

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, January 11, 2011, in the Board Room of the Administration Wing adjacent to the Senior High School.

Those present: Trustees Lucy Campasano, Patrick M. Farrell, Kathy Jennings, Jerry Nocera, Peter Scarlatos and Diane Thiel. Trustee Wendy DeGaetano, Carmine Galletta and Diane Klein were 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 7:08 p.m. and led those present in the salute to the flag.

Trustee Scarlatos seconded by Trustee Thiel made a motion to go into Executive Session at 7:09 p.m. for personnel and legal matters.

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

The public portion began at 8:35 p.m.

Trustee Nocera seconded by Trustee Scarlatos made a motion to approve the minutes of the regular meeting of December 14, 2010.

The motion was **CARRIED** by all present

**Statement of the Superintendent and/or Board of Education:**

Board President Patrick Farrell welcomed members of Boy Scout Troop 175 who were present to observe the Board meeting. A photo was taken at the end of the meeting.

Superintendent Anthony Cacciola wished everyone a Happy New Year. He thanked Diane DeBlasio and Dr. Palma for the success of the Meals for Eagles Program which enabled 272 district families to receive Stop and Shop gift cards before the winter recess. He also thanked all who contributed to make the program such a success. Mr. Cacciola noted that school will be closed tomorrow due to the impending snowstorm.

**Statement of West Babylon Teachers Association:** None

**Statement of West Babylon Administrators' Association:** None

**Statement of CSEA Representative:** None

**Statement of Student Association Representative:** None

**Statement of PTA Council Representative:**

Kathrine Campbell thanked Mr. Cacciola for the early call of school closing. She said that the trustees and administrators are all invited to attend Founder's Day on Friday, February 11, 2011. Ms. Campbell also noted that the PTAs are encouraging attendance at the Budget meetings and that two PTA Presidents are attending the advocacy workshop.

**Statement of Residents:** None

**Superintendent's Report/Educational Presentation:**

**Alternative Evening High School Program Evaluation – Scott Snyder, Director**

Dr. Palma introduced Mr. Snyder and explained that the Program Evaluation Procedure is in the process of being revised. Mr. Snyder reviewed the program evaluation and noted that the math portion of the program has saved the district approximately \$26,000 by having students use the program instead of the former one on one tutorial program at the library. He also noted a possible need for a special ed. teacher on an as needed basis. In response to trustee Campasano's question, Mr. Snyder said that the program is for remediation not acceleration. In addition, Mr. Snyder said he is very pleased with the many student successes in the program.

**CONSENT AGENDA**

Trustee Campasano seconded by Trustee Scarlatos made a motion to remove the Tooker Avenue probationary clerical appointment from the agenda.

The motion was **CARRIED** by all present

Trustee Campasano seconded by Trustee Scarlatos made a motion to approve the **Consent Agenda as amended**

The motion was **CARRIED** by all present

**#BE-1**

**RESOLVED:** that the West Babylon Board of Education hereby waives the use of facilities fees and requirements (including permit approval window) for the following:

The South Bay Lacrosse Camp, for female lacrosse players in grades 3<sup>rd</sup> through 11<sup>th</sup>, to be held on July 5, 2011 through July 7, 2011, at the West Babylon Senior High School field, directed by West Babylon Graduate Shannon Smith, Class of 2008. Miss Smith is also a coach/director at Long Island Top Guns which is a Long Island premier girl's lacrosse club. The summer camp is a fundraiser for the South Bay Elementary School and all profits will be donated to the South Bay School Fire Relief fund.

**#BE-2**

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

Deer Park School District

**#PE-1**

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

10-P-12 Professional Personnel

10-C-12 Civil Service Personnel

**SCHEDULE 10-P-12, Professional Personnel Schedule**

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Tomeo, Patricia	Social Studies Tchr.	JH		1/3/11-	Family Medical Leave
Kalberer, Kelly	Mathematics Tchr.	JH		1/14/11-	Family Medical Leave
Ragusa, Kristen	Elementary Tchr.	SA		1/21/11-	Family Medical Leave
Hearns, Gabrielle	Foreign Language Tchr.	HS		1/28/11-	Family Medical Leave
DeLuca, Jill	Speech Tchr.	SB		1/3/11 - end of first semester	Leave of Absence
Mahoney, Debra	Elementary Tchr.	TA		1/27/11-6/30/11	Leave of Absence
Hickey, Kelly	English Tchr.	HS		Second Semester, 2010-2011	Leave of Absence [extension]
Mostransky, Elissa	Reading Tchr.	SB		Second Semester, 2010-2011	Leave of Absence [extension]
Ring, Mickla	Science Tchr.	JH		Second Semester, 2010-2011	Leave of Absence [extension]
DeLuca, Jill	Speech Tchr.	SB	Step A-8-12/ \$91,629.  (prorate)	Second Semester, 2010-2011	Returning from LOA
Kelskey, Christina	Elementary Tchr.	SA	Step A-9-6/ \$78,804.  (prorate)	Second Semester, 2010-2011	Returning from LOA

