

**TABLE OF CONTENTS**

<b><u>POLICY #</u></b>	<b><u>AREA</u></b>
6110	School Calendar
6210	Objectives of the Instructional Program
6211	Review of Educational Material Administrative Regulation #2
6212	Selection of Textbooks
6213	Internet Protection Policy – Students
6220	Recognition of Religious Beliefs and Customs
6310	Adoption of Courses of Study
6320	Occupational Education
6340	Academic Freedom
6410	Intramural Athletics
6420	Interscholastic Athletics
6430	Academic Eligibility
6431	Grade Conversion Guidelines
6440	Clubs
6510	Field Trips Administrative Regulation #6 Administrative Regulation #7
6610	Musical Instruments
6620	Testing
6630	Wellness Program

**TABLE OF CONTENTS CONTINUED**

6710	Guidance and Counseling
6720	Instruction of Atypical Student
6730	Home Teaching
6740	Occupational Education Outside the District
6810	Tuition - Post-High School Institutions
6910	Class Size

**SCHOOL CALENDAR**

A school calendar for the succeeding year shall be drawn up by the Superintendent and presented to the Board of Education for approval prior to June 1st each year.

Reviewed/No Changes: 3/24/11  
Reviewed: May 9, 2002

**OBJECTIVES OF THE INSTRUCTIONAL PROGRAM**

The American public school system is an instrument of our democratic society. A democratic society requires a dedication to the rights, liberty, and dignity of each individual.

American education, therefore, should provide each individual equal opportunity to develop his potentialities fully as an individual and as a member of our society.

American education must also provide our society with effective leaders and responsible members capable of maintaining and advancing our national values and institutions.

**Education and the Individual**

Our objective is to foster the development and the life long growth - physical, mental, moral and aesthetic - of each individual so that he may function according to his individual potentialities in the context of our society. Every student must have:

A desire to think, to inquire, to understand.

The ability to make critical judgments.

A basis for the formation of value judgments.

A mastery of basic scholastic skills - reading, writing, speaking and the use of numbers.

A fundamental knowledge of the concepts and structure in the disciplines of the humanities, sciences and social sciences.

An exposure to art, literature and music with encouragement to cultivate these arts as a means of self expression and/or enrichment.

An opportunity for the acquisition of occupational skills.

A basic understanding of good physical and mental health.

In achieving the above, the school system should encourage creative teaching and a flexible program to provide for individual differences and maximum development of every level.

## Education and Society

Our objective is a dynamic, free society preserved and promoted by the achievements of its basic goals through active participation of responsible and effective members. Towards this end, the school system shall instill in all students a concern for:

The necessity for a diversity of talents and abilities in our society.

The importance and the value of the individual in a democratic society and other societies.

Our heritage as a means for better understanding of the present and the future.

The significance of our social, political and economic responsibilities.

The impact and consequences of science and technology.

The role of our free society and its obligation to the world.

Education should prepare the individual for self-discipline and for his/her rights of self determination in fulfilling his/her obligation to society according to his/her interests and abilities.

Revised: 4/7/11

Reviewed: 5/9/02

**REVIEW OF EDUCATIONAL MATERIAL**

1. Books and other educational materials shall be chosen for values of interest and enlightenment of all students in the community. There may occur, on occasion, a complaint regarding the use of some educational materials.
2. The Board of Education shall annually approve a standing committee referred to as the Educational Materials Review Committee. The committee will be chaired by the Superintendent's designee. The remainder of the committee will include an elementary and secondary classroom teacher, an elementary and secondary building administrator, a library media specialist, a member of the Board of Education, and a member of the community.

The task of the committee is to provide a report to the Superintendent, which will include its recommendations regarding the issues established in the complaint. The following steps should be followed:

- a. complete a thorough reading/review/examination of the challenged materials.
  - b. review the specific objections to the material submitted by the complainant on the district form and any other supplemental materials.
  - c. determine whether it is necessary for oral presentations by the complainant, instructional staff, or other identified experts in order to gain a better understanding of the issue.
  - d. submit a written report that includes the committee's recommendations to the Superintendent.
3. The Superintendent of Schools shall develop a set of procedures subject to Board approval for the review of challenged materials.

Revised: 4/7/11  
Revised: 2/13/03  
Adopted 11/9/95

**Policy #6211**  
**Administrative Regulation #2**

1. When a textbook, library book, or any other educational material used in the schools is challenged, an informal meeting will be scheduled between the complainant and the principal of the building where the challenge has occurred.
2. The principal will meet with the appropriate teacher or teachers using the textbook, library book, or any other educational material under challenge. The principal will determine whether or not it is appropriate for the complainant to be present at this meeting.
3. If the matter is not resolved at this point, the complainant shall file a written complaint with the principal on a form provided by the district for this purpose that will be forwarded to the Educational Materials Review Committee. The principal will accept any supplemental documentation provided by the complainant but the completed form must be submitted.
4. The Superintendent will communicate his decision to the complainant and the Educational Materials Review Committee.
5. Any appeal of the Superintendent's decision will be made to the Board of Education within fifteen (15) calendar days of the date of the decision of the Superintendent by letter addressed to the Clerk of the Board.

