

SCHOOL ADMISSIONS

The district shall provide a public education to all persons residing in the district between the ages of five and twenty-one who have not received a high school diploma.

A veteran of any age who has not yet received his/her high school diploma and who has been discharged under conditions other than dishonorable is eligible to attend school.

A non-veteran under twenty-one years of age who has received a high school diploma shall be permitted to attend school or BOCES upon payment of tuition.

Upon registration, all new students shall be required to present:

1. proof of age – examples of acceptable forms of documentation include, but are not limited to, a birth certificate, baptismal record, an adoption record, or a passport (including a foreign passport);
2. record of immunizations* and a health certificate from a licensed physician; and
3. proof of district residency – examples of acceptable forms of documentation include, but are not limited to, a pay stub, income tax form, mortgage or lease documents to a house or apartment, telephone or utility bills or other bills sent to the student's home address, rent payment receipts, a copy of a money order for payment of rent, a letter from a parent's employer that is written on company letterhead, voter registration document or a state- or other government-issued ID.

*Regulations that accompany policy 5420, Student Health Services, provide additional guidance regarding immunization records.

If the parent/guardian of a student seeking to enroll is limited English proficient, the district will meaningfully communicate material information about enrollment as required by federal law. The district will provide parents/guardians of all newly enrolled students with appropriate information including student handbooks and information about access to special education services.

Cross-ref: 5151, Homeless Students
 5120, Student Health Services

Ref: Education Law §§903; 904; 3202; 3208; 4402(8)
 Public Health Law §2164
 Student Registration Guidance, New York State Department of Education,
 August 26, 2010
 www.emsc.nysed.gov/sss/pps/residency/studentregistrationguidance082610.pdf
 Educational Services for Recently Arrived Unaccompanied Children, New
 York State Education Department, September 10, 2014

Information on the Rights of All Children to Enroll in School, U.S. Departments of Education and Justice, Revised May 8, 2014
Fact Sheet I and II; Information on the Rights of All Children to Enroll in School, <http://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-201405.pdf>
Plyler v. Doe 457 US 202 (1982)f

Adoption date: February 27, 2008

Amended date: October 27, 2010

Amended date:

CHILD ABUSE IN A DOMESTIC SETTING

The Board of Education recognizes that because of their sustained contact with school-aged children, employees are in an excellent position to identify abused or maltreated children and refer them for treatment and protection. The Board further recognizes the specific dictates of law which require school officials to report suspected instances of child abuse or maltreatment in a domestic setting.

The purpose of mandatory reporting is to identify suspected abused and maltreated children as soon as possible, so that such children determined to be abused or maltreated can be protected from further harm and, where appropriate, can be offered services to assist him or her and his or her family.

School officials, who have reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment, must immediately report this to the New York State Central Register for Child Abuse and Maltreatment (Central Register), as required by law. No conditions may be imposed which limit their responsibility to report. A school official is defined as:

- Teacher
- Guidance counselor
- Psychologist
- Nurse
- Social Worker
- Full or part-time paid athletic coach
- Administrator
- Any school personnel required to hold a teaching or administrative license or certificate.

The school official will also report the matter to the Building Principal.

The report shall be made by telephone or by telephone facsimile machine on a form supplied by the Commissioner of Social Services. A written report shall be made within forty-eight hours to the appropriate local child protective service, and to the statewide Central Register.

School employees who are not school officials, as defined above, but who have reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment are encouraged to report to the statewide Central Register. However, the school employee must report the matter to the Building Principal. If the matter has not yet been reported to the Central Register, the Building Principal shall make the report, in accordance with state law. In being required to file such report, the Building Principal does not have discretion.

School employees or officials may not contact the child's family or any other person to determine the cause of the suspected abuse or maltreatment. It is not the responsibility of the school official or employee to prove that the child has been abused or maltreated.

Any school official or employee who has cause to suspect that the death of any child is a result of child abuse or maltreatment must report that fact to the appropriate medical examiner or coroner.

