

A REGULAR MEETING of the Board of Education of the West Babylon Union Free School District, of the Town of Babylon, Suffolk County, New York was held on Tuesday, December 14, 2010, in the Board Room of the Administration Wing adjacent to the Senior High School.

Those present: Trustees Lucy Campasano, Wendy DeGaetano, Patrick M. Farrell, Carmine Galletta, Kathy Jennings, Jerry Nocera, Peter Scarlatos and Diane Thiel. Trustee Diane Klein was absent

Also present: Mr. Anthony Cacciola, Superintendent, Dr. Dominick R. Palma, Assistant Superintendent for Curriculum and Student Services; Mrs. Yiendhy Farrelly, Executive Director for Human Resources; Mr. Arthur Williams, Executive Director for Finance & Operations; Mrs. Amy E. Jones, District Clerk; Mr. William C. Morrell, Attorney; and residents.

The President opened the meeting at 7:00 p.m. and led those present in the salute to the flag.

Meals for Eagles – Diane DeBlasio

The trustees unanimously approved Ms. DeBlasio's proposal for a program in which money is collected district-wide to purchase supermarket gift cards to give families in the district who have a need. The gift cards would be confidentially distributed on December 23, 2010 to ensure that the families have them over the winter recess. A letter requesting donations will be sent to all district employees.

Trustee Scarlatos seconded by Trustee DeGaetano made a motion to go into Executive Session at 7:20 pm. for personnel and legal matters.

The motion was **CARRIED** by all present.

The public portion began at 8:33 pm.

Trustee DeGaetano seconded by Trustee Scarlatos made a motion to approve the minutes of the regular meeting of November 22, 2010 and the Special Meetings of November 30, 2010 and December 6, 2010.

The motion was **CARRIED** by all present

Statement of the Superintendent and/or Board of Education:

Mr. Cacciola said that in light of this evening's two presentations, he will only have one statement and that is to wish everyone a happy healthy holiday season.

Statement of West Babylon Teachers Association:

Statement of West Babylon Administrators' Association:

Principal Christine Tona wished everyone a happy, healthy holiday season on behalf of the WBAA.

Statement of CSEA Representative:

None

Statement of Student Association Representative:

Students Kelly Weisenseel and Devin Barbaro wished everyone a happy holiday and said that the Student Association holiday collection went well.

Statement of PTA Council Representative:

Leslie Salanitri wished everyone a happy, healthy and safe holiday.

Statement of Residents:

None

Superintendent's Report/Educational Presentation:

Elementary Instructional Program Update: Superintendent's Management Team

The team offered an update to the August Board meeting's presentation which included Mr. Germano's PowerPoint presentation status report. In January each of the elementary schools will be administering the practice ELA and math assessments. Each of the principals gave a brief explanation of the practices being used to gain improvements. Each of the building principals is using similar strategies to ensure uniformity. In response to Trustee Campasano's question, Mr. Germano said that the teachers could have the test results within 48 hours of administering the test. Trustee DeGaetano asked for an additional presentation after the next report card is distributed to see if the plan is working. The principals will return on March 22 with data and Mr. Germano will provide a P-value chart. Mr. Cacciola thanked the principals, coordinators, teachers and parents for taking this matter seriously. He then congratulated Dr. Hickey for his appointment as the Assistant Superintendent of Great Neck Schools. Dr. Hickey thanked the Board and especially Trustees Campasano and Galletta (who had been on the Board when Dr. Hickey was appointed) for giving him the opportunity to serve as principal of Tooker Avenue.

2010-2012 Budget Process: Superintendent Anthony Cacciola and Executive Director for Finance and Operations Arthur Williams

Mr. Cacciola and Mr. Williams reminded the trustees that they would like them to establish a target tax rate for the 2011-2012 school year. A discussion ensued about what the best tax rate would be for both the community and the students. Mr. Cacciola said that it is very likely that the Governor will set a property tax cap somewhere between 2% and 4%. In addition, Mr. Cacciola and Mr. Williams discussed that the school lunch prices will have to be increased between now and

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2012 to match the state reimbursement rate (currently \$2.72 per lunch) for free lunches. Several scenarios were presented showing the effect if each possible tax rate. It was explained that the Board will receive budget draft #1 on January 11. After further discussion the trustees voted on which target tax rate to set.

Voting for a 4% target tax rate: Trustees Campasano and Scarlatos

Voting for a 3% target tax rate: Trustees DeGaetano, Farrell, Galletta, Jennings, Nocera and Thiel

The target tax rate was set at 3%.

