Regular Meeting of the Board of Education  
Bradley Elementary School Library  
Tuesday, November 17, 2015  
6:00 P.M.

The Bradley Elementary School PTA will host a reception for the Board of Education at 6:30 p.m.

AGENDA

1. Call to Order

2. Proposed Executive Session Subject to Board Approval

3. Pledge of Allegiance

4. Recognition of Visitors and Delegations
   - Bradley 6th Grade Musical Performance
   - Presentation to Students Recognized for the 2016 National Merit Scholarship Program
   - Presentation to New York State Master Teacher Recipients – Donna Zippin and Mark McFarland
   - Review of Delta STEM and Reading Programs – Allen Hyde

5. Approval of Minutes - Regular Meeting of November 3, 2015

6. Correspondence and Communications

7. Board Committee Reports
   - Policy Committee – October 23, 2015

8. New Business
   A. First Reading of Policies/Regulations

      The following policies/regulations are presented for the first reading:

      #6001 Admission Requirements
8. New Business – First Reading of Policies/Regulations (cont’d.)

#6002 Admission of Non-Resident Students
#6003 Education of Homeless Children
  #6003.1 Procedures for Achieving Education of Homeless Children
#6004 Designation of School District Attendance for Homeless Child
#6005 Elementary School Attendance Zones
#6005.1 Student Attendance
#6006 Student Absences
#6007 Student Release
#6008 Adjusted Day Program (ADP)
#6008.1 Determination of Student Residency
#6008.2 Principles and Procedures for Determining Student Residency
#6008.3 Student Affidavit of Emancipation
#6008.3 Parent/Guardian Affidavit
#6100 Athletic Code of Conduct
#6100.1 Interscholastic Athletic Regulations
#6101 Introduction of Extra-Curricular Activities in the School System
  #6101.1 Rules and Regulations for the Conduct, Operation and Maintenance of Extra-Classroom Activities
#6102 Student Sororities and Fraternities
#6103 Criteria for Hiring Summer Students
#6104 Concussion Management Protocol Explanation
  #6104.1 Concussion Checklist
#6104.2 Physician Evaluation
#6104.3 Return to Play Protocol
#6200 Unofficial Newspapers and Unauthorized Literature
#6201 Student Bus Rules and Regulations
#6300 Student Crisis Situations
#6301 Reporting Student Accidents
#6302 Student Eye Safety
#6400 Reporting Possible Child Abuse or Maltreatment
  #6400.1 Reporting Possible Child Abuse or Maltreatment
#6401.2 Child Abuse in an Educational Setting
  #6401.2 Notice of Parental Rights Child Abuse in an Educational Setting
  #6401.2 Notification of Teacher’s Duty to Report Child Abuse in an Educational Setting and Immunity from Liability
#6401.3 Child Abuse in an Educational Setting Statement of Personal Delivery
#6401.4 Child Abuse in an Educational Setting Confidential Report of Allegation
#6402 Pupil Interviews
#6500 Student Cell Phone Policy
8. New Business – First Reading of Policies/Regulations (cont’d.)

#6501 Student Trips
#6501.1 Overnight Trip Consent Form
#6502 Student Parking
#6502.1 Student Parking Regulation
#6600 Education Records
#6600.1 Education Records
#6600.2 Student Privacy – FERPA Notice
#6600.3 Application to Inspect FERPA Records
#6600.4 Student Privacy – Record of FERPA Requests
#6600.5 Request to Correct FERPA Record
#6600.6 Response to Request for Record Correction
#6600.7 Request for Hearing
#6600.8 Notice of Hearing
#6600.9 Third Party Confidentiality Agreement
#6601 Parental Access to Instructional Materials, Third Party Surveys and Marketing Surveys
#6601.1 PPRA Opt-Out Letter
#6700 Providing a Safe Public School Choice to Students Who Have Been Victims of a Violent Criminal Offense
#6700.1 Violent and Disruptive Incident Report (VADIR) Form
#6701 Uniform Violent Incident Reporting

B. Personnel

1. Appointments

   a. Advisor

   It is recommended that Daniel Fabbio be appointed to the position of drum tech/pit advisor for the 2015-2016 Winterguard/Drumline.

   b. Coaches

   It is recommended that the following coaches be appointed for the winter 2015-2016 sports season:

<table>
<thead>
<tr>
<th>Name</th>
<th>Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeremy Kozak</td>
<td>Unpaid Volunteer Assist. Varsity Wrestling</td>
</tr>
<tr>
<td>Sean McKenna</td>
<td>Unpaid Volunteer Assist. Varsity Wrestling</td>
</tr>
<tr>
<td>Tom Bronk</td>
<td>Head 7th Grade Girls Basketball</td>
</tr>
<tr>
<td>Shaun Hadity</td>
<td>Assist. Modified Boys Swimming</td>
</tr>
</tbody>
</table>
8. New Business – Personnel – Appointments (cont’d.)

c. Temporary School Monitor

It is recommended that Bonnie Murling be appointed to the position of temporary school monitor, effective November 23, 2015 through January 8, 2016.

d. Part Time Cleaner Weekends

It is recommended that Michael Cornmire be appointed to the position of part time cleaner weekends, effective November 18, 2015, pending satisfactory clearance for employment by the State Education Department.

e. Part Time School Monitor

It is recommended that Judy Tartaglia be appointed to the position of part time school monitor, effective November 18, 2015.

C. Recommendation to Establish Ski and Snowboard Club

It is recommended that a Ski and Snowboard Club be established at the Senior High School, according to Policy 6101 – Introduction of Extra Curricular Activities in the School System.

D. Surplus Item for Disposal

It is recommended that the stadium digital clock and scoreboard as submitted by the plant engineer be declared as a surplus item for disposal.

E. Budget Transfers

It is recommended that the September 30, 2015 Budget Transfers be approved.

F. Committee on Special Education (CSE)

The recommendations from the Committee on Special Education’s meetings of October 20, 2015 (7) and October 21, 2015 (2) are presented for approval.

