

# **Spackenkill Union Free School District 2023-2024 Calendar and Annual Notifications**



**A tradition of excellence with a vision for tomorrow**



ESTABLISHED 1865

## *Mission Statement*

Inspired by a tradition of excellence and a spirit of continuous improvement, the Spackenkill School District will provide all of our students with the academic and social skills necessary to pursue their goals and become responsible citizens in an interdependent global community.

## *Superintendent's Welcome Message*



Dear Spackenkill Community:

A big welcome to those who are new to the Spackenkill District and greetings to those of you who are resuming your Spackenkill journey.

You'll notice that this calendar has dates for holidays, spring and winter breaks, and planned school events. Some of the dates could (and often do) change, so please read the district newsletter and the newsletters sent out by the schools to update your calendar. Also included in the back pages of the publication is information on school policies and procedures. The calendar/guide is on our website ([spackenkillschools.org/parents](http://spackenkillschools.org/parents)) with links to Board policies and other resources.

Just a little bit of history: As you may know, the District was chartered in 1865. That means we're getting close to celebrating Spackenkill's 160th year, which will be in 2025. Look for more information as the school year progresses. Let's have a great 2023-2024 year and see you very soon!

Sincerely,

Paul M. Fanuele, Ed.D.  
Superintendent of Schools

### *District Office Administration*

**Paul M. Fanuele, Ed.D.**  
(845) 463-7800

*Superintendent of Schools*  
[paul.fanuele@sufsdny.org](mailto:paul.fanuele@sufsdny.org)

**Lori Mulford, Ed.D.**  
(845) 463-7808

*Assistant Superintendent  
for Curriculum, Instruction,  
and Pupil Personnel*  
[lori.mulford@sufsdny.org](mailto:lori.mulford@sufsdny.org)

**John Farrell**  
(845) 463-7800

*Assistant Superintendent  
for K-6 Instruction and Human  
Resources*  
[john.farrell@sufsdny.org](mailto:john.farrell@sufsdny.org)

**Valerie Murphy,  
SDBL, CISA, MBA**  
(845) 463-7800

*School Business Administrator*  
[valerie.murphy@sufsdny.org](mailto:valerie.murphy@sufsdny.org)



## SPACKENKILL SCHOOL DISTRICT

15 Croft Road  
Poughkeepsie, NY 12603  
(845) 463-7800

[www.spackenkillschools.org](http://www.spackenkillschools.org)

### *About Our District*

*Known for its long tradition of excellence and high standards, the Spackenkill Union Free School District is a K-12 public school district located in the western part of Dutchess County, New York. Established in 1865, it has grown from a one-room schoolhouse to four schools serving some 1,500 students. The District is comprised of two elementary schools: Nassau Elementary (K-2), where full-day kindergarten is offered, and Hagan Elementary (Gr. 3-5). There are two secondary schools: Orville A. Todd Middle School (Gr. 6-8), and Spackenkill High School (Gr. 9-12). We are also piloting a limited Universal Pre-K Program. The District Office is located behind Todd Middle School.*

### *Spackenkill High School*

112 Spackenkill Road  
Poughkeepsie, NY 12603  
Phone: (845) 463-7810  
Fax: (845) 463-7826

*Principal: Steven Malkischer*  
[steven.malkischer@sufsdny.org](mailto:steven.malkischer@sufsdny.org)



Steven Malkischer



### *Orville A. Todd Middle School*

11 Croft Road  
Poughkeepsie, NY 12603  
Phone: (845) 463-7830  
Fax: (845) 463-7832

*Principal: Daniel Doherty*  
[daniel.doherty@sufsdny.org](mailto:daniel.doherty@sufsdny.org)



Daniel Doherty



### *Hagan Elementary School*

42 Hagan Drive  
Poughkeepsie, NY 12603  
Phone: (845) 463-7840  
Fax: (845) 463-7881

*Principal: Clinton DeSouza*  
[clinton.desouza@sufsdny.org](mailto:clinton.desouza@sufsdny.org)



Clinton DeSouza



### *Nassau Elementary School*

7 Nassau Road  
Poughkeepsie, NY 12601  
Phone: (845) 463-7843  
Fax: (845) 463-7842

*Principal: Erik Lynch*  
[erik.lynch@sufsdny.org](mailto:erik.lynch@sufsdny.org)



Erik Lynch



# SEPTEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day	5 Superintendent's Conference Day	6 School Opens	7	8	9
10	11	12 BOE Meeting @ Todd MS, 6:30 pm	13	14	15	16
17	18	19	20	21	22	23
24	25 Yom Kippur	26 BOE Meeting @ Todd MS, 6:30 pm	27	28	29	30



# OCTOBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 SHS CAPE Driving Program, 6:30 pm	6 6th Grade Social, 2:30 pm	7
8	9 Columbus Day/ Indigenous Peoples' Day	10 BOE Meeting @ Todd MS, 6:30 pm	11	12	13 SHS Homecoming Football Game/Pep Rally	14 SHS Homecoming Dance
15	16	17	18	19	20 7th/8th Grade Halloween/Fall Dance, 5 pm	21
22	23	24 BOE Meeting @ Todd MS, 6:30 pm	25	26	27 7th/8th Grade Halloween/Fall Dance, 5 pm  SHS Fall Production	28 SHS Fall Production
29 SHS Fall Production	30	31 <b>Happy Halloween!</b>  Hagan Recess Rodeo  Hagan Halloween Parade, 2 pm	 			

# NOVEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 Election Day/ Superintendent's Conference Day	8 Todd Veterans Day Assembly, 8 am	9 Quarter 1 Marking Period Ends	10 Veterans Day Observed	11 Veterans Day
12	13	14 BOE Meeting @ Todd MS, 6:30 pm	15 Elementary Parent/Teacher Conferences, 1/2 day	16 Elementary Parent/ Teacher Conferences, 1/2 day  Todd Bus Driver Breakfast, 9 am	17 Elementary Parent/Teacher Conferences, 1/2 day	18
19	20	21	22 Thanksgiving Recess	23 Thanksgiving Recess	24 Thanksgiving Recess	25
26	27	28 BOE Meeting @ Todd MS, 6:30 pm	29	30		



