

# Safety & Quality Facilities

## Visiting the Schools

Visitors are welcome at anytime during school hours. However, if you wish to see a particular individual, please contact the school in advance to arrange a meeting time.

Teachers and other personnel must conform to set work schedules and can only meet during free periods. To ensure the safety of the children, all visitors are required to first report to the main office.

## Early Dismissal

Requests for a student's early dismissal from classes must be made in writing by the parent or guardian and must state the reason.

## Discipline

The Board of Education believes that each student should be treated as a person who is responsible for his/her behavior. The district's Discipline Policy recognizes the need for orderly conduct in the schools and will guide students with sensible rules, focusing on safety and respect for the rights and property of others. Students who cannot accept this responsibility and violate school rules will be required to accept the penalties and more regulated supervision.

Disciplinary action, when necessary, will be firm, fair, progressive and consistent in order to be most effective in changing behavior. The complete Discipline Policy which outlines the rules in detail and Code of Conduct, are posted on the district website and are available in each school's main office. It is available for review by any individual. Contact the main office of each school for additional information.

## Public Access To District Records

Most school district records are available for public inspection and copying in accordance with the public's right to information laws. Interested citizens must submit an "access to records" form. The form is available on the district website under the "District" tab on the homepage. Records can also be inspected in the presence of authorized school personnel during the regular school day. Copies can be obtained at a cost of \$.25 per page.

## Access to Records - FERPA & HIPAA

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires the district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information," which includes basic information such as name, weight, grade level, school activities, sports, awards and other recognitions, without written consent, unless you have advised the district to the contrary in accordance with district procedures.

The district also reserves the right to use photographs of students. However, if you DO NOT want your child to be quoted or specifically identified in district publications or the news media while participating in school activities or programs, you can indicate this on the district media release form.

Parent and guardians have a right to see their child's records and to discuss those records with appropriate school personnel, usually the principal. Discrepancies and inaccuracies can be appealed or rebutted, pursuant to school policy.

The general public is not allowed access to individual student records.

**Privacy:** The Family Educational Rights and Privacy Act-Buckley Amendment (FERPA a.k.a. Buckley Amendment) is more restrictive than HIPAA with respect to the protection of privacy and security of all health related services. Since all school districts /§4201 schools/counties (and any other educational entities that have access to student data) are obligated to be in compliance with FERPA, they are also HIPAA compliant.

## Interscholastic Athletics

**Matt Mastropietro 467-8515**

The Deposit Central School District believes that a dynamic interscholastic athletic program is vital to the educational development of our students. Our athletic program provides a variety of experiences for the development of sports skills, physical fitness, a sense of loyalty, teamwork, sportsmanship and respect for others that will prepare student-athletes for success in their adult life. As team members, student-athletes are encouraged to face challenges and develop their leadership skills.

Every effort is made to support the athletic program with the best facilities, uniforms and equipment and with the most qualified coaching staff available. Our coaches reflect a sound, positive philosophy while teaching our students in a safe and healthful environment.

Our athletic program is governed by the regulations established by the commissioner of education's "Basic Code for Athletic Activities," the New York State Public High School Athletic Association and our policy for interscholastic athletics.

The opportunity to participate in our sports program is afforded to all eligible secondary students in grades 7-12.

## Title IX and Section 504

In compliance with United States Law under Title IX and Section 504 "non-discrimination on basis of sex, sexual orientation, race, color, creed, national origin, religion, gender, age, marital status or disability", the Deposit Central School District herewith notifies all parties that it does not discriminate in the educational programs or activities that it operates and that it is required by Title IX and the rules and regulations of the United States Department of Health, Education and Welfare (H.E.W.) not to discriminate in such a manner.

