

LONG BEACH PUBLIC SCHOOLS
Long Beach, NY

January 13, 2015

Ladies and Gentlemen:

The Long Beach Board of Education is the authorized state agency responsible for setting educational policy in the district. It consists of five trustees, each serving a three-year term. Board members pay school taxes at the regular rate and receive no salary or other financial compensation.

All meetings, except executive sessions, are held before the public. Members of the public may address the Board of Education on any specific agenda item during special time reserved for that purpose prior to Board discussion and action. The public may also address the Board of Education on any matter of concern at a second public session after the Board of Education completes agenda action items. Visitors should not address the Board in public relative to questions or comments regarding specific staff members or specific students. Such concerns should be brought to the attention of appropriate staff or to Board members by telephone, in writing, or by scheduling a personal meeting, as appropriate to the circumstances.

Visitors' comments will be limited to three (3) minutes for each agenda item upon which comment is made. Visitors are precluded from speaking on any agenda item more than once during each meeting.

Sincerely,

Your Board of Education

**BOARD OF EDUCATION
LONG BEACH PUBLIC SCHOOLS
REGULAR BOARD MEETING
LONG BEACH MIDDLE SCHOOL AUDITORIUM
Tuesday, January 13, 2015 – 7:30 P.M.**

AGENDA

REGULAR BOARD MEETING

7:30 PM

- I. Pledge of Allegiance/Call to Order/Opening Remarks – Board President
- II. Report of Superintendent of Schools
 - Presentation – College Level Courses at Long Beach High School
Dr. Kenneth Graham, Asst. Superintendent
- III. Board of Education Comments
- IV. Questions and Comments from the Public – Items on Tonight's Agenda Only
- V. Student Organization Announcements
- VI. Presentation of Treasurer's Report and Claims Auditor's Report for November 2014
- VII. Approval of Minutes of the Board of Education of Executive Sessions and Regular Meeting of December 9, 2014
- VIII. Presentations of the Superintendent
 1. Personnel Matters: Certificated
 2. Personnel Matters: Non-Certificated
 3. Waive Readings for Adoption of Revised Policy #6121 Sexual Harassment of District Personnel
 4. Second Reading of Policy #7110 Attendance Policy
 5. Approval of Stipulation and Settlement and Release
 6. Approval of Emergency Roof Leak Repair – East School
 7. Approval of Change in Election Districts/Polling Places
 8. Adoption of School Election Calendar 2015
 9. Designation of Personal Registration Day
 10. Adoption of 2015-2016 School Calendar
 11. Approval of Disposition of Obsolete Equipment at Auction
 12. Acceptance of Donation
 13. Approval of Recommendations of CSE and CPSE
 14. Payment of Legal Bills: Legal Services
- IX. Board of Education – Additional New/Old Business, if any

X. Questions and Comments from the Public

XI. Announcements:

1. Long Beach Classroom Teachers' Association
2. Administrative, Supervisory and PPS Group
3. Long Beach Schools Employees Association
4. Parent/Teacher Association

XII. Adjournment

RESOLUTIONS

BE IT RESOLVED THAT, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following personnel actions.

I. CERTIFICATED PERSONNEL

(a) Resignations for the Purpose of Retirement

1. Name: John Rooney
Assign./Loc: Science Teacher/LBHS
Effective Date: June 30, 2015 close of day
2. Name: Randie Berger
Assign./Loc: Executive Director of Human Resources/Districtwide
Effective Date: July 1, 2015

(b) Resignations

Name: Angela Ragona
Assign./Loc: Part Time Teacher Assistant/East School
Effective Date: December 19, 2014 close of day

Name: Ingrid Rushing
Assign./Loc: Part Time Teacher Assistant/East School
Effective Date: January 9, 2015 close of day

(c) Appointment Part Time Temporary Teacher Assistant 17.5 hours per week-effective start date through June 24, 2015 (or earlier at the district's discretion) According to CSE recommendation or 504 plan. Rate according to contract. *Subject to negotiations