# DECEMBER 2023




Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 7/8 Grade Concert @ SHS, 7 pm	7 6th Grade Concert @ SHS, 7 pm	8	9
10	11	12	13 High School Concert @ SHS, 7 pm	14 Hagan In-School Concert, 9:30 am  Hagan Concert #1 @ SHS, 7 pm	15	16
17 Nassau In-School Concert, 9:30 am  Hagan Concert #2 @ SHS, 7 pm	18	19 BOE Meeting @ Todd MS, 6:30 pm	20	21	22	23
24	25 Winter Recess	26 Winter Recess	27 Winter Recess	28 Winter Recess	29 Winter Recess	30
31						

# JANUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day Observed/Winter Recess	2 Winter Recess	3 School Reopens	4	5	6
7	8	9	10	11	12	13
14	15 Martin Luther King Day	16 BOE Meeting @ Todd MS, 6:30 pm	17	18	19	20
21	22	23 Regents Exams	24 Regents Exams	25 Regents Exams	26 Quarter 2 Marking Period Ends  Regents Exams	27
28	29	30 BOE Meeting @ Todd MS, 6:30 pm	31			



# FEBRUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 6th Grade Winter Dance, 5 pm	10
11	12	13 BOE Meeting @ Todd MS, 6:30 pm	14 <i>Happy Valentine's Day</i>	15	16 Presidents' Day Recess	17
18	19 Presidents' Day Recess	20 Presidents' Day Recess	21	22 Jazz Night @Todd Middle School, 7 pm	23	24
25	26	27 BOE Meeting @ Todd MS, 6:30 pm	28	29		

# MARCH 2024


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Hagan STEM Fair/ Viewing  BOE Meeting @ Todd MS, 6:30 pm	6	7	8 Superintendent's Conference Day	9
10	11	12	13	14	15 Todd Spring Production	16 Todd Spring Production
17 Todd Spring Production	18	19 BOE Meeting @ Todd MS, 6:30 pm	20	21	22	23
24	25 Spring Recess	26 Spring Recess	27 Spring Recess	28 Spring Recess	29 Spring Recess	30
31						



# APRIL 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Spring Recess	2	3	4	5	6
7	8	9 BOE Meeting @ Todd MS, 6:30 pm	10	11	12 Quarter 3 Marking Period Ends	13
14	15	16	17	18	19 SHS Spring Production	20 SHS Spring Production
21 SHS Spring Production	22	23 BOE Meeting @ Todd MS, 6:30 pm	24	25	26	27
28	29	30   				

# MAY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 BOE Meeting @ Todd MS, 6:30 pm	8 7/8 Grade Concert @ SHS, 7 pm	9	10 Music in the Parks	11
12	13 Hagan In-School Concert, 9:30 am  Hagan Concert #1 @ SHS, 7 pm	14 Grade 3 Bike Rodeo	15 Hagan 5th Grade Sharpe Reservation Trip  6th Grade Concert @ SHS, 7 pm	16 Hagan Fifth Grade Sharpe Reservation Trip	17 Hagan 5th Grade Sharpe Reservation Trip  District Art Show @ Hagan	18
19	20 8th Grade Washington, DC, Trip	21 Budget Vote/Trustee Election/7 am to 9 pm, SHS Auditorium Lobby/ BOE Mtg. 7:30 pm @ SHS  8th Gr. Washington, DC, Trip	22 8th Grade Washington, DC, Trip  Nassau In-School Concert, 9:30 am  Hagan Concert #2 @ SHS, 7 pm	23 Teamwork Counts @ Nassau	24 Memorial Day Weekend	25
26	27 Memorial Day Weekend	28	29 SHS Concert #1, 7 pm	30 SHS Concert #2, 7 pm	31	

# JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						
2	3	Hagan Field Day 4 BOE Meeting @ Todd MS, 6:30 pm Regents Exams	5	6	7 8th Grade Dinner Dance, 5 pm	8
9	10	11 Nassau Field Day String Ensemble Recital, 7 pm	12	13	14 Regents Exams	15
16	17	18 BOE Meeting @ Todd MS, 6:30 pm Regents Exams	19 Juneteenth Day	20 Regents Exams	Hagan Moving Up, 9:30 am Todd Field Day Regents Exams 21	22 SHS Graduation
23	24 Regents Exams	Last Day for Students 25 Quarter 4 Marking Period Ends 8th Gr. Moving Up, 9 am Regents Exams	26 Superintendent's Conference Day K-8 Regents Rating Day 9-12	27	28	29
30						



# JULY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 <b>Happy July 4th!</b>	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# AUGUST 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Regents Exams	20 Regents Exams	21	22	23	24
25	26	27	28	29	30	31 See You Soon!



Above, left to right: Board of Education members Sasha Barnes, JoAnne Prairie, Jeff Cohen, Richard Horvath, and Dan Koehler.

## Board of Education

The Board is comprised of five elected representatives, each serving a five-year term. Each year, at the May budget vote, one available seat is voted on. We usually hold two meetings per month during the school year. The community is encouraged to attend. The Board is a member of the New York State School Boards Association (NYSSBA), Board of Cooperative Educational Services (BOCES), and Dutchess County School Boards Association. If you have any comments or questions, please feel free to contact any board member. To send an email to all Board members: [boardofed@sufsdny.org](mailto:boardofed@sufsdny.org).

### 2023-24 Board Members

Daniel G. Koehler, P.E., President  
[daniel.koehler@sufsdny.org](mailto:daniel.koehler@sufsdny.org)

Richard Horvath, Ph.D., Vice President  
[richard.horvath@sufsdny.org](mailto:richard.horvath@sufsdny.org)

Jeffrey Cohen, Trustee  
[jeffrey.cohen@sufsdny.org](mailto:jeffrey.cohen@sufsdny.org)

Sasha Barnes, Trustee  
[sasha.barnes@sufsdny.org](mailto:sasha.barnes@sufsdny.org)

JoAnne Prairie, Trustee  
[joanne.prairie@sufsdny.org](mailto:joanne.prairie@sufsdny.org)

## Graduation Ceremonies

Students who have earned a Career Development and Occupational Studies Commencement Credential (CDOS) or Skills and Achievement Commencement Credential (SACC) by the time their ninth grade cohort reaches graduation may, but are not required to, participate in that graduation ceremony and related activities. For more information on the District's policy and regulations regarding graduation participation, please visit: <https://tinyurl.com/sufsdgrads>

## Delays and Closings

If emergency closing days are needed, the make-up formula will be as follows:

If one make-up day: May 24, 2024; if two make-up days: May 24 and April 1, 2024; if three make-up days: May 24, April 1, and March 25, 2024; if four makeup days: May 24, April 1, March 25, and March 26, 2024; if five make-up days: May 24, April 1, March 25, March 26, and March 27, 2024; if six make-up days, May 24, April 1, March 25, March 26, March 27, and March 28, 2024.

