Project Aggregation (2005-2007)</p>	 <p>SunE Solar III/IV Project Finance Sale-Leaseback Fund 195 Project Aggregation (2007-2009)</p>	 <p>Solar Fund III \$190 mm, 21 MW Project Finance – Levered Partnership (2007)</p>	 <p>Solar Fund IV – Nellis Air Force Base \$131 mm, 14 MW Project Finance – Levered Partnership Flip (2007)</p>
 <p>SunE Alamosa1 Project Finance Sale-Leaseback 8.2 MW Substation PV Plant (2007)</p>	 <p>SunE Solar V, V-B, V-C Project Finance Sale-Leaseback 36 Project Aggregation (2008-2010)</p>	 <p>Solar Fund V \$40 mm, 6.5 MW Project Finance – Levered Partnership Flip (2009)</p>	 <p>SunE Solar VI Project Finance Sale-Leaseback 4 Project Aggregation, 4.9 MW (2009)</p>
 <p>Direct Lease Kohl's Department Stores 10 Project Aggregation (2009)</p>	 <p>Project Finance Loan Solar Loan Program (NJ) 11 Project Aggregation (2009-2010)</p>	 <p>SunE Solar VII Project Finance Sale-Leaseback 7.4 MW (2009-11)</p>	 <p>SunE Solar X Project Finance Sale-Leaseback \$60 million (2010)</p>
 <p>SunE Solar IX Project Finance Sale-Leaseback 10.1 MW Substation PV Plant (2010)</p>	 <p>Project Finance - Sale Leaseback 14 MW – Utility Scale Las Cruces, NM (2012)</p>	 <p>Project Finance Sale Leaseback DG Portfolio (2010-11)</p>	 <p>Direct Sale Utility Scale - 25 MW City of North Las Vegas, NV (2012)</p>
 <p>Project Finance - Sale Leaseback 11 MW (2012) Chaparral, NM</p>	 <p>Project Finance - Construction Debt &amp; Sale Leaseback Utility Scale - 11 MW (2011)</p>	 <p>30MW Utility Scale Direct Sale Austin Energy PPA (2011)</p>	 <p>Three US Prepaid PPAs Direct Sale 35MW (2012)</p>

Over \$7.5 Billion in Project Finance Capital Raised

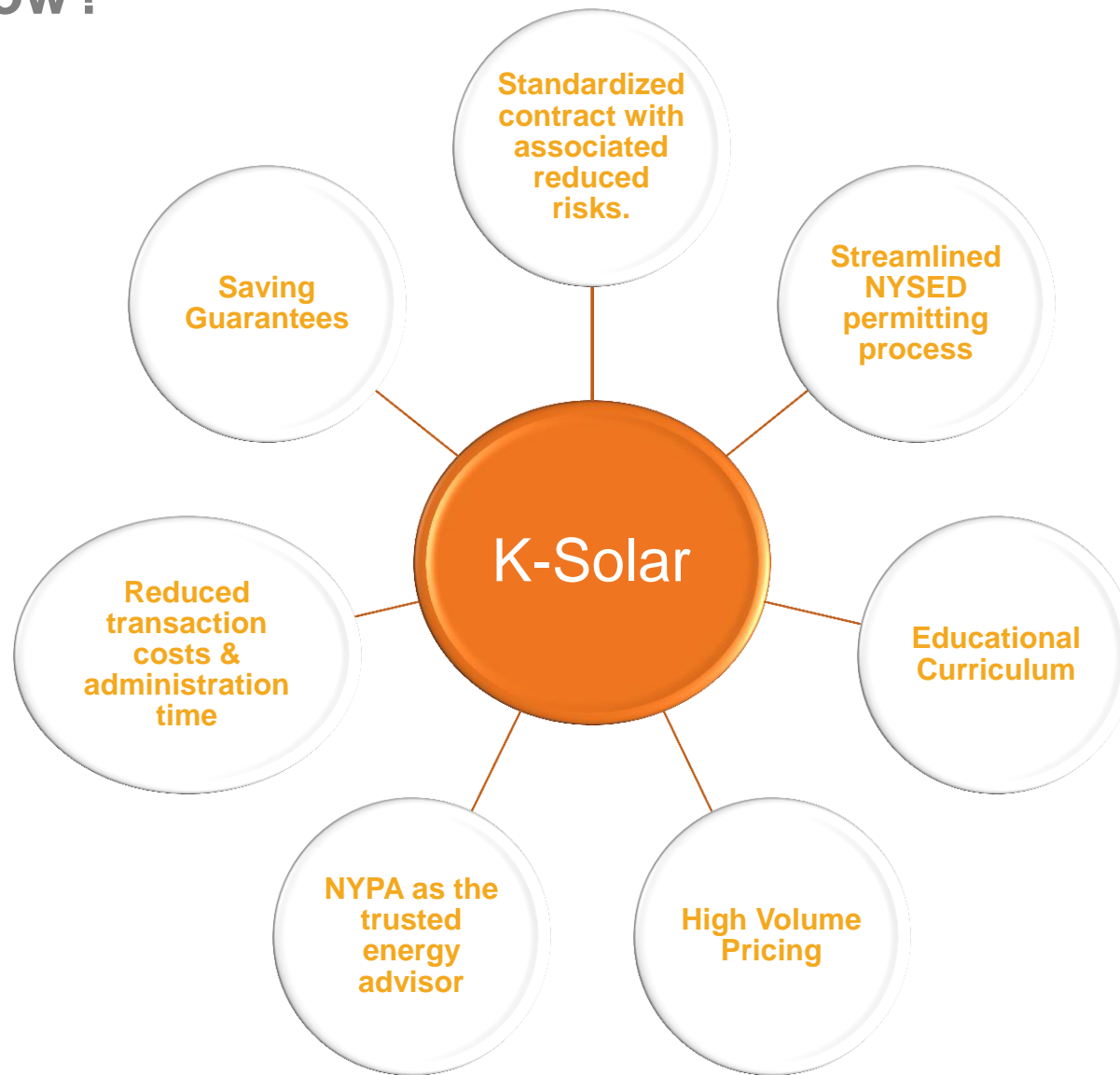
# Why A Solar Power Purchase Agreement (PPA)?

## SAVE MONEY ON ELECTRICITY NOW

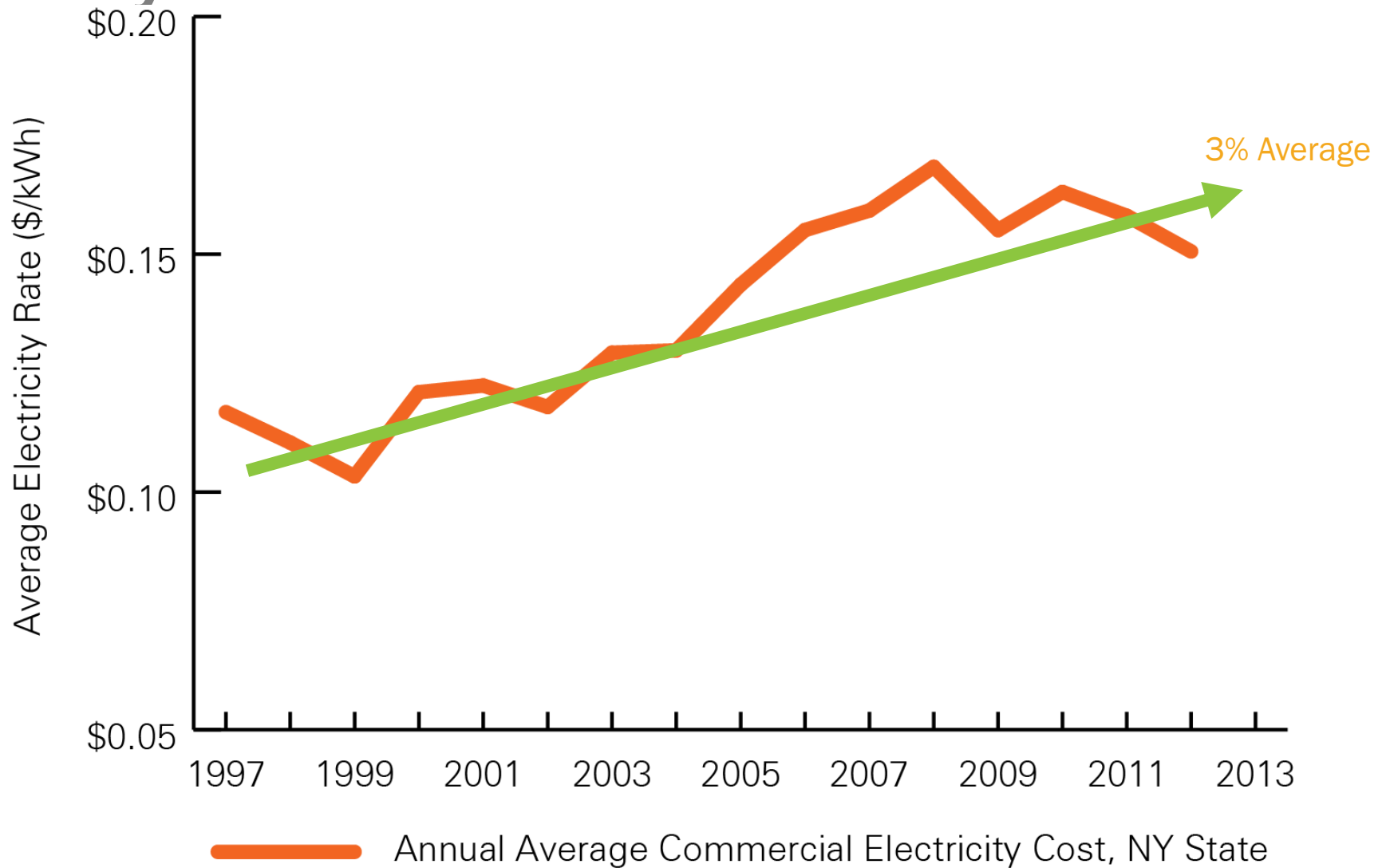
- NO UPFRONT COST
- PREDICTABLE ELECTRICITY FOR 20 YEARS
- SAVE 15-30% IN YEAR ONE
- FREE OPERATIONS AND MAINTENANCE



# Why Now?



# Why Now?



# Project Execution Timeline (Why Now?)

- Negotiations/Approvals/Feasibility (~6 weeks)
- Contract Execution (~4 weeks)
- Final Design and Engineering (~5 weeks)
- Permitting (~6 weeks)
- Construction (~5 weeks)
- ~ 6 months
- **Long 3 months of winter**
- **9 MONTHS**

# East Broadway Conceptual Layout (196.02 kW and 249k kWh of production)





## Admin Building Conceptual Layout (196.02 kW and 249k kWh of production)



## Lee Road Elem Conceptual Layout (95.04 kW and 119k kWh of production)





# Ground-Pintail Division Meter Conceptual Layout (196.02 kW and 235k kWh of production)







“We’re proud to announce that we are anticipating \$5 million to \$8 million on avoided energy costs with zero up-front costs and zero maintenance costs thorough a Power Purchase Agreement with SunEdison. The extra budget means more resources for our teachers and students.”

-Mark Sontag, Director of Curriculum at Irvine Unified School District in California





## Solar Community Launch Event Palm Spring Unified School District in California

Attachment: Levittown Board Meeting Presentation SunEdison (2048 : Presentation:





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# New York Power Authority K-Solar Levittown Union Free School District Proposal



NYPA K-Solar  
November 9, 2015

Jeff Gorman  
Sales Director  
Northeast Region

Intelligent Energy Solutions  
From a Global Leader



November 9, 2015

**Dr. Tonie McDonald**  
**Superintendent**  
**Levittown Union Free School District**  
**150 Abbey Lane**  
**Rocky Point, NY 11778**

Dear Ms. McDonald,

Under the K-Solar program, right now is a unique time for schools in New York to take advantage of energy cost savings through solar power. Going solar can be complicated, and for schools without the resources, it could be a daunting process. K-Solar has eliminated these obstacles by doing all the upfront work for school districts in New York. K-Solar provides school districts with the benefit of high volume pricing, with the solar rates less than school districts prevailing utility rates. As the world's largest renewable energy developer, who has energized more than 1,300 solar projects across the globe, SunEdison is honored to have the opportunity to be a part of this historic energy initiative, and provide affordable solar energy solutions and predictable cost savings to school districts across the state for the first time.

By partnering with SunEdison, K-Solar simplifies solar installations and provides school districts in New York with the maximum potential savings from solar, given reduced customer acquisition costs and enhanced economies of scale. Here are some of the unique benefits that K-Solar and SunEdison can offer your school district:

#### **Your Trusted Partner in NY**

After a rigorous evaluation process, the New York Power Authority (NYPA) recently chose SunEdison to serve as the recommended solar provider in your region as part of the K-Solar program. We are excited to work with your team to bring energy cost savings to your district and provide an educational opportunity for your students, teachers, and greater community with a standards-based science curriculum about the solar energy systems that power your schools.

#### **Customization**

SunEdison has over 1,300 operational projects, ranging from residential arrays to large utility scale applications over 100 MW. Our global experience managing over 3.9 GW of diverse solar projects ensures that you will not receive a one-size-fits-all approach, but a project that is customized to your needs. Our experience includes working with over [400] schools in the United States.

#### **Simplicity**

Our approach does not result in additional complexity for your schools. SunEdison manages 100% of the project's details today and over the project's life, including design, installation, maintenance, and monitoring. Through a Power Purchase Agreement, you simply pay for the energy the system produces.

#### **Reliability**

SunEdison is uniquely capable of offering New York's schools the benefits of affordable solar energy, backed by an unmatched track record of execution. Our installations are built to last. Our portfolio outperforms independent engineering expectations at 103%. Partnering with SunEdison is a low risk, long-term investment.

This proposal outlines the specific opportunity for Levittown Union Free School District, across the 1 site identified for solar energy. We look forward to working with you to bring the benefits of solar power to your community.

Sincerely,

Jeff Gorman  
Sales Director

# 1. K-Solar Overview

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Under the Governor Andrew Cuomo's NY-Sun Initiative, NYPA initiated its K-Solar program in conjunction with the New York State Energy Research and Development Authority (NYSERDA) and the New York State Education Department (SED) to provide New York State school districts with certain tools and resources aimed at making solar energy more accessible and affordable. In just the few months of the program, over 35% of all school districts in New York State have registered in the K-Solar program.

K-Solar pursues aggressive strategies to address the hidden non-hardware "soft costs" associated with photovoltaic (PV) systems deployment on schools, opening the door to make it faster and easier for more schools to go solar. These soft costs make up over half of the total system cost of deploying solar and include paperwork to apply for a permit, and cumbersome rules around installation. SED and NYPA have identified the streamlining of permitting processes as an important component of their efforts in the K-Solar program. With assistance from National Renewable Energy Labs (NREL), NYPA developed a standardized Solar Power Purchase Agreement (Solar PPA) for use by participants in the K-Solar program. The standardized PPA has been successfully and extensively used around the country, which have been slightly modified to meet the needs and requirements of schools in New York. Commentary was solicited from the solar industry, its third party financiers, as well as the New York State Education Department.

## About NYPA

NYPA, as a trusted energy advisor, has conducted a competitive solicitation process on behalf of interested schools statewide. The K-Solar solicitation was a competitive two-step solicitation process, including evaluating and recommending developers for award to the school districts. In September 2014, NYPA issued a request for qualifications (RFQ) for solar developers to assess their financial and technical capabilities. During this first phase, solar developers were asked to submit a proposal that demonstrates their experience and qualifications in implementing projects of this magnitude and complexity, as well as certain technical and financial details. Proposals were scored based on evaluation criteria listed in the RFQ documents, such as but not limited to the solar developer's prior installation experience, solar equipment procurement contracts, understanding of the K-Solar program objectives, marketing experience and financial abilities and partnerships.

Vetted developers that successfully qualified in Step 1 were then invited to participate in Step 2 – Request for Proposals (RFP). In Step 2, NYPA solicited competitive "volume" pricing from solar developers using a programmatic approach and the standardized Solar PPA. While price was a factor in the evaluation of proposals, the NYPA-recommended developer for a region was selected based on factors that provide school districts with the best value given the specified evaluation criteria. After a rigorous evaluation process, SunEdison has been identified as the qualified solar developer for your district.

Time is of the essence. It is now time for each participating district to individually negotiate and execute Power Purchase Agreements (PPAs) with SunEdison using the standardized Solar PPA as the starting point for all negotiations with the intention being a minimal number of changes. The 30% Federal Investment Tax Credit for solar may be reduced or eliminated at the end of 2016, causing a significant rise in PPA rates. Additionally, the incentive offered by NYSERDA is quickly being subscribed and reducing in value. The PV system must be fully constructed and operational before the end of 2016. It's imperative that SunEdison and the district work together now to have PV system(s) in service by December 31, 2016.

