INTRODUCTION

Welcome to the new school year. What you are about to read represents the work of the faculty, students, and administration of our school. Consider it a guidebook to membership in our community of learners.

It's this idea of "community" that is the driving force behind this document; the guidelines contained within are suggestions about how we can best contribute to an environment that is safe, friendly, and productive. It's about having an atmosphere in our school that fosters good work, good feelings, and good memories.

Respect for ourselves and others is probably the single most important thing we can learn as a member of our school's community of learners. As a community member, it is critical that you respect yourself, your peers, and the adults who work here every day.

The guidelines outlined below are meant to be just that-guidelines. Try to think about the "spirit" of the law, and avoid getting too hung up on the "letter" of the law; no one is served well by going around looking for loopholes: it's a waste of time. Most of us know when we are doing the right thing. So, do the right thing and you'll be fulfilling a big part of your obligation as a student at Long Beach High School.

In addition to providing you with valuable information, this guide will serve you well as your personal organizer, homework assignment pad, and classroom pass. Pay careful attention to these guidelines, discuss it with your parents and classmates, and if you have any questions, please don't hesitate to speak up.

Jeffrey Myers   Francine Newman, Ed.D   Andrew Smith, Ed.D   Elizabeth Walsh-Bulger
Principal       Vice Principal        Vice Principal        Vice Principal
The purpose of the Student Organization at Long Beach High School is to provide a forum for student involvement. This interaction will be with administration as well as with students themselves.

<table>
<thead>
<tr>
<th>Student Organization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Layla Hakimzadeh</td>
</tr>
<tr>
<td>Vice President</td>
<td>Brooke Roth</td>
</tr>
<tr>
<td>Secretary</td>
<td>Natalia Hakimzadeh</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Elaina Kassap</td>
</tr>
<tr>
<td>Spirit Chair</td>
<td>Hailey Barshak</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior Class</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Isabella Salsone</td>
</tr>
<tr>
<td>Vice President</td>
<td>Catherine McNamara</td>
</tr>
<tr>
<td>Secretary</td>
<td>Gabrielle Gravina</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Audrey Cozine</td>
</tr>
<tr>
<td>Spirit Chair</td>
<td>Rebecca DeFlorio</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior Class</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Chloe Casey</td>
</tr>
<tr>
<td>Vice President</td>
<td>Tara Sheridan</td>
</tr>
<tr>
<td>Secretary</td>
<td>Sarah Conway</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Francesca Macchia</td>
</tr>
<tr>
<td>Spirit Chair</td>
<td>Summer Roberts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore Class</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Sarah Munier</td>
</tr>
<tr>
<td>Vice President</td>
<td>Armani Cisneros- Rios</td>
</tr>
<tr>
<td>Secretary</td>
<td>Evelyn Evans</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Samantha Addeo</td>
</tr>
<tr>
<td>Spirit Chair</td>
<td>Dylan Powers</td>
</tr>
</tbody>
</table>
# BELL SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>7:55AM- 8:37AM</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:41AM- 9:28AM</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:32AM- 10:14AM</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:18AM- 11:00AM</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:04AM- 11:46AM</td>
</tr>
<tr>
<td>Period 6</td>
<td>11:50AM- 12:32PM</td>
</tr>
<tr>
<td>Period 7</td>
<td>12:36PM- 1:18PM</td>
</tr>
<tr>
<td>Period 8</td>
<td>1:22PM- 2:04PM</td>
</tr>
<tr>
<td>Period 9</td>
<td>2:08PM- 2:50PM</td>
</tr>
</tbody>
</table>

