

District Specific Policy.
PROPERTY DAMAGE REPORT

I. Statement of Policy

All members of the Sauquoit Valley Central School District (the District) staff should strive to develop pride in good housekeeping. By setting good examples, students will have many good models to observe. Unfortunately, encountering damage to school property occurs from time to time. Some of this damage is caused by an accident that perhaps could have been prevented but other damage is caused for other reasons. This Policy serves to develop a system for reporting all damage to school property.

II. Responsibilities of School Personnel

The following procedures are to be followed in reporting property damage (Examples: any damage of a school bus, desks, equipment and building):

- A. All nonteaching and teaching personnel are requested to complete a "Property Damage Report" (Regulation 5006.1) form when property damage to any school property is observed. In most cases, only damage to property in the employees' immediate working area will be reported to their supervisor; however, if there is damage to school property that is observed outside an employee's immediate working area this may also be reported on Regulation 5006.1.
- B. After the supervisor completes his portion of the form and takes appropriate action, this form will be sent to the Superintendent of Buildings, Grounds, and Transportation.

Sauquoit Valley Central School District

Adopted: 05/12/81

Revised: 04/12/05, 12/9/25

Readopted: 11/13/07

Regulation

STUDENTS

5006.1

PROPERTY DAMAGE REPORT

1. Building or location of property damage: _____
2. Date and time of damage: Occurred (If Known): _____
Observed: _____
3. Describe exact location of damage: _____
4. Describe damage: _____
5. Suggestion of person reporting damage for ways to prevent this from happening in the future: _____
6. _____

Signature of Person Filing Report

Date of Report

To Be Filled Out By Supervisor

1. Action Taken: _____
2. Estimate of cost of repair damage: Materials: _____
Hours of Labor and Rate: _____
3. _____

Signature of Supervisor

Date Report Was Sent to Supt.
of Buildings and Grounds

To Be Filled Out By Superintendent of Buildings & Grounds

1. Action Taken: _____
2. Actual Cost of Damage: (Attach an itemized list of cost)
Materials: \$ _____
Labor \$ _____
Total Cost \$ _____

Signature of Superintendent

Date Report Was Sent to Supt.

Sauquoit Valley Central School District

Adopted: 04/12/05

Readopted: 11/13/07

Rescinded: 12/9/25

Approved by the Superintendent: 12/9/25

Policy is Required.

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

I. Statement of Policy

- A. The Sauquoit Valley Central School District (the District) participates in the United States Department of Agriculture (USDA) Child Nutrition Programs including the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and to operate the District's program within the requirements of the federal and state regulations and guidelines applicable to the programs.
- B. The District shall apply for funding under the Community Eligibility Provision (CEP) for each school year for which CEP is available and the District meets the eligibility criteria. When the District receives funding pursuant to CEP then meals will be provided to all students without cost to the student, consistent with all regulations applicable to CEP and the amount of funding received. Records shall be maintained in the form necessary to ensure the District's compliance and continued eligibility.
- C. The District's food service program shall be managed so that the nonprofit school food service account does not operate at a deficit, and so that subsidies from the general fund are limited.
- D. The District provides each student with the student's meal of choice for that school day from the available reimbursable meal choices for such school day, if the student requests one, unless the student's parent or guardian has specifically provided written permission to withhold a meal.

II. Eligibility for Free and Reduced Meals

- A. At the beginning of each year, information letters shall be sent to households of children attending the school to inform families about the Child Nutrition Programs and that free or reduced price meals or free milk may be available to children, and the procedures for applying for enrollment in the program.
 - 1. The letters may be distributed by the mail, e-mailed to the parent or guardian, or included in information packets provided to students.
 - 2. The information provided to each family at the beginning of each school year shall include a printed application for enrollment in the Federal free and reduced price lunch program, or instructions on how to file an electronic application and instructions on how to obtain a paper application at no cost.
 - 3. The information provided at the beginning of each school year shall identify the District's School Lunch Director, provide that person's contact

POLICY

STUDENTS

5201

Policy is Required.

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

information, and inform families that they may contact that person to request assistance in applying for Federal free and reduced price meal benefits.

4. If the District becomes aware that a student whose parent or guardian has not submitted an application for free or reduced price lunch or milk benefits is eligible for those benefits, the School Lunch Director shall complete and file an application on behalf of the student, in accordance with the procedures set forth in 7 C.F.R. 245.6(d).

B. A household may apply for benefits at any time during the school year.

1. Only one application is required for all children in the household.
2. No application is necessary if the household was notified by the District that all children have been directly certified. If the household is not sure if their children have been directly certified, they should contact the School Lunch Director.
3. A student's status as eligible for free and reduced price meals shall carry over into the next school year for thirty (30) days from the start of school attendance.
4. A student that transfers from a Community Eligibility Provision (CEP) or Provision 2 (P2) participating school to a non-participating school shall be deemed eligible for free and reduced price meal benefits for thirty (30) days or until a new eligibility determination is made, whichever occurs first.

III. Meal Payments and Deferred Payments (Meal Charge)

Students may charge meals in accordance with the following rules:

1. Students are expected to pay for meals at the school's published meal rate each day. Families are expected to maintain funds in accounts to minimize the possibility that a child may be without meal money on any given day.
2. Students may charge complete reimbursable meals only.
3. All students will be provided with meal charge opportunities pursuant to this Policy, regardless of whether they receive full price, reduced price, or free meals.
4. When the balance on a student's meal card is exhausted, the District will provide the student with the student's meal of choice from the available

POLICY

STUDENTS

5201

Policy is Required.

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

reimbursable meal choices for that school day, if the student requests one, unless the student's parent or guardian has specifically provided written permission to withhold a meal. The charge meals offered to students during this grace period will be reimbursable meals that are available to all students (or allergy specific alternate).

5. No student with a negative account balance will be allowed to charge any a la carte items, including snacks, extras, or drinks other than milk.
6. The information provided at the beginning of each school year shall include an explanation of the District's Policy on charging meals, and shall provide each parent or guardian with a procedure for notifying the District that their student should not be allowed to charge meals.