## SELECTION OF TEXTBOOKS

The Board of Education, in compliance with Education Law 1709(4), is responsible for the selection of textbooks. Under the provisions of Education Law 1711(5)(d) the Superintendent of Schools recommends to the Board a suitable list of textbooks to be used in the schools. The Superintendent of Schools will establish guidelines to ensure the selection process is accomplished in a successful and timely manner.

All textbooks shall have relevance and provide information that will:

1. enrich and support the curriculum.
2. be appropriate to the age and educational background of the student that would use the material.
3. stimulate growth in factual knowledge, literary appreciation, and aesthetics.
4. enable students to make intelligent judgments in their daily lives.
5. represent opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
6. be representative of our multi-cultural and pluralistic society.

In order to respond to complaints to textbooks, the district has adopted a review policy. (Ref. Board Policy 6211 - Review of Educational Materials.)

Reviewed/No Changes: 3/24/11  
Reviewed: 2/13/03  
Adopted: 4/22/96



**INTERNET PROTECTION POLICY – STUDENTS****GENERAL INFORMATION**

Internet access will be provided to the students of the district in accordance with the terms of this policy. Internet access from school district computers is reserved solely for educational purposes. Use by outside groups is prohibited. Use by student clubs and organizations is limited to those times when the Internet access points are not in use for instruction and shall be limited to educational purposes and governed by this policy. Access to the Internet will be under the direction and supervision of the staff assigned to the Internet access area.

The school district reserves the right to monitor all Internet activity including transmission and receipt of e-mail.

Every computer in the district having Internet access shall not be operated by a student unless Internet access from the computer is subject to filtering software. Such filtering software shall be designed and it shall operate so that images which are obscene, pornographic or harmful to minors shall not be displayed. Such filtering software shall also be designed and it shall operate so that images, visual depictions, or language, which advocate or promote violence or hatred against particular individuals or groups of individuals or promotes the superiority of one racial, ethnic or religious group over another, shall not be displayed. For purposes of this policy, the phrase *harmful to minors* means any picture, image, graphic image file, or other visual depiction that, taken as a whole, and with respect to minors, appeals to prurient interest in nudity, sex or excretion; depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals and, taken as a whole, lacks serious literary, artistic, political or scientific value as to minors and promotes discrimination or harassment based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sex, sexual orientation of gender (identity or expression), predisposing genetic characteristics, marital status, military status and age.

All users are prohibited from accessing, transmitting or retransmitting any material which is violent, derogatory, inflammatory or which otherwise constitutes cyber bullying. (See Policy 5130 Bullying Prevention)

Downloading, using or possessing any digital, audio, video or game files, unless in accordance with District procedures and copyright law for use of digital material for educational purposes, is also prohibited.

A violation of this policy will be treated as a violation of the student discipline code and specifically as a violation of that section of the code, which subjects a student to disciplinary action for failure to comply with the directions of a teacher, administrator, or other school

employee. A violation of this policy may also result in disciplinary actions based upon other sections of the student discipline code.

The Superintendent and his/her staff will develop rules and regulations concerning Internet use.

Revised: 1/10/13  
Reviewed/No Changes: 3/24/11  
Updated: 11/12/09  
Adopted: 10/96

**RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS**

Absence of a pupil from school during school hours for religious observance and education outside the school building will be excused in accordance with the Education Commissioner's Regulations upon a request in writing by the parent or guardian of the pupil. The request must designate the location of the place where the child is to go for religious instruction.

Reviewed/No Changes: 3/24/11  
Reviewed: May 9, 2002

**ADOPTION OF COURSES OF STUDY**

The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the children of this District by the adoption of courses of study suited to the ages and attainments of all pupils upon recommendation of the Superintendent. No course of study shall be taught in the schools of this District unless it has been adopted by the Board. The course of study shall meet at least all minimum requirements of the State Education Department.

Reviewed/No Changes: 3/24/11  
Reviewed: May 9, 2002

## OCCUPATIONAL EDUCATION

Admission to BOCES Occupational Education Programs will be available to students at Maine-Endwell Senior High School. Any parochial students residing in the District must give written notice by April 1 for such admission. Earlier admission may be requested of the Senior High Principal who will forward the request along with a recommendation, for the approval of the Superintendent of Schools or his designee.

Reviewed/No Changes: 3/24/11  
Revised: 2/13/03

**ACADEMIC FREEDOM**

Our teachers should be encouraged to discuss controversial issues. However, they should be objective and maintain a neutral position. Curriculum content must be adhered to, the background and level of the pupils should be considered, and pupils shall not be indoctrinated with the personal philosophy of the teacher.

