POLICY

2026 5510

Business Operations

SUBJECT: ~~SCHOOL~~ *EXTRACLASSROOM* ACTIVITIES FUND

An ~~extracurricular~~ ***extraclassroom*** fund shall be established for the various Board of Education approved organizations of the secondary school program and a list of officers shall be provided to the District Treasurer each year.

Commissioner's Regulations Section ~~1772.2~~ *172.2*

Adopted: 1987; Revised: 11/18/05; *First Reading 11/18/26*

POLICY

2026 **5511**

Business Operations

SUBJECT: RESERVE FUNDS

Reserve funds (essentially a legally authorized savings account designated for a specific purpose) are an important component in the District's financial planning for future projects, acquisitions and other lawful purposes. The District may establish and maintain reserve funds in accordance with New York State laws, Commissioner's Regulations and the rules or opinions issued by the Office of the New York State Comptroller. The District shall comply with the reporting requirements of Article 3 of the General Municipal Law of the State of New York and the Governmental Accounting Standards Board (GASB) issued GASB Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions.*

Any and all District reserve funds shall be properly established and maintained to promote the goals of creating an open, transparent and accountable use of public funds. The District will authorize all payments or transfers into a reserve fund by express Resolution. The District may engage independent experts and professionals, including but not limited to, auditors, accountants and other financial and legal counsel to monitor all reserve fund activity and prepare any and all reports that the Board may require.

Periodic Review and Annual Report

The Audit Committee will ~~periodically~~ review all reserve funds ***annually***. The District will also prepare and submit an annual report of all reserve funds to the Board of Education. In addition the report will include a long range financial plan for the use of the established reserve fund(s).

The Board shall utilize the information in the annual report to make necessary decisions to adequately maintain and manage the District's reserve fund balances while mindful of its role and responsibility as a fiduciary of the public funds.

Education Law §3653

Adopted: 6/18/2015; Revised: 6/15/17; *First Reading 11/18/26*

POLICY

2026 **5540**

Business Operations

SUBJECT: PUBLICATION OF THE DISTRICT'S FINANCIAL STATEMENT

The Board of Education shall direct the District Clerk to publish a full and detailed account of all monies received by the Board or the Treasurer of the District for its account and use, and all of the money expended therefore, giving the items of expenditure in full.

The account shall be published in the official District newspaper once each year ***during the month of July or the month of August***.

Education Law Section 1721

Adopted 1987; *First Reading: 11/18/26*

SUBJECT: FINANCIAL ACCOUNTABILITY

School districts must have internal controls in place to ensure that the goals and objectives of the District are accomplished; laws, regulations, policies, and good business practices are complied with; operations are efficient and effective; assets are safeguarded; and accurate, timely and reliable data are maintained.

The Wallkill Central School District's governance and control environment will include the following:

a) The District's code of ethics addresses conflict of interest transactions with Board members and employees. Transactions that are less-than-arm's length are prohibited. Less-than-arm's length is a relationship between the District and employees or vendors who are related to District officials or Board members. Any exceptions to this section will be annually reviewed and approved by the Board of Education.

b) The Board requires corrective action for issues reported in the CPA's management letter, audit reports, the Single Audit, and consultant reports.

c) The Board has established the required policies and procedures concerning District operations.

d) The Board routinely receives and discusses the necessary fiscal reports including the:

1. Treasurer's cash reports,
2. Budget status reports,
3. Revenue status reports,
4. Monthly extra-classroom activity fund reports, and
5. Fund balance projections (usually starting in January).

e) The District has a long-term (three to five years) financial plan for both capital projects and operating expenses.

f) The District requires attendance at training programs for Board members, business officials, treasurers, claims auditors, and others to ensure they understand their duties and responsibilities and the data provided to them.

SUBJECT: FINANCIAL ACCOUNTABILITY [continued]

g) The Board has an audit committee to assist in carrying out its fiscal oversight responsibilities.

h) The District's information systems are economical, efficient, current, and up-to-date.

i) All computer files are secured with passwords or other controls, backed up on a regular basis, and stored at an off-site location ***or in a secure fireproof location.***

j) The District periodically verifies that its controls are working efficiently.

k) The District requires all staff to take vacations during which time another staff member performs the duties of the staff on vacation.

l) The District will also timely post a copy of the annual external audit report or the Comptroller's final audit report on its website for a period of five ***(5)*** years.

Education Law § 2116-a(3-b)
General Municipal Law § 33(2)(e) and 35(1), (2)
8 New York Code of Rules and Regulations (NYCRR) Section 170.12

POLICY

2026 5552

Non-Instructional/ Business Operations

SUBJECT: INTERNAL AUDIT FUNCTION

~~No later than July 1, 2006, t~~*T*he District ~~shall~~ ***has*** establish***ed*** an Internal Audit Function ~~to be in operation no later than December 31, 2006~~. The Internal Audit Function shall include:

a) Development of a risk assessment of District operations including, but not limited to, a review of financial policies and procedures and the testing and evaluation of District internal controls;

b) An annual review and update of such risk assessment;

c) Preparation of reports, at least annually or more frequently as the Board may direct, which analyze significant risk assessment findings; and

d) Recommendation of changes for strengthening controls and reducing identified risks, and the specification of timeframes for implementation of such recommendations.

