

**BABYLON SCHOOL BOARD REGULAR MEETING**  
**JUNE 24, 2013**  
**AGENDA**

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**Meeting protocol: Please state your name when addressing the Board of Education.**

- I. Call to Order
- II. Executive Session (6:00 p.m.)

It is anticipated that upon a majority vote of the total membership of the Board, a motion to meet in Executive Session to discuss specific collective bargaining, personnel issues, and/or other specific matters appropriate for executive session in accordance with the Open Meeting Law will be considered. Following executive session the Board will reconvene in the Babylon Junior-Senior High School Library at approximately 7:30 p.m.
- III. Pledge of Allegiance (7:30 p.m.)
- IV. Approval of Minutes of the Regular Meeting of June 10, 2013 and Special Meetings of June 5, 2013 and June 14, 2013.
- V. Approval of Treasurer's and Business Office Financial Reports and Extra Curricular Fund Report for May 2013.
- VI. Superintendent's Report
  - a. School Highlights - Mr. Richard Rozakis
  - b. Smartboard Update Presentation - Mrs. Carole Polney-Marinello
- VII. Committee Reports
  - a. Audit Committee
  - b. Finance Committee
  - c. Buildings & Grounds Committee
  - d. Technology Committee
  - e. Policy Committee
    1. **SECOND READING OF POLICY 5695-STUDENTS AND PERSONAL ELECTRONIC DEVICES: RESOLVED**, that the Board of Education conduct a second reading of policy 5695-Students and Personal Electronic Devices, and **BE IT FURTHER RESOLVED**, that the Board of Education waive the formal second reading of policy 5695-Students and Personal Electronic Devices, as attached.
    2. **FIRST READING OF POLICIES 4531-FIELD TRIPS AND EXCURSIONS AND POLICY 4741-WEIGHTING AND RANKING: RESOLVED**, that the Board of Education conduct a first reading of policies 4531-Field Trips and Excursions and 4741-Weighting and Ranking, and **BE IT FURTHER RESOLVED**, that the Board of Education waive the formal first reading of policies 4531-Field Trips and Excursions and 4741-Weighting and Ranking, as attached.
- VIII. Questions from Visitors on Agenda Items - Please approach the podium and state your name.
- IX. New Business
  1. **REORGANIZATION MEETING/REGULAR MEETING: RESOLVED**, that the Board of Education designate Monday, July 1, 2013 at 7:00 p.m. to hold its Reorganization Meeting of the Board of Education of the Babylon UFSD; and **BE IT FURTHER RESOLVED**, that the Regular Meeting of the Board of Education of the Babylon UFSD be held following the Reorganization Meeting on July 1, 2013.
  2. **REFUNDING BOND RESOLUTION: RESOLVED**, that the Board of Education adopt a resolution authorizing the issuance pursuant to Section 90.10 of the Local Finance Law of Refunding Bonds of the Babylon Union Free School District, Suffolk County, New York, to be designated substantially "Public Library Refunding (Serial) Bonds", and providing for other matters in relation thereto and the payment of the bonds to be refunded thereby. (Roll Call)
  3. **SUPERINTENDENT'S CONTRACT: RESOLVED**, that the base salary for the Superintendent of Schools for the 2013-2014 school year is \$195,000 which amount reflects no increase in salary from the previous school year.
  4. **PROBATIONARY APPOINTMENT ENGLISH TEACHER: RESOLVED**, that the Board of Education approve the probationary appointment of Michael Birnbaum as an English teacher, assigned to the Babylon Junior-Senior High School, effective September 1, 2013. Compensation for this assignment to be Step1 of the MA+30 column of the 2013-2014 teachers salary schedule.
  5. **LEAVE OF ABSENCE: RESOLVED**, that the Board of Education approve the request from Kim Monahan, elementary teacher, for an unpaid childcare leave of absence commencing September 1, 2013 to January 24, 2014, be approved.
  6. **LEAVE REPLACEMENT TEACHER: RESOLVED**, that the Board of Education approve the appointment of Lisa Necroto as a leave replacement elementary teacher, assigned to the Babylon Memorial Grade School, effective September 1, 2013 to January 24, 2014. Compensation for this assignment to be Step 5 of the MA column of the 2013-2014 teachers salary schedule.

