

SCHALMONT CENTRAL SCHOOL DISTRICT

MINUTES

Meeting of the Schalmont Board of Education
Monday, December 13, 2021; 7:00 PM; Middle School LGI

The December 13, 2021 meeting of the Board of Education was held via conference call as directed in the Governor's Executive Order 202.1.

CALL TO ORDER - The meeting was called to order at 7:02 PM.

ROLL CALL

Members Present

Mr. Angelo Santabarbara, President
Ms. Kate Kruk, Vice President
Ms. Patricia Dowse
Mrs. Jean Hanson
Mr. Kyrish Iyer
Mr. David Lawrence
Mr. Kevin Thompson

Members Excused

None

Others Present

Dr. Thomas Reardon, Superintendent of Schools
Mr. Joseph Karas, Asst. Superintendent for Business
Mr. Merrick Rash, Student Representative
Miss Adriana DiCocco, Student Representative

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Motion made by Ms. Dowse, seconded by Ms. Kruk that the agenda for the December 13, 2021 meeting of the Schalmont Board of Education be approved.

Motion carried unanimously.

PRIVILEGE OF THE FLOOR

STUDENT REPRESENTATIVE REPORT

Mr. Rash and Miss DiCocco reported on student events including the high school winter concert; holiday sweater fundraiser/volleyball; Ronald McDonald House fundraiser; 9/11 field trip/Freedom Tower

SUPERINTENDENT'S REPORT & PRESENTATIONS

- Welcome to last Board of Education meeting of 2021; buildings are bustling; policies to be adopted in this agenda; COVID update; the option to minimize quarantine to 5 days with testing and return to school day 8.
- Jefferson Elementary School Update (Academic, Social Emotional Successes): Mr. Gifford, Mrs. Grabicki

CONSENT AGENDA

Motion made by Mr. Thompson seconded by Mrs. Hanson that the consent agenda consisting of the following items be approved:

Board of Education Meeting Minutes

November 8, 2021
November 22, 2021

Financial Reports:

Treasurer's Report – November 2021
HS Extracurricular Activities Report – November 2021
MS Extracurricular Activities Report – November 2021

CSE/CPSE Recommendations

Recommendations made at meetings held November 22, 30, and December 1, 2021

Personnel Matters - InstructionalCoordinator Appointment

Karen Lynch, Foreign Language, \$3,547

Mentor Assignment

Ann Schulman, assigned to Charlotte Albertin - \$750

Substitute Teacher Appointments

BOCES Packet #3: Kaitlyn Decker; Bret Fancher; Michael Gosh; Julianna Kissane; Elizabeth Kraupner; Joan Scanlan; Kagiso Tshwene

Personnel Matters - Noninstructional (All hourly pay rates as per SSRPA Agreement)Permanent Appointment

Courtney Frederick, Typist, Civil Service, effective December 9, 2021

<u>Regular Appointment</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Work Day</u>	<u>Hourly Rate</u>
Kayla Bush	Food Service Worker	Jefferson	12/6/21	11AM-2PM	Step 1
Joanne Vinciguerra	Bus Driver Trainee	Transportation	12/15/21	as needed	Step 1

<u>Substitute Appointment</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Work Day</u>	<u>Hourly Rate</u>
Sarah Schultz	Bus Attendant	Transportation	12/14/21	as needed	Step 1
Priscilla DiBella	Bus Attendant	Transportation	12/16/21	as needed	Step 1
Joanne Vinciguerra	Bus Attendant	Transportation	12/15/21	as needed	Step 1

Change of Hours

<u>Employee</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Old Daily Total</u>	<u>New Daily Total</u>
Angela Perkins	Bus Attendant	Transportation	11/18/21	1.5 hrs.	3.5 hrs.

*Motion carried unanimously.***NEW BUSINESS**

Transportation Services Agreement: Motion made by Ms. Dowse, seconded by Mr. Lawrence, that BE IT RESOLVED that the Board of Education of the Schalmont Central School District approves the agreement by and between Schalmont and the Duanesburg Central School District for services related to transportation, dated December 14, 2021.

Motion carried unanimously.

Shared Services Agreement: Motion made by Ms. Kruk, seconded by Mrs. Hanson, that the Board of Education approve the service agreement between the Guilderland Central School District and the Schalmont Central School District, for Special Education Services or programs for the instruction of one (1) student with disabilities for the period September 9, 2021 through June 30, 2022, at a cost of \$29,150.

Motion carried unanimously.

Shared Services Agreement: Motion made by Mrs. Hanson, seconded by Mr. Thompson, that the Board of Education approve the service agreement between the Duanesburg Central School District and the Schalmont Central School District, for Special Education Services or programs for the instruction of five (5) student with disabilities for the period September 9, 2021 through June 30, 2022, at a total cost of \$147,520.

Motion carried unanimously.

Distance Learning Classroom Rental Agreement: Motion made by Ms. Kruk, seconded by Mr. Iyer, that the Board of Education approve the 2021-22 Distance Learning Classroom Rental Agreement between the Schalmont Central School District and the Board of Cooperative Educational Services of Albany-Schoharie-Schenectady-Saratoga Counties, Albany, NY 12205, for BOCES to lease certain Distance Learning classrooms for the period of July 1, 2021 and ending June 30, 2022, in the amount of \$1000 per classroom for a total of \$1,000.

Motion carried unanimously.

Co-operative Bid Agreement: Motion made by Ms. Kruk, seconded by Mrs. Hanson, that the Board of Education approve the co-operative bid agreement between the Clarkstown Central School District (acting as Lead Agency) and the Schalmont Central School District, for Co-OperPurchasing of various supplies, services, materials, and equipment per general Municipal Law Section 119-0.

Motion carried unanimously.

Board Policies-First Read: Motion made by Mrs. Hanson, seconded by Ms. Dowse, that the Board of Education approve the first read of the following School Board Policies:

- 5100 Student Attendance
- 5140 Entrance Age
- 5150 School Admissions
- 5151 Homeless Children
- 5152 Admission of Non-Resident Students
- 5210 Student Organizations
- 5252 Student Activities Fund Management
- 5405 Student Wellness
- 5460 Child Abuse, Maltreatment or Neglect in a Domestic Setting
- 5500 Student Records
- 5550 Student Privacy
- 5605 Voter Registration for Students

Motion carried unanimously.

BOARD OF EDUCATION COMMENTS

- Ms. Dowse: Grand time at Jefferson's craft fair.
- Mr. Lawrence: Nice presentation-nice job to both of you; winter sports are back as well as extracurriculars
- Mrs. Hanson: Thank you for presentation
- Ms. Kruk: Thank you for presentation; swim team won last week; happy to see concerts back
- Mr. Thompson: Echo all Board members; thank you Joby and Rebecca
- Mr. Iyer: Wonderful job for presentation
- Mr. Santabarbara: New processes take time; glad to see basketball back; thank you faculty; nice to hear about the great things here

EXECUTIVE SESSION AND ADJOURNMENT

Motion made by Mrs. Hanson, seconded by Mr. Lawrence, that the December 13, 2021 meeting of the Board of Education be adjourned to Executive Session at 8:16 PM, not to reconvene.

Motion carried unanimously.

Respectfully submitted,

Joseph Karas
Clerk, Board of Education

MEMORANDUM

TO: Dr. Thomas Reardon, Superintendent
FROM: Joseph Karas, Assistant Superintendent for Business
DATE: January 4, 2022
SUBJECT: Recommendation to be made at the January 10, 2022
Board of Education Meeting

I recommend that the Board of Education approve the following *Appointment*:

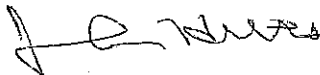
NAME: Gary Olsen
POSTING #: N/A
POSITION: Bus Driver Trainee
LOCATION: Transportation
EFFECTIVE DATE: January 4, 2022
RATE: Step 1
HOURS: As Needed

Is this person currently employed by the District: YES NO

JOSEPH HILTS
SCHALMONT TRANSPORTATION DEPARTMENT
5 SABRE DRIVE
SCHENECTADY, NY 12306
(518)356-1889
(518) 355-9200 Ext 4201

Schalmont CSD
Business Office
JAN - 4 2022
Received by: _____

TO: Joseph Karas, Assistant Superintendent for Business
Donna Woods, Business Office
Melissa Gemmett, Payroll

FROM: Joe Hilts 

DATE: January 3, 2022

I am recommending the following appointment:

NAME: Gary Olsen

POSITION: Bus Driver Trainee

EFFECTIVE DATE: January 4, 2022

POSTING #: n/z

Is this person currently employed by the district yes no

If so, in what capacity?

recommend

MEMORANDUM

TO: Dr. Thomas Reardon, Superintendent
FROM: Joseph Karas, Assistant Superintendent for Business
DATE: January 6, 2022
SUBJECT: Recommendation to be made at the January 10, 2022
Board of Education Meeting