The District is permitted to utilize existing District personnel to fulfill the Internal Audit Function, but such persons shall not have any responsibility for other business operations of the District while performing Internal Audit Functions. The District shall also be permitted to use inter-municipal cooperative agreements, shared services to the extent authorized by Education Law Section 1950 or independent contractors to fulfill the Internal Audit Function as long as the personnel or entities performing this Function comply with any Regulations issued by the Commissioner of Education and meet professional auditing standards for independence between the auditor and the District.

Personnel or entities performing the Internal Audit Function shall report directly to the Board of Education. The Audit Committee shall assist in the oversight of the Internal Audit Function on behalf of the Board.

Education Law Sections 1950, 2116-b and 2116-c
8 New York Code of Rules and Regulations (NYCRR) Section 170.12(d)

Adopted: 6/15/06; *First Reading: 11/18/26*

SUBJECT: AUDIT COMMITTEE

~~No later than January 1, 2006, a~~*A*n Audit Committee ~~shall~~ *has* be*en* established by Board resolution. The Audit Committee may consist of:

a) The Board of Education as a whole;

b) A subcommittee of the Board of Education; or

c) An Advisory Committee that may include, or be composed entirely of persons other than Board members, if, in the opinion of the Board, such membership is advisable to provide accounting and auditing expertise.

Persons other than Board members who serve on the Advisory Committee will be independent and will not:

1. Be employed by the District;

2. Be an individual who within the last two (2) years provided, or currently provides, services or goods to the District;

3. Be the owner of or have a direct and material interest in a company providing goods or services to the District; or

4. Be a close or immediate family member of an employee, officer, or contractor providing services to the District.

The Audit Committee shall consist of at least three (3) members who shall serve without compensation, but shall be reimbursed for any actual and necessary expenditure incurred in relation to attendance at meetings. Employees of the District are prohibited from serving on the Audit Committee. Members of the Audit Committee shall be deemed School District Officers, but shall not be required to be residents of the School District.

The role of the Audit Committee shall be advisory unless the Audit Committee consists of at least a quorum of Board members, and any recommendations it provides to the Board shall not substitute for any required review and acceptance by the Board of Education.

The Audit Committee will develop and submit to the Board for approval a formal, written charter which includes, but is not limited to, provision regarding the committee's purpose, mission, duties, responsibilities and membership requirements.

SUBJECT: AUDIT COMMITTEE [continued]

The Audit Committee will hold regularly scheduled meetings and report to the Board on its activities on an as needed basis, but not less than annually. The report will address or include at a minimum:

1. ***The activities of the Audit Committee;***
2. ***A summary of the minutes of the meeting;***
3. ***Significant findings brought to the attention of the Audit Committee;***
4. ***Any indications of suspected fraud, waste, or abuse;***
5. ***Significant internal control findings; and***
6. ***Activities of the internal audit function***

The responsibilities of the Audit Committee include the following:

a) Provide recommendations regarding the appointment of the External (Independent) Auditor for the District;

b) Meet with the External (Independent) Auditor prior to commencement of the audit;

c) Review and discuss with the External (Independent) Auditor any risk assessment of the District's fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable;

d) Receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board of Education in interpreting such documents;

e) Make a recommendation to the Board on accepting the annual audit report; and

f) Discuss and analyze every corrective action plan developed by the District in response to any audit and assist the Board in its implementation.

~~f) Review every corrective action plan developed by the School District and assist the Board in its implementation.~~

~~g) The District will also timely post a copy of this plan on its website.~~

SUBJECT: AUDIT COMMITTEE [continued]

Corrective Action Plan

Within 90 days of receipt of the report or management letter, the District Superintendent or designee will prepare a corrective action plan approved by the Board in response to any findings contained in:

a. The annual external audit report or management letter;

b. A final audit report issued by the District internal auditor;

c. A final report issued by the State Comptroller;

d. A final audit report issued by the State Education Department; or

e. A final audit report issued by the United States or an office, agency or department thereof.

The Audit Committee will review every corrective action plan developed by the District Superintendent or designee and assist in the implementation of the plan. The corrective action plan must be filed with the State Education Department, and if appropriate, must include the expected date(s) of implementation. The District will also timely post a copy of this plan on its website. To the extent practicable, implementation of the corrective action plan should begin no later than the end of the next fiscal year.

Additional responsibilities of the Audit Committee include: assisting in the oversight of the Internal Audit Function including, but not limited to, providing recommendations regarding the appointment of the Internal Auditor; reviewing significant findings and recommendations of the Internal Auditor, monitoring the School District's implementation of such recommendation; and evaluating the performance of the Internal Audit Function.

The Audit Committee may conduct an Executive Session pursuant to Public Officers Law Section 105 pertaining to the following matters:

a) To meet with the External (Independent) Auditor prior to commencement of the audit;

b) To review and discuss with the External (Independent) Auditor any risk assessment of the District's fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable; and

SUBJECT: AUDIT COMMITTEE [continued]

c) To receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board of Education in interpreting such documents;

Any Board member who is not a member of the audit Committee may be allowed to attend an Audit Committee meeting***, including an executive session,*** if authorized by a Board resolution. However, if such Board member's attendance results in a meeting of a quorum of the full Board, any action taken by formal vote may constitute official Board action.

Education Law Sections 211-a, 2116-c, and 3811-3813
Public Officers Law Sections 105(b), 105(c) and 105(d) 8 New York Code of Rules and Regulations (NYCRR) Section 170.12(d)

Adopted: 4/26/06; Revised: 6/15/17; *First Reading 11/18/26*

POLICY

2026 **5600**

Business Operations

SUBJECT: INSURANCE

An objective of the Board of Education is to obtain the best possible insurance at the lowest possible cost.