IV. Communication of Policy to Families, Students, and Staff

- A. This Policy will be submitted to the Commissioner and then posted on the District's website.
- B. The District will communicate this Policy to parents/guardians in writing at the start of each school year and upon enrollment during the school year through the student handbook, newsletter, letter, and website.
- C. The District will communicate this Policy to all school staff responsible for enforcement, including but not limited to, school food service professionals for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, school social workers, school nurses, the homeless liaison, other staff members assisting children in need (or who may be contacted by families with unpaid meal charges), and any staff involved in enforcing any other aspects of this Policy.
 1. The District's liaison for providing services to homeless, foster, and migrant students shall coordinate with the School Lunch Director to ensure that these students are eligible to receive free meals in accordance with Federal law.
 2. Staff shall be provided with training with respect to this Policy and the District's procedures for implementing it. Staff shall be informed that it is the District's Policy to decrease student distress or embarrassment when a meal account is delinquent, and that no staff member is to: publicly identify or stigmatize a student who cannot pay for a meal or who owes a meal debt by any means, including wearing a wrist band or hand stamp; require a student who cannot pay for a meal or who owes a meal debt to do chores or other work to pay for a meal; require that a student throw away a meal after it has

POLICY

STUDENTS

5201

Policy is Required.

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

been served because of the student's inability to pay for the meal or because money is owed for earlier meals; take any action directed at a student to collect unpaid school meal fees; or discuss any outstanding meal debt in the presence of other students.

- V. Nonprofit School Food Service Account (NSFSA)
- A. When outstanding student charges accrue resulting from nonpayment for school meals, a letter and this Policy will be forwarded by mail or email from the School Lunch Director notifying the parent/guardian of the insufficient account balance. This notification may include a repayment schedule for unpaid meal charges. These outstanding meal charges shall be classified as delinquent debt.
1. The District's collection efforts shall include communications only with the parent or guardian, not the student.
 2. The District will take the following steps to collect delinquent amounts from a parent or guardian:
 - a. The School Lunch Director shall notify the parent or guardian that the student's meal card or account balance is exhausted and meal charges are due. This notice shall include a proposed repayment schedule.
 - b. If after fifteen (15) business days from the notice provided by the School Lunch Director the parent or guardian has not responded, or the response has not corrected the problem or established an acceptable repayment plan, then a second notification shall be sent to the parent or guardian, with a copy of this Policy, from the Superintendent or their designee.
 3. The District will not charge interest or finance charges and will not utilize a debt collector, as defined in Federal law (15 U.S.C. 1692a).
- B. The District shall continue efforts to collect delinquent debt until June 30 following the school year during which the debt was incurred or for a period of two months after the last partial payment was made against the debt, whichever is later. When this collection period has expired, any remaining delinquent debt will be classified as bad debt for purposes of the District's accounts. Bad debt will be written off in accordance with the District's usual accounting procedure.
- C. Delinquent debt is not an allowable cost to the nonprofit school food service account and cannot be absorbed by that account at the end of the school year or carried

POLICY

STUDENTS

5201

Policy is Required.

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

forward to the next school year. The District will, therefore, subsidize the nonprofit school food service account for all unpaid meals by June 30th of each school year using nonfederal funds. However, the District reserves the right to continue debt collection efforts to the next school year.

VI. Breakfast Program

- A. When a District school is identified by the State Education Department as meeting the threshold that seventy percent (70%) or more of the students attending the school qualify for free or reduced price lunch meals, the District shall provide a breakfast program at that school in compliance with state law; provided that, if the Superintendent, in consultation with the School Lunch Director, determines that the District meets the requirements for a waiver of this requirement, then the Superintendent may apply to the Commissioner of Education for such a waiver.
- B. When the District provides a mandated breakfast program, the Superintendent shall determine the service delivery model that best suits District students, after consulting with teachers, parents, students, and members of the community. Notice will be provided to parents and guardians of students at the affected school that the District will be providing breakfast after the start of the instructional day and the service delivery model being implemented.

VII. Training

The School Lunch Director shall ensure they have completed all required training and/or continuing education standards by the USDA and its programs. In addition, the School Lunch Director shall ensure all managers and staff with responsibility for implementing school nutrition programs, as well as acting and temporary staff, substitutes, and volunteers complete any required trainings required by the USDA and its programs.

Sauquoit Valley Central School District

Legal Ref: 7 CFR 210.12, 245.5, and 245.6(d); 15 USC 1692a; 42 USC 1758(b)(2)(A); NYS Education Law §§908, 915-a; Ch. 537 of the Laws of 1976 as amended by Ch. 56 of the Laws of 2018; Healthy, Hunger-Free Kids Act, Public Law 111-296, Section 143; May 2006 Memo from SED's Frances N. O'Donnell to Food Service Directors/Managers; August 2005 Memo from SED titled "*Establishing A Meal Charge Policy.*" July 8, 2016 Memo from SED titled "*Clarification on Collection of Delinquent Meal Payments.*"; May 1, 2018 Memo from SED titled "*New York State Legislation – Prohibition Against Meal Shaming.*"

Adopted: 10/24/17

Revised: 12/9/25

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS POLICY

I. Statement of Policy

- A. Digital information systems are important to achieving the Sauquoit Valley Central School District's (the District) educational goals and conducting business operations in an efficient manner. The District Board of Education's (the Board) goal is to provide students and staff with digital technology tools that are appropriate to support the District instructional goals and operational needs, consistent with a prudent use of the District's financial resources.
- B. When used in this Policy, the term "digital information systems" or "digital information assets" includes computers of any size and form factor (including smartphones and tablets), network servers, routers, cables, interactive white boards, video conferencing equipment, switches, applications ("apps"), software, and software as a service (Saas) that is owned, leased, or licensed by the District, and used to deliver District instructional programming or to conduct District operations.
- C. This Policy applies to the use of all District-managed devices, including mobile devices such as laptop computers and digital tablets, used to deliver District instructional programming or to conduct District operations, whether the equipment is used by staff, students, or members of the public.
- D. This Policy also applies to the use of digital devices that are not District-managed devices but are used to access and connect to the District's network, whether the device is owned or used by a staff member, student, or member of the public.
- E. Anyone who uses any part of the District's digital information systems is expected to comply with the standards of use set forth in this Policy, whether that person is a staff member (employees and volunteers), student, contractor, or member of the public (including parents and community members).
- F. In addition to the standards set forth in this Policy for use of the District's digital information systems, users of those systems must comply with all other Board-adopted policies and related regulations, including but not limited to, the Code of Conduct, the Internet Safety Policy, the District's policies on prohibiting harassment, discrimination, and bullying, Title IX, and other related Board policies.