I recommend that the Board of Education approve the following *Substitute Appointment*:

NAME: Lisa Higgins
POSTING #: N/A
POSITION: Substitute Teacher Aide
LOCATION: Jefferson Elem.
EFFECTIVE DATE: January 6, 2022
RATE: Step 1
HOURS: As Needed

Is this person currently employed by the District: YES NO

Monitor - Jefferson

MEMORANDUM

TO: Dr. Thomas Reardon, Superintendent
FROM: Joseph Karas, Assistant Superintendent for Business
DATE: January 4, 2022
SUBJECT: Recommendation to be made at the January 10, 2022
Board of Education Meeting

I recommend that the Board of Education approve the following *Substitute Appointment(s)*:

NAME: Julianna Pasquarella

POSTING #: N/A

POSITION: Substitute Teacher Aide
Substitute Monitor
Substitute Cleaner

LOCATION: District Wide

EFFECTIVE DATE: January 11, 2022

RATE: Step 1

HOURS: As Needed

Is this person currently employed by the District: YES NO

CR BOCES

SCHALMONT CENTRAL SCHOOL DISTRICT

5 SABRE DRIVE

SCHENECTADY, NEW YORK 12306

Schalmont CSD
Business Office

DEC 16 2021

Received by: *[Signature]*

TO: Melissa Gemmett

FROM: Joseph Hilts *[Signature]*

DATE: 12/14/2021

Please note the following change in hours for the Driver / Bus Attendant listed below:

NAME: Burgess, Robert

EFFECTIVE DATE: 12/15/2021

Old Route # AM 26	New Route #: X	Old Time: 6:00-8:45	New Time: X	Old Total: 2.75	Adj: X	NEW TOTAL: 2.75
Old Route # X	New Route #: X	Old Time:	New Time:	Old Total: X	Adj: X	NEW TOTAL: X
Old Route # PM 13	New Route # PM 25	Old Time 1:45-4:15	New Time 1:45-3:45	Old Total: 2.5	Adj: -.5	NEW TOTAL: 2
Old Route # X	New Route # LR 3	Old Time x	New Time 3:45-6:00	Old Total	Adj:	NEW TOTAL:
Late Run Pays 3 Days Per Week 2.25 hrs				Old Daily Total: 5.25	Adj: -.5	New Daily Total: 4.75

SCHALMONT CENTRAL SCHOOL DISTRICT

5 SABRE DRIVE
SCHENECTADY, NEW YORK 12306

Schalmont CSD
Business Office

DEC 16 2021

Received by: 01/10/22

TO: Melissa Gemmett

FROM: Joseph Hilts *J. Hilts*

DATE: 12/14/2021

Please note the following change in hours for the Driver / Bus Attendant listed below:

NAME: Farina, Anthony (A.J.)

EFFECTIVE DATE: 12/15/2021

Old Route # Am 23	New Route #: X	Old Time: 6:00-9:15	New Time: X	Old Total: 3.25	Adj: X	NEW TOTAL: 3.25
Old Route # Mid 92	New Route #: Mid 90	Old Time: 12:45-1:45	New Time: 9:45-11:15	Old Total: 1	Adj: +.5	NEW TOTAL: 1.5
Old Route # Pm 23	New Route # X	Old Time 1:45-3:45	New Time X	Old Total: 2	Adj: X	NEW TOTAL: 2
LR 1 pays 1.75 3 days				Old Daily Total: 6.25	Adj: +.5	New Daily Total: 6.75

SCHALMONT CENTRAL SCHOOL DISTRICT

5 SABRE DRIVE

SCHENECTADY, NEW YORK 12306

TO: Melissa Gemmett

FROM: Joseph Hilts *J. Hilts*

DATE: 12/14/2021

Schalmont CSD
Business Office
DEC 16 2021
Received by: *el/lo/22*

Please note the following change in hours for the Driver / Bus Attendant listed below:

NAME: Tetlak, Pamela

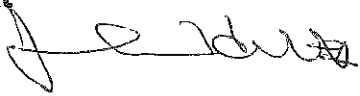
EFFECTIVE DATE: 12/15/2021

Old Route #	New Route #:	Old Time:	New Time:	Old Total:	Adj:	NEW TOTAL:
AM 11	X	6:30-9:15	X	2.75	X	2.75
X	Mid 95	X	11:30-1:00	X	+1.5	1.5
X	Mid 98	X	1:00-1:45	X	+.75	.75
PM 11	X	1:45-4:15	X	2.5	X	2.5
				Old Daily Total: 5.25	Adj: +2.25	New Daily Total: 7.5

SCHALMONT CENTRAL SCHOOL DISTRICT

5 SABRE DRIVE
SCHENECTADY, NEW YORK 12306

Schalmont CSD Business Office
DEC 22 2021
Received by: <u>01/10/22</u>

TO: Melissa Gemmett
FROM: Joseph Hilts 
DATE: 12/21/2021

Please note the following change in hours for the Driver / Bus
Attendant listed below:

NAME: Mastrianni, Joseph

EFFECTIVE DATE: 12/22/2021

Old Route # AM 7	New Route #: X	Old Time: 6:30-9:15	New Time: X	Old Total: 2.75	Adj: X	NEW TOTAL: 2.75
Old Route # X	New Route #: Mid 92	Old Time: X	New Time: 12:45-1:45	Old Total: X	Adj: +1	NEW TOTAL: 1
Old Route # PM 7	New Route # X	Old Time 1:45-4:15	New Time X	Old Total: 2.5	Adj: X	NEW TOTAL: 2.5
				Old Daily Total: 5.25	Adj: +1	New Daily Total: 6.25

SCHALMONT CENTRAL SCHOOL DISTRICT

5100

Required
 Local
 Notice

STUDENT ATTENDANCE

The Schalmont Central School District Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to minimize the number of unexcused absences, tardiness, and early departures (referred to in this policy as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

The Superintendent of Schools will ensure the District will:

- develop procedures to address absences and tardiness to classes;
- accurately record attendance, absences, tardiness, or early departure of each student;
- utilize data analysis for tracking individual student attendance and individual and group trends and student attendance problems;
- ensure the attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year and with students entering the school year.

Excused and Unexcused Absences

Excused absences must be approved by building administration, and could include the following: tardiness and early departures from class or school due to personal illness; illness or death in the family; impassable roads or weather; religious observance; quarantine; required court appearances; attendance at health clinics; military obligations.

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent/guardian's responsibility to notify the school office within at least 24 hours of the ATED and to provide a written excuse upon the student's return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed. Parent/guardian signatures for homeless unaccompanied youth are addressed in policy 5151 and regulation 5151-R.

Unexcused ATEDs may result in disciplinary action consistent with the district's code of conduct.

Extracurricular Policy

Any student absent from school due to illness, suspension, or for unexcused reasons may not participate in or be a spectator at any activity that day.

It shall be the responsibility of the school principal, in consultation with the administration, to make final determinations as to whether or not an absence is excused or unexcused. All students, upon their return, are expected to consult with their teachers regarding missed work.

Adoption date:

SCHALMONT CENTRAL SCHOOL DISTRICT

5140

Required
 Local
 Notice

ENTRANCE AGE

Children who reach their fifth birthday on or before December 1st of the year of matriculation are entitled to attend school and may be admitted to kindergarten. Proof of age must be presented in the form required by state regulations.

A child who has regularly attended and satisfactorily completed a year's work in a kindergarten which is duly registered with the State Education Department will be enrolled in the first grade.

The Board of Education authorizes the Superintendent of Schools to establish any and all rules, regulations, and procedures necessary to implement and maintain this policy.

Adoption date:

Required
 Local
 Notice

SCHOOL ADMISSIONS

The district will provide a public education to all persons residing in the district between the ages of five and twenty-one who have not received a high school diploma. Residence is defined as both physical presence and intent to remain in the district. Eligibility of homeless children to attend district schools will be determined in accordance with federal and state law and regulation; see policy 5151 for guidance.

A veteran of any age who has not yet received their high school diploma and who has been discharged under conditions other than dishonorable is eligible to attend school. A non-veteran under twenty-one years of age who has received a high school diploma will be permitted to attend school or BOCES upon payment of tuition.