Inquiries concerning the application of Section 504, Title IX and the rules and regulations of H.E.W. may be referred to Lauri Thomas-McCoy at 467-2198 x 2304. Inquiries concerning Title IX or Section 504 may also be referred to the U.S. Department of Education, Office of Civil Right, 10 Metro Tech, 625 Fulton Street, 7th Floor, Brooklyn, NY 11201; telephone (718) 488-3550.



# Health Services

**Elementary - 467-8505**  
**MS/HS - 467-8517**

## Immunization Requirements

Proof of all immunizations is required for all new students enrolling in Deposit CSD. Under section 2164 of the NYS Public Health Law, all children enrolling in and attending a school, a day care center or any preschool program must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, varicella, pneumococcal conjugate, and haemophilus influenza B. Minimum requirements depend upon your child's age and when they began the series of the particular vaccine.

**The NYS Department of Health regulations, which took effect July 1, 2014, may require children in ALL grades to have additional immunizations in order to attend school. Your building school nurse-teacher/school nurse will contact you by letter if your child needs further documentation of having received the required vaccines.**

These requirements are set by the advisory committee for immunization practices (ACIP) and are available online at <http://www.health.ny.gov/publications/2370.pdf>

## Weight Status Category

Weight status category reporting is now required for all school districts in New York state. Data is reported anonymously using only numbers, not student names. If you do not wish to have your child's weight status group information included as part of the health department's survey this year, you will need to provide a request in writing to you child's building school nurse.

## Medical Excuse/Home Teaching

The district will provide home-bound instruction to students who will be absent for an extended period of time when a written statement is submitted by a physician indicating the nature of the illness and the length of time home bound instruction will be needed. The information will be verified by the school physician/provider. Upon verification, the district will provide up to five hours of instruction weekly to K-5 students and 10 hours of instruction to 6-12 students.



## Emergency Care

School personnel, under the direction of a school nurse-teacher or registered nurse, are responsible for first-aid care of students who are injured or become ill while in school. Accidents of any kind should be promptly reported to the school health office.

Every student is required to have an emergency card on file at the school, with alternate contact information in the event that the parent/guardian cannot be reached in an emergency. Emergency cards are provided to students at the beginning of the school year and are also available from the health office or online at [www.depositcsd.org](http://www.depositcsd.org).

## Physical Examinations

A physical examination is required by law for every new student entering school as well as children entering the following grades: pre-K, kindergarten, 2nd, 4th, 7th, and 10th grades, as well as students in special education placements. Parents have the option of using their own health care provider, a walk-in clinic or the school's provider. If the physical exam form is not returned by October 1, a school provider physical will be scheduled. Physical exam forms are available online at [www.depositcsd.org](http://www.depositcsd.org).

## Medical Excuses for Physical Education

State Education Law requires all students to participate in physical education. Students who are unable to fully participate in physical education programs will have their programs modified to meet their needs. A form is provided at the beginning of the school year for completion by your child's health care provider. The form indicates what activities can be included in the physical education program modification.

## Administration of Medication

If a child must take any medication during school hours, the school requires:

1. A written request from the parent or guardian.
2. A separate written order from the prescribing health care provider indicating the name, purpose, frequency and dosage of the medication.
3. All medication is to be dropped off and picked up by the parent/guardian at the beginning and end of the prescription period. (Unless alternate arrangements have been made with the building school nurse/teacher). All medication left at the end of the school year will be discarded according to NYSDOH procedure.
4. All medication must be in the original container. Ask your pharmacist for a double label of school-time doses.

## HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires standards to be adopted in two areas.

1. Electronic health care transactions (include standardizing the manner in which health services are claimed by any entity for any person in receipt of such a service), and
2. Privacy (confidentiality) of all health-related services provided. This involves protection of health information for anyone in receipt of such services.

**Electronic health care transactions:** Since the Central New York Regional Information Center (CNYRIC) submits all Medicaid claim data to the electronic Medicaid system in New York state (eMedNY) for processing, it is a covered entity under this act. The electronic transmission of Medicaid data is now HIPAA compliant.