G. 504 Committee

The recommendation from the 504 Committee’s meeting of October 20, 2015 (1) is presented for approval.
9. **Other Business**
   - Legislative Update and Ongoing Board Strategy
   - NYSSBA Convention Reports – Lisa Philipson and John Jadhon

10. **Adjournment**
Members Present: Mrs. Coombs, Mr. Flemma, Mr. Jadhon, Mrs. King, Mr. Piotrowski, Mr. Stephens

Excused: Mrs. Philipson

Others Present: Mr. Nole, Mr. Hyde, Mrs. Mandel, Mrs. Heil

The meeting was called to order at 7:00 p.m. by Board of Education President, Mr. Piotrowski, following a reception hosted by the Myles Elementary PTA.

Pledge of Allegiance

Recognition of Visitors and Delegations

- Performances were given by the Myles Elementary School Choir and 6th Grade Orchestra

- Myles PTA President, Nicole Perretta, updated the Board on various PTA activities.

- Mr. Hyde presented the Secondary Student Performance Results

Mr. Stephens moved and Mrs. Coombs seconded that the minutes of the Regular Meeting of October 21, 2015 be approved.

Ayes 6, nays 0, motion carried.

Correspondence and Communications

Mr. Nole distributed the following information: agenda and registration sheet for a School Boards Institute legislative meeting to take place on November 12, 2015, pictures from an inter-generational clean-up day that took place on October 24 & 25, 2015 and included several of our students, invitations for the Board members to the Marching Band Banquet to take place on November 13, 2015 at Vernon Downs, a letter from the Friends of the New Hartford Public Library thanking various students and advisors for the assistance given with their miniature golf fundraiser, and a letter from MVCC thanking the district for allowing their education students to shadow our teachers. He also noted that he has tickets for the Don Edick Roast available for purchase.

Mr. Flemma noted that he recently attended a BOCES Legislative Committee meeting and that they are currently developing their legislative agenda for presentation.
Board Committee Reports

There were no committee reports.

New Business
A. Personnel

1. Resignation

Mr. Jadhon moved and Mrs. King seconded that the resignation of Harold Martin from the position of bus driver be accepted, effective October 7, 2015.

Ayes 6, nays 0, motion carried.

2. Appointments

a. Substitute Teacher List

Mr. Stephens moved and Mrs. King seconded that the following teachers be appointed to the per diem substitute teacher list, pending satisfactory clearance for employment by the State Education Department:

<table>
<thead>
<tr>
<th>Name</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara Soika</td>
<td>Uncertified</td>
</tr>
<tr>
<td>Donald Dewey</td>
<td>Nursery, Kindergarten and Grades (1-6)</td>
</tr>
<tr>
<td>Gina Greco</td>
<td>Early Childhood Education (B-2) &amp; Childhood Education (1-6)</td>
</tr>
</tbody>
</table>

Ayes 6, nays 0, motion carried.

b. Coaches

Mrs. King moved and Mr. Jadhon seconded that the following coaches be appointed for the winter 2015-2016 sports season:
<table>
<thead>
<tr>
<th>Name</th>
<th>Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samantha North</td>
<td>Head, Modified Volleyball</td>
</tr>
<tr>
<td>Kyle Hutchinson</td>
<td>Head, Modified Wrestling</td>
</tr>
</tbody>
</table>

Ayes 6, nays 0, motion carried.

c. Substitute Teacher Aide/Substitute School Monitor

1. Mrs. Coombs moved and Mr. Jadhon seconded that Sarah Roberts be appointed to the substitute positions of teacher aide and school monitor, effective November 4, 2015, pending satisfactory clearance for employment by the State Education Department.

   Ayes 6, nays 0, motion carried.

2. Mr. Stephens moved and Mrs. Coombs seconded that Sarah Hadity be appointed to the substitute positions of teacher aide and school monitor, effective November 4, 2015, pending satisfactory clearance for employment by the State Education Department.

   Ayes 6, nays 0, motion carried.

d. School Monitor

1. Mrs. Coombs moved and Mr. Jadhon seconded that Cheryl Calenda be appointed to the position of school monitor, effective November 4, 2015.

   Ayes 6, nays 0, motion carried.

2. Mr. Flemma moved and Mrs. Coombs seconded that Rachel Freiberger be appointed to the position of school monitor, effective November 4, 2015.

   Ayes 6, nays 0, motion carried.

3. Mrs. Coombs moved and Mrs. King seconded that Tammy Lewandrowski be appointed to the position of school monitor, effective November 4, 2015.

   Ayes 6, nays 0, motion carried.
B. Professional Development Plan

Mrs. King moved and Mrs. Coombs seconded that the New Hartford Central School District Professional Development Plan dated September 2015 be approved.

Ayes 6, nays 0, motion carried.

C. Treasurer’s Report

Mr. Flemma moved and Mrs. Coombs seconded that the September 30, 2015 Treasurer’s Report be accepted.

Ayes 6, nays 0, motion carried.

D. 2015-2016 Board of Education Meeting Date Change

Mrs. Coombs moved and Mr. Jadhon seconded that the Board of Education revise their 2015-2016 Meeting Schedule to eliminate the Tuesday, December 1, 2015 meeting.

Ayes 6, nays 0, motion carried.

E. Committee on Pre-School Special Education

Mr. Flemma moved and Mrs. King seconded that the recommendations from the Committee on Pre-School Special Education’s meeting of October 9, 2015 (3) be approved.

Ayes 6, nays 0, motion carried.

Other Business

- Legislative Update and Ongoing Board Strategy

It was noted that the Staffing & Curriculum Committee continues to work on the Letter to submit in response to the public comment section of the State Education Department’s Common Core survey.

- NYSSBA Convention Reports – Beth Coombs and Pam King

Mrs. Coombs provided an update on the Business Meeting of the New York School Boards Association convention which she attended as a voting delegate. Mrs. King provided an update on a session that she attended at the convention entitled “Measuring What We Value”. A copy of that presentation will be requested for the full Board from the Ithaca School Superintendent who was the presenter.
- Hampton Inn PILOT Allocation Agreement

Mrs. Mandel provided the Board with an update on the Hampton Inn PILOT Allocation Agreement.

Executive Session

Mrs. Coombs moved and Mrs. King seconded that the Board go into Executive Session at 9:07 p.m. for the purpose of discussing proposed litigation with the Town of New Hartford and the employment history of a particular person.

Ayes 6, nays 0, motion carried.

The Board unanimously agreed to go out of Executive Session at 10:30 p.m.