7. **APPOINTMENT PART-TIME READING TEACHER: RESOLVED**, that the Board of Education approve the appointment of Daisy Holzmacher as a part-time (.5) reading teacher K-12, assigned to the Babylon Memorial Grade School, effective September 1, 2013 to June 30, 2014. Compensation for this assignment to be .5 FTE of Step 9 of the MA+15 column of the 2013-2014 teachers' salary schedule.
8. **APPOINTMENT PART-TIME SPEECH AND LANGUAGE THERAPIST: RESOLVED**, that the Board of Education approve the appointment of Catherine H. Schipf as a part-time (.4) speech and language therapist assigned to the Babylon Junior-Senior High School effective September 1, 2013 to June 30, 2014. Compensation for this assignment to be .4 FTE of Step 3 of the MA column of the 2013-2014 teachers' salary schedule.
9. **APPOINTMENT PART-TIME ASL TEACHER: RESOLVED**, that the Board of Education approve the appointment of Ann Marie Lynch as a part-time (.4) American Sign Language (ASL) teacher assigned to the Babylon Junior-Senior High School, effective September 1, 2013 to June 30, 2014. Compensation for this assignment to be .4 FTE of Step 2 of the MA column of the 2013-2014 teachers' salary schedule.
10. **APPOINTMENT PART-TIME SPECIAL EDUCATION TEACHER: RESOLVED**, that the Board of Education approve the appointment of Debra Roberto as a part-time (.8) special education teacher, assigned to the Babylon Junior-Senior High School, effective September 1, 2013 to June 30, 2014. Compensation for this assignment to be .8 FTE of Step 3 of the BA+15 column of the 2013-2014 teachers' salary schedule.
11. **CASUAL APPOINTMENTS: RESOLVED**, that the Board of Education approve the following casual appointments for the summer school program from July 1, 2013 to August 9, 2013. Compensation for these positions to be in accordance with the Babylon Teachers' Contract, Babylon Clerical/Nursing Association Contract and the Non-Instructional Aides and Monitors Agreement.

K-2 Self Contained	Erin Kennedy	Aide: Karen Altieri
3-6 Self Contained	Matthew Barone	Aide: Kathy Fitzgerald
Reading Teachers	Robin LaBarbara	Aide: Susan Borg
	Barbara O'Halloran	Aide: Claire Joseph
Substitute Teacher	Kathleen Reynolds	Nurse: Patrice Bagdanoff
Speech	Catherine Schipf	
	Patricia Baldwin	
Teacher of the Deaf	Ann Marie Lynch	
12. **SUBSTITUTE CUSTODIAL WORKER: RESOLVED**, that the Board of Education approve the appointment of Bruce Thompson as a substitute custodial worker effective June 25, 2013 to August 30, 2013. Compensation for this assignment to be \$11.00/hour.
13. **ADOPTION OF BOARD POLICY 5695-STUDENTS AND PERSONAL ELECTRONIC DEVICES: RESOLVED**, that the Board of Education approve and adopt policy 5695- Students and Personal Electronic Devices, as attached.
14. **LICENSE AND OPERATING AGREEMENT WITH SCOPE EDUCATION SERVICES: RESOLVED**, that the Board of Education approve the license and operating agreement between the Board of Education and SCOPE Education Services for the 2013-2014 school year.
15. **GUERCIO & GUERCIO CONTRACTS: RESOLVED**, that the Board of Education authorize the President of the Board of Education to execute a contract between the Babylon Union Free School District and Guercio & Guercio for the General Counsel Contract and Labor Counsel Contract from July 1, 2013 to June 30, 2014.
16. **ATHLETIC TRAINER CONSULTANT AGREEMENT: RESOLVED**, that the Board of Education authorize the President of the Board of Education to execute a sports training agreement between South Bay Sports and Physical Therapy and the Babylon Union Free School District to provide an athletic trainer for the Babylon Schools for the 2013-2014 school year.
17. **SPECIAL EDUCATION SERVICES CONTRACTS AND CONSULTANT SERVICES AGREEMENTS: RESOLVED**, that the Board of Education approve the special education services contracts and consultant services agreements between the Babylon UFSD and the following providers for the 2013-2014 school year: Developmental Disabilities Institute (SE#1), Harmony Heights (SE#2), Little Flower Union Free School District (SE#3), Mountain Lake Academy (SE#4), N.E. Smith Speech Language Pathology (SE#5), NY Eye and Ear Institute (SE#6), PPT Therapies of Western Suffolk, PT OT SLP, LLP (SE#7), South Shore Center for Speech/Language and Swallowing Disorders (SE#8).
18. **COMMITTEE ON SPECIAL EDUCATION AND COMMITTEE ON PRESCHOOL SPECIAL EDUCATION: RESOLVED**, that the recommendations from the Committee on Special Education and Committee on Preschool Special Education for cases from March 2013 to June 2013, be accepted.