*Announcements will be made at the end of Period 2*

# LATE BUS SCHEDULE

- 4:00 P.M.
- 5:00 P.M.
- 6:00 P.M.
- 6:25 P.M.
SCHOOL CALENDAR 2019-2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>September 2</td>
</tr>
<tr>
<td>Superintendent's Conference Day</td>
<td>September 3</td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>September 4</td>
</tr>
<tr>
<td>Schools Closed- Rosh Hashanah</td>
<td>September 30 &amp; October 1</td>
</tr>
<tr>
<td>Schools Closed- Yom Kippur</td>
<td>October 9</td>
</tr>
<tr>
<td>Schools Closed- Columbus Day</td>
<td>October 14</td>
</tr>
<tr>
<td>Superintendent's Conference Day</td>
<td>November 5</td>
</tr>
<tr>
<td>Schools Closed- Veterans’ Day</td>
<td>November 11</td>
</tr>
<tr>
<td>Schools Closed- Thanksgiving</td>
<td>November 28 &amp; 29</td>
</tr>
<tr>
<td>Schools Closed- Holiday Recess</td>
<td>December 23- January 1</td>
</tr>
<tr>
<td>School Resumes</td>
<td>January 2</td>
</tr>
<tr>
<td>Schools Closed- Martin Luther King Day</td>
<td>January 20</td>
</tr>
<tr>
<td>Schools Closed- Winter Recess</td>
<td>February 17- February 23</td>
</tr>
<tr>
<td>School Resumes</td>
<td>February 24</td>
</tr>
<tr>
<td>Schools Closed- Spring Recess Commences</td>
<td>April 9- April 19</td>
</tr>
<tr>
<td>School Resumes</td>
<td>April 20</td>
</tr>
<tr>
<td>School Closed- Memorial Day Recess</td>
<td>May 22- May 26</td>
</tr>
<tr>
<td>Last Day of School</td>
<td>June 26</td>
</tr>
</tbody>
</table>

VISITORS
Persons who are not students or staff must enter the building through the lower commons, present photo identification and immediately sign in with security. Visitors will be issued a visitor’s pass, which must be displayed at all times while in the building. People without approval from security shall be considered trespassers. Visitors should make arrangements to see teachers, school counselors, nurses, psychologists, social workers and other support personnel before or after school hours or by appointment. Student visitors are not permitted.

STUDENTS’ RIGHTS
Long Beach High School recognizes that it has the responsibility to assure students the legal rights that are theirs by virtue of guarantees in the federal and state statutes. Among these rights are the following

- the right to a free and full education in the public schools
- the right to equal educational opportunity and freedom from discrimination
- the right to due process of law
- the right to free inquiry and expression
- the right to express yourself as an individual without infringing upon the rights of others
- the right to be treated with dignity and respect.
- the right to participate in a learning environment which will provide you an opportunity to achieve personal success, self-esteem and dignity
- the right to hold your religious, ethical or political beliefs
- the right to be free from discrimination due to sex, race, creed, color or sexual orientation
the right to be told the truth
the right to be exposed to conflicting points of view
the right to respond to the views of others in a respectful manner
the right to petition for modification of existing school rules and/or regulations
the right to have the opportunity, in all disciplinary matters, to present your version of the facts and circumstances prior to the imposition of disciplinary sanctions.

STUDENTS’ RESPONSIBILITIES
- Comply with federal and state laws
- Comply with the policies and procedures of Long Beach High School and the Long Beach Public School District.
- Comply with the rules and regulations and the authority of school personnel
- Respect the rights of others and take no action that would threaten, cause or attempt to cause physical injury to another person.
- Cooperate with teachers and other students
- Be punctual and regular with school attendance.
- Dress appropriately and maintain high standards of personal hygiene
- Remain on the school grounds during the school day in designated areas of supervision unless granted an exemption by authorized school personnel
- Be diligent in study and do the quality of work that is consistent with your ability.
- Complete all class assignments.
- Accept the consequences of your decisions.

SCHOOL GUN POLICY
The Board of Education shall comply with the requirements of the Gun-Free Schools Act of 1994. After a hearing pursuant to Education Law Section 3214, the Board of Education (BOE) shall require the automatic expulsion for not less than one year of any student who has been determined to have brought a firearm to school. The BOE shall authorize the Superintendent of Schools to modify this suspension, pursuant to his/her judgment, on a case-by-case basis. The BOE shall provide the suspended student with appropriate alternate instruction during the period of his/her suspension.

A firearm shall be defined as any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device.