The Board of Education shall seek advice from an Insurance Appraisal Service concerning the school system's coverage regarding fire, boiler, general liability*, bus,* and student accident insurance.

The Board shall carry liability insurance on the school buildings and grounds*, contents of the buildings,* and automobile liability insurance on District owned vehicles.

Fire insurance policies on school buildings shall be kept in a vault or fireproof file outside of the school building along with an inventory of the contents of the building.

Education Law Sections 1709(8), 3023, 3028, and 3811

Adopted: 1987; *First Reading: 11/18/26*

SUBJECT: ATTENDANCE POLICY - WALLKILL CENTRAL SCHOOL DISTRICT

Overview

It is the goal of the Wallkill Central School District system to ~~insure~~ ***ensure*** that each student attend**s** school the maximum number of days possible and to afford each student the opportunity to meet his/her potential. We, therefore, institute this policy.

Purpose

The Board of Education of the Wallkill Central School District recognizes that attendance at school serves the following fundamental purposes:

- Opportunity to engage in an enhanced learning experience supported by highly qualified, knowledgeable professionals.
- Participation in a learning community which includes access to multiple perspectives and opportunities for dialog with other learners.
- Good attendance and class participation are essential ingredients for academic success. Any absence from class is detrimental to the learning process.
- Classroom lessons foster and require social interaction, development of effective communication skills, and critical thinking in addition to subject mastery.
- Textbook or make-up assignments are not an adequate substitute for classroom attendance and participation.

Attendance Requirements

a) Applicability

All students of compulsory education age, who reside legally within the District, must attend school. Legal school age and legal residence are determined by the Board of Education in accordance with state requirements as set forth in New York State Education Law Sections 3202, 3205 to 3208, 3209 to 3210, and 8 NYCRR Section 100.2.

b) Notification Regarding Attendance Policy

1. <u>Student Notification</u>

(a) School Handbooks which shall include the District's attendance policy shall be distributed to all students.

2. <u>Parental/Guardian Notification</u>

(a) All parents/guardians will be given a plain language summary of this policy at the beginning of each school year.

SUBJECT: ATTENDANCE POLICY - WALLKILL CENTRAL SCHOOL DISTRICT [continued]

(b) At registration, the District will provide each new student's parent or guardian with a copy of the attendance policy.

(c) At any "open house" or "back to school" event, parents/guardians will have the opportunity to obtain/discuss the attendance policy.

(d) If a student misses successive class periods or school days without an excuse, the Principal/ Designee will notify the parent/guardian.

3. Faculty/Staff Notification

Each member of the faculty/staff will be given a copy of this policy, including any subsequent amendments. This policy will be distributed to new teachers upon commencement of employment.

4. Community Notification

Copies of this policy will also be available to any other member of the community upon request.

c) Guidelines

The Wallkill Central School District recognizes an important relationship between class participation and class performance. Consequently, each teacher may consider classroom participation as defined by the class syllabi as well as the student's performance on graded written and oral assignments, tests, quizzes, homework and final examinations.

1. Minimum Attendance Rule

All registered students are expected to attend all classes as scheduled. Specifically, each student should attend at least 85% of all classes per course. High School students who exceed 28 absences in a full-year course or 14 absences in a half-year course may not receive course credit IF required work is not made up. Physical Education falls into the half-year category.

2. Absences

(a) Absences under the attendance policy include:

1. Lateness to class more than 20 minutes; and

2. Any period of "Out-of-School Suspension ("OSS") where a student does not accept alternative instruction

3. All other absences (whether excused or unexcused) not excluded below

SUBJECT: ATTENDANCE POLICY - WALLKILL CENTRAL SCHOOL DISTRICT [continued]

(b) The following ~~should~~ ***shall*** NOT be counted as absences under the attendance policy:

1. In-School Suspension ("ISS");
2. Any period of OSS where ***a*** student accepts alternative instruction;
3. Attendance at a special education program or service offered by a public school or an approved private school or facility when a student is ~~homeless~~ ***in temporary housing***, disabled or incarcerated. (See Section 175.6 of the regulations of the NYS Commissioner of Education.)

3. Makeup Policy

(a) When a student misses a class or school day, he/she is expected within five (5) school days of his/her return, to provide a written explanation from his/her parent or guardian. Moreover, the student must consult with his/her teachers regarding missed work. If the absence is excused, the student may make up any work missed by arranging an assignment with the teacher.

(b) Make-up assignments must be completed by the date specified by the student's teacher for the particular class. Upon satisfactory and timely completion of the make-up grade.

(c) Reasonable make-up opportunities will be given to students with excused absence***s, defined as*** ~~due to~~:

1. personal illness;
2. illness or death in the family;
3. disability;
4. impassable roads or weather;
5. religious observance;
6. quarantine;
7. required court appearances;
8. attendance at health clinics;
9. approved college visits;
10. approved cooperative work programs;
11. military obligations; or
12. such other reasons as may be approved by the Commissioner of Education and/or the building principal.

(d) Students who are unable to attend class period/day due to their participation in a school sponsored activity (e.g., field trip, music lessons, etc.) and who arrange with their teachers to make-up missed work, shall be given credit for class participation on the class day/period missed.