19. **LONG ISLAND SCHOOL NUTRITION DIRECTORS ASSOCIATION COOPERATIVE BID:** WHEREAS, it is the plan of a number of public school districts in Nassau/Suffolk Counties, New York, to bid jointly on selected Food Service Commodities, Food and Food Service Supplies for the 2013-2014 school year. WHEREAS, the Babylon Union Free School District is desirous of participating with other districts in Nassau/Suffolk Counties in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0, and WHEREAS, the Babylon School District wishes to appoint a committee to assume the responsibility of drafting specification, advertising for bids, accepting and opening bids, reporting the results to the Boards of Education and making recommendations thereon; therefore, **BE IT RESOLVED**, that the Board of Education of the Babylon Union Free School District, hereby appoints Long Island School Nutrition Directors Association Cooperative Bid Committee to represent it in all matters related above, and **BE IT FURTHER RESOLVED**, that the Babylon Union Free School District's Board of Education authorized the above mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and **BE IT FURTHER RESOLVED**, that the Babylon Union Free School District's Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and **BE IT FURTHER RESOLVED**, that the Babylon Union Free School District's Board of Education agrees 1) to abide by the majority decisions of the participating districts on quality standards; 2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; 3) that after award of contract(s) it will conduct all negotiations directly with the successful bidder(s).
  
20. **JOINT MUNICIPAL COOPERATIVE BIDDING RESOLUTION TUTORIAL AND SPECIAL EDUCATION SERVICES:** WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for Tutorial & Special Education Services for Students, Western Suffolk BOCES & Component School Districts (RFP#12-01P/Opened April 25, 2012; Original Contract Term: July 1, 2012 through June 30, 2013; Extension of Contract: July 1, 2013 through June 30, 2014; and WHEREAS, the Babylon Union Free School District, an educational/municipal corporation is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law, Section 119-0, and Education Law Section 1950; and WHEREAS, the District is a municipality within the meaning of General Municipal Law section 119-n and is eligible to participate in the Board of Cooperative Educational Services, Second Supervisory District of Suffolk County (hereinafter Western Suffolk BOCES) Joint Municipal Cooperative Bidding Initiative in the areas mentioned above; and WHEREAS, with respect to all activities conducted by the Western Suffolk BOCES, the District wishes to delegate to Western Suffolk BOCES the responsibility for drafting of specifications, advertising for bids/proposals, accepting and opening bids/proposals, tabulating bids/proposals, awarding the bids/proposals, extending awards of bids/proposals, and reporting the results to the District. **BE IT RESOLVED**, that the District hereby appoints Western Suffolk BOCES to represent it and to act as the lead agent in all matters related to the services as described above; and **BE IT FURTHER RESOLVED** that the District hereby authorizes Western Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for Western Suffolk BOCES; and **BE IT FURTHER RESOLVED** that this Agreement with the District shall be for a term of one (1) year as authorized by General Municipal Law section 119-o.2.j.
  
21. **JOINT MUNICIPAL COOPERATIVE BIDDING RESOLUTION SUPPLY AND EQUIPMENT ITEMS:** WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items for the 2013-2014 school year. WHEREAS, the Babylon Union Free School District, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law, Section 119-0, and Education Law Section 1950; and WHEREAS, the Participant is a municipality within the meaning of General Municipal Law section 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant. **BE IT RESOLVED**, that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and **BE IT FURTHER RESOLVED** that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and **BE IT FURTHER RESOLVED** that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and **BE IT FURTHER RESOLVED** that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law section 119-o.2.j.. and **BE IT FURTHER RESOLVED** that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law section 119-o.2.j. **BE IT FURTHER RESOLVED** that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

X. Other Business  
a. Board of Education Meeting Schedule 2013-2014

XI. Representatives of Organizations

XII. Questions from Visitors - Please approach the podium and state your name.

XIII. Future Board Meetings:

Monday, July 1, 2013  
Reorganization/Regular Meeting - 7:00 p.m.  
BHS Library

XIV. Adjournment

**STUDENTS AND PERSONAL ELECTRONIC DEVICES**

The Board of Education recognizes that there are personal electronic devices that have educational applications such as calculators, voice recorders, digital cameras and music listening devices. In some instances a “smart phone” may include applications that permit these functions. These devices shall be allowed to be used in classrooms only when they are included as part of a lesson under the direction of a teacher.

