

An Introduction to



The Wonders of Teaching in New York State

Sue Hayford

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Welcome to the highly regulated State of New York. In addition to the monthly reports, Iowa tests, and other Conference obligations you have, you also get to keep track of numerous state regulations and paperwork. Aren't you excited? It isn't as bad as it sounds, though, and there are payoffs for much of the state paperwork. A few dates to remember (followed by explanations):

August: Send Neighbor Notification letter
Start looking for Mandated Services e-mail from Steve Partisano (which may not come until as late as November)

September: Make sure all your students' immunizations are up to date.
BEDS report due

October: Immunization form due

November: Arrange with fire marshal for school inspection (Deadline: 12/1).
Form to be completed is in the School Board Chair Binder.

January: State 4th grade ELA tests given and scored January 10-14
State 8th grade ELA tests given and scored January 10-14

March: Remind parents to turn busing applications in before April 1 deadline
State 4th grade Math tests given and scored - March 7-11
State 8th grade Math tests given and scored - March 7-11

April: Remember to notify parents who requested some of pesticide application.

May:

June:

Totally confused now?

Here's what all those weird terms mean:

Neighbor Notification Law: Also known as the "Pesticide Law" or just "The Pest"-the latter being the most accurate term! This law states that:

1) You can't use any spray pesticides (Raid, etc.), or many other toxic substances, anywhere on your school grounds or in your school building if the building or grounds will be in use within the next 72 hours.

2) If you do use any, you must send written notification to everyone on your list (explained in #3) at least 48 hours in advance (sample letter follows).

3) Before school starts, you must send a letter to every parent, staff member (if you have more than yourself), and volunteer who works in your school telling them about this law and asking them to notify you if they would like to receive 48 hours notice of any pesticide application. Keep a list of those who reply.

4) Besides any 48-hour notifications you send to those who request it, you also have to send an update to everyone in February and again in April (at winter and spring breaks) telling them if you have made any pesticide applications since the last letter. You are welcome to use the sample letters attached-just change the school information to your school's.

5) Most ant traps, mouse traps, and gels are exempt from this law as long as you place them in areas to which the kids don't have access. For anything else, it's easiest to just call Orkin (or whoever) and let them deal with it.

Green Cleaners: Each school must ensure that all cleaning products used are designated as "green" (see <https://greencleaning.ny.gov/products.asp> for an approved list of green cleaners). Any previously purchased, non-green products can be used but replacements must be "green". Cleaning products cannot be brought from home. Disinfectants are inherently not "green" but may be used if they comply with state laws. Purchasing from a recognized distributor helps ensure compliance (see www.greenseal.org or www.ecologo.org). See the <https://greencleaning.ny.gov> website for more information on going "green" and an on-line training course.

Mandated Services: New York State will pay your school for doing the things the State requires you to do, such as taking attendance and keeping immunization records. Unfortunately, they can never decide when to release the forms or when to set their deadlines.

Sometime between **mid-August** and **mid-November** you should receive an e-mail from Stephan A. Partisano. **DO NOT DELETE IT!** Read it carefully and do what he tells you to do. Steve Partisano is our liaison with the State in matters pertaining to mandated services. He will notify you when the State has released the forms to apply for mandated services money. He will also give you a password so you can get into your

school's file on his website. There, you will need to give information about last year's enrollment, staff (including salaries-info you'll get from the Conference), and state tests given. Steve will fill out the forms and file them with the state. All that info gets your school money-which usually comes in February or March. (Your school also has to pay Steve for this service, but it isn't much, and it is money well spent!)

State Tests: In the past some of our schools have participated in state testing and, as a result, have received mandated services reimbursement for the time and effort of doing so. Recently the procedures for giving these tests have changed requiring schools to become a member of a Regional Information Center (RIC) in order to receive the current test. The K-12 Board has requested that schools not join RIC's which means that we can no longer get or give **the current** year's test when the public schools are scheduled to give them. We can, however, obtain the past year's test and all related materials (administration and scoring guides) on-line (the current year's tests become available late in the school year). Several teachers have given and graded these tests and found the process to be very helpful. It provides them with an opportunity to know what is being expected by the public schools and to see how their students compare. It affirms those areas in which the teacher and students are doing well and pinpoints areas which may need additional focus. Additionally, administering the tests increases credibility with those parents who may be focused on test scores. Teachers are expected give and score English/Language Arts and math tests for students in grades 3-8.

