

LONG BEACH PUBLIC SCHOOLS
Long Beach, NY

March 10, 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
LINDELL ELEMENTARY SCHOOL
Tuesday, March 10, 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 –Draft Budget – Michael DeVito
- 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 of January 2015
- VII. Approval of Minutes of the Board of Education of Executive Session and Regular Meeting of February 24, 2015
- VIII. Presentations of the Superintendent
 1. Personnel Matters: Certificated
 2. Personnel Matters: Non-Certificated
 3. Second Reading of Attendance Policy
 4. Approval of Special Education Agreement- Locust Valley
 5. Approval of Special Education Agreement – Council for Unity
 6. Approval of Agreement – Ruskin, Moscou, Faltischek
 7. Approval of Agreement – Technology – BOCES
 8. Acceptance of Deduct Change Orders
 9. Approval to Rescind Vote on Change Order
 10. Acceptance of Change Order
 11. Acceptance of Recommendations of CSE/CPSE
 12. Approval of Use of Schools
- 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

1. Name: Deborah Smith
Assign./Loc: Coordinator of Special Education/LBHS
Effective Date: June 30, 2015 close of day
2. Name: Tasha Swittenberg
Assign./Loc: Part Time Teacher Assistant/East School
Effective Dates: March 5, 2015 close of day

(b) Leave of Absence

Name: Kristi Gerhard
Assign./Loc: Elementary Teacher/Lido School
Effective Dates: May 4, 2015-June 30, 2015
Reason: Maternity

(c) Amended Leave of Absence

Name: Katie Duguay
Assign./Loc: Special Education Teacher/East School
Effective Dates: December 9, 2014-June 30, 2015
Original Dates: December 19, 2014-April 12, 2015
Reason: Maternity

(d) Amended Appointment: Regular Substitute Special Education Teacher

Name: Annemarie DeLiso
Assign./Loc: Regular Substitute Special Education Teacher/LBMS
Certification: Initial Students with Disabilities 1-6
Initial Childhood Education 1-6
Effective Date: January 28, 2015-June 30, 2015 (or earlier at the district's discretion)
Tenure Area: Education of Children with Handicapping Conditions-
General Special Education
Salary Classification: MA+30*/Step 1 (\$69,669** per annum)
*Reason: Receipt of transcripts
**Subject to negotiations

I. CERTIFICATED PERSONNEL

(e) Appointment: Regular Substitute Full Time Teacher Assistants

1. Name: Jane Ryan
 Assign./Loc: Regular Substitute Full Time Teacher Assistant/West School
 Certification: Level I Teacher Assistant
 Effective Dates: March 11, 2015-June 24, 2015 (or earlier at the district's discretion)
 Tenure Area: Teaching Assistant
 Salary Classification: Grade IV/Step 1 (\$23,466 per annum) prorated
 Reason: To replace Jean Marie Marciano
 Comment: Leave of absence from current part time teacher assistant position.

2. Name: Runnie Myles
 Assign./Loc: Regular Substitute Full Time Teacher Assistant/West School
 Certification: Level II Teacher Assistant
 Effective Dates: March 11, 2015-June 24, 2015 (or earlier at the district's discretion)
 Tenure Area: Teaching Assistant
 Salary Classification: Grade IV/Step 1 (\$23,466 per annum) prorated
 Reason: To replace Lauren Schneider
 Comment: Leave of absence from current part time teacher assistant position.