II. District Accountability for Use of Digital Information Systems

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS POLICY

- A. The District Board recognizes the District's responsibility to monitor the use of its digital information assets to ensure that those assets are used for their intended purposes, and that the use of those assets does not expose the District to unnecessary risk. This monitoring includes the use of filtering and other security protocols, which may include blocking certain networks or websites (including but not limited to social media sites), to protect the District's digital assets and systems. The Superintendent or designee shall utilize the District's student online monitoring platform for the periodic review of access logs and filtering logs for the purpose of identifying possible misuse of the District's assets.
- B. The District reserves the right to inspect the contents of any digital files, folders, images, or other digital information created, modified, stored, or transmitted using the District's digital information assets.
1. The only information that should be created, modified, stored, or transmitted using the District's digital information systems is information that is necessary to or supportive of the District's education program or business operations. Individuals do not have an expectation of personal privacy in any information created, stored, or transmitted by the individual using the District's digital information systems. This includes any passwords to an individual's personal internet accounts that the individual chooses to store on the District's digital information systems.
 2. The Superintendent or designee shall insure that staff, students, and the public are periodically advised that any information created, modified, stored, or transmitted using the District's digital information systems may be examined by the District for such reasons as to insure that the systems are being properly used, or to comply with obligations under laws such as the Freedom of Information Law (FOIL), the Family Educational Rights and Privacy Act (FERPA), and litigation discovery procedures.
- C. The District is not responsible for the quality, availability, accuracy, nature, or reliability of internet service beyond the point at which the District's digital information systems connect to the internet. Not all information found on the internet is accurate or reliable, and each user is responsible for verifying the integrity and authenticity of information that the user finds on the internet.
- D. The District maintains its digital information systems for the sole purpose of delivering its educational program and conducting its business operations, and the digital information system shall not be deemed to be a public forum or limited public forum.

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS POLICY

III. Responsible Use of Digital Information Systems

- A. Instructional and non-instructional staff are provided with access to the District's digital information systems for the purpose of performing their work duties. Use of the systems for any other purpose may be classified as unacceptable work performance and may be subject to counseling or discipline consistent with applicable laws and collective bargaining agreements. Limited personal use for such purposes as brief communication with family members may be acceptable, but staff members should keep in mind that any data created by personal use remains subject to review by the District.
- B. Students are provided with access to the District's digital information systems for the purpose of completing instructional assignments under the guidance of a teacher. Use of the systems in a manner that does not comply with the standards in this Policy or another Policy, or guidance issued by the Superintendent or their designee, may result in disciplinary action consistent with the Code of Conduct.
- C. Members of the public may access the District's digital information systems to support a child's education (e.g., Parent Portal to access grades), to communicate with staff, or for personal reasons (e.g., WiFi access). The Superintendent or designee shall develop and implement procedures and protocols so that members of the public are reasonably advised of their responsibility to adhere to the standards set forth in this and other District Board Policies, and are reasonably advised that information created, modified, stored, or transmitted through the District's digital information systems are not considered private, except to the extent explicitly provided by law.
- D. Users must not engage in conduct that may compromise the security of the District's digital information systems.
 - 1. A user may not access the systems with any username/password other than the username/password given to the user by the authorized District staff member.
 - 2. A user may not disclose the user's assigned password to anyone except a District staff member authorized to have access to that user's password.
 - 3. A user may not download or install any program, app, content, or other software that has not been approved for installation by the District.

POLICY

SUPPORT OPERATIONS

5301

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION SYSTEMS POLICY

4. A user may not circumvent, or attempt to circumvent, any computer security measure implemented by the District or required by any service provider or program as a condition for using a service or program.
 5. A user may not download, create, or distribute a virus, Trojan horse, adware, or other malware, or add files to or delete files that change the function or operation of the digital information systems.
- E. Users must understand and respect the capacity of the digital information systems and the need to accommodate other users. Therefore, users shall not engage in activities that use a disproportionate share of the system's assets, such as creating or disseminating commercial advertising, political fundraising, mass mailings (unless pre-approved District-related purposes), or playing online games that have not been incorporated into course material.
- F. Users must respect the rights of other individuals regarding content those individuals have created. A user cannot download or use content in violation of copyright laws, including music, movies, artwork, photographs, and programs.
- G. Users may not access, upload, download, or distribute material that is pornographic, obscene, or sexually explicit. This includes a prohibition of "sexting", which is the transmission of images, text, and/or links to content that are sexually explicit, often sent and received through SMS, MMS, or social media.
- H. Users may not create or distribute information that is disrespectful of other persons or groups, or that is illegal, defamatory, abusive, intimidating, harassing, or bullying, or the creation or distribution of which is illegal.
- I. Users may not participate in chat rooms, instant messaging, or e-mail that is not specifically permitted by a staff member as a legitimate District-related purpose.
- J. Users may not send or display unsolicited non-educational related messages or pictures.
- K. Users may not access the internal components of a computer or other device, except as instructed by an authorized member of the District's instructional technology staff or other technical consultants.
- L. Users may not access, or "hack into," other user accounts or files or directories that the user is not authorized to access.

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS POLICY

- M. Users may not use the District’s digital information systems to conduct business transactions not related to their District responsibilities, or to perform work on behalf of any non-school organization.
- N. Users may not engage in any activity using the District’s digital information systems that violates any local, State, or federal law. District staff who encounter materials on District accounts, computers, devices, or elsewhere, should immediately report it to their supervisor, or the District’s Title IX Coordinator, Compliance Coordinator, or DASA Coordinator.
- O. Users who engage in inappropriate use of the digital information systems may have their access rights modified or revoked or be subject to discipline consistent with the Code of Conduct and applicable laws and collective bargaining agreements.
- P. Use of Artificial Intelligence (AI)

- 1. Definition of AI

AI refers to the use of computer systems that can perform complex tasks typically done by humans including reasoning, decision making, and creating. These systems can learn from experience and improve performance when exposed to data sets.

There are a variety of AI products and programs available. These include but are not limited to products that use Generative AI (GenAI), that are built and enhanced by large language models (LLMs), or train AI products and programs using customer input.

- 2. Potential and Risks

The District commits to using AI responsibly, fairly, safely, and with respect for the principles of academic integrity, honesty, and educational and professional ethics.

The District believes that AI has considerable potential to positively contribute to the education of its students and the performance of its staff. This potential will only be realized, however, through careful planning in alignment with this policy.

Staff and students must understand that there are risks associated with the use of AI, including but not limited to:

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS POLICY

- a. implicit bias;
- b. Hallucinations;
- c. incorrect results;
- d. the AI product or platform using data input by the user for training its products or LLMs;
- e. the AI product or platform sharing data input by the user for other purposes; and
- f. the data input by the user being obtained by others via breaches.

Staff and students must think critically when using AI. It is important to fact check AI outputs and be cautious when inputting data and information into AI products. When using AI as a tool in their studies and their professional work, staff and students should also be sure to use primary, non-AI sources and references.

3. Applicable Laws, Regulations, and Policies

The use of AI by staff and students must be in accordance with applicable state and federal laws and regulations, including but not limited to:

- a. NYS Education Law 2-d;
- b. FERPA;
- c. NYS Technology Law 208;
- d. District policies, including but not limited to:
 - i. data security and privacy policies; and
 - ii. the Code of Conduct; and
- e. data privacy agreements with third-party contractors and vendors.