Name	Location	Certification	Grade II/Step	Hourly Rate*	Start Date
1.Gina Braddish	East	Level I TA	II/Step 1	17.24	1/14/15
2.Caroline Espinet	LBMS	Level I TA	II/Step 1	17.24	1/14/15
3.Brielle Hills	East	Level I TA	II/Step 1	17.24	1/14/15
4.Irene Florio	LBHS	Level I TA	II/Step 1	17.24	1/14/15
5.Marlene Fenton *adjusted start date	LBHS	Perm N-6	II/Step 1	17.24	11/26/14*

(d) Appointment: Homebound Instructor for the 2014/2015 school year-Rate of Pay: \$54.97* per hour-individual/\$73.03 per hour-group-*Subject to negotiations

Julie DeBruin

I. CERTIFICATED PERSONNEL

**(e) Appointment: Math Academy Program (Grant Funded)-for the 2014-2015 School Year-
rate of pay \$73.03* per hour-maximum 10 hours each-*subject to negotiations**

- | | |
|-----------------------|----------------------|
| 1. Julie Baron | 9. Crysti Busching |
| 2. Linda Fuller | 10. Michelle DeJesus |
| 3. Terriann Eidt | 11. Mildred McCarthy |
| 4. Natasha Nurse | 12. Kathryn Virgona |
| 5. Mayela Molina | 13. Dana Monti |
| 6. Douglas MacConnell | 14. Mary Doheny |
| 7. Elaine Braithwaite | 15. Jodi Balzano |
| 8. Jeanne Richards | 16. Kristi Gerhard |

(f) Reclassifications:

	Name	Assignments	New Class	Effective Date
1.	Robert Gallopini	Teacher/Elementary	MA+30	2/1/15
2.	Grace Parisi	Teacher/Elementary	MA+50	9/1/14
3.	Melissa Pecere	Teacher/Special Ed	MA+30	2/1/15
4.	Debra Rabiner	Teacher/Elementary	MA+40	2/1/15
5.	Stacey Rice	Teacher/Reading	MA+70	2/1/15
6.	John Towers	Teacher/Mathematics	MA+60	2/1/15
7.	Elizabeth Lebowitz	Nurse	Nurse+70	9/1/14

(g) The following Per Diem Substitute Teacher is recommended for approval for the 2014-2015 school year

NAME	CERTIFICATION AREA
1. Alessia Aigaje	Initial Spanish 7-12 Initial Italian 7-12
2. Casey Twibel	Initial Physical Education
3. Krystal Cardenas	Initial Students with Disabilities 7-12 Initial Spanish 7-12

(h) Recommend that the Board of Education approve an amendment to the contract for Executive Director of Human Resources Randie Berger.

2. NON CERTIFICATED PERSONNEL

(a) Resignation for the Purpose of Retirement

Name: Patricia Marchese
Assign./Loc: Secretary I/LBMS
Effective Date: September 5, 2015

(b) Resignation

Name: James May
Assign./Loc: Assistant Dispatcher/Transportation
Effective Dates: March 1, 2015

(c) Appointment: Part Time Provisional Special Education Aide

Name: Karl Williams
Assign./Loc.: Part Time Provisional Special Education Aide/East School
Effective Date: January 13, 2015
Salary Classification: \$16.14 per hour
Grade/Step: Grade I/Step 1
Reason: According to 504 plan

(d) Appointment: Part Time Nurse Liaison (.2)

Name: Tricia Briere
Assign./Loc: Part Time Nurse Liaison/Districtwide
Effective Dates: January 13, 2015
Salary Classification: .2 of Step 1 (\$8,288*) plus stipend \$4,084* per annum (prorated)
Reason: To replace Marybeth Thurston
*Subject to negotiations

(e) Recommended Action: Approval of the schedules of 2014-2015 Continuing Education Instructional Personnel as follows (subject to sufficient enrollment and satisfactory performance):

	<u>Name</u>	<u>Course</u>	<u>Hours</u>	<u>Rate p/h</u>	<u>Maximum</u>
1.	Elizabeth Byrne	Financial Planning	8	\$25.00	\$200.00
2.	Howard Fuchs	Cooking Class	6	\$25.00	\$150.00
3.	Miguel Miranda	Microsoft Excel/ Powerpoint	32	\$40.00	\$1,280.00

(f) Adjusted Appointment: The following person is recommended to be employed in the New York State Education Department's funded Adult Education Programs for 2014-2015.