Adjournment

Mr. Jadhon moved and Mrs. Coombs seconded that the meeting be adjourned at 10:32 p.m.

Ayes 6, nays 0, motion carried.

Respectfully submitted,

Betty Heil, Clerk
Minutes of the Policy Committee Meeting  
Friday, October 23, 2015  
12:00 p.m.  
District Office

Present:       Jim Stephens, Chair  
               Lisa Philipson

Excused:       John Jadhon

Others Present: Robert Nole  
               Allen Hyde  
               Betty Heil

Call to Order:

Mr. Stephens called the meeting to order at 12:03 p.m.

Review of Policy Section 6000 - Students

The committee reviewed policy section 6000 – Students. It was noted that John Banek, Director of Athletics and Safe Schools, will be asked to review policy #6100 – Athletic Code of Conduct as well as regulation #6100.1 – Interscholastic Athletic Regulations to verify accuracy. A question also arose regarding policy #6400 – Reporting Possible Child Abuse or Maltreatment as to why something was removed from the policy. Clarification will be obtained from the Policy Services office at Madison-Oneida-Herkimer BOCES. Finally, a question arose regarding policy #6502 – Student Parking. Mr. Hyde will follow up with Mr. Benson, Sr. High School Principal.

Once the above responses are received they will be shared with the Policy Committee members and the policies will then be presented to the Board of Education for the first reading at an upcoming meeting.

Adjournment:

The meeting was adjourned at 12:54 p.m.
I. New York State Education Law provides that all residents of the school district over five (5) and under twenty-one (21) years of age are entitled to attend public school free of charge; provided they have not received a high school diploma.

Upon registration, all new students may be required to present proof of date of birth, residency and required immunizations and a health certificate.

II. Kindergarten

A. Children reaching the age of five (5) on or before December 1 of any year will be eligible for kindergarten in the preceding September. Children reaching the age of five (5) after December 1 will not enter kindergarten until the following September.

B. In exceptional cases, younger children may be eligible for kindergarten enrollment. Early kindergarten enrollment will be permitted only when sufficient evidence is available to indicate that the child will be materially helped by such a decision.

C. A child who turns six on or before December 1st of any school year, must begin attending upon full-time instruction no later than the first day of school in the September of that school year.

D. A child who turns six after December 1st of any school year, must begin attending upon full-time instruction no later than the first day of school in the September of the following school year.

E. Upon receipt of a written request from the parent(s)/guardian(s), and following an evaluation and recommendation by the School Psychologist, an exceptional child whose birthday falls between December 1 and January 1 may be admitted to Kindergarten the preceding September. In such a case, the final decision regarding the parent(s)/guardian(s) request for a child’s early admission to school will rest with the Superintendent.

III. Transfers from Other Schools

Children who apply for admission to grades one through twelve on the basis of prior schooling outside the district will be placed initially on the grade level they have reached elsewhere. The school principal will determine subsequently whether there should be any change in the grade placement of the children.
STUDENTS

ADMISSION OF NON-RESIDENT STUDENTS

I. Residency

Residency is best defined for purposes of attendance as where the child’s parent(s)/guardian(s) legally reside. Residency shall be determined in accordance with the District’s policy “Determination of Student Residency.”

II. A. The New Hartford Board of Education reserves the right to admit non-resident elementary and secondary students, if otherwise competent, on payment of previously determined tuition.

B. Such non-resident students may be accepted on an annual basis only if:

1. No increase in the size of the faculty or staff will be necessary to accommodate them.

2. The Building Principal at the time of the application determines that no class at the specific grade level or academic area will contain more than the desired number of students.

3. An application is made by August 1st of each school year. A response will be made within one week of application.

C. Non-resident families must provide transportation for such student.

D. The District reserves the right to deny continued attendance to non-resident students with poor behavior and discipline records.

E. In the event that the student is in need of special education services, the school district in which the student resides remains solely responsible for developing the student’s IEP and making appropriate special education services available to the student. The District will provide such services to non-resident students only if it has available space and/or staff to do so.

F. Non-resident students may not attend the District’s Development Primary program unless recommended and arranged for by the Committee on Special Education of the School District in which the student resides, space is available in the program, and the District determines that the student will be appropriately grouped in the program.

III. Exceptions:

A. The Superintendent may approve the enrollment of non-resident students in anticipation of the family becoming legal residents during the current semester. Tuition fees will be charged subsequent to the first quarter of the year. Parent(s)/guardian(s) must assume the responsibility of transportation.
B. Any student who becomes a non-resident of the District during the school year will be allowed to continue at New Hartford for the remainder of the semester in which the move occurred. Parent(s)/guardian(s) must assume the responsibility of transportation.

C. If a student has completed sophomore and junior years consecutively in New Hartford as a resident and thereafter becomes a non-resident, he/she will be allowed to continue their senior year in New Hartford. Tuition fees will not be charged. Parent(s)/guardian(s) must assume the responsibility of the transportation.

D. School districts may also contract with other school districts for the instruction of non-resident pupils.

1. If class size enrollment allows, a child residing outside the School District may be permitted to attend a unique class, course, or program at New Hartford, provided that the course or class is not given in his/her own school district and the at the appropriate tuition is paid.

2. The District may make no charge for the instruction of pupils in D(1) in excess of the difference between the cost of education such pupils and the apportionment of public ones on account of their attendance according to Part 174 of the Commission’s Regulations.

IV. Tuition for Non-Residents

A. The Board of Education will establish the tuition rate for non-resident students, in accordance with the guidelines established by the Commissioner of Education. The tuition rate will increase by the amount of the budget increase, but the rate must not exceed the maximum rate allowed by the State.

B. Non-District residents who are taxpayers in the District will have the amount of their annual school tax deducted from the total tuition bill for their children.

C. Tuition is payable in advance for each succeeding thirty (30) calendar day period.

V. Copy of Policy to Parent(s)/Guardian(s)/Student

A copy of this policy shall be initially provided by the Superintendent to any possible non-resident student and/or parent(s)/guardian(s).
EDUCATION OF HOMELESS CHILDREN

I. Statement of Policy

A. A child who is homeless, within the meaning of this Policy, shall be enrolled in a District school or receive other educational services identified in this Policy, whether or not that child otherwise qualifies as a resident of the District. Children who are homeless shall not be segregated in a separate building, or a separate program within a building, based on their status as homeless.