Upon registration, all new students will be enrolled and begin attendance the next school day or as soon as possible. Students or their parents/guardians/persons in parental relation are required to present within three business days:

1. Documentation of age: a birth certificate (original or certified transcript, including a foreign birth certificate). If a passport is not available, the district may consider other evidence, which has been in existence for at least two years, such as: an official driver's license, government-issued identification, school photo I.D. with date of birth, consulate identification card, hospital or health records, military dependent I.D. card, documents issued by government agencies, and/or court-issued documents.
2. Record of immunizations (see 5420-R for more on immunizations) and a health certificate from a licensed physician, physician assistant, or nurse practitioner; and
3. Documentation of district residency: examples of acceptable forms of documentation include, but are not limited to, mortgage/deed or lease documents to a house/condominium/apartment, a statement by the parent/guardian's landlord, property owner or co-tenant, or a statement by a third party relating to physical presence in the district, a pay stub, income tax form, telephone or utility bills or other bills, membership documents based upon residency, official driver's license, learner's permit, or non-driver identification, rent payment receipts, a copy of a money order for payment of rent, a letter from a parent/guardian's employer that is written on company letterhead, voter registration document, or a state- or other government-issued ID, documents issued by federal, state, or local agencies, or judicial custody orders or guardianship papers showing residency. The district may require multiple forms of residency documentation sufficient to establish both physical presence in the district and intent to remain.

The district will not request or require a Social Security card or number, or any information which would tend to reveal the immigration status of the child, the parent/guardian, or the person in parental relation, in any forms, meetings or other communication, at the time of and/or as a condition of enrollment.

The district will review all submitted documentation, and make a determination of a student's eligibility to attend district schools as soon as possible, but within three business days of initial enrollment, or four days if the documentation is presented on the third day. The district may verify documentation of age from a foreign country, but will not delay enrollment during verification. At any time during the school year, notwithstanding any prior determination to the contrary, the district may make a determination that a student is not eligible to attend the district's schools, subject to the procedures outlined in the regulations of the Commissioner of Education.

The district will post its student enrollment/registration forms, procedures instructions and requirements, including the examples of acceptable documentation, on the district website, and will provide such materials to all parents/guardians/children who request enrollment in the district.

If the parent/guardian of a student seeking to enroll is limited English proficient, the district will meaningfully communicate material information about enrollment as required by federal law. The district will also provide parents/guardians of all newly enrolled students with appropriate information, including student handbooks, and information about access to special education services.

Adoption date:

Required
 Local
 Notice

HOMELESS CHILDREN

The Board of Education recognizes its responsibility under federal (McKinney-Vento) and state laws and regulations to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their identification, enrollment, attendance, or success in school which may exist in district practices. The Board will provide homeless children attending the district's schools with access to the same free and appropriate public education and other school programs and activities, including publicly funded preschool education, as other children.

A homeless child is a child who lacks a fixed, regular, and adequate nighttime residence or who has a primary nighttime location in a public or private shelter designed to provide temporary living accommodations, or a place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. This definition also includes a child who shares the housing of others due to loss of housing, economic hardship, or similar reason; lives in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; lives in a car, park, public space or abandoned building, substandard housing, bus or train station or similar setting; has been abandoned in a hospital; or is a migratory child who qualifies as homeless. An unaccompanied youth is a homeless child not in the physical custody of a parent or guardian.

To assist in determining eligibility for services under the McKinney-Vento Act, the district will use a housing questionnaire for all enrolling students, and those reporting a change of address, which asks for a description of the student's current living arrangements.

A homeless child has the right to attend their school of origin, or any school that permanently housed students who live in the attendance area in which the homeless student is actually living are eligible to attend. For homeless students, a school of origin can be:

1. the public school they attended when permanently housed (i.e., before becoming homeless); or
2. the public school where they were last enrolled, or
3. the public school they were entitled or eligible to enroll in when the child became homeless, if that child became homeless after such child was eligible to apply, register, or enroll in a public preschool or kindergarten, or is living with a school-age sibling who attends school in the district; or
4. the designated receiving school at the next grade level for any feeder school, where the child has completed the final grade in the feeder school.

Such schools include publicly-funded preschools administered by the district or the State Education Department (SED).

The homeless child is entitled to attend the designated school on a tuition-free basis for the duration of homelessness. If the child becomes permanently housed, the child is entitled to continue attendance in the same school building until the end of the school year and for one additional year if that year constitutes the child's terminal year in such building. If a homeless child completes the final grade level in the school of origin, the child may also attend the designated receiving school at the next grade level for all feeder schools.

The Superintendent of Schools is directed to develop procedures necessary to expedite the homeless child's access to the designated school. Such procedures must include:

1. *Admission and Participation:* Upon designation, the district will immediately admit the homeless child to school, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical or immunization records (however, the district may temporarily exclude a child from attendance if there are actual symptoms of a communicable disease that poses a significant risk of transmission to others), proof of age or residency or other documentation and even if there is a dispute with the child's parent/guardian regarding school selection or enrollment. During a dispute, the student may continue attending the school until final resolution of the dispute, including all available appeals. Homeless children will have the same opportunity as other children to enroll in and succeed in the district's schools, including extracurricular activities and summer school programs available to district students. They will not be placed in separate schools or programs based on their status as homeless. The district will eliminate barriers to identification, enrollment and retention of homeless children, including barriers to enrollment and retention due to outstanding fees, fines or absences.
2. *Transportation:* The district will promptly provide transportation for homeless students currently attending district schools as required by applicable law, as described in the accompanying regulation. In general, the district will ensure that transportation is provided to homeless students enrolled in the district who attend a school of origin, including a publicly funded preschool administered by the district or SED, even if the student lives outside the district's boundaries. Transportation will be provided for the duration of homelessness, through the remainder of the school year in which the student becomes permanently housed, and one additional year if that is the student's final year in the school.
3. *School Records:* For homeless students attending school out of the district, the district will, within five days of receipt of a request for records, forward a complete copy of the homeless child's records including proof of age, academic records, evaluation, immunization records and guardianship paper, if applicable. For homeless students attending school in the district, the district will request the student's records (academic, medical, etc.) from the school the student last attended.
4. *Coordination:* The district will coordinate with local social services agencies and other entities providing services to homeless children and their families for the provision of services to homeless children, and will coordinate with other school districts on issues of prompt identification, transportation, transfer of records, and other inter-district activities. This will include ensuring the provision of appropriate services to homeless students with disabilities who are eligible for services under either Section 504 or IDEA.

A portion of the district's Title I, Part A funds will be set aside for homeless children and youth to provide educationally related support services and services not ordinarily provided to other students.

Information about a homeless child's living situation will be treated as a student education record, and will not be considered directory information under FERPA. See policy 5500, Student Records, for more information.

The Superintendent will also designate a McKinney-Vento liaison for homeless children and ensure that this person is aware of, and able to carry out, their responsibilities under the law. The Superintendent will ensure that the liaison receives appropriate professional development on identifying and meeting the needs of homeless students, including the definitions of terms related to homelessness. The liaison's responsibilities will include, but not be limited to, ensuring that:

1. parents or guardians of homeless children are informed of the educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children;
2. parents and guardians and unaccompanied youth are fully informed of all transportation services available to them, and are assisted in accessing them;
3. enrollment disputes involving homeless children are promptly mediated and resolved;
4. school personnel, through outreach and in coordination with shelters and social service agencies and other appropriate entities, identify homeless children, including homeless preschoolers;
5. homeless children receive educational services, including but not limited to Head Start and preschool services to which they are eligible, as well as referrals to health care and other appropriate services for homeless children and their families;
6. public notice of the educational rights of homeless children is disseminated in locations frequented by homeless unaccompanied youth and parents/guardians of homeless children, in a manner and form understandable to them;
7. staff who provide services to homeless students receive required professional development and support on identifying and meeting the needs of homeless students;
8. homeless unaccompanied youth are informed of their rights, are enrolled in school, and have opportunities to meet the same state standards set for all students, including receiving credit for full or partial coursework earned in a prior school pursuant to Commissioner's regulations.

In accordance with law and regulation, the district will offer a prompt dispute resolution process (described in more detail in the accompanying administrative regulation). A student will be entitled to continued enrollment in the district's schools, and transportation, pending resolution of the dispute and all available appeals.

In accordance with Commissioner's regulations, the district will collect and transmit to the Commissioner information necessary to assess the educational needs of homeless children within the State.

Adoption date:

HOMELESS CHILDREN REGULATION

Each school in the district will maintain forms provided by the Commissioner of Education for designating a homeless child's district of attendance. These forms must be immediately provided to any homeless child or parent or guardian who seeks to enroll a child in school. The district's McKinney-Vento liaison for homeless students will assist the homeless child and/or parent or guardian in understanding their rights under the law and provide them with information regarding the educational and related opportunities available to them.

School placement decisions for homeless children will be based on the best interest of the child and will:

1. presume that keeping the child in the school of origin is in the child's best interest, except when doing so is contrary to the wishes of the parent or guardian or unaccompanied youth; and
2. consider student-centered factors such as the effect of mobility on student achievement, education, health and safety of the child, giving priority to the wishes of the child's parent or guardian or unaccompanied youth.