CERTIFICATED

Instructional -Substitute

<u>NAME</u>	<u>PER HOUR</u>
Ellen Green	\$21.91*

*adjusted pay rate

2. NON CERTIFICATED PERSONNEL

(g) The following Per Diem Substitutes are recommended for approval for the 2014-2015 school year

Name	Position
1. Ashley Klapow	Teacher Assistant
2. Roseann Palazzo	Teacher Assistant
3. Michael Salgado	Cleaner

3. WAIVE READINGS FOR ADOPTION OF REVISED POLICY #6121 – SEXUAL HARASSMENT OF DISTRICT PERSONNEL

WHEREAS, it is the customary practice of the Board of Education to have three readings of a policy prior to its adoption; and

WHEREAS, the Board wishes to adopt Revised Policy #6121, Sexual Harassment of District Personnel, on an expedited basis so that such policy will be effective immediately;

THEREFORE, BE IT RESOLVED, that the Board of Education hereby waives the Board's customary practice of three readings prior to the adoption of policies, and reads and adopts Revised Policy #6121, Sexual Harassment of District Personnel, incorporated by reference in the minutes of this meeting, after discussion and adoption at this Board meeting.

4. SECOND READING OF REVISED POLICY #7110 ATTENDANCE POLICY

5. APPROVAL OF STIPULATION OF SETTLEMENT AND RELEASE

BE IT RESOLVED, that the Board of Education of the Long Beach City School District hereby approves and authorizes the Board President to execute an agreement with the family of a student whose number is 21009.

6. APPROVAL OF EMERGENCY LEAK REPAIR

WHEREAS, in or about November, 2014, the School District became apprised of a roof leak and masonry deficiencies at the East Elementary School, which condition requires immediate action to preserve the health, safety and welfare of the students and staff in the building and to preserve the building; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education declares the repair of the roof leak and masonry deficiencies at East Elementary School to be an emergency; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the repair of the roof and masonry at East Elementary School as an ordinary contingent expense and authorizes the Superintendent of Schools, or his designee, to take the necessary legal steps to perform said remediation.

7. APPROVAL OF CHANGE IN ELECTION DISTRICTS/POLLING PLACES

WHEREAS, the Long Beach School District currently has eight (8) election districts/polling places for School District meetings, votes and elections; and

WHEREAS, the Board of Education wishes to consolidate the eight (8) election districts/polling places into six (6) polling places, eliminating Temple Emanu-El and the Martin Luther King Center as polling places, for all future School District meetings, votes and elections;

THEREFORE, BE IT RESOLVED, that the Board of Education hereby abolishes Temple Emanu-El and Martin Luther King Center as election districts/polling places and establishes 225 West Park Avenue as the polling location for Martin Luther King voters and East Elementary School as the polling location for Temple Emanu-El voters, effective for all such meetings, elections and votes which shall occur at least 30 days after the adoption of this resolution.

8. ADOPTION OF THE 2015 SCHOOL ELECTION CALENDAR

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the School Election Calendar for the School Board Election to be held on May 19, 2015 as it appears with the materials accompanying the agenda.

9. DESIGNATION OF PERSONAL REGISTRATION DAY

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education designates Tuesday, May 5, 2015 as a Personal Registration Day at the Long Beach Middle School, located at 239 Lido Boulevard, Lido Beach, New York.

10. ADOPTION OF 2015-2016 SCHOOL CALENDAR

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the 2015-2016 School Calendar.