4. Acceptable Use

When using district-issued devices and/or utilizing technology tools for school-related purposes, students may only use AI products or programs that have been approved by the Superintendent or their designee.

Staff members are permitted to use AI tools for professional purposes but are expected to exercise professional judgment and discretion and may not input any student personally identifiable information into such products without the consent of the Superintendent or their designee (in order to ensure compliance with Education Law 2-d).

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS POLICY

Such products or programs may be approved by the Superintendent or their designee for student use for educational purposes. In such cases, students may only use AI products and programs as communicated by their teachers. Additional internal processes or procedures related to this use may be established by the Superintendent or their designee, in accordance with Section 6.

5. Staff and students are prohibited from inputting certain types of data into AI products and software and are prohibited from creating certain outputs using AI products and software.
 - a. Prohibited input includes but is not limited to:
 - i. Materials, information, and/or data that is protected by copyright, trademark, intellectual property, or other federal or state law or regulation;
 - ii. Proprietary information or data;
 - iii. Confidential information or data such as student and employee records;
 - iv. Student and employee personal information including but not limited to:
 - (1) log ins,
 - (2) usernames,
 - (3) student IDs,
 - (4) names and addresses of students or, parents/guardians names
 - (5) other personal information to create vendor or product accounts or sign-ups to utilize AI or other digital products or vendors. (This shall not prevent students from being allowed to use their district log in information to access AI products that have been approved by the Superintendent or their designee for student use, in accordance with teacher direction.)
 - b. Additional prohibited uses of AI include but are not limited to generating or distributing content that:
 - i. is used for academic purposes in a method consistent with plagiarism or another form of academic dishonesty as defined in the Code of Conduct,
 - ii. is harmful or illegal,
 - iii. facilitates discrimination, harassment, or bullying,
 - iv. includes hate speech, is violent, or incites violence,
 - v. is sexually explicit,

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS POLICY

- vi. exploits or manipulates individuals,
- vii. is defamatory,
- viii. includes deepfakes or other similar outputs that are made using videos or photos to digitally alter the face, body, voice, or other identifying characteristics of an individual for malicious purposes,
- ix. facilitates spam, phishing emails, malicious code, malware, or other deceptive or illegal communications or practices,
- x. engages in misrepresentation or misleading activities, such as fraud, scams, deceptive actions, misleading claims or representations, or impersonations,
- xi. otherwise violates federal or state laws or regulations.

Such violations of the use of AI by staff or students shall be dealt with in accordance with the District Code of Conduct or other applicable policies.

6. Responsibilities of the Superintendent

The Superintendent or their designee may develop and update Regulations or internal processes or procedures regarding the use of AI by staff and students to ensure:

- a. the protection of student and employee data,
- b. alignment with subsequent federal and state laws and regulations, and
- c. skill development to facilitate ethical and effective use of AI.

This may include, but is not limited to:

- a. approved uses of AI by staff and students;
- b. prohibited uses of AI use by staff and students;
- c. staff trainings and professional development;
- d. student trainings, including opportunities to incorporate the skills essential for effective and ethical use of AI – including skills for developing high-quality prompts – into curricula; and/or
- e. other procedures necessary to ensure that the use of AI by staff and students aligns with applicable laws, regulations, District policies, and best practices.

IV. Physical Environment and Security

POLICY

SUPPORT OPERATIONS

5301

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION SYSTEMS POLICY

- A. The physical assets that are incorporated into the District's digital information systems (hardware) are both valuable and vulnerable. To the extent feasible in existing facilities, network servers and other critical infrastructure shall be installed in physical locations that provide appropriate ventilation, electrical supply, and an absence of potential risks (e.g., water leaks). Future facility plans shall include consideration of proper physical spaces to house digital network infrastructure.
- B. The Superintendent or designee shall adopt a protocol for limiting access to spaces housing network servers and other critical infrastructure, and for logging the identity of those accessing those spaces and the dates of access.
- C. If a District-managed mobile device is assigned to a student or staff member for their dedicated use, a record shall be made identifying the device, the person to whom it is assigned, the date of the assignment, and the date of the expected return of the device. All devices shall be returned to the Director of Technology no later than June 30th of each school year, unless prior arrangements have been made with the IT Department.
- D. A staff member or student may take possession of an assigned device only after providing the Director of Technology with the required personal information such as name, address, phone number, parents' names, address(es) and phone numbers for student devices, and any other information required by the IT Department.
- E. The user, and in the case of devices provided to a student, their parent(s)/guardian(s), must also acknowledge and agree that by accepting the device, and upon receipt of a copy of this Policy, that they will comply with this Policy. The user, and in cases of devices provided to students, their parents, acknowledge and agree to the following conditions with respect to the device and any related equipment provided with the device:
 - 1. Use of the device must conform to the standards of responsible use set forth in this Policy, any corresponding Regulations, and all other applicable District policies and rules, whether the device is connected to the District's digital information systems or not;
 - 2. The device remains the property of the District, and must be returned to the District at the designated time or when the user ceases to be affiliated with the District, if earlier;

POLICY

SUPPORT OPERATIONS

5301

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS POLICY

3. The user will take reasonable care to protect the device from damage due to dropping or other physical shock, inclement weather, spillage of food or other substances, and other physical dangers;
4. The user will lock the device using the assigned password, will not share that password with anyone other than an authorized District employee or designee, and will not allow any other person to use the device;
5. The software installed on the device is owned by or licensed to the District, and the user may not copy or alter the installed software; the user will not install or download any software, program, application, or executable code onto the device that is not approved by an authorized District employee or designee;
6. The user acknowledges that the device may be equipped with software installed by the District to protect the device from damage from viruses or other malware, which may prevent the user from installing software or making other changes to the device, and the user agrees not to attempt to remove, neutralize, or circumvent this security measure;
7. The District retains the right to examine the device and its contents, and may do so remotely, and the user has no expectation of privacy in any information created, modified, stored, or transmitted with the device; and
8. If the device is damaged through the gross negligence of the user, the user will be responsible for compensating the District for the damage.

The user's acceptance and use of the device includes a review and acceptance of the terms and conditions upon signing in with the assigned username and password. Clicking "accept" will serve as an acknowledgment to said terms and conditions.

V. User Access Rights

- A. The District shall assign each user rights to access only those assets of the digital information systems, and only those data fields, files, or elements that are appropriate to the user's status and, where applicable, job responsibilities.
- B. The District shall periodically review the roster of users and their assigned access rights, and make adjustments to reflect any changes in circumstances.
- C. Users shall be required to use passwords that meet standards established by the Superintendent or designee, and to change passwords periodically.