CONSENT AGENDA

Trustee Campasano seconded by Trustee Jennings made a motion to approve the **Consent Agenda and Addendum #PE-2**

The motion was **CARRIED** by all present

#BE-1

RESOLVED: that the West Babylon Board of Education President is authorized to sign the Focus Fitness PEP Grant Interagency Agreement for the PEP grant year 2010-2011.

#BE-2

RESOLVED: that the West Babylon Board of Education authorizes the Superintendent of Schools to sign the Independent Contractor Services Agreement between the West Babylon School District and Mr. Thomas Howard. The Agreement is effective from November 10, 2010 through September 30, 2011.

#BE-3

RESOLVED: that the West Babylon Board of Education authorizes the Superintendent of Schools to sign the Independent Contractor Services Agreement between the West Babylon School District and Mr. Joseph Serigano. The Agreement is effective from November 10, 2010 through September 30, 2011.

#BE-4

RESOLVED: that the West Babylon Board of Education hereby waives the use of facilities fees and requirements for the following:

The South Shore Theatre Experience performance of "Babes in Toyland", on Thursday, December 16th through Saturday, December 18th, 2010, in the West Babylon Junior High School Eagle Hall. South Shore Theatre Experience will donate the fees to the Junior High School Drama Club.

#BE-5

RESOLVED: that the following school district is approved to provide Special Education Services to West Babylon School District resident students:

Half Hollow Hills Central School District

#BE-6

RESOLVED: that the West Babylon Board of Education President is authorized to sign the contract between the West Babylon School District and Maxim Nurse Staffing Solutions which will provide substitute nursing services, as needed, during the 2010-2011 school year.

#PE-1

RESOLVED: that the following schedules, as attached, are approved:

10-P-11 Professional Personnel

10-C-11 Civil Service Personnel

SCHEDULE 10-P-11, Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Zemba,Lorraine	Guidance Counselor	JH		11/24/10 -	Family Medical Leave
LoVerso-Kacprzycki, Marybeth	Social Studies Tchr.	HS		11/29/10 -	Family Medical Leave
Grimsley-Goldberg, Diane	Elementary Tchr.	JH		12/13/10 -	Family Medical Leave
Torres,Nicole	Physical Ed. Tchr.	HS		1/3/11 -	Family Medical Leave
Hickey,Kelly	English Tchr.	HS		12/18/10 - end of first semester	Leave of Absence
Anderson,Carolyn	Science Tchr.	HS		12/15/10	Resignation
Hawson,Jacqueline	Science Tchr.	HS	Step A-1-1/ \$46,629. (prorate)	12/15/10	Probationary Appt.
<u>PEP Grant Project:</u>					
Howard,Louis	Director	DW	\$60./hr. (max. 340 hrs.)	Dec. 2010-Sept. 2011	Carol M. White PEP Grant Fund
<u>Clubs & Advisors:</u>					
Heaton,Bryan	Color Guard/Kickline	HS	\$1,185.	2010-2011	
Fealy,Miranda	International		\$1,109.		[repl. L. Marino]
<u>Alternative Evening High School:</u>					
Snyder,Scott	Assistant Director	HS	\$5,900. (prorate)	11/19/10-12/14/10	[interim asst.]
Losito,Christopher	Assistant Director		\$5,900. (prorate)	12/15/10-6/30/10	[repl. B. Gilbert]
<u>S.A.T. Proctors:</u>					
Kinlan,Patricia					5.5 hrs.
Borgo,Danielle					6. hrs.
Cafiero,Mary Ann					6 hrs.
Doyno,Ian					6 hrs.
Haugen,Hans					6 hrs.
Iaquinto,Christine					6 hrs.
McArdle,Patrick					6 hrs.
Rizzo,Laura					6 hrs.
Rogovitz,Eugene					6 hrs.
Ruiz,Lawrence					6 hrs.
Shelor,Lisa					6 hrs.
Velasquez,Idalia					6 hrs.
Sanchelli,Joy					6.5 hrs.
Shaffer,Donna					6.5 hrs.
Montalvo,Andrea					9 hrs.
Montalvo,Christina	Test Supervisor				9 hrs.