## 2. Why SunEdison?

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SunEdison manufactures advanced solar technology and develops, finances, installs and operates distributed solar power systems, delivering cost effective electricity and services to our residential, commercial, utility, and government customers. Our 3.9 GW global portfolio spans 23 countries and 26 states, and has generated over 7,000 GWh—**enough clean, renewable energy to offset more than 6 billion pounds of CO<sub>2</sub> equivalent.**

As the world's largest renewable energy developer, SunEdison aspires to transform lives around the world through innovative energy solutions. Here are some highlights about us:

- Our portfolio is backed by the security and stability of our parent company, SunEdison, Inc. (NYSE:SUNE), a 50+ year-old publicly traded semiconductor and silicon wafer industry veteran with a market capitalization in excess of \$8.6 billion.
- Operated and maintained by SunEdison's 24/7 Renewable Operational Centers (ROCs), our systems consistently average 103% of expected annual production.
- SunEdison, Inc. is a leading manufacturer of high-efficiency solar modules, with over 3 Gigawatts of our modules in operation today.
- We are environmental stewards, using our global reach to bring electricity to remote communities like Meerwada, India, and Limpopo Province, South Africa, eradicating darkness while providing jobs and economic stability.
- Our newest financing vehicle, TerraForm Power Inc., launched in 2014, and helps us provide our customers more value from our projects through reducing our cost of capital. TerraForm lowers our cost of capital by bringing new funding sources, decreasing our transaction costs, and adding value through long-term O&M services. The savings and value achieved by financing the project through TerraForm enable SunEdison to offer school districts the most competitive Power Purchase Agreement rates in the industry.
- Major clients in New York include NYU Medical Center, Columbia University, and the City of Saratoga Springs.

SunEdison is committed to enhancing state level economic development. Through our Local Business Utilization Plan developed for the K-Solar program, your project will foster local job creation. Typically, PV solar energy developments generate 6.71 jobs per MWac during the construction phases. SunEdison will work with pre-selected local subcontractors for these roles and will source additional local temporary and permanent employees as necessary.

## 3. Our Experience

SunEdison is a leading provider of clean energy solutions for the education sector, with over 44 megawatts (MW) of operational solar projects with K-12 customers. Below are some details about our project experience globally.

To date, SunEdison has executed and completed project financing for 1,150 PPAs with clients in North America, South America, Europe, and Africa.

### Operational Projects under a PPA

Customer Type	# Sites	Total kWdc	Average System Size (kWdc)
Commercial	629	611,106	841
Public Sector	407	452,965	1,113
Residential	34	248	7
Utility	80	1,098,825	13,735
<b>Grand Total</b>	<b>1,150</b>	<b>2,063,144 kWdc</b>	<b>1,794 kWdc</b>

## 4. Project Approach

From project inception to completion, SunEdison takes a holistic approach because we have a vested interest in systems that function efficiently. The figure below outlines the steps that are required for successful completion.

Our legal and sales teams will work directly with you to reach mutually acceptable terms for the Power Purchase Agreement. Once this is completed, we can move forward with design and engineering, permitting, and project construction.

### Typical Project Cycle from Contract Signing to O&M

<b>Contract Negotiation</b>	<ul style="list-style-type: none"> <li>• Market Standard Contract Terms</li> <li>• Board or Management Approval</li> <li>• No Financing Risk / \$7.5+ Billion Financed</li> </ul>
<b>Design &amp; Engineering</b>	<ul style="list-style-type: none"> <li>• Experience SunEdison Design Teams</li> <li>• Third-Party Verification</li> <li>• Certified Equipment</li> </ul>
<b>Permitting</b>	<ul style="list-style-type: none"> <li>• Led by our team of Program Managers</li> <li>• Includes Interconnection with Utility</li> <li>• Streamlined Through K-Solar Program</li> </ul>
<b>Construction</b>	<ul style="list-style-type: none"> <li>• Experienced Project Managers</li> <li>• Safety and Quality Assurance Procedures</li> <li>• Subcontractor Management, if necessary</li> </ul>
<b>Operations &amp; Maintenance</b>	<ul style="list-style-type: none"> <li>• Third Party Commissioning Process</li> <li>• Renewable Operations Center (ROC) Support</li> <li>• SunEdison Connect Online Monitoring</li> <li>• Local O&amp;M Resources</li> </ul>

## 5. Pricing

Table 1: Pricing Overview for Your District's Sites

Your Sites	PPA Rate (\$/kWh)	PPA Escalator	System Size (KWdc)	Year 1 Production (kWh)
East Broadway School School	.1040		196.02	248,945.4
East Broadway School School	.0938	2%	196.02	248,945.4
Administration Building	.1040		196.02	248,553.36
Administration Building	.0938	2%	196.02	248,553.36
Lee Road Elementary	.1085		95.04	119,370.24
Lee Road Elementary	.0984	2%	95.04	119,370.24
Division Ave High School	.1097		196.02	235,027.98
Division Ave High School	.1006	2%	196.02	235,027.98

## 6. System Monitoring

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### System Performance Guarantee

SunEdison will provide the district with an electricity production guarantee over the 18 year term of the PPA.

### Price Savings Guarantee

SunEdison will provide the district with a guarantee that the electricity provided from the solar over the term of the Solar PPA will not cost more than that provided through the grid.

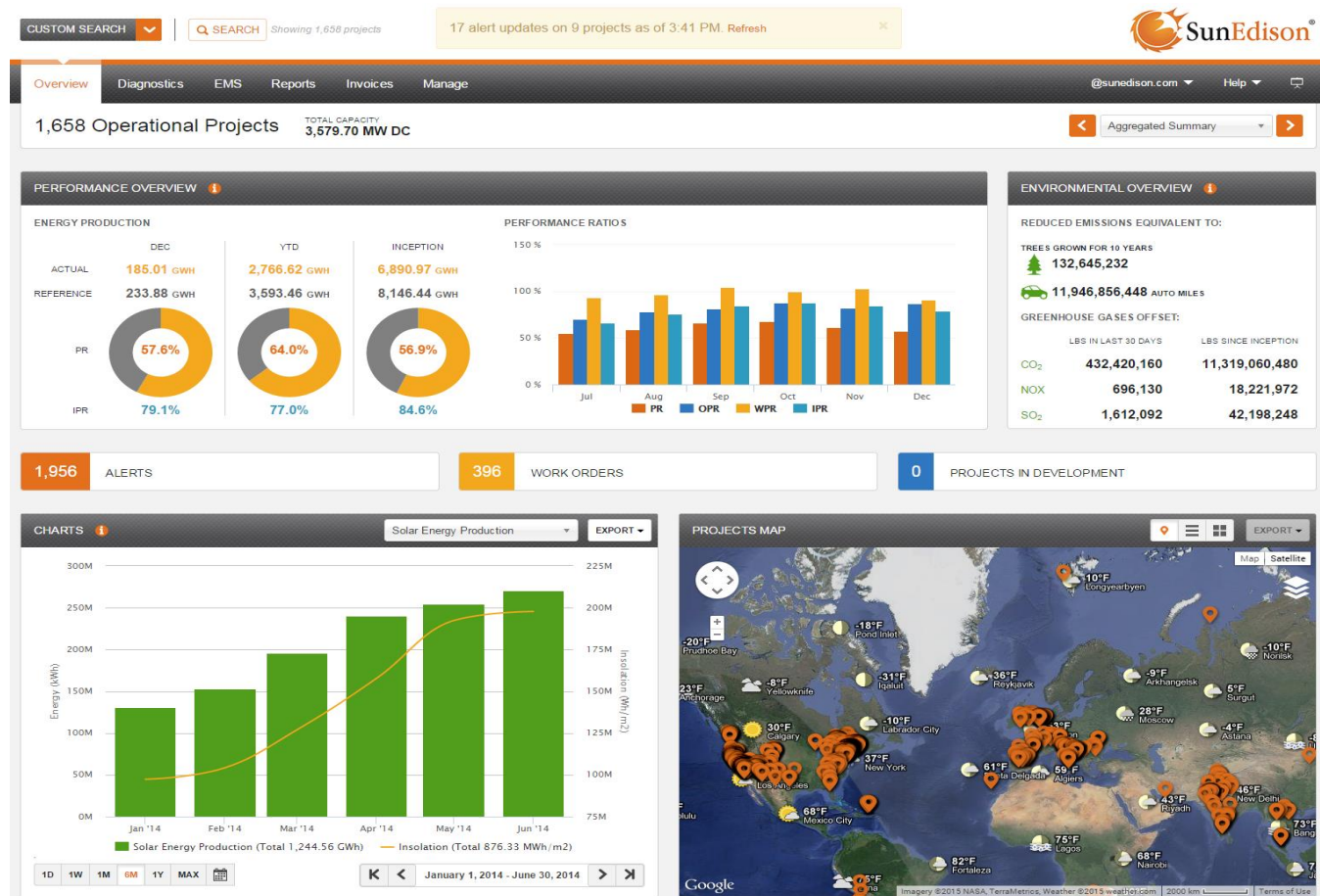
SunEdison Connect is a rich, web-based asset management application that delivers deep insight into the performance of solar power projects. All Districts receive SunEdison Connect along with a public display at each school.

- **Solar Energy Production:** Students and faculty can monitor energy (kWh) produced by an individual system or a fleet of sites. Data is available at 15-minute intervals and can be displayed in daily, weekly, monthly, annual or custom date ranges.
- **Weather:** Solar insolation, ambient temperature, and cell temperature are available at individual sites. Data is sampled by SEEDS® at 1-minute intervals and is provided at 15 minute intervals in daily, weekly, monthly, annually, or custom date ranges.
- **Operating Performance:** SunEdison Connect uses weather information and system capacity to display System Expected Energy, Actual Energy, and Operating Performance Ratio (defined as the ratio between Actual Energy and Expected Energy). Expected Energy is calculated using a standard PV performance model incorporating observed insolation and cell temperature, system rated capacity (DC), the de-rate coefficient, and the degradation factor.
- **Environmental Data:** SunEdison Connect allows customers to view the amount of greenhouse gasses/CO<sub>2</sub> avoided, as well as the equivalent number of cars off the road and number of hours powered.

Under a PPA, all support is included in the contract. SunEdison's Renewable Operation Center team is available 24 hours a day, 365 days a year.



Figure 1: View of the SunEdison Connect Online Monitoring Portal



## 7. Educational Outreach

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K-Solar supports the goals of Governor Cuomo's STEM-based learning initiatives by enhancing student awareness of energy efficient and renewable technologies, promoting student engagement in clean technology and increasing interest in career opportunities provided by the emerging energy economy. Under the K-Solar program, multiple opportunities are available for you to make an impact in your schools and community through the incorporation of on-site solar.

### **Facility Management Training**

SunEdison provides information to our customers at the completion of interconnection of the solar system. One great aspect of a Power Purchase Agreement is the customer does not have any responsibility in maintaining or operating the system. We provide the necessary training, as well as a manual, for on-site personnel regarding what to do in case of concerns or questions.

### **Renewable Energy Workshop for Teachers**

Two (2) teachers from your school district will be invited to attend a full day workshop on renewable energy technologies, including solar thermal and PV. The teachers will learn how to incorporate concepts on renewable energy into their lesson plans using hands-on materials. A kit of these materials will be provided to each school represented at the workshop. During the workshop, the teachers will become familiar with the data collection capabilities of the PV system at their school and learn how to access their school's information.

### **Curriculum and Lesson Plan Support**

Our goal is to create the next generation of energy leaders in New York State by educating students through hands-on STEM based curriculum and activities. K-Solar will be offering age-appropriate solar curricula, including hands on lesson plans appropriate for middle and high school teachers focused on solar electric concepts.

## 8. Next Steps

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### **Moving Forward with K-Solar and SunEdison**

SunEdison has an entire team of energy analysts, project financing innovators, engineers and solar experts waiting to work with your school district to flesh out the details and deliver a site-by-site road map of deployment for the future.

We are eager to pursue a relationship whereby SunEdison earns your trust as a preferred solar partner and can assist you in achieving these goals.





## EPA Ratings Performance – Today

Engine & Fuel System Type	EPA Rating Requirement		EPA Rating Requirement		EPA Rating Requirement	
	Particulates Grams/brake horsepower	Required Certified	NoX Grams/brake horsepower	Required Certified	CO Grams/brake horsepower	Required Certified
Diesel Cummins ISB 6.7L	.01	.000	.20	.17	19.4	.00
Diesel Cummins ISL 8.9L	.01	.000	.20	.19	19.4	.05
CNG Cummins ISL-G 8.9L	.01	.002	.20	.17	19.4	7.8
Propane PI 8.0L	.01	.001	.20	.19	14.4	5.6





## Minotour – EPA Ratings Performance

Engine & Fuel System Type	EPA Rating Requirement  Particulates Grams/brake horsepower	EPA Rating Requirement  NoX Grams/brake horsepower	EPA Rating Requirement  CO Grams/brake horsepower			
	Required	Certified	Required	Certified	Required	Certified
Gasoline GM 4.8L	.01	.002	.42	.18	14.4	2.2
Gasoline GM Flex 6.0L	.01	.001	.42	.26	14.4	1.5
Gasoline GM 6.0L	.01	.005	.42	.19	14.4	2.2
Gasoline Ford 5.4L	.01	.00	.20	.14	14.4	4.4





## Minotour – EPA Ratings Performance

Engine & Fuel System Type	EPA Rating Requirement  Particulates Grams/brake horsepower	EPA Rating Requirement  NoX Grams/brake horsepower	EPA Rating Requirement  CO Grams/brake horsepower			
	Required	Certified	Required	Certified	Required	Certified
Diesel GM 6.6L	.01	.000	.50	.32	15.5	.30
Propane GM 6.0L	.01	.01	.20	.154	14.4	3.9
CNG GM 6.0L	.01	.01	.20	.08	14.4	6.3

# Traffic Study Overview

General goal is to analyze the Levittown Transportation Program, including, but not limited to, the following items.

1. Traffic Pattern Analysis
  - Traffic counts
  - Overview of traffic flow and patterns
  - Congestion issues during drop-off/pickup times
2. Review the bell time structure, late bus requirements and athletic requirements
3. Efficiency of Transportation Operations Overview
  - Bus schematic / review of all bus routes
  - Close look at late buses, athletic transportation runs and field trips
  - Consideration of CSEA Contractual language



# Traffic Study Overview

A Traffic and Transportation Efficiency Study will give the District a baseline of how the current transportation program presently operates, identifying what is working effectively, and then making realistic suggestions that may be needed for improvements without compromising the safety of the students and staff. Analysis will give direction for the future, and possible recommendations of what to implement per school and District wide.



A group of five diverse young adults (three men and two women) are smiling and posing together. They are wearing casual clothing: a red t-shirt, a grey t-shirt, a blue t-shirt, a purple top, and a blue t-shirt. The background is a plain, light-colored wall.