If the district determines that it is in the best interests of the student to attend a school other than the school of origin or a school requested by the parent or guardian, the Superintendent or designee will provide the parent or guardian or unaccompanied youth with a written explanation of its decision, together with a statement regarding the right to appeal the placement, which will be in a manner and form understandable to them. The Superintendent or designee will refer any such dispute to the district's McKinney-Vento liaison for resolution. The student must be enrolled in the school sought by the parent or guardian or unaccompanied youth and provided with requested transportation pending final resolution of the dispute, including all available appeals.

Admission Procedures

Upon identifying a student experiencing homelessness, the Superintendent of Schools or designee will immediately:

1. ensure that a designation form is given to the parent or guardian or unaccompanied youth and review the designation form to ensure that it is complete;
2. admit the homeless child even if the child or parent or guardian is unable to produce records normally required for enrollment, or the student has missed application or enrollment deadlines, or there is an unresolved dispute regarding eligibility, school selection or enrollment;
3. where applicable, make a written request to the school district where a copy of the child's records are located for a copy of the homeless child's school records;
4. notify the McKinney-Vento liaison of the child's admission. The liaison must:
 - a. notify the child and/or the parent or guardian of the educational and related opportunities available to homeless children including transportation to the school of origin, and help arrange for transportation and other services such as those under Title I, Section 504, IDEA, and federal school meals;
 - b. ensure that the child receives the educational services for which they are eligible, including Head Start and Early Head Start, early intervention services, and preschool programs administered by the district;
 - c. make necessary referrals for the homeless children or their families to health care services, dental services, mental health services, substance abuse services, housing services, and other appropriate services;
 - d. ensure that any enrollment disputes are mediated promptly and in accordance with law;
 - e. when assisting unaccompanied youth in placement or enrollment decisions, give priority to the views of such youth, and inform them of their status as "independent students" for purposes of applying for federal financial aid for college and assist with that process; and
 - f. assist in obtaining required immunizations, health screenings, immunization records or health records.

The Superintendent or designee will forward a copy of the designation form to the Commissioner of Education and the school district of origin where applicable.

Unaccompanied Youth and Parent/Guardian Signatures

To the extent that district policies and practices require parent/guardian permission or consent, the district will remove barriers to admission and participation for unaccompanied youth due to lack of parent/guardian signatures. This includes, but is not limited to, enrollment, providing medical care and excuses for absences, participating in field trips and extracurricular activities, and accessing or releasing records. Where parent/guardian consent, permission or signatures cannot be obtained for unaccompanied youth, the district will accept signatures from the following:

1. Persons designated by the parent/guardian as a person in parental relation under state General Obligations Law Title 15-A or kinship caregiver;
2. Authorized caregivers age 18 or older so identified by the unaccompanied youth;
3. The unaccompanied youths themselves; or
4. The McKinney-Vento liaison.

Transportation

Unless the homeless child is receiving transportation provided by the Department of Social Services, the district will provide transportation services to the child in accordance with applicable law. Where the district is designated by the parent/guardian or unaccompanied youth, and the student attends the school of origin as defined in law described in the accompanying policy (including a publicly funded preschool administered by the district or the State Education Department), the district will provide transportation, even if transportation is not generally provided to permanently housed students and the student is residing outside the district's boundaries. A designated school district that must provide transportation to a homeless child is not required to provide transportation in excess of 50 miles one way, unless the Commissioner of Education determines that it is in the best interest of the child.

Transportation must be provided to the school of origin when the district receives notice of a child's homeless status, for the duration of the student's homelessness, as well as during the pendency of any disputes. Transportation must be provided to the receiving school as defined in Education Law §3209(1)(h) if the student is homeless over multiple school years. If a child becomes permanently housed during the school year, the student has the right to transportation services to the school of origin until the end of the academic year, as well as one additional year if it is the student's final grade level or terminal year in the building.

If the district recommends that a homeless child attend a summer educational program, and lack of transportation is a barrier to participation, the district will provide transportation.

The district will provide transportation to extracurricular or school activities for homeless students eligible for such activities where lack of transportation is a barrier to participation.

Dispute Resolution Process

If, after the Superintendent reviews the designation form, they find that the student is either not homeless, not entitled to attend the district's school, or not entitled to transportation (if requested) the Superintendent or designee will do the following:

1. Contact the district's McKinney-Vento liaison to assist in dispute resolution process.
2. Contact the student and parent/guardian (if available) and inform them of their opportunity to provide more information prior to the district making a final determination.

If, after consideration of any additional information and input from the McKinney-Vento liaison, the Superintendent makes a final determination that a student is not homeless, or not entitled to enrollment or transportation, they must provide the student's parent or guardian, or the student, if the student is an unaccompanied youth, with written notice that the student is not entitled to their request. This written notice must also:

1. state the rationale/basis for the district's determination;
2. state the date as of which the student will be excluded from the district's schools (or transportation), which must be at least 30 days from receipt of the written notice;
3. advise that the district's final determination may be appealed to the Commissioner of Education (Commissioner);
4. provide the name and contact information for the district's McKinney-Vento liaison;
5. inform the student's parent or guardian or the student, if the student is an unaccompanied youth, that the district's McKinney-Vento liaison is required to assist in filing such an appeal; and
6. include, as an attachment, the form needed to file an appeal to the Commissioner.

The Superintendent must ensure that the district's final decision is delivered to the parent, guardian, or unaccompanied youth in a timely manner. The student must remain enrolled and provided with transportation (if requested) until the district provides written notice of its final determination and for a minimum of 30 days after receipt of the determination to give the student's parent or guardian or unaccompanied youth the opportunity to appeal to the Commissioner.

If the parent/guardian or student commences an appeal to the Commissioner within 30 days of the final determination, the homeless child or youth will be permitted to continue to attend the school they are enrolled in at the time of the appeal and/or receive transportation to that school until the Commissioner renders a decision.

Adoption date:

() Required
 (X) Local
 () Notice

ADMISSION OF NON-RESIDENT STUDENTS

It is the responsibility of the Board of Education to provide the best possible educational opportunities for the children who are legal district residents and who are of legal age to attend school.

However, a non-resident student may be admitted to district schools upon payment to the district of the Board-adopted tuition charge, at the judgment of the Superintendent of Schools and with the following criteria as guiding practices:

1. there is sufficient space to accommodate the non-resident student;
2. no increase in the size of faculty or staff will be necessary to accommodate them;
3. the non-resident student meets the district's criteria for admission; and
4. the admission of such non-resident student is and continues during the enrollment period.

Future Residents

The children of families who have signed a contract to buy or build a residence in the school district may be enrolled during the semester in which they expect to become residents, without payment of tuition.

- If the parent(s) or guardian(s) of a non-resident student give written assurances of intention to become residents of the District within ninety (90) calendar days of the academic year, the student will be accepted without payment of tuition with the following conditions:
- In the case of the purchase of an already built house, the closing on the house must be within ninety (90) calendar days.
- In the case of new construction, a notarized letter by the builder indicating that the home will be completed within ninety (90) calendar days.
- Failure of parent or guardian to establish legal residence within the District by the promised date, shall constitute sufficient reason for the Superintendent to charge the parent or guardian tuition from the date of child's enrollment.

In case of extenuating circumstances, the Superintendent is authorized to grant an extension

Former Residents

Students whose families have moved out of the district may continue to attend district schools under the following circumstances:

- a. Former residents enrolled in grade 12 at the time of departure from the district, the parent/guardian must make a written request to the Superintendent of Schools. If the Superintendent authorizes the request, the student may continue in attendance for the balance of the school year on a tuition free basis.
- b. Former residents enrolled in grades K-11 moves from the District after April 1, the parent/guardians must make a written request to the Superintendent of Schools. If the Superintendent authorizes the request, the student may continue in attendance tuition free for the balance of the school year.
- c. If an emancipated student moves from the School District, similar procedures will be followed as outlined in Sections a and b of this policy.

Transportation

Transportation will be the responsibility of the parents/guardians while they are residing outside of the district.

Adoption date:

Required
 Local
 Notice

STUDENT ORGANIZATIONS

The Board of Education recognizes the educational values inherent in student participation in the extracurricular life of the school, and supports the concept of the formation of student groups for such purposes as building sound social relationships, developing interests in an academic area, and gaining an understanding of the elements and responsibilities of good citizenship.

The Superintendent of Schools, with the aid of students, faculty and administration, is charged with developing procedures for registering and regulating student groups or clubs.

Adoption date:

SCHALMONT CENTRAL SCHOOL DISTRICT

5252

() Required
(X) Local
(X) Notice

STUDENT ACTIVITIES FUNDS MANAGEMENT

The Board of Education will have the responsibility for the protection and supervision of the financial affairs of student clubs and extracurricular activities. The Superintendent will recommend and the Board will appoint a competent and qualified faculty advisor for each club or organization. The Board will approve the Superintendent's recommendation for appointment of a treasurer for the management of the funds associated with these clubs and organizations at the annual board organizational meeting.