The Board acknowledges that cellular phones can be a positive means to facilitate communication; however, the display and/or use of such a device can cause disruption to the educational process.

Therefore, to prevent such disruption, the display and/or use by students of cellular phones (including smart phones) may be used in the student cafeteria during lunch periods or during senior privilege time. When used, proper etiquette should be observed so as not to disturb others. Building administration will investigate the loss, theft or damage of cellular phones or other electronic devices; however, the District is not responsible for stolen, lost or damaged electronic devices.

Misuse of any of these electronic devices will result in warnings, detention and ultimately its confiscation, to be returned to a parent or a guardian at the end of the school day as outlined in the Code of Conduct. Some uses of personal electronic devices constitute violation of the school district Code of Conduct and in some instances, the law. (e.g. cyberbullying, sexual content) The school district will cooperate with law enforcement officials as appropriate.

Cellular Telephones and Testing

In order to ensure the integrity of testing, in accordance with State guidelines, students are not allowed to bring cellular phones and other electronic devices into the classrooms or other exam locations during state assessments. Test proctors, test monitors and school officials have the right to collect cellular phones prior to the start of the test and to hold them while the test is being administered, including break periods. Admission to the test shall be denied to any student who refuses to relinquish a prohibited device.

Students with individualized education plans (IEPs), 504 Plans, or documentation from a medical practitioner that specifically requires the use of an electronic device may do so as specified.

Cross-ref: 5300 Code of Conduct

Ref: Price v New York City Board of Education, 16 Misc.3d 543 (2007)

Adoption date:

## FIELD TRIPS AND EXCURSIONS

The Board of Education recognizes the desirability of providing off-campus experiences which will enhance the educational program of the school system. A successful field trip is directly related to the amount of planning and follow-up that is carried out by the teachers and the students. Without the pre-planning and follow-up, little can be gained from the special kind of learning that can take place through a field trip.

All field trips must be authorized by the Building Principal or his designee more than one month in advance of the trip. Only those trips authorized by the Principal or his designee which meet the criteria for approval of field trips shall be sanctioned by the district. All field trip requests must also be authorized by the Superintendent of Schools or his/her designee.

Factors relevant in consideration for approval of such field trips may include the relationship to the curriculum, the distance of the trip, availability of transportation, the cost involved, weather conditions, and full utilization of transportation.

Written consent by the involved parents/guardians must be secured for those field trip activities which necessitate the student leaving the area of the school and/or which extend beyond the normal school day. A signed parent's/guardian's permission form must be on file in the school before the trip. In the absence of parental consent, the student will attend school, following a schedule assigned by the Principal or his/her designee.

Overnight field trips must be approved by the Board of Education before money is collected.

Adoption date: June 10, 2002

Policy Revised: July 6, 2005

Policy Reviewed: November 14, 2011

## FIELD TRIPS AND EXCURSIONS REGULATION

### *Authorization*

1. Authorization for all field trips must be obtained from the Superintendent of Schools or his/her designee and the respective Building Principal or his/her designee, normally one month before the trip. Only those trips authorized by the Superintendent and the Principal which meet the criteria set forth below shall be sanctioned by the district.
2. Permission or commitment shall be obtained from the place to be visited.
3. In order to keep parents/guardians informed as to the proposed field trip, a field trip itinerary will be completed by the teacher in charge and a copy of sent to each parent/guardian, the Principal and the Superintendent.
4. Written consent by the involved parents/guardians must be secured for those field trip activities which necessitate the student leaving the school or which extend beyond the normal school day. A signed permission form must be on file in the school before the trip. In the absence of permission, the student will attend school, following a schedule assigned by the Principal or his/her designee.

### *Criteria*

Criteria to be applied in determining the education appropriateness shall include the following considerations:

1. The experience will have educational significance and direct relationship to the curriculum.
2. The experience will serve as:
  - a. motivation for a unit about to start;
  - b. a supplement to an on-going unit; or
  - c. a review for a unit just completed.
3. The experience will provide an educational or cultural experience not obtainable through any other method or media.
4. Care will be exercised that field trips do not significantly impede regular instruction, particularly at the secondary level where students meet with several teachers.