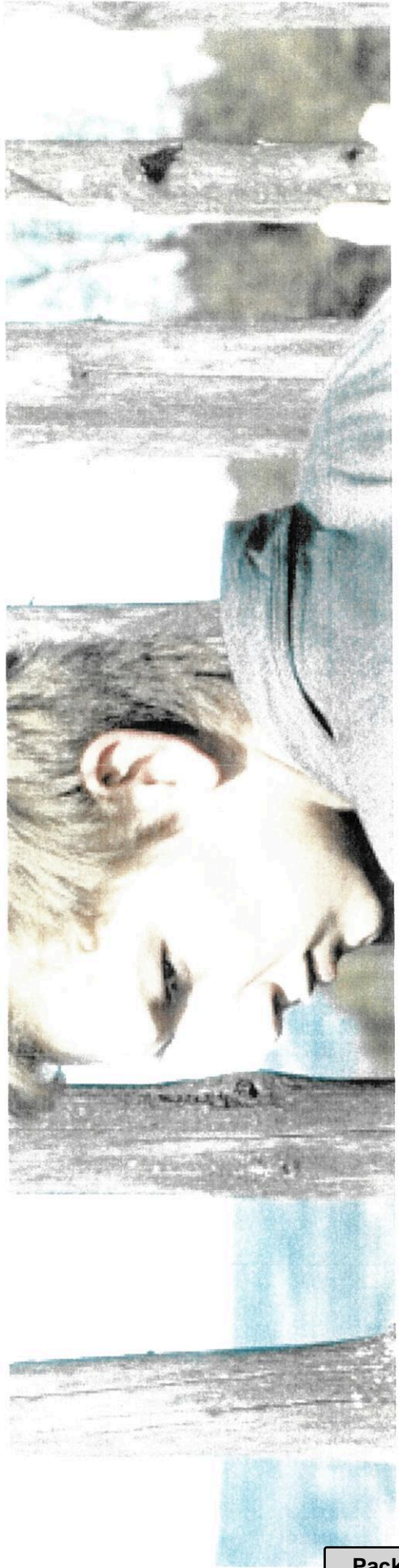
# YOUTH DEVELOPMENT SURVEY

Office of Alcoholism and  
Substance Abuse Services  
2014-2015 REPORT



# Needs Assessment Survey

- 3,449 Levittown students responded across grades 7-12
- 1,595,950 students responded throughout New York State across grades 7-12



# Top Risk Factors

	Grades 7-8	Grades 9-10	Grades 11-12
Family Conflict	44% <	48% =	48% =
Low Commitment To School	33% =	50% >	49% >
Favorable Attitudes Toward Anti Social Behaviors	41% <	51% >	56% >
Depressive Symptoms	30% <	40% =	40% <
Poor Family Management	27% <	38% <	33% =
Perceived Availability of Drugs	19% <	38% >	40% >



# Alcohol, Tobacco, and Other Drug Use

	Grades 7-8	Grades 9-10	Grades 11-12
Alcohol	22% <	48% <	73% >
Binge Drinking	4% =	15% >	32% >
Energy Drinks	36% <	50% =	57% =
Illicit Drug use	12% =	22% <	42% <
Marijuana	2% <	16% <	40% =
Inhalants	7% >	7% >	4% =
Prescription Pain	3% >	3% >	6% >
Cigarettes	4% <	8% <	21% <



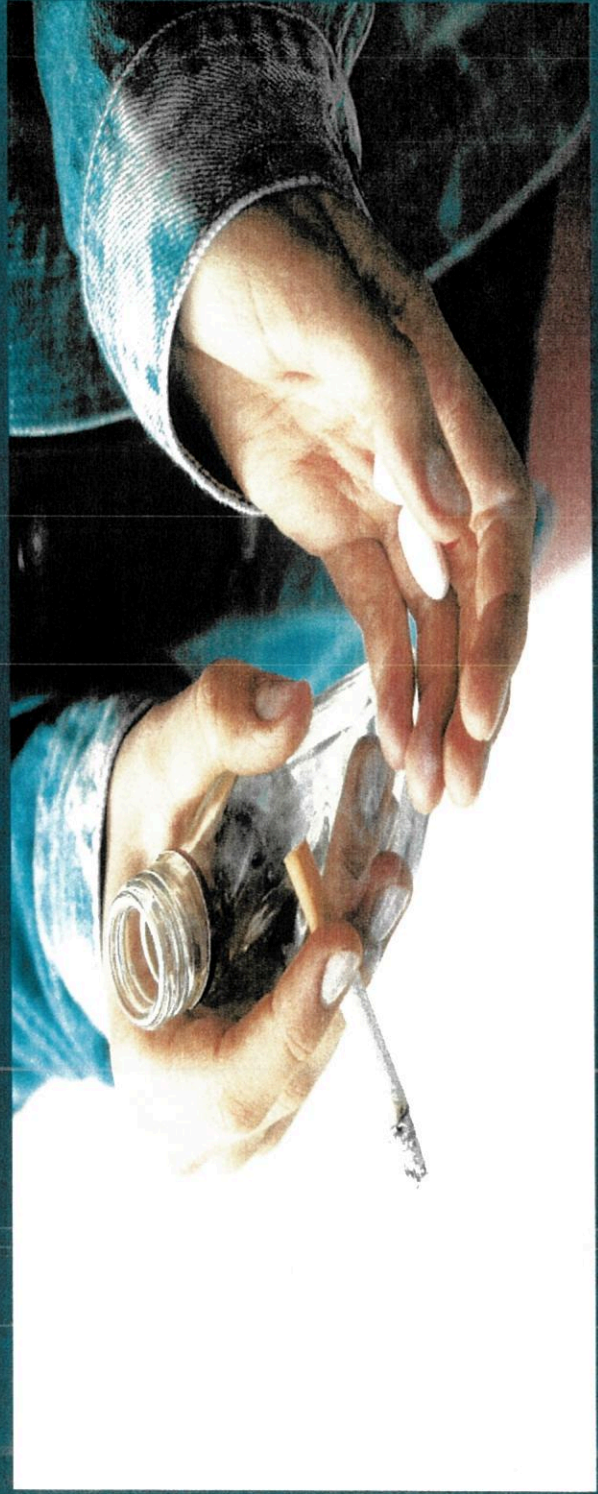
# Age of First Use

indicates age of  
use is 12-15 years of age.  
This is similar to the state norm.



# Attitude Toward Prescription Pain Reliever Abuse

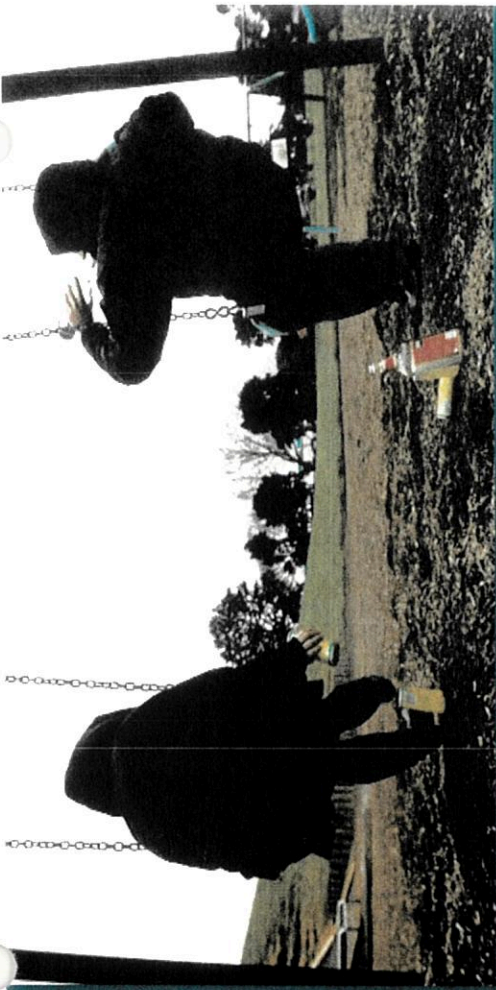
	How Wrong Do You Think It Is?	How Wrong Do Your Friends Think It Is?	How Wrong Do Your Parents Think It Is?
Grades 7-8	78% Very Wrong	82% Very Wrong	90% Very Wrong
Grades 9-10	65% Very Wrong	72% Very Wrong	89% Very Wrong
Grades 11-12	60% Very Wrong	68% Very Wrong	90% Very Wrong





# Sources Of Alcohol Use

	Grades 7-8	Grades 9-10	Grades 11-12
Got It From Home Without Permission	4% >	8%>	13%>
Got It From Home With Permission	5%>	6%>	11%>
Got It From Someone I Know Under Age 21	2%>	12%>	33%>
Got It From Someone I Know Over Age 21	1%>	9% >	25%>
Got It From Sibling	1%	3%	10%>
Got It From Another Relative	1%	3%	6%
Used a Fake ID	.25%	.5%>	6%>
Stranger Bought It For Me	1%>	1%>	3%>



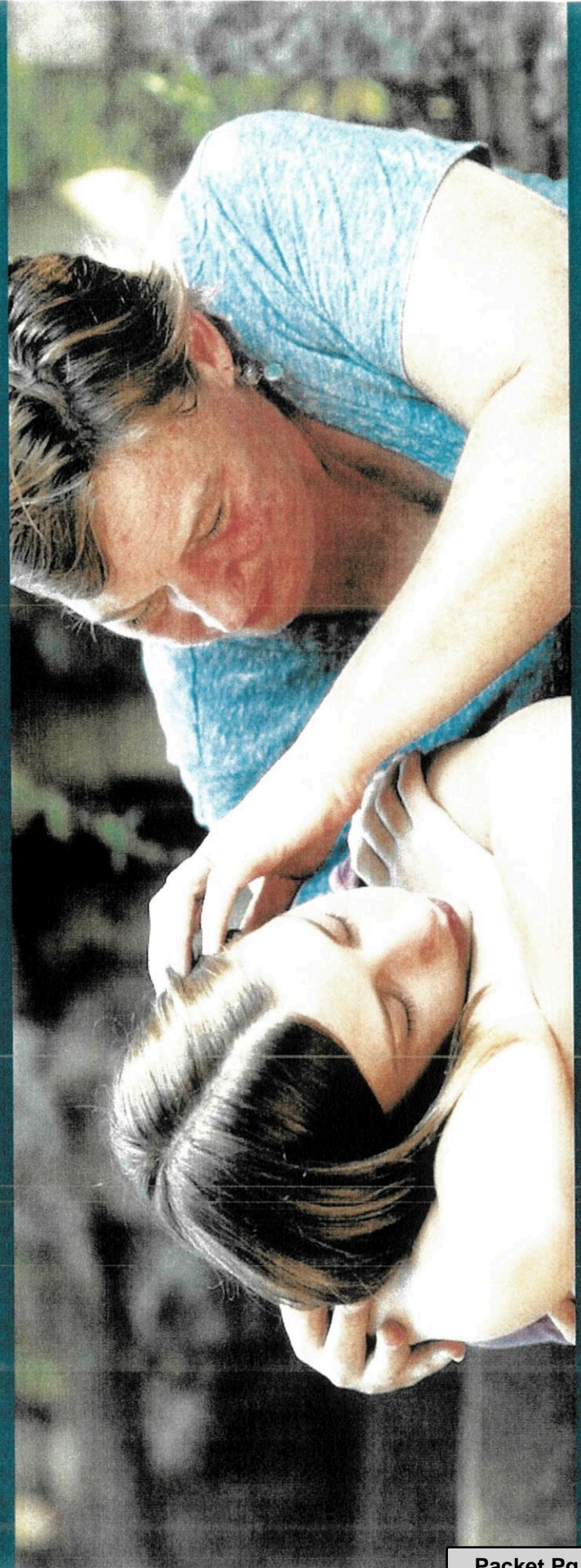
# Location Of Alcohol Use

	Grades 7-8	Grades 9-10	Grades 11-12
At My Home	11%	21%	28%
At Someone Else's Home	4%	21%	49%
At An Open Public Area	2%	14%	31%
At A Restaurant Or Bar	2%	2%	9%
Another Place	4%	7%	12%



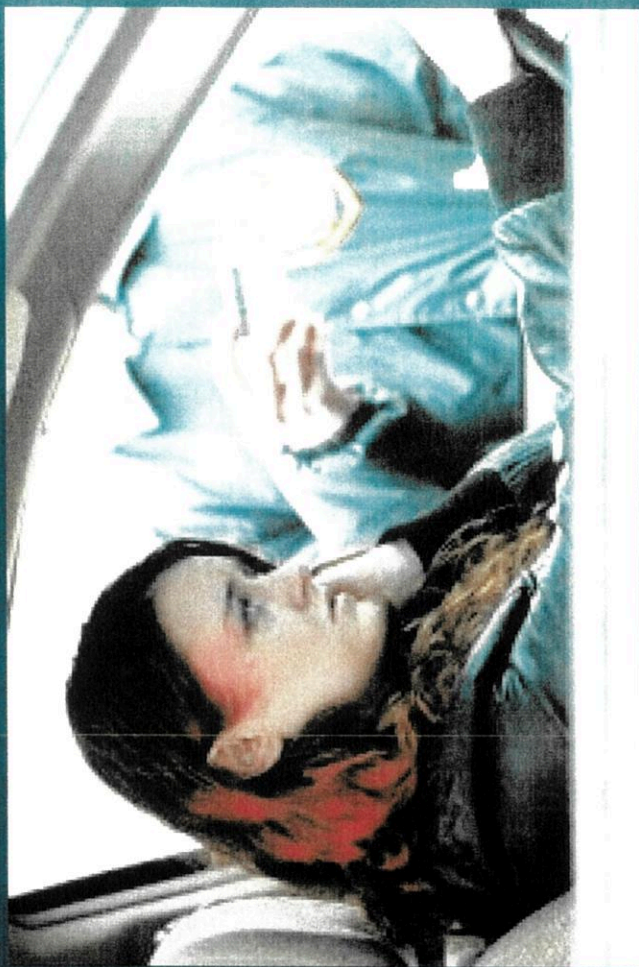
# Parental Response to Alcohol Use

	Grades 7-8	Grades 9-10	Grades 11-12
Was Not Caught	31%	44%	31%
No Consequences	15%	13%	30%
Minor Consequences	13%	21%	13%
Major Consequences	39%	22%	26%





# Perceived Police Response To Alcohol Use

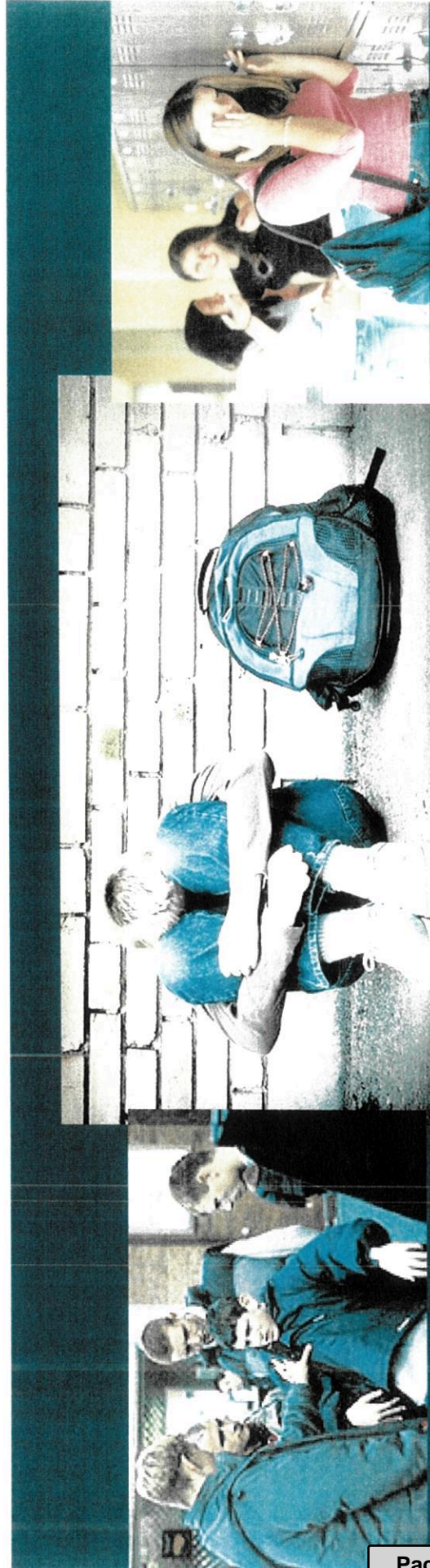


	Grades 7-8	Grades 9-10	Grades 11-12
No Consequence	6%	9%	7%
Give a Warning and Let Me Go	7%	18%	32%
Take Me Home To My Parents	54%	51%	42%
Arrested But No Penalties	14%	9%	7%
Arrested and Fined By Court	20%	13%	11%



# Bullying Behavior

	Grades 7-8	Grades 9-10	Grades 11-12
Been Bullied At School	35% >	22% >	19% >
Been Bullied Outside of school	25% >	18% >	17% >
Been Electronically Bullied	30% >	19% >	





# Top Protective Factors

	Grades 7-8	Grades 9-10	Grades 11-12
Opportunities for Pro Social Involvement	82% >	70% >	68% >
Family Rewards for Pro Social Involvement	75% >	56% =	56% >
School Opportunities for Pro Social Involvement	82% >	81% =	82% =
Social Skills	70% <	68% <	68% <
Belief In a Moral Order	75% <	70% <	66% <
Family Opportunities for Pro Social Involvement	60% >	59% >	55% >



# District Preventive Programs Elementary

## *Direct Service*

- Individual and group counseling
- Referrals from parents & teachers
- Skills-based interventions
- Banana Splits
- Socialization groups

## *School-wide/Programmatic*

- Creating a school connection
- Beautiful Me
- Get a Voice
- LEADD Week
- CAPS Anti Bullying Workshops
- Cyberbullying and Drug & Alcohol Prevention Workshops



# District Preventive Programs

## Secondary

### *Direct Service*

- Addition of psycho-education services
- Individual and group counseling
- Referrals from parents & teachers
- Skills-based interventions
- Developmentally appropriate skills

### *School-wide/Programmatic*

- Creating a school connection
- LEADD Week
- Junior Leaders
- Mindfulness Workshops
- Big Sister/Little Sister
- Psycho-education
- SADD
- Program Speakers



# LEVITTOWN SCHOOLS

**POLICY # 7513**

Page 1 of 4

## 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. The school must receive the following before medication will be administered to a student:

- a) The original written order from the student's physician stating the name of the medication, precise dosage, frequency, and time of administration;
- b) Written, signed consent from the student's parent or person in parental relation requesting the administration of the medication, as prescribed by the physician, to the student in school; and
- c) The medication, properly labeled in its original container. It 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: the student's name, name of medication, dosage, frequency, and prescribing physician. A student is not permitted to carry any medication on his or her person in school, or on the school bus, or keep any medication in his or her school locker(s). Exceptions may apply, however, for students with asthma, diabetes, or allergies who may carry and self-administer medication under certain conditions.

