

# SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

Board of Education Meeting Agenda  
High School Library

February 12, 2024  
6:00 pm

1.0 Call to Order

2.0 Pledge of Allegiance

3.0 Approval of the Agenda

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

Calendar/Dates to Remember

Winter Recess – Monday, February 19<sup>th</sup> through Friday, February 23<sup>rd</sup> – no school

Coffee with the Board of Education – Monday, February 26<sup>th</sup> at 6:00 pm in the Jr/Sr High School Foyer

Board of Education Meeting – Monday, March 11<sup>th</sup> at 6:00 pm

4.0 Questions from the audience regarding agenda items – This item is reserved for questions about the Board's discussion and action on topics relevant to this agenda. The duration of the questions should be kept to a reasonable length, four minutes or less.

5.0 Presentations:

A. King Ferry Food Pantry

B. School Improvement Updates – Luke Carnicelli, Caitlin Wasielewski, Michael Naylor, Michael Simons, Liz Tyrrell

C. Grant Updates & SCCS Budget Updates – Superintendent Jensen, Loretta Van Horn, Assistant Superintendent for Business and Operations

6.0 New Business/Action Items; Consent Agenda

BE IT RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the action items listed in section 6.0 A through E.

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

A. Minutes; Board of Education meeting January 22, 2024

Exhibit #1

B. Minutes; Board of Education meeting February 5, 2024

Exhibit #2

C. CSE Recommendations; 2023/2024

Exhibit #3

D. Overnight Field Trip Request – Boston, MA; forty-five (45) students to travel on Thursday, June 20 through Friday, June 21, 2024; students will be accompanied by Renee Barone, Julia Dunsmoor, Emma Greenfield, Jess Hurd, Dennis Johnson, Lindsay Osborne, Heather Snyder and Nate Van Hall Exhibit #4

E. Policies, First Reading; as recommended by the Policy Committee Exhibit #5

E.1	Policy #5750 School Bus Safety Program; revisions recommended
E.2	Policy #8260 Title I Parent and Family Engagement Plan; revisions recommended
E.3	Policy #7110 Comprehensive Student Attendance; revisions recommended

7.0 Personnel/Consent Items; Consent Agenda

BE IT RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the personnel items listed in section 7.0 A through G, for the 2023/24 school year or for the term as indicated.

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

A. Resignation

A.1	<b>Ian Murray</b> , Teaching Assistant, effective February 5, 2024
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B. Leave of Absence/Unpaid Leave of Absence Request

B.1	<b>Kirsten Potter</b> , Teacher Aide; for maternity purposes; from Monday, January 22, 2024 through June 30, 2024 and to go unpaid from February 1, 2024 through June 30, 2024.
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C. Appointments 2023-2024

C.1	Substitute Teacher, uncertified, Substitute Teaching Assistant, Substitute Teacher Aide; <b>Abigail Lader</b> , effective February 13, 2024
C.2	6 <sup>th</sup> Teaching Section: <b>Becky Davis</b> , \$3,031.60 stipend, effective February 13, 2024
C.3	Substitute Food Service Helper, <b>Jessica Stowell</b> , effective February 13, 2024

D. Spring Sports Appointments 2023-2024:

D.1	Varsity Baseball Coach	<b>Aaron Diny</b>	\$3,626
D.2	Modified Baseball Coach <i>split stipend</i>	<b>Brett Jillson</b>	\$1,117.50
D.3	Modified Baseball Coach <i>split stipend</i>	<b>Christopher Zappolo</b>	\$1,117.50
D.4	Varsity Softball Coach	<b>Harold Van Horn</b>	\$3,989
D.5	Modified Softball Coach	<b>Justine Phillips Heiner</b>	\$2,235
D.6	Varsity Tennis Coach	<b>George Murphy</b>	\$3,626
D.7	Varsity Golf Coach	<b>Dennis Johnson</b>	\$3,989

E. Co-Curricular Appointments 2023-2024

E.1	ELL Tutor	<b>Sarah Allen</b>	\$ per contract
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F. Volunteers 2023-2024

F.1	Varsity Baseball & Modified Baseball Volunteer	<b>Aaron Brozon</b>
F.2	Varsity Baseball & Modified Baseball Volunteer	<b>Joe Shelton</b>

G. Salary Adjustments; 2023/2024 school year, based on verification of completed Masters level classes and/or Masters level classes previously approved.

	<i>Staff Member</i>	<i>Current Step</i>	<i>Masters Level Credits Earned</i>	<i>New Step</i>	<i>Adjustment Amount</i>
G.1	<b>Elishia Hoatland</b>	Step 17 + 48M	6	Step 17 + 54M	\$638
G.2	<b>Hannah Jewell</b>	Step 2 + 17	9	Step 2 + 26	\$838
G.3	<b>Michele Robin</b>	Step 2 + 0	6	Step 2 + 6	\$419
G.4	<b>Chelsea Munson</b>	Step 2 + 0	9	Step 2 + 9	\$419
G.5	<b>Elizabeth Tyrrell</b>	Step 20 + 45M	6	Step 20 + 51M	\$638
G.6	<b>Halee Wasson</b>	Step 6 + 24	9	Step 6 + 33M	\$2,000

8.0 Business Office Reports/Informational Items

9.0 Superintendent's Report/Informational Items – Social Media Lawsuit

10.0 Board of Education/Committees

A. Committees

A.1	<b><i>Athletics</i></b> ; Matt Bennett, Rachel McCarthy, Heather Rejman	
A.2	<b><i>Audit</i></b> ; Tim Pallokat, Heather Rejman, Kelsey Rossbach	
A.3	<b><i>Budget/Finance</i></b> ; Dave Harvatine, Janet Lehman, Tim Pallokat	
A.4	<b><i>Directions/Long-Range Education</i></b> ; Janet Lehman, Rachel McCarthy, Kelsey Rossbach	
A.5	<b><i>Facilities</i></b> ; Matt Bennett, Dave Harvatine, Kelsey Rossbach	
A.6	<b><i>Policy</i></b> ; Rachel McCarthy, Heather Rejman	Exhibit #6
Met on Monday, January 22 <sup>nd</sup> , meeting minutes provided.		
A.7	<b><i>Safety/Wellness</i></b> ; Janet Lehman, Rachel McCarthy	
A.8	<b><i>Transportation</i></b> ; Matt Bennett, Tim Pallokat	
Met on Thursday, January 25 <sup>th</sup> , meeting minutes provided.		
A.9	<b><i>Cayuga Onondaga School Boards Association (COSBA)</i></b> ; Dave Wiemann	

11.0 Visitor Recognition; Residents Wishing to Address the Board – Any resident of the Southern Cayuga Central School District is welcome to address the Board of Education on items pertaining to the education and/or the operation of the school district, at this time. Any resident wishing to address the Board of Education must fill out a 3x5 card with name and topic of conversation. Questions and comments relating to the employees of the district will not be permitted; such questions should be referred to the Superintendent at another time. Residents are asked to limit their presentation to four (4) minutes or less.