Each student organization will designate a student treasurer.

Prior to termination of a student organization, all funds remaining in the treasury must be disposed of in one of the following ways:

- Expended by a majority vote of the organization, as provided for in its bylaws.
- Transferred to another student organization or for another purpose, as determined by the membership of the student organization.

Leftover funds of inactive or discontinued extraclassroom activities and of graduating classes will automatically revert to the general fund and reallocated to another purpose through consultation with the Superintendent and club leadership.

Financial transactions will be carried out in conformance with district policies and procedures. An audit of all accounts will be made annually by the independent/external auditor.

Adoption date:

(X) Required
() Local
() Notice

STUDENT WELLNESS

Given the documented connection between proper nutrition, adequate physical activity and educational success, the Board of Education adopts the following goals and authorizes the following actions to provide district students with a school environment that promotes student health and wellness and reduces childhood obesity.

I. Foods and Beverages Available to Students on School Campus During the School Day

The Board recognizes that a nutritious, well-balanced, reasonably-portioned diet is essential for student wellness. To help students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the district shall make an effort to ensure that all foods and beverages available in school promote good nutrition, balance, and reasonable portion sizes. The district shall ensure that all foods and beverages available for sale to students on the school campus during the school day meet or exceed the program requirements and nutrition standards found in federal regulations.

To accomplish this, the Board directs that the district serves healthy and appealing foods and beverages at district schools, following state and federal nutrition guidelines, as well as safe food preparation methods.

A. School Meals – the district shall:

1. include fruits, vegetables, salads, whole grains, and low fat items at least to the extent required by federal regulations;
2. encourage students to try new or unfamiliar items;
3. make efforts to ensure that families are aware of need-based programs for free or reduced price meals and encourage eligible families to apply;
4. consider serving produce and food from local farms and suppliers;
5. make free drinking water available at locations where meals are served.

B. Food Substitutions for children with Disabilities

Federal regulations governing the operation of Child Nutrition Programs and Section 504 of the Rehabilitation Act of 1973 requires that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs.

To ensure that these children are not denied reasonable access to the programs, the Department of Agriculture's regulations require schools and institutions to make reasonable accommodations, such as providing substitutions in the regular meal patterns, for children who have a disability and whose disability restricts their diet. A student with a disability is defined in 29 CFR Part 1630 as one who has "...a physical or mental impairment which substantially limits one or more major life activities..."

C. Meal Scheduling – the district shall:

1. Provide adequate time to eat.
2. Schedule lunchtime between normal lunch hours (10:30 a.m. - 1 p.m.)

D. Foods and Beverages Sold Individually (e.g., a la carte, vending machines, school stores) – the district shall:

1. Ensure that all such items meet the nutrition standards set in federal regulations for competitive foods regarding whole grains, fruits, vegetables, calories, fat, saturated fats, trans fats, sugar, sodium, and caffeine.
2. Permit the sale of fresh, frozen or canned fruits and vegetables, if processed pursuant to federal regulations, as exempt from the nutrition standards.
3. Work with existing vendors or locate new vendors that will comply with nutrition standards.

E. Fund-Raising Activities – the district shall promote:

1. Non-food items to sell, or activities (physical or otherwise) in which to participate.
2. Outside organizations (e.g., Parent groups, booster clubs) conducting fundraisers which take place off the school campus or outside the school day to follow this policy.

F. School and Class Parties, Celebrations, and Events where food and beverages are provided, but not sold – the district shall:

1. Set guidelines for the frequency and content of classroom and school-wide celebrations where food and beverages are provided.
2. Promote the use of food and beverage items which meet the standards for competitive foods and beverages, promote non-food activities, and discourage foods and beverages which do not meet those standards, at celebrations.
3. Model the healthy use of food as a natural part of celebrations.

G. Marketing of Foods and Beverages

1. Any food or beverage that is marketed on school grounds during the school day must meet at least the federal nutrition standards for competitive items.
2. This restriction applies to all schools (interior and exterior), school grounds, school buses and other vehicles used to transport students, athletic fields, structures, parking lots, school publications, and items such as vending machines, equipment, posters, garbage cans, or cups.
3. Marketing includes all advertising and promotions: verbal, written, or graphic, or promotional items.

II. Physical Activity

Physical activity is an important factor in staying healthy and being ready to learn. The Board encourages every student to develop the knowledge and skills necessary to perform a variety of physical activities, to regularly participate in physical activity, and to appreciate and enjoy physical activity as an ongoing part of a healthy lifestyle. In addition, staff, families, and community are encouraged to participate in and model physical activity as a valuable part of daily life. The district's Physical Education program shall adhere to the curricular requirements of the Commissioner of Education and the New York State Learning Standards.

A. Physical Education

1. Students shall engage in physical education for at least the minimum number of hours or days per week under State requirements when possible.
2. Physical Education classes shall incorporate the appropriate NYS Learning Standards.
3. The district shall promote, teach and provide opportunities to practice activities that students enjoy and can pursue throughout their lives (e.g., yoga, fitness walking, step aerobics).
4. The performance or withholding of physical activity shall not be used as a form of discipline or punishment.

B. Recess – the district shall:

1. Maintain a daily allotment of recess time for elementary school.
2. Permit scheduling recess before lunch.
3. Hold recess outdoors whenever possible, and indoors during the most inclement weather, at the discretion of the Principal.

C. Physical Activity in the Classroom – the district shall:

1. Promote the integration of physical activity in the classroom, both as activity breaks and as part of the educational process (e.g., kinesthetic learning).

III. Nutrition Promotion and Education

The Board believes that nutrition promotion and education is a key component in introducing and reinforcing healthy behaviors in students. Nutrition promotion and education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition promotion and education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms.

Staff members who provide nutrition promotion and education shall be appropriately certified and trained. The district's broader Health Education program shall incorporate the appropriate New York State Learning Standards.

The Board's goals for nutrition promotion and education include that the district will:

1. Include nutrition education as part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects.
2. Include enjoyable, developmentally appropriate, culturally relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens.
3. Promote fruits, vegetables, whole grain products, low fat dairy products, safe and healthy food preparation methods, and health enhancing nutrition practices.
4. Emphasize caloric balance between food intake and energy expenditure.
5. Teach media literacy with an emphasis on food marketing.

IV. Implementation

The Superintendent or his/her designee shall be responsible for ensuring that the provisions of this policy are carried out throughout the district. The Board may also designate the principal to ensure that the wellness activities and actions are being implemented at the building level.

V. Monitoring and Review

The district shall inform and update the public (including parents/guardians, students and others in the community) about the content and implementation of wellness policy by posting this policy (and any updates) on the district website.

VI. Recordkeeping

The district shall keep records as required by federal regulations, including documentation of the following: this policy; the district's community involvement activities described above; that the policy is made available to the public; the assessments done every three years; how the public is informed of the assessment results; and when and how the policy is reviewed and updated.

Required
 Local
 Notice

**CHILD ABUSE, MALTREATMENT OR NEGLECT
IN A DOMESTIC SETTING**

The Board of Education recognizes that because of their sustained contact with school-aged children, employees are in an excellent position to identify abused, maltreated or neglected children and refer them for treatment and protection. The Board further recognizes the specific dictates of law which require school officials to report suspected instances of child abuse, maltreatment (which includes neglect) in a domestic setting.

The purpose of mandatory reporting is to identify suspected abused and maltreated children as soon as possible, so that such children determined to be abused or maltreated can be protected from further harm and, where appropriate, can be offered services to assist them and their families.

School officials, who have reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment, must immediately report this to the New York State Central Register for Child Abuse and Maltreatment (Central Register), as required by law. No conditions may be imposed which limit their responsibility to report. A school official is defined as:

- Teacher
- School Counselor
- Psychologist
- Nurse
- Social Worker
- Full or part-time paid athletic coach
- Administrator
- Any school personnel required to hold a teaching or administrative license or certificate.

The school official will also report the matter to the Building Principal.

The report must be made by telephone, facsimile or email on a form supplied by the Commissioner of Social Services. A written report must be made within forty-eight hours to the appropriate local child protective service, and to the statewide Central Register.

School employees who are not school officials, as defined above, but who have reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment are encouraged to report to the Central Register. However, the school employee must report the matter to the Building Principal. If the matter has not yet been reported to the Central Register, the Building Principal must make the report, in accordance with state law. In being required to file such report, the Building Principal does not have discretion.

School employees or officials may not contact the child's family or any other person to determine the cause of the suspected abuse or maltreatment. It is not the responsibility of the school official or employee to prove that the child has been abused or maltreated.