Student safety is the highest priority when deciding whether to close or delay school or dismiss early in inclement weather. Visit the district homepage at [www.spackenkillschools.org](http://www.spackenkillschools.org). Messages for closings and delays and early dismissals are sent through our Automated Communication System (SchoolMessenger) via phone, text, email, and Twitter.

When school has been closed due to weather all outside user group activities are also canceled for the day/evening.

Consult the following radio stations/websites:

CANCELLATIONS.COM

WKIP	1450	AM
WRNQ Q92	92.1	FM
WPKF/WFKP KISS FM	96.1	FM
WRWD COUNTRY/	107.3	FM
WBWZ Z-93/	93.3	FM
WEOK/WPDH/	1390	AM
WPDH	101.5	FM
WCZX	97.7	FM
WRRV	92.7	FM
WKIP	94.3	FM
WSPK	1260	AM
WBNR	104.7	FM
WHUD	100.7	FM

## SchoolMessenger

SchoolMessenger provides timely communication to parents and staff on such matters as weather-related closings and delays, attendance, and emergencies. For more info and to update your account, please visit [https://www.spackenkillschools.org/parents/school\\_messenger](https://www.spackenkillschools.org/parents/school_messenger)



## STUDENT EMERGENCY CONTACT INFORMATION

For the safety of your child, it is extremely important that he/she has emergency contact information on file in the Main Office and Nurse's Office. In the beginning of the school year, a Demographic Validation Form will be sent home with the contact information we have for each student. If any changes should occur during the course of the school year, such as a change of address, telephone number, or contact person, please notify the school nurse immediately. In emergency situations we ask your patience with the brief lag between incident and information availability as inaccurate information can cause more harm than good. Emergency situations are dangerous to all, and by going to your child's building it impedes emergency services response. Students will be released to parents as soon as the situation is deemed safe to move students by emergency personnel. Should there be an emergency situation, as soon as information is available it can be found on the district website and a call will go out from our SchoolMessenger system.

## Schools Against Violence in Education (SAVE)

All district-wide SAVE documents are available for public review at the following locations: Spackenkill Union Free School District Office, all individual School Building Offices, and at [www.spackenkillschools.org](http://www.spackenkillschools.org)

## Non-Resident Tuition Policy

The district has a K-12 Non-Resident Tuition Policy. To read the full policy visit: <https://tinyurl.com/nonresident-tuition>

## Notice of Nondiscrimination

The Spackenkill Union Free School District does not discriminate on the basis of race, color, national origin, sex, disability, age, or other protected categories under state or federal law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

**Title IX Officers:** Lori Mulford, Assistant Superintendent for Curriculum, Instruction, and Pupil Personnel, for students, [lori.mulford@sufsdny.org](mailto:lori.mulford@sufsdny.org); and Valerie Murphy, School Business Administrator, for staff, [valerie.murphy@sufsdny.org](mailto:valerie.murphy@sufsdny.org) – Spackenkill Union Free School District, 15 Croft Rd., Poughkeepsie, NY 12603, (845) 463-7800.

**Civil Rights Compliance Officers:** Lori Mulford, Assistant Superintendent for Curriculum, Instruction, and Pupil Personnel, Spackenkill Union Free School District, 15 Croft Rd., Poughkeepsie, NY 12603, (845) 463-7800, [lori.mulford@sufsdny.org](mailto:lori.mulford@sufsdny.org); and Steven Malkischer, High School Principal, 112 Spackenkill Road, Poughkeepsie, NY 12603, (845) 463-7810, [steven.malkischer@sufsdny.org](mailto:steven.malkischer@sufsdny.org). Inquiries regarding discrimination on the bases listed above may also be made to the United States Department of Education, Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005, (646) 428-3800, [ocr.newyork@ed.gov](mailto:ocr.newyork@ed.gov) or the New York State

Division of Human Rights, One Fordham Plaza, 4th Floor, Bronx, NY 10458, (888) 392-3644, [complaints@dhr.ny.gov](mailto:complaints@dhr.ny.gov).

## Section 504 of the Disability Act

The district shall make its programs and facilities accessible to all its students with disabilities. The district shall also identify, evaluate, and extend to every qualified student with a disability under Section 504 a free, appropriate public education. If you believe that you have been discriminated against due to a disability, you have a right to present your complaint to the Section 504 Coordinator for students, Lori Mulford, Assistant Superintendent for Curriculum, Instruction, and Pupil Personnel, in person at 15 Croft Rd., Poughkeepsie, NY 12603, by email at [lori.mulford@sufsdny.org](mailto:lori.mulford@sufsdny.org) or by telephone at (845) 463-7808.

## Special Education Services: Referrals for Preschool or School-Age Children

If a student's parent or a person in the parental relationship, or a professional staff member of the school district in which the student resides, or the public or private school the student legally attends, suspects the student possesses a disability that affects the student's educational performance, they may refer the student to the Committee on Special Education. Send a letter to Lori Mulford, Assistant Superintendent for Curriculum, Instruction, and Pupil Personnel or the building administrator of the school that the student attends (or is eligible to attend if not yet in school) for an individual evaluation. Determination of eligibility for special education programs and services will be determined by the Committee on Special Education. For further information, contact (845) 463-7808.

## *Facilities Use*

The Board of Education recognizes and affirms the primary purpose of school facilities is to provide and promote the education of the district's children. It shall be the policy of the Board to encourage the greatest possible use of school facilities for community-wide activities. This is meant to include use by recognized athletic, civic, social and fraternal, youth and religious organizations in accordance with law. Groups who wish to use the school facilities must meet all the requirements of the district's policies on Use of Facilities and must submit the district's Facility Use Form, along with the required insurance documentation, which is outlined on the form, in order to receive approval by the Spackenkill Union Free School District. Groups must abide by the rules and regulations established for such use, including prohibition on alcohol, tobacco, and drug use. The High School track, basketball and tennis courts, as well as all of the district's playgrounds, are open for public use during non-school hours and when not otherwise in use for a district event. All other facilities require an application for use as outlined above. Applications are available at the District Office, 15 Croft Road, Poughkeepsie, NY 12603. The rules and regulations regarding facility usage are subject to change at any time, including as a result of any public health emergencies that may arise.