(f) Appointment Part Time Temporary Teacher Assistants 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.

| Name | Location | Certification | Grade II/Step | Hourly Rate \$ | Start Date |
|---------------------|----------|----------------------|---------------|----------------|------------|
| 1.Kathleen Janosky | LBMS | Permanent N-6 | Step I | 17.24 | 3/11/15 |
| 2. Ethel Yarwood | LBMS | Level I TA | Step 1 | 17.24 | 3/18/15 |
| 3.Nancy Yarwood | LBMS | Level I TA | Step 1 | 17.24 | 3/11/15 |
| 4.Roseann Palazzo | Lido | Level I TA | Step 1 | 17.24 | 3/11/15 |
| 5.Brianna Carnevale | LBHS | Initial Spanish 7-12 | Step 1 | 17.24 | 3/11/15 |
| 6.Rosalie Isola | West | Permanent N-6 | Step 1 | 17.24 | 3/11/15 |

(g) Appointment: Parent Trainer for the 2014-2015 School Year-Rate of Pay-\$68.34* per hour-*subject to negotiations

Michelle Donovan

(h) Appointment: Special Education Teacher for After School Extended School Day/ASD Program-2014-2015 School Year-Rate of Pay-\$73.03* per hour-*subject to negotiations

Richard Rogers

I. CERTIFICATED PERSONNEL

(i) Appointment: Special Olympics Teacher Assistants– 2014-2015 School Year-Rate of pay according to contract

1. Aileen Monahan
2. Maureen Clarke
3. Atitya Dendy-substitute

(j) Appointment: January Regents Test Preparation for the 2014-2015 school year-rate of pay\$73.03* per hour-maximum 15 hours each *Subject to negotiations

Tamara Richards

(k) Appointment: After School Extended School Day/ASD Program –Temporary and Substitute Teacher Assistant– 2014-2015 School Year-Rate of pay according to contract

Louie Ann Murphy

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

| NAME | CERTIFICATION AREA |
|----------------------|--------------------|
| Christina Nader-Kile | Permanent N-6 |

(m) Reclassifications:

| Name | Assignments | New Class | Effective Date |
|----------------------|--------------------|-----------|----------------|
| 1. Randi Baier | Teacher/Special Ed | MA+20 | 2/1/15 |
| 2. Kathleen Coners | Teacher/Elementary | MA+10 | 2/1/15 |
| 3. Daniel D'Ottavio | Teacher/Special Ed | MA+20 | 2/1/15 |
| 4. Caitlin Fuentes | Teacher/Elementary | PhD | 2/1/15 |
| 5. Kerry McNichols | Teacher/Special Ed | MA+10 | 2/1/15 |
| 6. Yasmeen Valentin | Teacher/Special Ed | MA+70 | 2/1/15 |
| 7. Melissa Zimmerman | Teacher/Elementary | MA+60 | 2/1/15 |
| 8. Anthony Balsamo | Teacher/English | MA+30 | 2/1/15 |
| 9. Steven Bialick | Teacher/English | MA+40 | 2/1/15 |
| 10. Gianna Cody | Teacher/S&HH | MA+20 | 2/1/15 |
| 11. Michelle Frank | Teacher/English | MA+70 | 9/1/14 |
| 12. Jeanne Sofield | Teacher/Special Ed | MA+30 | 2/1/15 |

(n) Recommendation for Appointment on Tenure the staff member listed below is eligible for appointment on tenure in the area and on the date indicated. She has been found to be competent, efficient and satisfactory in her total professional performance.

| Name | Tenure Area | Date |
|-----------------|--------------------------|--------|
| Francine Newman | Secondary Vice Principal | 7/1/15 |

2. NON CERTIFICATED PERSONNEL

(a) Termination

Name: Juana Reese
Assign./Loc: Part Time Food Service Worker/LBHS
Effective Date: February 9, 2015
Reason: abandoned position

(b) Amended Leaves of Absence: Catastrophic

Name: Melinda McLaughlin
Assign./Loc: Sr. Keyboard Specialist/LBMS
Effective Dates: February 5, 2015-March 9, 2015
Original Dates: February 5, 2015-February 13, 2015

(c) Recommend that the Board of Education of the Long Beach Public Schools hereby authorizes the Superintendent of Schools to amend the terms and conditions of employment for the following staff members.