B. This Policy shall be interpreted and applied in a manner such that the District meets its clear obligations under New York State Education Law Section 3209 and related Regulations of the Commissioner, and the McKinney-Vento Homeless Education Assistance Act (42 USC 11431 et seq.), as amended and reauthorized.

C. The term “child” is used in this Policy to refer to any person who is between the ages of five (5) and twenty-one (21) and who has not obtained a high school diploma, whether that person is in the physical custody of an adult or not.

II. Status as Homeless

A. A child is homeless, for purposes of this Policy, if the child:

1. lacks a fixed, regular, and adequate night-time residence, or

2. has a primary night-time location that is either:
   a. a supervised shelter (publicly or privately operated) that is designed to provide temporary living accommodations, or
   b. a place (public or private) that is not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

B. Among other possible situations, a child shall be considered to lack a fixed, regular, and adequate night-time residence if that child is:

1. sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason;

2. living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;

3. abandoned in hospitals; or
EDUCATION OF HOMELESS CHILDREN

4. awaiting foster care placement.

C. A child who is in foster care, or who is receiving educational services under Sections 3202(4), (5), (6), or (6-a), or Articles 81, 85, 87, or 88 of the Educational Law, is not considered homeless for purposes of this Policy.iii

III. Homeless Liaison

The Superintendent shall designate a District administrator to serve as the District’s local Liaison for Homeless Children, and shall promulgate an administrative regulation that describes the Liaison’s responsibilities to insure that the District complies with applicable statutes and regulations.

IV. Designation of School Choice and Enrollment

A. The District shall use an enrollment form that requests information about the living arrangements of the child being enrolled, sufficient to make an assessment of whether the child should be initially enrolled or provided services as a homeless child, pending final determination. When the information provided on the enrollment form indicates that a child should initially be classified as homeless, the District shall obtain a designation of whether the child chooses to attend school:

1. in a school in the district where the child is now located, including, where a student enrolled in this District moves to a temporary housing location elsewhere in this District, the school being attended immediately before the student’s homeless status occurred; or

2. in a school in the district where the child was attending immediately prior to becoming homeless; or

3. in a school in the district where the student was last enrolled; or

4. in a school in a school district participating in a regional placement plan (if there is one).iv

B. The designation described in Section A, above, shall be made on the form provided by the Commissioner of Education (STAC-202), which the District shall make available. The District shall also use this form to collect information whenever a currently enrolled student initiates a change of address or claims homeless status. The District will honor a designation that is made:

1. by the child’s parent, or person in parental relation; or
EDUCATION OF HOMELESS CHILDREN

2. if the child is not in the physical custody of a parent or legal guardian, by the child with guidance and assistance from the Liaison for Homeless Children; or

3. if the child is living in a residence for runaway and homeless youth established pursuant to Article 19-H of the Executive Law, by the director of that residence in consultation with the child.

C. Prior to the end of the first semester of attendance or within 60 days of commencing attendance at a school designated pursuant to this Policy, whichever occurs later, the designator may change the designation if the designator finds the original designation to be educationally unsound.

D. If this District is designated as the district the child chooses to attend, the Superintendent shall insure that:

1. the designation form has been completed properly, and copies of the designation form are distributed as required;

2. the child is admitted to instruction pending a complete evaluation of the child’s status as homeless, even if the child is unable to produce the records normally required for enrollment;

3. the child is provided access to all District programs, activities, and services to the same extent as a resident student;

4. the school district where the child’s records are located is requested to provide a copy;

5. if this District is also the district of location, and the child’s temporary housing location is not operated by the local Department of Social Services or a residential program for runaway youth, SED is provided with a statement of the basis for the determination that the child is homeless and entitled to attend the District’s schools, along with the completed designation form.

E. After the initial assessment of homeless status based on the enrollment form, the Homeless Liaison shall make a complete inquiry into the student’s status and make a recommendation to the Superintendent as to whether the child should continue to be classified as a homeless student, or be classified as a resident student or a non-resident student. If the Superintendent determines that the child should not be classified as a homeless child, then the Superintendent shall:

1. provide a written explanation to the person(s) making the designation, including an explanation of the appeal process; and
POLICY

STUDENTS

EDUCATION OF HOMELESS CHILDREN

2. defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and continue that deferral until the conclusion of any appeal process that is commenced with the Commissioner of Education with a stay application.

V. Tuition Reimbursement

A. If a child classified as homeless under this Policy validly chooses to attend school in this District, and the student’s temporary housing is located in this District, and the child’s school district of origin is within New York State, the Superintendent shall take the necessary steps to obtain reimbursement by the State Education Department for the direct cost of educational services, not otherwise reimbursed under special federal programs, calculated pursuant to regulations of the Commissioner for the period of time for which such services are provided.

B. Where the school district a homeless child was attending on a tuition-free basis or was entitled to attend when circumstances arose which caused the child to become homeless is located outside the State, and the child’s temporary housing is located in this District, the child shall be deemed a resident of this District and shall be entitled to attend the schools of this District without payment of tuition.

VI. Students With A Disability

If a child who has been receiving services as a child with a disability in another school district relocates to this district during the same school year the child has received those services, and that child is classified as homeless for purposes of this Policy, and that child makes a valid election to attend school in this district, then that child will be provided a free appropriate public education, including services comparable to those described in the individual education plan (IEP) prepared in the prior district of attendance.

VII. Transportation

A. When a child is classified as homeless for purposes of this Policy, the District will provide transportation between the child’s temporary housing location and the school the child has designated for attendance, consistent with the following:

1. If the child is living in a facility operated by the Department of Social Services or Office of Child and Family Services, transportation will first be sought from the applicable agency;

2. Transportation to and from the child’s temporary housing location and the school the child legally attends will be arranged in the most cost effective manner, including cooperative arrangements with neighboring districts when feasible;
EDUCATION OF HOMELESS CHILDREN

3. If this district is also the district of current location, transportation will be provided to the child on the same basis it is provided to resident students; and

4. If the distance between the child’s temporary housing location and the school the child legally attends is more than 50 miles (one way trip), transportation will only be provided when the Commissioner of Education certifies that the transportation is in the best interest of the child.

5. If there is a dispute regarding the child’s entitlement to transportation as a homeless child, the District will provide transportation pending a final determination of the child’s status.