POLICY

SUPPORT OPERATIONS

5301

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION SYSTEMS POLICY

- D. The Superintendent or designee is authorized to develop and adopt procedures and protocols for assigning, reviewing, and removing user access rights, including the use of passwords. These procedures and protocols shall include procedures for removing users from the roster when an individual is no longer affiliated with the District.

VI. Mitigation of Business Interruption Risk

- A. The District shall create, periodically review, and update as necessary, a disaster recovery plan that provides a reasonably specific roadmap to responsible District personnel of the steps to follow in responding to, and recovering from, a disaster-related interruption of the operation of the District's digital information systems. The plan shall be responsive to such extraordinary events as flood, storm, electrical grid failure, system component failure, and cyber intrusion.
- B. As part of the disaster recovery plan, the District shall create, periodically review, and update as necessary, a plan for routine backup of the information stored in the District's digital information systems. The backup plan shall balance cost and administrative effort with the potential consequences of losing particular data elements. The importance of individual data elements or databases to the continued operation of the District shall be prioritized and backup schedules set accordingly.
- C. The Superintendent or designee is authorized to develop and implement the procedures and protocols for disaster recovery and information backups. The District Board shall be briefed on the status of these plans at least annually.

VII. Use of Digital Information Systems or Assets for Communication

- A. This Policy to the use of District digital information systems include the use of those systems for the composing, sending, receipt, and storage of communication, including email and the District-approved messaging apps and software. The District reserves the right to access and inspect information stored on or passing through its systems as it applies to these messages and related metadata. The standards of responsible use set forth above apply to all District communications whether by email or other form of communication.
- B. Communication By Staff Members
 - 1. Staff members are provided with credentials to access and use the District's email domain [@svcsd.org] to send and receive work-related

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS POLICY

emails. Staff may also be given access to specific apps or services such as ParentSquare, or other similar apps or services to communicate with students and their families.

2. Communications via email, apps, or software (or SaaS) are not confidential or private. The District may review those communications for any reasonable business purpose, including to ensure compliance with this and other Policies, and with other applicable laws and regulations. The District may be required to disclose emails to third parties pursuant to FOIL, FERPA, or other legal requirements. Employees shall not conduct personal business using the District's email address.
3. Staff members must use the District's email domain or District-approved apps, software, or SaaS to send and receive all work-related messages, including to students or their families. If a staff member uses a personal email account or cell phone to send or receive a work-related message, the staff member may be required to provide access to the personal email account or phone in order to comply with FOIL, FERPA, or another legal requirement.
4. If a staff member stores personal email, or passwords to personal accounts, including personal email accounts, on the District's digital information systems or assets, that information will be available to the District.
5. Each email or other digital communication is a business document. Consistent with the standards for responsible use set forth above, all communications should be businesslike, appropriate to the business purpose, and respectful of the recipients. Staff members must keep in mind that every communication, including emails, may be subject to public disclosure under FOIL, FERPA, or another legal requirement.
6. Emails that contain personally identifiable student information may be classified as education records under FERPA. Staff members should use discretion when communicating personally identifiable student information to anyone through email. Disclosure of personally identifiable student information to other staff members should be limited to those staff members who work with the student.

C. Communication by Students

POLICY

SUPPORT OPERATIONS

5301

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION SYSTEMS POLICY

1. Use of the District's email domain by students is permitted when approved by a teacher or administrator as part of a class requirement, project, or unit.
2. Students may not access their personal email accounts (such as Yahoo!, MSN, personal Gmail, etc.) or other personal accounts such as social media, through a District-owned device. If a student uses or stores personal email, or password to personal accounts, including personal email accounts, on the District's digital information systems or assets, that information will be available to the District.
3. The District's email domain is filtered and can be monitored by District staff. Students do not have an expectation of privacy when using the District's email domains or District devices.

VIII. Personally-Owned Devices Connected to the District's Digital Information Systems

- A. When devices not owned or managed by the District access the District's digital information systems, the District is exposed to several additional risks, such as the risk that malware will infiltrate the District's system from a non-secure device; the risk that confidential student information will migrate to the device, which might then be lost or stolen; and the risk that records relating to District business will be stored on the device, and the District will be legally obligated to produce those records in response to a FOIL request or litigation. To mitigate these risks, employees connecting non-District managed devices to the District's digital information systems shall be required to accept certain requirements.
- B. The Superintendent or designee is authorized to develop and implement procedures and protocols for authorizing devices not managed by the District to be connected to the District's digital information systems. Devices shall not be connected to the District's systems unless the user of the device agrees to the terms determined by the Superintendent or designee to be appropriate and necessary to mitigate the foreseeable risks. Those terms shall include, but not be limited to:
 1. The user acknowledges familiarity with this Policy and other relevant Policies, and agrees that the use of the District's digital information systems through the device will comply with the standards of responsible use and other requirements in the Policies;
 2. The user agrees to give the District access to the memory of the device when the District has a business reason to retrieve data or documents,

POLICY

SUPPORT OPERATIONS

5301

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION SYSTEMS POLICY

including the need to respond to a FOIL request, a request for education records under FERPA, or a litigation disclosure requirement, or a review to confirm compliance with the standards of responsible use;

3. The user agrees that no District-related data or documents will be copied or otherwise stored in personal “cloud” accounts such as Dropbox, Box, OneDrive, etc. All District documents and data should be stored on District approved accounts and devices, using District credentials;
4. In the event that the device is lost, stolen, or missing for more than forty-eight (48) hours, the user will immediately notify and Administrator, and will cooperate with all District efforts to recover or reconstruct District-related information that was stored on the device;
5. The user acknowledges that if the device is used to access the internet through the District’s digital information systems then that access will be filtered in accordance with the District’s Internet Safety Policy;
6. The user agrees that all system updates and all application updates will be installed within a reasonable time of being available, and agrees that anti-virus software will be installed on the device, activated, and updated where applicable;
7. The user agrees that the delivery of instructional programs and/or the conduct of District operations will be conducted on District networks;
8. The user agrees that the District will not be responsible for any damage that occurs to any component of the device, including processors, memory, video displays, WiFi or Bluetooth circuitry, or programs as a result of being connected to and operating on the District’s digital information systems; and
9. The user agrees that failure to abide by the terms of use will be sufficient reason for the District to block the device from further access to the District’s digital information systems.

IX. Student Data Security and Parental Consent

- A. The creation, modification, storage, and transmission of personally identifiable student information using the District’s digital information systems must comply with the requirements of federal and State law, including New York State Education Law 2-d. (See, Policy 5062).

