

ANNUAL NOTIFICATION OF DISTRICT POLICIES AND PROCEDURES 2025-26

Student Entry Registration Procedures

Please call the Registrar's office at 914-693-1500 x3034 to make an appointment to come to the High School, 505 Broadway, Dobbs Ferry. Parents should go to the district website to obtain a [Registration Packet](#) that includes all pertinent forms and instructions on documents to bring to the appointment.

Kindergarten Eligibility

Children who will be five (5) years old on or before December 31 of a given year are eligible to enter Kindergarten in September. There are no exceptions to this regulation. ***Please note that beginning in 2027-28 school year, children who will be five (5) years old on or before December 1 of a given year are eligible to enter Kindergarten in September.***

Registration of children for September 2026 entry into Kindergarten is scheduled in the early spring at Springhurst Elementary School. Parents should go to the [district website](#) to obtain the Registration Packet that includes all pertinent forms and instructions on documents to bring to the appointment. If you are unable to access the information via the website, please contact the Registrar's office at 914-693-1500 x3034.

An informal orientation session about the Kindergarten program is scheduled for parents in March. Please call the school at 914-693-1503 x3 for the specific date.

NYS Annual Vaccination Requirements

Please see the [requirements](#) from the NYS Department of Health.

Residency Requirement

All individuals residing within the District who are between the ages of five (5) years and twenty-two years (22) years and who have not received a high school diploma shall be entitled to enroll in the District's schools. A child's residence is presumed to be that of his/her parent(s) or legal guardian(s) and is established by a demonstration of the child's physical presence as an inhabitant within the District as well as an intention to remain in the District permanently. Students may only have one legal residence for purposes of enrollment in the District's schools. For further information about non-resident student admission, please contact the office of the Superintendent of Schools at 914-693-1506. For additional details, please see policy [5130](#).

Change of Address and Census Data

Please notify the appropriate school office, in writing, of any change of address, telephone, or family status (births, deaths) as follows:

Superintendent

Dobbs Ferry Union Free School District 505 Broadway, Dobbs Ferry, N.Y. 10522

Transportation Services Eligibility

District children who attend Dobbs Ferry public, private or parochial schools will be provided transportation as follows:

1. All K-5th graders.
2. All children in grades 6-12 who live more than 2 miles from the school they legally attend.

In-District Transportation

Inquiries about in-district transportation should be directed to the Ardsley School District, Quad Village

Transportation, at 914-295-5544 or 914-295-5559.

Out of District Transportation

Parents who wish the district to provide transportation for their children to private or parochial schools outside the district ***must file a written request for this service before April 1 each school year.*** Applications should be submitted to:

Ardasley Union Free School District Transportation Department
500 Farm Road
Ardasley, NY 10502

Included should be the name, age, and grade of the student and the school he/she is to attend. To qualify, a student must reside no more than 15 miles from the school in which he/she is legally enrolled. [Applications can also be submitted online.](#)

Student Placement, Promotion, and Retention

The procedures for the placement, promotion, and retention of students are detailed in district policies [4750](#) and [5153](#). Parents/guardians are encouraged to read these policies prior to contacting their child's principal with any questions related to these topics.

Students with Disabilities: Procedural safeguards and records retention

For details, please see policy [4321](#) on the district website.

English Language Learners ENL/Bilingual Placement

The Board of Education believes that students who, by reason of foreign birth or ancestry, have Limited English proficiency (referred to here as "English Language Learners" or ELLs) will be more effective learners of both the language and the curriculum if they receive instruction in both their native language and English. The district will therefore take steps to identify ELL students and provide ELL students with an appropriate program of either Bilingual Education or English as a New Language. For details, see policy [4326](#).

Homeless Students

The District, under federal (McKinney-Vento) and state laws and regulations to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their identification, enrollment, attendance, or success in school that may exist in district practices. The District will provide homeless children attending the district's schools with access to the same free and appropriate public education and other school programs and activities, including publicly funded preschool education, as other children. (See policies [5150](#) and [5151](#) for guidance.)

Absence and Tardiness

Under the School Attendance Laws of New York State, parents are responsible for ensuring their child(ren)'s regular attendance and punctuality at school.

As set forth in the District's comprehensive student attendance policy [5100](#), the following absences will be recognized by the District as "excused" absences from school, provided such absence(s) is/are substantiated by the child's parent in writing (this includes emails):

- Illness of the child,
- death in the immediate family,
- religious observance,
- required attendance in court,
- approved school-sponsored activities, including field trips, interscholastic athletics, musical and other competitions,
- directed or authorized presence at the Administrative Offices or Nurse's Office,
- quarantine,

- emergency dental and/or medical appointments,
- military obligations,
- approved work-study programs, and
- college visitations (for juniors and seniors only, upon prior knowledge and approval of the child's parent(s)/legal guardian(s) and counselors).