STUDENT DRESS CODE
- All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. A student’s dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:
- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments such as tube tops, net tops, tank tops, halter tops, spaghetti straps, plunging necklines (front and/or back), and see-through garments are not appropriate. This is inclusive but not limited to beach attire.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed
- The wearing of headgear, which includes but is not limited to hats, bandannas, do-rags, sweatbands, etc., is allowed in the halls and other areas of the school but not in the classroom. Additionally, jacket and/or shirt insignia(s) or other items of clothing or headgear which identify an individual with non-school groups are prohibited.
- Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary action.
WHERE DO I GO (AND WHOM DO I SEE) WHEN I HAVE A PROBLEM?

If you have a problem with… You see…
Your program… school counselor in the Guidance Office
Planning your future career… school counselor in the Guidance Office
College information… school counselor in the Guidance Office
Your bus pass… Attendance Office (room 202)
Sudden illness … your teacher for a pass to Health Office (room 207)
Being excused early from school… Attendance Office or call 897-2003
Your attendance or lateness… Attendance Office (room 202)
Your absence notes… Attendance Office (room 202)
Joining a team… Athletic Office call 897-2069
Joining a student organization… Coordinator of the Student Organization
A job or you need help finding a job… Guidance Office Career Center
HW assignments due to absence… Guidance Office (897-2019)(room 254)
Obtaining working papers… Health Office (room 207)
Proving you are a LBHS student… Attendance Office (room 202)
An individual teacher… teacher first, director/coordinator/next
Another student… teacher first, then your dean and/or your counselor
Personal problems… your school counselor
Lost or found articles… Main Office (room 203)
Summer School… your school counselor
ID Card… Guidance Office (room 254)

SEXUAL HARASSMENT

Sexual harassment may include but is not limited to:
- verbal, written/graphic harassment or abuse
- subtle pressure for sexual activity
- inappropriate patting or pinching
- intentional brushing against the individual's body
- demanding sexual favors accompanied by implied or overt threats concerning an individual's educational status
- demanding sexual favors accompanied by implied or overt promises of preferential treatment
- any unwelcome touching of a sexual nature
- with regard to an individual's educational status
- unwelcome discussion that is sexual in nature.

Any student who believes that they have experienced sexual harassment or violence by a student or an employee of the school district, or any third person with knowledge or belief of conduct that may constitute sexual harassment or violence, should report the alleged acts immediately to a counselor, dean or building administrator.

CLOSED CAMPUS

Students may leave the school grounds ONLY at the end of their scheduled school day, unless they obtain an Early Excuse Pass from the Attendance Office. A closed campus also means that when you do not have a scheduled class, you may spend the period in any one of the following areas of the building: Library Media Center, cafeteria, or outside (restricted to handball and basketball court areas weather permitting).

All other areas in the building, including all stairwells and hallways, are OFF LIMITS. Only students with hall passes will be permitted in the halls. Also, students may NOT be in any area under or outside the building (except as indicated above) including the area between the main building and the gym. Staff will be assigned to hall duty in various locations in the building and students will be expected to accept and follow their instructions. Students who do not follow directions or are found outside of the building or in unauthorized areas WILL face disciplinary action.
LEAVING CAMPUS DURING SCHOOL HOURS
Students who have parent/guardian permission to leave during school hours must bring a note and have the parent/guardian call the Attendance Office PRIOR to leaving school. Partial day absences must be excused in advance and will not be excused at a later date. Consequences for leaving campus without permission will range from a warning to 5-day suspension, depending on circumstances.

HALL PASSES
Any student passing through the halls during class time must have an official pass signed by a teacher, administrator or appropriate school personnel. Students must refrain from loitering in halls, lavatories or staircases.

LOCKERS
Students may go to lockers before the first period, between classes and after 9th period only. Lockers are provided by the Board of Education as a convenient storage area for students. Their provision does not confer on students any legitimate expectation of privacy in their use. The right may be revoked at any time for good cause. School officials retain the right to open and search school lockers with or without the knowledge or presence of the student or parent involved when the circumstances demand such action. Students are issued lockers and combinations. Personal locks are NOT permitted on hall lockers, and will be cut off.

STUDENT AUTOMOBILES/PARKING
There is no student parking on campus. All students must park on the streets near the high school and obey all parking laws.

Students should not go to their car during the school day unless they have permission from an administrator. Students who are in violation of any of the parking rules will face school consequences. Students are allowed to park on campus after 3PM for after school activities.

