



ANNUAL NOTICES 2024-2025

Para revisar esta información en Español, visite nuestro website:

<https://www.saugerties.k12.ny.us/> > Pregunats y Recursos > Políticas, planes y procedimientos

Access to School District Records

Requests for information that the district makes available according to the Freedom of Information Law should be addressed to "District Records Access Officer at Insert Name and Address" or by filling out this form.

[Foil Request - Saugerties Central School District](https://www.saugerties.k12.ny.us/faq-resources/policies-plans-procedures/foil-request)

<https://www.saugerties.k12.ny.us/faq-resources/policies-plans-procedures/foil-request>

Asbestos Management Plan

In accordance with federal law, the District has in place a management plan to identify and manage asbestos building materials. The Asbestos Management Plan is on file and available for review in the District Office during regular business hours.

Anaphylaxis Notice

The administration of epinephrine by epi-pen has become an accepted and extremely beneficial practice in protecting individuals subject to serious anaphylactic reactions. The District will work with students in the self-management of their life-threatening allergy, or other chronic health conditions, by adequately training staff and assuring the availability of the necessary equipment and/or medications. The District will stock epinephrine for non-patient specific use and ensure that each RN is properly trained, as the only authorized users of the stock epinephrine per non-patient specific order from the Medical Director. Additionally, the law and regulations permit certain individuals within the schools in the emergency treatment of anaphylaxis. Parents/guardians can contact the Director of PPS at (845) 247-6500 for further information regarding the treatment of anaphylaxis in school.

Annual Professional Performance Review

In accordance with NYS Education Law 3012-c Parents have the right to access the composite APPR score for the teacher(s) and/or Principal of the school building to which their child is assigned during the current school year.

Attendance Policy

The District believes that regular school attendance and student success have a direct correlation. It is the intent of the district to strongly encourage students to be in attendance every day. Therefore, our goal is to have students participate in their education for the mandated 180 days a year. All children of compulsory attendance age (6 through the school year in which a child turns 16) must attend school on a regular basis.

In the case of a student's absence from school, parents are required to call the main attendance office at their school by the start of the school day to inform them of the reason for the student's absence. Otherwise, the school will make a reasonable attempt to contact the parents regarding the student's absence.

[Comprehensive Student Attendance Policy: Code 7110](https://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=CCA5ES0FEE71)

<http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=CCA5ES0FEE71>

Please note that a written excuse must be provided and brought to the attendance office by the student upon his/her return to school. Without a note, the student's absence from school is deemed unexcused.

Child Abuse Hotline

REGULATIONS REQUIRE POSTING OF THE CHILD ABUSE HOTLINE TELEPHONE NUMBER AND DIRECTIONS TO ACCESSING THE NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES WEBSITE.

School districts and charter schools are now required to post in English and Spanish the toll-free telephone number (1-800-342-3720) operated by the New York State Office of Children and Family Services (OCFS) to receive reports of child abuse or neglect, and directions for accessing the OCFS website <http://ocfs.ny.gov/main/cps/>. Questions may be directed to the Office of Student Support Services at StudentSupportServices@nysed.gov or by calling (518) 486-6090. Notice: If anyone is unable to access pages or content on a webpage, please email Dr. Lisajane Kappler at lkappler@saugerties.k12.ny.us, or call her at (845)247-6500 for alternative means to access the information the requester seeks

Code of Conduct

The Board of Education, in accordance with Project SAVE Legislation, has adopted a Code of Conduct for the District and for each of the schools in the District. The Code of Conduct governs the conduct of students, teachers, staff and visitors, and is meant to help maintain safe, orderly schools. The Code of Conduct and age-appropriate plain English versions of the Code of Conduct are sent to parents and shared with students each year during the month of September. The Code of Conduct is also available on the District's website, at each school and is published in each school's handbook.