12.0 Proposed Executive Session

Note: The President of the Board of Education has requested an executive session to discuss the employment history of a particular person.

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

13.0 Return to Open Session

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

14.0 Board of Education Work Session – Mascot Transition Next Steps

15.0 Adjournment

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

**SOUTHERN CAYUGA CENTRAL SCHOOL  
BOARD OF EDUCATION MEETING **AGENDA EXHIBITS****

**February 12, 2024**

*High School Library*

**6:00 PM**

1. Draft Minutes – January 22, 2024 Meeting
2. Draft Minutes – February 5, 2024 Meeting
3. CSE Recommendations 2023-24
4. Overnight Field Trip Request – Boston, MA
5. Policies – First Reading

Policy #5750 School Bus Safety Program; revisions recommended
Policy #8260 Title I Parent and Family Engagement Plan; revisions recommended
Policy #7110 Comprehensive Student Attendance; revisions recommended

6. Policy Committee Meeting Minutes January 22, 2024
7. Transportation Committee Meeting Minutes January 25, 2024

# **Exhibit #1**

# SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

Board of Education Meeting Minutes - DRAFT  
High School Library

January 22, 2024  
6:00 pm

1.0 Call to Order at 6:00 PM Board President Kelsey Rossbach called the meeting to order.

2.0 Pledge of Allegiance Board President Kelsey Rossbach led the pledge.

**Board members present:** Matthew Bennett, Dave Harvatine, Janet Lehman, Timothy Pallokat, Heather Rejman, Kelsey Rossbach

**Board members arriving late:** Rachel McCarthy at 6:04 pm

**Administrators present:** Patrick Jensen, Loretta Van Horn, Luke Carnicelli, Caitlin Wasielewski

**Others present:** Jamie Bailey, Conner Bennett, CJ Calarco, Linda Clark, Julia Dunsmoor, Marcy Hand, Lori Knopp, Mary Napier

3.0 Approval of the Amended Agenda – Executive session added after section 11.0.

Board President Kelsey Rossbach asked the Board of Education to consider adding an Executive Session to discuss the employment history of a particular person

Matt Bennett made a motion to amend the agenda to add an Executive Session to discuss the employment history of a particular person after section 11.0, motion seconded by Dave Harvatine.

Motion carried: Yes – 6 No – 0

On a motion by Matt Bennett, seconded by Dave Harvatine, the amended agenda was approved.

Motion carried: Yes – 6 No – 0

4.0 Questions from the audience regarding agenda items – None

Rachel McCarthy joined the meeting at 6:04 pm

5.0 Presentations:

Bus Purchasing – Fiscal Advisors – Mike Shusda shared information regarding bonds, notes, interest, school bus purchases, school district aid, debt payments, state legislation regarding electric buses and finance law.

SCCS Budget – Revenue Projections – Assistant Superintendent Loretta Van Horn shared information about the district's transition adjustment in foundation aid, SCCS will receive a \$1.1M decrease in aid during the 2024-2025 school year, the expectations are for an additional \$1.1M less in aid during the 2025-2026 school year also and the tax levy cap.

6.0 New Business/Action Items; Consent Agenda

RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the action items listed in section 6.0 A through F.

Motion made by Matt Bennett, seconded by Rachel McCarthy

Janet Lehman asked to revise the January 8, 2024 Board of Education meeting minutes to include in Section 11.0 a statement that Board members will provide a list of potential mascot process issues to the Superintendent for investigation, plus suggestions for improvement.

Board President Kelsey Rossbach asked for a motion to revise the January 8, 2024 minutes to include such a statement.

Motion made by Matt Bennett, seconded by Rachel McCarthy

Motion carried: Yes – 7 No – 0

The Board then circled back to the motion to approve the action items listed in section 6.0 A through F., with the amendment to the minutes.

Motion carried: Yes – 7 No – 0

A. Minutes; Board of Education meeting January 8, 2024

B. CSE Recommendations; 2023/2024

C. Renew Westminster Manor Remote Emergency Evacuation Site Agreement;

An agreement between the Southern Cayuga Central School District and Westminster Manor, 81 South Street, Auburn NY, whereby the school district agrees to allow the use of the high school gymnasium as a remote emergency evacuation site for residents and staff members of Westminster Manor in the event this becomes necessary due to an emergency and the primary evacuation site in Auburn is not available. This agreement was first approved on March 12, 2007; updated and re-approved annually as requested.

D. Donation; twelve (12) snow sleds, from Gary W. Connors, SCCS Class of '85, value of \$240.00

E. Surplus Item; declare as surplus double Vulcan oven, to be sold or discarded if deemed no value

F. Authorization to execute a letter of intent with RSI Roofing, Inc., contingent upon successful State Education Department approval

7.0 Personnel/Consent Items; Consent Agenda

RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the personnel items listed in section 7.0 A through B, for the 2023/24 school year or for the term as indicated.

Motion made by Matt Bennett, seconded by Rachel McCarthy

Motion carried: Yes – 6 No – 1 (Heather Rejman)

A. Appointment 2023-2024

A.1	Substitute Teacher UPK-6, uncertified, Substitute Teaching Assistant UPK-6, Substitute Teacher Aide UPK-6; <b>Haley Mayeu</b> , effective January 23, 2024
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B. Student Teachers, February 9 through May 3, 2024, Wells College students:

B.1	<b>Sabrina He</b> , with Angela Simmons
B.2	<b>Sara Mattle</b> , with Chelsea Munson
B.3	<b>Dylan Sedorus</b> , with Jennifer Murphy
B.4	<b>Elizabeth Shoots</b> , with Jennifer Davis

8.0 Business Office Reports/Informational Items

A. Treasurer's Reports

RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby accepts the Treasurer's Reports for November and December, 2023.

Motion made by Matt Bennett, seconded by Rachel McCarthy

Motion carried: Yes – 7 No – 0

9.0 Superintendent's Report/Informational Items – School Closure Criteria – Superintendent Jensen and Board members discussed his decision process and district communication issues when internet and phone lines are not working on campus. The Board requested the Transportation Committee continue the conversation regarding school closure criteria.