Any absence not provided for on the above list shall be deemed "unexcused." A written excuse from the child's parent(s)/guardian(s) is required each time a child is absent or tardy. This excuse must be sent with the child when they return to school or on the day that they are tardy. The note must include the reason for the absence or tardiness, the dates covered, and a signature by the parent(s) or guardian(s). Parents should also call the main office of their child's school in the morning on each day the student is absent, providing a reason for the absence.

Student Absences — Religion

Student absences on days for religious observance are excused absences. If your child is to be absent for religious reasons, you must inform the main office of your child's school in writing.

Code of Conduct

The Board of Education has approved a K–12 Code of Conduct. Parents and students will be provided with a written summary. Please see policy [5300](#) for additional information.

Safety and Security Information

Creating school environments that are safe, secure, and welcoming to our students, staff, and guests is our highest priority. For information on school safety and security, including plans and helpful information, please see our [information page](#) on the district website.

Dignity for All Students Act (DASA)

"New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

The original legislation amended State Education Law by creating a new Article 2 – Dignity for All Students. The Dignity Act also amended Section 801-a of New York State Education Law regarding instruction in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes. The Dignity Act further amended Section 2801 of the Education Law by requiring Boards of Education to include language addressing The Dignity Act in their codes of conduct.

Retaliation against someone who reports or investigates an incident of harassment, bullying, intimidation, or discriminatory behavior, or who helps in an investigation, is prohibited. Students who believe they have been retaliated against should immediately contact the superintendent. For additional information, please see policy [0115](#).

DASA Designated Liaisons

- Dr. Darrell Stinchcomb, Assistant Superintendent for Curriculum, Instruction, and Equity, stinchcombd@dfsd.org - 914-693-3059
- Mr. Gianfranco Bastone, Springhurst Coordinator of Student Support Services, bastoneg@dfsd.org - 914-693-1503
- Ms. Anne Pecunia, Middle School Assistant Principal, pecuniaa@dfsd.org - 914-693-7640
- Ms. Juliet Gevargis-Mizimkoski, Highschool Assistant Principal gevargismizimkoskij@dfsd.org - 914-693-7645

Academic Intervention Services Eligibility

The Dobbs Ferry Union Free School District is committed to meeting the individual learning needs of each child through a challenging and differentiated academic program. At times, however, some students demonstrate a need for additional support in order to meet the New York State Learning Standards. As a result, the District provides targeted academic support to help students succeed using a multi-tiered system of support (MTSS) approach. For additional details, please see policy [4325](#).

Student Participation in Mandated Assessments

Under NYS law, parents have the right to request information regarding the State and the district's policy on participation in required assessments, and the policy or procedure to opt out of those assessments, if applicable. Please contact Dr. Darrell Stinchcomb, assistant superintendent of curriculum, instruction, and equity, for additional information.

Advanced Coursework

Each school district and charter school shall annually notify students and parents by June 1 of each school year of the benefits and opportunities of participating in advanced coursework. For purposes of this subdivision, the term "advanced coursework" shall mean any middle, high school, or college-level honors, gifted, accelerated, advanced placement, international baccalaureate, dual-enrollment, or concurrent-enrollment course, or a course that would offer the ability for a student to earn college credit and/or an industry-recognized certification. ([NYS EL sect 817](#)). This information can be found on the middle and high school websites.

Graduation Requirements

Students who have earned either a Career Development and Occupational Studies Commencement Credential (CDOS) or Skills and Achievement Commencement Credential (SACC) without meeting the requirements for a high school diploma by the time their ninth-grade cohort reaches graduation may, but are not required to, participate in that graduation ceremony and related activities. For additional information, please see policy [4772](#).

Free Application for Federal Student Aid

As required by NYS Commissioner's Regulations part 100.2, parents/guardians of high school seniors must verify one of the following during the 2025-26 school year:

1. completion of either the Free Application for Federal Student Aid (FAFSA) for such student or, if applicable, the Jose Peralta New York State Development, Relief, and Education for Alien Minors (DREAM) Act application; or
2. completion of a waiver indicating that the parent/guardian understands the nature of the FAFSA or, if applicable, the DREAM Act application and has chosen not to apply.

Please contact the high school counseling department for additional information.