SUBJECT: ATTENDANCE POLICY - WALLKILL CENTRAL SCHOOL DISTRICT [continued]

4. Summer School Courses
Students may complete a course in summer school only if they have attended the regular school-year course for all quarters of the course and have not exceeded 50 absences in a full-year course or 25 absences in a half-year course. (Physical Education falls in the 25 absence category.)

d) Attendance Taking Procedures

1. Kindergarten - Grade 6
Attendance shall be recorded once per school day. If students are dismissed from school grounds, they must be signed out or in at the designated location in each building, and this will be added to their attendance record.

2. Grades 7-12
Attendance shall be recorded during each class period of scheduled instruction (including instructional or supervised study activities). If students are dismissed from school grounds, they will sign out and back in at the main office, and it will be noted on their attendance record.

3. Distance/Remote Learning
Students learning remotely will need to show daily school participation, which is to be verified by teachers and reported under the provisions of this policy. This can include one or more of the following as determined by a district administrator: documented participation in live online or virtual classes, participation in office hours, completion of assignments, documentation of daily school activities and learning, or correspondence via online platform, email, and telephone.

e) Maintenance of the Attendance Register

1. For each student, the register of attendance must include:

(a) Name;
(b) Date of Birth:
(c) Date of enrollment;
(d) Parent/Guardian's Full Name;
(e) Address where student resides;
(f) Phone numbers(s) where Parent/Guardian may be contacted;
(g) ALL absences, tardiness, or early departures during any school day, in whole or in part, excused or unexcused;
(h) Appropriate coding to identify the nature of the absence (full day, class cut);
(i) Dates of school closings for all or part of the day of scheduled instruction due to extraordinary circumstances, including: adverse weather conditions, heating problems, lack of water or fuel, or destruction or damage to a school building; and
(j) Date a student withdraws from, or is dropped from enrollment.

SUBJECT: ATTENDANCE POLICY - WALLKILL CENTRAL SCHOOL DISTRICT [continued]

2. A teacher or a district employee designated by the Board of Education will make entries on the Attendance Register. All entries must be verified by the oath or affirmation of the person taking attendance.

3. When additional information is received from a student during a student/staff conference that requires corrections to be made to a student's attendance records, such corrections will be made immediately. Notice of the change will be sent to appropriate school personnel (e.g., homeroom teachers, attendance officer, etc.).

f) Attendance Interventions

1. Chronic absenteeism is defined as missing at least 10% of enrolled school days in a year for any reason, excused or unexcused. Chronic absenteeism differs from truancy because it emphasizes missed instructional time rather than unexcused absences. Missed instructional time can increase a student's risk for disengagement, low achievement, and dropping out, among other things.

   Students who miss at least 5% of enrolled school days in a year are at risk of becoming chronically absent. In light of this, the District will implement intervention strategies for students who miss 5% or more of the enrolled school days in a year

2. The Building Principal will design and implement incentives to acknowledge students' efforts to maintain or improve school attendance.

g) Appeals

1. All appeals related to unexcused absences and/or denial of course credit will be made directly to the principal on the following basis:

   (a) Regarding the accuracy of a student's attendance record;

   (b) To ascertain whether it appears that students with disabilities are treated consistently with IDEA or Section 504 Plans.

   (c) To consider "extenuating circumstances".

2. Parent/Guardian will have twenty (20) calendar days from the issue of the written notification of unexcused absences to appeal to the building principal.

3. The building principal shall make the final decision regarding all appeals.

h) Returns to Wallkill Central School District

Students who leave Wallkill Central School District and subsequently return must still honor the attendance policy. All previous Wallkill class absences will still count for that academic year

SUBJECT: EDUCATION OF ~~HOMELESS CHILDREN AND YOUTH~~
STUDENTS IN TEMPORARY HOUSING

The Board recognizes the unique challenges that face ~~homeless~~ students ***in temporary housing*** and will provide these students with access to the same free, appropriate public education, including public preschool education, as other children and youth and access to educational and other services necessary to be successful in school, and will ensure that they are not separated from the mainstream school environment. The Board is also committed to eliminating barriers to the identification, enrollment, attendance, or success of ~~homeless~~ students ***in temporary housing***.

A student in temporary housing, defined in federal and state law as a homeless child, ~~Pursuant to Commissioner's Regulations, a "homeless child"~~ means a child or youth who lacks a fixed, regular, and adequate nighttime residence, including a child who is:

a) Sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason;

b) Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;

c) Abandoned in hospitals;

d) A migratory child who qualifies as "homeless" in accordance with Commissioner's Regulations. The term "migratory child" *includes* a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who has moved from one school district to another in the preceding 36 months, in order to obtain, or accompanies his or her parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing work.

e) A child or youth who has a primary nighttime location that is:

1. A supervised, publicly or privately operated shelter designed to provide temporary living accommodations including, but not limited to, shelters operated or approved by the state or local department of social services, and residential programs for runaway and homeless youth established pursuant to Article 19-H of the Executive Law; or

2. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting.

SUBJECT: EDUCATION OF ~~HOMELESS CHILDREN AND YOUTH~~
STUDENTS IN TEMPORARY HOUSING **[continued]**

An "unaccompanied youth" means:

1. A ~~homeless child~~ ***student*** not in the physical custody of a parent or legal guardian.
2. This term does not include a child or youth who is residing with someone other than a parent or legal guardian for the sole reason of taking advantage of the schools of the district.

A designator will decide which school district a ~~homeless~~ ***student in temporary housing*** ~~child~~ or unaccompanied youth will attend. A designator is:

a) The parent or person in parental relation to a homeless child; or

b) The ~~homeless child~~ ***student***, together with the ~~homeless~~ ***McKinney-Vento*** liaison designated by the District, in the case of an unaccompanied youth; or

c) The director of a residential program for runaway and homeless youth, in consultation with the ~~homeless child~~ ***student***, where the ~~homeless child~~ ***student*** is living in that program.