11. APPROVAL OF DISPOSITION OF OBSOLETE EQUIPMENT THROUGH AUCTION

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the disposition of obsolete transportation equipment through sale at auction with an expected income value of approximately \$20,000.

12. ACCEPTANCE OF DONATION

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the donation of \$2,000 from the Long Island Volunteers to NIKE.

13. ACCEPTANCE OF RECOMMENDATIONS OF COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE) AND COMMITTEE ON SPECIAL EDUCATION (CSE)

14. APPROVAL OF PAYMENT OF LEGAL BILLS: LEGAL SERVICES

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$9,086.65 to the firm of Ingerman Smith, LLP for the monthly retainer and extraordinary legal services rendered during the period of November 1 through November 30, 2014.

Human Resources

SUBJECT: SEXUAL HARASSMENT OF DISTRICT PERSONNEL

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District employees an environment that is free of sexual harassment, including sexual violence. Sexual harassment including sexual violence is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises and in another state. Since sexual violence is a form of sexual harassment, the term "sexual harassment" as used in this policy will implicitly include sexual violence even if it not explicitly stated.

Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a) Submission of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- b) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; ~~and~~ or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence as defined by New York Penal Law includes but is not limited to acts such as:

- a) Rape;
- b) Sexual assault;
- c) Sexual battery;
- d) Sexual coercion.

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances should be evaluated. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from co-workers as well as supervisors, and from a third party such as a school visitor, volunteer, or vendor, or any other individual associated with the School District. The District will designate, at a minimum, two (2) Compliance Officers, one (1) of each gender.

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Human Resources

SUBJECT: SEXUAL HARASSMENT OF DISTRICT PERSONNEL (Cont'd.)

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee who believes he/she has been a victim of sexual harassment in the work environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment to the District's designated Compliance Officers through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly, thoroughly and equitably investigated in accordance with the terms of this policy. In the event that the Compliance Officer is the alleged offender, the employee should report his/her complaint to the next level of supervisory authority.

Upon receipt of an informal/formal complaint (even an anonymous complaint), the District will conduct a thorough, prompt and equitable investigation of the charges. However, even in the absence of a complaint, if the District has knowledge of or reasonably should know of or suspect any occurrence of sexual harassment, the District will investigate such conduct promptly, equitably, and thoroughly. All procedures developed by the District will provide for the prompt and equitable resolution of the sexual harassment.

To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis. The Superintendent will inform the Board of Education of investigations involving findings of harassment.

Based upon the results of the investigation, if the District determines that an employee has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken, as warranted, up to and including termination of the offender's employment in accordance with legal guidelines, District policy and regulation, the District's Code of Conduct, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries shall be made to ensure that sexual harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

Finding That Harassment Did Not Occur

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Compliance Officer will so notify the complainant, the alleged offender

(Continued)

Human Resources

SUBJECT: SEXUAL HARASSMENT OF DISTRICT PERSONNEL (Cont'd.)

and the Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to District policy or regulation and/or pursuing other legal avenues of recourse.

However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace.

In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that sexual harassment did not occur.

Knowingly Makes False Accusations

Employees and/or students who *knowingly* make false accusations against another individual as to allegations of harassment may also face appropriate disciplinary action.

Privacy Rights

As part of the investigation, the District has the right to search all school property and equipment including District computers. Although rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of students and staff, the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

Development and Dissemination of Administrative Regulations

Regulations have been developed for reporting, investigating and remedying allegations of sexual harassment. An appeal procedure has also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable Compliance Officer(s).

Such regulations were developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of sexual harassment with all employees, express the District's condemnation of such conduct, and explain the sanctions for harassment. Training programs are in place for employees to help ensure awareness of the issues pertaining to sexual harassment in the workplace, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for training in the investigation of sexual harassment complaints.

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Human Resources

SUBJECT: SEXUAL HARASSMENT OF DISTRICT PERSONNEL (Cont'd.)

