



SPENCERPORT CENTRAL SCHOOL DISTRICT

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To: Board of Education
Kristin Swann, Superintendent of Schools

From: Jonathan Saltzberg

Date: May 19, 2023

Re: First Read of Policies

Attached please find proposed revisions to three Board of Education Policies.

Included are:

7132 Non-Resident Students
7480 Musical Instruments
8460 Field Trips and Interscholastic Trips

These policies have been reviewed internally and with the Board of Education's Policy Subcommittee. Based on the discussions the changes are presented for a first read by the Board of Education.

Enc.: Policy 7132
Policy 7480
Policy 8460

Our Mission is to educate and inspire each student to love learning, pursue excellence and use knowledge, skills and attitudes to contribute respectfully and confidently to an ever-changing global community.

SUBJECT: NON-RESIDENT STUDENTS

The District accepts only those students who are legal residents of the District, except as otherwise provided by law or provided in this policy. Non-residents students are accepted only under the following circumstances:

Future Students

a) **Future Students**-Students whose families have signed a contract to buy or build a residence in the District may be enrolled for the semester in which they expect to become residents **if they provide bona-fide evidence of their intent; i.e., sales contract, deed, etc.** **Non-resident tuition will be charged from the time of enrollment until legal residency is established. The Superintendent shall determine the extent of further enrollment, if any, if tuition payments are not timely.** ~~Non-resident tuition will be charged, payable in advance, with an adjustment to be made when the family becomes a resident in the District.~~

Former Residents

~~Students who are not District residents will be permitted to attend the District's schools without payment of tuition in the following limited circumstances:~~

b) **Former Residents**-Any student, other than a high school senior, moving out of Spencerport Central School District, following the beginning of the second semester, may request from his/her current principal to complete the current school year in which the move occurred in his or her present school, tuition free. ~~Transportation will be the responsibility of the parent.~~

c) **Former Residents**-Any high school senior moving out of the Spencerport Central School District, following official designation of the student as a senior, may ~~choose~~ request, with his or her current principal's recommendation, to complete the senior year in his or her present high school, tuition free. ~~The transportation will be the responsibility of the parent.~~ In determining senior student status, the beginning of the school year will be designated as the day following the student's completion of all academic requirements necessary to be enrolled as a senior student.

Foreign Exchange Students

d) **Foreign Exchange**-Foreign exchange students participating in a recognized Student Exchange Program may attend District schools without payment of tuition. ~~The District will neither sponsor nor accept for admission students whose permanent residence is outside of the United States who are not participating in a recognized student exchange program.~~

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e) **Other**-The District has contractual agreements with other school districts or BOCES for the admission of non-resident students into certain programs specifically open to non-resident students in cooperation with such other districts or the BOCES and /or pursuant to Education Law § 2045. The District may enter into additional agreements for similar such programs from time to time that allow the attendance of non-resident students. In all such cases, the non-resident students' tuition is paid by the partner school district or the BOCES.

~~In the event a non-resident student is permitted to attend the District's schools, his or her attendance will be subject to the following conditions:~~

- ~~a) Non-resident families must provide their own transportation.~~
- ~~b) All rules and regulations in effect for District students will be applicable to non-District students; and~~
- ~~c) Tuition will be charged to families of non-resident students in accordance with formulas approved by the State Education Department.~~

~~In the event a non-resident student is permitted to attend the District's schools, the following conditions apply to their enrollment;~~

- ~~a) Placement will be made on a first come, first served basis.~~
- ~~b) The placement will not require any increase in the size of the teaching faculty or other staff members.~~
- ~~c) The placement will not result in class or course sizes exceeding limits established by policy or by contractual obligation.~~
- ~~d) The parents/guardians will assume all responsibility for transportation.~~
- ~~e) The student will at all times be in "good standing" in regards to attendance, behavior, and academics.~~

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Applications

Non-resident families who wish to enroll students in the District must submit a request in writing to the Director of Student Services who will review the application. The Superintendent, or designee, who shall determine whether or not the student(s) will be admitted. ~~The Superintendent will and also determine~~ which building the student will attend.

In making determinations regarding the admittance of non-resident students, the District will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or other legally protected category.

Reservation of Claims

Should a material misstatement of fact be made and relied upon by any administrator or the Board in admitting a non-resident student without tuition, the Board will be entitled to recover the cost of instruction for the time the student was not authorized to attend a school in the District from the person who made the misstatement or from the student's parent or person in parental relation.