SCHEDULE 10-P-11, Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Adult Education Instructor:			\$25./hr.	Fall, 2010	
Braham, Delton	Security Guard Training Course				
Adult Education Instructors:			\$25./hr.	Spring, 2011	
Stolberg, Lynn		Medical Billing			
Gippetti, Diane		Medical Billing			
Nicewicz, Richard		Repair Your Personal Computer			
		Advanced PC Repair			
Gibbons, Hubert		Computers for Seniors			
		Keyboarding			
Chrichton, Kim		Iyengar Yoga			
		Qigong (Chee Gung)			
		Pilates			
		Belly Dancing			
Kalischewski, M.J.		Tai Chi Chuan			
Snyder, John		Adult Fitness Program			
Axelson, Gregory		Adult Fitness Program/Substitute			
Stanley, Kaitlin		Spanish for Beginners			
		Advanced Spanish			
Ward, Anna		Italian I			
		Italian II			
Amorde, Gail		Create a Scrapbook Album			
		Sewing for Beginners			
King, John		Comfort Foods			
		Travel to the Far East			
		Greek Festival			
		Pasta Night			
		Desserts for All Ages			
		Let's Do Lunch			
		Cinco de Mayo			
Powers, Kenneth		Antiques and Collectibles, Is it Trash or Treasure?			
Powers, Joseph		Introduction to Guitar			
Kefalas, Terry		Introduction to Computers			
		Introduction to Microsoft Word			
		Introduction to Microsoft Excel			
Konas, Marlene		Beginning Jewelry Making			
		Advanced Jewelry Making			
Zambito, Robert		Debt Free Lifestyles			
Kong, JoAnne		Introduction to Glamour			
		Basics of Personal Budgeting			
Braham, Delton		Security Guard Training I & II			
Adult Education Consultants:				Spring, 2011	
Greco, Linda	Suffolk Safety Defensive Driving		\$28./person		
Hirschfield, Martin	Defensive Driving		\$30./person		
Heitz, Janice U.S. Coast Guard Aux	Paddlesport America Course		\$20./person		
	America's Boating Course		\$35./person		
Dashkin, Howard	Latin Dancing		\$40./person		
	More Latin Dancing		\$40./person		
	Disco, Hustle and Swing		\$40./person		

SCHEDULE 10-P-11, Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Adult Education Consultants:

Spring, 2011

The Baking Coach	Creative Cupcake Course		\$10./person		
	Valentine's Day Desserts		\$10./person		
	St. Patrick's Day		\$10./person		
	Traditional Sweet Breads		\$10./person		
	Fondant Flower Fun		\$10./person		
Cirino, Vincent	Golf		\$37.50/person		
Voice Coaches	Getting Paid to Talk		\$87.50/night		

Adult Education Volunteer Instructors:

Spring, 2011

Kass, Steven	Elder Law and Estate Planning				
	Special Needs Planning				
Bergman, Ira	Income and Estate Conservation				
	"10" Roadblocks to a Carefree Retirement				
Esposito, Jan	How to Pay for College Without Going Broke				
Esposito, Anthony	"				
Danaher, Meg	Long Term Care is a Family Affair				
	Preparing for Changing Interest Rates				
	Smart Women Finish Rich				
	How to Raise a Money-Smart Child				
Collins, Bernadette	Reverse Mortgages				
Espinoza, Shirley	Lick the Sugar Habit				
	What Your Feet Can Tell You About Your Health				
	Natural Solutions for the Belly Blues				

Student Teachers/Observers:

Spring, 2011

Barrera, Glendy	Elementary	SA/JK			
Bocca, James	English	HS/JH			
Brownell, Amy	Physical Education	HS			
Cooper, Jamie	Science	JH/HS			
Farley, George	Elementary	SB			
Farrell, Jennifer	Elementary	JK/FA			
Ferretti, Heather	Social Studies	JH			
Gilmore, Nancy	Special Education	SB			
Gund, Alana	Elementary	SB			
Kaiser, Nancy	Special Education	SA			
Leis, Michelle	Special Education	SA/TA			
Loos, Samantha	Elementary	SB/SA			
Lyles, Andre	Music	JH/HS			
Malter, Lauren	Elementary/Special Ed.	JK/SA			
Mangia, Maryann	Elementary	JK			
Menzer, Charles	Social Studies	HS/JH			
Miller, Ashley	Elementary	FA			
Mondelli, Elizabeth	Mathematics	JH/HS			
Peace, Stephanie	Mathematics	JH/HS			
Portela, Lauren	Elementary	TA/SA			
Sharpe, Robin	Special Education	JH			
Stango, Michael	Mathematics	HS			

SCHEDULE 10-P-11, Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Guidance Interns:				Spring, 2011	
Caratelli,Louis		JH			
*Joseph,Laura		JH			
Per Diem Substitutes:		DW	\$90./day	2010-2011	
DeFalco,Gina					
Gagliardi,Kathleen					
Saffren,Barry					

*Emergency Conditional Appointment

SCHEDULE 10-C-11 Civil Service Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Caruso,Catherine	Account Clerk	BO		1/13/11 -	Family Medical Leave
Loucks,Donald	Food Service Wrkr. 'B'	HS		12/1/10	Resignation from LOA
PEP Grant Project:					
DeLany,Camille	Secretary	DW	\$5,000. (stipend)	Dec. 2010- Sept. 2011	Carol M. White PEP Grant Fund
Carberry,Dawn	Paraprofessional (school monitor)	JK	Step 1/ \$13.08/hr.	12/15/10	Probationary Appt.
Arshad,Rubeena	Paraprofessional (school monitor)	FA	Step 1/ \$13.08/hr.	12/15/10	Probationary Appt.