Reviewed/No Changes: 3/24/11  
Reviewed: May 9, 2002

**INTRAMURAL ATHLETICS**

The intramural program should provide experience and opportunities for all children who choose to participate regardless of skill in athletics.

Reviewed/No Changes: 3/24/11  
Reviewed: May 9, 2002

## INTERSCHOLASTIC SCHOOL TEAMS PARTICIPATION

### A. Statement of Principle

Equal opportunity to participate in interschool competition, either on separate teams or in mixed competition on the same team shall be provided to male and female students, except as hereinafter provided. In schools that do not provide separate competition for male and female students in a specific sport, no student shall be excluded from such competition solely by reason of sex except in accordance with the provisions of subclauses (B) and (D) of this clause. For the purpose of this clause, baseball and softball shall be considered to constitute a single sport.

### B. Mixed Competition

In the sports of baseball, basketball, boxing, field hockey, football, ice hockey, lacrosse, rugby, soccer, softball, speedball, team handball, power volleyball where the height of the net is set at less than eight feet, and wrestling, the fitness of a given student to participate in mixed competition shall be determined by a review panel consisting of the school physician, a physical education teacher designated by the principal of the school, and if requested by the parents of the pupil, a physician selected by such parents. Such panel shall make its determination by majority vote of the members and in accordance with standards and criteria issued by the department.

### C. Females Participating On Male Teams Where There Is Separate Interscholastic School Competition

Where a school provides separate competition for male and female pupils in interschool athletic competition in a specific sport, the superintendent of schools, or in the case of a non-public school or school system which elects to be governed by this clause, the chief executive officer of the school or school system, may permit a female or females to participate on a team organized for males. However, where separate competition is provided, males may not participate on teams organized for females. **NYSPHSAA NOTE:** This is to meet the needs of the exceptionally talented girl.

### D. Application By A Male To Participate On A Female Organized Team

Where a school does not provide separate competition for male and female pupils in interschool athletic competition in a specific sport, the superintendent of schools, or in the case of a non-public school or school system which elects to be governed by this clause, the chief executive officer of the school or school system or the section, may decline to permit a male or males to participate on a team organized for females upon a finding that such participation would have a significant adverse affect upon the opportunity of females to participate successfully in interschool competition in that sport.



## ACADEMIC ELIGIBILITY

### A. Interscholastic Sports

1. A contestant must be a bona fide student enrolled in at least four (4) subjects including physical education.
2. Any student failing two (2) or more courses will be assigned to attend activity period with the appropriate teacher. Students will not be excluded from any participation unless they refuse to attend study hall or assigned activity period. Academic eligibility lists will be reviewed after each 5-10 week grading or interim report period. The Superintendent of Schools or his designee may waive the above requirement based upon extenuating circumstances.
3. A student who reaches the age of 19 prior to July 1<sup>st</sup> will not be eligible to participate in the Interscholastic Sports Program.
4. Upon entry into the 7<sup>th</sup> grade, a student is eligible for modified program competition. One is ineligible when the sixteenth birthday is attained; however, if a student attains the sixteenth birthday during a sports season he/she may complete that sport season.
5. An athlete will not be allowed to participate in any sport, (game or practice) if they have been absent the same day, due to illness.
6. A student shall be eligible for competition only during eight consecutive semesters after entry in the ninth grade and prior to graduation.
7. Students shall be subject to disciplinary action for violation of Board of Education policy 5131, Student Code of Conduct.

B. Student Activities

1. School sponsored student activities are those that have been approved by the Board of Education or its designee.
2. Any student failing two (2) or more courses will be assigned to attend activity period with the appropriate teacher. Students will not be excluded for any participation unless they refuse to attend study hall or assigned activity period. Academic eligibility lists will be reviewed after each 5-10 week grading or interim report period.
3. The Superintendent of Schools or his designee may waive the above requirements based upon extenuating circumstances.
4. Students shall be subject to disciplinary action for violation of Board of Education policy 5131, Student Code of Conduct.

**GRADE CONVERSION GUIDELINES**

The Maine-Endwell Senior High School is adopting the conversion method from letter grading to numerical grading presently used by the NCAA Clearinghouse and reflected as:

<u>Grade Conversion Scale:</u>	<u>Letter</u>	<u>Numerical</u>	<u>4.0 Scale</u>
	A	90-100	4.00
	B	80-89	3.00
	C	70-79	2.00
	D	65-69	1.00
	F	0-64	0.00

This conversion revision will be applicable to all student transcripts submitted to the NCAA Clearinghouse beginning in the 2005-06 school year.

This grading scale change is applicable to all students in the high school, not just student-athletes.