10.0 Board of Education/Committees

A. Committees

A.1	<b>Athletics;</b> Matt Bennett, Rachel McCarthy, Heather Rejman
No report.	
A.2	<b>Audit;</b> Tim Pallokat, Heather Rejman, Kelsey Rossbach
Committee members need to respond to Assistant Superintendent Loretta Van Horn's email.	
A.3	<b>Budget/Finance;</b> Dave Harvatine, Janet Lehman, Tim Pallokat
Assistant Superintendent Loretta Van Horn will email members to schedule a meeting date.	
A.4	<b>Directions/Long-Range Education;</b> Janet Lehman, Rachel McCarthy, Kelsey Rossbach
Met on Wednesday, January 17 <sup>th</sup> , meeting minutes provided. Janet Lehman is seeking feedback from members on 5 Board of Education goals. Board President Kelsey Rossbach spoke of the need for a work session for the Board of Education to determine next steps with the mascot process, synopsis of feedback received, and district communications. The Board planned a work session to be held on Monday, February 5 <sup>th</sup> at 6 pm.	
A.5	<b>Facilities;</b> Matt Bennett, Dave Harvatine, Kelsey Rossbach
No meeting date set.	
A.6	<b>Policy;</b> Rachel McCarthy, Heather Rejman
Met on Monday, January 22 <sup>nd</sup> , meeting minutes will be provided.	
A.7	<b>Safety/Wellness;</b> Janet Lehman, Rachel McCarthy
No meeting date set.	
A.8	<b>Transportation;</b> Matt Bennett, Tim Pallokat
Will meet on Thursday, January 25 <sup>th</sup> at 2 pm in the District Office & will add closure criteria discussion.	
A.9	<b>Cayuga Onondaga School Boards Association (COSBA);</b> Dave Wiemann
Dave's term is up this year, Matt Bennett will contact him this week.	

11.0 Visitor Recognition; Residents Wishing to Address the Board

CJ Calarco spoke on behalf of the Teachers Union leadership regarding the proposed mascot change and observations of Board discussions.

Conner Bennett spoke as an SCCS graduate regarding the proposed mascot.

11.0 Executive Session

On a motion by Matt Bennett, seconded by Rachel McCarthy, the Board of Education entered executive session at 7:54 pm to discuss the employment history of a particular person.

Motion carried: Yes – 7 No – 0

12.0 Return to Open Session

On a motion by Dave Harvatine, seconded by Matt Bennett, the Board of Education returned to open session at 8:12 pm.

Motion carried: Yes – 7 No – 0

More conversation regarding the February 5<sup>th</sup> meeting took place.

13.0 Adjournment

On a motion by Dave Harvatine, seconded by Rachel McCarthy, the Board of Education meeting adjourned at 8:13 pm.

Motion carried: Yes – 7 No – 0

Respectfully submitted,  
*Marcy Hand*, District Clerk

## **Exhibit #2**

# SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

Board of Education Meeting Minutes - DRAFT  
High School Library

February 5, 2024  
6:00 pm

- 1.0 Call to Order at 6:01 PM Board President Kelsey Rossbach called the meeting to order.
- 2.0 Pledge of Allegiance Board President Kelsey Rossbach led the pledge.

**Board members present:** Matthew Bennett, Dave Harvatine, Janet Lehman, Rachel McCarthy,  
Timothy Pallokat, Heather Rejman, Kelsey Rossbach

**Board members absent:** none

**Administrators present:** none

**Others present:** CJ Calarco, Marcy Hand, Danielle Janssen, Robb Jetty, Mary Napier,  
Melanie Pallokat

- 3.0 Approval of the Amended Agenda – Executive session added after section 5.0.

Board President Kelsey Rossbach asked the Board of Education to consider adding an Executive Session to discuss the employment history of a particular person

Matt Bennett made a motion to amend the agenda to add an Executive Session to discuss the employment history of a particular person after section 5.0, motion seconded by Rachel McCarthy.

Motion carried: Yes – 7 No – 0

On a motion by Matt Bennett, seconded by Rachel McCarthy, the amended agenda was approved.

Motion carried: Yes – 7 No – 0

- 4.0 Visitor Recognition; Residents Wishing to Address the Board – None

- 5.0 Board of Education Work Session – Mascot Transition Next Steps

The Board of Education reviewed feedback received regarding the mascot committee's process and shared their questions regarding the process. Board President Kelsey Rossbach will reach out to Superintendent Jensen to request additional information. The February 12, 2024 Board of Education meeting will include a working session at the end of the meeting agenda.

Robb Jetty, community member, spoke and volunteered to facilitate any further mascot committee work.

- 6.0 Executive Session

On a motion by Dave Harvatine, seconded by Matt Bennett, the Board of Education entered executive session at 8:10 pm to discuss the employment history of a particular person.

Motion carried: Yes – 7 No – 0

- 7.0 Return to Open Session

On a motion by Dave Harvatine, seconded by Matt Bennett, the Board of Education returned to open session at 8:21 pm.

Motion carried: Yes – 7 No – 0

8.0 Adjournment

On a motion by Dave Harvatine, seconded by Rachel McCarthy, the Board of Education meeting adjourned at 8:22 pm.

Motion carried: Yes – 7 No – 0

Respectfully submitted,  
*Marcy Hand*, District Clerk

# **Exhibit #3**

**Southern Cayuga Central School  
Committee Meeting Recommendations for Board of Education**

<b>Student:</b> 'Board of Education Copy' <span style="float: right;"><b>Grade:</b> _____</span>									
<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>		<b>Decision</b>					
02/02/2024	02/12/2024	Committee on Special Education / Reevaluation Review		Classified					
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>	<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>	<b>Service Delivery Recommendations</b>	
Resource Room Program	09/06/2023	06/27/2024	5:1	1	Daily	40min.	Resource Room		
Educational Audiology Consults	09/06/2023	06/27/2024		5	Yearly	1 hour	integrated		

<b>Student:</b> 'Board of Education Copy' <span style="float: right;"><b>Grade:</b> _____</span>									
<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>		<b>Decision</b>					
01/18/2024	02/12/2024	Committee on Preschool Special Education / Program Review		Classified Preschool					
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>	<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>	<b>Service Delivery Recommendations</b>	
Speech/Language Therapy	09/06/2023	06/27/2024	Individual	2	Weekly	30min.	Therapy Room		
Occupational Therapy	01/22/2024	06/27/2024	Individual	2	Weekly	30min.	Therapy Room		