Immunizations: You can access a list of required immunizations at the State Education Department's website: www.nysed.gov. Just type "immunization requirements" into the search box. Parents are required to provide proof of immunization to the school at the beginning of the year. In fact, students who cannot show such proof within 14 days of entering school are not to be allowed in school until they bring it in! There are ways for parents to get an exemption to this, but it can be complicated. If you really want to avoid all this paperwork (you will get a form from the state to report all this in October), ask your school nurse to do it. The public school district in which your school is located should provide this service. Call the superintendent's office and ask about it if you are not already receiving such services. (The school nurse will also do vision and hearing screenings and usually is on call if you have an injury or other emergency.)

BEDS report: At the beginning of the school year, you will receive a form (actually a booklet) from the state called the BEDS report. It will ask for basic information about your school, such as enrollment statistics, staff information, info about your school's library and computers, etc. The report is usually due at the State Education Department in late September or early October. **Be sure to keep a copy on file at your school.** It comes in handy the next year. (It's much easier to carry library statistics, etc., over from one year to the next.) And, yes, you should file this report. It lets the State Ed. Department know you are still there-and keeps you in line for mandated services money

and the like.

Fire Inspections: All schools (and most other public buildings) are required to have a yearly fire inspection, usually conducted by your town's fire marshal. The form that needs to be filled out and sent to the state is available at the State Education Department's website: www.nysed.gov. Type "fire inspection report" in the search box. **The inspection is supposed to be completed before December 1**, so call to set up an appointment in late October or early November. For your convenience this form is included in the School Board Chair binder.

Busing: Public school districts in New York State are required to provide busing for non-public school students who attend a school within 15 miles of their home. Well, they are kind of required to do this. There are lots of loopholes, and some districts take advantage of this. The main things you need to remember are:

1) This is a service the school district provides to parents living within their district. It is not a service to the school, so it's not your problem! (You may have to remind parents of this!)

2) Parents need to apply to their local school district for busing by April 1 for the following school year, or within 30 days of moving to a new district. Some districts are really sticky about these deadlines, so it doesn't hurt to remind parents about them.

Textbook Loan: Public school districts are supposed to provide textbooks for students living within their district who attend non-public schools. That means you have to figure out what district each of your students lives in and send orders to each district if you want to take advantage of this. It's a lot of work, but in return, you get a lot of free textbooks! Here's how it works:

1) Each district budgets a certain amount per student for textbooks. This year it was about \$58.25.

2) You need to send the district a list of students from their district who will be attending your school the next school year. Most districts require at least the student's name, parents' names, home address, and grade. Some require more than that, but they will tell you if they do.

3) You then need to make out a book order. Books ordered through the public schools must be from secular publishers-no Pacific Press stuff, etc. That still leaves math books, social studies texts, trade books from Scholastic and other secular publishers, and lots of other options.

4) Your book order must be for student books only-no teacher resources. You will need to include the title and edition (if applicable), ISBN number, and price for each book, as well as the publisher's name and address. Be sure your total order is not for more than \$58.25 per student-**including shipping!**

5) This program is supposed to be a textbook loan program. However, in the 15 years I have worked with this program, I have never had a public school district ask to

have books returned. However, most do ask you to sign purchase orders or packing lists and return those to them for their records. Be sure to keep your paperwork-including copies of the orders you sent to the district in the first place.

August 13, 2008

Dear Parents, Guardians, and School Staff:

New York State Education law Section 409-H requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relations, faculty, and staff regarding the potential use of pesticides periodically throughout the school year.

Parkview Junior Academy is required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are **not** subject to prior notification requirements:

- A school remains unoccupied for a continuous 72-hours following an application
- Anti-microbial products;
- Nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- Nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- Silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA designated biopesticides;
- The application of EPA designated exempt materials under 40CRF152.25;
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list. If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please complete the form below and return it to Mrs. Hayford at Parkview.

Sincerely,

Suzanne Hayford
Principal

Please include my name on Parkview Junior Academy's 48-hour prior notification list.

Name: _____

Address: _____

Day Phone: _____

Evening
Phone: _____

Email

Address: _____