

## General District Policies

### Attendance

All students must abide by the compulsory attendance requirements of New York State. A legitimate legal excuse must be submitted by the parent or guardian on the day following a student's absence. No student may leave school during school hours without written parental permission approved by the building principal. Requests to be excused for medical reasons should be accompanied by the doctor's or dentist's appointment card or the name of the doctor/dentist. Consistent unlawful absences or excessive tardiness will require parent/pupil/principal conference and/or referral to other legal agencies.

### Use of Facilities

Any group using school facilities must agree to abide by established Board of Education policies and procedures, and be responsible for any damages to property. **Remember, all school buildings and property are smoke and drug free zones.** Accidents, injuries or damages must be immediately reported to the school principal. School functions will take precedent over all other activities.

Groups requesting the use of the school at times when school is not in session need Board of Education approval and must submit requests at least 45 days in advance. These requests will incur a custodial fee.

Click here for [Use of Facilities Form](#)

### Student Accident Policy

The school district's School Accident Insurance Policy is administered through Pupil Benefits. This supplemental Student Accident Policy assists in covering expenses resulting from accidental injury to any student participating in school supervised activities. If the student qualifies for coverage under another policy, all claims must be processed against that policy.

The School Nurse must be notified immediately of any accident and an accident report must be filed. Completed claims must be submitted to the Plan within one year of the date of injury.

For more information on the Student Accident Policy, you may contact your child's school health office or Pupil Benefits Plan, Inc. (1-800-393-3301).

### Child Abuse and Maltreatment Reporting

It is the policy of the Waterloo Central School District that any teacher or other school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report such to the building principal who shall immediately call the N.Y.S. Central Register of Child Abuse and Maltreatment and give the following information:

- Name, address, and age of student
- Name and address of parent/guardian or caregiver

- Nature and extent of injuries or description of neglect
- Any other information that might help establish the cause of the injury or condition

At this time, the Superintendent of Schools shall be notified.

It is not the responsibility of the school employee to prove that the child has been abused or neglected or to determine whether the child is in need of protection. The law purposely requires only "reasonable cause to suspect" that the child is abused or maltreated.