<b>Student:</b> 'Board of Education Copy' <span style="float: right;"><b>Grade:</b> _____</span>									
<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>		<b>Decision</b>					
02/02/2024	02/12/2024	Committee on Special Education / Reevaluation Review		Classified					
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>	<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>	<b>Service Delivery Recommendations</b>	
Resource Room Program	09/06/2023	06/27/2024	5:1	1	Every Other Day	1hr. 30min.	Resource Room		

<b>Student:</b> 'Board of Education Copy' <span style="float: right;"><b>Grade:</b> _____</span>									
<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>		<b>Decision</b>					
01/19/2024	02/12/2024	Committee on Special Education / Reevaluation Review		Classified					
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>	<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>	<b>Service Delivery Recommendations</b>	
Resource Room Program	09/06/2023	06/27/2024	5:1	1	Every Other Day	1hr. 30min.	Resource Room		

<b>Student:</b> 'Board of Education Copy' <span style="float: right;"><b>Grade:</b> _____</span>									
<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>		<b>Decision</b>					
01/18/2024	02/12/2024	Committee on Special Education / Reevaluation Review		Classified					
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>	<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>	<b>Service Delivery Recommendations</b>	
Resource Room Program	09/06/2023	06/27/2024	5:1	1	Daily	40min.	Resource Room		

<b>Student:</b> Board of Education Copy										<b>Grade:</b>	
<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>		<b>Decision</b>							
01/19/2024	02/12/2024	Committee on Special Education / Reevaluation Review		Classified							
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>	<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>	<b>Service Delivery Recommendations</b>			
Consultant Teacher Services (ELA)	09/06/2023	06/27/2024	Direct	1	Daily	1hr.	Classroom				

<b>Student:</b> Board of Education Copy										<b>Grade:</b>	
<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>		<b>Decision</b>							
01/23/2024	02/12/2024	Subcommittee on Special Education / Program Review		Classified							
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>	<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>	<b>Service Delivery Recommendations</b>			
Speech/Language Therapy	01/23/2024	06/27/2024	Small Group	3	Weekly	30min.	Therapy Room				

<b>Student:</b> Board of Education Copy										<b>Grade:</b>	
<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>		<b>Decision</b>							
01/31/2024	02/12/2024	Committee on Special Education / Initial Eligibility Determination Meeting		Classified							
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>	<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>	<b>Service Delivery Recommendations</b>			
Speech/Language Therapy	02/13/2024	06/27/2024	Small Group	2	Weekly	30min.	Therapy Room				

<b>Student:</b> Board of Education Copy										<b>Grade:</b>	
<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>		<b>Decision</b>							
01/24/2024	02/12/2024	Committee on Special Education / Reevaluation Review		Classified							
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>	<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>	<b>Service Delivery Recommendations</b>			
Consultant Teacher Services (ELA)	09/06/2023	06/27/2024	Direct	1	Daily	1hr.	Classroom				
Consultant Teacher Services (Math)	09/06/2023	06/27/2024	Direct	1	Daily	30min.	Classroom				
Resource Room Program	09/06/2023	06/27/2024	5:1	1	Daily	30min.	Resource Room				

<b>Student:</b> Board of Education Copy										<b>Grade:</b>	
<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>		<b>Decision</b>							
01/30/2024	02/12/2024	Committee on Special Education / Program Review		Classified							
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>	<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>	<b>Service Delivery Recommendations</b>			
Consultant Teacher Services (ELA)	10/02/2023	06/27/2024	Direct	1	Daily	1hr.	Classroom				
Consultant Teacher Services (Math)	10/02/2023	06/27/2024	Direct	1	Daily	30min.	Classroom				
Resource Room Program	10/02/2023	06/27/2024	5:1	1	Daily	30min.	Resource Room				
Speech/Language Therapy	10/02/2023	06/27/2024	Small Group	1	Weekly	30min.	Speech Therapy Room				



Occupational Therapy	10/02/2023	06/27/2024	Individual	2	Monthly	30min.	Therapy Room
Counseling	10/02/2023	06/27/2024	Individual	2	Monthly	30min.	Therapy Room

**Student: 'Board of Education Copy'** **Grade:** \_\_\_\_\_

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>
01/30/2024	02/12/2024	Committee on Special Education / Program Review	Classified

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	<u>Service Delivery Recommendations</u>
Consultant Teacher Services (ELA)	10/02/2023	06/27/2024	Direct	1	Daily	1hr.	Classroom	
Consultant Teacher Services (Math)	10/02/2023	06/27/2024	Direct	1	Daily	30min.	Classroom	
Resource Room Program	10/02/2023	06/27/2024	5:1	1	Daily	30min.	Resource Room	
Speech/Language Therapy	09/06/2023	06/27/2024	Small Group	1	Weekly	30min.	Speech Therapy Room	

**Student: 'Board of Education Copy'** **Grade:** \_\_\_\_\_

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>
01/31/2024	02/12/2024	Subcommittee on Special Education / Program Review	Classified

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	<u>Service Delivery Recommendations</u>
Special Class	11/13/2023	06/27/2024	12:1:1	1	Daily	2hr. 30min.	BOCES Classroom	
Occupational Therapy	02/01/2024	06/27/2024	Small Group	1	Weekly	30min.	Therapy Room	
Speech/Language Therapy	11/13/2023	06/27/2024	Individual	1	Weekly	30min.	Speech Therapy Room	
Teacher Aide	11/13/2023	06/27/2024		Daily	Daily	40 minutes	Social Studies, Science, daily academic support	Teacher aide will be shared in small and large group activities. As well as during academic support areas such as but not limited to organization, assignments, time management, and homework clarification

**Exhibit #4**

**Southern Cayuga Central School District  
Field trip request/instructional plan  
OVERNIGHT FIELD TRIP**

**Instructions**

Prepare and submit via the Principal to the Superintendent for approval at least six (6) weeks prior to the scheduling of an overnight field trip.

**Identification**

School: Emily Howland Elementary Submitted by: Julia Dunsmoor

Destination: Boston, MA

Departure: Thursday 6/20/24 7:00am Return: Friday 6/21/24 10 pm

Number of participating staff : 8 Name(s) : Renee Barone, Julia Dunsmoor, Emma Greenfield, Jess Hurd, Dennis Johnson, Lindsay Osborne, Heather Synder, Nate VanHall

Grade level(s) 6th Number of students attending : approximately 45  
Is bus transportation needed? no Approximate number of miles round trip: 710  
Are substitutes needed? yes - 1 Are lunches needed? yes

**Consent forms must be secured from all parents/guardians (attach copy for this trip)**

**Instruction objectives**

*No prerequisites are required to attend the trip*

**Activities**

Preparation (*how will the students be prepared for the trip as an instructional activity?*)

Students will take a virtual field trip to Boston to preview some of the sites and historical information they may learn on the trip. Students will also research the activities planned to better understand what they will be doing and how to make a trip plan.