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on sexual harassment will be published in appropriate school publications such as teacher/employee handbooks and/or school calendars.

[Ref to R9100/6122 Complaints and Grievances by Employees]

Civil Rights Act of 1991, 42 United States Code (USC) Section 1981(a)

29 Code of Federal Regulations (CFR) Section 1604.11(a)

Civil Service Law Section 75-B

Education Law Section 2801(1)

Executive Law Sections 296 and 297

Title VII of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000e et seq.

Title IX of the Education Amendments of 1972, 20 United States Code (USC) Section 1681 et seq.

34 Code of Federal Regulations (CFR) Section 100 et seq.

Original Policy 9010.2 Adopted: February 11, 1992

First Reading of Revised Policy: September 13, 2011

Second Reading of Revised Policy: October 11, 2011

Adopted: November 8, 2011

Readings Waived and Adopted: January 13, 2015

Students

SUBJECT: ATTENDANCE POLICY

The Long Beach Public Schools' Board of Education recognizes that attendance in school is a major contributor to student academic achievement. Promptness and regular attendance are prerequisites for success in school and in adult pursuits. In order to benefit from classroom instruction and master the required materials and concepts, students must be on time for class, must attend all classes when in school and must do everything possible to prevent absence from school.

Through the implementation of this comprehensive District-wide Attendance Policy, the Board of Education expects to:

- Reduce levels of unexcused absence, tardiness and early dismissals
- Encourage full attendance by all students
- Maintain an adequate record keeping system for verifying attendance of all children in the Long Beach Public Schools
- Establish a mechanism for each school to account for the whereabouts of its children throughout each school day
- Establish a mechanism by which the patterns of pupil absence can be examined
- Develop effective intervention strategies to maintain and to improve school attendance

Commencing July 1, 2003, attendance shall be taken and recorded in accordance with the following:

- For pupils in **Pre-Kindergarten** through grade 5, presence or absence shall be recorded by the classroom teacher after the taking of attendance once per school day. **For Pre-K, attendance will be taken once per school day in each AM and PM session.**
- For pupils in grades 6 through 12, presence or absence shall be recorded by the classroom teacher after the taking of attendance in each period of scheduled instruction

Students

The record of each student's presence, absence, tardiness and early departure shall be kept by each school in a register of attendance, which shall include the following information for each student:

- Name;
- Date of Birth;
- Full name of parent(s) or person(s) in parental relations;
- Address where the pupil resides;
- Phone number(s) where the parent(s) or person(s) in parental relation may be contacted;
- Date of the pupil's enrollment;
- A record of the pupil's attendance on each day of scheduled instruction;
- A record of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including water supply, shortage of fuel, destruction of or damage to a school building or such other cause as may be found satisfactory to the Commissioner of Education; and,
- The date when the pupil withdraws from enrollment or is dropped from enrollment in accordance with New York State Education Law.

Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in Article II of this policy.

In the event that a student at any instructional level, from **Pre-Kindergarten** through grade 12, arrives late or departs early from scheduled instruction, such lateness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in Article II of this policy.

New York State Education law requires that a student enrolled in school attend regularly. The Long Beach Board of Education recognizes that, on occasion, certain situations may preclude a student's attendance. Parents and students have a shared responsibility for attendance and they are encouraged to schedule medical and dental appointments, personal business and vacations outside of school hours. This policy sets forth a requirement that each school establish procedures advising parents/guardians that it is their responsibility to notify the school office before the start of the school day of any absence of their child.

When a student is absent from school, a PARENT/GUARDIAN is required to notify the school office before the start of the school day.

Students

I. Absence Note Procedures

When absent, it is the student's responsibility to bring a note, which is written and signed by the parent/guardian, to the school attendance/nurse's office on the first day of his/her return to school. Notes must contain the following information:

- Student's full name
- Date(s) of absence
- Reason for absence
- A home/business/cell phone number where the parents can be contacted that day

It is ~~imperative~~ **strongly suggested** that the school is notified and that a note is submitted for each absence. If a parent does not document an absence, in writing, within five school days, the absence will be treated as an unexcused absence from each class.