## *Student Records: Access and Challenge Notice*

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records, including:

The right to inspect and review the student's education records within 45 days of the day the school district receives a request for access.

Parents of students or eligible students may inspect and review the student's education records upon request. Such request shall be in writing, to the Superintendent of Schools or designee, identifying as precisely as possible, the record or records which s/he wishes to inspect. The student's records will be made available for review promptly, and in any event within 45 days of such written request. The parent or eligible student will be notified of the time and place where the records may be inspected. No documents may be removed from school premises.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading:

Parents/Guardians or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the Superintendent, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading or violates the privacy or other rights of the student. The Superintendent will provide a written response within ten (10) working days of receipt of the written challenge, indicating whether or not the challenged material will be corrected or deleted. If the request is denied, the Superintendent shall advise the parent or eligible student of their right to a hearing to challenge the decision. Additional

information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials include administrators, teachers, support staff, board members, and persons employed by or under contract with the school district to perform a special task. A legitimate educational interest shall include performing a task that is specified in his or her job description or by contract, performing a task related to a student's education or the discipline of a student, or providing a service or benefit related to the student or student's family, such as health care, counseling, or job placement. Upon request, the school district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.



## *Directory Information Annual Notice*

Parents of students or eligible students have the right not to have Directory Information disclosed without prior written consent. This

school district designates the following items as Directory Information, and may disclose any of these items without prior written consent, unless notified to the contrary, in writing, by the parent/guardian or eligible student by the end of the first thirty (30) days of the school year: name; address; telephone listing; grade level; participation in officially recognized activities and sports; weight and height (if members of athletic teams); dates of attendance; honors, degrees and awards received. The district will not release a student's social security number or their student ID number. Copies of the District's Student Records Policy can be obtained at the District Office or on the district's website.

### ***Filing a Complaint***

Parents of students or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920  
1-800-USA-LEARN



## ***U.S. Department of Education and Third Party Surveys***

Parents shall have the right, upon request, to inspect U.S. Department of Education and third party surveys before they are distributed and administered by the district to students, and shall also have the right to opt their child out of participation in such surveys.

In the event that a third party survey contains any of the following types of information:

1. political affiliations or beliefs of the student or the student's parent;
2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized, privileged, or analogous relationships such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent;
8. income (other than that required by law to determine eligibility for participation in the program or for receiving financial assistance under such program); then the district will protect the privacy of the student in the event of administration of such a survey, by allowing parents to inspect the survey prior to administration and by advising the students that their responses should contain no personally identifiable information. The provisions of

this paragraph shall not apply to any survey administered to a student in accordance with the Individuals with Disabilities Education Act.

## ***Students and the Military Annual Notice Records***

Pursuant to federal law, the Spackenkill Union Free School District must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses, and telephone numbers of high school students. The district must also notify parents/guardians of their right and the right of their child to request that the district not release such information without the prior written parental consent. Therefore, if you, as a parent/guardian of a high school student, or a high school student, wish to exercise your option to withhold your consent to the release of the above information to military recruiters and/or institutions of higher learning, you must complete, sign, date, and return the form provided by the High School Main Office, or send a letter to that effect to the attention of the High School Principal by the date specified on the form.

## ***Pesticide Annual Notification***

New York State Education Law Section 409-H requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year. The Spackenkill Union Free School District is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following



pesticide applications and conditions are not subject to prior notification requirements:

- a school remains unoccupied for a continuous 72 hours following an application;
- anti-microbial products;
- non-volatile rodenticides in tamper-resistant bait stations in areas inaccessible to children;
- non-volatile insecticidal baits in tamper-resistant bait stations in areas inaccessible to children;
- silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- boric acid and disodium octaborate tetrahydrate;
- the application of EPA-designated biopesticides;
- the application of EPA-designated exempt materials under 40 CFR 152.25;
- the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects, including venomous spiders, bees, wasps, and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list. If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, contact: Facilities & Operations, 15 Croft Road, Poughkeepsie, NY 12603 Phone: (845) 463-7800 Email: [facilitiesconcerns@sufsdny.org](mailto:facilitiesconcerns@sufsdny.org)

## *Asbestos Notification*

The Spackenkill Union Free School District has developed and implemented an asbestos management plan. This plan is designed to effectively manage asbestos-containing material in all school buildings. This plan is available for review by parents and/or guardians of all students in the district. Please contact Facilities & Operations, 15 Croft Road, Poughkeepsie, NY 12603 Phone: (845) 463-7800. Email: [facilitiesconcerns@sufsdny.org](mailto:facilitiesconcerns@sufsdny.org) if you have any questions regarding this matter.

## *Homeless Children Annual Notice*

The school district shall provide a public education to all persons between the ages of five (5) and twenty-one (21) who are legal district residents. The parent/guardian of a homeless child, or a homeless child if no parent/guardian is available, or the director of a residential program for runaway and homeless youth established pursuant to Article 19-H of the Executive Law, in consultation with the homeless child, where such homeless child is living in such program, may designate either the school district of current location, the school of origin, or a school district participating in a regional placement plan as the district the homeless child shall attend.

## *Promotion and Retention of Students Policy*

Promotion and retention in grades K–6 is decided on the basis of a thorough review of the student's entire profile, which includes the student's level of academic achievement and social/emotional/physical maturity. The retention of a student is a decision to be made jointly

by parents and the school's RTI Team. Under normal circumstances, a student may not be retained more than one time during the student's elementary years. The building principal shall make the final determination in a promotion decision.

At the 7th and 8th grade levels, any student who fails two or more major subjects must repeat the grade. The major subjects are English, mathematics, science, and social studies. Students in grades 7 and 8 may attend summer school to make up credit for up to two of the major subjects.

Scores on standardized English and mathematics assessments for grades 3–8 shall not be the sole or primary factor in a decision to promote or retain a student.

Promotion in grades 9–12 shall be on the basis of credits earned in individual subjects. Students may attend summer school to make up credit for up to two of the major subjects. Permission for doubling in certain subjects may be granted at the discretion of the building principal after a review of the individual situation with the parents, the counselor, and the teachers involved.