(continued)

**Southern Cayuga Central School District**  
**Field trip request/instructional plan**  
**OVERNIGHT FIELD TRIP**

**Activities** *(continued)*

On trip *(what instructional activities will occur on the trip?)*

Students will walk the Freedom Trail, visit the New England Aquarium, Boston Science Museum, ride the Boston Duck Tour and explore Quincy Market.

Follow up *(upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?)*

Students will create presentations for the next year's sixth grade class about the trip, including tips for having a good time, their favorite and least favorite parts and what they learned.

**CORRELATION**

*(name the subject matter area(s) to which the experiences of this trip will correlate; explain in what way the trip correlates)*

This trip will tie in Current Events, United States History, Animal Science and real world Math

**Provisions for continuity of school work**

What instructional provisions have been made to help participants keep up with other classes that they will miss?

N/A

What specific plans have been made for the continued instruction of those students who will not participate in the field trip project?

Students who are unable to attend the trip will work on a virtual form of the trip, researching the sites the group will be seeing.

**Exhibit #5**

**SUBJECT: ~~BUS ACCIDENTS OR BREAKDOWNS~~**

~~— All buses have communication resources (i.e. radios or cell phones) for constant contact with the bus garage. Each bus has an emergency procedures manual which lists telephone numbers to be used to summon help in case of an emergency. As per regulations, all buses complete annual bus safety drills with students and drivers. Under no circumstances should the driver leave the bus and pupils. The bus driver's responsibility is to remain with the pupils to protect them from injury.~~

*Reviewed, revised & readopted, SCCS BOE June 27, 2011*  
Adopted: 6/7/04 Southern Cayuga CSD Policy Book

**Non-Instructional/Business Operations****SUBJECT: SCHOOL BUS SAFETY PROGRAM**

The safe transportation of students to and from school is of primary concern in the administration of the school bus program. All state laws and regulations pertaining to the safe use of school buses shall be observed by drivers, students and school personnel.

To assure the safety and security of students boarding or exiting school buses on school property, it shall be unlawful for a driver of a vehicle to pass a stopped school bus when the red bus signal is in operation.

The Transportation Supervisor, in cooperation with the principals, has the responsibility of developing and publishing safety rules to be followed by drivers and passengers, including rules of student conduct. In order to ensure maximum safety to those riding school buses, it is necessary that students and drivers cooperate in this effort. There is no substitute for training to develop safe habits in pedestrian and vehicular traffic. As per regulations, all buses complete annual bus safety drills with students and drivers.

All buses and other vehicles owned and operated by the School District will have frequent safety inspections and will be serviced regularly. The Transportation Supervisor will maintain a comprehensive record of all maintenance performed on each vehicle.

All buses have communication resources (i.e. radios or cell phones) for constant contact with the bus garage. Each bus has an emergency procedures manual which lists telephone numbers to be used to summon help in case of an emergency. Every bus driver is required to report promptly any school bus accident involving death, injury, or property damage. All accidents, regardless of damage involved, must be reported at once to the Transportation Supervisor. Under no circumstances should the driver leave the bus and pupils. The bus driver's responsibility is to remain with the pupils to protect them from injury.

**Seat Belts**

Legislation passed by the New York State Legislature in August, 1986, provides that all school buses manufactured after July 1, 1987, be equipped with seat belts for student use. All school district buses manufactured after July 1, 1987, are presently equipped with seat belts. Beginning in September 2012, all students will be required to wear seat belts for all transportation to and from school and school-related activities.

**Bus Stops**

Authorized bus stops will be located at convenient intervals in places where pupils may be loaded and unloaded, may cross highways and may await the arrival of buses with the utmost safety allowed by road conditions. Generally no students will be required to cross the following more heavily traveled highways where line of sight may cause a problem: Route 38, Route 34B, Route 34, Route 90.

When possible, all loading and unloading along the aforementioned highways will be accomplished at the student's residence side of the street where line of sight is limited.

*(continued)*

**Non-Instructional/Business Operations**

**SUBJECT: SCHOOL BUS SAFETY PROGRAM** *(continued)*

**Dangerous Intersections**

Because of the poor visibility, speed limit and steep grades of Route 90 just west of Genoa, buses will not cross Route 90 going in either direction on Indian Field Road. In addition, no bus may make a left-hand turn at the intersection.

Buses headed south on Route 13 in Ithaca will not turn right onto Buffalo Street.

**Bus Stop Policy**

The Board of Education retains its prerogative to determine which roads in the school district shall be used for transportation routes. The bus driver retains the prerogative of using discretion in continuing a route when safety factors are a consideration. Notwithstanding the above, bus stops will be located in accordance with the following criteria.

- a) Designated Bus Stops – In the case of adjacent properties along a highway or road (not within a village or town) normally traveled by a bus in the course of its route, stops shall be combined where the distance between stops does not exceed 600 feet for students in grades 5-12 and 300 feet for students in K-4. All students outside the village properties will have portal-to-portal pick-up and delivery January 1 through March 15.
- b) Village Properties – Within the central areas of any village, town or densely populated area, designated bus stops may be determined where the walking distance does not exceed one half of a mile. When intersecting roads are on the bus route, the corner of such intersecting roads will be the bus stop.
- c) Spurs – The Superintendent of Schools will have discretion on bus stops on spurs. A spur is defined as a portion of a bus route in a situation where the bus proceeds a short distance on a second road, turns around and returns to the original road.
- d) Riding Different Bus – A bus shall not be expected to deviate from its scheduled route when children who do not ordinarily ride that route do so and the location of their stop is not on the route of that particular bus. In this instance, children, with the consent of the parent/guardian and/or person in parental relation, will be discharged at the closest location of their stop while on the scheduled route.
- e) Students with Disabilities – Students with temporary disabilities may, with the approval of the Superintendent of Schools, receive portal-to-portal service. Students with disabilities, as determined by the Committee on Special Education, will receive portal-to-portal service.

Exceptions can be made to the above by the Superintendent of Schools in the interest of safety.

*(continued)*



**SUBJECT: SCHOOL BUS SAFETY PROGRAM** *(continued)*

**Side Roads**

Transportation will not be provided:

- a) on side roads that are not maintained by the highway department;
- b) beyond:
  - 1. Baylor's (#3990) driveway going east on Mather's Road, in winter conditions;
  - 2. Evan's (#806) driveway going west on Little Gully Road;
  - 3. DeVaul's (#3527) driveway going east on Ensnore Road;
- c) when deemed unsafe by the Superintendent of Schools.