II. Excused and Unexcused Absences

The following are valid excuses for absence, tardiness or early departures:

- Illness of the student
- Serious illness of immediate family member
- Death in the student's family
- Serious, contagious or epidemic disease in the household where the student resides
- Urgent doctor or dental appointments which cannot be arranged for any other time
- Mandated attendance in a court of law or related court proceeding
- Documented college visits (high school students only)
- Religious observance
- Attendance at a school supervised program
- Other reasons subject to building principal's review

With regard to the above list, the number of days of excused absence in each instance must be appropriate to the specific situation and circumstances. Final determination of excuse validity rests with the principal of the school involved.

Students

The following are invalid excuses for absence, lateness or early departures:

- Visiting relatives or friends
- Cutting class
- Vacationing/traveling
- Babysitting or helping at home
- Working
- Shopping
- Oversleeping
- Leaving school during the day, including lunch, without proper notification

Final determination of absence validity rests with the principal of the school involved

III. The school district maintains an electronic data program for the recording of all absences, latenesses, and cuts. A coding system is in place to record the nature (excused/unexcused) of the absence, lateness or early departure.

- Once the reason for an absence is determined, the absence is entered as excused or unexcused, along with the district code for the reason
- An absence is changed to late when the late arriving student reports to the attendance/nurse's office. When the reason is determined, the late is entered as excused or unexcused, along with the district code for that reason
- All early departures require prior notification. Once the reason for early departure is determined, it may be entered as excused or unexcused
- A student who cuts class/school will be recorded as absent and will be coded once the facts have been established subject to exceptions as noted below.

IV. The Long Beach Public Schools' Board of Education requires that a student must be in attendance in a class not less than 85% of the scheduled days of instruction in order to receive credit for the course.

- At the secondary level, any student whose absences, whether excused or unexcused, total more than 14 15 absences for one-half year, or 28 absences for a full year, will not receive credit for that course, except as otherwise provided herein.
- To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parent(s) by telephone and/or mail prior to the student's reaching 14 or 28 class absences. Such contact will occur when the student has reached 7 class absences.
- An absent student is expected, upon his/her return, to consult with his/her teachers regarding missed work.

Students

In implementing the policy set forth above, a student who is unable to attend school or a class on a given day due to his/her participation in a school sponsored activity (i.e. music lesson, field trips), may arrange with his/her teachers to make up any work missed. This also applies to any student who is absent, late or leaves early from school or a class due to illness or any other excused reason. Relative to excused absences only, a student who makes up work missed because of that absence will not have that absence included in the 85% threshold set forth in section 4 above.

At the elementary level, the schools have a trimester system. When a student reaches 10 absences, parents/guardians will be notified. If a student has more than 20 absences during the school year, parents/guardians will be required to meet with appropriate school personnel **at the discretion of the School Principal**.

V. Unexcused absences, latenesses or early departures will result in disciplinary action consistent with the district's code of conduct. A student may also be denied the privilege of participating in or attending extracurricular events.

VI. The Long Beach Public Schools' Board of Education requires each building within the district to design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. School assemblies, incentives and respective privileges, ~~e.g., student parking permits at the High School, are suggested for such end.~~

VII. Each building within the school district will continue to develop specific intervention strategies to address identified patterns of student absence, lateness or early departure. Such intervention may include:

- Phone contacts will be made from the health/attendance office.
- Teacher conferences with student and or parent addressing the student's absence pattern.
- Teacher/staff member expresses concern about student's absence pattern with appropriate school personnel (Pupil Services).
- School wide pupil personnel team decides on appropriate strategy/intervention for each identified student.
- Each **secondary** building principal will establish an attendance committee that may consist of teachers, PPS staff and Deans. This committee will handle appeals and all other functions deemed appropriate by the building principal.
- Home visit by appropriate personnel.
- Protective Services referral.