B. Expenditures for the transportation of a parent accompanying a homeless child shall be paid by the District only when:

1. the child is being transported using public transportation, transportation of the child with an accompanying parent has been determined by the District to be the most cost-effective means of transportation, and the District has determined that public transportation unaccompanied by the parent is inappropriate because of the child’s age, the distance to be traveled, the complexity of the transportation arrangement, the need to transport the child through a high crime area, or a combination of such factors; or

2. the child is a student with a disability whose individualized education program (IEP) includes the services of a transportation aide or attendant, and providing transportation with the parent serving as the transportation aide or attendant for the child is the most cost-effective means of transportation; or

3. transportation by the parent in the parent’s vehicle is the most cost-effective means of transportation.

C. Transportation will be provided to a child classified as homeless for purposes of this Policy during any disputes regarding school enrollment or selection.

VIII. Meals

A child identified as homeless for purposes of this Policy is eligible for free meals without completion of an application.

IX. Dispute Resolution
POLICY

STUDENTS

EDUCATION OF HOMELESS CHILDREN

The Superintendent shall promulgate an administrative regulation that establishes a dispute resolution process that insures that the District complies with applicable statutes and regulations.

X. Title I Coordination

A. When a child who qualifies as homeless under this Policy is also eligible for services under Title I, Part A of ESEA, the District will provide those services whether or not that child lives in a Title I school attendance zone or meets the academic requirements for non-homeless children, and Title I, Part A funds will be set aside as necessary to provide homeless children who do not attend participating schools with services comparable to those provided to children in Title I, Part A funded schools.

B. The District will include in its local plan a description of services provided to homeless children.

C. When the District reports that there are no homeless children or unaccompanied youth in non-Title I schools, the District will describe the efforts it made to identify homeless children and unaccompanied youth. As part of its efforts, the District will contact the local Department of Social Services and Office of Child and Family Services to determine if they have records of homeless youth living within the District.

______________________________

New Hartford Central School District
Legal Ref: 8 N.Y.C.R.R., Section 100.2(x) and (y); Section 3202(1), New York State Education Law
Adopted: 06/04/91
Revised: 01/04/05, 07/07/140, ______

1 This definition is taken from Ed. Law 3909, as effective on June 30, 2010.
2 This language was removed from Ed. Law 3209 effective 6-30-10, but remains in Comm. Reg. 100.2(x)
3 8 NYCRR 100.2(x)(1)(c)
4 For most of our districts, this is probably irrelevant language.
5 See, among others, the Title I, Part A Desk Audit Document List (http://www.emsc.nysed.gov/nclb/programs/titleia/docs/monitoringprotocols/TitleIDeskAudit07-08DocList.doc)
New Hartford Central School District
SUPERINTENDENT’S REGULATION
DRAFT 06/12/2015

STUDENTS

6003.1 REPLACES PARTIAL 6003.1

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

I. Enrollment Form

The District’s enrollment form shall collect information about the living arrangements of the child, including asking if he or she is living in a shelter; with relatives or others due to loss of housing or economic hardship; in an abandoned apartment/building; in a motel/hotel, camping ground, car, train/bus station or other similar situation due to the lack of alternative, adequate housing; or awaiting an OCFS permanent foster care placement.

II. Dispute Resolution Procedure

A. Whenever the District declines to classify a child as homeless, or declines to enroll a homeless child in the school designated by or on behalf of the child, or declines to transport a homeless child, the child and those acting on behalf of the child will be provided with a written explanation of the District’s decision and the date on which the District intends to exclude the student or withdraw transportation or other services. The written explanation shall be accompanied by:

1. a statement regarding the right to appeal the District’s decision, to the Commissioner of Education,

2. a statement that the District will provide enrollment, transportation, or other services pending the appeal process,

3. contact information for the District’s Liaison for Homeless Children and an explanation of the Liaison’s availability to assist with the appeal, and

4. the form petition for commencing an appeal to the Commissioner.

B. Whenever the District declines to classify a child as homeless, or declines to enroll a homeless child in the school designated by or on behalf of the child, or declines to transport a homeless child, the District will defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and will continue that deferral when an appeal is commenced with the Commissioner of Education with a stay application.

1. If the Commissioner grants the request for a stay, implementation of the District’s decision will be deferred until the expiration of the stay.
PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

2. If the Commissioner denies the request for a stay, the District’s decision will be implemented.

III. Responsibilities of Liaison for Homeless Children

A. Determinations of Homeless Status

1. When the District receives an enrollment form, change of address information, or other information indicating that a child may qualify as homeless, the Liaison shall:

   a. contact the homeless child or adult working on behalf of the child and explain the Liaison’s role, and

   b. facilitate the timely enrollment and provision of services to the child, pending a final determination

2. When a homeless child is not in the physical custody of a parent or legal guardian, the Liaison shall actively assist that child in making a school designation, provide direct coordination with the committee on special education if the child is a student with a disability, and advise the child of the right to appeal District determinations.

3. After a child is initially classified as homeless and provided appropriate services, the Liaison shall promptly conduct a complete inquiry into the child’s housing situation, and make a written recommendation to the Superintendent whether the child should be determined to be a resident, a non-resident, or homeless.

B. Assistance With Dispute Resolution and Appeals the Liaison shall:

1. Be available to the homeless child or adult working on behalf of the child to answer questions about any determination made by the District, and to receive written or oral objections to those determinations;

2. Explain the appeal process to the homeless child or adult working on behalf of the child, provide the form petition for appeal, and actively assist with the completion of the form;

3. Provide the homeless child or adult working on behalf of the child with a complete copy of appeal-related documentation, at no cost to them;
PROcedures for Achieving Education of Homeless Children

4. Accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party, or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;

5. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgment verifying that the Liaison has received the form petition and supporting documents and will either accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party, or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;

6. On behalf of the homeless child or adult working on behalf of the child, transmit the form petition or any pleading or paper to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234, within five (5) days of their being served;

7. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgement verifying that the Liaison has received the form petition and supporting documents and will transmit these documents to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234; and

8. Accept service of any subsequent pleadings or papers, including any correspondence related to the appeal, on behalf of the homeless child or adult working on behalf of the child, if the homeless child or adult working on behalf of the child so elects.