In accordance with the law, any school official who fails to report an instance of suspected child abuse or maltreatment may be guilty of a Class A misdemeanor and may be held liable for the damages caused by the failure to report. The law grants immunity to persons who, in good faith, report instances of child abuse from any liability.

School employees will not be subject to retaliatory action, as defined in state law, as a result of making a report when they reasonably suspect that a child has been abused or maltreated.

The district will cooperate to the extent possible with authorized child protective services workers in investigations of alleged child abuse.

The school district shall maintain an ongoing training program which will address the identification and reporting of child abuse and maltreatment. Attendance at sessions of this training program shall be required of all school officials. Attendance records shall be kept, and notations will be made in personnel files as to the dates of attendance.

The Superintendent shall develop, with input from appropriate personnel, a plan for implementation of such a training program, to be approved by the Board. In addition, the policy and regulations will be included in all employee handbooks and distributed annually to all school officials who are not covered under existing handbooks. The Superintendent will prepare and implement all regulations as are necessary to accomplish the intent of this policy.

Cross-ref: Attendance, 5100

Ref: Child Protective Services Act of 1973, Social Services Law §§411 et seq.
 Social Services Law §34-a
 Family Court Act §1012
 Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, 45 CFR §99.36
 Education Law §3209-a, 3036
 Education Law §3036

Adoption date: February 27, 2008

Amended date:

**CHILD ABUSE, MALTREATMENT OR NEGLECT
IN A DOMESTIC SETTING REGULATION**

New York State Law (Child Protective Service Act of 1973, as amended) provides for reporting of suspected cases of child abuse by school officials. These regulations are designed to implement this law within the district and to help protect students from the harmful effects of child abuse.

Definitions

The definition of child abuse and maltreatment is established by law.

Abused Child, according to Social Services Law and the Family Court Act, is a child less than 18 years of age whose parent or other person legally responsible for his or her care:

- a. inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ; or
- b. creates or allows to be created a substantial risk of physical injury to such a child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted impairment of physical or emotional health, or protracted loss or impairment of the function of any bodily organ; or
- c. commits, or allows to be committed, a sex offense against such child, as defined in the penal law, provided, however, that the corroboration requirements contained therein shall not apply to proceedings under this article.

Neglected or maltreated child, according to the Family Court Act, is a child less than 18 years of age:

- a. whose physical, mental, or emotional condition has been impaired or is in danger of becoming impaired as a result of the failure of his or her parents or other person legally responsible for his care to exercise a minimum degree of care:
 - (1) in supplying the child with adequate food, clothing, shelter, or education in accordance with provisions of Part One, Article 65 of the Education Law, or medical, dental, optometrical or surgical care though financially able to do so or offered financial or other reasonable means to do so; or

- (2) in providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or a substantial risk thereof, including the infliction of excessive corporal punishment; or by using a drug or drugs; or by using alcoholic beverages to the extent that he/she loses self-control of his/her actions; or by any other acts of a similarly serious nature requiring the aid of the court; or
- b. who has been abandoned by his/her parent(s) or other person legally responsible for his/her care.

Person legally responsible includes the child's custodian, guardian, or any other person responsible for the child's care at the relevant time. Custodian may include any person continually or at regular intervals found in the same household as the child when the conduct of such person causes or contributes to the abuse or neglect of the child.

Impairment of emotional health and impairment of mental or emotional condition includes a state of substantially diminished psychological or intellectual functioning in relation to, but not limited to, such factors as failure to thrive, control of aggressive or self-destructive impulses, ability to think and reason, or acting out of misbehavior, including incorrigibility, ungovernability, or habitual truancy; provided, however, that such impairment must be clearly attributable to the unwillingness or inability of the parent, guardian, or custodian to exercise a minimum degree of care toward the child.