VIII. Pupil attendance records will be reviewed **semi**-annually by the building principal, as well as the individual designated in each school building to initiate appropriate action to address unexcused absence, lateness and early departure patterns.

Students

IX. Any **secondary** student facing denial of credit may appeal in writing to the school building attendance committee. After reviewing appeals, the attendance committee can then send recommendations to the principal or to his designee.

Lateness to class and early dismissals interrupt classroom instruction. In addition, they cause the student to miss valuable instruction and may result in his/her failing to participate in prescribed classroom activities. ~~A student who is voluntarily late to class without a valid excuse may not be given the opportunity for make-up work or assignments.~~ PARENTS WILL BE CONTACTED BY THE TEACHER AND APPRISED OF THEIR CHILD'S EXCESSIVE LATENESS WHEN 7 LATENESSES HAVE ACCRUED.

~~IX.~~ X. Incomplete Grade

A student who is absent more than twenty-eight (28) times for a full year course meeting daily or fourteen (14) times for courses meeting on alternate days or a half year course meeting daily will receive an INCOMPLETE grade for the course.

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 marking period grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.

INCOMPLETE grades, resulting from excused absences only, can be converted to the appropriate grades through the completion of a teacher designated assignment. If the teacher designated assignment is satisfactorily completed, the teacher will determine the marking period or course grade based on the student's performance during the marking period/course, including appropriate make-up work. However, a teacher is not required to provide a make-up opportunity to a student who voluntarily absents himself or herself from an examination or quiz.

To ensure uniform application of the attendance policy, the student's teacher will determine the amount, nature and time limit for the designated assignment. The activities developed by the teacher for students to complete should reflect the subject area, grade level and ability level of those students. If the student does not complete the assignment in the time allocated or does not satisfactorily complete the assignment, the INCOMPLETE grade will become an NC (No Credit). This procedure is subject to administrative review. All students are expected to attend class and participate in class activities and assignments.

Students

APPLICATION OF ATTENDANCE POLICY

1. Students shall be given an excused absence when they are authorized by school officials to be somewhere other than their regularly scheduled classes. For example, if school personnel expect students to report elsewhere during their regularly scheduled class time for activities such as but not limited to meetings, conferences with school personnel, field trips, athletic contests, music lessons, testing and both in-school and out-of-school suspension, the students shall be given an excused absence. Teachers will record the absence and students will be responsible for any work missed while absent from class.
2. Any student notified that he or she will receive an INCOMPLETE for the marking period or the course shall have the right to a hearing with the appropriate administrator.
3. This policy shall apply to students with a disability unless otherwise noted in their Special Education Individualized Educational Program.
4. Students attending classes at other facilities, such as a BOCES center, shall be subject to the attendance policies at those other facilities, except that this policy shall apply for that portion of the student's program for which they are enrolled in a Long Beach Public School.
5. New students to the District shall have the allowable number of absences prorated to reflect that portion of their courses, which remains after they have entered the District.
6. Students who transfer from one class to another will have their class attendance based on such pattern of attendance in the receiving class.
7. The school will establish and implement notification procedures to keep parents informed about the accumulation of class absences and how those absences relate to the school attendance policy.
8. Students absent from a final exam due to an excused absence will receive an incomplete until arrangements are made with the classroom teacher to complete a makeup. A doctor's note is to be provided by the student to the teacher if the absence is due to a physical illness.

Cutting Policy

The cutting of classes by students is a very serious concern to the staff in Long Beach and will not be tolerated. The cutting of classes will be dealt with by the proper administrative authority. A cut is an unexcused absence, as defined above.

Students

The building administration reserves the right to review each case on an individual basis.