Per Diem Substitute: DW

*Palminteri,Michael

*Emergency Conditional Appointment

#FI-1

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donation from the Santapogue Elementary School PTA:

Ellison Die Cuts

The Ellison die cuts are to be used at Santapogue Elementary School.

ADDENDUM:

#PE-2

RESOLVED: that the following schedules, as attached, are approved:

10-P-11A Professional Personnel

SCHEDULE 10-P-11A, Professional Personnel Schedule

ADDENDUM (a)

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Hickey, Joseph	Elementary Principal	TA		1/30/11	Resignation
Per Diem Substitute: DW Bitonti, Christiana		\$90./day	2010-2011		

POLICY REVIEW: Second Time Discussion

- 5000 — Student Policy Goals (Second Time Discussion)
- 5020.3 — Rights of Students with Disabilities under Section 504 (Second Time Discussion)
- 5030 — Student Complaints and Grievances (Second Time Discussion)
- 5100 - Attendance (Second Time Discussion)
- 5130 — Compulsory Attendance Ages (Second Time Discussion)
- 5130-E - Compulsory Attendance Ages — Exhibit (Second Time Discussion)
- 5140 — Entrance Age (Second Time Discussion)
- 5150 — School Admissions (Second Time Discussion)

Trustee Camasano seconded by Trustee Nocera made a motion to move the policies to third time adoption

The motion was **CARRIED** by all present

The following is an Entirely New Policy provided by NYSSBA

5000

STUDENT POLICY GOALS

Students are the focal point of all district operations and must receive the primary attention of the Board of Education and all staff members. Consequently, the Board will spend most of its time in study, deliberation and policy formulation on matters directly related to student welfare.

The Board recognizes the individual worth of each student. The Board and staff accept the responsibility of helping each student to develop his/her capacity for intellectual, physical, emotional, and social growth. The Board acknowledges that a student's growth is influenced by his/her environment, both at home and in school. Therefore, the school district shall strive to create an environment in which the student may learn to live and adapt successfully in an ever-changing world in order to become a responsible and productive member of society.

The Board and district staff shall work together to achieve the following goals:

1. *tailor the learning program to each student's learning styles, interests, and aspirations;*
2. *protect and observe the legal rights of students;*
3. *enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment that provides positive encouragement through frequent success;*
4. *provide an environment in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens; and*
5. *promote faithful attendance and good work.*

Adoption date:

**The following policy replaces policy IGBC in its entirety
RIGHTS OF STUDENTS WITH DISABILITIES UNDER SECTION 504**

5020.3

The Board of Education shall ensure that no student is discriminated against in programs or activities receiving federal financial assistance. Individuals protected by Section 504 of the Rehabilitation Act of 1973 are those individuals who: have a physical or mental impairment which substantially limits one or more major life activities (e.g. caring for one's self, performing manual tasks, walking, standing, lifting, bending, seeing, hearing, speaking, breathing, learning, reading, concentrating, thinking, communicating and working); have a record of such impairment; or are regarded as having such an impairment. Students who qualify for protection under Section 504 are: of an age during which non-disabled children are provided preschool, elementary or secondary education services; of an age during which it is mandatory under state law to provide such educational services to disabled children; or to whom a state is required to provide a free appropriate public education (e.g. under IDEA).

The Board directs the administration to identify, evaluate, refer, place, provide adaptations for and review all eligible students with disabilities. A student whose disability is episodic or in remission is still eligible to be qualified under the Act. In addition, the determination that a student has an impairment that substantially limits a major life activity will be made without regard to whether mitigating measures (such as medication, devices, prosthetics, hearing aids, etc.) ameliorate the effects of the disability.

Students with disabilities pursuant to Section 504 shall be provided a free appropriate public education which may include, but is not limited to, providing a structured learning environment; repeating and simplifying instructions about in-class and homework assignments; supplementing verbal instructions with visual instructions; using behavioral management techniques; adjusting class schedules; modifying test delivery; using tape recorders, computer-aided instruction, and/or other audiovisual equipment; selecting modified textbooks or workbooks and tailoring homework assignments or modification of nonacademic times such as lunchroom, recess and physical education. The Board directs the Superintendent to provide the staff appropriate training in this area of the law so as to ensure that the district is able to comply with the law in not discriminating against students with disabilities.