**Private Roads**

Transportation will not be provided on highways that have not been dedicated and/or maintained by town, county and/or state highway departments

**Turnarounds**

Turnarounds will not be established unless adequate space is available and this space is properly maintained by town, county and/or state highway departments.

Education Law Section 3623  
8 New York Code of Rules and Regulations  
(NYCRR) Section 156.3  
Vehicle and Traffic Law  
Section 1174, subdivisions a and b

NOTE: Refer also to Policy #5761 -- Drug and Alcohol Testing for School Bus Drivers and Other Safety-Sensitive Employees

SCCS BOE 1<sup>st</sup> Reading February 12, 2024; revisions recommended  
SCCS BOE reviewed & revised March 26, 2012  
Reviewed, revised & readopted, SCCS BOE June 27, 2011  
Adopted: 6/7/04 Southern Cayuga CSD Policy Book

**SUBJECT: ~~PROGRAMS AND PROJECTS FUNDED BY~~ TITLE I PARENT AND FAMILY ENGAGEMENT PLAN****Parental and Family Engagement ~~Involvement~~**

The Board of Education recognizes the rights of parent/guardians to be fully informed of all information relevant to their children who participate in programs and projects funded by Title I. The district shall ensure parental/guardian involvement in these programs and projects by:

- a) Involving school stakeholders, including parents/guardians, in planning the use of Title I funds and the development of the engagement plan and school improvement plans;
- b) Convening an annual meeting to which all parents/guardians of participating children shall be invited to understand Title I services and to identify the right of parents;
- c) Providing parents/guardians with reports on their children's progress which may include the curriculum in use and forms of assessment;
- d) Providing opportunities for regular meeting and/or communication with parents/guardians.
- e) Involving parents/guardians in Title I activities, which may include establishing a school community advisory committee (CAC).
- f) Evaluate the effectiveness of the engagement plan, towards increasing parent/guardian participation, and services provided to Title I students.
- g) The district will provide coordination, technical assistance, and support to build capacity in Title I schools;
- h) Schools will provide parents/guardians materials and training to work with their children;
- i) ~~In addition to the above~~ The district and Title I schools shall, jointly and in agreement with parents/guardians of students receiving Title I services, establish expectations for parental involvement in Title I programs. ~~in accordance with Section 1118(a) of the Elementary and Secondary Education Act. Similarly, each Title I school within the District shall establish building level school/parent/guardian and/or persons in parental relation involvement policies in accordance with Section 1118(b). Such school/parent/guardian and/or persons in parental relation policies shall include, where applicable, school parent/guardian and/or persons in parental relation compacts outlining how parents/guardians and/or~~ The entire school staff, parents, and students will share the responsibility for improved student achievement and develop a partnership to help students achieve the state's high standards.

(continued)

**SUBJECT: ~~PROGRAMS AND PROJECTS FUNDED BY TITLE I PARENT AND FAMILY ENGAGEMENT PLAN~~ (continued)**

### **Comparability of Services**

The school district shall ensure equivalence among the schools in the district of the same grade span and levels of instruction with regard to teachers, administrators and auxiliary personnel as well as equivalence in the provision of curriculum materials and instructional supplies in Title I programs.

### **Procedures for Filing Complaints/Appeals**

The school district will disseminate free of charge to parents and family members of children in Title I programs, the appropriate private school officials, adequate information regarding the district's written complaint procedures to resolving Title I issues. Complaints should be addressed directly with the service provider and if it remains unresolved, it should be addressed with the building principal.

Title I of the Elementary and Secondary  
Education Act of 1965, as amended by the No Child  
Left Behind Act of 2001  
20 United States Code (USC) Section 6301 et seq.  
34 Code of Federal Regulations (CFR) Part 75

SCCS BOE 1<sup>st</sup> Reading February 12, 2024; revisions recommended  
SCCS BOE Reviewed November 8, 2010; no revisions  
Adopted: 6/7/04

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE**

**Statement of Overall Objectives**

The District is an active partner with students and parents/guardians in the task of ensuring that all students meet or exceed the New York State Learning Standards. The District recognizes that consistent school attendance, academic success, and school completion have a positive correlation, and therefore has developed, and, if necessary, will revise a Comprehensive Student Attendance Policy to meet the following objectives:

- a) To increase school completion for all students;
- b) To raise student achievement and close gaps in student performance;
- c) To identify attendance patterns to design attendance improvement efforts;
- d) To know the whereabouts of every student for safety and other reasons;
- e) To verify that individual students are complying with education laws relating to compulsory attendance;
- f) To determine the District's average daily attendance for state aid purposes.

**Compulsory Attendance**

Education Law in the State of New York requires all children between the ages of 6 and 16 to be in attendance whenever school is in session. The school year runs from July 1 through June 30. Students who turn 16 after July 1 must attend school until the last day of the school year in which they turn 16.

**Description of Strategies to Meet Objectives**

The District will:

- a) Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.
- b) ~~Develop a Comprehensive Student Attendance Policy based upon the recommendations of a multifaceted District Policy Development Team that includes representation from the Board, administrators, teachers, students, parents/guardians and/or persons in parental relation, and the community.~~ The District will hold at least one public hearing prior to the adoption of this collaboratively developed Comprehensive Student Attendance Policy.

*(continued)*

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE** *(continued)*

- c) Maintain accurate recordkeeping via a Register of Attendance to record attendance, absence, tardiness, or early departure of each student.
- d) Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.

**Determination of Excused and Unexcused Absences, Tardiness, and Early Departures**

Based upon our District's education and community needs, values, and priorities, the District has determined that absences, tardiness and early departures (ATED) will be considered excused or unexcused according to the following standards. Excessive absenteeism will adversely affect student achievement.

A written excuse, signed by a parent/guardian and/or person in parental relation should be presented by the student when returning to school following each absence, indicating the reason for the absence.

**Excused** ATEDs are defined as absences, tardiness and early departures from class or school due to:

- a) personal illness\*
- b) death in the family
- c) school closure
- d) school sponsored extra-curricular activities
- e) religious observance
- f) quarantine
- g) required court appearances
- h) attendance at health clinics, with doctor's note
- i) approved college visits
- j) approved cooperative work programs
- k) military obligations
- l) exceptional circumstances as approved by the Board of Education
- m) road test

**Unexcused:** An absence, tardiness, or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories; examples of unexcused absence include:

- a) personal illness\*
- b) family vacation
- c) hunting
- d) babysitting
- e) haircut
- f) oversleeping

\* Grades Pre-K to 5 *an excused absence requires a note from the parent or a doctor*

\* Grades 6-12 *an excused absence requires a doctor's note, as coursework is credit bearing toward graduation requirements*

*(continued)*



**SUBJECT:   COMPREHENSIVE STUDENT ATTENDANCE (*continued*)**

**Attendance Deficiencies, which may result in disciplinary procedures**

Tardiness (late) to class

Junior and Senior High School students are allowed three minutes passing time between class periods. A student who is not in the classroom when the bell rings at the beginning of the period is tardy. Classes will be started on time, making punctuality imperative. A student who is tardy to class loses valuable information and disrupts classroom procedure.