ELECTRONIC EQUIPMENT
No radios, speakers, recording devices or other electronic equipment are permitted during school hours. All headphones and players must be stored in locker or book bag/knapsack and not visible during school hours. A better thought would be to leave these items at home.

CELL PHONES
Students are permitted to carry cell phones in their backpacks and/or handbags as long as they do not interfere with the educational process. More specifically, cell phones and other electronic devices must be turned off during all of the students’ classroom periods, during student’s travel times through the hallways between classes, during assembly periods and special events, and at school sponsored events such as concerts and plays. Cell phone use for outgoing and incoming calls is only permissible in the student cafeteria during the students’ regularly assigned lunch period. During that time period, cell phones must be placed on silent or vibrate mode. In addition, students are prohibited from sending and receiving text messages during the school day except in the cafeteria during their regularly assigned lunch period. When used, proper etiquette should be observed so as not to disturb others. At all other times, cell phones must be shut off and out of sight. Use of a cell phone or other electronic device during a test or quiz will have the same consequence as a cell phone violation and an additional violation for academic policy regarding cheating.

Parents are advised that in the event of an emergency that necessitates contact with their child, they should call the high school at 897-2013. Use of electronic devices to harass or invade another’s privacy including use of the internet, email, instant messages, or other electronic means as a method of harassment will be treated as a violation under the harassment policy. If such behavior occurs through the use of a students’ cell phone during the school day, the offense will also be treated as a violation of the cell phone policy and additional consequences will apply.

GENERAL BEHAVIOR
Disruptive behavior in school or on a school bus will result in disciplinary action. Physical violence and/or incitement to violence will result in automatic suspension. In addition, a hearing may be held to determine whether total exclusion from school should be considered. Such action becomes part of the student’s record.

CONDUCT IN THE HALLS AND OTHER AREAS
Students are expected to keep all noise to a minimum in halls, cafeteria, and commons area. Orderly, courteous and tasteful behavior in and out of the classroom is expected. Public demonstrations of affection are in poor taste. Students are expected to
maintain a clean building; receptacles are located at convenient locations. It may be necessary to walk some steps to deposit garbage, but please do so. Yelling and screaming in the hallways will not be tolerated.

ATTENDANCE
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. 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 may receive an INCOMPLETE or NO CREDIT grade for the course. 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 who exceed the maximum absences may appeal to the Principal for possible exemption from denial of credit.

ABSENCE NOTE PROCEDURES
When absent, it is the student’s responsibility to bring a note, which is written and signed by a parent/guardian, to the school attendance/nurse’s office on the first day of his/her return to school. Notes must contain the following: Student’s full name, Date(s) of absence, Parent/Guardian signature. Such notes must be on file in the Attendance Office within two weeks of the student’s return to school.

CLASS CUTTING
At Long Beach High School, the education of our students is our primary objective. It is clear that academic success is enhanced by daily classroom attendance. Towards this end, students are required to attend all classes, including study hall and AIS classes, each day they are in attendance.

LATENESS TO CLASS
Students are expected to be in class on time. Students who enter the room after the bell are considered late to class. Students who come late to class with a valid pass will be considered “Tardy Excused”. Students who come late to class without a valid pass will be considered “Tardy Unexcused”. Passes issued by the Attendance Office, to students entering the building late, will be considered as a “Tardy Unexcused”, unless otherwise noted. For purposes of this policy, three (3) instances of unexcused lateness to the same class will be considered as one (1) absence from that class.

AFTER-SCHOOL ACTIVITIES AND ABSENCES
Students may not participate in an after-school activity if they have missed more than four classes on the day of the activity. This includes sports, musical presentations, dances, etc., occurring both on and off campus.

HEALTH OFFICE
Long Beach High School has at least one registered professional nurse in the Health Office at all times during regular school hours. The nurses provide emergency medical care, assess health problems, make referrals and maintain a health record for each student. School district policy requires that an emergency information form be completed by a parent/guardian each year and be kept on file in the Health Office in case of an emergency. NYS Education Law requires that a written report of a recent physical examination by a physician be submitted by October 15th for each student entering 9th and 11th grade, and within 30 days of entry for all new entrants to the high school. Prior to participation on an athletic team, students must submit permission/medical update forms completed by a parent/guardian and have the report of a current physical on file in the Health Office. The school district Health Appraisal form is available at the Health Office or online at www.lbeach.org. Please report any injury, surgery, communicable disease or immunization update to the School Nurse. Physical education/sport excuses, hall/elevator passes, accident reports and working papers are all arranged through the Health Office.