The Board shall adopt a grievance procedure to resolve Section 504 complaints and designate an individual to coordinate compliance with Section 504. The Board shall ensure that students with disabilities and their parents are notified annually of the Board's responsibilities under Section 504.

Cross-ref: 0100, Equal Opportunity

- 4321, Programs for Students with Disabilities
- 5030, Student Complaints and Grievances
- 5420, Student Health Services

Ref: Americans with Disabilities Act Amendment Act of 2008, 42 USC §§12101 et seq,
Rehabilitation Act of 1973, 29 USC §§705, 794 et seq. (Section 504)
34 CFR Part 104 Individuals with Disabilities Education Act, 20 USC §§1400 et seq.
(IDEA)
Education Law, §§4401 et seq. (Article 89)
8 NYCRR Part 200

Adoption date:

Replaces former policy IGBC

Entire policy IGBC to be replaced by NYSSBA's 5020.3

[Students with Disabilities

File: IGBC

Section 504 is a federal civil rights statute that prohibits discrimination against persons with disabilities in programs receiving federal financial assistance.

The West Babylon Union Free School District does not discriminate against persons with disabilities and provides access as required by law and regulation to qualified disabled individuals to all of its activities and programs.

The Act also obligates school districts to identify, evaluate, and to extend to every qualified student with a disability residing in the district, a free appropriate public education in accordance with Section 504 and all State and Federal Regulations adopted in accordance therewith. If a parent believes that a child may have a disability that requires modifications or accommodations to his or her educational program, that parent should contact the office of the Assistant Superintendent for Curriculum and Student Services.

Legal References:

Americans with Disabilities Act, 42 USC §12132, et. seq.
Rothschild v Grottenthaler, 907 F2d 286 (2nd Cir., 1990)

Adopted: 4/11/94
Reviewed: 10/15/02]

This is a new policy that is required by law

5030

STUDENT COMPLAINTS AND GRIEVANCES

The Board of Education believes it is necessary that students be made aware of the behavior that is expected of them, as outlined in district policies on school conduct and discipline. They shall also be given an opportunity to be heard on complaints and grievances they may have.

A student filing a complaint or grievance alleging that there is an action affecting them which is prohibited by Title IX and/or Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with information regarding the prompt and equitable resolution of the complaint or grievance. Furthermore, a student shall have the right to present complaints and grievances in accordance with the procedure free from coercion, interference, restraint, discrimination or reprisal.

Building Principals are responsible for ensuring that appeal procedures are incorporated into discipline codes, explained to all students, and provided to all parents on an annual basis.

Student complaints and grievances shall be directed to the Director of Student Services.

Annual Notification

At the beginning of each school year, the district shall publish a notice of the established grievance procedures for resolving complaints of discrimination due to sex and/or disability to parents/guardians, employees, eligible students and the community. The public notice shall:

- 1. inform parents, employees, students and the community that vocational education programs are offered without regard to sex, race, color, national origin or disability;*
- 2. provide the name, address and telephone number of the person designated to coordinate activities concerning discrimination due to sex and/or disability;*
- 3. be included in announcements, bulletins, catalogues, and applications made available by the district.*

The Superintendent of Schools shall establish regulations and procedures for presenting problems or appealing decisions which affect individual students, in accordance with applicable statutory requirements, and for the resolution of complaints or grievances which may affect the student body.

Cross-ref: 0100, Equal Opportunity
5300, Code of Conduct

Ref: Americans with Disabilities Act, 42 U.S.C. §12133
Title IX, Education Amendments of 1972, 20 U.S.C. Chapter 38; 34 CFR Part 106; 45 CFR Part 86
Rehabilitation Act of 1973, §504, 29 U.S.C. §794; 34 CFR §104
Education Law §3214

Adoption date:

5100

This was our policy JE with a few changes recommended by committee or NYSSBA

ATTENDANCE

The Board of Education emphasizes raising standards for all students. The Board recognizes that regular school attendance is a major component of academic success. In recent years, the district has made progress in improving student attendance. Through implementation of this policy, the Board expects to reduce the current level of unexcused absences, encourage full attendance by all students, maintain an adequate attendance record-keeping system, identify patterns of student absence and develop effective intervention strategies to improve school attendance.