### *Planning*

Planning shall include obtaining authorization, establishing related activities including evaluation, arranging for supervision as well as other details within the following guidelines:

1. *Participation:* All duly enrolled students may participate in field trips within the stated limits of this policy. Arrangements should be made so that finances to be borne by students do not prohibit the participation of individual students.
2. *Transportation:* Transportation will normally be provided by a public carrier. In unusual circumstances, other means of transportation may be used if appropriate arrangements for insurance coverage have been made. Details on insurance coverage from the carriers must be presented to the Business Office.

3. *Supervision:* Students will be supervised at all times during the trip. The following guidelines may be modified by the Building Principal, based upon the complexity of the activity, the age of the students or unusual circumstances.

a. *K-6 Students*

One certified teacher will assume responsibility for a class and a ratio of at least one adult for every ten students in grades K-6.

b. *7-12 Students*

A minimum of two adults, one of whom is a certified teacher, per bus load, is deemed adequate. Daytime field trips to an urban center should normally have a ratio of at least one adult for every 10 students. In the event that the activity extends beyond the normal school day, responsibility remains with the teacher(s) who are supervising the activity until students are released to their parents or guardians.

4. *Planning:* The effectiveness of any field trip rests to a large extent upon the preparation of both the teacher and the students. The itinerary and regulating of the trip shall be thoroughly discussed with students prior to the trip. Students shall have a clear understanding of the objectives of the trip. A summarizing activity shall follow the trip to reinforce the learning experience involved.

- *Overnight Field Trips*

Authorization will be based upon written evidence of meticulous planning and the educational appropriateness of the field trip.

Each overnight trip shall have a ratio of at least one adult for each 10 students. 50 percent of those chaperones will be Babylon teachers. There shall be a minimum of two chaperones for an overnight trip, even if the number of students is below 20.

- *Out of State Field Trips*

Information dealing with chaperones, transportation, insurance, numbers involved, parental permission slips, the educational significance of the trip and all other pertinent information must be presented to the Building Principal and the Superintendent at least one month before the date of departure.

Overnight and Out of State field trips must be approved by the Board of Education before money is collected.

5. *Other*

It is the responsibility of the teacher sponsoring the trip to see that all of the above criteria have been accomplished. Failure to meet any of the above criteria may result in the cancellation of the trip by the Principal, or his/her designee an/or the Superintendent.



**FIELD TRIPS EXHIBIT**Babylon Junior-Senior High School  
Field Trip Permission Form

Students participating in school activities away from the building must secure parental permission at least two weeks in advance of the intended field trip. Students are responsible for any work missed in classes missed while they are participating in field trip activities.

PARENT PERMISSION

NAME \_\_\_\_\_ GRADE \_\_\_\_\_

has my permission to participate on a trip to: \_\_\_\_\_

\_\_\_\_\_ on \_\_\_\_\_ under the

supervision of \_\_\_\_\_  
TEACHER'S NAME

Approximate trip time is from \_\_\_\_\_ to \_\_\_\_\_.

I have discussed with my child the importance of responsible behavior and good citizenship during the field trip. We are aware that any irresponsible behavior, especially the involvement of alcohol or drug use, may exclude my child from future field trips, as well as subject him/her to suspension from school.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Work Telephone Number \_\_\_\_\_

Email address: \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Note: Students who have been assigned to In-School Suspension, or Out of school Suspension on the days of the field trip are not eligible to participate in the field trip.

Note to the Teacher: Completed Field Trip Permission slips must be photocopied. Submit the original to the Attendance Office. Teacher's must take copies of permission slips along during the trip in the event a parent needs to be contacted.