All medication orders must be reviewed annually by school health office personnel or whenever there is a change in dosage.

### Students with Asthma or Other Respiratory Illnesses

The District will make a nebulizer available on-site in school buildings where full- or part-time nursing services are provided. Only students with a patient-specific order may have access to the nebulizer. School nursing personnel will clean and maintain the District nebulizer as appropriate.

~~\*The District will obtain and stock albuterol metered dose inhalers (MDIs) and/or liquid albuterol from a licensed pharmacy. This stock albuterol is for use in a nebulizer for students diagnosed with asthma whose personal prescription albuterol supplies are empty and while awaiting the parent or person in parental relation to provide the school with a new one. School health office personnel will promptly inform parents or persons in parental relation of the need for replacement of the student's albuterol medication. Students utilizing the school's stock albuterol must provide a patient specific order for albuterol from their own private healthcare provider, including an order permitting the student to utilize the school's stock albuterol. Stock albuterol may only be utilized when the school nurse is available to administer the medication. The student's parent or person in parental relation must also provide the school with written permission allowing his or her child to be administered the school's stock albuterol in the event that the student's own prescription albuterol supply is empty. The school health office will promptly inform students' parents or persons in parental relation any time that the school stock albuterol was utilized.~~

(Continued)

# LEVITTOWN SCHOOLS

## POLICY # 7513

Page 2 of 4

### STUDENTS

#### SUBJECT: ADMINISTRATION OF MEDICATION

Personal equipment used to deliver albuterol to a student will be cleaned, appropriately labeled with the student's name, and used solely by that individual student. (Examples of equipment are the nebulizer tubing, facemask, mouthpiece, spacer, etc.)

#### Self-Administration of Medication

##### Generally

Each student who is permitted to self-administer medication should have an emergency care plan on file with the District. Further, the school will maintain a record of all written parental consents in the student's cumulative health record.

School health office personnel will also maintain regular parental contact in order to monitor the effectiveness of self-medication procedures and to clarify parental responsibility as to the daily monitoring of their child to ensure that the medication is being utilized in accordance with the physician's or provider's instructions. Additionally, the student will report to the health office on a periodic basis as determined by health office personnel to maintain an ongoing evaluation of the student's management of self-medication techniques, and to work cooperatively with the parents and the student regarding self-care management.

Students who self-administer medication without proper authorization will be referred for counseling by school nursing personnel, as appropriate. Additionally, school administration and parents will be notified of such unauthorized use of medication by the student, and school administration may determine the proper resolution of this behavior.

##### Students with Asthma or another Respiratory Disease

A student may carry and self-administer his or her prescribed inhaled rescue medication during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of asthma or other respiratory disease for which inhaled rescue medications are prescribed to alleviate respiratory symptoms or to prevent the onset of exercise induced asthma; the student has demonstrated that he or she can self-administer the prescribed medication effectively; and the expiration date of the order, the name of the prescribed medication, the dose the student is to self-administer, times when the medication is to be self-administered, and the circumstances which may warrant use of the medication; and
- b) Written consent 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 will allow the student to maintain an extra inhaled rescue medication in the care and custody of the school's registered professional nurse, nurse practitioner, physician assistant, or school physician.

(Continued)

# LEVITTOWN SCHOOLS

**POLICY # 7513**

Page 3 of 4

## STUDENTS

### **SUBJECT: ADMINISTRATION OF MEDICATION**

#### Students with Allergies

A student may carry and self-administer his or her prescribed EpiPen during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of an allergy for which an EpiPen is needed for the emergency treatment of allergic reactions; the student has demonstrated that he or she can self-administer the EpiPen effectively; and the expiration date of the order, the name of the medicine, the dose the student is to self-administer, and the circumstances which may warrant use of the medication; and
- b) Written consent 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 will allow the student to maintain an extra EpiPen in the care and custody of a licensed nurse, nurse practitioner, physician assistant, or school physician.

#### Students with Diabetes

A student may carry and self-administer his or her prescribed insulin through an appropriate medication delivery device, carry glucagon, and carry and use equipment and supplies necessary to check blood glucose and/or ketone levels during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized healthcare provider stating that the student has a diagnosis of diabetes for which insulin and glucagon through appropriate medication delivery devices, and the use of equipment and supplies to check blood glucose and/or ketone levels are necessary; the student has demonstrated that he or she can self-administer effectively, can self-check glucose or ketone levels independently, and can independently follow prescribed treatment orders; and the expiration date of the order, the name of the prescribed insulin or glucagon, the type of insulin delivery system, the dose of insulin and/or glucagon the student is to self-administer, times when the insulin and/or glucagon is to be self-administered, and the circumstances which may warrant administration by the student. The written permission must also identify the prescribed blood glucose and/or ketone test, the times testing is to be done, and any circumstances which warrant checking a blood glucose and/or ketone level.
- b) Written consent 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 will allow the student to maintain extra insulin, insulin delivery system, glucagon, blood glucose meter, and related supplies to treat the student's diabetes in the care and custody of a licensed nurse, nurse practitioner, physician assistant, or school physician.

(Continued)



**LEVITTOWN SCHOOLS****POLICY # 7513**

Page 4 of 4

**STUDENTS****SUBJECT: ADMINISTRATION OF MEDICATION**

Students with diabetes may also carry food, oral glucose, or other similar substances necessary to treat hypoglycemia in accordance with District policy.

**Alcohol-Based Hand Sanitizers**

The New York State Education Department (NYSED) permits the use of alcohol-based hand sanitizers in schools. The school medical director may approve and permit the use of alcohol-based hand sanitizers in the District's schools without a physician's order. Parents may provide written notification to the school in the event that they do not wish to have their child use these products.

**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, which will be maintained by the school. 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.

**Storage and Disposal**

Procedures governing the 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 and Department of Environmental Conservation (DEC) guidelines.

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

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

Adoption Date: January 25, 2012  
 Revised:



# LEVITTOWN SCHOOLS

**POLICY # 3110**

Page 1

## COMMUNITY RELATIONS

### SUBJECT: MEDIA/MUNICIPAL GOVERNMENTS/SENIOR CITIZENS

#### School District Media

The Principal of each building is responsible for the preparation of news releases concerning the activities within that building, and for reviewing them with the Superintendent or his designee prior to release. Copies of all final news releases will be sent to the Superintendent's Office.

In addition, a periodic newsletter may be prepared and mailed to each resident of the School District. Included in the newsletter will be information regarding school activities, a monthly calendar and other items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.

As the official spokesperson, the Superintendent or his/her designee shall issue all news releases concerning the District. All statements of the Board will be released through the Office of the Superintendent and/or the District Clerk.

#### Municipal Governments

It is the policy of the Board to establish and maintain a positive working relationship with the governing bodies of the municipality. The Board shall also cooperate with municipal, county and state agencies whose work affects the welfare of the children of the District, including but not limited to the County Social Service Department, the Board of Health, the Recreation Department, the Public Library, and all community emergency service agencies.

#### Senior Citizens

The Board of Education will consider school related programs for senior citizens in accordance with Education Law and/or Regulations of the Commissioner of Education. Such programs include special use of school buildings or school buses, school lunches and partial tax exemptions.

##### 1. Fees for Admission

- a. Senior citizens who possess a valid Nassau County Senior citizen Leisure Pass shall be admitted without charge to athletic events, plays, concerts and other school activities sponsored by the School District
- b. Senior citizens who possess a valid Nassau County Senior citizen Leisure Pass shall be permitted to enroll for School District Educational Programs upon payment of one half of the fee regularly charged.



Education Law Sections 1501-b(1)(a), 1501-b(1)(b), and 1709(22)  
Real Property Tax Law Section 467  
Re-Adopted: January 9, 2013

# ***LEVITTOWN SCHOOLS***

**POLICY # 3110**

Page 1

## **COMMUNITY RELATIONS**

### **SUBJECT: MEDIA/MUNICIPAL GOVERNMENTS/SENIOR CITIZENS**

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#### **Municipal Governments**

It is the policy of the Board to establish and maintain a positive working relationship with the governing bodies of the municipality. The Board shall also cooperate with municipal, county and state agencies whose work affects the welfare of the children of the District, including but not limited to the County Social Service Department, the Board of Health, the Recreation Department, the Public Library, and all community emergency service agencies.

#### **Senior Citizens**

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Education Law Sections 1501-b(1)(a), 1501-b(1)(b), and 1709(22)  
Real Property Tax Law Section 467  
Re-Adopted: January 9, 2013

DRAFT



**LEVITTOWN SCHOOLS****POLICY # 3280**

Page 1 of 3

**COMMUNITY RELATIONS****SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT**

The Board of Education recognizes that District buildings and grounds are primarily maintained for the education and recreation of the school children of the District. The schools of the community have been built with public funds and are supported by the citizens of the community, however, and the Board shall make every effort to make them available to community organizations for the pursuit of social, cultural, educational and recreational activities.

No association or organization shall be entitled as a matter of right to use school facilities, but must apply in writing and in advance for approval of the Board or an appointed designee of the Board or their designee. The Superintendent of Schools or his/her designated representative may grant permission for use of school facilities. School facilities may be used for the purpose of instruction in any branch of education or the arts. Facilities may also be used for holding social, civic and recreational meetings and entertainment, as long as such meetings and entertainment are non-exclusive and open to the general public. In addition, facilities may be used for meetings and entertainment activities where admission fees are charged, provided that the proceeds are to be expended for a clearly designated educational or charitable purpose.

The Board shall reserve the right to revoke a permit at any time. The Superintendent may also suspend a permit pending action by the Board at a subsequent meeting.

**Proceeds**

Whenever an admission fee of any type is charged, all responsibility for admissions tax settlement rests solely with the sponsoring group.

All profit from any enterprise held in public school buildings must go to the benefit of some specific educational or charitable purpose, and not be used for the gain of a particular organization or group.

Veterans organizations and volunteer firemen may be granted the use of facilities, even though the admission fees will be devoted to the use of said organizations.

Organizations charging admission fees need not turn over the entire proceeds for an educational or charitable purpose, but may first deduct their actual and reasonable expenses for such a program.

Continued

# LEVITTOWN SCHOOLS

**POLICY # 3280**

Page 2 of 3

## COMMUNITY RELATIONS

### Use of District Equipment

School District PTA's, PTSA's and organized employee groups may use school duplicating equipment in accordance with rules and regulations established by the Superintendent of Schools. All duplicating materials are to be furnished by the organization and on-duty school clerical personnel may not be involved in the duplicating process.

School equipment, such as audio-visual equipment, athletic equipment, science equipment, etc., will be subject to the following rules:

1. Organizations meeting within the school building or on school premises may use certain pieces of equipment with the express permission of the administration;
2. Members of the professional staff may use pieces of equipment off the premises for professional purposes, such as in lectures or in courses, with the express permission of the administration; and
3. No equipment is to be loaned to any outside organization for use off school premises.

### Fees for Admission

1. Senior citizens who possess valid Nassau County Senior citizen Leisure Passes shall be admitted without charge to athletic events, plays, concerts and other school activities sponsored by the School District.
2. Senior citizens who possess valid Nassau County Senior citizen Leisure Passes shall be permitted to enroll for School District Education Programs upon payment of one-half of the fee regularly charged.

### Insurance

Any organization or association seeking use of school facilities shall present a copy of a Certificate of Insurance with coverage in an amount deemed sufficient by the Board.

### Prohibited Uses

1. Any meeting of a religious sect or denomination of fraternal, secret or exclusive society, unless such group sponsors an activity which is conducted strictly for the purpose of general educational instruction, recreation or entertainment and is non-exclusive and in no way related to religious instruction.

Continued

**LEVITTOWN SCHOOLS****POLICY # 3280**

Page 3 of 3

**COMMUNITY RELATIONS**

2. The Board of Education prohibits the use of school buildings or facilities by any individual, group or commercial endeavor for activities which are designated for the purpose of private profit making or will in any way result in private gain.
3. The Board prohibits the use of power vehicles of any type on school grounds other than staff, student or public parking in designated areas. This applies particularly to recreational vehicles such as go-carts, mini-bikes, motorcycles, etc., as well as to all other power vehicles. The foregoing does not apply to school employees' operating maintenance vehicles.
4. The Board prohibits the hitting of golf balls, archery or flying gas powered model airplanes on school grounds.
5. The Board also prohibits the parking of all vehicles on driveways and in areas designated as fire lanes on all school property. As certain parking spaces at each district building are designated as reserved for persons with handicapping conditions, the Board expressly prohibits the unauthorized use of such reserved areas in accordance with the Vehicle and Traffic Law of the State of New York.

Previously Policy No. 1500

Cross-ref: 1550-R, Public Use of School Facilities Regulation

8700 et seq., Insurance

Ref: Education Law, 414

Note: Revision of prior policy manual § § 1130, 1330.1, 1330.3, 1331.1, 1331.2 and 1336.1

Adopted: December 9, 1992

**Re-Adopted: January 23, 2013**



# LEVITTOWN SCHOOLS

**POLICY # 7513**

Page 1 of 4

## 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. The school must receive the following before medication will be administered to a student:

- a) The original written order from the student's physician stating the name of the medication, precise dosage, frequency, and time of administration;
- b) Written, signed consent from the student's parent or person in parental relation requesting the administration of the medication, as prescribed by the physician, to the student in school; and
- c) The medication, properly labeled in its original container. It 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: the student's name, name of medication, dosage, frequency, and prescribing physician. A student is not permitted to carry any medication on his or her person in school, or on the school bus, or keep any medication in his or her school locker(s). Exceptions may apply, however, for students with asthma, diabetes, or allergies who may carry and self-administer medication under certain conditions.

All medication orders must be reviewed annually by school health office personnel or whenever there is a change in dosage.

### **Students with Asthma or Other Respiratory Illnesses**

The District will make a nebulizer available on-site in school buildings where full- or part-time nursing services are provided. Only students with a patient-specific order may have access to the nebulizer. School nursing personnel will clean and maintain the District nebulizer as appropriate. Personal equipment used to deliver albuterol to a student will be cleaned, appropriately labeled with the student's name, and used solely by that individual student. (Examples of equipment are the nebulizer tubing, facemask, mouthpiece, spacer, etc.)

### **Self-Administration of Medication**

#### Generally

Each student who is permitted to self-administer medication should have an emergency care plan on file with the District. Further, the school will maintain a record of all written parental consents in the student's cumulative health record.

School health office personnel will also maintain regular parental contact in order to monitor the effectiveness of self-medication procedures and to clarify parental responsibility as to the daily monitoring of their child to ensure that the medication is being utilized in accordance with the physician's or provider's instructions. Additionally, the student will report to the health office on a periodic basis as determined by health office personnel to maintain an ongoing evaluation of the student's management of self-medication techniques, and to work cooperatively with the parents and the student regarding self-care management.

(continued)

# LEVITTOWN SCHOOLS

## POLICY # 7513

Page 2 of 4

### STUDENTS

#### SUBJECT: ADMINISTRATION OF MEDICATION (continued)

Students who self-administer medication without proper authorization will be referred for counseling by school nursing personnel, as appropriate. Additionally, school administration and parents will be notified of such unauthorized use of medication by the student, and school administration may determine the proper resolution of this behavior.

#### Students with Asthma or another Respiratory Disease

A student may carry and self-administer his or her prescribed inhaled rescue medication during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of asthma or other respiratory disease for which inhaled rescue medications are prescribed to alleviate respiratory symptoms or to prevent the onset of exercise induced asthma; the student has demonstrated that he or she can self-administer the prescribed medication effectively; and the expiration date of the order, the name of the prescribed medication, the dose the student is to self-administer, times when the medication is to be self-administered, and the circumstances which may warrant use of the medication; and
- b) Written consent 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 will allow the student to maintain an extra inhaled rescue medication in the care and custody of the school's registered professional nurse, nurse practitioner, physician assistant, or school physician.

#### Students with Allergies

A student may carry and self-administer his or her prescribed EpiPen during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of an allergy for which an EpiPen is needed for the emergency treatment of allergic reactions; the student has demonstrated that he or she can self-administer the EpiPen effectively; and the expiration date of the order, the name of the medicine, the dose the student is to self-administer, and the circumstances which may warrant use of the medication; and
- b) Written consent 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 will allow the student to maintain an extra EpiPen in the care and custody of a licensed nurse, nurse practitioner, physician assistant, or school physician.