The designator may select either the school district of current location, the school district of origin, or a school district participating in a regional placement plan as the district the homeless child will attend. However, the designati~~on~~***ed*** school district must determine whether the designation made by the parent, guardian, or youth, in the case of an unaccompanied youth, is consistent with the best interest of the ~~child~~ ***student*** by considering certain student-centered factors, including factors related to the impact on education and the health and safety of the ~~child or youth~~ ***student***.

A ~~homeless child~~ ***student in temporary housing*** is entitled to attend the school district of origin for the duration of his or her ~~homelessness~~ ***lack of permanent housing*** and also through the remainder of the school year in which he or she locates permanent housing in accordance with his or her best interest.

The term "school district of origin" includes preschool and feeder schools as defined by applicable law.

Enrollment, Retention and Participation in the Educational Program

The District will ensure continued enrollment for students enrolled in the District who ~~become homeless~~ ***lack permanent housing***, including those students who are temporarily residing outside of the District's boundaries.

SUBJECT: EDUCATION OF ~~HOMELESS CHILDREN AND YOUTH~~
STUDENTS IN TEMPORARY HOUSING **[continued]**

Enrollment of ~~homeless children~~ ***students in temporary housing and unaccompanied youth*** shall not be delayed and their ability to continue or participate in the educational program shall not be restricted due to issues such as:

a) Transportation;
b) Immunization requirements;
c) Residency requirements;
d) Birth certificates, medical records, IEPs, school records and other documentation;
e) Guardianship issues;
f) Comprehensive assessment and advocacy referral processes;
g) Resolution of disputes regarding school selection;
h) Proof of social security numbers;
i) Attendance requirements;
j) Sports participation rules;
k) Inability to pay fees associated with extracurricular activities such as club dues and sports uniforms; or
l) Other enrollment issues.

Educational Programs and Services

The School District shall provide ~~homeless children and youth~~ ***students in temporary housing and unaccompanied youth*** with access to all of its programs, activities and services to the same extent that they are provided to resident students.

~~Homeless children~~ ***Such students*** and youth shall be educated as part of the school's regular academic program. Services will be provided to ~~homeless children and youth~~ ***students*** through programs and mechanisms that integrate ~~homeless children and youth~~ ***them*** with their ***permanently housed*** ~~non-homeless~~ counterparts, including programs for special education, vocational and technical education, gifted and talented students, before and after school, English language learners/limited English proficiency, Head Start, Even Start, and school nutrition. Services provided with McKinney-Vento funds will expand upon or improve services provided as part of the regular school program. Consequently, the School District shall ensure that ~~homeless children and youth~~ ***students in temporary housing and unaccompanied youth*** are not segregated in a separate school, or in a separate program within the school, based on their status ~~as homeless~~; and to the extent feasible consistent with the requirements of Commissioner's Regulations, keep a ~~homeless child or youth~~ ***student*** in the school of origin except when doing so is contrary to the wishes of the ~~child's or youth~~ ***student***'s parent or guardian.

SUBJECT: EDUCATION OF ~~HOMELESS CHILDREN AND YOUTH~~
STUDENTS IN TEMPORARY HOUSING **[continued]**

Further, the School District shall review and revise policies and practices, including transportation guidelines, as well as those related to outstanding fees, fines or absences, that may act as barriers to the enrollment, attendance, school success, and retention of ~~homeless children and~~ ***students in temporary housing and unaccompanied*** youth in the School District.

Unaccompanied Youth and Parent/Guardian Signatures

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

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

Parental rights under FERPA pertaining to student records extend to a person acting as a parent in the absence of a parent/guardian. The district grants unaccompanied youth under age 18 the rights under FERPA for eligible students and parents/guardians.

Transportation

The district shall promptly provide transportation for ~~homeless~~ students ***in temporary housing or unaccompanied youth*** currently attending district schools as required by applicable law. In general, the district shall ensure that transportation is provided to ~~homeless~~ ***such*** students enrolled in the district who attend a school of origin, including a publicly funded preschool administered by the district or SED, even if the student lives outside the district's boundaries, as long as it is within fifty miles each way, even if such transportation is not provided to permanently housed students. Transportation shall be provided for the duration of ~~homelessness~~ ***temporary housing***, through the remainder of the school year in which the student becomes permanently housed, and one additional year if that is the student's final year in the school.

SUBJECT: EDUCATION OF ~~HOMELESS CHILDREN AND YOUTH~~
STUDENTS IN TEMPORARY HOUSING **[continued]**

Where the District is designated as the school district of attendance, it will provide transportation services to students in temporary housing for extracurricular or academic activities, including summer school, when:

- The student participates in, or would like to participate in an extracurricular or academic activity, including an after-school activity at the school; and
- The student meets the eligibility criteria for the activity; and
- The lack of transportation poses a barrier to the student's participation in the activity.

School District Liaison for Homeless Children and Youth

The School District shall designate an appropriate staff person, who may also be a coordinator for other federal programs, as the ~~local educational agency~~ ***McKinney-Vento*** liaison ~~for homeless children and youth~~ to carry out the duties as enumerated in law, Commissioner's Regulations and applicable guidance issued by the U.S. and New York State Education Departments. The District will inform school personnel, local service providers and advocates of the office and duties of the ~~local homeless~~ ***McKinney-Vento*** liaison.