Adoption date: June 10, 2002

**BABYLON UNION FREE SCHOOL DISTRICT**

**EDUCATIONAL DAY TRIP REQUEST**

**THIS FORM MUST BE SUBMITTED AT LEAST ONE MONTH PRIOR TO SCHEDULED TRIP**

Date of Request: \_\_\_\_\_ Date of Trip: \_\_\_\_\_ School: \_\_\_\_\_

Teacher(s): \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Destination/Address: \_\_\_\_\_

Mode of Transportation:  Bus  Walking  Train  \*Contracted Bus

Place of Departure: \_\_\_\_\_ Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

Personal Expenses per student: \_\_\_\_\_ \*Transportation Cost per student : \_\_\_\_\_

Eating Arrangements: \_\_\_\_\_ Number of students: \_\_\_\_\_

Number of teachers: \_\_\_\_\_ Number of parents: \_\_\_\_\_ Additional Personnel: \_\_\_\_\_

Educational Purpose of Trip: \_\_\_\_\_

Pre-trip Activities: \_\_\_\_\_

Post-trip Activities: \_\_\_\_\_

**APPROVAL:**

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Transportation Office: \_\_\_\_\_ Date: \_\_\_\_\_

Transportation Office to forward approved form to:

- Building Principal/Director
- Teacher(s)

I HAVE READ AND UNDERSTAND THE FIELD TRIP GUIDELINES AND BOARD OF EDUCATION POLICY.

Teacher(s) Signature(s): \_\_\_\_\_

**BABYLON UNION FREE SCHOOL DISTRICT**  
**EDUCATIONAL OVERNIGHT/OUT OF STATE FIELD TRIP REQUEST**

**THIS FORM MUST BE SUBMITTED AT LEAST THREE MONTH PRIOR TO SCHEDULED TRIP**

**Overnight Field Trips:** Authorization will be based upon written evidence of meticulous planning and the educational appropriateness of the field trip. Each overnight trip shall have a ratio of at least one adult for each 10 students. 50 percent of those chaperones will be Babylon teachers. There shall be a minimum of two chaperones for an overnight trip, even if the number of students is below 20.

**Out of State Field Trips:** Information dealing with chaperones, transportation, insurance, numbers involved, parental permission slips, the educational significance of the trip and all other pertinent information must be presented to the Building Principal and the Superintendent at least one month before the date of departure.

**OVERNIGHT/OUT OF STATE FIELD TRIPS MUST BE APPROVED BY THE BOARD OF EDUCATION BEFORE MONEY IS COLLECTED.**

Date of Request: \_\_\_\_\_ Date of Trip: \_\_\_\_\_ School: \_\_\_\_\_

Teacher(s): \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Destination/Address: \_\_\_\_\_

Mode of Transportation:     Bus                       Walking                       Train                       \*Contracted Bus

Place of Departure: \_\_\_\_\_ Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

Personal Expenses per student: \_\_\_\_\_ \*Transportation Cost per student : \_\_\_\_\_

Eating Arrangements: \_\_\_\_\_ Number of students: \_\_\_\_\_

Number of teachers: \_\_\_\_\_ Number of parents: \_\_\_\_\_ Additional Personnel: \_\_\_\_\_

Educational Purpose of Trip: \_\_\_\_\_

Pre-trip Activities: \_\_\_\_\_

Post-trip Activities: \_\_\_\_\_

**APPROVAL:**

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Transportation Office: \_\_\_\_\_ Date: \_\_\_\_\_

Transportation Office to forward approved form to:

- Board of Education
- Building Principal/Director
- Teacher(s)

I HAVE READ AND UNDERSTAND THE FIELD TRIP GUIDELINES AND BOARD OF EDUCATION POLICY.

Teacher(s) Signature(s): \_\_\_\_\_

**WEIGHTING AND RANKING POLICY**

The Board of Education of the Babylon Union Free School District acknowledges each student’s instructional program for the purposes of weighting.

A student’s performance in high school is important for the college admissions process; the Grade Point Average (GPA) is a general indicator of how well students have performed in their class and that weighting of courses based on difficulty provides a fair system to determine grade point average (GPA).

**Weighting and Non-Ranking**

It is recommended that students select the most rigorous and demanding courses available to them. To increase the opportunities for college scholarships, rank will not be reported on students’ transcripts. However, student rank will be provided upon request by parents/guardians and the student.

In order for the district to provide a fair and just procedure to accurately determine a student’s GPA for the purpose of the selection of valedictorian and salutatorian of the senior class, the following shall be applied for students and the weighting of courses:

Advanced Placement Courses.....	1.10
College Courses.....	1.10
Honors Courses.....	1.05
Advanced Courses.....	1.025
Intro to Science Research .....	High School Credit
Science Research 1 .....	1.025
Science Research 2.....	1.025
Science Research 3.....	1.05
Science Research 4.....	1.10