Any school official or employee who has cause to suspect that the death of any child is a result of child abuse or maltreatment must report that fact to the appropriate medical examiner or coroner.

In accordance with the law, any school official who fails to report an instance of suspected child abuse or maltreatment may be guilty of a Class A misdemeanor and may be held liable for the damages caused by the failure to report. The law grants immunity to persons who, in good faith, report instances of child abuse from any liability.

School employees will not be subject to retaliatory action, as defined in state law, as a result of making a report when they reasonably suspect that a child has been abused or maltreated.

The Board recognizes that knowingly reporting a false claim of child abuse is a violation of state law and this policy acknowledges that it is a crime to do so.

School District Relationship with Local Social Service District

The school district will cooperate to the extent possible with authorized child protective services workers in investigations of alleged child abuse. The Superintendent, or designee, will represent the district when collaborating with local social service agencies to address instances of abuse or maltreatment, and in the development of policy and procedures regarding abuse or maltreatment (including educational neglect).

Child Protective Services Investigations

All requests by child protective services to interview a student on school property must be made directly to Principal or designee. Child protective service workers and any associated multi-disciplinary team members must comply with the district's procedures for visitors, provide identification, and identify the child (ren) to be interviewed.

The Principal or designee will decide if it is necessary and appropriate for a school staff member, including but not limited to an administrator or school nurse, to observe the interview either from inside or outside the interview room.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if they were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent/guardian's consent.

Training Program and Dissemination of Information

The school district will maintain an ongoing training program for all current and new school officials which will address the identification (i.e., signs and indicators) and reporting of child abuse, maltreatment, and neglect, including the legal implications of reporting and not reporting. Attendance at sessions of this training program is required of all school officials. Attendance records will be kept, and notations will be made in personnel files as to the dates of attendance.

The Superintendent will develop, with input from appropriate personnel, a plan for implementation of such a training program. In addition, the policy and regulations will be included in all employee handbooks and distributed annually to all school officials who are not covered under existing handbooks. The Superintendent will prepare and implement all regulations as are necessary to accomplish the intent of this policy

As required by state law and regulation, the district will publicize the toll-free number for reporting child abuse and neglect to the Central Register (800-342-3720), and directions for accessing the NYS Office of Children and Family Services website (<http://ocfs.ny.gov/main/cps/>), in both English and Spanish.

Adoption date:

**CHILD ABUSE, MALTREATMENT OR NEGLECT
IN A DOMESTIC SETTING**

New York State Law (Child Protective Service Act of 1973, as amended) provides for reporting of suspected cases of child abuse by school officials. These regulations are designed to implement this law within the district and to help protect students from the harmful effects of child abuse.

Definitions

The definition of child abuse and maltreatment is established by law.

Abused Child, according to Social Services Law and the Family Court Act, is a child less than 18 years of age whose parent/guardian or other person legally responsible for their care:

- a. inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ; or
- b. creates or allows to be created a substantial risk of physical injury to such a child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted impairment of physical or emotional health, or protracted loss or impairment of the function of any bodily organ; or
- c. commits, or allows to be committed, a sex offense against such child, as defined in the penal law, provided, however, that the corroboration requirements contained therein shall not apply to proceedings under this article.

Neglected or maltreated child, according to the Family Court Act, is a child less than 18 years of age:

- a. whose physical, mental, or emotional condition has been impaired or is in danger of becoming impaired as a result of the failure of the parent/guardian or other person legally responsible for their care to exercise a minimum degree of care:
 - (1) in supplying the child with adequate food, clothing, shelter, or education in accordance with provisions of Part One, Article 65 of the Education Law, or medical, dental, optometrical or surgical care though financially able to do so or offered financial or other reasonable means to do so; or

In order for a report of educational neglect to be accepted, three elements need to be established:

- a. Excessive absence from school by the child
 - b. Reasonable cause to suspect that the parent/guardian is aware or should have been aware of the excessive absenteeism and the parent/guardian has contributed to the problem or is failing to take steps to effectively address the problem, and;
 - c. Reasonable cause to suspect educational impairment or harm to the child or imminent danger of such impairment or harm.
- (2) in providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or a substantial risk thereof, including the infliction of excessive corporal punishment; or by using a drug or drugs; or by using alcoholic beverages to the extent that they lose self-control of their actions; or by any other acts of a similarly serious nature requiring the aid of the court; or
- b. who has been abandoned by their parent/guardian or other person legally responsible for their care.

Person legally responsible includes the child's custodian, guardian, or any other person responsible for the child's care at the relevant time. Custodian may include any person continually or at regular intervals found in the same household as the child when the conduct of such person causes or contributes to the abuse or neglect of the child.

Impairment of emotional health and impairment of mental or emotional condition includes a state of substantially diminished psychological or intellectual functioning in relation to, but not limited to, such factors as failure to thrive, control of aggressive or self-destructive impulses, ability to think and reason, or acting out of misbehavior, including incorrigibility, ungovernability, or habitual truancy; provided, however, that such impairment must be clearly attributable to the unwillingness or inability of the parent/guardian, or custodian to exercise a minimum degree of care toward the child.

Reporting procedures and related information:

1. All school officials must, when they have reasonable cause to suspect that a child is abused or maltreated, report it to the New York State Central Register for Child Abuse and Maltreatment (either the public number: 800-342-3720 or the mandated reporter hotline). A school official, under state law, is defined as:
 - Teacher
 - Guidance counselor
 - Psychologist
 - Nurse
 - Social Worker
 - Full or Part-time athletic coach
 - Administrator
 - Any school personnel required to hold a teaching or administrative license or certificate.

Personnel have the right to request that information which would identify the individual making the report be withheld if furnishing such data might prove detrimental to the safety or interest of that individual.

2. The school official must also report the matter to the Building Principal who will determine if any additional steps need to be taken by the school district (for instance, contacting the school physician, social worker or other support services).
3. In the event that a school employee, who is not required to report under the law (such as a bus driver, custodian, cafeteria monitor, etc.), has reasonable cause to suspect that a child is abused or neglected, they are encouraged to make a report to the Central Register. The employee must, by district policy, report the matter to the Building Principal.
4. If the Building Principal is informed of a case of suspected child abuse or maltreatment that has not yet been reported to the Central Register, the Building Principal is required to:
 - (a) phone the New York State Central Register for Child Abuse and Maltreatment (either the public number: 800-342-3720 or the mandated reporter hotline) and inform them verbally of the problem; or
 - (b) contact the above agency by telephone, facsimile or email on a form supplied by the Commissioner of Social Services; and
 - (c) file a written report with the local child protective services agency and the Central Register within forty-eight hours after the above report; and,
 - (d) determine if additional steps need to be taken by the school district, as outlined in step 2 above.
5. The Building Principal may take color photographs or cause photographs to be taken of the areas of visible trauma on the child, and/or, if medically indicated, cause an examination to be performed. Such actions may be performed at public expense if they will provide appropriate documentation when filing the report. Photographic equipment will be kept at the school and be available for this purpose.
6. The written report that must be filed will include all information which the Commissioner of Social Services may require.

7. If it should be necessary for Child Protective Services to interview a child at school to ascertain whether they have been abused or maltreated, or to obtain documentation of such acts, the interview should be conducted in the presence of a school official, unless circumstances require otherwise. The school official will examine and verify the credentials of Child Protective Services worker(s) before allowing such worker(s) to either interview the child or to examine the child's records. If sexual abuse is indicated, the presence of a same-sex staff member during the interview is appropriate.
8. The Building Principal will request a summary report of the investigation of a case referred to Child Protective Services so the district can take appropriate next steps.
9. The district will maintain an ongoing training program which will address identification (i.e., signs and indicators) and reporting of child abuse, maltreatment, and neglect.
10. Employee handbooks will include a copy of these regulations and the related Board policy concerning child abuse and reporting requirements.
11. Only one report of any suspected abuse is required.
12. School personnel who, in good faith, make a report or take photographs of injuries and bruises have immunity from any liability, civil or criminal. The good faith of any person required to report cases of child abuse or maltreatment is presumed.
13. School personnel who have reasonable cause to suspect that a child has died as a result of child abuse or maltreatment must report that fact to the appropriate medical examiner or coroner.
14. Any person required to report suspected cases of child abuse or maltreatment and who fails to do so may be found guilty of a class A misdemeanor and may be held civilly liable for the damages caused by this failure.
15. Any school employee who fails to comply with this policy is subject to discipline in accordance with collective bargaining agreements and/or policy.

Adoption date:

(X) Required
(X) Local
(X) Notice

STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights will be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records.