[District Code of Conduct - Saugerties Central School District](#)

<https://www.saugerties.k12.ny.us/faq-resources/policies-plans-procedures/district-code-of-conduct>

Computer Acceptable Use Policy (AUP)

Please click on the link below to view the full text of the document(s).

[Computer and Chromebook Use Policy - Saugerties Central School District](#)

<https://www.saugerties.k12.ny.us/faq-resources/policies-plans-procedures/computer-use-policy>

The Dignity for all Students Act (DASA)

The Board of Education recognizes that a learning environment that is safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting, hazing and intimidation. The District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex by school employees or students on school property or at school-sponsored events and activities that take place on or off of school property. In addition, any act of discrimination or harassment outside of school-sponsored events which can reasonably be expected to materially and substantially disrupt the educational process may be subject to discipline.

[DASA Complaints - Saugerties Central School District](#)

<https://www.saugerties.k12.ny.us/faq-resources/policies-plans-procedures/dasa-complaints>

Educational Records

Parents have the right to ask for and review records about their child unless the District has been legally notified in writing that their rights as a parent have been terminated or otherwise limited by court order. Upon the parents' request, the district must make a child's records available within a reasonable time; in no case more than 45 calendar days after requested; before any meeting about their child's individualized education program (IEP); and before any due process hearing about their child's special education needs.

The rights of parents concerning educational records transfer to students at age 18. However, the district may disclose educational records to an eligible student's parents if the student is claimed as a dependent for Federal income tax purposes by either parent, without the student's consent.

Student records and or student record information may not be released without a parents' consent unless it is given to school officials, including BOCES or private school officials or district consultants and agents (e.g., school physician, school attorney, insurance company, service provider and/or evaluators) with a legitimate educational interest, state/local educational authorities or certain individuals designated under federal law; or otherwise as permitted by law (FERPA).

Equal Opportunity

The District hereby advises students, parents, employees and the general public that it does not discriminate on the basis of race, color, creed, gender, national origin, religion, age, economic status, marital status, military status, disability, predisposing genetic characteristics or sexual orientation in its educational programs, activities or employment practices and provides equal access to the Boy Scouts and other designated youth groups.

This policy of nondiscrimination includes, but is not limited to: (a) access by students to educational programs, counseling services, course offerings, student athletics, student employment assistance, extracurricular activities and other school resources; and (b) recruitment and appointment of employees, as well as their compensation, benefits, opportunities for advancement and/or terminations.

Further, the District and its officers, employees and agents shall not discriminate against students on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).

The following are the District's Compliance Officers:

Title IX (sexual harassment/gender or sex based discrimination) –

Shannon Molyneaux, Director of HR - smolyneaux@saugerties.k12.ny.us

Colleen Mills, School Business Manager - Cmills@saugerties.k12.ny.us

Call Box A, Saugerties, NY 12477 845-247-6550

Title VII (discrimination in employment based on race, color, religion, sex and national origin) –

Saugerties Central School District

Civil Rights Compliance Officer

Call Box A

Saugerties, NY 12477

(845) 247-6500

complianceofficer1@saugerties.k12.ny.us

complianceofficer2@saugerties.k12.ny.us

Title VI (discrimination based upon race, color, creed, national origin, ethnic group, religion)

Saugerties Central School District

Civil Rights Compliance Officer

Call Box A

Saugerties, NY 12477

(845) 247-6500

complianceofficer1@saugerties.k12.ny.us

complianceofficer2@saugerties.k12.ny.us

Section 504/Title II ADA (disability based discrimination and/or harassment)-

Saugerties Central School District

Civil Rights Compliance Officer

Call Box A

Saugerties, NY 12477

(845) 247-6500

complianceofficer1@saugerties.k12.ny.us

complianceofficer2@saugerties.k12.ny.us

General Nondiscrimination - Questions about this nondiscrimination policy may be directed to the appropriate Compliance Officer, c/o District Clerk,