Notice

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- [In addition to the Code of Conduct,] Parents will receive a plain language summary of this policy by mail at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy.
- When a student cuts class or is absent without excuse, designated staff members will notify the student's parent(s) or guardian(s) and review the attendance procedures with them.
- At the back-to-school event, held at the beginning of each school year, parents will be provided an explanation of this policy, stressing the parent's role and responsibility for ensuring their children's attendance.
- The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- *Individual student attendance is available through the password protected parent portal.*
- All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member, upon request.
- *The district will share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused ATED's and to work toward identifying and addressing cases of educational neglect.*

Excused and Unexcused Absences

Excused absences are defined as absences due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, school-sponsored events, or such other reasons as may be approved.

All other absences (e.g., class cuts, undocumented absences and tardiness, unapproved early departures) are considered unexcused absences.

All absences must be accounted for. It is the parent's responsibility to notify the school (Elementary: Nurse's Office; Secondary: Attendance Office) on the morning of the absence or tardiness and to provide a written excuse upon the student's return to school. Extended periods of illness will require medical documentation.

General Procedures/Data Collection

- Attendance will be taken at the start of each school day.
- The time and reason for late arrivals or early departures shall be recorded.
- Attendance will be taken during each class period at the Junior High School and Senior High School.
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the appropriate individual(s) responsible for attendance.
- The nature of an absence (full day, class cut, early departure, late arrival) shall be coded on a student's record.
- Student absence/class cut data shall be available on the following school day and should be reviewed by appropriate school personnel.
- A permanent record shall be recorded electronically in an attendance database. It will include: the student's name, date of birth, full name(s) of parent(s) or person(s) in parental relation, address where student resides, telephone number(s) for contacts, date of the student's enrollment, record of the student's attendance on each day of scheduled instruction, date the student withdraws or is dropped from enrollment (if applicable), and record of school absences.
- Where additional information is received during a conference that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel.
- Attendance data will be analyzed periodically by the Building Principal to identify patterns or trends in student absences.
- Continuous monitoring will be conducted to identify students who are cutting class.

Attendance Incentives

The district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. For example:

- Individual recognition of students with perfect attendance on a monthly basis.
- Monthly recognition of classes/homerooms with the best attendance at each school.
- Certificates for students maintaining a full year of exemplary attendance.

Disciplinary Consequences

The following disciplinary consequences will be applied for all students:

For the first through sixth class cut or unexcused absence, an appropriate school staff member will counsel the student and contact the student's parents. The student will be assigned one day of in-school suspension for each incident. The student will also be suspended from extra-curricular activities on the day of the in-school suspension.

At the seventh class cut or unexcused absence, a conference with the principal or assistant principal will be scheduled for the student and parent. The student and parent will be counseled regarding the attendance policy and the implications of poor attendance. The student will be assigned a one day out-of-school suspension. The student will also be suspended from extra-curricular activities on the day of the out-of-school suspension.

Students continuing to have class cuts or unexcused absences will receive an out-of-school suspension of one day for each class cut or unexcused absence for the eight through thirteenth incident. The student will also be suspended from extra-curricular activities on the day of the out-of-school suspension. An appropriate school staff member will counsel the student and contact the student's parents.

A principal's conference with the student and their parent will be scheduled for any student reaching the fourteenth class cut or unexcused absence. The student and parent will be advised that the student will lose course credit if one additional class cut or absence occurs (this meeting will be held at the seventh class cut or unexcused absence if it occurs in a one-half year class). A one day out-of-school suspension will be imposed. Additional days of out-of-school suspension (up to five days), in-school suspension or referral to a Superintendent's Hearing may occur at the discretion of the principal.

Students continuing to have class or unexcused absences will receive an out-of-school suspension of one day for each class cut or unexcused absence for the fifteenth and sixteenth incident. The student will also be suspended from extra-curricular activities on the day of out-of-school suspension. An appropriate school staff member will counsel the student and contact the student's parents.

A principal's conference with the student and their parent will be scheduled for any student reaching the seventeenth class cut or unexcused absence. The student and parent will be advised that the student will lose the privilege of attending summer school for this course if one additional class cut or absence occurs (this meeting will be held at the ninth class cut or unexcused absence if it occurs in a one-half year class). A one day out-of-school suspension will be imposed. Additional days of out-of-school suspension will be imposed. Additional days of out-of-school suspension (up to five days) or referral to a Superintendent's Hearing may occur at the discretion of the principal.

Students exceeding seventeen class cuts will be referred for out-of-school suspensions of one to five days or a Superintendent's Hearing at the principal's discretion.