## *Parent and Family Engagement Policy*

The Spackenkill Union Free School District encourages parents and families to be involved in their children's education in a variety of ways, including, but not limited to the following:

- membership in parent/teacher associations,
- membership in building and district-wide parent advisory committees,

- participation in programs sponsored by the school and other agencies on how to help children succeed in school,
- participation in programs such as Pick a Reading Partner;
- participation in district-wide surveys,
- attending parent/teacher conferences, parent coffees, open houses, and curriculum nights,
- communicating with teachers and administrators whenever there is a question or concern,
- reviewing the child's daily planner (grades 6-8),
- reviewing and talking with teachers about student progress as reported in five-week notices and quarterly report cards,
- meeting with support staff such as social workers, psychologists, and guidance counselors as deemed necessary.
- The District's Academic Intervention Services (AIS) program that is mandated by the state and federal government has the additional specific parental involvement procedures outlined below:
- The building principal (or designee) will be responsible for parental notification indicating a need for AIS. This notification will be made in writing and will include a summary of services being provided to the student, including when the services will be provided. The reason(s) for intervention will be reviewed, and the consequences of not achieving the standards will be stated.
- Parents will also be kept apprised of their child's progress through quarterly written reports, parent conferences, and/or consultations, and, when appropriate, will be given suggestions for working with the student at home. The teacher or

support staff person providing intervention services to the student will be responsible for the above-required communications with parents.

- When services are discontinued, the parent will be notified in writing that the services will be ending, and the criteria for ending services.
- Each September an open house is held for the parents. Parents are invited to the classroom to see and hear about the specific program their child is taking. The teacher shows a typical lesson.
- Four times a year, a formal report is sent to the parent of each student receiving AIS. The report is divided into sections representing the standard or key idea for the subject. Parents of students who are being monitored also receive a letter that tells them the results of the monitoring and the consequences of the child's performance.
- At the elementary level, teachers give ideas and suggestions for ways parents can work with their child. Ideas for games and books are discussed. Parents are encouraged to send in ideas and comments.
- Teachers are encouraged to share activities or ideas that parents can use with their child. They receive either a copy of an activity or directions to make the activity. In addition, there are displays of children's books, games, information about libraries, etc., at the school, always in classrooms, hallways and the library. In addition to the above, the following services will be provided by the district designated Title 1 school for students receiving services of Title 1:
- Each fall at Curriculum Night, the

teacher(s) who is/are paid with Title I funds will meet with the parents of his/her students to review with them the Title 1 plan and program.

- The district website and ongoing meetings at school including School Board meetings, Parent Coffees and PTA meetings are the forums for ongoing explanations of NYS Common Core Standards, student achievement, requirements of the Title I Programs and how to monitor students' programs.
- An annual survey of parents of students receiving the services of a Title I employee will be conducted to evaluate the content and effectiveness of the Parent Involvement Policy in improving the academic policy of the Title I school.

## ***Parental Notification Regarding Teacher Qualifications***

Upon parental request and in a timely manner, the district will provide information regarding the professional qualifications of the student's classroom teacher(s), including, at a minimum the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Ask questions.
- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status under which state qualifications or

licensing criteria have been waived

- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Additionally, schools that receive Title I funding shall provide each individual parent timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## ***Dignity for All Students (DASA): Prohibiting Discrimination and Harassment of Students***

The SUFSD Board of Education is committed to providing a safe and productive learning environment within its schools. In accordance with New York State's Dignity for All Students Act (DASA) the Board is committed to promptly addressing incidents of harassment and/or discrimination of students that impede students' ability to learn. This includes bullying, taunting, or intimidation in all their myriad forms as outlined in the district's policies, which can be found on the BoardDocs link on the district website.

### **DASA Coordinators:**

To report an incident of discrimination, harassment or bullying, contact the building's

Dignity Act Coordinator or fill out the appropriate form found in each of the school's main offices and on the district website at <https://tinyurl.com/endspackbullying>. Please return the form to your school's Dignity Act Coordinator.

Spackenkill High School, Tracie Phillips, [tracie.phillips@sufsdny.org](mailto:tracie.phillips@sufsdny.org)

Orville A. Todd Middle School, Kate Casucci, [kate.casucci@sufsdny.org](mailto:kate.casucci@sufsdny.org)

Hagan Elementary School, Erin Poole, [erin.poole@sufsdny.org](mailto:erin.poole@sufsdny.org)

Nassau Elementary School, Brittany Farrell, [brittany.farrell@sufsdny.org](mailto:brittany.farrell@sufsdny.org)

## ***Testing Information***

Parents may request information regarding student participation in any mandated state or local assessments by contacting Dr. Lori Mulford, Assistant Superintendent for Curriculum, Instruction, and Pupil Personnel at 845-463-7808. Such information shall be provided within two (2) weeks of the request.

Spackenkill District Office, 15 Croft Road, Poughkeepsie, NY 12603; (845) 463-7800

Spackenkill High School, 112 Spackenkill Road, Poughkeepsie, NY 12603; (845) 463-7810

Orville A. Todd Middle School, 11 Croft Road, Poughkeepsie, NY 12603; (845) 463-7830

Hagan Elementary School, 42 Hagan Drive, Poughkeepsie, NY 12603; (845) 463-7840

Nassau Elementary School, 7 Nassau Road, Poughkeepsie, NY 12601; (845) 463-7844

## ***State Income Tax Returns***

State Aid to schools is based, in part, on the income of its residents. In order to receive proper credit, please record tax number 612 on

your New York State tax return if you live in the Spackenkill Union Free School District.

## ***Anaphylaxis Notification***

The administration of epinephrine by EpiPen has become an accepted and extremely beneficial practice in protecting individuals subject to serious anaphylactic reactions. The district will work with students in the self-management of their life-threatening allergy, or other chronic health conditions, by adequately training staff and assuring the availability of the necessary equipment and/or medications. The district will stock epinephrine for non-patient specific use and ensure that each RN is properly trained, as the only authorized users of the stock epinephrine per non-patient specific order from the Medical Director.

Additionally, the law and regulations permit certain individuals within the schools in the emergency treatment of anaphylaxis.

Parents/guardians can contact Elizabeth Giancaspro, BSN, RN, at [elizabeth.giancaspro@sufsdny.org](mailto:elizabeth.giancaspro@sufsdny.org) or (845) 463-2043 for further information regarding the treatment of anaphylaxis in school.





## *Opt-out Media Release Notice*

The Spackenkill Union Free School District provides the community with news, photos, and videos from our schools, and information about events, activities, achievements, etc. We do this each year through a variety of methods, including printed publications, newsletters, calendars, media releases, website stories, videos, and social media.