Saugerties Central School District

Civil Rights Compliance Officer

Call Box A

Saugerties, NY 12477

(845) 247-6500

complianceofficer1@saugerties.k12.ny.us

complianceofficer2@saugerties.k12.ny.us

The appropriate compliance officer has information related to grievance procedures. The Board also prohibits any retaliatory behavior against complainants or any witnesses. Any individual who believes that he/she has been subject to discrimination or harassment on the basis of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex; sexual orientation, or gender (including gender identity and expression) should report the alleged misconduct immediately, to the appropriate compliance officer, so that corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. In the event that the Complaint Officer is the offender, the complainant shall report his/her complaint to the next level of supervisory authority. The complainant shall not be discouraged from reporting an incident of alleged discrimination or harassment. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect the occurrence of any discrimination or harassment, will ensure that an investigation is promptly commenced by appropriate individuals. Any person who has knowledge of specific acts that he or she reasonably believes constitutes wrongful conduct should disclose the conduct to the appropriate District official.

Please see the following policies for additional pertinent information and complaint procedures:

Title VI: <http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BZ8M3N576ED4>

Title VII: <http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BZ8M3N576ED4>

Title IX: <http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BX9SEX71F3B7>

Section 504/ADA: <http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BW4R4E6A431E>

DASA policy: <http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BW4QTR69C7D4>

Family Educational Rights and Privacy Act (FERPA)

As required under FERPA, the district would like to inform parents/guardians, and students 18 years of age or older currently in attendance, of their right to:

- inspect and review their child's education records,
- request that records be amended to ensure that they are accurate and not misleading, or otherwise in violation of the student's privacy or other rights, and
- control disclosures from the student's education records, with certain exceptions.

[FERPA Notice](#)

<https://www.saugerties.k12.ny.us/faq-resources/policies-plans-procedures/ferpa>

Free and Reduced-Price Meals

While students will continue to eat free for the 24-25 school year due to the Federal Community Eligibility Program, all families are encouraged to complete the free/reduced meal applications. They are available at any time during the school year. Applications are available at the principal's office and on the district website. Students who meet the eligibility guidelines may qualify for other

benefits such as reduced fees for college courses taken during High School. The number of students who qualify for free/reduced meals may also impact District Funding.

[Meal Charging and Prohibition Against Meal Shaming: Code 5660](http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BW4L735510B8)
<http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BW4L735510B8>

McKinney-Vento Information (Children in Temporary Housing and Unaccompanied Youth)

All programs and services of the District are available to children in temporary housing and unaccompanied youth. Whenever a child in temporary housing or unaccompanied youth seeks to enroll in the district, and at least twice annually while the child is enrolled, the parent and child will be informed of their rights. Some of these rights include the right to attend the school they previously attended or to attend school in the district of current location, the right to be enrolled even though the admission requirements have not been completed and prior student records are not available, and the right to transportation to and from school.

[McKinney-Vento Homeless Program - Saugerties Central School District](https://www.saugerties.k12.ny.us/fag-resources/mckinney-vento-homeless-program)
<https://www.saugerties.k12.ny.us/fag-resources/mckinney-vento-homeless-program>

Limited English Proficient Students

Within 30 days of the start of the school year, parents of Limited English-Proficient students will be notified if their child is participating in, or identified as eligible for, a program of bilingual education or for English-as-a-New Language (ENL) instruction. Parents will also be notified within two weeks after placement, if their child is placed in such a program or will receive such services after the beginning of the school year. In addition, parents will be advised of their rights, including their right to decline having their child enrolled in the program. <https://www.saugerties.k12.ny.us/departments/english-as-a-new-language-enl>

Lunch at school

Information about the school breakfast and lunch program, including the district Wellness Policy and monthly menus, is available by visiting the [Food Service](#) section of the website.