The District will provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, pursuant to Chapter 56 of the Laws of 2014, the district will execute agreements with third-party contractors who collect, process, store, organize, manage or analyze student Personally Identifiable Information (PII) to ensure that the contractors comply with the law in using appropriate means to safeguard the data.

The Superintendent of Schools is responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

Definitions

Authorized Representative: an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Education Record: means those records, in any format, directly related to the student and maintained by the district or by a party acting on behalf of the district, except:

- (a) records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute (e.g. memory joggers);
- (b) records of the district's law enforcement unit;
- (c) grades on peer-graded papers before they are collected and recorded by a teacher.

Eligible student: a student who has reached the age of 18 or is attending postsecondary school.

Legitimate educational interest: a school official has a legitimate educational interest if they need to review a student's record in order to fulfill their professional responsibilities.

Personally identifiable information (PII): as it pertains to students, is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parent/guardian's name and/or address, a biometric record, etc. This term is fully defined in federal regulations at 34 CFR 99.3.

School official: a person who has a legitimate education interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing their tasks.

Third party contractor: is any person or entity, other than an educational agency (which includes schools, school districts, BOCES, or the State Education Department), that receives student or teacher/principal PII from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of such educational agency, or audit or evaluation of publicly funded programs. This includes educational partnership organizations that receive student or teacher/principal PII from a school district to carry out responsibilities under Education Law §211-e (for persistently lowest-achieving schools or schools under registration review) and is not an educational agency. This also includes not-for-profit corporations or other nonprofit organizations, other than an educational agency.

Annual Notification

The district will publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and New York State Law and the procedures for exercising those rights. A 'Parents' Bill of Rights for Data Privacy and Security' will be posted on the district website and included in any agreements with third-party contractors.(see 8635-E).

Adoption date:

STUDENT RECORDS REGULATION

It is recognized that the confidentiality of student records must be maintained. The terms used in this regulation are defined in the accompanying policy. The following necessary procedures have been adopted to protect the confidentiality of student records.

Section 1. Pursuant to the Family Educational Rights and Privacy Act (FERPA) and state law it is the policy of this school district to permit parents/guardians and eligible students to inspect and review any and all official records, files and data directly related to that student, including all materials that are incorporated into each student's cumulative record folder.

The rights created by FERPA and state law transfer from the parents/guardians to the student once the student attains eligible student status. However, districts can disclose information to parents/guardians of eligible students under certain circumstances, including when the student is a dependent under the IRS tax code, when the student has violated a law or the school's rules regarding alcohol or substance abuse (and the student is under 21); when the information is needed to protect the health or safety of the student or other individuals.

Section 2. Parents/guardians or the eligible student will have an opportunity for a hearing to challenge the content of the student's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Section 3. A letter will be sent annually to parents/guardians of students currently in attendance and students currently in attendance informing them of their rights pursuant to FERPA and state law, and will include a Parents' Bill of Rights. See Exhibits 5500-E.1 and 8635-E. The district will effectively notify parents, guardians and students who have a primary or home language other than English.

Section 4. To implement the rights provided for in sections 1 and 2, the following procedures are adopted:

1. A parent/guardian or an eligible student who wishes to inspect and review student records must make a request for access to the student's school records, in writing, to the Building Principal. Upon receipt of such request, once the district verifies the identity of the parent/guardian or eligible student, arrangements will be made to provide access to such records up to 45 days after the request has been received. If the record to which access is sought contains information on more than one student, the parent/guardian or eligible student will be allowed to inspect and review only the specific information about the student on whose behalf access is sought.
 - a) Before providing access to student records, the district will verify the identity of the parent/guardian or eligible student.
 - b) The district may provide the requested records to the parent/guardian or eligible student electronically, as long as the parent/guardian or eligible student consents. The district will transmit Personally Identifiable Information (PII) electronically in a way that maintains its confidentiality, using safeguards such as encryption and password protection.
2. A parent/guardian or an eligible student who wishes to challenge the contents of the student's school records must submit a request, in writing, to the Building Principal identifying the record or records which they believe to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student together with a statement of the reasons for their challenge to the record.

3. Upon receipt of a written challenge, the Building Principal will provide a written response indicating either that they:
 - a) find the challenged record inaccurate, misleading or otherwise in violation of the student's rights and that the record will be corrected or deleted; or
 - b) finds no basis for correcting or deleting the record in question, but that the parent/guardian or eligible student will be given an opportunity for a hearing. The written response by the Building Principal will be provided to the parent/guardian or eligible student within 14 days after receipt of the written challenge. The response will also outline the procedures to be followed with respect to a hearing regarding the request for amendment.
4. Within 14 days of receipt of the response from the Building Principal, a parent/guardian or eligible student may request, in writing, that a hearing be held to review the determination of the Building Principal.
5. The hearing will be held within 10 days after the request for the hearing has been received. The hearing will be held by the Superintendent of Schools, unless the Superintendent has a direct interest in the outcome of the hearing, in which case the Superintendent will designate another individual who does not have a direct interest in the outcome of the hearing to hold the hearing.
6. The parent/guardian or eligible student will be given a full and fair opportunity to present evidence at the hearing. The parent/guardian or eligible student may, at their own expense, be assisted or represented by one or more individuals of their own choice, including an attorney.
7. The Superintendent or other individual designated by the Superintendent will make a decision in writing within 14 days after the hearing.
8. After the hearing, if the Superintendent or the individual designated by the Superintendent decides not to amend the record, the district will inform the parent/guardian or eligible student that they have the right to place a statement in the record commenting on the contested information or stating why they disagree with the decision of the district. Any statement placed in the record will be maintained with the contested part of the student record for as long as the record is maintained. Further, the statement will be disclosed by the district whenever it discloses the portion of the record to which the statement relates.

Section 5. Except to the extent that FERPA authorizes disclosure of student records without consent, student records, and any material contained therein which is personally identifiable, are confidential and will not be released or made available to persons other than parents/guardians or eligible students without the prior written consent of the parents/guardians or eligible student.

Exceptions to FERPA's prior consent requirement include, but are not limited to disclosure:

1. To other school officials within the district who have been determined to have legitimate educational interests.
2. To officials of another school, school system or post-secondary institution where the student seeks or intends to enroll.
3. To authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, the U.S. Attorney General, or state and local education authorities in connection with an audit or evaluation of a federal- or state-supported education program or in compliance with legal requirements related to those programs.
4. In connection with the student's application for or receipt of financial aid.
5. To state and local officials or authorities in compliance with state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are being released.
6. To organizations conducting studies for, or on behalf of, education agencies or institutions, in order to develop tests, administer student aid, or improve instruction.

7. To accrediting organizations to carry out their accrediting functions.
8. To parent/guardians of a dependent student, as defined by the Internal Revenue Code.
9. To comply with a judicial order or lawfully issued subpoena, including ex parte court orders under the USA Patriot Act. Prior to complying with a judicial order or subpoena, the district will make a reasonable effort to notify the parent/guardian or eligible student, unless the district has been ordered not to disclose the existence or content of the order or subpoena, or unless the parent/guardian is the subject of a court proceeding involving child dependency or child abuse and neglect matters, and the order is issued in context of that proceeding.
10. In connection with a health or safety emergency, the district will disclose information when, taking into account the totality of circumstances, a determination is made that there is an articulable and significant threat to the health or safety of the student or other individuals.
11. To teachers and school officials in other schools who have legitimate educational interests in the behavior or the student when the information concerns disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
12. To provide information that the district has designated as "directory information."
13. To provide information from the school's law enforcement unit records.
14. To a court, when the district is involved in legal action against a parent /guardian or student, those records necessary to proceed with the legal action.
15. To the U.S. Secretary of Agriculture, its authorized representatives from the Food and Nutrition Service, or contractors acting on its behalf, to monitor, evaluate and measure performance of federally-subsidized school food programs, subject to certain privacy protections.
16. To any caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan, where the agency or organization is legally responsible for the care and protection of that student, not to be redisclosed except as permitted by law.

The district will provide access to student educational records to only those authorized under the law. The district will use an array of methods to protect records. The district will document requests for and release of records, and retain the documentation in accordance with law.

If the district enters into a contract with a third party that calls for receipt of student PII by the contractor, the agreement will include a data security and privacy plan that includes a signed copy of the Parents' Bill of Rights and addresses the following, among other contractual elements:

1. training of vendor employees regarding confidentiality requirements;
2. limiting access to PII to those individuals who have a legitimate educational interest or need access to provide the contracted services;
3. prohibiting the use of PII for any other purpose than those authorized under the contract;
4. prohibiting the disclosure of PII without the prior written consent of the parent/guardian or eligible student, unless it is to a subcontractor in carrying out the contract, or unless required by statute or court order, in which case they must provide notification to the district (unless notice is prohibited by the statute or court order);
5. maintaining reasonable administrative, technical and physical safeguards to protect PII;
6. using encryption technology to protect PII while in motion or in its custody to prevent unauthorized disclosure;
7. breach and notification procedures.