Reviewed/No Changes 5/26/11  
Adopted: 1/12/06

**CLUBS**

Any club seeking the sanction of the school district shall apply in writing to the Superintendent of Schools who will forward the request to the Board with his/her recommendation. If approved by the Board, the club will be either sponsored or administered by the school district.

**CURRICULAR TRIPS AND**  
**EXTRACURRICULAR TRIPS**

The Board of Education recognizes that curricular and extra-curricular trips are an educationally sound and important ingredient in supplementing the instructional program of the district. Curricular and extracurricular trips can give students experiences that cannot be duplicated in the classroom, are in fact an extension of the classroom, and can enrich the students' social and cultural lives. Extracurricular and curricular trip support shall be determined annually by the Board during its budget deliberations. Regardless of the fiscal support for extracurricular and curricular trips, the rules of the school district for approval and conduct of such trips shall apply.

Definitions, procedures and guidelines for curricular trips are detailed in Administrative Regulation #6.

Definitions, procedures and guidelines for extracurricular trips are detailed in Administrative Regulation #7.

# Policy #6510 – CURRICULAR TRIPS

## Administrative Regulation #6

Curricular trips are bona fide school activities and part of the school district's educational curriculum. The educational benefit is an integral part of the educational program open to all eligible enrolled students. The following guidelines are provided to assist staff in planning for curricular trips, proper forms for approval and transportation requests.

1. Definition - A curricular trip is:

- credit bearing or curriculum appropriate as per New York State Learning Standards.
- a district approved and funded activity involving students, which takes place away from the traditional school setting.
- when all costs associated with the trips are to be subsidized through local appropriation, gift or grant.
- suitable and appropriate to the level of maturity of the students.
- within a reasonable distance from the school.
- scheduled during the regular school day and/or school year.

Included are all events and activities outside of the school for which participation, cooperation, or support of the activity is under the control of the school principal.

2. Transportation

All transportation involving district students must be processed and approved by the building principal.

Student transportation includes any mode of transportation necessary to transport students on an approved educational curricular trip. Such forms of transportation may include a private contractor charter bus or district school buses.

When the district has provided transportation to students to a school sponsored curricular trip or other similar event involving the use of school district transportation services, the school district shall return all students to the point of departure unless the parent or legal guardian of the student has provided the district with written notice authorizing an alternative form of return transportation of such student. If intervening circumstances make school district transportation of any one student impractical, then a chaperone shall remain with the student until the parent or legal guardian has been contacted

## Policy #6510 - Administrative Regulation #6

and informed of the intervening circumstances which makes such transportation impractical and such student and the parent or legal guardian are together in the same location.

3. A Walking Curricular Trip is defined as those excursions that involve taking students off school grounds but within walking distance of the school so that no other form of transportation is needed.
4. Overnight Curricular Trips include local, out of state or out of country trips that require students to obtain overnight accommodations. Requests must include details regarding lodging, meals, chaperones, transportation etc. and requires Board of Education approval.
5. Procedure
  - a) Obtain and complete proper forms which include:
    - curricular trip application form for principal/district approvals
    - parent/legal guardian permission forms – emergency contacts, medical information
    - transportation requests – forwarded to transportation department three (3) weeks prior to departure date
  - b) All curricular trips beyond a distance of 100 miles or out of state must be approved by the Board of Education. Otherwise approval can be given by the building principal.
  - c) Notify cafeteria staff of the number of students who will be out of the building at lunchtime. Parents of students on the curricular trip will be advised as to whether meals should be provided or that the opportunity exists to purchase meals.
  - d) For those students who remain at school, it is the teacher's responsibility to provide coverage by other faculty members and to provide any materials (plans) needed.
  - e) Teachers shall prepare and submit to the attendance clerk, before a scheduled trip, a list of all students who will be on the curricular trip. Attendance should be taken at the beginning of the trip and the attendance clerk notified of any students who are missing.
  - f) Student conduct is governed by the District's Code of Conduct, and disciplinary action may result for a student's violation of such code.

## **Policy #6510 – Administrative Regulation #6**

### 6. Chaperones

It is suggested that there be one chaperone for every ten students. If intervening circumstances make school district transportation of any one student from being transported back to the district, then a chaperone shall remain with the student until the parent or legal guardian have been contacted and such student and parent or legal guardian are together in the same location.

### 7. Cancellation of Trips

The superintendent/principal may cancel previously approved field trips due to extenuating circumstances.



# Policy #6510 – EXTRACURRICULAR TRIPS

## Administrative Regulation #7

Extracurricular trips are bona fide school activities and part of the school district's educational program. Such trips can provide extra opportunities for all eligible enrolled students to supplement the normal educational program. The following guidelines are provided to assist in planning for extracurricular trips, proper forms for approval, and transportation requests.