Name

1. Kaja Gula Thomas
2. Barbara O'Brien
3. Patricia Carlucci
4. Maureen Creagh
5. Susannah Familetti

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

| Name | Position |
|--------------------|-------------------|
| 1. Ron McHenry | Teacher Assistant |
| 2. Cari Howell | Teacher Assistant |
| 3. Nicole Connelly | Teacher Assistant |
| 4. Brittany Dara | Teacher Assistant |

3. SECOND READING OF POLICY #7110: ATTENDANCE POLICY

4. APPROVAL OF SPECIAL EDUCATION AGREEMENT- LOCUST VALLEY SCHOOL DISTRICT

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Agreement with the Locust Valley School District for special education related services in the amount of over \$15,000 per student for the period of July 1, 2014 through June 30, 2015;

BE IT FURTHER RESOLVED, that the Board of Education hereby approves the Agreement with the Locust Valley School District for special education related services and authorizes the Chief Operating Officer to execute the Agreement on its behalf.

5. APPROVAL OF SPECIAL EDUCATION AGREEMENT – COUNCIL FOR UNITY

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Agreement with the Council for Unity for social and emotional learning workshops in the amount of \$500 per day, not to exceed \$25,000 for the period July 1, 2014 through June 30, 2015;

BE IT FURTHER RESOLVED, that the Board of Education hereby approves the Agreement with the Council for Unity and authorizes the Chief Operating Officer to execute the Agreement on its behalf.

6. APPROVAL OF AGREEMENT – RUSKIN, MOSCOU, FALTISCHEK, PC

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Agreement with Ruskin, Moscou, Faltischek, PC for an analysis of assessed evaluation increases, evaluation of tax consequences, and preparation of presentations in the amount not to exceed \$25,000 for the period October 1, 2014 through September 30, 2015;

BE IT FURTHER RESOLVED, that the Board of Education hereby approves the Agreement with Ruskin, Moscou, Faltischek, PC and authorizes the Chief Operating Officer to executive the Agreement on its behalf.

7. APPROVAL OF AGREEMENT – TECHNOLOGY – BOCES – PROJECT #22-433379 FINANCED

WHEREAS, in support of the NYS Education Department's Long Range Plan for Technology in Elementary and Secondary Education in NYS, Nassau BOCES and the Long Beach City School District are participating in Nassau BOCES' Administrative and Instructional, shared cooperative learning, (herein "Shared Services"); and

WHEREAS, the School District wishes to acquire additional equipment which shall be connected to the existing networks within the School District, and which will be installed at mutually agreed upon sites within the school district; and

WHEREAS, the School District requires certain computer equipment, software and services to participate in the Shared Services and shall pay \$538,776.72 over a five year period ending March 1, 2020 for the approximate cost of the equipment and services over the length of the contract;

THEREFORE, BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Agreement between Long Beach City School District and the Board of Cooperative Educational Services of Nassau County (BOCES) for the period July 1, 201 through June 30, 2018; and

BE IT FURTHER RESOLVED, that the Board of Education hereby approves the Agreement with BOCES and authorizes the Chief Operating Officer to execute the Agreement on its behalf.

8. ACCEPTANCE OF DEDUCT CHANGE ORDERS

A) DEDUCT CHANGE ORDER # 10 WITH AMBROSIO & COMPANY, INC.

(CONTRACT #9-LBHS-2) LONG BEACH HIGH SCHOOL – PHASE 4

WHEREAS, the Long Beach City School District ("District") has engaged Ambrosio & Company, Inc. ("Ambrosio") for plumbing work at Long Beach High School pursuant to an award on June 7, 2011; and

WHEREAS, the District's architect and construction manager recommend modification to the existing contract for a credit in the amount of \$29,593.54 for unused allowance; and

THEREFORE BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts Deduct Change Order #10 (Contract #9-LBHS-2) to the contract for a credit with Ambrosio in the amount of \$29,593.54; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Chief Operating Officer to execute Change Order No. 10 (Contract #9-LBHS-2) to the contract with Ambrosio on its behalf.