(Continued)

# LEVITTOWN SCHOOLS

**POLICY # 7513**

Page 3 of 4

## STUDENTS

### **SUBJECT: ADMINISTRATION OF MEDICATION (Continued)**

#### Students with Diabetes

A student may carry and self-administer his or her prescribed insulin through an appropriate medication delivery device, carry glucagon, and carry and use equipment and supplies necessary to check blood glucose and/or ketone levels during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized healthcare provider stating that the student has a diagnosis of diabetes for which insulin and glucagon through appropriate medication delivery devices, and the use of equipment and supplies to check blood glucose and/or ketone levels are necessary; the student has demonstrated that he or she can self-administer effectively, can self-check glucose or ketone levels independently, and can independently follow prescribed treatment orders; and the expiration date of the order, the name of the prescribed insulin or glucagon, the type of insulin delivery system, the dose of insulin and/or glucagon the student is to self-administer, times when the insulin and/or glucagon is to be self-administered, and the circumstances which may warrant administration by the student. The written permission must also identify the prescribed blood glucose and/or ketone test, the times testing is to be done, and any circumstances which warrant checking a blood glucose and/or ketone level.
- b) Written consent 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 will allow the student to maintain extra insulin, insulin delivery system, glucagon, blood glucose meter, and related supplies to treat the student's diabetes in the care and custody of a licensed nurse, nurse practitioner, physician assistant, or school physician.

Students with diabetes may also carry food, oral glucose, or other similar substances necessary to treat hypoglycemia in accordance with District policy.

#### **Alcohol-Based Hand Sanitizers**

The New York State Education Department (NYSED) permits the use of alcohol-based hand sanitizers in schools. The school medical director may approve and permit the use of alcohol-based hand sanitizers in the District's schools without a physician's order. Parents may provide written notification to the school in the event that they do not wish to have their child use these products.

#### **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, which will be maintained by the school. 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.

(Continued)



**LEVITTOWN SCHOOLS****POLICY # 7513**

Page 4 of 4

**STUDENTS****SUBJECT: ADMINISTRATION OF MEDICATION (continued)****Storage and Disposal**

Procedures governing the 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 and Department of Environmental Conservation (DEC) guidelines.

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

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

Adoption Date: January 25, 2012

**Revised:**

**LEVITTOWN****POLICY # 7521**

Page 1 of 4

**STUDENTS****SUBJECT: STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS**

Students come to school with diverse medical conditions which may impact their learning as well as their health. Some of these conditions are serious and may be life-threatening. As a result, students, parents, school personnel, and healthcare providers must all work together to provide the necessary information and training to allow children with chronic health problems to participate as fully and safely as possible in the school experience. This policy encompasses an array of serious or life-threatening medical conditions such as anaphylaxis, diabetes, seizure disorders, or severe asthma and acute medical conditions *\*such as substance overdose*. All students within the District with known life-threatening conditions will have a comprehensive plan of care in place: an Emergency Care Plan (ECP) or Individualized Healthcare Plan (IHP) and if appropriate, an Individualized Education Plan (IEP) or Section 504 Plan.

**Life-Threatening Conditions**

For those students with chronic life-threatening conditions such as diabetes, seizure disorders, asthma, and allergies, the District must work cooperatively with the parent(s) and the healthcare provider(s) to:

- a) Immediately develop an ECP for each at risk student to ensure that all appropriate personnel are aware of the student's potential for a life-threatening reaction;
- b) If appropriate, develop an IHP that includes all necessary treatments, medications, training, and educational requirements for the student. If the student is eligible for accommodations based upon the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act, the appropriate procedures will be followed regarding evaluation and identification;
- c) Provide training by licensed medical personnel (e.g., registered professional nurse) for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students;
- d) Obtain specific medical-legal documents duly executed in accordance with New York State law; appropriate healthcare provider authorization in writing for specific students that includes the frequency and conditions for any testing or treatment, symptoms, and treatment of any conditions associated with the health problem; and directions for emergencies;
- e) Secure written parent permission and discuss parental responsibility that includes providing the health care provider's orders, providing any necessary equipment, and participation in the education and co-management of the child as he/she works toward self-management;
- f) Allow self-directed students to carry life-saving medication, provided those students have prior approval by the medical provider and the school nurse, maintain and carry medication according to district practices and procedures, and have appropriate supervision for the administration of the medication. The District will also encourage parents and students to provide duplicate life-saving medication to be maintained in the Health Office in the event the self-carrying student misplaces, loses, or forgets their medication;

(Continued)

# LEVITTOWN SCHOOLS

**POLICY # 7521**

Page 2 of 4

## STUDENTS

### **SUBJECT: STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS (Cont'd)**

- g) Assure appropriate and reasonable building accommodations are in place within a reasonable degree of medical certainty.

In addition, the District will:

- a) Provide training for transportation, instructional, food service, and physical education staff, as appropriate, in the recognition of an anaphylactic reaction;
- b) Have standing emergency medical protocols for nursing or other staff;
- c) Request the school medical director to write a non-patient specific order for anaphylaxis treatment agents for the school's registered professional nurse or other staff, as designated by the administration and allowed under federal and New York State laws and regulations, to administer in the event of an unanticipated anaphylactic episode;
- d) Maintain or ensure the maintenance of a copy of the standing order(s) and protocol(s) that authorizes them to administer emergency medications such as anaphylactic treatment agents;
- e) As permitted by New York State law, maintain stock supplies of life-saving emergency medications such as epinephrine auto-injectors and Naloxone (Narcan) for use, especially in first time emergencies;
- f) Ensure that building-level and district-wide school safety plans include appropriate accommodations for students with life-threatening health conditions;
- g) Encourage families to obtain medic-alert bracelets for at risk students;
- h) Educate students regarding the importance of immediately reporting symptoms of an allergic reaction.

### **Emergency Medication**

#### Epinephrine Auto-Injectors (EAI's)

The District has entered into a collaborative agreement with Dr. Salvatore Corso to provide and maintain EAI's on-site in its instructional facilities. This agreement allows trained school employees, who have completed a New York State Department of Health (NYSDOH) course, to administer EAI's to any student or staff member who demonstrates symptoms of anaphylaxis regardless of whether the person has a prior history of severe allergic reactions. The District will ensure that it has sufficient EAI's available to ensure ready and appropriate access for use during emergencies and will immediately report every use of an EAI in accordance with the collaborative agreement to Dr. Salvatore Corso.

(Continued)



# **LEVITTOWN SCHOOLS**

**POLICY # 7521**

Page 3 of 4

## **STUDENTS**

### **SUBJECT: STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS (Cont'd)**

#### Creating an Allergen-Safe School Environment

The risk of accidental exposure or cross-contamination is always present in school, particularly for students with food allergies. The school setting is a high-risk environment for accidental ingestion of a food allergen due to the presence of a large number of students, increased exposure to food allergens, and cross-contamination of tables, desks, and other surfaces.

In an effort to prevent accidental exposure to allergens, the District will monitor the following high-risk areas and activities:

- a) Cafeteria;
- b) Food sharing;
- c) Hidden ingredients in art, science, and other projects;
- d) Transportation;
- e) Fund raisers and bake sales;
- f) Parties and holiday celebrations;
- g) Field trips;
- h) Before and after school programs.

#### **Medication Self-Management**

The District will work toward assisting students in the self-management of their chronic health condition based upon the student's knowledge level and skill by:

- a) Adequately training all staff involved in the care of the child, as appropriate;
- b) Assuring the availability of the necessary equipment or medications;
- c) Providing appropriately trained licensed persons as required by law;
- d) Developing an emergency plan for the student; and
- e) Providing ongoing staff and student education.

***LEVITTOWN SCHOOLS*****POLICY # 7521**

Page 3 of 4

**STUDENTS****SUBJECT: STUDENTS WITH LIFE-THREATENING HEALTH CONDITIONS (Cont'd)**

Americans with Disabilities Act, 42 USC §12101 et seq.

Individuals with Disabilities Education Act (IDEA), 20 USC §§1400-1485

Section 504 of the Rehabilitation Act of 1973, 29 USC §794 et seq.

34 CFR Part 300

Education Law §§6527 and 6908

Public Health Law §§2500-h (Anaphylactic policy for school districts) and 3000-a

NOTE: Refer also to Policy #7513 – Administration of Medication

Adoption Date: September 14, 2011

Re-Adopted: January 25, 2012

**Revised:**

# ***LEVITTOWN SCHOOLS***

**POLICY # 7552**

Page 1 of 3

## **STUDENTS**

### **SUBJECT: STUDENT GENDER IDENTITY**

All students need a safe and supportive educational environment to progress academically and developmentally. The District is committed to fostering a safe learning environment for all students, free from discrimination and harassment on the basis of sex, gender, gender identity, gender nonconformity, and gender expression. In accordance with applicable law, regulations, and guidelines, the District will ensure that students have equal access to all school programs, facilities, and activities. The District will assess and address the specific needs of each student on a case-by-case basis.

### **Key Terms**

Generally, District personnel should use the language that individual students are using to describe their own gender identity, appearance, or behavior. The most commonly used terms are:

Cisgender: a person whose gender identity corresponds to their assigned sex at birth.

Gender: actual or perceived sex, typically with reference to social and cultural differences rather than physiological ones.

Gender expression: the ways a person conveys their gender identity to others, such as through behavior, appearance, clothing, hairstyle, activities, voice, and mannerisms.

Gender identity: a person's inner sense or psychological knowledge of being male, female, neither, or both.

Gender nonconforming (GNC): describes someone whose gender identity or gender expression does not conform to social or stereotypical expectations of a person with that gender assigned at birth. This is also referred to as gender variant or gender atypical.

Transgender: someone whose gender identity is different than their gender assigned at birth.

Transition: the process by which a person socially or physically aligns their gender expression more closely to their gender identity than their assigned sex at birth.

### **Records**

As required by law, the District will maintain the confidentiality of student information and records. If a transgender or GNC student has officially changed his or her name, as demonstrated by court order or birth certificate, the District will change its official and unofficial records, as needed, to reflect the change. The District will maintain records with the student's assigned birth name in a separate, confidential file.

(Continued)



**LEVITTOWN SCHOOLS****POLICY # 7552**

Page 2 of 3

**STUDENTS****SUBJECT: STUDENT GENDER IDENTITY (Cont'd.)**

If a transgender or GNC student has not officially changed his or her name, but wishes to be referred to by a different name that corresponds to their gender identity, the District may create or change unofficial records to reflect the name and gender identity that the student consistently asserts at school. On state standardized tests, certain reports to the New York State Education Department, and when necessary to ensure appropriate and coordinated medical care, however, the District will use the student's legal name and gender. Any student identification cards will be issued with the name reflecting the gender identity the student consistently asserts at school. The District will maintain records with the student's assigned birth name and gender in a separate, confidential file.

**Names and Pronouns**

When apprised of a student's transgender or GNC status, the District will endeavor to engage the student and his or her parents or guardians, as appropriate, in an effort to agree upon a plan that will accommodate the student's individual needs at school. Transgender and GNC students have the right to discuss and convey their gender identity and expression openly and to decide when, with whom, and how much to share this confidential information. The plan may therefore include when and how to initiate the student's preferred name and associated pronoun use and if, when, and how this is communicated to others. District staff will use the name and pronoun that corresponds to the gender identity the student consistently asserts at school.

**Restrooms and Locker Rooms**

The District will allow a transgender or GNC student to use the restroom and locker room that corresponds to the student's consistently expressed gender identity at school. Any student requesting increased privacy or other accommodations when using bathrooms or locker rooms will be provided with a safe and adequate alternative, but they will not be required to use that alternative.

**Physical Education and Sports**

Physical education is a required part of the District's curriculum. Where these classes are sex-segregated, students will be allowed to participate in a manner consistent with their gender identity. Students will likewise be allowed to participate in intramural activities consistent with their gender identity.

Upon written notification that a transgender or GNC student would like an opportunity to participate in the District's interscholastic athletics program consistent with his or her gender identity, the District will determine his or her eligibility in accordance with applicable law, regulations, and guidelines. The District will confirm the student's asserted gender identity with documentation it considers appropriate from a parent/guardian, counselor, doctor, psychologist, psychiatrist, or other medical professionals. The student's gender identity should be the same as the identity used for District registration and other school purposes.

(Continued)

**LEVITTOWN SCHOOLS****POLICY # 7552**

Page 3 of 3

**STUDENTS****SUBJECT: STUDENT GENDER IDENTITY (Cont'd.)**

The District's athletic director will notify opposing team athletic directors or the New York State Public High School Athletic Association if a student needs any accommodations during competitions. Any appeal regarding the District's eligibility decision will be directly to the Commissioner of Education.

**Other Activities**

Generally, in other circumstances where students may be sex-segregated, such as overnight field trips, students may be permitted to participate in accordance with the gender identity that the student consistently asserts at school. Student privacy concerns will be addressed individually and on a case-by-case basis in accordance with District policy and applicable law, regulations, and guidelines.

**Dress Code and Team Uniforms**

Transgender or GNC students may dress in accordance with their gender identity or expression, within the parameters of the District's dress code. The District will not restrict students' clothing or appearance on the basis of gender.

The District's dress code applies while its athletes are traveling to and from athletic contests. Athletes will have access to uniforms that are appropriate for their sport.

Family Educational Rights and Privacy Act (FERPA), 20 USC § 1232g  
 34 CFR Part 99  
 Title IX of the Education Amendments of 1972  
 Education Law Article 2 and §§ 2-d, 11(7), 3201-a  
 8 NYCRR § 100.2

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property  
 #3420 -- Non-Discrimination and Anti-Harassment in the School District  
 #7550 -- Dignity for all Students  
 #7551 -- Sexual Harassment of Students  
 #7553 -- Hazing of Students  
 #8242 -- Civility, Citizenship and Character Education/Interpersonal Violence Prevention Education

Adoption Date









# LEVITTOWN SCHOOLS

## POLICY # 7131

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## STUDENTS

### SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH

The parent/person in parental relation to a homeless child; or the homeless child, together with the homeless liaison designated by the School District in the case of an unaccompanied youth; or the director of a residential program for runaway and homeless youth established pursuant to Executive Law Article 19-H, in consultation with the homeless child, where such homeless child is living in such program, may designate either the school district of current location, the school district of origin, or a school district participating in a regional placement plan as the district the homeless child shall attend.

Pursuant to Commissioner's Regulations, a "homeless child" means a child or youth who lacks a fixed, regular, and adequate nighttime residence, including a child who is:

- a) Sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason;
- b) Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- c) Abandoned in hospitals;
- d) Awaiting foster care placement; or
- e) A migratory child who qualifies as homeless in accordance with Commissioner's Regulations. As defined in the No Child Left Behind Act of 2001, the term "migratory child" *includes* a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who has moved from one school district to another in the preceding 36 months, in order to obtain, or accompanies such parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing work.
- f) A child or youth who has a primary nighttime location that is:
  - 1. A supervised, publicly or privately operated shelter designed to provide temporary living accommodations including, but not limited to, shelters operated or approved by the state or local department of social services, and residential programs for runaway and homeless youth established pursuant to Executive Law Article 19-H; or
  - 2. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting.
- g) Considered an "unaccompanied youth":
  - 1. An unaccompanied youth is a homeless child (for whom no parent or person in parental relation is available) or youth not in the physical custody of a parent or legal guardian.

(Continued)



# LEVITTOWN SCHOOLS

**POLICY # 7131**

Page 2 of 5

## STUDENTS

### SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH (Cont'd.)

2. An unaccompanied youth **shall not include** a child or youth who is residing with someone other than a parent or legal guardian for the sole reason of taking advantage of the schools of the district.

The term **"homeless child"** shall not include a child in foster care or receiving educational services pursuant to Education Law Sections 3202(4), (5), (6), (6a) or (7) or pursuant to Articles 81, 85, 87 or 88. For example, a child in a family home at board, a school for the mentally retarded, a hospital or other institution for the care, custody and treatment of children; youths under the direction of the Division for Youth incarcerated in county correctional facilities or youth shelters; or children residing in child care institutions or schools for the deaf or blind would not be considered "homeless."

### Enrollment, Retention and Participation in the Educational Program

Enrollment of homeless children shall not be delayed and their ability to continue or participate in the educational program shall not be restricted due to issues such as:

- a) Transportation;
- b) Immunization requirements;
- c) Residency requirements;
- d) Birth certificates, medical records, individualized education programs (IEPs), school records and other documentation;
- e) Guardianship issues;
- f) Comprehensive assessment and advocacy referral processes;
- g) Resolution of disputes regarding school selection;
- h) Proof of social security numbers;
- i) Attendance requirements;
- j) Sports participation rules;
- k) Inability to pay fees associated with extracurricular activities such as club dues and sports uniforms; or
- l) Other enrollment issues.

(Continued)

**LEVITTOWN SCHOOLS****POLICY # 7131**

Page 3 of 5

**STUDENTS****SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH (Cont'd.)****Educational Programs and Services**

The School District shall provide homeless children and youth with access to all of its programs, activities and services to the same extent that they are provided to resident students.