The following procedure will be applied for elementary students:

Parents of elementary students will be notified by telephone and/or letter of each unexcused absence. At the fifth, tenth, and fifteenth unexcused absence (and at each increment of ten unexcused absence beyond fifteen) a principal's conference will be scheduled with the parents. At this conference, the parents will be advised of the consequences of excessive absence and methods of improving attendance will be discussed. The principal will request the intervention of the district social worker and/or attendance official at the fifteenth absence (excused or unexcused, in any combination).

Disciplinary sanctions for unexcused absences by elementary students will be addressed in accordance with the district's Code of Conduct. The district's Code of Conduct allows the following range of disciplinary sanctions to be imposed to discourage unexcused student absences, tardiness and early departure:

1. Oral warning
2. Written warning
3. Written or oral notification to parent
4. Detention
5. Suspension from athletic participation
6. Suspension from social or extra-curricular activities
7. Suspension from other privileges
8. In-school suspension
9. Short-term suspension from school (five days or less)
10. Long-term suspension from school (more than five days)

In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy and regulation 5460, Child Abuse in a Domestic Setting, and advise the attendance officer.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Therefore, each marking period a student's final grade will 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, any absence from class which is not made up shall result in the loss of points from the student's class participation grade for the marking period. Any student who misses a class is expected upon his or her return to consult with his/her teachers regarding missed work. If the absence is excused, the student may earn his or her classroom participation grade by arranging with the teacher to cover the work missed and completing the assignment within the time frame designated by the teacher.

Only those students with excused absences will be given the opportunity to make up a test and/or turn in a late assignment for inclusion in the calculation of the performance portion of their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in

question.

At the junior high school and high school level, any student with more than 8 (eight) unexcused absences in a one-half year course or 15 (fifteen) unexcused absences for a full year course will be denied credit for that course.

Secondary students reaching 8 (eight) unexcused absences in a one-half year course or 15 (fifteen) unexcused absences in a full year course will be allowed to continue attending the course. If they exceed 9 (nine) unexcused absences in a one-half year course or 18 (eighteen) unexcused absences in a full year class they forfeit the privilege of attending summer school for this subject area.

During summer school, secondary students will be allowed up to three absences — excused or unexcused before forfeiting credit for the course. Arriving more than 10 minutes late to a summer school class will be counted as ½ of an unexcused absence.

Any elementary or junior high student who exceeds 30 (thirty) absences (in any combination of excused or unexcused absences) must be reviewed by the school's principal to determine if promotion is appropriate. Any high school student who exceeds 30 (thirty) absences (in any combination of excused or unexcused absences) in a course, must be reviewed by the school's principal to determine if course credit is appropriate.

Annual Review

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

Cross ref: 4710, Grading Systems

5300, Code of Conduct

5460, Child Abuse in a Domestic Setting

Ref: Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225
8 NYCRR §§104.1; 175.6
Social Service Law §34-a

Adoption date:

5130

Replaces our JEA in its entirety.

COMPULSORY ATTENDANCE AGES

All children are required by New York State law to attend school full time, in a public, private or parochial school, unless exempt from attendance in conjunction with current law or regulation, and approved by the State Education Department from the first day of session in September of the school year in which the minor becomes six years of age through the last day of the school year in which such minor becomes 16 years of age, unless he/she has completed a four-year high school course of study. A minor who has completed a four-year high school course of study is not required to attend.

Additionally, students between the ages of 16 and 17 are required to attend school until the last day of session in the school year in which they become 17, unless they are employed. Proof of employment must be furnished to the Superintendent of Schools in the form of a letter from the employer.

The Board of Education, through the Superintendent as chief administrative officer, is responsible for enforcement of the Compulsory Education Law.

Ref: Education Law §§1711; 3201; 3202(1-a); 3205; 3206; 3208; 3225
8 NYCRR §101
Family Court Act §§711 et seq.

Adoption date:

[Compulsory Attendance Ages

File: JEA

State law requires the compulsory school attendance of all children between the ages of 6 and 16 years, except for those youngsters otherwise provided for by law, upon full time instruction in a public, private, or parochial school.

Legal References:

New York Education Law, Sections 1711, 3201 et seq.
Family Court Act, Section 711 et seq.
Regulations of the Commissioner of Education, Part 101

Adopted: 3/11/91
Reviewed: 6/11/01
Reviewed: 10/10/06]

5130-E

COMPULSORY ATTENDANCE EXHIBIT

Proof of Employment Letter _____ (Date)

Superintendent of Schools
West Babylon School District
10 Farmingdale Road
West Babylon, NY 11704

Dear Superintendent:

This letter is to confirm that _____ (employee's name) has been employed by _____ (company name) since _____ (date) as a _____ (job title).