B) DEDUCT CHANGE ORDER #1 WITH TELE-MEASUREMENTS

LONG BEACH HIGH SCHOOL – MULTI-MEDIA STUDIO

WHEREAS, the Long Beach City School District ("District") has engaged Tele-Measurements for multi-media studio work at Long Beach High School pursuant to an award on August 18, 2013; and

WHEREAS, the District's architect and construction manager recommend modification to the existing contract for a credit in the amount of \$6,032.00 for unused allowance; and

THEREFORE BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts Deduct Change Order #1 to the contract for a credit with Tele-Measurements in the amount of \$6,032.00; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Chief Operating Officer to execute Change Order No. 1 to the contract with Tele-Measurements on its behalf.

**C) DEDUCT CHANGE ORDER # 12 WITH MAINLINE ELECTRIC
(CONTRACT #8-LCXAR-4) LONG BEACH MIDDLE SCHOOL/LIDO COMPLEX -PHASE 3B**

WHEREAS, the Long Beach City School District ("District") has engaged Mainline Electric ("Mainline") for electrical work at Long Beach High School pursuant to an award on April 5, 2011; and

WHEREAS, the District's architect and construction manager recommend modification to the existing contract for a credit in the amount of \$41,121.59 for unused allowance; and

THEREFORE BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts Deduct Change Order #12 (Contract #8-LCXAR-4) to the contract for a credit with Mainline in the amount of \$41,121.59; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Chief Operating Officer to execute Change Order No. 12 (Contract #8-LCXAR-4) to the contract with Mainline on its behalf.

9. APPROVAL TO RESCIND VOTE TO REJECT CHANGE ORDER #2 WITH WITH MACCARONE PLUMBING (Contract # 1-W-DWSR-2) WEST ELEMENTARY SCHOOL – STORM RESTORATION PROJECT

WHEREAS, the Board of Education voted to reject Change Order #2 with Maccarone Plumbing (Contract # 1-W-DWSR-2) West Elementary School – Storm Restoration Project by a 2 (two) to 1 (one) vote with 1 (one) abstention on the February 24, 2015 agenda;

BE IT RESOLVED, that the Board of Education rescinds its initial vote and asks that the motion be presented again on this, the March 10, 2015, agenda.

10. ACCEPTANCE OF CHANGE ORDER #2 WITH MACCARONE PLUMBING (Contract # 1-W-DWSR-2) WEST ELEMENTARY SCHOOL – STORM RESTORATION PROJECT

WHEREAS, the Long Beach City School District ("District") has engaged Maccarone Plumbing ("Maccarone") for plumbing work at West Elementary School pursuant to an award on April 30, 2013; and

WHEREAS, the District's architect and construction manager recommend modification to the existing contract to include cafeteria server rough-in to coordinate with final food service equipment layout; and

WHEREAS, the District's architect and construction manager recommend moving forward with this work now considering the reasonable pricing the District received from Maccarone;

THEREFORE BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts Change Order # 2(Contract #1-W-DWSR-2) to the contract with Maccarone for the additional cost of \$3,064.18; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Chief Operating Officer to execute Change Order No. 2 (Contract 1-W-DWSR-2) to the contract with Maccarone on its behalf.

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

12. APPROVAL OF USE OF SCHOOLS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the use of schools, as attached, not to conflict with District events. However, please note that events may have to be modified/rescheduled based on building construction schedules.

APPLICATIONS FOR USE OF SCHOOL FACILITIES

| <u>Organization</u> | <u>Purpose</u> | <u>Facility Requested</u> | <u>Date Requested</u> |
|--|----------------------------|-------------------------------|--|
| Long Beach Civil Service | Exam | LBHS Rooms 319, 320, 326, 327 | Sat., March 14, 2015 8:30 AM – 5:30 PM |
| Long Beach Civil Service | Exam | LBHS Rooms 209, 210, 244, 245 | Sat., March 28, 2015 8:30 AM – 5:30 PM |
| City of Long Beach Youth & Family Services | Tennis Program | Lido Gymnasium | Feb. 24 – March 17, 2015 Tuesdays, 3:30 Pm – 5:30 PM |
| City of Long Beach Recreational Department | Portable Ice Skating Event | West School Front Playground | March 13-15, 2015 Fri. 3:30 PM – 8:00 PM Sat. & Sunday 12 noon- 8:00 PM |

Students

SUBJECT: STUDENT 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, 2015 attendance shall be taken and recorded in accordance with the following:

- For pupils in Kindergarten through grade 5, presence or absence shall be recorded by the classroom teacher after the taking of attendance once per period. 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 scheduled period.