### 1. Definition

An extracurricular trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a coach, teacher or advisor, which is an extension of an approved school program or scheduled event. An extra-curricular trip should:

- be appropriate educationally or competitively for all students involved.
- be scheduled to minimize loss of instructional time. If the trip is to cause loss of instructional time, the school administrator/athletic director will review the trip and make a decision as to the value of the trip versus loss of instructional time.
- be sponsored with an inclusive intent by a class team, grade, club or similar group. The sponsor will propose criteria for selection to go on extracurricular trips. If the building involved has an eligibility policy for student participation, the sponsor will address how that policy will affect those eligible for the trip.
- not be compulsory and should not directly affect a non-participant's academic grades, team eligibility or other similar standing within the group involved.

### 2. Transportation

Student transportation includes any mode of transportation necessary to transport students on an approved extracurricular trip. Such forms of transportation may include:

- a. private contractor charter buses, etc.
- b. district school buses.
- c. district vehicles operated by approved drivers.

Direct supervision of students must be provided to and from the extracurricular trip location, as well as at the site. Students must be provided supervised transportation back to either the point of departure or to the appropriate school in the district, unless the parent or legal guardian of a student participating in such an event has provided the district with written notice, consistent with district policy, authorizing an alternative form

## Policy #6510 – Administrative Regulation #7

of return transportation for such student or unless intervening circumstances make such transportation impractical. In cases where intervening circumstances make transportation of a student back to the point of departure or to the appropriate school in the district impractical, a representative of the school district shall remain with the student until the student's parent or legal guardian has been contacted and informed of the intervening circumstances which make such transportation impractical; and the student has been delivered to his or her parent or legal guardian.

### 3. Procedure

a. Obtain and complete proper forms at least three (3) weeks prior to day trips and at least (2) months prior to overnight trips:

- permission slips – parent/legal guardian and emergency contacts(s)
- medical information relating to the student's well being including medication that may need to be administered
- transportation requests (if needed) forwarded to the Transportation Department

b. Teachers/advisors/coaches shall prepare and submit to the secretary at the attendance office by the morning before a schedule trip a list of all students who will be on the extracurricular trip or other activity. Attendance should be taken at the beginning of the trip and the attendance office notified of any students who are missing.

c. Student conduct is governed by the District's Code of Conduct, and disciplinary action may result for a student's violation of said Code.

d. A complete itinerary must be submitted through the building principal and/or athletic director to the board of education for a request for overnight or extended stay. A list will be submitted with the names of supervisors/chaperones.

e. A complete list of fund raising (if necessary) and budget submitted.

f. Three (3) weeks prior to departure date, the means of transportation and who the company/driver will be, if other than a school bus, should be forwarded to the Transportation Department.

g. A list will be submitted with the names of all participants, along with the name of their parents or guardians and their phone numbers, and where they can be reached in case of emergency.

Policy #6510 – Administrative Regulation #7

h. If supplemental funding is necessary for an extracurricular trip, refer to board of education policies #1510-Fund Raising and #7210-Gifts, Grants, Donations and Bequests.

4. Chaperones

Chaperones will be principal/athletic director approved and they may include such people as a district employee, parent, guardian or volunteer from the community.

Chaperones will immediately advise the teacher/advisor/coach in charge of the activity of any intervening circumstances, which would prevent a student from being transported back to the district. Arrangements will then be made for a representative of the district to remain with the student until the student has been delivered to his or her parent or legal guardian.

5. Cancellation of Trips

The superintendent/designee may cancel previously approved extracurricular trips due to extenuating circumstances.

**FIELD TRIP OR EXTRACURRICULAR CHAPERONE AGREEMENT**

When the district has provided transportation to students to a school sponsored field trip, extracurricular activity or other similar event involving the use of school district transportation services, the school district shall return all students to the point of departure unless the parent or legal guardian of the student has provided the district with written notice authorizing the student to return with their parent(s) or legal guardian. If intervening circumstances make school district transportation of any one student impractical, then a chaperone shall remain with the student until the parent(s) or legal guardian has been contacted and informed of the intervening circumstances which make such transportation impractical and such student and the parent(s) or legal guardian are together in the same location.



I have read the above field trip chaperone agreement. I agree to abide by this agreement and I understand that I may be asked to remain with the student if return transportation for the student is impractical.