C. Administrative and Coordinating Duties the Liaison shall:

1. Coordinate the identification of homeless children and the provision of services to the homeless child with other districts and social service agencies.

2. Receive and respond to requests for student records, insuring that a complete copy of a child’s records is provided to a requesting school district within five (5) days.
New Hartford Central School District  
SUPERINTENDENT'S REGULATION  
DRAFT 06/12/2015  
STUDENTS  
6003.1 REPLACES PARTIAL 6003.1  

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

3. Insure timely and accurate preparation of reports required by the Commissioner of Education.

4. Inform each homeless child and parent or guardian of all educational opportunities, transportation services, and other services available to the child, and assist parents and guardians to have a meaningful opportunity to participate in the child’s education.

5. Assist each homeless child and parent or guardian in obtaining immunizations and medical records.

6. Assist with coordinating the child’s transportation services.

7. Maintain a record of all appeals of enrollment, school selection, and transportation determinations.

8. Maintain an accurate record of the number and identity of all students classified as homeless, their grade level, and their nighttime residence(s).

9. Inform school personnel, service providers, and advocates working with homeless families of the Liaison’s duties, according to a plan of communications approved by the Superintendent.

10. Collaborate and coordinate with the State Coordinator for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.

Approved by the Superintendent: __________
### Designation of School District of Attendance for a Homeless Child

Submitted by:  
- [ ] Local Dept of Social Services (DSS)  
- [ ] Designated School District of Attendance (PSD)

**PLEASE READ THE INSTRUCTIONS ON THE REVERSE BEFORE COMPLETING THIS FORM**

#### 1. NAME OF CHILD
- LAST NAME
- FIRST NAME

#### 2. DATE OF BIRTH
- MO / DAY / YR

#### 3. GENDER
- M
- F

#### 4. SOCIAL SECURITY NUMBER

#### 5. Racial/Ethnic Category of Child (See definitions on reverse side of last page.)
- [ ] American Ind or Alaskan Native
- [ ] Asian or Pacific Isl.
- [ ] Black
- [ ] Hispanic
- [ ] White

#### 6. GRADE LEVEL FOR WHICH PLACEMENT IS Sought
- [ ]

#### 7A. NYS SCHOOL DISTRICT OF ATTENDANCE BEFORE BECOMING HOMELESS

#### 7B. NYS SCHOOL DISTRICT WHERE LAST ENROLLED

#### 8A. NYS SCHOOL DISTRICT OF CURRENT LOCATION

#### 9A. NYS DESIGNATED DISTRICT OF ATTENDANCE

One of four school districts may be chosen to provide the education component: the school district of attendance before becoming homeless, the school district where last enrolled, the school district of current location or a school district participating in a Regional Placement Plan. This designation may be changed either prior to the end of the first semester of attendance or within 60 days of making this designation, whichever occurs later.

#### 11. Check the appropriate box if the designated school district of attendance (9A) is different from the district of attendance before becoming homeless (7A) and from the district of current location (8A).
- [ ] District participating in a Regional Placement Plan
- [ ] District where last enrolled (7B) if it is different from the district where last permanently housed (7A) and the district of current location (8A)

#### 12. NAME OF PARENT OR PERSON IN PARENTAL RELATIONSHIP

#### 13. SIGNATURE OF PERSON IN PARENTAL RELATIONSHIP TO CHILD

*IT HAS BEEN REPORTED TO ME THAT THIS CHILD IS UNDER THE AGE OF 21 YEARS AND IS THEREFORE ELIGIBLE FOR EDUCATIONAL SERVICES. THE CHILD HAS BEEN ADVISED OF HIS/HER RIGHT TO DESIGNATE THE SCHOOL DISTRICT OF ATTENDANCE.*

#### 14. PRINT NAME OF LOCAL DSS OR SCHOOL DISTRICT REPRESENTATIVE

#### 15. SIGNATURE OF LOCAL DSS OR SCHOOL DISTRICT REPRESENTATIVE

#### 16. PLACEMENT COUNTY
- Local DSS use only

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**REvised 12/06**
INSTRUCTIONS FOR COMPLETING THE STAC-202 FORM
Designation of School District of Attendance for a Homeless Child

Education of homeless children means 1) a child or youth who lacks a fixed, regular, and adequate night-time residence, including a child or youth who is (i) sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason; (ii) living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; (iii) abandoned in hospitals, (iv) awaiting foster care placement; or (v) a migratory child, as defined in § 1309(2) of the Elementary and Secondary Education Act of 1965, as amended, who qualifies as homeless under any of the provisions of clauses (i) through (v) of this subparagraph or subparagraph two of this paragraph; or 2) a child or youth who has a primary nighttime location that is (i) 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 nineteen-H of the executive law; or (ii) 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 stations or similar setting.

1. Enter the youth's complete last name and first name.
2. Enter the youth's date of birth.
3. Place a check in the box which identifies the gender of the youth.
4. Enter the youth's social security number, if known.
5. Place a check in the box which identifies, to the best of your knowledge, the racial/ethnic category with which the youth most closely identifies.

**Racial/Ethnic Categories:**

- **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

- **Asian or Pacific Islander** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

- **Black** - A person having origins in any of the black racial groups of Africa.

- **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

- **White** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

6. Enter the grade level for which placement is being sought.
7. Enter the complete last permanent address prior to becoming homeless.
8. Enter the name of the school district that served the area where the child resided prior to becoming homeless.
9. Enter the name of the school district where the student was last enrolled. This will be different from 7A if the student was previously temporarily housed in a different district and enrolled in that district as a non-resident homeless student.
10. Enter the complete address of current temporary housing including the name of the shelter if applicable and the date the student moved to the current location. If the location is confidential (for example, if the student is living in a domestic violence shelter), the name and address of the location do not need to be provided.
11. Enter the name of the school district of current location.
12. Enter the date of designation.
13. Enter the name of the designated school district of attendance. One of four districts may be designated to provide the educational component:
   - District of attendance before becoming homeless,
   - District where last enrolled,
   - District of current location of temporary housing, or
   - District participating in a Regional Placement Plan (RPP).
14. Enter, if applicable, the date the child moved to permanent housing and is no longer eligible as a homeless student.
15. If the student attends school in a district participating in a Regional Placement Plan or the district where last enrolled (7B), and that district is different from both the district of attendance before becoming homeless (7A) and the district of current location (8A), check the corresponding box where the student attends school (either the District participating in a Regional Placement Plan or the District where last enrolled).
16. Print the name and telephone number of the designator. The designator can be the parent, person in parental relation, the unaccompanied youth (a youth who meets the definition of homeless and is not in the physical custody of a parent or guardian), or the director of a residential program for runaway and homeless youth if the student is living in such a program.
17. The signature of the designator and current date.
18. Print the name of the local Department of Social Services or School District representative and title.
19. The signature of the local Department of Social Services or School District representative is required attesting that this child has moved to temporary housing. A telephone number is required in case the STAC & Special Aids Unit has questions relating to the information provided.
20. The name of the local Department of Social Services that has placed the child in temporary housing, if applicable.