Training

The District will train all school enrollment staff, secretaries, school counselors, school social workers, and principals on the legal requirements for enrollment of ~~homeless~~ students ***in temporary housing and unaccompanied youth.*** School nutrition staff, school nurses, teachers, and bus drivers will receive training ~~on homelessness~~ that is specific to their field.

Outreach

The District will make every effort to inform the parents or guardians of ~~homeless children and youth~~ ***students in temporary housing*** of the education, transportation and related opportunities available to their children including transportation to the school of origin. The parent(s)/guardian(s) will be assisted in accessing transportation to the school they select, and will be provided with meaningful opportunities to participate in the education of their children. Public notice of educational rights of ~~homeless children and youth~~ ***students in temporary housing and unaccompanied youths*** will be disseminated by the District in places where families and youth are likely to be present (e.g., schools, shelters, soup kitchens), and in comprehensible formats (e.g., geared for low literacy or other community needs).

SUBJECT: EDUCATION OF ~~HOMELESS CHILDREN AND YOUTH~~
STUDENTS IN TEMPORARY HOUSING **[continued]**

Dispute Resolution

The District shall establish guidelines for the prompt resolution of disputes regarding school selection or enrollment of a ~~homeless student~~ ***student in temporary housing and unaccompanied youth*** and provide a written explanation to the parent or guardian, including a statement regarding the right to appeal to the State Education Department within ***thirty*** ***(***30***)*** days of a determination. The District will provide a copy of the appeal papers. The ~~homeless~~ ***McKinney-Vento*** liaison is available to help with any appeal.

In the event of a dispute regarding eligibility, school selection, or enrollment, the ~~homeless child or youth~~ ***student*** will be entitled to immediate or continued enrollment and transportation pending final resolution of the dispute, including all available appeals.

Record and Reporting Requirements

If the District, as the school district of origin, receives a request to forward student records to a receiving district, the records must be forwarded within five days of receipt of the request.

The School District shall maintain documentation regarding all aspects of the District's contact with and services provided to ~~homeless students and youth~~ ***students in temporary housing and unaccompanied youth*** for possible on-site monitoring by the State Education Department.

The District shall collect and transmit to the Commissioner of Education, at such time and in the manner as the Commissioner may require, a report containing such information as the Commissioner determines is necessary to assess the educational needs of homeless children and youths within the state.

Student Privacy

Any information pertaining to the living situation of a homeless student, such as his or her homeless status or temporary address, is considered a student educational record and is not subject to disclosure as directory information under the Family Educational Rights and Privacy Act (FERPA).

McKinney-Vento Homeless Education Assistance Act
42 United States Code (USC) Section 11431 et seq.
Education Law Section 3209
8 New York Code of Rules and Regulations (NYCRR) Section 100.2(x)

Adopted: 6/16/05; Revised 11/16/17; 10/19/22; 12/21/22; *First Reading: 11/18/26*

SUBJECT: CHILD ABUSE AND NEGLECT/MALTREATMENT

The School District subscribes to all of the provisions of Title 6 - Child Protective Services of the Social Services Law Sections 411-428. Our purpose is to provide protective services to abused and neglected/maltreated children as described by the law, and to make all school personnel within the District aware of our legal responsibilities under this law.

Regulations shall be developed, maintained and disseminated by administration regarding the:

a) Mandatory reporting of suspected child abuse or neglect/maltreatment;

b) Reporting procedures and obligations of persons required to report;

c) Provisions for taking a child into protective custody;

d) Mandatory reporting of deaths;

e) Immunity from liability and penalties for failure to report;

f) Obligations for provision of services and procedures necessary to safeguard the life of a child or health; and

g) Provision of information in recognizing signs of unlawful methamphetamine laboratories for all current and new school officials (i.e., "mandated reporters") who, as part of their usual responsibilities, visit children's homes.

Additionally, an ongoing training program for all current and new school officials shall be established and implemented to enable such staff to carry out their reporting responsibilities.

Reporting Information

The District will post the child abuse hotline telephone number and directions for accessing the Office of Children and Family Services (OCFS) website in English and Spanish on its website and in clearly and highly visible areas of school buildings. The District will also make this information available from its administrative offices; provide it to parents and persons in parental relation at least once per school year by electronic communication, sending the information home with students, or otherwise; and provide it to each teacher and administrator. The District may post and provide this information in other, common languages used by the school community.

School Officials Required to Report

The definition of a "school official" who is mandated to report cases of child abuse or neglect/maltreatment to the State Central Register (SCR) pursuant to Social Services Law Section 413(1) includes, but is not limited to, school teachers, school guidance counselors, school psychologists, school social workers, school nurses, school administrators, contracted school bus drivers and contracted bus supervisors, other school personnel required to hold a teaching or administrative license or certificate, or full or part-time compensated school employees required to hold a temporary coaching license or professional coaching certificate*, or athletic trainers*.

SUBJECT: CHILD ABUSE AND NEGLECT/MALTREATMENT [continued]

All mandated reporters shall make the report themselves and then immediately notify the Building Principal or his/her designee. The Building Principal or his/her designee shall be responsible for all subsequent administration necessitated by the report.

Any report shall include the name, title and contact information for every staff member who is believed to have direct knowledge of all the allegations in the report.