SCHEDULE 10-P-12, Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Wronsky-Haintz, Natalie	English Tchr.	JH	Step A-7-15/ \$95,121. (prorate)	Second Semester, 2010-2011	Returning from LOA
Germano, Charles	Principal	TA	Step A/ \$127,450. (prorate)	1/31/11	Probationary Appt.
Germano, Charles	Coord. K-12 Student Data & Instructional Technology	TA		1/31/11-1/31/12	Leave of Absence
Boring, Gayle	Regular Substitute/ Science Tchr.	JH	Step A-1-1/ \$46,629. (prorate)	Second Semester 2010-2011, or earlier at district's discretion	
<b>2010-2011 Salary Adjustment:</b>				<b>Retroactive 9/1/10</b>	
Doherty, Daniel	PT/Social Studies Tchr. (.6)	JH	From: Step A-1-1/ \$46,629. (prorate at 60%)	To: Step A-5-1/ \$55,953. (prorate at 60%)	
<b>PEP Grant Project:</b>					Carol M. White PEP Grant [payment revision]
Howard, Louis	Director	DW	\$20,400. (stipend)	Oct. 2010 - Sept. 2011	
<b>Alternative Evening High School:</b>					Date Corrections [resignation]
Gilbert, Beth	Assistant Director		\$5,900. (prorate)	11/18/10	
Snyder, Scott	Assistant Director		\$5,900. (prorate)	12/1/10-12/14/10	[interim assistant]
Losito, Christopher	Assistant Director		\$5,900. (prorate)	12/15/10-6/30/11	
<b>Club &amp; Advisor:</b>		HS		2010-2011	[repl. K. Hickey]
Malone, Kevin	Quiz Bowl		\$1,109.		
<b>Coaches:</b>				Spring, 2010-2011	
DiGiulio, Paul	Varsity Head	Lacrosse (G)	\$6,200.		[resignation]
Richert, Danielle	Varsity Asst.	Softball	\$4,962.		[resignation]
TBA	Varsity Head	Lacrosse (G)	\$6,200.		
TBA	Varsity Asst.	Softball	\$4,962.		
<b>Student Teachers/Observers:</b>				Spring, 2011	
Bullis, Annemarie	Elementary	TA/JK			
Crispo, Vincenza	Foreign Language	JH			
Hellyer, Danielle	Special Education	TA/SA			
Levin, Bryan	Social Studies	JH/HS			

**SCHEDULE 10-P-12, Professional Personnel Schedule**

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b>Student Teachers/Observers:</b>				Spring, 2011	
McGowan, Dylan	Science	JH/HS			
Mitchell, Daniel	Social Studies	JH			
Nesbitt, Delicia	English	JH			
Rizzuto, Alyssa	Music	JH			
Szysko, Anna	ESL	JH			

**Per Diem Substitutes:**

	DW	\$90./day	2010-2011	
Byalick, Jennifer				
Chiarelli, Graziella				
Dunn, Jolaine				
Morra, Jessica				

**SCHEDULE 10-C-12 Civil Service Personnel Schedule**

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Viverito, Donna	Sr. Clerk Typist	HS		12/8/10 – 12/13/10	Family Medical Leave [continuance]
DeMaria, Jennifer	Clerk Typist	TA		1/5/11	Resignation from LOA [to remain in SCT post]
Coppola, Lisetta	Paraprofessional (hall monitor)	JH	Step 4/ \$14.18/hr.	1/3/11	Returned from LOA

*The following item was removed from the agenda.*

*Carbone, Susan	Clerk Typist	TA	Step 1/ \$29,637. (prorate)	1/18/11	Probationary Appt. C.S. List of Eligibles #09-0021-195
*Niven, Gelsomina	Clerk Typist	JK	Step 1/ \$29,637. (prorate)	1/24/11, or sooner	Probationary Appt. C.S. List of Eligibles #09-0021-195

**Per Diem Substitutes:**

Conte, Mary		DW	\$9./hr.	2010-2011	Clerical/Paraprofessional
*Russo, Sharese					"
Khanija, Sharmila					Food Service Paraprofessional

\*Emergency Conditional Appointment

**#FI-1**

**RESOLVED:** that the West Babylon Board of Education adopts the following:

#RESOLUTION OF THE WEST BABYLON UNION FREE SCHOOL DISTRICT, NEW YORK, ADOPTED JANUARY 11, 2011, DECLARING THE FINDINGS OF THE SCHOOL DISTRICT WITH RESPECT TO THE PROPOSALS FOR THE REFUNDING OF CERTAIN BONDS OF SAID SCHOOL DISTRICT.