POLICY

SUPPORT OPERATIONS

5301

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS POLICY

1. Usernames and passwords assigned to or created for students will generally be considered personally identifiable student information.
 2. Personally identifiable student information may not be provided to third party contractors (including online or “cloud” services) without determining that any online Terms of Service or other online agreement complies with federal and state laws. The Superintendent or designee shall develop and implement a procedure for administrators, teachers, and other staff to seek evaluation of any online product or service that they wish to implement to support instruction or business operations.
- B. The standard procedure in the District shall be to provide each student with access to the District’s digital information systems unless a student violates the District rules for the use of those systems or the District is notified in writing (including email) by a student’s parent or person in parental relation that the student is not to be given access to those systems. At the time of enrollment and the beginning of each school year, a student’s parent or person in parental relation shall be notified of this Policy, the importance of online access to contemporary education methods, and how to inform the District that their student is not to be given access to the District’s digital information systems.
- X. Data Security Awareness Training
- District staff shall be provided with instruction concerning the requirements of applicable laws and this Policy, and the importance of following best practices to protect the security of information stored in the District’s digital information systems.
- XI. Notification
- The District shall ensure this Policy is provided to students, their parents/guardians, and staff on an annual basis and posted on the District website.

Sauquoit Valley Central School District

Legal Ref: NYS Labor Law §2-d; The Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232; NYS Public Officers Law §87 (Freedom of Information Law (FOIL)); NYS Technology Law §208

Cross Ref: 1010, Code of Conduct; 5013, Internet Safety; 5062, Protection of Student, Teacher, and Principal Personal Information (Data Security and Privacy (2d)); 1030, Records Management and Access (FOIL); 7080, Education Records (FERPA)

Adopted: 02/28/17

Revised: 12/9/25

ADMISSION OF NON-RESIDENT STUDENTS

I. Admission Request

- A. Non-resident families who wish to enroll children in the Sauquoit Valley Central School District (the District) shall submit a request in writing to the Superintendent who shall determine whether or not admission will be granted.
- B. The following general conditions and requirements for acceptance will be met when considering admittance:
 - 1. There is sufficient space to accommodate the non-resident student.
 - 2. No increase in the size of faculty or staff will be necessary.
 - 3. Parents/persons in parental relation must work out transfer conditions with the home school district.
 - 4. All rules and regulations in effect for District students will be applicable to non-District students.
 - 5. Tuition may be charged to families of non-resident students in accordance with formulas approved by the State Education Department. The 2024-25 tuition rate at SVCSD is \$2,000 for students in K-6 and \$3,000 for students in grades 7-12. Families with multiple children will be charged the full rate for the eldest student and half of the applicable tuition rate for each additional child. The tuition rate will increase by two percent (2%) each year.
 - 6. A student who transfers without a corresponding change in residence of his/her parents (or other persons with whom the student has resided for at least six months prior) is ineligible to participate at the varsity level in any interscholastic athletic contest in a particular sport for a period of one (1) year if as a 9-12 student participated in that sport during the one (1) year period immediately preceding his/her transfer. (See NYSPHSAA Transfer Rule.)
 - 7. The District reserves the right to deny continued attendance to non-resident students with poor behavior and discipline records.
 - 8. In the event that the student is in need of special education services, the District will refer to Education Law Section 4402, 8 NYCRR 200.2 and the Individual with Disabilities Education Act (IDEA) which places the

ADMISSION OF NON-RESIDENT STUDENTS

emphasis on identification, evaluation, Individualized Education Plan (IEP) development, accommodations and programming on the school district in which the student resides.

- 9. Non-resident students are responsible for their own transportation to and from school.
 - 10. A student may be permitted to continue to attend the District's schools for up to one year without the payment of tuition in catastrophic circumstances, as determined by the Board of Education (the Board), provided that space is available and the student's social and academic history warrant.
- C. Final decisions regarding the acceptance of non-resident student rest with the Board.

II. Tuition Paying Students

A. Future Students

The children of families who have signed a contract to buy or build a residence in the District may be enrolled for the semester in which they expect to become residents. Non-resident tuition shall be charged, payable in advance, with an adjustment to be made when the family becomes a resident in the District.

B. Children of Employees

Full time employees of the District who do not reside in the District may enroll their children at the discretion of the Superintendent. When an employee's employment terminates during the school year, the child(ren) will be allowed to complete the respective school year at the District without tuition charges to the parent/legal guardian. In the event that an employee retires from the District, the child(ren) may be given permission to remain in the District without tuition charges until graduation at the discretion of the Superintendent.

C. Other non-resident Students

Non-resident students other than those affected by the above provisions may be accepted as tuition-paying students at the discretion of the Board on an annual basis, provided the general conditions listed above are met. Requests should be submitted to the Superintendent.

III. Non-Tuition Students

POLICY

STUDENTS

7004

ADMISSION OF NON-RESIDENT STUDENTS

A. Former Residents

1. Students of any grade who move from the District during the school year may be given permission to finish the semester in which the move occurs.
2. A student who moves from the District after completion of the first semester of the year preceding their anticipated graduation year may be given permission to remain in the District until graduation.

B. Foreign Exchange Students

Only foreign students participating in a recognized Student Exchange Program under a J-1 Visa may attend District schools without payment of tuition. The administration is authorized to file with the U. S. Department of Homeland Security the forms necessary for the monitoring of non-immigrant foreign students during the course of their stay in the District in accordance with the Student and Exchange Visitor Information System (SEVIS).

IV. Proof of Residency

Such documentary or sworn proof as shall be required by the administration or Board must be furnished prior to the admission of any child residing in the District with a person not their parent or person in parental relation or who is the child of a non-resident. The Board shall have the right to waive this Policy against the admission of non-resident children for good cause and within its discretion.

V. Reservation of Claims

Should a material misstatement of fact be made and relied upon by any administrator or the Board in admitting a non-resident student without tuition, the Board shall be entitled to recover the cost of instruction for the time the student was not authorized to attend a school in the District from the person having made the misstatement or from a person in parental relation to the student.

VI. Tuition Fees

- A. Where applicable tuition fees are computed according to a formula established by the Commissioner of Education.
- B. Tuition of individual non-resident students shall be computed in advance at the time of enrollment. Methods of payment (e.g. monthly) may be arranged in the

ADMISSION OF NON-RESIDENT STUDENTS

District Office and approved by the Superintendent. Non-resident status is contingent upon timely payment of tuition fees as established by the Board.

VII. Legal Residence

Parents or persons in parental relation who maintain a physical presence in the District that qualifies as a residence (See Policy 7003), are eligible to send their children to District schools. However, school tax payments of non-residents who own assessable property in the District will be deducted from any tuition charges levied against such non-resident.