Homeless children and youth shall be educated as part of the school's regular academic program. Services must be provided to homeless children and youth through programs and mechanisms that integrate homeless children and youth with their non-homeless counterparts, including programs for special education, vocational and technical education, gifted and talented students, before and after school, English language learners/limited English proficiency, Head Start, Even Start, and school nutrition. Services provided with McKinney-Vento funds must expand upon or improve services provided as part of the regular school program. Consequently, the School District shall ensure that homeless children and youth are not segregated in a separate school, or in a separate program within the school, based on their status as homeless; and to the extent feasible consistent with the requirements of Commissioner's Regulations, keep a homeless child or youth in the school of origin except when doing so is contrary to the wishes of the child's or youth's parent or guardian. Further, the School District shall review and revise policies and practices, including transportation guidelines, that may act as barriers to the enrollment, attendance, school success, and retention of homeless children and youth in the School District.

All homeless children and youth are automatically eligible for Title I Part A services whether or not they meet the academic standards or live in a Title I school attendance area. Homeless students may receive Title I educational or support services from schoolwide and targeted-assistance school programs.

**Transportation**

If the local social service district or the Office of Children and Family Services is not required to provide transportation, the designated district is responsible for the provision and the cost of the student's transportation. Where a homeless student designates the school district of current location as the district the student will attend, then that district shall provide transportation to the student on the same basis as a resident student. Where the homeless student designates the school district of origin or a school district participating in a regional placement plan, then that district must provide transportation to and from the homeless child's temporary housing and school.

Transportation responsibilities apply to all school districts regardless of whether or not they receive McKinney-Vento funds. Transportation must be provided during the pendency of enrollment disputes. If the designated district provides transportation for non-homeless preschool children, it must also provide comparable transportation services for homeless preschool children.

(Continued)

**LEVITTOWN SCHOOLS****POLICY # 7131**

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**STUDENTS****SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH (Cont'd.)****School District Liaison for Homeless Children and Youth**

The School District shall designate an appropriate staff person, who may also be a coordinator for other federal programs, as the local educational agency liaison for homeless children and youth to carry out the duties as enumerated in law, Commissioner's Regulations and applicable guidance issued by the U.S. and New York State Education Departments. The District will inform school personnel, local service providers and advocates of the office and duties of the local homeless liaison.

**Training**

The District will train all school enrollment staff, secretaries, school counselors, school social workers, and Principals on the legal requirements for enrollment. School nutrition staff, school registered professional nurses, teachers, and bus drivers will receive training on homelessness that is specific to their field.

**Outreach**

The District will make every effort to inform the parents or guardians of homeless children and youth of the education, transportation and related opportunities available to their children including transportation to the school of origin. The parent(s)/guardian(s) will be assisted in accessing transportation to the school they select, and will be provided with meaningful opportunities to participate in the education of their children. Public notice of educational rights of homeless children and youth will be disseminated by the District in places where families and youth are likely to be present (e.g., schools, shelters, soup kitchens), and in comprehensible formats (e.g., geared for low literacy or other community needs).

**Dispute Resolution**

The District shall establish procedures for the prompt resolution of disputes regarding school selection or enrollment of a homeless child or youth and provide a written explanation, including a statement regarding the right to appeal to the parent or guardian if the School District sends the student to a school other than the school of origin or the school requested by the parent or guardian. These disputes shall include, but are not limited to, disputes regarding transportation and/or a child's or youth's status as a homeless child or unaccompanied youth.

If there is a factual dispute over whether a student is homeless, the District will immediately enroll the student and then provide the parent/guardian the opportunity to submit verification of homelessness. The student will remain enrolled until a final determination is made by the District and for a minimum of thirty (30) days after the final determination to allow the parent/guardian opportunity to appeal to the Commissioner of Education. If the student files an appeal that contains a request for a stay within thirty (30) days of such final determination, the District must continue to enroll the student until the Commissioner rules on the stay request.

(Continued)



**LEVITTOWN SCHOOLS****POLICY # 7131**

Page 5 of 5

**STUDENTS****SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH (Cont'd.)****Record and Reporting Requirements**

If the District, as the school district of origin, receives a request to forward student records to a receiving district, the records must be forwarded within five (5) days.

The School District shall maintain documentation regarding all aspects of the District's contact with and services provided to homeless students and youth for possible on-site monitoring by the State Education Department.

The District shall collect and transmit to the Commissioner of Education, at such time and in the manner as the Commissioner may require, a report containing such information as the Commissioner determines is necessary to assess the educational needs of homeless children and youths within the state.

McKinney-Vento Homeless Education Assistance Act, as reauthorized by the No Child Left Behind Act of 2001, 42 United States Code (USC) Section 11431 et seq.  
Education Law Sections 902(b) and 3209  
8 New York Code of Rules and Regulations (NYCRR) Section 100.2(x)

**Re- Adopted: January 25, 2012**









# LEVITTOWN SCHOOLS

## POLICY # 7131

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## STUDENTS

### SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH

The parent/person in parental relation to a homeless child; or the homeless child, together with the homeless liaison designated by the School District in the case of an unaccompanied youth; or the director of a residential program for runaway and homeless youth established pursuant to Executive Law Article 19-H, in consultation with the homeless child, where such homeless child is living in such program, may designate either the school district of current location, the school district of origin, or a school district participating in a regional placement plan as the district the homeless child shall attend.

Pursuant to Commissioner's Regulations, a "homeless child" means a child or youth who lacks a fixed, regular, and adequate nighttime residence, including a child who is:

- a) Sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason;
- b) Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- c) Abandoned in hospitals;
- d) Awaiting foster care placement; or
- e) A migratory child who qualifies as homeless in accordance with Commissioner's Regulations. As defined in the No Child Left Behind Act of 2001, the term "migratory child" *includes* a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who has moved from one school district to another in the preceding 36 months, in order to obtain, or accompanies such parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing work.
- f) A child or youth who has a primary nighttime location that is:
  - 1. A supervised, publicly or privately operated shelter designed to provide temporary living accommodations including, but not limited to, shelters operated or approved by the state or local department of social services, and residential programs for runaway and homeless youth established pursuant to Executive Law Article 19-H; or
  - 2. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting.
- g) Considered an "unaccompanied youth":
  - 1. An unaccompanied youth is a homeless child (for whom no parent or person in parental relation is available) or youth not in the physical custody of a parent or legal guardian.

(Continued)

**LEVITTOWN SCHOOLS****POLICY # 7131**

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**STUDENTS****SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH (Cont'd.)**

2. An unaccompanied youth **shall not include** a child or youth who is residing with someone other than a parent or legal guardian for the sole reason of taking advantage of the schools of the district.

The term **"homeless child"** shall not include a child in foster care or receiving educational services pursuant to Education Law Sections 3202(4), (5), (6), (6a) or (7) or pursuant to Articles 81, 85, 87 or 88. For example, a child in a family home at board, a school for the mentally retarded, a hospital or other institution for the care, custody and treatment of children; youths under the direction of the Division for Youth incarcerated in county correctional facilities or youth shelters; or children residing in child care institutions or schools for the deaf or blind would not be considered "homeless."

**Enrollment, Retention and Participation in the Educational Program**

Enrollment of homeless children shall not be delayed and their ability to continue or participate in the educational program shall not be restricted due to issues such as:

- a) Transportation;
- b) Immunization requirements;
- c) Residency requirements;
- d) Birth certificates, medical records, individualized education programs (IEPs), school records and other documentation;
- e) Guardianship issues;
- f) Comprehensive assessment and advocacy referral processes;
- g) Resolution of disputes regarding school selection;
- h) Proof of social security numbers;
- i) Attendance requirements;
- j) Sports participation rules;
- k) Inability to pay fees associated with extracurricular activities such as club dues and sports uniforms; or
- l) Other enrollment issues.

(Continued)



# LEVITTOWN SCHOOLS

**POLICY # 7131**

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## STUDENTS

**SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH (Cont'd.)**

### Educational Programs and Services

The School District shall provide homeless children and youth with access to all of its programs, activities and services to the same extent that they are provided to resident students.

Homeless children and youth shall be educated as part of the school's regular academic program. Services must be provided to homeless children and youth through programs and mechanisms that integrate homeless children and youth with their non-homeless counterparts, including programs for special education, vocational and technical education, gifted and talented students, before and after school, English language learners/limited English proficiency, Head Start, Even Start, and school nutrition. Services provided with McKinney-Vento funds must expand upon or improve services provided as part of the regular school program. Consequently, the School District shall ensure that homeless children and youth are not segregated in a separate school, or in a separate program within the school, based on their status as homeless; and to the extent feasible consistent with the requirements of Commissioner's Regulations, keep a homeless child or youth in the school of origin except when doing so is contrary to the wishes of the child's or youth's parent or guardian. Further, the School District shall review and revise policies and practices, including transportation guidelines, that may act as barriers to the enrollment, attendance, school success, and retention of homeless children and youth in the School District.

All homeless children and youth are automatically eligible for Title I Part A services whether or not they meet the academic standards or live in a Title I school attendance area. Homeless students may receive Title I educational or support services from schoolwide and targeted-assistance school programs.

### Transportation

If the local social service district or the Office of Children and Family Services is not required to provide transportation, the designated district is responsible for the provision and the cost of the student's transportation. Where a homeless student designates the school district of current location as the district the student will attend, then that district shall provide transportation to the student on the same basis as a resident student. Where the homeless student designates the school district of origin or a school district participating in a regional placement plan, then that district must provide transportation to and from the homeless child's temporary housing and school- not to exceed 50 miles each way unless the Commissioner certifies that the transportation is in the best interests of the child.

Transportation responsibilities apply to all school districts regardless of whether or not they receive McKinney-Vento funds. Transportation must be provided during the pendency of enrollment disputes. If the designated district provides transportation for non-homeless preschool children, it must also provide comparable transportation services for homeless preschool children.

(Continued)

# ***LEVITTOWN SCHOOLS***

**POLICY # 7131**

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## **STUDENTS**

**SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH (Cont'd.)**

### **School District Liaison for Homeless Children and Youth**

The School District shall designate an appropriate staff person, who may also be a coordinator for other federal programs, as the local educational agency liaison for homeless children and youth to carry out the duties as enumerated in law, Commissioner's Regulations and applicable guidance issued by the U.S. and New York State Education Departments. The District will inform school personnel, local service providers and advocates of the office and duties of the local homeless liaison.

### **Training**

The District will train all school enrollment staff, secretaries, school counselors, school social workers, and Principals on the legal requirements for enrollment. School nutrition staff, school registered professional nurses, teachers, and bus drivers will receive training on homelessness that is specific to their field.

### **Outreach**

The District will make every effort to inform the parents or guardians of homeless children and youth of the education, transportation and related opportunities available to their children including transportation to the school of origin. The parent(s)/guardian(s) will be assisted in accessing transportation to the school they select, and will be provided with meaningful opportunities to participate in the education of their children. Public notice of educational rights of homeless children and youth will be disseminated by the District in places where families and youth are likely to be present (e.g., schools, shelters, soup kitchens), and in comprehensible formats (e.g., geared for low literacy or other community needs).

### **Dispute Resolution**

The District shall establish procedures for the prompt resolution of disputes regarding school selection or enrollment of a homeless child or youth and provide a written explanation, including a statement regarding the right to appeal to the parent or guardian if the School District sends the student to a school other than the school of origin or the school requested by the parent or guardian. These disputes shall include, but are not limited to, disputes regarding transportation and/or a child's or youth's status as a homeless child or unaccompanied youth.

If there is a factual dispute over whether a student is homeless, the District will immediately enroll the student and then provide the parent/guardian the opportunity to submit verification of homelessness. The student will remain enrolled until a final determination is made by the District and for a minimum of thirty (30) days after the final determination to allow the parent/guardian opportunity to appeal to the Commissioner of Education. If the student files an appeal that contains a request for a stay within thirty (30) days of such final determination, the District must continue to enroll the student until the Commissioner rules on the stay request.

(Continued)

***LEVITTOWN SCHOOLS*****POLICY # 7131**

Page 5 of 5

**STUDENTS****SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH (Cont'd.)****Record and Reporting Requirements**

If the District, as the school district of origin, receives a request to forward student records to a receiving district, the records must be forwarded within five (5) days.

The School District shall maintain documentation regarding all aspects of the District's contact with and services provided to homeless students and youth for possible on-site monitoring by the State Education Department.

The District shall collect and transmit to the Commissioner of Education, at such time and in the manner as the Commissioner may require, a report containing such information as the Commissioner determines is necessary to assess the educational needs of homeless children and youths within the state.

McKinney-Vento Homeless Education Assistance Act, as reauthorized by the No Child Left Behind Act of 2001, 42 United States Code (USC) Section 11431 et seq.  
 Education Law Sections 902(b) and 3209  
 8 New York Code of Rules and Regulations (NYCRR) Section 100.2(x)

**Re- Adopted: January 25, 2012**











**LEVITTOWN SCHOOLS****POLICY # 3110**

Page 1

**COMMUNITY RELATIONS****SUBJECT: MEDIA/MUNICIPAL GOVERNMENTS/SENIOR CITIZENS****School District Media**

The Principal of each building is responsible for the preparation of news releases concerning the activities within that building, and for reviewing them with the Superintendent or his designee prior to release. Copies of all final news releases will be sent to the Superintendent's Office.

In addition, a periodic newsletter may be prepared and mailed to each resident of the School District. Included in the newsletter will be information regarding school activities, a monthly calendar and other items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.

As the official spokesperson, the Superintendent or his/her designee shall issue all news releases concerning the District. All statements of the Board will be released through the Office of the Superintendent and/or the District Clerk.

**Municipal Governments**

It is the policy of the Board to establish and maintain a positive working relationship with the governing bodies of the municipality. The Board shall also cooperate with municipal, county and state agencies whose work affects the welfare of the children of the District, including but not limited to the County Social Service Department, the Board of Health, the Recreation Department, the Public Library, and all community emergency service agencies.

**Senior Citizens**

The Board of Education will consider school related programs for senior citizens in accordance with Education Law and/or Regulations of the Commissioner of Education. Such programs include special use of school buildings or school buses, school lunches and partial tax exemptions.

Education Law Sections 1501-b(1)(a), 1501-b(1)(b), and 1709(22)  
Real Property Tax Law Section 467

**Re-Adopted: January 9, 2013**

**COMMUNITY RELATIONS****SUBJECT: USE OF SCHOOL FACILITIES****Eligibility**

The use of school facilities is under the control and supervision of the Board of Education. The Board has adopted policies, regulations and procedures pertaining to the use of school facilities, which apply only as they may be interpreted to conform with the provisions set forth in Section 414 of the Education Law.

Inasmuch as the schools and commercial establishments of the community have been built with public funds and are supported by the citizens of the community, the Board of Education wishes to do all that is possible, consistent with the provisions of the New York State Education Law, to make school facilities available to community organizations.

NOTE: No association or organization is entitled as a matter of right, to use school facilities, but must apply in writing and in advance for approval of the Board of Education or their designee. The Superintendent of Schools, or his designated representative may grant permission for use of school facilities.

- A. Facilities may be used for the purpose of instruction in any branch of education of the arts;
- B. For holding social, civil and recreational meetings and entertainment, as long as such meetings are non-exclusive and open to the general public;
- C. For meetings and entertainment purposes where admission fees are charged, provided the proceeds are to be expended for a clearly designated educational or charitable purpose.

The right to revoke a permit at any time is reserved by the Board of Education. The Superintendent may suspend the permit pending action by the Board of Education at its subsequent meeting.

**Proceeds**

Whenever an admission fee of any type is charged, all responsibility for admissions tax settlement rests solely with the sponsoring group.

All profit from any enterprise held in public school buildings must go to the benefit of some specific educational charitable purpose, and not be used for the gain of a particular organization or group. The Education Law expressly prohibits the use of school buildings for personal profit or advantage. (Except for activities of Veterans groups and volunteer firemen).

Veterans organizations and volunteer firemen may be granted the use of facilities, even though the admission fees will be devoted to the use of said organizations.

Organizations charging admission fees need not turn over the entire proceeds for an educational or charitable purpose, but may first deduct the actual and reasonable expenses for such a program.

(Continued)

### COMMUNITY RELATIONS

#### Charges

Usually there is no fee assessed when the building use involves children of the district and no admission charge is made by the sponsoring group. However, during periods of operation under a contingency budget or at other times when a fee is applicable, the established rates for use of facilities are as follows:

	Yearly Charges for one day per week, use	
	Basic Rate	Required Custodial
	<u>for Use of Facilities</u> * - plus - <u>Work and/or Coverage</u> *	
Auditorium	\$50.00 }	
General Purpose Room	\$50.00 }	
Cafeteria	\$50.00 }	\$35.00 per hour
Gymnasium	\$50.00 }	
Little Theater, Salk	\$50.00 }	
Lecture Hall, Division	\$50.00 }	
Regular Classrooms	\$25.00 }	

\*Note: The rates above are subject to adjustment based on the reevaluation of actual costs by the Board of Education

If extra custodial help is needed, or if the meeting extends beyond the 11:00 p.m. closing hour, a custodial service fee of \$35.00 per hour, or fraction thereof, per man shall be charged. Otherwise, applicable rates shall be specified at the time the application is approved.