The Board of Education will promote community awareness of its Comprehensive Attendance Policy by:

- Providing a plain language summary of the policy to the parents/guardians of the students at the beginning of each school year.
- Providing a summary of the policy to the students by use of a student handbook.
- Providing each teacher with a copy of the policy and any amendments thereto as soon as possible following the initial adoption or amendment of the policy, and providing new teachers with a copy of the policy upon their employment.
- Making copies of the policy available to any other community member upon request.
- Including such policy in annual school district calendar.
- Including such policy in each school parent handbook at the start of each school year.
- Periodic memos via district newsletter/meetings.
- Posting such policy on the district website.
- Encouraging student assemblies within each school for the express purpose of reviewing attendance procedures.
- Providing copies of such policy in Spanish for non-English speaking students/parents/ guardians.

The Board of Education will conduct an annual review of the building level attendance records and revise the above comprehensive attendance policy if such records show a decline in pupil attendance.

Revised: November 12, 2002
First Reading of Revised Policy: December 9, 2014
Second Reading of Revised Policy: January 13, 2015

Long Beach Public Schools

School Calendar 2015/16

September (14 +1)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October (21)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November (17+1=18)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December (17)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January (19)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February (16)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March (21)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April (16)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May (21)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June (18)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

180	Student Attendance Days
2	Superintendent's Conference Days
182	Total Teacher Attendance Days

□ = Holiday; schools closed

○ = Supts. Conf. Day—Schools closed for students; teachers and staff report

— = First and Last Day of School

△ = No School for students/teachers; offices open

LONG BEACH PUBLIC SCHOOLS
SCHOOL CALENDAR 2015-2016

Superintendent's Conference Day.....	Thursday.....	3 September 2015*
Labor Day.....	Monday.....	7 September
First Day of School for Students.....	Tuesday.....	8 September
Schools Closed, <i>Rosh Hashanah</i>	Monday & Tuesday.....	14 & 15 September
Schools Closed, <i>Yom Kippur</i>	Wednesday.....	23 September
Schools Closed, <i>Columbus Day</i>	Monday.....	12 October
Superintendent's Conference Day.....	Tuesday.....	3 November*
Schools Closed, <i>Veterans Day</i>	Wednesday.....	11 November
Schools Closed, <i>Thanksgiving Recess</i>	Thursday/Friday.....	26 & 27 November
Holiday Recess Commences.....	Thursday.....	24 December
School Resumes.....	Monday.....	4 January, 2016
Schools Closed, <i>Martin Luther King Day</i>	Monday.....	18 January
Winter Recess Commences.....	Monday.....	15 February
School Resumes.....	Monday.....	22 February
Schools Closed, <i>Spring Recess 1</i>	Thursday/Friday.....	24 & 25 March
Spring Recess 2 Commences.....	Monday.....	25 April
School Resumes.....	Monday.....	2 May
Schools Closed, <i>Memorial Day</i>	Monday.....	30 May
Last Day of School.....	Friday.....	24 June

<u>School Days</u>	<u>Number</u>	<u>Conference Days</u>
September	14	1
October	21	0
November	17	1
December	17	0
January	19	0
February	16	0
March	21	0
April	16	0
May	21	0
June	<u>18</u>	<u>0</u>
	180	2

**Thursday, September 3 and Tuesday, November 3, teachers report for Superintendent's Conference Day.*

**Yom Kippur.....	23 September	Ash Wednesday.....	10 February
**Sukkoth.....	28 September-4 October	Holy Thursday.....	24 March
**Shemini Atzeret.....	5 October	Good Friday.....	25 March
**Simchat Torah.....	6 October	Easter.....	27 March
All Saints Day.....	1 November	**Passover.....	22-30 April
Immaculate Conception.....	8 December	Ascension.....	5 May
Hanukkah.....	7-14 December	**Shavuot.....	12-13 June

** Holiday starts evening before specified date.

In the event conditions make it necessary to close schools on more than two days so that the number of days in session does not meet minimum State requirements, the snow emergency make-up days are as follows: Thursday, March 24, first make-up day; Monday, April 25, second make-up day.

If additional days are needed, we will use Tuesday, April 26.