\_\_\_\_\_  
Chaperone

\_\_\_\_\_  
Date

Reference: Maine-Endwell Central School District Policy #6510 (Field Trips)

## FIELD TRIP OR EXTRACURRICULAR TRANSPORTATION RELEASE

When the district has provided transportation to students to a school sponsored field trip, extracurricular activity or other similar event involving the use of school district transportation services, the school district shall return all students to the point of departure unless the **parent or legal guardian of the student has provided the district with written notice authorizing the student to return with their parent(s) or legal guardian.**

~~~~~

I have read the above field trip/extracurricular procedure. I hereby request that my son or daughter to be transported from the district sponsored field trip or extracurricular activity in the manner described below:

Name of Student: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Transportation By Parent(s) or Legal Guardian: \_\_\_\_\_

Signature

Reference: Maine-Endwell Central School District Policy #6510 (Field Trips)

**MUSICAL INSTRUMENTS**

The purpose of the instrumental music program is to give children an introduction to the joys of music at minimum expense and to identify musical talent prior to major expenditure of family funds. To accomplish this, the school district will provide instruments for all children, wherever economically feasible.

Reviewed/No Changes 5/26/11  
Revised: 6/27/02

**TESTING**

The staff will carry on a comprehensive program of testing. The Superintendent will inform the Board of Education of system-wide results on standardized tests given by the local school district and also on standardized tests required by the State Education Department.

Any students enrolled in Advanced Placement classes must take the A.P. test.

Revised: 6/9/11

Revised: 6/13/02

## WELLNESS PROGRAM

The Maine-Endwell Central School District is committed to providing a school environment that promotes and protects student health, well being, and the ability to learn by supporting healthy eating and physical activity. In recognition of the importance of healthful foods and opportunities to be physically active in order to grow, learn and thrive, the Maine-Endwell Central School District has established guidelines to be used to develop and implement a successful school wellness program to meet the needs of all students within the district. This will include the following:

- The District will engage students, parents, staff, food service professionals, health professionals and other interested community members in developing and implementing, monitoring, and reviewing a district-wide nutrition and physical activity policy.
- All students will be given opportunities, support, and encouragement to be physically active on a regular basis.
- Food and beverages sold or served by the District will meet the nutritional recommendations of the United States Dietary Guidelines for Americans.
- The District will provide nutritional and physical education to foster lifelong habits of healthy eating and physical activity.

### I. SCHOOL DISTRICT WELLNESS COUNCIL

The school district wellness council will consist of the Superintendent or designee, the Athletic Director, Food Service Supervisor, and others as deemed necessary.

### II. NUTRITIONAL QUALITY OF FOODS AND BEVERAGES SOLD AND SERVED ON CAMPUS

A. The Maine-Endwell School Nutrition Program will:

1. Meet, at minimum, the nutritional requirements (RDA) established by state and federal programs.
2. Offer a variety of fruit and vegetables.
3. Participate in the National School Breakfast and Lunch Programs.
4. Support all efforts to eliminate any overt identification of students participating in the Free/Reduced price meal program.
5. Encourage staff development and training of employees in child nutrition.



6. Ensure vending sales are under the control of the School Nutrition Program. Under Chapter 647 of the New York State Law, the sale of candy or soda of any type cannot be sold to students anywhere in school buildings from the beginning of the school day until the end of the school day.
  7. Ensure that no food sold in the school buildings during breakfast or lunch periods, are in competition with the National School Lunch Program.
- B. Nutritional Recommendations For Snacks Being Sold In Our School Buildings
1. Grades K-5 - All snacks will meet the Choose Sensible Guidelines
    - a. Fat: 7 grams or less per serving
    - b. Saturated Fat: 2 grams or less per serving
    - c. Sugar: 15 grams or less per serving
  2. Grades 6-12 Snacks
    - a. Recommend meeting the Choose Sensible Guidelines.
- C. Food Safety
1. Food Service areas will be restricted to school nutrition staff and authorized personnel in order to ensure food safety and to secure the facility food service area.
  2. No homemade foods are to be brought into schools for classroom celebrations or shared snacks. Foods brought into classrooms must be purchased from permitted facilities and should be in the original wrapper with nutritional information available.
  3. Foods prepared and served on the Maine-Endwell campus meet all New York State Health and Safety codes.
  4. Classroom celebrations in which food is consumed is to be limited to twice a month.
- D. Fund Raising/Concessions/School Sponsored Events
1. Food sold should adhere to the above nutritional recommendations.
  2. Sales should include 100% juices, water, fruit and vegetables.
- E. Snacks
1. Snacks served during the school day or in after-school-enrichment programs will make a positive contribution to children's diets and health.
  2. The wellness council should establish a list of healthful snacks to provide teachers, after school program personnel, and parents. These lists will be available on the District website.

## III. NUTRITION AND PHYSICAL ACTIVITY PROMOTION

## A. Nutrition Education Promotion

1. The District aims to teach, encourage, and support healthy eating by students by:
  - a. Offering at each grade level a standards-based program that provides students with the knowledge and skills necessary to promote and protect health. This will be accomplished through health education classes integrated into math, ELA, science, social sciences, physical education, and other electives.
  - b. Promoting consumption of fruits, vegetables, whole grain products, low fat and fat free dairy products, healthy preparation methods, and health enhancing nutrition practices.