#### Rules and Regulations

1. Applications for use of school facilities should be made in writing on forms provided by the district at least six weeks in advance of desired date of use.
2. Buildings and equipment must be used with care. Restitution must promptly be made for any damage or loss caused or suffered during the applicant's occupancy. The buildings must be left clean and in order.
3. No substitution may be made. The specific facilities may be used only by the applicant and only for the requested use appearing on the application. People attending any function must be restricted in the use of buildings to those rooms actually assigned to them.
4. Sales at a time when any school or political election or registration is being conducted shall not be held within the legal restrictions and not less than 100 feet from the polling places.
5. No intoxicating liquors will be permitted in the buildings or on school grounds, and smoking is prohibited as defined by policy # 5640.
6. All ordinances affecting use of public buildings must be complied with.

(Continued)

**COMMUNITY RELATIONS****Rules and Regulations (Continued)**

7. No lotteries, gambling, etc., for any purpose whatever will be permitted.
8. Putting up decorations or scenery or the use of, or moving of pianos is prohibited unless written permission is given.
9. Responsibility for the preservation of order must be assured by the applicant. Disorderly persons shall not be allowed in the buildings.
10. The Board of Education, or its custodian or other representative, must have free access to the buildings at all times.
11. The number of tickets sold or the number of persons admitted must not exceed the number of permanent seatings.
12. Any advertising for an event scheduled at a school building must clearly state the name of the sponsoring group.
13. All organizations requesting the use of school facilities must submit their by-laws, charter, or a letter from a responsible officer which states, in detail, the aims and principles for which the organization is operated.
14. All school social functions attended by minors must be properly chaperoned. Chaperones may be paid at a rate of pay derived from the proceeds in accordance with school board directive.
15. The requested use of facilities must conform to all Board of Education policy and the applicant must agree to abide by and comply with any and all rules and regulations heretofore or hereafter made by the Board of Education. It is understood that any violation of these conditions may result in the denial of subsequent applications.

**Prohibited Uses**

The Board of Education may not allow the use of school buildings or facilities, for any of the following:

Any meeting of a religious sect or denomination of fraternal, secret or exclusive society, unless such group sponsors an activity which is conducted strictly for the purpose of general educational instruction, recreation or entertainment and is non-exclusive and in no way related to religious instructions.

The Board of Education prohibits the use of school buildings or facilities by any individual, group or commercial endeavor for activities which are designated for the purpose of private profit making or will in any way result in private gain.

(Continued)



**COMMUNITY RELATIONS**

**Any organization using school facilities must adhere to all Board of Education policies.**

Adopted: August 4, 1958

Revised: January 21, 1963; Revised: October 6, 1969; Revised: February 10, 1970; Revised: July 28, 1971; Revised: September 12, 1984; Revised: July 5, 1988; Revised: December 13, 1989; Revised: June 12, 1991; Revised: August 30, 1995

**Re-Adopted: January 23, 2013**

# LEVITTOWN SCHOOLS

POLICY # 3280

Page 1 of 3

## COMMUNITY RELATIONS

### SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT

~~The Board of Education recognizes that District buildings and grounds are primarily maintained for the education and recreation of the school children of the District. The schools of the community have been built with public funds and are supported by the citizens of the community, however, and the Board shall make every effort to make them available to community organizations for the pursuit of social, cultural, educational and recreational activities.~~

~~No association or organization shall be entitled as a matter of right to use school facilities, but must apply in writing and in advance for approval of the Board or an appointed designee of the Board or their designee. The Superintendent of Schools or his/her designated representative may grant permission for use of school facilities. School facilities may be used for the purpose of instruction in any branch of education or the arts. Facilities may also be used for holding social, civic and recreational meetings and entertainment, as long as such meetings and entertainment are non-exclusive and open to the general public. In addition, facilities may be used for meetings and entertainment activities where admission fees are charged, provided that the proceeds are to be expended for a clearly designated educational or charitable purpose.~~

~~The Board shall reserve the right to revoke a permit at any time. The Superintendent may also suspend a permit pending action by the Board at a subsequent meeting.~~

#### **Proceeds**

~~Whenever an admission fee of any type is charged, all responsibility for admissions tax settlement rests solely with the sponsoring group.~~

~~All profit from any enterprise held in public school buildings must go to the benefit of some specific educational or charitable purpose, and not be used for the gain of a particular organization or group.~~

~~Veterans organizations and volunteer firemen may be granted the use of facilities, even though the admission fees will be devoted to the use of said organizations.~~

~~Organizations charging admission fees need not turn over the entire proceeds for an educational or charitable purpose, but may first deduct their actual and reasonable expenses for such a program.~~

#### **Eligibility**

~~The use of school facilities is under the control and supervision of the Board of Education. The Board has adopted policies, regulations and procedures pertaining to the use of school facilities.~~

which apply only as they may be interpreted to conform with the provisions set forth in Section 414 of the Education Law. Facilities may be used for the purpose of instruction in any branch of education of the arts and/or for holding social, civil and recreational meetings and entertainment, as long as such meetings are non-exclusive and open to the general public.

Inasmuch as the district facilities have been built with public funds and are supported by the citizens of the community, the Board of Education wishes to do all that is possible, consistent with the provisions of the New York State Education Law, to make school facilities available to community organizations.

**NOTE: No association or organization is entitled, as a matter of right, to use school facilities. Those wishing to use school facilities must apply in writing and in advance for approval of the Board of Education or their designee. The Superintendent of Schools, or his/her designated representative may grant permission for use of school facilities.**

The right to revoke a permit at any time is reserved by the Board of Education. The Superintendent may suspend the permit pending action by the Board of Education at its subsequent meeting.

#### **Proceeds**

Facilities may be used for meetings and entertainment purposes where admission fees are charged, provided the proceeds are to be expended for a clearly designated educational or charitable purpose. Whenever an admission fee of any type is charged, all responsibility for admissions tax settlement rests solely with the sponsoring group.

All profit from any enterprise held in public school buildings must go to the benefit of some specific educational charitable purpose, and not be used for the gain of a particular organization or group. The Education Law expressly prohibits the use of school buildings for personal profit or advantage, except for activities of Veterans groups and volunteer firemen, who may be granted the use of facilities, even though the admission fees will be devoted to the use of said organizations.

Organizations charging admission fees need not turn over the entire proceeds for an educational or charitable purpose, but may first deduct the actual and reasonable expenses for such a program.

## Charges

Usually there is no fee assessed when the building use involves children of the district and no admission charge is made by the sponsoring group. However, during periods of operation under a contingency budget or at other times when a fee is applicable, the established rates for use of facilities are as follows:

<b>Yearly charges for one day per week use of school facilities*</b>			
<b>Building Space</b>	<b>Basic Fee for use of Facility</b>		<b>Required Cusodial Services**</b>
Auditorium	\$50	PLUS	35/hour
General Purpose Room	\$50		35/hour
Cafeteria	\$50		35/hour
Gymnasium	\$50		35/hour
Little Theater, Salk	\$50		35/hour
Regular Classrooms	\$25		35/hour

\*Note: The rates above are subject to adjustment based on the reevaluation of actual costs by the Board of Education

\*\*If extra custodial help is needed, or if the meeting/event extends beyond the 11:00 p.m. closing hour, a custodial service fee of \$35.00 per hour, or fraction thereof, per man shall be charged. Otherwise, applicable rates shall be specified at the time the application is approved.

Comment [LPS1]: This was all in Policy #3280.1

## Rules and Regulations

1. Applications for use of school facilities must be made through the district website ([www.levittownschools.com](http://www.levittownschools.com)) pursuant to Regulation 3280.
2. Buildings and equipment must be used with care. Restitution must promptly be made for any damage or loss caused or suffered during the applicant's occupancy. Buildings and fields must be left clean and in order.
3. No substitutions may be made. Facilities may be used only by the applicant and only for the requested use appearing on the application. People attending any function must be restricted in the use of buildings to those rooms actually assigned to them.
4. When any school or political election or registration is being conducted on school property, sales of school merchandise or food shall not be held no less than 100 feet from the polling places.
5. No intoxicating liquors will be permitted in the buildings or on school grounds, and smoking is prohibited as defined by policy # 5640.
6. All ordinances affecting use of public buildings must be followed



### Use of District Equipment

School District PTA's, PTSA's and organized employee groups may use school duplicating equipment in accordance with rules and regulations established by the Superintendent of Schools. All duplicating materials are to be furnished by the organization and on-duty school clerical personnel may not be involved in the duplicating process.

School equipment, such as audio-visual equipment, athletic equipment, science equipment, etc., will be subject to the following rules:

1. Organizations meeting within the school building or on school premises may use certain pieces of equipment with the expressed permission of the administration.
2. Members of the professional staff may use pieces of equipment off district premises for professional purposes, such as ~~in lectures or in courses,~~ lectures, courses, or presentations, with the expressed permission of the administration.
3. No equipment is to be loaned to any outside organization for use off ~~school district~~ premises

### Fees for Admission

- ~~1. Senior citizens who possess valid Nassau County Senior citizen Leisure Passes shall be admitted without charge to athletic events, plays, concerts and other school activities sponsored by the School District.~~
- ~~2. Senior citizens who possess valid Nassau County Senior citizen Leisure Passes shall be permitted to enroll for School District Education Programs upon payment of one half of the fee regularly charged.~~

**Comment [LP53]:** Removed, and included in Policy # 3110

### Insurance

Any organization or association seeking use of school facilities shall present a copy of a Certificate of Insurance with coverage in an amount deemed sufficient by the Board.

### Prohibited Uses

1. Any meeting of a religious sect or denomination of fraternal, secret or exclusive society, unless such group sponsors an activity which is conducted strictly for the purpose of general educational instruction, recreation or entertainment and is non-exclusive and in no way related to religious instruction.

**Comment [LP54]:** This was in Policy #3280.1 and here. I combined the two.

2. The Board of Education prohibits the use of school buildings or facilities by any individual, group or commercial endeavor for activities which are designated for the purpose of private profit making or will in any way result in private gain.
3. The Board prohibits the use of power vehicles of any type on school grounds other than staff, student or public parking in designated areas. This applies particularly to recreational vehicles such as go-carts, mini-bikes, motorcycles, etc., as well as to all other power vehicles. The foregoing does not apply to school employees' operating maintenance vehicles.
4. The Board prohibits the hitting of golf balls, archery or flying gas powered model airplanes or drones on school grounds.
5. The Board also prohibits the parking of all vehicles on driveways and in areas designated as fire lanes on all school property. As certain parking spaces at each district building are designated as reserved for persons with handicapping conditions, the Board expressly prohibits the unauthorized use of such reserved areas in accordance with the Vehicle and Traffic Law of the State of New York.

**Comment [LP55]:** Unfortunately, this has been an issue in other districts.

Previously Policy No. 1500

Cross-ref: 1550-R, Public Use of School Facilities Regulation

8700 et seq., Insurance

Ref: Education Law, 414

Note: Revision of prior policy manual § § 1130, 1330.1, 1330.3, 1331.1, 1331.2 and 1336.1

Adopted: December 9, 1992

**Re-Adopted: January 23, 2013**

**LEVITTOWN SCHOOLS****POLICY # 3280**

Page 1 of 4

**COMMUNITY RELATIONS****SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT****Eligibility**

The use of school facilities is under the control and supervision of the Board of Education. The Board has adopted policies, regulations and procedures pertaining to the use of school facilities, which apply only as they may be interpreted to conform with the provisions set forth in Section 414 of the Education Law. Facilities may be used for the purpose of instruction in any branch of education of the arts and/or for holding social, civil and recreational meetings and entertainment, as long as such meetings are non-exclusive and open to the general public.

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**Proceeds**

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# LEVITTOWN SCHOOLS

**POLICY # 3280**

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## COMMUNITY RELATIONS

### Proceeds, continued

Organizations charging admission fees need not turn over the entire proceeds for an educational or charitable purpose, but may first deduct the actual and reasonable expenses for such a program.

### Charges

Usually there is no fee assessed when the building use involves children of the district and no admission charge is made by the sponsoring group. However, during periods of operation under a contingency budget or at other times when a fee is applicable, the established rates for use of facilities are as follows:

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\*\*If extra custodial help is needed, or if the meeting/event extends beyond the 11:00 p.m. closing hour, a custodial service fee of \$35.00 per hour, or fraction thereof, per man shall be charged. Otherwise, applicable rates shall be specified at the time the application is approved.

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**LEVITTOWN SCHOOLS****POLICY # 3280**

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**COMMUNITY RELATIONS****Rules and Regulations (Continued)**

3. No substitutions may be made. Facilities may be used only by the applicant and only for the requested use appearing on the application. People attending any function must be restricted in the use of buildings to those rooms actually assigned to them.
4. When any school or political election or registration is being conducted on school property, sales of school merchandise or food shall not be held no less than 100 feet from the polling places.
5. No intoxicating liquors will be permitted in the buildings or on school grounds, and smoking is prohibited as defined by policy # 5640.
6. All ordinances affecting use of public buildings must be followed

**Use of District Equipment**

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School equipment, such as audio-visual equipment, athletic equipment, science equipment, etc., will be subject to the following rules:

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2. Members of the professional staff may use pieces of equipment off district premises for professional purposes, such as lectures, courses, or presentations, with the expressed permission of the administration.
3. No equipment is to be loaned to any outside organization for use off district premises

**Insurance**

Any organization or association seeking use of school facilities shall present a copy of a Certificate of Insurance with coverage in an amount deemed sufficient by the Board.

**LEVITTOWN SCHOOLS****POLICY # 3280**

Page 4 of 4

**COMMUNITY RELATIONS****Prohibited Uses**

1. Any meeting of a religious sect or denomination of fraternal, secret or exclusive society, unless such group sponsors an activity which is conducted strictly for the purpose of general educational instruction, recreation or entertainment and is non-exclusive and in no way related to religious instruction.
2. The Board of Education prohibits the use of school buildings or facilities by any individual, group or commercial endeavor for activities which are designated for the purpose of private profit making or will in any way result in private gain.
3. The Board prohibits the use of power vehicles of any type on school grounds other than staff, student or public parking in designated areas. This applies particularly to recreational vehicles such as go-carts, mini-bikes, motorcycles, etc., as well as to all other power vehicles. The foregoing does not apply to school employees' operating maintenance vehicles.
4. The Board prohibits the hitting of golf balls, archery or flying gas powered model airplanes or drones on school grounds.
5. The Board also prohibits the parking of all vehicles on driveways and in areas designated as fire lanes on all school property. As certain parking spaces at each district building are designated as reserved for persons with handicapping conditions, the Board expressly prohibits the unauthorized use of such reserved areas in accordance with the Vehicle and Traffic Law of the State of New York.

Previously Policy No. 1500

Cross-ref: 1550-R, Public Use of School Facilities Regulation  
8700 et seq., Insurance

Ref: Education Law, 414

Note: Revision of prior policy manual § § 1130, 1330.1, 1330.3, 1331.1, 1331.2 and 1336.1

Adopted: December 9, 1992

**Re-Adopted: January 23, 2013**

## District Wellness Policy

The Levittown School District is committed to providing a school environment that promotes and protects children's health, well being and the ability to learn by supporting healthy eating and physical activity. Pursuant to Section 204 of the Child Nutrition and Women, Infants and Children Reauthorization Act of 2004, the district establishes the following Wellness Policy to enhance the learning and development of lifelong wellness practices.

The members of this committee were chosen based on the shared decision making process followed by the district and recommendations of representation provided in Sec. 204 of the child Nutrition and WIC Reauthorization Act of 2004.

Members of the committee consist of representation from Levittown School District Board of Education, Central Office Administration, Elementary and Secondary Building Administrators, Health and Physical Education Teachers, Food Service Personnel, Elementary and Secondary Students, School Nurse, Parents of Elementary and Secondary Students and PTA Council.

