

The **POLICY MEETING** of the Board of Education West Hempstead Union Free School District was called to order in the High School Video Conference Room on February 3, 2015 at 7:45 p.m.

PRESENT: Ms. Brohm, who presided, and four other members of the Board: Ms. Lotito, Mr. Mariano, Ms. Rilling and Mr. Schindler, who arrived at 7:55 p.m. Mr. Trocchia was absent. Also present were Mr. Hogan, Mr. O’Keefe, Mr. Cunningham, Mr. Sheahan and members of the community.

The following policies were discussed:

Docket #4-142: **Policy 3362 – Approval of Conference Expenses** – It was unanimously agreed that this Policy be placed on the February 10th Business Meeting for adoption by the Board with the following changes: Paragraph one – add heading “Board Expenditures.” Paragraph two – add heading “Staff Expenditures.” The following was deleted from the policy:

1. Meal expenses shall be reimbursed insofar as they are reasonable and necessary
2. Alcoholic beverages will not be reimbursed under any circumstances
3. Attendees may submit mileage and toll vouchers for approved conferences
4. Final decisions regarding reimbursement for individual costs will be made by the Superintendent of Schools.

The rest of the policy to read as follows:

Transportation

1. Travel shall be by the most economical method, where feasible, whether by private automobile, school vehicle or common carrier such as bus, train or plane.
2. If travel is by private automobile, mileage shall be reimbursed at the level approved by the Board of Education for business travel. Parking and tolls will also be reimbursed, but gasoline will not.
3. Rental car expenses will be reimbursed only if authorized in advance. Receipts must be attached.
4. Air travel is only allowed when determined by the Board or the Superintendent to be in the District's best interest. Air travel shall be reimbursed at the lowest feasible fare

available and shall not exceed regular coach class fare. Travel arrangements should be made as soon as reasonably practicable so as to avoid payment of a higher fare due to a late booking. The traveler will be reimbursed for a maximum of one (1) checked bag (when applicable).

Lodging

1. Persons traveling on District-related business are encouraged to secure the most reasonable rate for necessary hotel accommodations. The traveler must present a sales tax exemption form at check-in when travelling in-state. Secure a copy from the Business Office prior to travel.
2. When the rate is pre-determined by the organization sponsoring the event, the traveler shall secure a room rate at no more than the pre-determined rate. Hotel accommodations at a rate other than the most reasonable rate or a pre-determined rate described above will be reimbursed only if approved by the Board President (for members of the Board and the Superintendent) and the Superintendent (for all others) prior to the stay.

Meals - Unreceipted Per Diem Method

1. The traveler will be provided with a \$50 per diem flat rate allowance for meals and incidental expenses for each overnight stay out of District. No receipts will be required for this reimbursement.
2. The District does not reimburse persons traveling on District-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, telephone calls, Internet service, and transportation costs unrelated to District business.

Docket #4-187: Policy 2500 – Maintenance of Public Order on School District

Property – It was unanimously agreed that this Policy be placed on the February 10th

Business Meeting for adoption by the Board with the following changes:

Repeal the entire policy and replace with Visitors to Schools. Visitors to Schools will replace

Policy 1240 – Visitors to Classrooms. The policy will read as follows:

Visitors to Schools

The Board of Education encourages parents and other citizens to visit their schools periodically during the course of the school year in order to promote effective communication with the community and the school. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All persons who are not students or staff who wish to visit a school shall report immediately to the school reception desk upon entering a school building.
3. Upon entering the school building all visitors must present a form of picture ID and state the purpose of their visit. They will sign the visitor's log and be issued a visitor's pass, which must be displayed visibly.
4. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
5. Parents or guardians who desire to visit their child's classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), staff member and/or Principal, so that class disruption is kept to a minimum. Such visitors must report to the main office and shall not be permitted to interfere with the educational process.
- 6 Teachers are not expected to take class time to discuss individual matters with visitors.
7. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
8. Student visitors from other schools, unless they have a specific reason and prior approval of their Superintendent or his/her designee, shall not be given permission to enter school buildings. Newly registered students may visit their perspective buildings by appointment.
9. Individual Board members who visit schools for Board purposes shall have prior approval from the Superintendent of Schools or his/her designee and shall have access to such facilities as authorized. Such access shall not interfere with the conduct of the educational program.
10. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

Public Conduct on School Property

The Board of Education recognizes that the primary purpose of the District is to provide an atmosphere conducive to learning and education. Any action by an individual or group aimed at disrupting, interfering or delaying the education process or having such effect, is hereby declared to be in violation of Board policy. The Board shall approve rules and regulations to effect this policy as required by Education Law §2801.