All personnel making a report will be asked to provide their name and contact information to the Central Register. This information is confidential and protected by law, and generally will not be disclosed except in limited circumstances as authorized by law. Anyone who believes that disclosure of this information would be detrimental to their safety or interests may communicate those concerns to the Office of Children and Family Services. State law authorizes the Commissioner of Children and Family Services to prohibit the release of identifying information where disclosure would be detrimental to the safety or interests of anyone who made a report or cooperated with an investigation.

Prohibition of Retaliatory Personnel Action

Social Services Law Section 413(1) also prohibits a school from taking any retaliatory personnel action against an employee because such employee believes that he/she has reasonable cause to suspect that a child is an abused or neglected/maltreated child and that employee makes a report to SCR pursuant to Social Services Law. Further, no school or school official shall impose any conditions, including prior approval or prior notification, upon any staff member specifically designated a mandated reporter.

Pursuant to Labor Law Section 740(1) (e), "retaliatory personnel action" means the discharge, suspension or demotion of an employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Report Form

The ~~Revised May 2007~~ New York State Office of Children and Family Services "Report of Suspected Child Abuse or Maltreatment" Form LDSS-2221A may be accessed at: http://www.ocfs.state.ny.us/main/cps/

Education Law Section 3209-A
Family Court Act Section 1012
Labor Law Section 740(1) (e)
School Services Law Sections 411-428
8 NYCRR Part 83, 100.2(nn)

Adopted 7/25/89; Revised 3/13/08; 3/16/17; 5/22/19; 6/18/25; *First Reading: 11/18/26*

SUBJECT: NON-DISCRIMINATION (STUDENTS)

Preamble

The Board of Education affirms its commitment to nondiscrimination and recognizes its responsibility to provide for all District students an environment that is free of discrimination based on ***protected categories defined below.*** ~~a student's race, color creed, ethnicity, national origin, religion, religious practice, disability, sexual orientation, age, sex (including sexual harassment), gender (identity, expression, or nonconformity to gender stereotypes), weight, predisposing genetic characteristics, marital status, military status, domestic violence victim status or any other legally protected category.~~ Discrimination is unlawful and stands in direct opposition to District policy.

The District's policy is to oppose and prohibit, without qualification, discrimination against a student based on his/her membership in a protected category in the educational programs or activities which it operates.

The District will investigate all complaints, either formal or informal, verbal or written, of discrimination based on ~~race, color creed, ethnicity, national origin, religion, religious practice, disability, sexual orientation, age, sex (including sexual harassment), gender (identity, expression, or nonconformity to gender stereotypes), weight, predisposing genetic characteristics, marital status, military status, domestic violence victim status or any other legally~~ protected categor~~y~~***ies defined below*** and will take appropriate action against a student, teacher, administrator or other District personnel who is found, after a thorough investigation, to have violated this policy.

Definitions

"Discrimination" is defined as:

a) Denial of access to a school program on the basis of the student's actual or perceived ~~race, color, creed, ethnicity, national origin, religion, religious practice, disability, sexual orientation, age, sex (including sexual harassment), gender (identity, expression, or nonconformity to gender stereotypes), weight predisposing genetic characteristics, marital status, military status, and domestic violence victim status or any other legally protected category.~~ ***race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, creed, ethnicity, national origin, religion, religious practice, disability (mental or physical), sexual orientation, age, sex (including pregnancy, childbirth, or related medical condition), gender identity and expression, (i.e., actual or perceived gender-related identity, appearance, behavior, expression, or other gender-related characteristic regardless of the sex assigned to that person at birth, including but not limited to the status of being transgender, weight, predisposing genetic characteristics, marital status, military status, domestic violence victim status, citizenship/immigration status, or any other legally protected category.***

SUBJECT: NON-DISCRIMINATION (STUDENTS) [continued]

b) A student is subjected to harassing conduct (e.g., physical, verbal, graphic or written) based upon a student's actual or perceived membership in a protected category when such conduct:

1. Has the purpose or effect of substantially or unreasonably interfering with the ability of the student to participate in or benefit from the services, activities or privileges provided by the District;

2. Has the purpose or effect of creating a hostile or offensive academic environment; or

3. Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance.

Examples of such conduct which may constitute harassment based on a student's membership in a protected category may include, but are not limited to:

a) Graffiti;

b) Name calling, jokes;

c) Threatening or intimidating conduct directed at another;

d) Notes or cartoons;

e) Slurs, negative stereotypes and hostile acts;

f) Written or graphic material containing comments or stereotypes which is posted or circulated and is aimed at degrading individuals or members of protected classes;

g) Physical act(s) of aggression or assault upon another;

h) Other kinds of aggressive conduct such as theft or damage to property.

"District personnel" includes Board members, school employees, or other persons subject to the supervision or control of the District.

Reporting Procedures

Any student who believes that he/she has been subjected to discrimination based on his/her membership in a protected category shall report all incidents of such conduct in accordance with District regulation 7623-R.

All complainants and those who participate in the investigation of a complaint in conformity with state law and district policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

SUBJECT: NON-DISCRIMINATION (STUDENTS) [continued]

Notice

A copy of this policy shall be made available to all District personnel and students and shall be posted in appropriate places and made available, upon request, to interested parties.

Title VI of the Civil Rights Act of 1964,
Title IX of the Education Amendments of 1972
42 United States Code (USC) Section 2000-d et seq.
34 Code of Federal Regulations (CFR) Part 100
New York State Executive Law § 290 et seq.

SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

~~The purpose of this policy is to identify procedures for individual qualifications, training, storage, use, documentation, maintenance and quality improvement requirements as they apply to the Automated External Defibrillator (AED). The use of the AED is to help reduce the number of deaths associated with sudden cardiac arrest.~~

~~**Individual Qualifications**~~

~~Only individuals who meet the training requirements of this document shall be authorized to use the AED.~~

~~**Training**~~

~~All users of the AED must meet ALL of the following requirements:~~

~~a) Have a current CPR card. Training shall be by the American Heart Association (AHA), American Safety and Health Institute (ASHI) or American Red Cross.~~

~~b) Have a valid card showing the successful completion of an AED course for public access defibrillation by the AHA, ASHI or American Red Cross.~~

~~c) Take part in a refresher update every year on the specific AED that is used by the Wallkill Central School District. The yearly update for CPR certification renewal shall include the integration of CPR, AED and documentation.~~

~~d) Blood Borne Pathogen Training will be required annually.~~

~~It shall be the responsibility of the Health Care Coordinator to maintain records of training that may be reviewed at any time by the emergency health care provider (EHCP) of this service. [If the training protocol for AED usage is modified as per the NYS protocols, this policy will be amended accordingly].~~

~~**Use of AED**~~

~~The AED equipment will be provided when there is a need to perform CPR. This AED will offer added protection to anyone over the age of one (1) to increase their chances of survival in the event of a cardiac arrest. The 911/Emergency Medical Service (EMS) will be called immediately when the victim is found to be unresponsive. The AED shall only be applied to a victim after it is established that the victim is breathless and pulseless. New York State defibrillation protocol shall be followed whenever the AED is used.~~

SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATOR (AED) [continued]

~~**Storage**~~

~~The AED shall be kept in a closed cabinet on a wall located for easy access by trained personnel in a designated area. Only individuals trained under the requirements of this policy shall use the AED in an emergency.~~

~~**Documentation**~~

~~Anytime the AED is applied to a victim, whether a shock is delivered or not, it is necessary to complete the approved documentation form in its entirety. One copy shall be given to the Wallkill Central School District Health Care Coordinator/Designate, one copy shall be given to the ambulance service that care is turned over to and one copy shall be kept on file for minimum of three (3) years after the incident for adults. If the victim is a student under the age of eighteen (18), the records shall be kept on file until the student is twenty-one (21) years old plus an additional seven (7) years.~~

~~**Maintenance**~~

~~All manufacturer's recommended maintenance shall be performed and documented. Records of maintenance shall be maintained by the Health Care Coordinator.~~

~~**Quality Improvement**~~

~~Anytime that the AED is applied to a victim, whether shock is delivered or not, all members involved must take part in a Quality Improvement (QI) review. The review will be attended by committee members which are made up of the Health Care Coordinator, administrator or designate, and individuals involved in performing CPR with an AED. The Emergency Health Care Provider/School Physician is informed of the QI Review with the option to attend. The QI Committee will notify Hudson Valley EMS Regional Office of the QI outcome.~~

SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The Board of Education recognizes that cardiac emergencies may arise that justify the use of an Automated External Defibrillator (AED). To this end, and in conformance with state law and regulation, the district provides and maintains AED equipment for use during cardiac emergencies at any instructional school facility or approved curricular or extracurricular events and activities at public school facilities, according to the district's cardiac-emergency response plan.

The Board will designate an Emergency Health Care Provider to monitor the program and ensure that all designated responders are properly trained and that AEDs are properly maintained. The district and the Emergency Health Care Provider will develop a written collaborative agreement which contains all the provisions for administration and use of this equipment including training requirements, location of AED units, the maintenance and inspection of AEDs, the identification of local emergency response providers and assurances that 911 will be called immediately for emergency assistance.

The Superintendent of Schools will ensure that AED equipment is available on-site in each instructional school facility in quantities adequate to ensure ready and appropriate access for use during emergencies, with a target response time of three to five minutes. AEDs must be clearly marked, accessible, and maintained consistent with American Heart Association guidelines (or other nationally recognized guidelines focused on emergency cardiovascular care).

School administrators will ensure the presence of at least one staff person who is trained in the operation and use of an AED:

- *whenever public school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities, or*
- *whenever a school-sponsored athletic contest is held at any location.*

Where a school-sponsored competitive athletic event is held at a site other than a public school facility, the public school officials must assure that AED equipment is provided on-site and a trained staff person is present.

SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATOR (AED) [continued]

AED Usage

Additionally, students are required by Commissioner's Regulations section 100.2 to complete instruction on hands-only CPR and the use of an AED at least once in grades 9-12, unless specifically exempted due to a student's disability, in accordance with the student's individualized education program (IEP) or Section 504 accommodation plan.

Anyone who has successfully completed a course on how to operate the AED approved by a nationally-recognized organization or the state emergency medical services council may operate the AED. Additionally, the following persons may also operate the AED:

1. ***health care practitioners acting within their lawful scope of practice;***
2. ***persons acting pursuant to a lawful prescription; and;***
3. ***any other individual, outside their employment or regular duties, acting in good faith and with reasonable care, and without expectation of monetary compensation.***

Any use of an AED will be immediately reported to the local emergency medical services system and promptly reported to the emergency health care provider.

Notice

The locations(s) where each AED is regularly stored or maintained will be posted on signs at the main entrance of each location where an AED is stored.

Education Law §§912; 917
Public Health Law §§3000-a(2); 3000-b
8 NYCRR §§100.2; 136.4

Adopted: 2/20/02; Revised: 4/25/07; ***First Reading: 11/18/26***