Recitals

WHEREAS, on September 28, 2010, the West Babylon Union Free School District, in the County of Suffolk, New York (herein called "District"), adopted a resolution announcing the intention of the District to accept proposals for the refunding of certain outstanding bonds of the District which have heretofore been issued and remain outstanding and unmatured;

Now, therefore,

THE BOARD OF EDUCATION OF THE WEST BABYLON UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK, HEREBY RESOLVES (by a majority vote of all the members of said Board) AS FOLLOWS:

Section 1. The District received six (6) proposals from various firms for the refunding of all or a portion of the following serial bond issues of the District:

- (a) \$5,500,000 School District-Library (Serial) Bonds, 2001
- (b) \$9,040,000 School District (Serial) Bonds, 2002 (General Obligation)

Section 2. Following such discussion, and based upon the written recommendation received from the District's Financial Advisor, New York Municipal Advisors Corporation, Syosset, New York, it is hereby determined that the proposal of RBC Capital Markets is hereby accepted.

Section 3. This resolution shall take effect immediately.

**#FI-2**  
**RESOLVED:** that the West Babylon Board of Education approves the following budget transfer:

Transfer Explanation & Account Description	Account Code	From	To
Musical instrument expenses to be reimbursed by Kansas State Bank through lease agreement.			
	A9760.7000	\$88,509.00	
	A2010-030-1215		\$88,509.00

**#CU-1**  
**RESOLVED:** that the West Babylon Board of Education declares 42 library books, located in the Senior High School library, obsolete. The books are out-of-date and/or damaged beyond repair.

**#FA-1**  
**RESOLVED:** that the West Babylon Board of Education gratefully accepts the following donation from the HNE Health and Educational Equipment Corporation:

As part of HNE's board refurbishing program, the corporation would like to donate/install one porcelain on steel whiteboard in Room 30 at Forest Avenue School. The board will replace an existing chalkboard. All labor and materials are included.

**#FA-2**  
**RESOLVED:** that the West Babylon Board of Education gratefully accepts the donation of a Flip Video Camera from the "My Coke Rewards for Schools" program. The camera will be used at Santapogue Elementary School.

**Superintendent Statement about the agenda:**

Mr. Cacciola stated that Mr. Charles Germano's Tooker Avenue Principal appointment was on this evening's agenda. He said that after Dr. Hickey resigned he met with staff, parents, WBAA, WBTA and the Board, as well as central administrators and the Superintendent's Management Council to establish the desired characteristics of the new principal. A list of more than thirty characteristics was created. Mr. Cacciola said that Mr. Germano possesses many of these characteristics and he is very happy to congratulate him on his new appointment.

**POLICY REVIEW:**

Third Time adoption

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

Trustee Nocera seconded by Trustee Scarlatos made a motion to adopt the policies.

The motion was **CARRIED** by all present

**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:

**5020.3**

**RIGHTS OF STUDENTS WITH DISABILITIES UNDER SECTION 504**

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

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

## **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.

- 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 eighth 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:

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:

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**

**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:

Replaces in whole or in part former policy JEB

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:

Replaces in whole or in part former policy JEC

**OLD/NEW BUSINESS: 2011-2012 Budget Presentation – Draft #1**

Mr. Cacciola and Mr. Williams offered a brief overview of the budget draft at this juncture. They thanked everyone for their cooperation in making many necessary concessions in planning for next year's budget. The district will have to pay \$1,045,000 to cover the costs associated with the recent retirement incentive. Mr. Cacciola and Mr. Williams have made a recommendation to pay the ERS portion of \$388,000 in one year and the \$657,000 TRS portion over a five year period. On Tuesday, January 18, 2011 at 7:00 p.m. there will be a special Board meeting for a budget presentation line item review. In addition, over the next couple of weeks there will be additional special Board meetings which will cover one of the six sections of the budget. Mr. Cacciola said that If there are any questions regarding the budget, please contact either Mr. Williams or him. Mr. Cacciola noted that on Sunday's *Undercover Boss* TV show (CBS at 9:00 p.m.), Belfor, the company doing the reconstruction on South Bay School, will be featured. Much progress has been made on South Bay School and the work is on track.

**COMMITTEES:**

**STATEMENT OF RESIDENTS**

In response to Nancy Walsh-Smolenski's question, Dr. Palma said that the recent community survey was not intended to match the last survey. Future survey's will be used to compare, but these survey's were not designed for that purpose.

Trustee Campasano seconded by Trustee Scarlatos made a motion to adjourn at 9:10 p.m.

The motion was **CARRIED** by all present

Attested to: \_\_\_\_\_  
District Clerk