NOTE: Copies should be distributed to the following:
1. State Education Department, only if designated district of attendance is entitled to reimbursement for educational services pursuant to N.Y. Educ. Law § 3209(3);
2. Designated School District of Attendance;
3. District of Attendance before becoming homeless;
4. District where last enrolled;
5. Parent/Guardian/Unaccompanied youth/director of a residential program for runaway and homeless youth; and
6. Local Department of Social Services, only if placed in temporary housing by DSS.

Approved by the Superintendent: 07/07/10, _______
ELEMENTARY SCHOOL ATTENDANCE ZONES

I. Myles Elementary School
   A. Eastern Boundaries:

   Henderson Street (south) crossing Old Campion Road to Shopping Center Road to
   Genesee Street to Jordan Road. Jordan Road from Genesee Street to Paris Road.

   (Streets noted in boundary definition go to Myles.)

   B. Southern Boundaries:

   Paris Road west from Jordan Road to Route 12 to Tibbits Road. Areas west of and
   including the Pippinwood Development south to Tibbits Road (Tibbits Road is not
   included in Myles School Attendance Zone).

   C. North and West Boundaries:

   District boundary.

II. Hughes Elementary School
   A. Western Boundaries:

   Area east of Sauquoit Creek to east segment of Kellogg Road. Areas east of Oxford
   Road and south of Kellogg Road from Tibbits Road to the District southern
   boundary.

   Note: Kellogg Road and Tibbits Road are in the Bradley Elementary Attendance
   Zone.

   B. North, East and South Boundaries:

   District boundary.

III. Bradley Elementary School
   A. Northern Boundary:

   From eastern District boundary across Old Campion Road to Shopping Center Road.

   B. Western Boundary:
ELEMENTARY SCHOOL ATTENDANCE ZONES

Shopping Center Road to Genesee Street to Jordan Road (not included) to Paris Road. Areas east of Pippinwood Development and south of Paris Road (including south side of Paris Road between Compton Road and Jordan) to District boundary at west end of Tibbitts Road.

C. Southern Boundary:
District boundary.

D. Eastern Boundary:
Sauquoit Creek, Kellogg Road from Oneida Street to Tibbitts Road to Oxford Road to the District boundary.

IV. Students shall not be allowed to attend an elementary school other than the school intended to serve the area within which the student is domicile. The only exceptions will be: 1) a physical or emotional reason as verified by an authority (medical doctor or psychologist, etc.), 2) placement in a special program, 3) administrative efforts to maintain reasonable class sizes, 4) physically handicapped students transported to a "non-barrier" school, or 5) a transfer made in accordance with the District’s obligation to provide a safe public school choice to a student who is a victim of a violent criminal offense.
STUDENT ATTENDANCE

I. Philosophy

The Board of Education, in accordance with Section 104.1 (c) of the Regulations of the Commissioner of Education, 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. Policy

The Board, administration 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.

III. Expectations for Good Attendance

A. 1. Students are expected to attend 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:

   - Learn subject matter and earn good grades
   - Develop responsible work and study habits, and
   - Prepare for the world of work

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

B. Absences

1. Excused

The District recognizes the following “excused absences” as defined by Section 175.6 of the Commissioner’s regulations: personal illness, serious illness or death in the family, impassable roads or due to weather conditions, religious observance, quarantine, court appearances, attendance at health clinics, approved educational field trips, cooperative work programs, approved college visits, military obligations, disciplinary detention of an incarcerated youth or any other reason approved by the Commissioner. Additionally, the building principal has the discretion to excuse a student’s absence for certain limited family reasons (such as a wedding ceremony or graduation).
STUDENT ATTENDANCE

All instances of absence or tardiness require a written parent/guardian excuse within one week of the absence/tardiness. The excuse must identify the date/time of absence, reason for absence, tardiness or early departure and parent/guardian confirmation. The excuse may be presented in written, credible verbal, or electronic form. 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.

2. Unexcused

Most absences not mentioned above are interpreted under the law as “unexcused absences” including but not limited to non-school sponsored activities, vacation, shopping, 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 are:

a. 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.

b. Truancy: A student who is absent from school without the consent of a parent/guardian is considered to be truant.

3. Excessive Absences

Absences over 24 for elementary and middle schools and 20 at the high school for any day or class period, whether excused or unexcused will be considered excessive and subject to the following penalties:

a. Subject to retention or consideration of retention;

b. Affect class grade as determined by building procedures.

IV. Responsibility for Good Attendance.

Successful implementation of this policy requires cooperation among all members of the educational community, including parents/guardians, students, teachers, administrators and all staff members.
STUDENT ATTENDANCE

A. Parent/Guardian Responsibilities

1. It is the responsibility of parents/guardians to ensure that their children attend school regularly and on time. The school day hours for each building are posted in the student handbook.

2. When a student is absent from school, parents/guardians should contact the school by 9:00 a.m.

3. Parents/Guardians must provide a written, credible verbal, or electronic explanation of the absence/tardiness to the attendance designee. If the written explanation is not received by the District within one week of the absence/tardiness, the absence/tardiness shall be deemed unexcused.

4. Parents/Guardians are required to provide their current home address, telephone number, emergency number(s) and a list of adults to contact in the event of an emergency.

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.

C. Teacher/Staff Responsibilities

1. Teachers are responsible for maintaining accurate attendance reports and for referring chronic absentees for review by the Building Principal or designee.

2. 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. (Phone calls to parents or guardians are encouraged).