Reporting procedures and related information:

1. All school officials must, when they have reasonable cause to suspect that a child is abused or maltreated, report it to the New York State Central Register for Child Abuse and Maltreatment (800-342 3720). A school official, under state law, is defined as:
- Teacher
 - Guidance counselor
 - Psychologist
 - Nurse
 - Social Worker
 - Full or Part-time athletic coach
 - Administrator
 - Any school personnel required to hold a teaching or administrative license or certificate.

Personnel have the right to request that information which would identify the individual making the report be withheld if furnishing such data might prove detrimental to the safety or interest of that individual.

2. The school official must also report the matter to the Building Principal who will determine if any additional steps need to be taken by the school district (for instance, contacting the school physician, social worker or other support services).
3. In the event that a school employee, who is not required to report under the law (such as a bus driver, custodian, cafeteria monitor, etc.), has reasonable cause to suspect that a child is abused or neglected, he/she is encouraged to make a report to the Central Register. The employee must, by district policy, report the matter to the Building Principal.
4. If the Building Principal is informed of a case of suspected child abuse or maltreatment that has not yet been reported to the Central Register, the Building Principal is required to:
 - (a) phone the New York State Central Register for Child Abuse and Maltreatment (800-342-3720) and inform them verbally of the problem; or
 - (b) contact the above agency by telephone facsimile machine on a form supplied by the Commissioner of Social Services; and
 - (c) file a written report with the local child protective services agency and the Central Register within forty-eight hours after the above report; and
 - (d) determine if additional steps need to be taken by the school district, as outlined in step 2 above.
5. The Building Principal may take photographs or cause photographs to be taken of the areas of visible trauma on the child, and/or, if medically indicated, cause an examination to be performed. Such actions may be performed at public expense if they will provide appropriate documentation when filing the report. A camera and film shall be kept at the school and be available for this purpose.
6. The written report that must be filed shall include all information which the Commissioner of Social Services may require.
7. If it should be necessary for Child Protective Services to interview a child at school to ascertain whether he/she has been abused or maltreated, or to obtain documentation of such acts, the interview should be conducted in the presence of a school official, unless circumstances require otherwise. The school official shall examine and verify the credentials of Child Protective Services worker(s) before allowing such worker(s) to either interview the child or to examine the child's records.

If sexual abuse is indicated, the presence of a same-sex staff member during the interview is appropriate.
8. The Building Principal shall request a summary report of the investigation of a case referred to Child Protective Services so the district can take appropriate next steps.
9. The district shall maintain an ongoing training program which will address identification and reporting of child abuse and maltreatment. Attendance at sessions of this training program shall be required of all school officials.

10. Employee handbooks shall include a copy of these regulations and the related Board policy concerning child abuse and reporting requirements.
11. Only one report of any suspected abuse is required.
12. School personnel who, in good faith, make a report or take photographs of injuries and bruises have immunity from any liability, civil or criminal. The good faith of any person required to report cases of child abuse or maltreatment is presumed.
13. School personnel who have reasonable cause to suspect that a child has died as a result of child abuse or maltreatment shall report that fact to the appropriate medical examiner or coroner.
14. Any person required to report suspected cases of child abuse or maltreatment and who fails to do so may be found guilty of a class A misdemeanor and may be held civilly liable for the damages caused by this failure.
15. Any school employee who fails to comply with this policy is subject to discipline in accordance with collective bargaining agreements and/or policy.
16. If a report of child abuse or maltreatment has been determined to be unfounded, all records in school files shall be expunged.