The Board also recognizes its responsibility to protect school property and may take appropriate legal action to prevent damage and/or destruction of school property. The Board may also seek restitution from, and prosecution of, any person who willfully damages school property and/or takes school property without consent.

It is not the intent of this policy to limit freedom of speech or peaceful assembly. The Board recognizes that free inquiry and free expression are indispensable to the objectives of a school district. The purpose of the rules and regulations is to prevent abuse of the rights of others and to maintain safety and public order, not to prevent or restrain controversy or dissent.

Public Conduct on School Property Regulation

These rules govern the conduct of students, faculty and other staff, residents, licensees, invitees, and all other persons, whether or not their presence is authorized, upon District property, and also upon, or with respect to, any other premises or property under the control of the District and used in its teaching programs and activities, and in its administrative, cultural, recreational, athletic and other programs and activities.

Prohibited Conduct

No person, either alone or with others, shall:

- * willfully injure any person or threaten to do so;
- * intentionally damage or destroy school district property or the personal property of a student, teacher, administrator, other District employee or any personal lawfully on school property, including graffiti or arson;
- * disrupt the orderly conduct of classes, school programs or other school activities;
- * distribute or wear materials on school grounds which appear obscene, which advocate illegal action, discriminate against race, nationality or religion, sexual orientation, appear libelous, and which are disruptive to the school program or obstruct the rights of others;
- * intimidate, harass or discriminate against any person on the basis of basis of race, color, weight, national origin, ethnic group, religion, religious practice, age, gender (including gender identity and expression), sexual orientation or disability;
- * trespass upon any portion of school premises or remain in any building or facility after it is normally closed without authorization;
- * disrupt the efficient operation of the school by obstructing the free movement of any person in any place to which these rules apply;
- * violate the traffic laws, parking regulations or other restrictions on vehicles;
- * possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at any school-related function;
- * possess or use firearms and/or other weapons including air guns, pistols, rifles, other noxious spray in or on school property (except in the case of law enforcement officers or except as specifically authorized by the school district);
- * loiter on or about school buildings or grounds;
- * gamble on school property or at school functions;
- * refuse to comply with any reasonable order of identifiable school district officials performing their duties;
- * willfully incite others to commit any of the acts herein prohibited; and/or
- * violate any federal or state statute, local ordinance, or Board policy.

Penalties and Procedures

The Superintendent of Schools may impose penalties upon those persons violating the above-referenced rules in accordance with the Code of Conduct, the Education Law and State and federal laws. The Superintendent of Schools may, in accordance with State and federal law, revoke an individual's authority to enter onto school grounds. Where a violation of this policy may also be a violation of a State law, federal law or local ordinance, the Superintendent of Schools or designee, may report such violations to the appropriate State, local and federal authorities. The Superintendent of Schools shall provide written notice to any group or individual found in violation of the above-referenced rules with a statement that such group or individual may file a written appeal to the Board of Education within thirty (30) calendar days from the date of the Superintendent's determination. The Board of Education shall review any such timely written appeal in Executive Session of a Board meeting within forty-five (45) calendar days of its receipt of the appeal. Any group or individual aggrieved by the determination of the Superintendent of Schools shall exhaust their administrative remedy of an appeal to the Board of Education before filing an appeal to the Commissioner of Education or seeking court intervention. Penalties and procedures for staff members who may be in violation of the Code of Conduct shall conform to applicable collective bargaining agreements, State and federal law.

Enforcement Program

The Superintendent shall be responsible for the enforcement of these rules, and he/she shall designate other personnel who are authorized to take action in accordance with such rules when required or appropriate.

This regulation and the penalties contained herein are not considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal law, state law, or local ordinance and the imposition of a fine or penalty provided for therein.

Amendment

These rules and regulations may be amended or modified by the Board. All future amendments shall be filed with the Board of Regents and Commissioner of Education.

Docket #4-188: **Policy 5120 – Student Attendance** – It was unanimously agreed that this Policy be placed on the February 10th Business Meeting for adoption by the Board.

Docket #4-189: **Policy 5151b – Student Health Services** – It was unanimously agreed that this Policy be placed on the February 10th Business Meeting for adoption by the Board.

At 8:15 p.m. upon the motion of Mr. Mariano, seconded by Mr. Schindler and carried by five, the Policy Meeting was adjourned to the Bond Proposal Workshop

John J. Hogan, Superintendent