  - c. Linking school meal programs, other school foods, and nutrition related community services
  - d. Teaching media literacy with an emphasis on the impact food marketing has on the consumer.
  - e. Making training available for teachers and staff to effectively deliver quality nutrition education.
  - f. Providing educational information and encouraging healthy eating and physical activity for families, both within the home and outside the home.

## B. Staff Wellness

1. Offer employees assistance programs that promote healthy eating and exercise programs.
2. Make available the fitness center at the High School for all employees.
3. Support the Maine-Endwell educational workshops.

## IV. PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION

- A. Maine-Endwell School District will provide Physical Education for grades K-12.
- B. All students in grades K-12 will receive physical education that meets the New York State Department of Education mandates and also aligns to the New York State Standards.
- C. A certified physical education teacher, employed by the district, will teach all physical education.
- D. Participating in interscholastic sports does not excuse student athletes from participating in physical education classes.

V. DAILY RECESS

- A. Students in grades K-8 will have approximately twenty minutes of supervised daily recess available, preferably outdoors, during which, students will be encouraged to engage in moderate to vigorous physical activity.
- B. The district will provide space, equipment, and personnel for supervised recess.

VI. PHYSICAL ACTIVITY OPPORTUNITIES BEFORE AND AFTER SCHOOL

- A. Both the middle school and high school will offer extracurricular activity programs that meet the needs, interest, and abilities of all students.
- B. The high school and middle school grades 7-12 will offer, as appropriate, interscholastic sports programs.

VII. MONITORING AND EVALUATION

- A. The Superintendent of schools or designee will ensure that schools are meeting requirements of the established wellness policy. Others in the district who are responsible to the Superintendent for ensuring compliance of the various components of the established wellness policy are:
  - 1. Director of Health, Physical Education, Athletics, and Building principals for nutrition education and physical activity.
  - 2. Food Service Director for nutrition policies within the school food service area.

Reviewed/No Changes: 5/10/12  
Revised: 6/14/07  
Adopted 6/22/06

**GUIDANCE AND COUNSELING**

A guidance and counseling service shall be provided at each secondary grade level. This service shall include the involvement of a certified guidance counselor(s).

A guidance and counseling service shall be provided at each elementary grade level. This service shall include the involvement of appropriate certified staff members.

Reviewed/No Changes 5/26/11  
Reviewed: 6/13/02

## INSTRUCTION OF ATYPICAL STUDENT

1. The Maine-Endwell Central School District ensures that pupils with disabling conditions residing in the District have the opportunity to participate in school district programs, including extracurricular programs and activities, which are available to all other pupils who are enrolled in the school district.
2. Ensure that appropriately qualified personnel, including the members and chairperson of the Committee on Special Education, are appointed and trained to carry out the functions identified in the Regulations of the Commissioner of Education, Part 200, as presently in effect or as subsequently revised or otherwise changed.

### Opportunity for Disabled Students to Participate in School District Programs

1. Procedures shall be established and maintained to assure that disabled students and their parents or guardians are guaranteed procedural safeguards with respect to the provision of free appropriate public education by the school district.
2. Records of the individualized education programs shall be maintained of each disabled student which shall be reviewed periodically as conditions warrant, but at least annually.
3. Disabled students shall be educated, to the maximum extent appropriate, with children who are not disabled.
4. Each disabled student's educational placement shall be based on the student's individualized education program and shall be as close as is appropriate to the student's home.
5. A continuum of placements shall be available to meet the needs of disabled students for special education and related services. Such continuum shall include:
  - (a) General education with declassification support.
  - (b) General education with consultant teacher services.
  - (c) General Education with resource room services

- (d) Special classes.
- (e) State operated/state supported schools.
- (f) Private day school.
- (g) Private residential schools.
- (h) Home instruction.
- (i) Hospital instruction.

Related services, shall also be provided where appropriate.

6. Non-academic and extracurricular services and activities shall be provided to disabled students in such manner as is necessary to afford disabled students an opportunity for participation in those services and activities. Non-academic and extracurricular services and activities may include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the school district, referrals to agencies which provide assistance to disabled persons, and employment of students, including both employment by the school district and assistance in making outside employment available.

7. Appropriate physical education services specially designed, if necessary, shall be provided to every disabled student receiving a free appropriate public education. Each disabled student shall be afforded the opportunity to participate in the regular physical education program available to non- disabled children unless:

- (a) The student is enrolled full time in a separate facility; or
- (b) The student needs specially designed physical education, as prescribed in the student's individualized education program. If specially designed physical education is prescribed in a student's individualized education program, the school district shall provide the services directly, or make arrangements for it to be provided.

#### Appointing and Training Appropriately Qualified Personnel

1. Personnel necessary to provide educational services for disabled children shall be qualified. "Qualified" shall mean that a person has met New York State approved or recognized certification, licensing, registration, or other comparable requirements which may apply to the area in which that person is providing special education or related services.