Adoption date: February 27, 2008

Amended date:

BOARD OF EDUCATION, ISLAND TREES UFSD, JANUARY 28, 2015
PERSONNEL REPORT January 28, 2015 items 1 through 68 inclusive

ITEM#	ADD	AREA	TYPE	NAME	SUPP REC	POSITION	ASSN	REASON	AMOUNT	PER	MAX	COL	STEP	EFF DATE	END DATE
1		ATHLETICS	COACH	GOLLOUB, JUSTINE	APPROVE	COACH	MS	GIRLS 8TH GD BBALL						1/06/2015	6/30/2015
2		CLERICAL	COACH	HASTINGS, DANIELLE	ACCEPT RESIG	GIRLS 8TH GD BBALL	MS	RESIGNATION						1/06/2015	
3		EXTRA-CURR	FNLA	LOFASO, CAROLE	APPROVE	ACCOUNT CLERK	DIST	SURGERY						2/23/2015	3/27/2015
4			ADDL DUTY	APONTE, TARYN	APPROVE	CHAPERONE	MS	WINTER DANCE						1/16/2015	
5			ADDL DUTY	APONTE, TARYN	APPROVE	7TH GRADE	MS	ELA SUPPORT						2/02/2015	4/01/2015
6			ADDL DUTY	ARTURMAC, OZLEM	APPROVE	CHAPERONE	MS	WINTER DANCE						1/16/2015	
7			ADDL DUTY	BENJAMIN, REBECCA	APPROVE	7TH & 8TH GRADE	MS	ELA SUPPORT						2/02/2015	4/01/2015
8			ADDL DUTY	BOGSTED, TERRY	APPROVE	CHAPERONE	MS	WINTER DANCE						1/16/2015	
9			ADDL DUTY	CAIN, LINDSAY	APPROVE	7TH & 8TH GRADE	MS	ELA SUPPORT						2/02/2015	4/01/2015
10			ADDL DUTY	CAMISA, MARLENE	APPROVE	ESL PRESENTATION	SP	TURNKEY HOURS				3	HRS	9/01/2014	6/30/2015
11			ADDL DUTY	CASTELLANO, DIANE	APPROVE	5TH GRADE	MS	MATH SUPPORT						2/02/2015	4/17/2015
12			ADDL DUTY	CASTELLANO, DIANE	APPROVE	5TH GRADE	MS	ELA SUPPORT						2/02/2015	4/01/2015
13			ADDL DUTY	CAVA, DAN	APPROVE	CHAPERONE	MS	MS MUSICAL						2/09/2015	2/12/2015
14			ADDL DUTY	CAVA, DAN	APPROVE	CHAPERONE	MS	WINTER DANCE						1/16/2015	
15			ADDL DUTY	CHIOS, KELLY	APPROVE	CHAPERONE	MS	WINTER DANCE						1/16/2015	
16			ADDL DUTY	CHIOS, KELLY	APPROVE	7TH GRADE	MS	ELA SUPPORT						2/02/2015	4/01/2015
17			ADDL DUTY	CIFARELLI, MARISSA	APPROVE	ESL PRESENTATION	SP	TURN KEY HOURS				3	HRS	9/01/2014	6/30/2015
18			ADDL DUTY	CLARKE, MICHELLE	APPROVE	GRADES 3 - 8	MS	MATH SUPPORT						2/02/2015	4/17/2015
19			ADDL DUTY	CLARKE, MICHELLE	APPROVE	MATH 2-4 PRESENTATION	SP	TURNKEY HOURS				3	HRS	9/01/2014	6/30/2015
20			ADDL DUTY	DEVITA, CANDIDA	APPROVE	CHAPERONE	MS	WINTER DANCE						1/16/2015	
21			ADDL DUTY	GONZALEZ, GREG	APPROVE	CHAPERONE	MS	WINTER DANCE						1/16/2015	
22			ADDL DUTY	GONZALEZ, JUSTINE	APPROVE	5TH GRADE	MS	MATH SUPPORT						2/02/2015	4/17/2015
23			ADDL DUTY	GRONEMAN, JEREMY	APPROVE	6TH GRADE	MS	MATH SUPPORT						2/02/2015	4/17/2015
24			ADDL DUTY	GUIDO, MICHAEL	APPROVE	CHAPERONE	MS	MS MUSICAL						2/02/2015	2/12/2015
25			ADDL DUTY	HAROUICHE, HOLLY	APPROVE	5TH & 6TH GRADE	MS	ELA SUPPORT						2/02/2015	4/01/2015
26			ADDL DUTY	HULLER, CATHY	APPROVE	CHAPERONE	MS	MS MUSICAL						2/10/2015	2/12/2015
27			ADDL DUTY	JOCIADIE, CHRISTINE	APPROVE	CHAPERONE	MS	WNTN BAND CONCERT						12/16/2014	
28			ADDL DUTY	LOVERRO, MARYANN	APPROVE	CHAPERONE	MS	H5 TALENT SHOW						2/06/2015	
29			ADDL DUTY	MARTIN, MAUREEN	APPROVE	CHAPERONE	MS	MS MUSICAL						2/10/2015	2/12/2015