VIII. Termination of Enrollment

The student's enrollment will be terminated if any of the following occur: student misconduct, failure to pay tuition, parent or person in parental relation fails to follow directives (health issues, immunizations, etc.).

Sauquoit Valley Central School District

Legal Ref: NYS Education Law §§2045, 3202; 8 NYCRR 174.2

Adopted: 06/06/93

Revised: 04/12/05, 06/08/10, 05/14/24, 10/15/24, 12/9/25

Readopted: 11/13/07

Regulation

STUDENTS

7004.1

NON-RESIDENT STUDENT TUITION AGREEMENT

School Year: _____

Student Information:

Full Name of Student: _____

Date of Birth: _____ Grade Level (Entering): _____

Home District: _____

Parent/Guardian Information:

Parent/Guardian Name(s): _____

Home Address: _____

Phone Number(s): _____

Email Address: _____

Emergency Contact Information:

Name: _____

Relationship to Student: _____

Phone Number: _____

Tuition Information

- **Annual Tuition Amount:** \$ _____
 - **Payment Schedule:**
 - First Semester Payment in Full Due By: **September 1**
 - Second Semester Payment in Full Due By: **February 1**
 - Other (specify): Other terms may be arranged with approval from the Superintendent
 - **Payment Instructions:** Tuition payments must be submitted to the SVCSD **Business Office**.
-

Agreement Terms

1. **Eligibility & Enrollment:**

Enrollment of nonresident students is subject to annual approval by the superintendent or their designee and the provisions outlined in [Policy 7014 Admission of Nonresident Students](#). The District reserves the right to deny or revoke enrollment based on space availability, disciplinary issues, attendance concerns, or nonpayment of tuition.
2. **Duration:**

This agreement is valid for the _____ school year only and must be renewed annually.
3. **Attendance and Behavior:**

The student is expected to adhere to all District policies, including those related to attendance, academic performance, and behavior. Violations may result in revocation of tuition-based enrollment.

REGULATION

STUDENTS

7004.1

NON-RESIDENT STUDENT TUITION AGREEMENT

4. **Non-Refundable Tuition Clause:**

Tuition is non-refundable, except in cases where the district terminates enrollment due to capacity or program constraints.

5. **Records Disclosure:**

By signing below, the parent/guardian authorizes the release and exchange of educational records between the student's home district and Sauquoit Valley CSD.

Acknowledgment and Signature

I/We certify that the information provided is true and complete. I/We understand and agree to the terms outlined above and accept financial responsibility for tuition and any related fees.

Parent/Guardian Signature: _____ Date: _____

Student Signature (Grades 7-12): _____ Date: _____

District Approval:

School Official Signature: _____ Date: _____

Sauquoit Valley Central School District

Adopted: 05/14/24

Rescinded: 12/9/25

Approved by the Superintendent: 12/9/25

STUDENT DISMISSAL

I. Statement of Policy

- A. Students of the Sauquoit Valley Central School District (the District) will be dismissed from District programs to either parent, unless the District is provided with a certified copy of a court order or other legally binding instrument to the contrary.
- B. The most recent court order or instrument that has been provided to the District will be controlling.

II. Established List:

- A. An established list of individuals authorized to obtain the release of a student enrolled in District programs will be maintained in the school office.
- B. Parents/persons in parental relation may add or delete names from the established list during regular business hours. No parent/person in parental relation will be allowed to change the list unless they are first able to verify to the District's satisfaction their identity with a photo identification.
- C. There will be only one established list per student. If parents cannot agree on the contents of the established list, the District will honor the request of the parent who has primary physical custody. In the event that parents/persons in parental relation have joint and equal physical custody, both parents/persons in parental relation must agree to add a name to the established list.
- D. Parents may not add or delete names from the established list in contravention of any court order or other legally binding instrument that is in the possession of the District.

III Procedure for Regular Release:

- A. The District will only release a student to their parents (except in those instances where the District has been provided with a copy of a court order or other legally binding instrument to the contrary), appropriate legal authorities or to other persons whose names are included on the established list. This release would need permission from the parent/guardian.
- B. In the event of an emergency, as determined and verified by the building administrator and/or medical personnel, a student may be released to an individual

STUDENT DISMISSAL

not appearing on the established list, but only if the parent/person in parental relation or identified emergency contact has been contacted, and they gives verbal permission for the release of the student.

- C. Any individual who seeks the release of a student from school must report to the main office and present identification to the satisfaction of the Building Principal or designee.

Sauquoit Valley Central School District
Legal Ref: NYS Education Law §3210(1)(c)
Promulgated: 02/11/03
Reviewed: 04/12/05
Adopted: 11/13/07
Revised: 12/9/25

Policy

STUDENTS

7005.1

STUDENT DISMISSAL RELEASE FORM

Child's Name: _____

By signing below:

1. I understand that the Sauquoit Valley Central School District (the District) will release my child to his/her other parent/guardian without my consent, unless I provide the District with a court order or other legally binding instrument that restricts the other parent/guardian's authority to obtain the release of my child.
2. I understand that the District does not have the power to independently gather court orders or other legally binding instruments that affect the custody of my child. It therefore is my responsibility to provide the District with the most recent court order or other legally binding instrument that affects the custody of my child.
3. I authorize the District to release my child to the following people:

NAME	RELATIONSHIP TO CHILD	PHONE #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____	_____
Date	Signature of Parent/Guardian	Relationship to Child

_____	_____	_____
Date	Signature of Parent/Guardian	Relationship to Child

Sauquoit Valley Central School District

Adopted: 04/12/05

Readopted: 11/13/07

Rescinded: 12/9/25

Policy is Required.
STUDENT ATTENDANCE

I. Statement of Policy

The Board of Education (the Board) establishes this comprehensive attendance policy. The objectives of this Policy are to ensure the maintenance of an adequate record verifying the attendance of all children, to establish a mechanism to examine patterns of pupil absence and to develop effective intervention strategies to improve school attendance.

II. Expectations for Attendance

The Board, administration, faculty and staff of the District recognize that regular classroom attendance is an essential part of a successful educational program and that there is a critical relationship between academically engaged time and student performance.

A. Students are required to attend all scheduled classes. The insistence on good attendance serves as a clear and constant reminder of the importance of attendance in instruction, enabling the student to:

1. Learn subject matter and earn good grades;
2. Develop responsible work and study habits; and
3. Prepare for the world of work.

Under New York State Education Law Section 3205, parents are responsible for the regular attendance of their children for instruction.