2. In-service training of general and special educational personnel shall occur and shall include review of the requirements regarding educational services for disabled students.
3. Ongoing in-service training programs shall be available to all personnel who are engaged in the education of disabled children. Such programs may include the use of incentives, which ensure participation by teachers, such as released time, payment for participation, options for academic credit, salary step credit, certification renewal, or updating professional skills.
4. In-service training needs of personnel shall be determined on at least an annual basis of those personnel who are engaged in the education of disabled children. These needs will be addressed through the district's Comprehensive System Personnel Development (CSPD) plan each year.
5. The personnel groups requiring training shall be specified, such groups to include, where appropriate, special education teachers, general education teachers, administrators, psychologists, speech-language pathologists, adaptive physical education teachers, physical therapists, occupational therapists, medical personnel, parents and volunteers.
6. To the extent available, training shall be conducted in the school district and through conferences conducted either regionally or statewide regarding the areas in which training is needed.
7. To the extent available, training shall be conducted by State and local educational agency personnel and non-agency personnel knowledgeable in the area requiring training.
8. Procedures shall be adopted to evaluate, on at least an annual basis, the effectiveness of the extent to which the program objectives are being met.
9. An annual needs assessment shall be conducted to determine if a sufficient number of qualified personnel is available in the school district to give appropriate educational services to disabled students.
10. Procedures shall be devised and implemented for acquiring and disseminating to teachers and administrators of programs for disabled students significant information derived from educational research, demonstration, and similar projects, and for adopting, where appropriate, promising educational practices and materials developed through those projects. Training shall be designed to enable the establishment of innovative programs and practices targeted on identified needs.

## HOME TEACHING

Home teaching is offered when the anticipated absence, certified by a doctor, is expected to exceed two weeks. Instruction in Regents subjects may be offered to secondary school students during the second semester if the indicated absence is two weeks or more. Prior approval of the attending physician must be obtained before any instruction is offered.

Instruction at the elementary level shall be for a minimum of one hour per day each school day.

Instruction at the secondary level shall be for a minimum of two hours per day each school day.

The school district shall maintain such records and periodic evaluation as are necessary to provide adequate assessment and appraisal of the progress made during the period of home instruction.

### Payment

Payment for home teaching will be provided at an established rate.

Mileage involved will be calculated at the current rate established by the Internal Revenue Service as a basis for payment.

Revised: 6/9/11  
Revised: 6/13/02



**OCCUPATIONAL EDUCATION OUTSIDE THE DISTRICT**

Tuition may be paid to the Board of Cooperative Educational Services for occupational education for post-graduate students when the following conditions apply:

1. The program in which the student was enrolled prior to graduation included the requirement that additional hours beyond the normal two or three-year program be completed in order to sit for a State Licensing Examination. Example: Cosmetology.
2. Students are not to be enrolled in occupational courses unless they have the necessary time prior to their date of graduation to complete the normal time requirements of the course. Note: A senior may only be enrolled in the first year of a two-year vocational course with the understanding that the Maine-Endwell School District will be responsible for the first year's expense only.
3. Transportation at the District expense will be limited to normally scheduled runs for other students during the school year. No transportation will be provided during summer sessions.

Reviewed/No Changes: 7/6/11  
Revised: 2/13/03

**TUITION - POST-HIGH SCHOOL INSTITUTIONS**

The Board shall not be responsible to make tuition payments to any post-high school institution for a student attending therein.

Reviewed/No Changes 5/26/11  
Reviewed: June 13, 2002

**CLASS SIZE**

The number of pupils in the kindergarten, first, second and third grades should not exceed 27 per classroom.

The number of pupils in grades four, five and six should not exceed 29 per academic section.

In grades 7 - 12:

- (a) The number of pupils in academic subjects such as English or Math should not exceed 30 per class with a maximum of 125 pupils assigned to a teacher.
- (b) In other areas of instruction such as art or keyboarding, the average may be 30 per classroom with a maximum of 150 assigned to a teacher. Not more than 25 pupils should be assigned to a laboratory per instruction period unless more than one instructor is present.
- (c) In physical education not more than 200 pupils per day should be assigned to any one instructor in classes not to exceed 40 per class.

An enrollment of at least fifteen (15) pupils shall be required in every class section. In specific instances, these respective minimum enrollments may be waived by the Superintendent of Schools if sufficient handicap to pupils can be demonstrated to his satisfaction. Exceptions may be made in art, family/consumer science, technology, music and science laboratory situations where the number of pupil stations may limit the sizes of the classes to be taught, and in advanced placement courses where enrollment of ten (10) pupils shall be considered adequate.

The Board of Education shall be advised whenever the Superintendent finds it necessary to exceed the above limits. In any case, the Superintendent shall report monthly the class sizes for all schools.

Reviewed /No Changes -1/27/11  
Revised - June 13, 2002