D. Administrative Responsibilities

1. The District shall maintain a register of attendance for each pupil which includes the student’s name, date of birth, home address, names of parents/guardians, telephone numbers to contact parents/guardians, date of
STUDENT ATTENDANCE

enrollment, record of pupil’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.

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

4. The Principal or designee shall be responsible for preliminary contact with parents/guardians and students to assess a situation of absenteeism and devise a plan of improvement.

V. Activities to Support Good Attendance

A. The implementation of an effective and efficient student attendance system, that is, one that is accurately recorded, consistently maintained and fairly administered.

B. The provision of prompt service to pupils in need of help as soon as a need is suspected.

C. The establishment of cooperative relationships between parents/guardians and other members of the staff in the interest of the child.

D. The establishment of cooperative relationships with other community agencies which serve families of pupils with attendance problems.

E. The maintenance of an effective policy that encourages student attendance and is in compliance with the commissioner’s regulations and rulings.

VI. Intervention

A. The objective of intervention strategies is to identify the cause(s) of absenteeism, to reduce absenteeism and to circumvent the need for action in the courts (PINS petitions).

B. 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:

- communication with the parent/guardian
- counseling and other support services
- mentoring
POLICY

STUDENTS

STUDENT ATTENDANCE

- progressive disciplinary action
- related community agencies services.

VII. Incentives

An incentive program may include, but not be limited to, awards or privileges for perfect attendance.

VIII. Disciplinary Sanctions

A. Excessive or unreasonable absences and tardiness may properly be the basis for disciplinary action. The use of detentions and in school suspensions related to unexcused absence from school is authorized. A student with poor attendance whose behaviors are willfully insubordinate may be suspended. Such suspension shall be pursuant to Section 3214 of the Education Law.

B. When other forms of intervention fail, nonacademic sanctions, including the loss of privileges (e.g. participation on interscholastic sports or in extracurricular activities, attendance at school sponsored events), may be imposed.

IX. Coding System for Absences

A. The coding of student absences, tardiness and early departures allows the administration to decipher patterns of behavior/absenteeism and to develop specific intervention efforts as early as possible.

B. The District’s coding system consists of a list of codes written, reviewed and periodically updated by the district attendance committee. The current list of codes is listed on the Infinite Campus Attendance Menu.

X. Notification

Written notification to parents/guardians concerning students’ excessive absences, tardiness or early departures, will take place at least in quarterly intervals and will include information that resource/support personnel are available.

XI. Implementation and Review

A. The Superintendent shall review building level pupil attendance records and if such records show a decline in pupil attendance the Superintendent shall make a recommendation to the Board for any revisions deemed necessary to improve pupil attendance.
STUDENT ATTENDANCE

B. The Superintendent shall establish a means to 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.

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.

E. This policy will be reviewed on a tri-annual basis.

New District Absence Coding

<table>
<thead>
<tr>
<th>REASON</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. AI</td>
<td>Absence Illegal (with Parents/Guardians Permission)</td>
</tr>
<tr>
<td>2. AL</td>
<td>Absence Legal (all Legal Reasons)</td>
</tr>
<tr>
<td>3. AP</td>
<td>AP Exam</td>
</tr>
<tr>
<td>4. AS</td>
<td>After School Instruction</td>
</tr>
<tr>
<td>5. ERI</td>
<td>Early Release Illegal</td>
</tr>
<tr>
<td>6. ERL</td>
<td>Early Release Legal</td>
</tr>
<tr>
<td>7. FT</td>
<td>Field Trips (Includes Sports)</td>
</tr>
<tr>
<td>8. HBI</td>
<td>Homebound Instruction</td>
</tr>
<tr>
<td>9. ISS</td>
<td>In School Suspension</td>
</tr>
<tr>
<td>10. OSS</td>
<td>Suspension Out of School</td>
</tr>
<tr>
<td>11. PPT</td>
<td>Present Part Time</td>
</tr>
<tr>
<td>12. R</td>
<td>Religious Observation</td>
</tr>
<tr>
<td>13. SD</td>
<td>Senior Day</td>
</tr>
<tr>
<td>14. TD</td>
<td>Truant All Day</td>
</tr>
<tr>
<td>15. TI</td>
<td>Tardy Illegal</td>
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<tr>
<td>16. TL</td>
<td>Tardy Legal</td>
</tr>
<tr>
<td>17. TP</td>
<td>Truant for a Period</td>
</tr>
</tbody>
</table>
STUDENT ABSENCES

I. Making Up Work After An Absence

A. The student is responsible for all work covered during the period of any absence.

B. The allowed time for turning in make-up work or taking make-up tests is one (1) school day for each day missed to a maximum of ten (10) school days.

C. It is the student's responsibility to request all make-up assignments early enough to allow adequate time for completion within the allotted make-up time.

D. In case of absences near the end of a marking period, it is the student's responsibility to request all make-up assignments early enough to allow adequate time for completion prior to the end of the marking period.

E. In the case of a planned absence, it is important to note that all make-up work still must be completed both prior to the end of the marking period and within the allotted make-up time.
STUDENT RELEASE

I. Presumption:

A. The New Hartford Central School District will assume that either parent or guardian has equal authority to obtain the release of his/her child from District programs, unless the District is provided with a certified copy of a court order or other legally binding instrument to the contrary.

B. The District will assume that, if a parent/guardian has provided the District with a copy of a court order or other legally binding instrument pertaining to the parent’s/guardian right to obtain or direct the release of his/her child, the most recent such 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 Principal’s Office.

B. Parents or guardians may add or delete names from the established list during regular business hours. No parent or guardian will be allowed to change the list unless he/she is first able to verify to the District’s satisfaction his or her identity with a photo identification.

C. There will be only one established list per student. If parents/guardians cannot agree on the contents of the established list, the District will honor the request of the parent/guardian who has primary physical custody. In the event that parents/guardian have joint and equal physical custody, both parents/guardian must agree to add a name to the established list.

D. Parents/guardian 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 his/her parents/guardian (except if one parent/guardian has provided the District 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 listed on the established list.

B. In the event of an emergency, as determined by the Principal, a student may be released to an individual not appearing on the established list, but only if the
STUDENT RELEASE

parent/guardian or identified emergency contact has been contacted, and he/she 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 Principal or designee.