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 by 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.

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

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.

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, lateness or early departure of their child.

This policy shall apply to students with a disability unless otherwise noted in their Special Education Individualized Educational Program.

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.

Students

I. Absence Note Procedures

When absent, it is the parent/guardian's responsibility to contact the school via phone call, written note or email. A note, which is written and signed by the parent/guardian, should be brought 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

If a parent does not contact the school or provide a note within five school days, the absence will be treated as an unexcused absence from each class.

II. Excused and Unexcused Absences

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.

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 are subject to building principal's approval.

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 examples of 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 School Principal involved

- III.** All students are expected to attend class and participate in class activities and assignments. An absent student is expected, upon his/her return, to consult with his/her teachers regarding missed work. 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. 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.
- IV.** 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 lateness 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 will be entered as excused or unexcused
- A student who cuts class/school will be recorded as an unexcused absence.

Students

V. 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.

- For all secondary credit bearing courses, any student whose absences, whether excused or unexcused, total more than 7 absences for $\frac{1}{4}$ credit course, 14 absences for $\frac{1}{2}$ credit course, or 28 absences for a 1 credit course, 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 4, 7, 14 or 28 class absences. Such contact will occur when the student has reached approximately half of the allowable class absences.

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.

Students who transfer from one class to another will have their class attendance based on such pattern of attendance in the receiving class.

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. 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.

- 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 may be required to meet with appropriate school personnel at the discretion of the School Principal.

VI. 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 cut is an unexcused absence. The cutting of classes by students is a very serious concern to the staff in Long Beach and will not be tolerated.

Students

Unexcused absences, cuts, 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.

- VII.** 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. Recognition for attendance such as awards and certificates may be utilized by schools to encourage attendance.
- VIII.** 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 from the health/attendance office.
 - Teacher comments on progress reports and/or report cards. Phone/email contact from the teacher.
 - Teacher conferences with student and/or parent addressing the student's attendance pattern.
 - Teacher/staff member expresses concern about student's attendance pattern with appropriate school personnel administration/guidance.
 - Decision by school wide pupil personnel team on appropriate strategy/intervention for each identified student.
 - Home visit by appropriate personnel.
 - Child Protective Services referral.
 - At each secondary building the principal will establish an attendance committee that may consist of teachers, PPS (inclusive of guidance), staff and Deans. This committee will handle attendance appeals and all other attendance functions deemed appropriate by the building principal.
- IX.** 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.
- X.** A student who is absent more than twenty-eight (28) times for a one credit course, fourteen (14) times for a half credit courses, or seven (7) times for a quarter credit course will receive an NC (no credit) grade for the course.

Any secondary student facing denial of credit may appeal in writing to the school building attendance committee. Parents/guardians and the student will receive notice of the date and time for the attendance appeal by letter. After appeals are considered on an individual basis, the attendance committee will send its recommendations to the assistant principal designated by the principal for this purpose. Any student notified that he or she will receive an INCOMPLETE for

Students

the marking period or an NC for the course shall have the right to a hearing with the building principal, after following the procedure outlined above.

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 review by the attendance committee and thereafter by the building principal.

- XI.** 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 on the district web site;
 - 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;
 - Periodic reminders via school and district correspondence/meetings;
 - Encouraging schools to reviewing attendance procedures periodically with students;
 - Providing copies of such policy in dominant language for non-English speaking students/parents/ guardians.
- XII.** 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: March 10, 2015