### Nutrition Education Goals

Nutrition education is defined as "any set of learning experiences designed to facilitate the voluntary adoption of eating and other related behaviors conducive to health and well being." The District adopts the following nutrition guidelines in its schools, with the goal of promoting student health and reducing childhood obesity:

- Students in grades K-12 shall receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors and provide them with the knowledge and skills to promote and protect their health. Education should begin at the elementary level in this curriculum area covering age appropriate topics related to healthy nutrition;
- Nutrition education shall be offered in the school cafeteria as well as in the classroom, with coordination between food service staff and teachers. Students should take an active role by creating posters to be displayed in the cafeteria;
- Students shall receive consistent nutrition messages throughout the school, classrooms, cafeterias, homes, community and media and school based marketing that will be consistent with nutrition education and health promotion;
- The school district shall provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals through news of the schools and parent workshops, if possible beginning as early as pre-school level to establish good habits early on;
- Nutrition educational activities shall be integrated into the health education or core curricula. Hands on cooking of healthy recipes can be incorporated into lesson plans as well as family/student involvement as sharing recipes/nutritional tips through cookbooks, district website and school calendar;
- Staff who provide nutrition education shall have appropriate training and shall participate regularly in professional development activities to effectively deliver an accurate nutrition education program;
- Students shall have access to a variety of affordable, nutritious and appealing food choices that meet their health and nutrition needs and which accommodate the diversity of the student body;
- Students shall be encouraged to start each day with a healthy breakfast. Breakfast program, although not required, exists at the high schools and is being piloted at middle school level.
- Fruits, vegetables, whole grain products, low-fat dairy products, healthy food preparation methods and health enhancing nutrition practices shall be promoted. Nutritional values of all foods prepared/sold will be made available for review.
- Caloric balance between food intake and energy expenditure (physical activity/exercise) shall be emphasized in health and physical education classes.

- The district's guidelines for reimbursable school meals shall not be less restrictive than applicable federal regulations and guidelines of Child Nutrition programs.

### **Physical Activity Goals**

The primary goal for the District's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity and understand the short and long term benefits of a physically active and healthy lifestyle. The District adopts the following physical activity guidelines:

- Students shall be given opportunities for physical activity during the school day through physical education classes, daily recess periods for elementary school students, eight minutes of physical activity integrated into the elementary curriculum and through the integration of physical activity in the academic curriculum wherever possible at the secondary level;
- Students shall be given opportunities for physical activity through a range of before and/or after school programs including, but not limited to, intramural, interscholastic athletics and wellness clubs;
- Schools shall work with the community to create ways for students to walk or bike safely to and from school;
- Schools shall encourage parents to support their children's participation in physical activity, to be physically active role models and to include physical activity in family events;
- Schools shall provide training to enable teachers and other school staff to promote enjoyable lifelong physical activity among students;
- Schools will provide opportunities for all students to participate in before or after school programs geared to a less structured physical environment but promote physical activity and a healthy lifestyle;
- All attempts will be made to not use physical activity (e.g., running laps or pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

### **Other School Based Activity Goals**

It shall be the District's goal to create a school environment that provides consistent wellness messages and that is conducive to healthy eating and being physically active. In accordance with this goal, the district adopts the following guidelines:

- There shall be a clean, safe, enjoyable meal environment for all students with adequate time to enjoy eating healthy foods with their friends;
- Every effort will be made to provide enough space and serving area to ensure all students have access to school meals with minimum wait time;
- Drinking fountains shall be available in all schools so that students can get water at meals and throughout the day;
- All students are encouraged to participate in school meals programs and the identity of students who eat free and reduced price meals will be protected;
- Food and beverage marketing activities shall be consistent with and reinforce the objectives of the education and nutrition environment goals of the District.
- The District shall encourage that all fundraising efforts and school events such as field trips, dances and assemblies in the schools are supportive of healthy eating, healthy food choices and physical activity;
- Efforts will be made to keep school or district-owned physical activity facilities open for use by students outside regular school hours.



### Establishing Nutrition Standards

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment. The District establishes the following program requirements and nutrition standards to address all foods and beverages sold or served to students:

- Nutrition standards shall focus on maximizing nutritional value by decreasing fat and added sugars, and moderating portion size;
- All foods and beverages made available (including vending machines, a la carte, fundraising, concession stands, student stores and school parties/celebrations) during the school day shall be consistent with the current USDA Dietary Guidelines.
- Food providers shall offer a variety of age appropriate healthy food and beverage selections for elementary schools, middle schools and high schools;
- All foods made available shall adhere to food safety and security guidelines;
- Nutrition information for products offered in snack bars, a la carte, vending and school stores shall be readily available;
- Classroom snacks shall feature healthy choices and a list of such healthy choices shall be disseminated to teachers and parents;
- Celebrations that involve food during the school day shall be limited, when possible. Each party shall include no more than one food or beverage that does not meet the standards of the District. A list of party ideas shall be disseminated to parents and teachers;
- Students shall be discouraged from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on children's diets;
- Families, teachers, students and school officials shall be involved in selecting food choices for their schools in order to identify new, healthy and appealing food selections;
- The District shall make decisions on these guidelines based on nutrition goals, not on profit.

### Food and Beverages Sold Individually

This includes but is not limited to foods sold outside of reimbursable school meals, such as through vending machines, cafeteria (snack) lines, fundraisers, school and stores.

The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables, with the exception of French fries served at the secondary schools 3x per week. In the middle and high schools, all food and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte snack lines, vending machines, student stores, or fundraising activities) during the school day or through programs for students after the school day, will meet the following nutrition and portion size standards:

### Beverages

- **Allowed:** water, without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juices and that do not contain additional caloric sweeteners (with the exception of Snapple); unflavored or flavored low-fat or fat-free milk;
- **Not Allowed:** soft drinks containing caloric sweeteners and caffeine (in all schools), sports drinks and iced tea (except in the secondary schools), with the exception of Snapple; beverages containing caffeine; (excluding low-fat or fat-free chocolate milk which contains minimal amounts of caffeine).

## Foods

### Items sold individually:

- will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter and other nut butters) and 10% of its calories from saturated and trans fat combined;
- will have no more than 35% of its *weight* from added sugars:
- will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French Fries, baked goods, and other snack items. Begin to investigate decreasing sodium content of main course offerings in total meal served to below 1500 mg of sodium.

A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice, and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

### Portion Sizes

Limit portion sizes of foods and beverages sold individually to those listed below:

- One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, and dried fruit
- One ounce to one and one half ounce serving for cookies
- Two ounces for cereal bars, granola bars, pastries;
- Four fluid ounces for frozen desserts, including, but not limited to, low -fat or fat-free ice cream;
- Eight ounces for non-frozen yogurt and 100 % juice smoothies
- Twelve fluid ounces for beverages excluding water, Gatorade and iced tea in vending machines.

The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

### Goals for Measurement and Evaluation

This policy will be evaluated and monitored on a quarterly basis. The district shall designate J. Keith Snyder, Director of Health, Physical Education and Athletics, who shall be charged with the responsibility of ensuring that the District meets the goals of this policy and that the individuals shall report on the school district's compliance to the Superintendent of Schools.

The Superintendent or designee will develop a summary report every year on District -wide compliance with the District's Wellness policy.

## District Wellness Policy

The Levittown School District is committed to providing a school environment that promotes and protects children's health, well being and the ability to learn by supporting healthy eating and physical activity. Pursuant to Section 204 of the Child Nutrition and Women, Infants and Children Reauthorization Act of 2004, the district establishes the following Wellness Policy to enhance the learning and development of lifelong wellness practices.

The members of this committee were chosen based on the shared decision making process followed by the district and recommendations of representation provided in Sec. 204 of the child Nutrition and WIC Reauthorization Act of 2004.

Members of the committee consist of representation from Levittown School District Board of Education, Central Office Administration, Elementary and Secondary Building Administrators, Health and Physical Education Teachers, Food Service Personnel, Elementary and Secondary Students, School Nurse, Parents of Elementary and Secondary Students and PTA Council.

### Nutrition Education Goals

Nutrition education is defined as "any set of learning experiences designed to facilitate the voluntary adoption of eating and other related behaviors conducive to health and well being." The District adopts the following nutrition guidelines in its schools, with the goal of promoting student health and reducing childhood obesity:

All staff members who provide nutrition education shall have appropriate training and will participate in regular professional development to keep abreast of current health and wellness trends.

- ~~Students in grades K-12 shall receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors and provide them with the knowledge and skills to promote and protect their health. Education should begin at the elementary level in this curriculum area covering age appropriate topics related to healthy nutrition;~~
- ~~Nutrition education shall be offered in the school cafeteria as well as in the classroom, with coordination between food service staff and teachers. Students should take an active role by creating posters to be displayed in the cafeteria;~~
- ~~Students shall receive consistent nutrition messages throughout the school, classrooms, cafeterias, homes, community and media and school-based marketing that will be consistent with nutrition education and health promotion;~~
- ~~The school district shall provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals through news of the schools and parent workshops, if possible beginning as early as pre-school level to establish good habits early on;~~
- ~~Nutrition educational activities shall be integrated into the health education or core curricula. Hands-on cooking of healthy recipes can be incorporated into lesson plans as well as family/student involvement as sharing recipes/nutritional tips through cookbooks, district website and school calendar;~~
- ~~Staff who provide nutrition education shall have appropriate training and shall participate regularly in professional development activities to effectively deliver an accurate nutrition education program;~~
- ~~Students shall have access to a variety of affordable, nutritious and appealing food choices that meet their health and nutrition needs and which accommodate the diversity of the student body;~~
- ~~Students shall be encouraged to start each day with a healthy breakfast. Breakfast program, although not required, exists at the high schools and is being piloted at middle school level.~~
- ~~Fruits, vegetables, whole grain products, low-fat dairy products, healthy food preparation methods and health enhancing nutrition practices shall be promoted. Nutritional values of all foods prepared/sold will be made available for review.~~

- Caloric balance between food intake and energy expenditure (physical activity/exercise) shall be emphasized in health and physical education classes.
- The district's guidelines for reimbursable school meals shall not be less restrictive than applicable federal regulations and guidelines of Child Nutrition programs.

All students in grades K -12 will receive nutrition education via their health and physical classes aligned with state and local curriculum.

A yearly Nutrition and Wellness related Workshop will be provided for athletes and community members.

Working in conjunction with food service staff, the district shall provide a consistent message throughout the school community that promotes wellness and nutrition education as well as healthy eating habits. A "Healthy Habits" link to the district web-site will be established that will provide updated information regarding student health and nutrition education.

Nutritional values of all foods prepared/sold will be made available for review in all school lunchrooms.

All district organizations will be encouraged to promote "healthy choices" that support district nutritional guidelines when fundraising. A list of healthy fundraising alternatives will be available on the district "Healthy Habits" link.

Students shall be encouraged to start each day with a healthy breakfast. All students will be afforded the opportunity to receive a nutritional breakfast.

Students shall have access to a variety of affordable, nutritious and appealing food choices. All school lunches and vending machines will meet nutritional guidelines and accommodate the diversity of the student body.

The district's guidelines for reimbursable school meals shall not be less restrictive than applicable federal regulation and guidelines of Child Nutrition Programs.

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#### **Physical Activity Goals**

The primary goal for the District's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity and understand the short and long term benefits of a physically active and healthy lifestyle. The District adopts the following physical activity guidelines:

- Students shall be given opportunities for physical activity during the school day through physical education classes, daily recess periods for elementary school students, eight minutes of physical activity integrated into the elementary curriculum and through the integration of physical activity in the academic curriculum wherever possible at the secondary level; discussion will continue to attempt to incorporate Physical Education once a day for all Elementary students for the entire school year.
- Students shall be given opportunities for physical activity through a range of before and/or after school programs including, but not limited to, intramural, interscholastic athletics and wellness clubs; attempts will be made to establish an interscholastic athletic program amongst the elementary schools. Some of the offerings would include track and basketball contests.



- Schools shall work with the community to create ways for students to walk or bike safely to and from school; students will be encouraged to participate in ACES (All Children Exercise Simultaneously Day) in or around May 1<sup>st</sup> of each year.
- Schools shall encourage parents to support their children's participation in physical activity, to be physically active role models and to include physical activity in family events; students will be encouraged to walk with their families at the annual LEADD Walk Day usually scheduled for the end of October each year.
- Schools shall provide training to enable teachers and other school staff to promote enjoyable lifelong physical activity among students; Physical Education teachers will attempt to incorporate in their lesson plans lifetime units including but not limited to; orienteering, camping, fishing, hiking, biking etc.
- Schools will provide opportunities for all students to participate in before or after school programs geared to a less structured physical environment but promote physical activity and a healthy lifestyle; intramural programs will be explored for the elementary schools both before and after school.
- Physical activity will not be used. All attempts will be made to not use physical activity (e.g., running laps or pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment a punitive measure.

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#### Other School Based Activity Goals

It shall be the District's goal to create a school environment that provides consistent wellness messages and that is conducive to healthy eating and being physically active. In accordance with this goal, the district adopts the following guidelines:

- There shall be a clean, safe, enjoyable meal environment for all students with adequate time to enjoy eating healthy foods with their friends;
- Every effort will be made to provide enough space and serving area to ensure all students have access to school meals with minimum wait time;
- Drinking fountains shall be available in all schools so that students can get water at meals and throughout the day;
- All students are encouraged to participate in school meals programs and the identity of students who eat free and reduced price meals will be protected;
- Food and beverage marketing activities shall be consistent with and reinforce the objectives of the education and nutrition environment goals of the District.
- The District shall encourage that all fundraising efforts and school events such as field trips, dances and assemblies in the schools are supportive of healthy eating, healthy food choices and physical activity;
- Efforts will be made to keep school or district-owned physical activity facilities open for use by students outside regular school hours.

#### Establishing Nutrition Standards

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment. The District establishes the following program requirements and nutrition standards to address all foods and beverages sold or served to students:

- Nutrition standards shall focus on maximizing nutritional value by decreasing fat and added sugars, and moderating portion size;
- All foods and beverages made available (including vending machines, a la carte, fundraising, concession stands, and student stores and school parties/celebrations) during the school day shall be consistent with the current USDA Dietary Guidelines and will adhere to food and security guidelines.

- ~~Fundraising, concession stands, and school parties and celebrations will be encouraged to include healthy choices. Attempts will be made to disseminate lists with these choices to teachers and parents organizing these activities.~~
- ~~Food providers shall offer a variety of age appropriate healthy food and beverage selections for elementary schools, middle schools and high schools;~~
- ~~All foods made available shall adhere to food safety and security guidelines;~~
- ~~Nutrition information for products offered in snack bars, a la carte, vending and school stores shall be readily available;~~
- ~~Classroom snacks shall feature healthy choices and a list of such healthy choices shall be disseminated to teachers and parents;~~
- ~~Celebrations that involve food during the school day shall be limited, when possible. Each party shall include no more than one food or beverage that does not meet the standards of the District. A list of party ideas shall be disseminated to parents and teachers;~~
- Students shall be discouraged from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on children's diets;
- ~~Families, t~~Teachers, students and school officials shall be involved in selecting food choices for their schools in order to identify new, healthy and appealing food selections;
- The District shall make decisions on these guidelines based on nutrition goals, not on profit.

#### **Food and Beverages Sold Individually**

This includes but is not limited to foods sold outside of reimbursable school meals, such as through vending machines, cafeteria (snack) lines, fundraisers, school and stores.

The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables, with the exception of French fries served at the secondary schools 3x per week. In the middle and high schools, all food and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte snack lines, vending machines, student stores, or fundraising activities) during the school day or through programs for students after the school day, will meet the following nutrition and portion size standards:

#### **Beverages**

- **Allowed:** water, without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juices and that do not contain additional caloric sweeteners (with the exception of Snapple); unflavored or flavored low-fat or fat-free milk;
- **Not Allowed:** soft drinks containing caloric sweeteners and caffeine (in all schools), sports drinks and iced tea (except in the secondary schools), with the exception of Snapple; beverages containing caffeine; (excluding low-fat or fat-free chocolate milk which contains minimal amounts of caffeine).

#### **Foods**

##### **Items sold individually:**

- will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter and other nut butters) and 10% of its calories from saturated and trans fat combined;

- will have no more than 35% of its *weight* from added sugars:
- will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French Fries, baked goods, and other snack items. Begin to investigate decreasing sodium content of main course offerings in total meal served to below 1500 mg of sodium.

A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice, and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

#### **Portion Sizes**

Limit portion sizes of foods and beverages sold individually to those listed below:

- One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, and dried fruit
- One ounce to one and one half ounce serving for cookies
- Two ounces for cereal bars, granola bars, pastries;
- Four fluid ounces for frozen desserts, including, but not limited to, low -fat or fat-free ice cream;
- Eight ounces for non-frozen yogurt and 100 % juice smoothies
- Twelve fluid ounces for beverages excluding water, Gatorade and iced tea in vending machines.

The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

#### **Goals for Measurement and Evaluation**

This policy will be evaluated and monitored on a quarterly basis. The district shall designate J. Keith Snyder, Director of Health, Physical Education and Athletics, who shall be charged with the responsibility of ensuring that the District meets the goals of this policy and that the individuals shall report on the school district's compliance to the Superintendent of Schools.

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