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ITEM#	ADD	AREA	TYPE	NAME	SUPT REC	POSITION	ASSN	REASON	AMOUNT	PER	MAX	COL	STEP	EFF DATE	END DATE
30			ADDL DUTY	MICHALEY, NATALIE	APPROVE	CHAPERONE	MS	MS MUSICAL	CONTRACT					2/10/2015	2/11/2015
31			ADDL DUTY	MCCUSKER, NANCY	APPROVE	INSTRUCTOR	SP	READING WORKSHOP	CONTRACT			12	HRS	9/01/2014	6/30/2015
32	X		ADDL DUTY	MIEADE, ANGELA	APPROVE	CHAPERONE	VARIES	ATH SUPERVISION	CONTRACT					9/01/2014	6/30/2015
33			ADDL DUTY	MIEGLIOLA, DEBRA	APPROVE	CHAPERONE	H5	WNTN BAND CONCERT	CONTRACT					12/16/2014	
34			ADDL DUTY	MURPHY, ELLEN	APPROVE	MATH 2-4 PRESENTATION	ST	TURKEY HOURS	CONTRACT			3	HRS	9/01/2014	6/30/2015
35			ADDL DUTY	MUSCARIELLO, ANNE	APPROVE	CHAPERONE	H5	WINTER BAND	CONTRACT					12/16/2014	
36			ADDL DUTY	NIEVES, DEBBIE	APPROVE	5TH GRADE	MS	TURNKEY MATH SUPPORT	CONTRACT					2/02/2015	4/17/2015
37			ADDL DUTY	ONEILL, EILEEN	APPROVE	GRD 6 PRESENTATION	MS	TURKEY HOURS	CONTRACT			10	HRS	9/01/2014	6/30/2015
38			ADDL DUTY	RAZZANO, ELISA	APPROVE	INSTRUCTOR	SP	READING WORKSHOP	CONTRACT			12	HRS	9/01/2014	6/30/2015
39			ADDL DUTY	ROGCHON, BARBARA	APPROVE	CHAPERONE	MS	MS MUSICAL	CONTRACT					2/10/2015	2/12/2015
40			ADDL DUTY	SAPORTO, CHRISTINE	APPROVE	KDG PRESENTATION	SP	TURKEY HOURS	CONTRACT			8	HRS	9/01/2014	6/30/2015
41			ADDL DUTY	SPRUNGER, PATRUCIA	APPROVE	KDG PRESENTATION	SP	TURKEY HOURS	CONTRACT			8	HRS	9/01/2014	6/30/2015
42			ADDL DUTY	STEELE, AMANDA	APPROVE	5TH GRADE	MS	ELA SUPPORT	CONTRACT					2/02/2015	4/01/2015
43			ADDL DUTY	TRIOLO, RANONA	APPROVE	5TH & 6TH GRADE	MS	ELA SUPPORT	CONTRACT					2/02/2015	4/01/2015
44			ADDL DUTY	VASCO, GLORIA	APPROVE	CHAPERONE	MS	MS MUSICAL	CONTRACT					2/09/2015	2/12/2015
45			ADDL DUTY	WARNOKOWSKI, GREG	APPROVE	CHAPERONE	H5	TALENT SHOW	CONTRACT					2/09/2015	6/30/2015
46	X		CLASS 'B' ADVISOR	DUE, LIZ	APPOINT	SCHOOL STORE	H5		CONTRACT					1/29/2015	6/30/2015
47	X		CLASS 'B' ADVISOR	REID, JOAN	APPOINT	SCHOOL STORE	H5		CONTRACT					1/29/2015	6/30/2015
48	X		STATUS CHG	IZZO, ANDREA	ACCEPT RES	LUNCH MONITOR	MS	RESIGNATION	CONTRACT					1/26/2015	
49			INSTRUCTION	CAIN, LINDSAY	APPROVE	SPEC ED	MS	CHILD CARE						4/30/2015	6/04/2015
50			INSTRUCTION	GONZALEZ, JUSTINE	APPROVE	ELMENTARY	MS	CHILD CARE						3/01/2015	6/30/2015
51			INSTRUCTION	KOZLOFF, TRACY	APPROVE	ART	SP	FAMILY CARE						1/06/2015	1/12/2015
52			LEAVE	ANCI, AMIE	APPROVE	OT	DIST	CHILD CARE						1/22/2015	3/05/2015
53			NON-#JOB	WOOD, MELISSA	APPOINT	OT	DIST	REPL. A. ANCI						1/22/2015	3/05/2015
54	X		NON-#JOB	ZAMBRUSKI, MELODY	APPOINT	SPEECH	SP	8 TO 9 POSITION	CONTRACT					1/23/2015	6/30/2015
55			ON-CALL	GITLIN, ZACHARY	APPOINT	SUBSTITUTE	VARIES							1/29/2015	
56			ON-CALL	GUIDO, MICHAEL	APPOINT	SUBSTITUTE	VARIES	FT TO SUB						1/29/2015	
57	X		ON-CALL	RICO, THOMAS	APPOINT	SUBSTITUTE	VARIES							1/29/2015	
58	X		ON-CALL	SCIREBER, REBECCA	APPOINT	SUBSTITUTE	VARIES							1/29/2015	
59			ON-CALL	WOOD, MELISSA	APPOINT	SUBSTITUTE	VARIES							1/16/2015	