Tardiness (late) to school

Students are expected to be punctual to school and class at all times. Students who arrive at school after the start of the school day must sign in at the appropriate school office. At the elementary school level, a parent/guardian and/or person in parental relation must accompany their child to the appropriate office to sign their child in. A note must be submitted from a parent/guardian, explaining the reason.

Excessive tardiness will not be tolerated. Parents/guardians will be contacted when students are late for unexcused reasons. If the problem becomes chronic, students will be subject to disciplinary action ranging from loss of privilege to detention and suspension.

Class Cuts

A class "cut" is defined as being in school but failing to:

- a) report for an assigned class (including scheduled academic intervention sessions)
- b) report to study hall or lunch

The penalties for cutting a class range from a warning to suspension. A grade of zero for any quiz, test or graded event held during that class period may be assigned.

Truancy

Any school age child who is not excused, and is absent from school without the permission of the parent/guardian, will be considered truant. Students who are truant will be subject to disciplinary action.

**Student Attendance Recordkeeping/Data Collection**

Attendance will be taken daily for students in grades PreK-2 and during each class period for grades 3-12.

The record of each student's presence, absence, tardiness, and early departure will be kept in a register of attendance in a manner consistent with Commissioner's regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

*(continued)*

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE** *(continued)*

Attendance will be taken and recorded in accordance with the following:

- a) For students in non-departmentalized pre-kindergarten through grade 5 (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), the student's presence or absence will be recorded after the taking of attendance once per school day. For purposes of APPR and Teacher-Student Data Linkages (TSDL), classroom attendance for all students in grades K through 12 must be recorded on a subject by subject basis for Teacher of Record Determinations.
- b) For students in grades 6 through 12 or in departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence will be recorded after the taking of attendance in each period of scheduled instruction.
- c) Any absence for a school day or portion thereof will be recorded as excused or unexcused in accordance with the standards articulated in this policy.
- d) In the event that a student at any instructional level from grades K through 12 arrives late for, or departs early from, scheduled instruction, the tardiness or early departure will be recorded as excused or unexcused in accordance with the standards articulated in this policy.

No student may leave the building for any reason other than assigned classes or upon permission from the office. Unauthorized leaves will result in disciplinary action.

If a student is injured or feels ill, the student must report to the nurse. If the nurse is not available, he/she should report to the office. Students who leave school without permission from the appropriate school personnel will be counted as an unexcused dismissal.

If a student must be excused from part of the school day, the parent/guardian must provide a written request that their child will give to the school office upon arrival to school.

The request should specify:

- a) name
- b) date
- c) time to be excused
- d) destination
- e) reason for leaving
- f) means of travel from school
- g) a telephone number will be requested, by which the above information may be confirmed (parent/guardian and/or person in parental relation, doctor, dentist, etc.)

*(continued)*

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE** *(continued)*

Please make appointments, if at all possible, on school holidays or after school hours. Students being excused from school for part of the school day must wait in their classroom until a parent/guardian arrives to pick them up, at which time they will be called to the office to sign out.

A record will be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or other cause as may be found satisfactory to the Commissioner of Education.

Attendance records will also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information will be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness, or early departure will be coded on a student's record in accordance with the established District or building procedures.

The nature of an ATED shall be coded on a student's records. The following categories will be used:

- a) Excused Absence
- b) Unexcused Absence
- ~~e) Truant~~
- d) Suspended Tutored
- e) Suspended Declined Tutoring
- f) Medical Tutored
- g) In-School Suspension
- h) Educational Event
- ~~i) Tardy~~
- j) Late Excused
- k) Late Unexcused
- l) Early Dismissal
- m) Unexcused Dismissal

Student ATED data shall be available to and should be reviewed by the school nurse, principal and guidance counselors in an expeditious manner.

Attendance data will be analyzed periodically to identify patterns or trends in student absences.

Continuous monitoring will be conducted to identify students who are absent, tardy or leave class or school early. Parents/guardians who are not in regular school attendance will be contacted by phone. If not reached, they will be contacted in writing.

*(continued)*



**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE** *(continued)*

**Attendance/Grade Policy**

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student's performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs will affect a student's class participation grade for the marking period. Each school may have further grading policy regulations.

**Student Attendance and Course Credit**

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade will be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period.

At the junior/senior high school level, any student with more than 30 absences in a full-year course may not receive credit for the course. However, students with properly excused absences, tardiness, and early departures for which the student has performed any assigned make-up work, assignments, and/or tests will not be counted as an absence for the purpose of determining the student's eligibility for course credit. District procedures will specify how student tardiness and early departures will be calculated and factored into the District's minimum attendance standard.

Should a student exceed the 30-day absence threshold, the attendance recovery program will need to be completed.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

*(continued)*

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE** *(continued)*

Students will be considered in attendance if the student is:

- a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- b) Working pursuant to an approved independent study program; or
- c) Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed will be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness, or early departure, it will be the responsibility of the student to consult with his or her teacher(s) regarding arrangements to make up missed work, assignments, and/or tests in accordance with the time schedule specified by the teacher.

Notice of Minimum Attendance Standard/Intervention Strategies Prior to the Denial of Course Credit

To ensure that parents/guardians and/or persons in parental relation and students are informed of the District's policy regarding minimum attendance and course credit, and the implementation of specific intervention strategies to be employed prior to the denial of course credit to the student for insufficient attendance, the following guidelines will be followed:

- a) Copies of the District's Comprehensive Student Attendance Policy will be available to parents/guardians and provided to students at the beginning of each school year or at the time of enrollment in the District.
- b) School newsletters and publications will include periodic reminders of the components of the District's Comprehensive Student Attendance Policy. Copies of the Attendance Policy will also be included in parent/guardian and/or person in parental relation or student handbooks or posted on the District website.