Some examples of news we may share include honor roll lists, unique classroom activities and lessons, assemblies, artistic awards and performances, and academic recognitions. Information about your child, including his or her name, grade, age, photograph, and comments, may be published if he or she is part of one of these activities. In addition, photos/videos of students taken throughout the school year may be placed on the pages of the printed and web versions of district publications as well as shared with the media and in yearbooks.

The district has an “opt-out” media policy only. This means that unless your child’s school has a signed “opt-out” form on file, your child’s information and/or photo may be used in any of the prior stated media capacities. Should you wish to “opt-out” and not permit your child’s photo and/or information to be shared or used in yearbooks, please download and complete the form on the Parent page, <https://www.spackenkillschools.org/parents>, under Response Forms, and return it to the Principal’s Office by September 11, 2023. The paper form is also available in the main office of each school. If you have any questions, please call your child’s school.

## *Child Abuse Hotline*

The Office of Children and Family Services (OCFS) operates the following toll-free telephone number: 1-800-342-3720 to receive reports of child abuse or maltreatment. Further information can be found on the OCFS website: <https://ocfs.ny.gov/main/cps/>

## *Número de Teléfono de la Línea Directa de Abuso Infantil*

La Oficina Estatal de Servicios para Niños y Familias del Estado de Nueva York <https://ocfs.ny.gov/main/cps/> mantiene una línea directa de abuso infantil. El número de teléfono gratuito de Statewide es 1-800-342-3720.

## *Attendance Policy Plain Language Summary*

It is the goal of the Spackenkill Union Free School District to ensure that each student attend school the maximum number of days possible, and to afford each student the opportunity to meet his/her potential. This constitutes a summary of the District’s attendance policy. For the comprehensive policy, please visit BoardDocs.

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

**Guidelines:** The District recognizes an important relationship between class participation and class performance. Consequently, each teacher may consider

classroom participation as well as the student’s performance in homework, tests, papers and projects, etc. When a student is absent, with or without an excuse, he/ she misses the opportunity for class participation. Any absence from class that is not made up may result in a loss of points from the student’s class participation grade.

### A.) Absences

1. Absences counted under the attendance/grading policy include:

a. All absences (whether excused or unexcused) not excluded below;

2. The following should NOT be counted as absences under the attendance policy:

- a. In-School Suspension (“ISS”);
- b. Any period of OSS where student accepts alternative instruction;
- c. Attendance at a special education program or service offered by a public school or an approved private school or facility when a student is homeless, disabled or incarcerated. (See §175.6 of the regulations of the NYS Commissioner of Education.)

### B.) Makeup Policy

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

2. Make-up assignments must be completed by the date specified by the student’s teacher for the particular class. Upon satisfactory and timely completion of the make-up assignment, any earned points will be included when calculating the student’s final grade.

3. Reasonable make-up opportunities will be given to students with excused absences due to: a) personal illness; b) illness or death in the family; c) disability; d) impassable

roads or weather; e) religious observance; f) quarantine; g) required court appearances; h) attendance at health clinics; i) approved college visits; j) approved cooperative work programs; k) military obligations; or l) such other reasons as may be approved by the Commissioner of Education.

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

C.) Consequences for Exceeding Absences Without Making Up Classwork

1. If a student loses credit in a course, he/she may request a meeting with his/her guidance counselor to discuss all remaining options.

D.) Summer School Courses

Students may complete a course in summer school only if they have attended the regular school-year course for all quarters of the course.

**Recordkeeping:** Attendance shall be taken in accordance with District policy. An attendance register will be maintained by the district for each student. A teacher or district employee designated by the Board of Education will make entries into the attendance register.

**Attendance Incentives:** The District will design and implement incentives to acknowledge students' efforts to maintain or improve school attendance.

**Incremental Interventions:** The District will design and implement a system specific incremental intervention strategies to identify and alleviate attendance problems in their early stages. Any discipline imposed as a result of unexcused absences, shall be consistent with the District-wide Code of Conduct.

**Appeals:** Appeals regarding the attendance policy will be made directly to the principal or other designated administrator in accordance with District policy.

**Returns to District:** Students, who leave the District and subsequently return, must still honor the attendance policy. All previous class absences will still count for that academic year.

**Responsibilities:** Successful implementation of any attendance policy requires cooperation among all members of the educational community including parents, students, teachers, guidance counselors, administration and support staff. All parties will perform their responsibilities as outlined in the District policy.

For the full policy, please visit <https://tinyurl.com/SUFSD-attendance-policy>

## *Code of Conduct Plain Language Summary*

This is a plain language summary of the District's Code of Conduct and does not include all language that may be relevant to a specific disciplinary situation. The complete Code of Conduct is available at all school sites, Central Office, and on the District webpage. Supporting Board of Education policies are available on BoardDocs.

The Spackenkill Union Free School District Board of Education recognizes that students do not surrender their civil rights or in fact any right of citizenship or residence as they enter and pursue an education in our schools. The district further recognizes that students are not entitled to any special rights not enjoyed by all citizens or residents of a comparable age. Therefore, it is understood that necessary rules and regulations must be established to ensure the educational welfare of all students. It is the responsibility of all students to know and abide by all rules and regulations concerning student conduct. It is the responsibility of all staff to make sure that students meet and follow these rules and regulations and recognize these responsibilities as reasonable and fair.

All Spackenkill students, at all times, are representatives of the district. Therefore, students may be held accountable and disciplined for their conduct where the conduct bears a nexus

to the safety, morals, health, or welfare of others. Students who are violent or disruptive (as those terms are defined in the New York Education Law and/or Rules and Regulations of the Commissioner of Education) or who engage in conduct that is disorderly; insubordinate; endangers the safety, morals, health, or welfare of the student or others; or damages property as indicated by, but not limited to, the examples in the Code of Conduct, may be subject to detention, removal from the classroom, or suspension from attendance upon instruction, transportation, participation in interscholastic athletic programs, or school functions, as set forth in the District's Code of Conduct.

Depending upon the nature of the violation and the student's prior record, student discipline shall be progressive from lighter to more severe punishment. This does not mean that students with different discipline histories or students involved in different violations cannot receive the same penalty. With regard to students with a disability, no penalty may result in a change of placement without a manifestation determination meeting.

Repeatedly disruptive students and violent students will be subject to an out-of-school suspension no less than three (3) days, subject to modification on a case-by-case basis based on the particular circumstances present.