[Food Services - Saugerties Central School District](https://www.saugerties.k12.ny.us/departments/food-services)
<https://www.saugerties.k12.ny.us/departments/food-services>

Every Student Succeeds Act (ESSA) Parental notification

Pursuant to the federal Every Student Succeeds Act, parents may request information regarding the professional qualifications of their child's classroom teachers and teaching assistants including:

- Whether state requirements and licensing criteria have been met for the grade level and subject area being taught.
- If the teacher is working under emergency or other provisional status under which state qualification and licensing criteria have been waived.
- The teacher's college major and subsequent advanced degrees.
- Qualifications of any teaching assistants providing services to your child.
- If an uncertified teacher will be working in a classroom for four or more weeks.

Requests for the above information may be directed to:

Superintendent of Schools
Saugerties Central School District
Call Box A
Saugerties NY, 12477

Parents Bill of Rights for Data Privacy and Security

Pursuant to Sections 2-c and 2-d of the Education Law, parents and students are entitled to certain protections regarding confidential student information as set forth below:

1. A student's personally identifiable information cannot be sold or released for any commercial purposes;
2. Parents have the right to inspect and review the complete contents of their child's education record;

3. The District is committed to implementing safeguards associated with industry standards and best practice under state and federal laws protecting the confidentiality of personally identifiable information, including but not limited to, encryption, firewalls, and password protection when data is stored or transferred;
4. A complete list of all student data elements collected by the State is available for public review at <http://www.p12.nysed.gov/irs/vendors/templates.html> or by writing to Information & Reporting Services, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234; and
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to:
Superintendent of Schools
Saugerties Central School District
Call Box A
Saugerties NY, 12477
6. Agreements with third party contractors/consultants will ensure that the subcontractors, persons or entities that the third party contractor/consultant will share the student data or teacher or principal data with, if any, will abide by data protection and security requirements.
7. A parent, student, eligible student, teacher or principal may challenge the accuracy of the student data or teacher or principal data that is collected by filing a written request with the Superintendent of Schools or his administrative designee, by sending a written challenge to:
Superintendent of Schools
Saugerties Central School District
Call Box A
Saugerties NY, 12477

[Parents Bill of Rights for Data Privacy](#)

<https://www.saugerties.k12.ny.us/faq-resources/policies-plans-procedures/data-privacy>

PARTICIPATION IN GRADUATION

Students Who Have Earned A Career Development And Occupational Studies Commencement Credential (Cdos) Or Skills And Achievement Commencement Credential (Sacc) By The Time Their Ninth Grade Cohort Reaches Graduation May, But Are Not Required To, Participate In That Graduation Ceremony And Related Activities. For More Information On The District's Policy And Regulations Regarding Graduation Participation, Please Visit:

[Participation in Graduation Ceremonies and Activities: Code 7221](#)

<http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=CSQLKB5651A8>

Pesticide Application Notice

The District is required by law to maintain a list of staff and persons in parental relation who wish to receive forty-eight (48) hour prior written notification of pesticide applications at relevant facilities.

To register and be on the list, please fill out a [pesticide notification form](#), which can be found online here or in the main office at each school building.

[Pest Management and Pesticide Use: Code 5632](#)

<http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BW4L5Y54EFFB>

Publicity

Students' names, grade levels and photos may be published on the District website, in school publications or released to the media to recognize student achievement or depict activities of the District. Parents who object to the use of their child's information or image for publicity purposes should notify BOTH the superintendent of schools and their child's building principal — in writing. PLEASE NOTE: While the District will honor the request of any parent who has submitted written notification opting their child out of publicity efforts, the district is not responsible for media that covers news happenings, sporting events or school events.