The district will, via written agreements, designate authorized representatives who have access to educational records. The written agreement will specify how the work falls within the exception, what personally identifiable information is to be disclosed, how the educational record will be used, and that the records will be destroyed by the authorized representative once they are no longer needed for that purpose or the agreement expires.

Section 6. Whenever a student record or any material contained therein is to be made available to third persons, other than those covered by the exceptions authorized by FERPA, the parent/guardian or eligible student must file a written consent to such action. The written consent must specify the records to be released, the reasons for such release, and to whom. If the parent/guardian or eligible student so requests, the district will provide them with a copy of the records disclosed. In addition, if the parent/guardian of a student who is not an eligible student so requests, the district will provide the student with a copy of the records disclosed.

Section 7. Unless specifically exempted by FERPA, all persons requesting access to such records will be required to sign a written form which indicates the legitimate educational interest that such person has in inspecting the records. Such form will be kept with the student's file and will be maintained with the student's file as long as the file is maintained.

Required
 Local
 Notice

STUDENT PRIVACY

The Board recognizes its responsibility to enact policies that protect student privacy, in accordance with law. This is particularly relevant in the context of the administration of surveys that collect personal information, the disclosure of personal information for marketing purposes and in conducting physical exams.

Surveys

The Board of Education recognizes that student surveys are a valuable tool in determining student needs for educational services. In accordance with law and Board policy, parent/guardian consent is required for minors to take part in surveys which gather any of the following information:

1. political affiliations or beliefs of the student or the student's parent/guardian;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the student or the student's parent/guardian; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

In the event that the district plans to survey students to gather information included in the list above, the district will obtain written consent from the parent/guardian in advance of administering the survey. The notification/consent form will also apprise the parent/guardian of their right to inspect the survey prior to their child's participation.

Marketing

It is the policy of the Board not to collect, disclose, or use personal information gathered from students for the purpose of marketing or selling that information or providing it to others for that purpose. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students or educational institutions such as:

- a. College or other postsecondary education recruitment, or military recruitment;
- b. Book clubs, magazines and programs providing access to low-cost literary products;
- c. Curriculum and instructional materials used in schools;
- d. Tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information for students or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- e. Student recognition programs; and
- f. The sale by students of products or services to raise funds for school-related activities.

In the event that such data is collected by the district, disclosure or use of student personal information will be protected by the district pursuant to the requirements of the Family Educational Rights and Privacy act (FERPA). [For guidance regarding the disclosure of "directory information," rather than personal information, see policy 5500, Student Records.]

Inspection of Instructional Material

Parents/guardians shall have the right to inspect, upon request, any instructional material, used as part of the educational curriculum for students. "Instructional material" is defined as: "instructional content that is provided to a student, regardless of format including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the internet). It does not include tests or academic assessments."

A parent/guardian who wishes to inspect and review such instructional material shall submit a request in writing to the Principal. Upon receipt of such request, arrangements shall be made to provide access to such material.

Invasive Physical Examinations

Prior to the administration of any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law, a student's parent/guardian will be notified and given an opportunity to opt their child out of the exam. Hearing, vision and scoliosis screenings are not subject to prior notification.

Adoption date:

- Required
- Local
- Notice

VOTER REGISTRATION FOR STUDENTS

The Board of Education believes that getting young people involved in the election process helps to secure the future of democracy by preparing young people to be educated, engaged voters who have formed the habit of voting and contributing to civic life early.

In an effort to promote student voter registration, the Board directs the superintendent to offer all eligible students the opportunity. These pre-registrations will be automatically registered upon reaching the age of eligibility following verification of the person's qualifications and address.

Adoption date:

Office of the State Comptroller
Division of Local Government & School Accountability
PSU – CAP Submission
110 State Street, 12th Floor
Albany, New York 12236

Schalmont Central School District
4 Sabre Drive
Schenectady, NY 12306

Dear Sir/Madam:

For each recommendation included in your audit report, the following are our corrective actions which have been or will be taken.

2021-001 Compliance with New York State Real Property Tax Law

Audit Recommendation

2021-001 Non-Compliance with New York State Real Property Tax Law
Recommendation: The District should develop a plan regarding how to address and use the excess in future years.

Implementation Plan

The Assistant Superintendent for Business will work with the Superintendent and Audit Committee to develop a plan for the reduction and use of the fund balance.

Implementation Date

February 2022

Person Responsible for Implementation

Assistant Superintendent for Business-Joseph A. Karas

2021-002 Audit Adjustments

Audit Recommendation

2021-002 Recommendation: We recommend that management review and monitor account balances at year end more closely and implement a formal closing process for end of year reconciliations.
View of Responsible Officials: The District has reviewed year end procedures and has made modifications to ensure accuracy going forward, and will continue to work on these processes.

Implementation Plan

The Assistant Superintendent for Business will work with the Treasurer (Brenda Leitt) monthly to review account balances and reports.

Implementation Date

November 2021

Person Responsible for Implementation

Assistant Superintendent for Business-Joseph A. Karas

2021-003 Child Nutrition Cluster -- Procurement

2021-003

Recommendation: We recommend that the District review the requirements of 2 CFR Section 200.213 and ensure that a review of the eligibility of potential vendors to participate in Federal assistance programs or activities is performed prior to disbursing funds to the vendor.

Views of the Responsible Officials and Planned Corrective Actions: The District has created a sams.gov account to verify any company that is paid with Federal money.

Implementation Plan

The Assistant Superintendent for Business has created a sams.gov account and will verify any company/vendor that is paid with Federal money.

Implementation Date

November 2021

Person Responsible for Implementation

Assistant Superintendent for Business-Joseph A. Karas

Extraclassroom Activity-Fund**1. CASH RECEIPTS****Finding**

During our testing of 17 cash receipts, we noted 7 instances where deposits were not made in a timely manner.

Recommendation

Deposits should be made timely, within five business days of the activity to ensure clubs have the funds needed available to them and reduce the risk of misappropriation.

Finding

The Extraclassroom Activity Clubs receive funds from a variety of sources, including donations, ticket sales, field trips, event admissions and product sales. However, controls over these receipts are limited.

Recommendation

The District should require all fundraising activity to be supported by a ticket reconciliation for events for which admission is charged. Any fundraisers involving the sale of inventory should be supported by an inventory reconciliation form which should be attached to the cash receipt. To provide a system of checks and balances, all clubs should be required to prepare a statement of profit and loss for each fundraising event held. This will institute a sense of accountability as each event will be reviewed for effectiveness and efficiency.

Finding

We noted that 5 of 17 cash receipts tested were either missing a deposit slip entirely or were missing some of the necessary signatures.

Recommendation

Deposits and deposit slips should be reviewed prior to the deposit being made to ensure that all of the proper procedures are being followed for every deposit.

Implementation Plan

The Assistant Superintendent for Business has provided the safeguarding, accounting, and auditing of extraclassroom activity funds packet to all advisors and additional training will be provided.

Implementation Date

January 2022

Person Responsible for Implementation

Assistant Superintendent for Business-Joseph A. Karas

2. CASH DISBURSEMENTS

Finding

During our testing of 36 cash disbursements, we noted five instances where the disbursement did not include all necessary supporting documentation or payment orders.

Recommendation

We recommend all disbursements include sufficient documentation to support the payment.

Implementation Plan

The Assistant Superintendent for Business has provided the safeguarding, accounting, and auditing of extraclassroom activity funds packet to all advisors and additional training will be provided.

Implementation Date

January 2022

Person Responsible for Implementation

Assistant Superintendent for Business-Joseph A. Karas

3. CLUB LEDGERS

Finding

Club ledgers are an important and required part of the accounting records for Extraclassroom Activity Funds. The purpose of these ledgers is for the Club to be responsible for recording and monitoring their activity and for providing a system of checks and balances against the ECAF Treasurer. During our testing of 17 cash receipts, we noted that 4 deposits were not accounted for in the club ledgers or did not have a club ledger present. During our testing of 36 cash disbursements, we noted 17 instances were not accounted for in the club ledger or did not have a club ledger present.

Recommendation

To help ensure that each Club is aware of the balance available to them, Club ledgers should be prepared and maintained by the student treasurers of each Club, ensuring they are correctly accounting for all activity throughout the year. These ledgers should be periodically compared to

the ECAF Treasurer's ledger with any discrepancies investigated and resolved.

Implementation Plan

The Assistant Superintendent for Business has provided the safeguarding, accounting, and auditing of extraclassroom activity funds packet to all advisors and additional training will be provided.

Implementation Date

January 2022

Person Responsible for Implementation

Assistant Superintendent for Business-Joseph A. Karas