*(continued)*

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE** *(continued)*

- c) At periodic intervals, a designated staff member(s) will notify, by telephone, the parent/guardian of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to his or her ability to receive course credit. If the parent/guardian cannot be reached by telephone, a letter will be sent detailing this information.
- d) A designated staff member will review the District's Attendance Policy with students who have excessive and/or unexcused absences, tardiness, or early departures. Further, appropriate student support services within the District, as well as the possible collaboration or referral to community support services and agencies, will be implemented prior to the denial of course credit for insufficient attendance by the student.

**Notice of Students who are Absent, Tardy, or Depart Early Without Proper Excuse**

A designated staff member will notify by letter after attendance thresholds are met to the parent/guardian to a student who is absent, tardy or departs early without proper excuse. The staff member will explain the District's Comprehensive Student Attendance Policy, the District's or building level intervention procedures, and, if appropriate, the relationship between student attendance and course credit.

If deemed necessary by appropriate school officials, or if requested by the parent/guardian, a school conference will be scheduled between the parent/guardian and appropriate staff members to address the student's attendance. The student may also be requested to attend this conference to address appropriate intervention strategies that best meet the needs of the student.

**Disciplinary Consequences**

Excessive unexcused absences, tardiness, and early departures will result in disciplinary sanctions as described in the District's *Code of Conduct*. Consequences may include, but are not limited to, in-school suspension, detention, and denial of participation in interscholastic and extracurricular activities. Parents/guardians and/or persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings and grade levels will address procedures to implement the notification process to the parent/guardian and/or person in parental relation.

**Appeal Process**

A parent/guardian may request a building level review of his or her child's attendance record.

*(continued)*

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE** *(continued)*

**Building Review of Attendance Records**

The building principal will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness, and early departures.

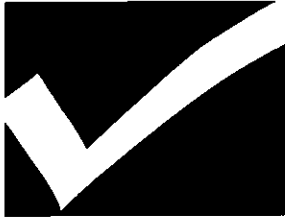
**Annual Review by the Board**

The Board will annually review the building level student attendance records and if those records show a decline in student attendance, the Board will make any revisions to the Policy and plan deemed necessary to improve student attendance.

Education Law §§ 3024, 3025, 3202, 3205, 3206, 3210, 3211 and 3213  
8 NYCRR §§ 104.1, 109.2 and 175.6

SCCS BOE 1<sup>st</sup> Reading February 12, 2024; revisions recommended  
*SCCS BOE reviewed, revised and re-adopted March 27, 2017*  
*SCCS BOE revised and approved February 22, 2010*

**Exhibit #6**



# SCCS Policy Committee Meeting Minutes

January 22, 2025

5:00 pm - 5:50 pm

District Office

Members: Patrick Jensen and Heather Rejman

Absent: Rachel McCarthy

1. Committee members reviewed policy #5770 Bus Accidents or Breakdowns Qualifications of Bus Drivers and recommended merging with Policy # 5750 School Bus Safety Program. Additional language was added to Policy # 5750 and the committee recommended the elimination of #5770. The first reading will be on February 12, 2024.
2. Committee members reviewed policy # 8260 Title 1 Parent and Family Engagement Plan and recommended changes. The first reading will be on February 12, 2024.
3. Committee members reviewed policy 7110 Comprehensive Student Attendance and recommended changes. The first reading will be on February 12, 2024.

The meeting ended at 5:50 pm.

The next meeting TBD.

**Exhibit #7**



# SCCS Transportation Committee Meeting Minutes

**January 25, 2024**

**2:00 PM – 3:30 PM**

**District Office Conference Room**

Present: Matthew Bennett, Timothy Pallokat, Dave Barnes and Loretta Van Horn

1. Committee members discussed the number of bus routes we are currently running.
  - 9 – EH routes, 8 – HS routes
  - 4 Special Ed/Parochial routes
  - 2 buses leave at 5:50 AM, those routes leave the earliest
  - The last afternoon bus returns between 5:15 and 5:30 PM, due to the dismissal time of one of the parochial schools
  - Schools we transport students to include: Moravia, Jordan-Elbridge, Union Springs, Port Byron, Cayuga-Onondaga BOCES, Midlakes, St. Albert the Great, Peachtown, John Paul II, Tyburn Academy
2. Members discussed how best to sell the 2018 Durango.
  - It was decided since the fee was very minimal to sell through Auctions International, as long as the selling price is above \$250, this would be the most cost-effective method to use and be viewed by a lot of people. It was determined to set a reserve and only sell if it reaches the reserve price.
3. The bus purchases for 2024-25 school year were discussed.
  - It is a unique year. Due to a couple of unforeseen issues we will only have one bus ready to be replaced. It was discussed whether to purchase the one this year on the normal cycle or hold it until the next school year and purchase four instead of three. More information was requested whether it was possible to extend the warranty for another year and add more miles for the one bus if we were to keep it the extra year and how it would impact the district's debt service. More information will need to be collected.
4. Snow day protocols were discussed.
  - The committee members reviewed the current school closure guidelines list provided by Superintendent Jensen. Much discussion centered around one proposed addition for school closure which said "will automatically close when Highway Supervisors/Transportation Director recommends closure". It was discussed that perhaps it should read, "if one of the highway supervisors and/or Head Building Maintenance Person recommends a 2 hour delay it will



be granted”. There was a question whether it should be a consensus among the Highway Supervisors or just one Highway Supervisor to recommend it.

- After the Transportation Committee Meeting – Patrick Jensen, Loretta Van Horn, David Barnes and Harold Van Horn hosted all of the Highway Supervisors at the District Office to review the current closing/delay protocols. During the meeting, the Highway Supervisors discussed their contact with one another throughout the morning to see how each are doing with their areas. It was asked what happens if one Highway Supervisor states his area will not be ready and thinks the district should delay/close. They all agreed that they would all recommend the same, since the students/staff and buses would have to travel through that town and if it was deemed to need more time to be safe, they would all be in consensus. They agreed to provide their recommendation by 4:30 am, for planning purposes.
- The following are the recommended School Closure/Delay Guidelines:

Current School Closure/Delay Guidelines:

- ⇒ We will close when we have no power, as we have no water, sewage, and food prep.
- ⇒ We will close when we have no heat.
- ⇒ We will close when more than five inches of snow and the wind is blowing 20+ mph (Drifting).
- ⇒ We will close when the county/state police issue a road closure.
- ⇒ We will close when the temperature is twenty below zero.
- ⇒ We will close if plowing of driveways and parking areas cannot be completed in time.
- ⇒ We will close/delay when 5-10 inches of snow is anticipated.
- ⇒ We will close when there are not enough drivers to transport students.
- ⇒ We will delay if the Highway Supervisors or Head Building Maintenance Person recommend a delay. (Recommendation needed by 4:30 am)

Next Meeting: TBD