Tuition Fees

Where applicable, tuition fees are computed according to a formula established by the Commissioner of Education.

Tuition of individual non-resident students will be computed in advance at the time of enrollment. Methods of payment (e.g., monthly) may be arranged in the District Office and approved by the Superintendent. Non-resident student status is contingent upon timely payment of tuition fees as established by the Board.

Legal Residence

Parents who maintain more than one residence, but whose legal residence for the purposes of voting or filing income tax is within the District, are eligible to send their children to District schools. However, school tax payments of non-residents who own assessable property in the District will be deducted from any tuition charges levied against the non-resident.

~~Non-resident student enrollment requests will only be considered where:~~

- ~~a) There is sufficient space to accommodate the non-resident student;~~
- ~~b) No increase in the size of faculty or staff will be necessary; and~~
- ~~c) Admittance will not result in the establishment of a new class or section.~~

Education Law §§ 1709(13) and 3202

8 NYCRR § 174.2

NOTE: Refer also to Policies #7130 -- Entitlement to Attend -- Age and Residency
#7131 -- Education of Students in Temporary Housing

Adopted: 6/22/99

Revised: 9/6/22; ____/23

Adoption Date

SUBJECT: MUSICAL INSTRUMENTS

The Board of Education supports the grades 4-12 Instrumental Music Program offered in the District.

~~The District will loan to qualified students those musical instruments owned by the Spencerport School District. The instrument may be loaned annually in order for the student to participate in the District Instrumental Music Program.~~

All instrumental music students shall be expected to own or rent their instrument. Students may arrange for ownership or rental of instruments through a variety of independent (outside the District) vendors.

A limited number of District-owned instruments are available for rental. These instruments are those that are not generally or easily available from outside vendors. A limited number of District owned instruments in this classification will be disbursed upon decisions by the instrumental music staff. Decisions will be dependent upon the need for a balanced instrumentation at each grade level. -Students who rent musical instruments will pay the fee set forth by the Board of Education. Fees may be waived in the case of severe hardship.

Students and parents/guardians will assume responsibility for proper care of school-owned instruments and will pay for damages to same.

The District will only transport, in its vehicles, those instruments meeting certain safety standards as indicated in the New York State Department of Transportation Regulations.

New York State Department of Transportation
Regulations Section 720.22

Adopted: 6/22/99
Revised: __/__/23

paperwork for any field trip in field trip regulations. Trip organizers should submit plans for approval providing the information required in the field trip regulations.

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Approval

School principals and the Director of Physical Education and Athletics must fill out completely and submit to the Superintendent a Field/Interscholastic Trip Applications, at least three (3) months in advance of the planned event. Requests with less than three (3) months' notice require justification in order to be considered for approval.

Requests must be made before the students and parents are involved. This will ensure that the trip is judged by the Superintendent of Schools and the Board of Education on the basis of the merit of the event. Full or partial day field trips must be approved in advance by the Superintendent or his/her designee.

For all field trips and/or athletic competitions, except regularly scheduled academic and athletic competitions, which are greater than fifty (50) miles one way, or include overnight lodging, applications ~~shall~~ must be transmitted to the Superintendent, who will submit ~~his/her~~ their recommendation to the Board of Education for ~~their~~ approval.

Field trips for academic and athletic competitions at state, regional or national levels for academic or athletic teams, who qualify, may be approved by the Superintendent or his/her designee at the time the team is notified of the opportunity.

All field/interscholastic trips will be reviewed on a case-by-case basis by the Superintendent or his/her designee. In determining a proposed trip's acceptability, the following items will be reviewed:

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- Cost
- Funding
- Mode and availability of Transportation
- Length of trip
- Itinerary
- Insurance coverage
- Necessary supervision
- Participant's safety and security
- If field trip is a school-sponsored curricular trip, the relationship of the field trip activity to a particular aspect of classroom instruction

With regard to safety and security the following criteria will be considered:

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- Age of students
- Number of students
- Destination
- Itinerary
- Mode of transportation
- Route traveled
- Distance
- Length of trip
- Weather
- Government advisories

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Code of Conduct

The District Code of Conduct applies to all participants at all times during a trip. Participation by students or adult leaders may be terminated for a violation of the Code of Conduct during the trip. All expenses arising out of such an infraction including travel back to school or damage to property are the responsibility of the student's parents, or in the case of an adult leader, that individual.