B. Absence/Tardy

1. Excused

Absence for the following reasons is considered “excused”, when properly verified: personal illness, serious illness or death in the family, impassable roads due to weather conditions, religious observance, quarantine, court appearances, attendance at health clinics, approved college visits military obligations, disciplinary detention of an incarcerated youth or any other reason approved by the Commissioner. School administrators reserve the right to verify the validity of excused absences by requiring the parent/guardian to provide appropriate documentation (ex: doctor’s note).

2. Unexcused

Most absences not mentioned above are interpreted under the law as “unexcused absences” including but not limited to vacation, shopping,

POLICY

STUDENTS

7006

Policy is Required. STUDENT ATTENDANCE

baby-sitting, oversleeping, needed at home, cold weather or missing the bus. Any reason not listed as excused shall be deemed unexcused unless the Building Principal determines otherwise. The two categories of unexcused absence/tardy are:

1. Unlawful Detention: Unlawful detention occurs when the pupil is absent with the knowledge and consent of his/her parent/guardian for other than an excused absence/tardy.
2. Truancy: A student who is absent from school without the consent of a parent/guardian is considered to be truant.
3. All instances of excused absence require a signed, written excuse or verbal confirmation from a parent or person in parental relation within one (1) week of the absence or tardiness. The excuse must identify the date and time of the absence and the reason for absence, tardiness or early departure. Students failing to present an excuse prior to an early departure or upon reporting back to school following an absence or tardiness will be subject to a warning. Subsequent offenses will result in progressive discipline.

III. Responsibility for Good Attendance

Successful implementation of this Policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and all staff members.

A. Parent/Guardian Responsibilities

1. It is the responsibility of parents/guardians to ensure that their children attend school regularly and on time.
2. When a student is absent or tardy from school, parents/guardians must contact the school to report the absence and/or provide appropriate verification when required (doctor's verification).
3. Upon the student's return/arrival to school parents/guardians must provide an explanation of the absence/tardy for their children to be turned into:

Elementary School Office/Classroom Teacher
Middle/High School Attendance officer

POLICY

STUDENTS

7006

Policy is Required.

STUDENT ATTENDANCE

4. Parents are required to provide their current home address, telephone number, emergency number(s) including work number and a list of adults to contact in the event of an emergency. In addition an E-mail address is requested whenever possible.

B. Student Responsibilities

1. Students must attend school daily and be on time.
2. Students must attend all classes and participate fully.
3. Students are expected to make timely arrangements with their teachers to make up assignments and class work they have missed during their absence. For students in the primary grades (Kindergarten through Grade Two) parents will be expected to make such arrangements.

C. Teacher/Staff Responsibilities

1. Teachers are responsible for maintaining accurate attendance reports and for referring chronic absentees/tardies for review by the Building Principal or designee.
2. Teachers and other appropriate staff members (e.g. the school nurse, social worker, guidance counselor, and attendance officer) shall be responsible for preliminary contact with parents and students to discuss the situation of absenteeism/tardiness and devise a plan of improvement.
3. Teachers and school personnel will continually stress to students the importance of promptness and regular attendance in all of their classes. Teachers can make a difference in the attendance habits of most of their students. Teachers are required to call parents or guardians and document their call whenever poor attendance is affecting the achievements of the student in their class.

D. Administrative Responsibilities

1. The District shall maintain a register of attendance for each pupil which includes the student' name; date of birth; home address; names of parents/guardians; phone numbers to contact parents/guardians; date of enrollment; record of student's attendance on days of instruction; and the date of withdrawal or date dropped from enrollment.
2. The Principal or designee is responsible for implementing the attendance

POLICY

STUDENTS

7006

Policy is Required. STUDENT ATTENDANCE

policy.

3. The Principal or designee is responsible for identifying students who require alternative services and/or programs for absences or tardiness.

IV. Strategies to Achieve Attendance

- A. Implement of an effective and efficient student attendance system, that is, one that is accurately recorded, consistently maintained and fairly administered;
- B. Provide prompt service to pupils in need of help as soon as a need is suspected;
- C. Establish cooperative relationships between parents and other members of the staff in the interest of the child;
- D. Establish cooperative relationships with other community agencies which serve families of pupils with attendance problems; and
- E. Maintain an effective policy that encourages student attendance and is in compliance with the commissioner's regulations and rulings.

V. Intervention

- A. The objectives of intervention strategies are to identify the cause(s) of absenteeism or tardiness, to reduce absenteeism or tardiness and to circumvent the need for action in the courts (PINS petitions).
- B. Teachers and other appropriate staff members (e.g. the school nurse, social worker, and guidance counselor or attendance officer) shall be responsible for preliminary contact with parents and students to discuss absenteeism/tardiness and devise a plan of improvement.
- C. The Building Principal or his/her designee, based upon the referrals of teachers and the established attendance records, shall identify intervention strategies. Such strategies may include, but are not limited to:
 1. communication with the parent/guardian;
 2. counseling and other support services;
 3. mentoring;

POLICY

STUDENTS

7006

Policy is Required.
STUDENT ATTENDANCE

4. progressive disciplinary action and;
5. related community services.

VI. Incentives

The Commissioner has recommended that all Districts implement an incentive program to improve attendance.

Specifically these include public recognition, attendance certificates, and rewards.

VII. Disciplinary Sanctions

- A. When other forms of intervention fail, nonacademic sanctions, including the loss of privileges (e.g. participation in extracurricular activities) may be imposed.
- B. Unexcused absences and tardiness may properly be the basis for disciplinary action. The use of detentions and in school suspensions related to unexcused absence/tardy from school is authorized by the District Code of Conduct.

VIII. Coding System for Absences

- A. The coding of student absences, tardiness and early departures allows the administration to decipher patterns of behavior and to develop specific intervention efforts as early as possible.
- B. The District will use a coding system that differentiates student attendance.

IX. Notification

Written notification to parents regarding unexcused student absences, tardiness or early departures, will take place and will include information that resource/support personnel are available.

X. Implementation and Review

- A. The Superintendent shall review building level student attendance records and make recommendations to the Board for any revisions the Board shall make deemed necessary to improve student attendance.
- B. The Superintendent shall provide a plain language summary of this Policy to parents/persons in parental relation at the beginning of each school year and take other steps to promote the understanding of such policy.

POLICY

STUDENTS

7006

Policy is Required.

STUDENT ATTENDANCE

- C. The Superintendent shall provide each teacher with a copy of this Policy after approval/amendment and provide new teachers with a copy upon employment.
- D. Copies of this Policy shall be made available upon request to any member of the community.

Sauquoit Valley Central School District

Legal Ref: NYS Education Law §3205; 8 NYCRR §§ 104.1, 109.2, 175.6

Adopted: 06/11/02

Reviewed: 04/12/05

Revised: 11/13/07, 12/9/25