In accordance with the Family Educational Rights and Privacy Act (FERPA), parents/legal guardians do not have the right to know the names of other students involved in disciplinary incidents or to know disciplinary action taken against any students other than their own children

**Initiation of a Student Disciplinary Proceeding:** Any teacher, administrator, student, or school district personnel must report a violation of the Code of Conduct to the building principal. The principal or his or her designee shall investigate the charges as he/she deems appropriate and institute an informal or formal hearing. Suspension in excess of five (5) days shall require a Superintendent's Hearing in accordance with due process procedures prescribed by Education Law.

**Process for Removal:** If the student does present a danger or an ongoing threat of disruption to the academic process, he/she may be removed from class in accordance with the Education Law and the District's Code of Conduct.

In the event of teacher removal of a disruptive student in accordance with this Code of Conduct, continued educational programming will be provided during the period of removal as soon as practical. The type of continued educational programming will vary depending upon the student's individual needs, but may consist of, for example, study hall, in-school suspension support, or other instruction as determined by the principal.

**Maintenance of Public Order:** These rules and procedures hereby adopted by the Board of Education shall govern the conduct of students, teachers and other school personnel, licensees, invitees, and other authorized visitors while on school property or at school functions. The Superintendent, building principal, or his/her designee shall inform any licensee or invitee who violates any provisions of these rules that his/her license or invitation is withdrawn and shall direct him/her to leave the school grounds or other property of the district. In the event of his/her failure or refusal to do so, or in the case of a trespasser or other unauthorized visitor, such designee shall cause his/her ejection from such school grounds or property. Students, teachers, other school personnel may also be subject to discipline for failure to abide by the Code of Conduct.

**Enforcement Program:** The Superintendent, building principal, or a designee shall be responsible for the enforcement of these rules.

#### **Non-Discrimination and Anti-Harassment in the School**

**District:** The Board of Education recognizes its responsibility to provide an environment that is free of harassment and discriminatory conduct as required by federal and state law.

The Board prohibits all forms of discrimination and harassment on the basis of the protected classes described below by employees, school volunteers, students, and non-employees, such as contractors and vendors, as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the district.

**Students with Disabilities:** Discipline of students classified as having, or suspected of having, a disability will occur in accordance with the IDEA and/or Section 504 of the Rehabilitation Act of 1973, as applicable, as well as the District's Code of Conduct.

**Referrals to Outside Agencies:** Appropriate referrals to outside agencies will be made when a student who is at least fourteen (14) years of age is suspended for possession on school property of a gun, knife, explosive or incendiary device, or other dangerous instrument capable of causing physical injury or death, the Superintendent of Schools will refer such student to the appropriate local law enforcement officials.

When a student who is suspended for knowingly possessing an illegal drug on school property, or does not attend school in accordance with the provisions of part one of Article 65 of the Education Law, or is otherwise incorrigible, ungovernable, or habitually disobedient, and beyond the lawful control of school officials, he/she may be subject to the filing of a person in need of supervision proceeding consistent with the provisions of Article 7 of the Family Court Act.

#### **Reporting Incidents of Harassment, Discrimination, and**

**Bullying:** The Board of Education is committed to providing a safe and productive learning environment within its schools. To report discrimination and harassment, contact the district's Civil Rights Compliance Officers, Lori Mulford (845-463-7800) and Steven Malkischer (845-463-7810). To report an incident under the Dignity For All Students Act (DASA), contact the building's Dignity Act Coordinator or fill out the appropriate form found in each of the school's main offices and on the homepage of the district's website or by visiting <https://tinyurl.com/endspackbullying>. That form will be forwarded to the appropriate people for action.

- Spackenkill High School: 463-7810  
Tracie Phillips, [tracie.phillips@sufsdny.org](mailto:tracie.phillips@sufsdny.org)
- Todd Middle School: 463-7830  
Kate Casucci, [kate.casucci@sufsdny.org](mailto:kate.casucci@sufsdny.org)
- Hagan Elementary School: 463-7840  
Erin Poole, [erin.poole@sufsdny.org](mailto:erin.poole@sufsdny.org)
- Nassau Elementary School: 463-7843  
Brittany Farrell, [brittany.farrell@sufsdny.org](mailto:brittany.farrell@sufsdny.org)

**Roles of Stakeholders Implementing Appropriate Conduct on School Property:** All stakeholders should assist students in maintaining a safe, supportive school environment, a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, creed, disability, sex, sexual orientation (which is defined as heterosexuality, homosexuality, bisexuality, or asexuality, whether actual or perceived), and/or gender (which includes a person's actual or perceived sex, gender identity and expression, as well as a person's failure to conform to stereotypical notions or masculinity and femininity), which will strengthen students' self-concept and promote confidence to learn.

#### **Procedures for Early Identification and Resolution of**

**Disciplinary Problems:** Procedure shall be employed to ensure that reasonable efforts are applied to early intervention in cases involving disciplinary problems, including new entrant screening, responsive to intervention, and appropriate referrals to the Committee on Special Education.

**Classroom and Building Instructional Personnel:** Nothing in the foregoing procedure shall prevent the classroom teacher(s) or building principal(s) from taking whatever other steps they deem necessary, which lies within their responsibilities, for the early identification and resolution of disciplinary problems. This may include, but not be limited to, referral to appropriate, outside human service agencies. Their sound professional understanding of child and adolescent behavior and development is a key to effective resolutions of behavioral problems.

#### **Alternative Educational Programs Appropriate to Individual**

**Student Needs:** The Spackenkill Union Free School District Board of Education recognizes that students have special needs that must be met. The district offers alternative educational programs that can promote student accomplishment in ways other than the traditional classroom. Contact the district for more information or review the District's Code of Conduct.



## Guidelines and Programs for In-Service Educational Program to Ensure Effective Implementation of School District Policy on School Conduct and Discipline:

The District will distribute the Code of Conduct in accordance with the law and Commissioner's regulations. For the full policy go to <https://tinyurl.com/sufsdcode>

## Child Nutrition Notification Free & Reduced Price Meal Program

Please visit [https://www.spackenkillschools.org/departments/food\\_services](https://www.spackenkillschools.org/departments/food_services)

In fulfilling its responsibilities under the National School Lunch and Breakfast Programs, the Spackenkill Union Free School District agrees to:

- Serve meals free to any student who is a member of a family that has an annual income below the applicable family-size income level adopted by the school district, as prescribed by the New York State Education Department.
- Prohibit the physical segregation of, or any other discrimination against, any student because of his/ her inability to pay the full price of meals.