Release of Information to Military Recruiters

NCLB requires that school districts disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of our high school students. However, parents or students may request, in writing, that the district NOT release such information to military recruiters and/or institutions of higher learning. Parents, or students who are at least 18 years old, may exercise the option to withhold their consent to release this information by contacting the high school principal's office or using the following form:

[Military Recruiters' and Institutions of Higher Education: Code 7242](http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BW4MB6595557)
<http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BW4MB6595557>

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. Students may be eligible for evaluation and reasonable accommodations to enable access to educational facilities, programs and services. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity. If you believe that your child may have a disability and be entitled to reasonable accommodations and/or services, please contact "INSERT TITLE and CONTRACT INFORMATION"

[Section 504 of the Rehabilitation Act of 1973: Code 7621](http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BW4R4E6A431E)
<http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BW4R4E6A431E>

Student Grade Promotion and Retention

The District's policy regarding student grade promotion and retention is available on the District's website at the following link:

[Student Evaluation, Promotion and Placement: Code 7210](http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BW4M9T591684)
<http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BW4M9T591684>

Student Privacy Rights (PPRA)

The Protection of Pupil Rights Amendment (PPRA) of NCLB affords parents and students over 18 years of age certain rights with regard to student surveys, instructional materials, physical examinations or screenings, and the collection, disclosure, or use of personal information. The district will provide you the specific or approximate dates during the school year when any of the following are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information;
2. The administration of any survey containing one or more of the items in the PPRA.
3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by a school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student and/or other students.

You will have the opportunity to exclude your child from participating in any of the above activities, by notifying the district in writing. Please call or contact the principal of your child's school if you have questions about this notice.

Student Registration and Residency Determinations

Information and forms relating to the enrollment of students in the District can be obtained on the District's website at:

[Central Registration - Saugerties Central School District](https://www.saugerties.k12.ny.us/departments/central-registration)
<https://www.saugerties.k12.ny.us/departments/central-registration>

Student Directory information

The district releases certain types of neutral student information also known as "Directory Information. The District has designated the following types of information "directory" in nature (For example: name, address, phone number, etc.). Under FERPA, parents may object in writing to the release of that information.

[Student Directory Information: Code 7241](#)

<http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BW4MAV594E63>

Student Health Data

Because New York State is interested in child health data, schools are required to record students' height, weight and Body Mass Index (BMI). If our district is surveyed by the state, we will only share group data (for instance, the number of second grade boys whose BMI is below the fifth percentile), not individual data. However, if parents wish their child's data to be excluded from such group calculations, they may do so by contacting their school nurse.

Special Education

Children with special needs may be entitled to additional services from the school district in which they reside. If your child has special needs and is not known to the school administration, please call the District Office. Parents or persons in parental relation of newly enrolled students are hereby notified that they may obtain additional information regarding the referral and evaluations of student suspected of or having disabilities by reviewing the publication "A Parent's Guide to Special Education in New York State for children ages three through twenty-one" on the New York State Education Department website at www.nysed.gov and/or by review the following Procedural Safeguards Notice at <http://www2.ed.gov/policy/speced/guid/idea/modelform-safeguards.pdf> or by contacting "Insert Title and contact phone number or email address".

New York State Education Law also requires that each public school district account for the education of all resident minors. Please help the District comply with this requirement. If your child is home-schooled or attends a nonpublic school and has not previously been registered with the Attendance Office, please contact "Insert".

[Special Education - Saugerties Central School District](#)

<https://www.saugerties.k12.ny.us/departments/special-education>

Title I Parent and Family Engagement-District Level Policy

Under the federal Every Student Succeeds Act, school boards receiving federal Title I funds must adopt a written parent and family engagement policy that is developed jointly with, agreed on with, and distributed to, parents of participating children and is incorporated into the District's Title I plan.

[Title I Parent Involvement Policy: Code 8260](#)

<http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=BW4MKP5A76F0>

Wellness Policy

The District is committed to developing healthy schools that support student learning and create an environment conducive to the health and well-being of faculty, staff and all students, while also supporting parents in accomplishing this goal. To that end, the Board of Education has adopted a policy that addresses: nutritional standards of foods and beverages sold on school grounds; physical education; extra-curricular activities; recess; emotional wellness; staff wellness; nutrition education and student awareness; community wellness and knowledge; and health education.

[District Wellness Policy: Code 5661](#)

<http://go.boarddocs.com/ny/saugerties/Board.nsf/goto?open&id=CAR7631807DB>