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ITEM#	ADD	AREA	TYPE	NAME	SUP'T REC	POSITION	ASSN	REASON	AMOUNT	PER	MAX	COL	STEP	EFF DATE	END DATE
60	X		PROBATION	MORALES, SERGIO	APPOINT	TEACHER AIDE	NS	RETIREMENT				2	1	PENDING	CS APRVL
61	X		STATUS CHG	HOFFMAN, CHRISTINE	ACCEPT RES	PHYS ED TCHR	HS	RETIREMENT						6/30/2015	
62			STATUS CHG	HUNT, ANDREA	ACCEPT RES	ART TEACHER	HS/MS	RETIREMENT						6/30/2015	
63			STATUS CHG	LEONICK, THOMAS	ACCEPT RES	TEACHER SUB	DIST	RESIGNATION						12/16/2014	
64			STATUS CHG	PIZZER, JOANNE	ACCEPT RES	SPECIAL ED	MS	RETIREMENT						6/30/2015	
65			STATUS CHG	ROCCOTAGLIATA, LINDA	ACCEPT RES	TEACHER AIDE	MS/ST	RESIGNATION						1/14/2015	
OTHER															
66			ON-CALL	MONTALVO, DANA	APPOINT	MONITOR SUB	DIST		\$9.81	HR				PENDING CS	APPROVAL
67			PROBATIONARY	RENZULLI, CHRISTINE	APPOINT	REG PROF NURSE	HS	REPL. T LENT		AGREEMENT				PENDING CS	APPROVAL
68			STATUS CHG	LENT, THERESA	ACCEPT RES	NURSE	HS	RETIREMENT						2/14/2015	

RECOMMENDED BY  1/28/15 
 CHARLES MURPHY, SUPERINTENDENT OF SCHOOLS