Follow the hearing procedure outlined in district regulations for the appeal of decisions regarding eligibility. The Spackenkill Union Free School District assures the New York State Education Department Child Nutrition Program Administration that the school district will uniformly implement the following regulation with respect to determining the eligibility of students for free meals in all National School Lunch and Breakfast Program-participating schools under its jurisdiction.

## Designated Official

The title of the official(s) who has been designated to determine which students are eligible for free meals under the regulations is the School Lunch Director.

## Criteria for Determining Eligibility

The Spackenkill Union Free School District will use the Federal Income Eligibility Guidelines for determining eligibility for free and/or reduced price meals. The only specific criteria to be used will be gross family income and the number of individuals in the family and will be uniformly applied by all National School Lunch and Breakfast Program-participating schools under the jurisdiction of the school district. The scale based on the above criteria may be changed from year to year by the New York State Education Department in accordance with the annual United States Secretary of Agriculture's guidelines. Any change in the scales will be submitted to each school district by the New York State Education Department for their adoption.

## Meal Charge and Prohibition Against Meal Shaming Policy

### I. Purpose

The goal of the Spackenkill Union Free School District is to provide student access to nutritious no- or low-cost meals each school day and to ensure that a pupil whose parent/guardian has unpaid school meal fees is not shamed or treated differently than a pupil whose parent/guardian does not have unpaid meal fees.

The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the Spackenkill Union Free School District in a way that does not stigmatize, distress, or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch, and

snack meals only. The Spackenkill Union Free School District provides this policy as a courtesy to those students in the event that they forget, lose their money or other unforeseen circumstances. Charging of items outside of the reimbursable meals (a la carte items, snacks, adult meals, etc.) is expressly prohibited.

### II. Policy

Students eligible for free or reduced meal benefits will be allowed to receive a free breakfast and lunch meal of their choice each day.

The charge meals offered to students will be a reimbursable meal of the students' choice (of that day's choices), unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal.

Full pay students will pay for meals at the school's published paid meal rate each day. The charged meals offered to students will be a reimbursable of the student's choice (of that day's choices) unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal.

Please contact Lisa French, School Lunch Director [Lisa.French@sufsd.ny.org](mailto:Lisa.French@sufsd.ny.org) to provide such permission.

No student with unpaid charges will be prohibited from purchasing food if they have money that day.

Parents/guardians must repay all unpaid charges remaining at the end of the year or before their child leaves the district, whichever occurs first.

### Ongoing Staff Training:

- Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the NYSED Webinar or the school's training program.
- Staff training includes ongoing eligibility certification for free or reduced price meals.

### Parent Notification:

- Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued meal charges within five days of the charge and then every five days thereafter.

### Parent / Guardian Outreach:

- Staff will communicate with parents/guardians with five or more

meal charges to determine eligibility for free or reduced-price meals.

- School staff will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- School staff will contact the parent/guardian to offer assistance with completion of the meal application to determine if there are other issues within the household causing the child to have insufficient funds, and or to offer any other assistance that is appropriate.

#### *Minimizing Student Distress:*

- Schools will not publicly identify or stigmatize any student on the line or discuss any outstanding meal debt in the presence of any other students.
- Students who incur meal charges will not be required to wear a wristband or hand stamp or to do chores or work to pay for meals.
- Schools will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous meal charges.
- Schools will not take any action directed at a pupil to collect unpaid school meal fees and Schools will deal directly with parents/guardians regarding unpaid school meal fees.
- Schools may discreetly notify students of their account balances, and why certain items (e.g., a la carte, etc.) could not be provided with charged meals.

#### *Ongoing Eligibility Certification:*

- School staff will conduct direct certification with NYSSIS or using NYSED Roster Upload to maximize free eligibility. NYSED provides updated direct certification data monthly.
- School staff will provide parents/guardians with free and reduced-price applications and instructions at the beginning of each school year in school enrollment packet.
- Schools using electronic meal applications will provide an explanation of the process in the school enrollment packet and instructions on how to request a paper application at no cost.
- Schools will provide at least two additional free and reduced-price applications throughout the school year to families identified as

owing meal charges.

- Schools will use administrative prerogative judiciously, only after using exhaustive efforts to obtain a completed application from the parent/guardian with available information on family size and income that falls within approvable guidelines.
- Schools will coordinate with the foster, homeless, migrant, runaway coordinators at least monthly to certify eligible students.

Students/Parents/Guardians may pay for meals in advance via <http://www.myschoolbucks.com> or with a check payable to Spackenkill Union Free School District School Lunch Fund.

Further details are available on our website at

[https://www.spackenkillschools.org/departments/food\\_services](https://www.spackenkillschools.org/departments/food_services). Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

School lunch refunds for students either graduating or withdrawing from school must submit a written or mailed request for a refund of any money remaining in their account. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Spackenkill Union Free School District Food Service Program.



## ***Board Policies***

The District has updated its Drug and Alcohol Substance Abuse policy. Go to <https://tinyurl.com/substanceabusepolicy> to learn more. To read all Board policies in full, go to <https://tinyurl.com/sufsdpolicies> and click on the Policies tab. Policies are continuously reviewed and updated.

## ***Age and Residency Requirements: Ages of Attendance/Compulsory Attendance Age***

According to Education Law, a student who becomes (6) years of age on or before the first of December in any school year shall be required to attend full-time instruction from the first day that the district schools are in session in September of such school year, and a student who becomes six (6) years of age after the first of December in any school year shall be required to attend full-time instruction from the first day of session in the following September. It is the policy of the Spackenkill Board of Education that children must be five (5) years of age to attend kindergarten, following the formula as stated above.

In accordance with Education Law Section 3205(3), the Board of Education shall require minors from sixteen (16) to seventeen (17) years of age who are not employed to attend full-time instruction until the end of the school year in which the student turns seventeen (17) years of age.

It is also the policy of the Board of Education to provide an opportunity to resident preschool educationally handicapped children to participate in approved Preschool Special Education programs established under Section 4410 of the Education Law.

Residence criteria states that all persons dwelling within the district who are between the ages of five (5) and twenty-one (21) years and who have not received a high school diploma shall be entitled to enroll in the district.

Students who present themselves for enrollment will be immediately enrolled and begin attending school the next day, or as soon as practicable, pending a final determination of residency within in three days of enrollment. Proof of residency will be required along with a completed and notarized registration packet and other designated documentation.

Spackenkill Union Free School District  
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