Parent & Family Engagement

The Board of Education believes that positive parent and family engagement is essential to student achievement, and thus encourages such involvement in school educational planning and operations. Parent and family engagement may take place either in the classroom or during extracurricular activities. However, the Board also encourages parent and family engagement at home (e.g., planned home reading time, informal learning activities, and/or homework "contracts" between parents, family members, and children). The Board directs the Superintendent of Schools to develop a home-school communications program in an effort to encourage all forms of parent and family engagement. For additional details, please see policy [1900](#).

Parent/Guardian Notification of Data Privacy and Security

Please see the district's Parent Bill of Rights on the district [website](#).

APPR of Teachers and Principals

For details, please see policy [9420](#).

Boy Scouts Equal Access Act

For details, please see policy [1500](#).

Military Recruitment

It is the responsibility of the Dobbs Ferry High School to provide military recruiters access to student recruiting information. Two (2) similar, but not identical, provisions in Federal Law deal with the issue. One is contained in the National Defense Authorization Act, and the other is part of the No Child Left Behind Act.

Both provisions require local educational agencies that receive federal funding to provide access to secondary school student names, addresses, and telephone listings upon a request made by the military recruiters. Under both laws, a secondary school student or parent of the student may request that such information not be released without prior written parental consent.

If you do not want your child's name, address, and/or phone listing released to military recruiters, please return the form received in your child's mailer packet to the Counseling Department. It is not necessary to return the form if it was submitted previously.

Notification of Non-Discrimination Policy

The Dobbs Ferry School District does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, or gender in the education programs and activities it operates. Please see policy [0100](#) for additional details.

Inquiries concerning this policy should be referred to Mr. Kenneth Slentz, Superintendent at 914- 693-1500 ext. 3024 or Dr. Darrell Stinchcomb, Assistant Superintendent of Curriculum, Instruction and Equity at 914-693-1500 x3059, who have been designated to coordinate the District's efforts to comply with and carry out its responsibilities under Title IX, Section 504, the ADA, and the Age Discrimination Act. Mr. Slentz, Superintendent or Dr. Darrell Stinchcomb, Assistant Superintendent of Curriculum, Instruction, and Equity, will provide information, including complaint procedures, to any student or employee who believes that his or her civil rights may have been violated by the District or its officials.

In addition, pursuant to the Dignity for All Students Act ("DASA"), the District has appointed each building assistant principal as a DASA coordinator to address any instances of harassment, discrimination and/or bullying on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Inquiries concerning DASA and/or the filing of complaints should be referred to your child's building principal.

Child Abuse

For details, please see policy [5460](#).

Sexual Harassment

The Board of Education recognizes that harassment of students, employees (including all staff, applicants for employment, both paid and unpaid interns, exempt and non-exempt status, part-time, seasonal, and temporary workers, regardless of immigration status) and certain "non-employees" (which includes contractors, subcontractors, vendors, consultant and other persons providing services pursuant to a contract, or their employees) on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms targets and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees and "non-employees" can work productively.

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of actual or perceived or

self-identified sex, sexual orientation, gender identity, gender expression, and transgender status. Sexual harassment of a student can deny or limit the student's ability to participate in or to receive benefits, services, or opportunities from the school's program.

Health Policy

All students in the District are provided health services by New York State requirements. Each child in grades K, 2, 4, 7, and 10 is required to have a health appraisal by the family doctor or by the school physician, which must include the results of a WSC/BMI. If the school physician does examine a student and has a concern, a report will be made to the parents. New York State Education Law requires that all children in grades 5 through 9 receive a school screening examination for possible curvature of the spine (scoliosis).

Any child entering school for the first time or transferring from another school must furnish the school with an immunization certificate, a current physical examination (within the last 12 months), and a dental health certificate.

Following New York State Education Law, the District also requires that students enrolling in grades K, 2, 4, 7, and 10 present a dental health certificate containing a report of a comprehensive dental examination signed by a New York State licensed dentist.

Anaphylaxis

For details, please see policy [5420](#).

Concussions

For details, please see policy [5280](#).

Pesticide Application on School Grounds

New York State Education Law, Sec. 409-H, effective July 1, 2001, requires all public and non-public elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year. For information on pesticide application and notification requests, please see the notification on each school's webpage as follows:

1. [Springhurst Elementary](#)
2. [Middle School](#)
3. [High School](#)

Asbestos Hazard Emergency Response Act Plan

The district continues to focus on creating a safe, secure, and welcoming environment in each of our schools. As a key component of our facilities improvement efforts, the district maintains an *Asbestos Hazard Emergency Response Act Plan* that is updated in consultation with our architects and engineers. For additional information on this plan, please contact Denis Brazil, Director of Facilities.