Consent Forms

Consent forms signed by a parent/guardian must be submitted for each student attending the trip. The consent form shall inform a parent/guardian of the following:

1. Name, location, and date(s) of event
2. Cost to student
3. Mode of transportation
4. Activities and name of supervisor
5. Classification of driver (staff, volunteer, district bus driver, etc.)
6. Parent(s)' responsibility (i.e., medical forms)

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For overnight trips, students must also present a behavior contract signed by the student indicating that he/she recognizes that the District Code of Conduct applies to all activities on the trip, just as it does in any other school-related event or activity. The student's parent or guardian must also sign this contract, indicating that he or she will transport the student home from the trip in the event of a violation of the Code of Conduct.

Funding

All field trip support shall be determined annually by the Board during budget deliberations. Trips may be funded entirely or in part by the school, the participating organization(s) and/or participating students. In cases where no school funds have been designated for a school sponsored extracurricular field trip, all costs are the responsibility of the participating students and/or adults (either directly or through district approved fundraising). In the case where an extracurricular club wins a competition, the District may fund entry fees for state, regional, or national competitions.

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Transportation

Adequate transportation must be provided for all field trips including the return trip home. No student can be left without transportation for any reason.

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Under no circumstances shall a student be allowed to transport any other student(s) on a field trip. District transportation shall be provided whenever possible, but private companies may be used on special trips. If a private carrier is used for transportation, District insurance shall be augmented with adequate liability coverage provided by that carrier.

Volunteer drivers shall be restricted to district staff or agency employees with valid New York State operator's licenses, a copy of which shall be provided to the District. The District must also obtain proof that the driver has no more than five (5) points for driving violations accumulated within eighteen (18) months. Volunteer drivers will be restricted to vehicles owned by the agency, the volunteer or his/her spouse. A vehicle must contain a valid New York State inspection sticker, which shall be examined prior to departure, and the driver must provide the District with a copy of valid New York State registration and valid vehicle

insurance. The number of passengers in a vehicle, in addition to the driver, shall not exceed the number of operational passenger seat belts in the vehicle. Seat belts must be worn by every passenger in the vehicle while the vehicle is being operated. Where the driver's license indicates a physical impairment (i.e. hand controls required) to supervise students when they leave the vehicle, one of the five (5) passengers will be an adult to assist the driver in supervising activities outside of the vehicle.

The Board of Education endorses the use of field trips to enhance the instructional goals of the District. The Board recognizes that, on occasion, the use of non-school owned conveyances must be considered and that the safety and welfare of its students is of paramount concern.

Student bus trips should be in district owned conveyances. Trips using conveyances other than district owned shall require prior approval from the Superintendent of Schools or his/her designee.

Charter Buses

Trips using charter buses shall require the approval of the Director of Transportation due to the necessity of following the Department of Motor Vehicle guidelines regulating charter trips. Charter buses will be inspected by a certified bus mechanic prior to students boarding. Students will not be allowed to ride in a charter bus which cannot pass a D.O.T. qualifying inspection. Building groups initiating a student field trip requiring the use of a chartered bus must submit a Request for Charter Bus Transportation Approval to the office of the Assistant Superintendent for Instruction for submission to the Board of Education.

Cancellation

The Board of Education reserves the right to cancel a field trip at any time, particularly if security and safety is in doubt. In the event a field trip is cancelled, the District will not be responsible for reimbursing any deposits or expenses incurred by students, parents or staff unless the District receives reimbursement from a third party vendor or supplier. A trip's sponsors should consider whether cancellation insurance should be obtained based upon the nature and type of the trip. No refund will be made if a participant's involvement is terminated during the trip due to behavioral issues.

Eligibility for School Sponsored Extracurricular Field Trips (Class, Athletic or Other Non-Curricular)

Eligibility standards can be established based on good academic standing as well as disciplinary and attendance records. However, no extracurricular trip may be used for academic credit or grades. Non-resident or private school students may not attend without special administrative approval.

Chaperones

Chaperones shall be at least 21 years of age and shall be provided as follows. The number of students to adults on any field trip shall not exceed 10 students for each adult. Exempt groups will require a ratio of no more than 20 students to each adult. Any exceptions to this must be approved by the Superintendent or his/her designee.

Adopted:
Revised:

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