_____ (Employee's name) receives a salary of _____ (dollar amount), which is paid _____ (weekly, monthly, etc.), and a bonus of _____ (dollar amount), which is paid _____ (annually, bi-annually, etc). He/She currently works _____ (number of hours, if paid by the hour) a week.

If you have any further questions, please call me at _____ (phone number).

Sincerely,

(Employer's name) (Company)

(Employer's signature) (Employer's job title)

Adoption date:

This is Our former JEB in its entirety, file # changed

5140

ENTRANCE AGE

To be eligible to enter kindergarten, a child must be five (5) years old on or before December 1 of the year in which he or she enters school. The Superintendent of Schools shall designate a week in the spring for the registration of prospective kindergarten children for the next school year.

Entrance to Grade One

To be eligible to enter the first grade, a child must satisfy any one of the following requirements:

- The child must be six (6) years old on or before December 1 of his/her first grade school year;
- The child must have attended kindergarten for a full year at a registered kindergarten or one recognized by the public schools in the district in which such private school is located; or
- The child must have been promoted to the first grade by the kindergarten, either in West Babylon or elsewhere.

Ref: Education Law §§1711; 3201; 3202(1); 3205; 3206; 3208; 3225
8 NYCRR §101
Appeal of S.H., 40 EDR 527 (2001)
Appeal of L.T., 47 EDR 23 (2007)
Matter of Bruce A.M., 32 EDR 335 (1992)

Adoption date:

This is Our former JEC in its entirety, file # changed

5150

SCHOOL ADMISSIONS

District residents over five (5) and under 21 years of age and veterans of any age, except those who received dishonorable discharges, shall be eligible to attend the public schools of West Babylon free of charge if they have not received a high school diploma.

Upon registration, all new students or their parents or guardians shall be required to present:

1. proof of date of birth,
2. record of immunizations and a health certificate from a licensed physician,
3. proof of residency,
4. proof of guardianship.

Students who are in their senior year of schooling and whose parents or guardians move to another district during the course of the academic year, shall be allowed to finish the year in West Babylon in order to graduate with their classmates. Parents or guardians of these students are responsible for transporting the students to and from school.

Students in grades kindergarten through eleven (11) whose parents or guardians move to another district during the course of the academic year are not eligible to finish the school year in West Babylon unless the move takes place during the final ten (10) weeks of the academic year. Parents or guardians of the students who are eligible to finish the school year in West Babylon are responsible for transporting the students to and from school.

Students in grades kindergarten through four whose parents or guardians move to the attendance zone of another elementary school within the West Babylon district after the start of the school year are eligible to finish the school year in their original school. Students must transfer to the new school for the start of the next school year (if space permits). Students who have completed fourth grade prior to moving to the attendance zone of another elementary school within the West Babylon School District may complete the fifth grade in their original school. Upon parental request, the student may transfer immediately if space permits in the receiving school.

Ref: Education Law §§903; 904; 3202; 3208
Public Health Law §2164

Adoption date:

OLD/NEW BUSINESS:

Mr. Cacciola updated the Board about the proposed supervisory model. He said that the WBAA and the WBTA have provided feedback and there was a general consensus regarding cluster leaders vs. chair people. He thanked the WBAA and WBTA for their input and support and said that he looks forward to continued dialogue. In response to trustee DeGaetano's question, Mr. Cacciola said that this model is not all or nothing and could be worked into the budget. Trustee Campasano said she did not believe that there was a consensus about the model and she is an absolute no on this matter.

COMMITTEES:

Trustee Jennings offered an update the South Bay School project. The facilities committee met at South Bay School on December 9 and the Board members toured the site. Much has been for the reconstruction. The brick facade was selected. There will be an update on the district's website.

Trustee Thiel noted that on Saturday, January 29, 2011 there will be a very important community engagement meeting. Leaders from the community have been invited and are encouraged to attend this very important meeting.

Mr. Cacciola noted that this meeting is focusing on the community, not the school district

December 14, 2010

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STATEMENT OF RESIDENTS

In response to Resident Diana Edmunds question, Mr. Cacciola said that state aid is factored into the budget.

Resident Diana Doerbecker said that she didn't realize that the recent workshop meeting regarding South Bay School was open to the public. However, she said that she is happy about the progress of the work.

President Patrick Farrell wished all a very happy holiday.

Trustee Campasano seconded by Trustee Jennings made a motion to executive session at 11:25 p.m.

The motion was **CARRIED** by all present

Trustee DeGaetano seconded by Trustee Scarlatos made a motion to adjourn at 11:40 p.m.

The motion was **CARRIED** by all present

Attested to: _____
District Clerk