As per NYS law, all medication dispensed by the school nurse requires a written authorization by a healthcare provider and a parent/guardian. Any student who requires daily or as needed medication should obtain authorization forms from the Health Office. Any student with a health condition requiring emergency medication must carry this medication at all school sponsored events (including after school activities and sports) in order to participate. The Self-Medication Release form, signed by a parent/guardian and healthcare provider must be on file in the Health Office. Please utilize your school nurses as a resource for health and wellness information.

STUDENT USE OF ELEVATOR
Elevator use by students is restricted to individuals who have a medical need as determined by the school nurse. Physician documentation may be requested. Any student with a condition requiring the use of the elevator must report to the Health Office to obtain an elevator key and instructions in safety and emergency procedures. A fee is required to replace any lost elevator key.
LIBRARY MEDIA CENTER (LMC)
The LMC is the central resource center for the entire school. It is designed to offer students, teachers, and staff a full complement of current and appropriate curricula materials - books, magazines, videos, computer software, equipment, and online services. In order to provide optimum access to all these resources, cooperation is of utmost importance in ensuring productivity in the LMC. The LMC is to be maintained as a quiet location for academic pursuits.

- The LMC is to be used for research, reading, small group projects, book selection, online searching, and class instruction.
- All library materials are to be handled with care and returned promptly.
- Students are required to check-in and show ID card for general usage of the LMC.
- Lost or damaged material is the responsibility of the borrower.
- Students may use the library during lunch or study halls after checking in with the study hall teachers.
- Library computers are available for educational use.
- Scheduled classes have priority use of computers in the library.
- Library capacity is often limited when classes are scheduled.
- All activities in the LMC are to be conducted with respect for everyone’s right to share the resources and facilities.

CAFETERIA
Lunch is served in the cafeteria periods 4 through 7. Students who are eligible for free lunch must see the lunchroom cashier for application forms.

FOOD MAY NOT BE TAKEN FROM THE CAFETERIA WITHOUT PERMISSION UNLESS A LUNCH PERIOD IS NOT INCLUDED IN A STUDENT’S OFFICIAL CLASS SCHEDULE.

GUIDANCE
Need help with your program? Having a problem with a friend? Concerned about choosing a career? Looking for a college? Want to discuss a decision you must make? Your school counselor is available to help you.

Please check your program for the name of your counselor. You will have the same counselor for four years. You, your parents, and your counselor will work together in planning your high school program. Your counselor will also assist you and your family in planning for your future. The Guidance Department run workshops for you and your parents on important topics such as high school orientation, college and career planning, and financial aid. Counselors will meet with you and your parents during your junior and senior years to discuss the process of choosing and applying to college. Your counselor will help you with all of your college applications and write an individual letter of recommendation for you. Get to know your counselor. S/he looks forward to meeting with you. See the Guidance Office secretary to make an appointment.

COMMUNITY SERVICE
Long Beach High School offers school credit for internship and/or hours of volunteer service at approved placements both in the community and the school district. Working papers may be required before beginning internship or volunteer work. See your counselor about credit for other volunteer work.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>160</td>
<td>1 credit</td>
</tr>
<tr>
<td>120</td>
<td>3/4 credit</td>
</tr>
<tr>
<td>80</td>
<td>1/2 credit</td>
</tr>
<tr>
<td>40</td>
<td>1/4 credit</td>
</tr>
</tbody>
</table>

COLLEGE BOARD TESTING
Students who are considering college should take the appropriate college entrance exams. All Juniors take the PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test), which is a practice exam for the SAT (Scholastic Aptitude Test). PSAT/NMSQT is also the preliminary qualifying exam for consideration of National Hispanic and National Achievement semifinalists. Sophomores take the PSAT 10 for practice.

<table>
<thead>
<tr>
<th>Test</th>
<th>Grade</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAT/NMSQT</td>
<td>11</td>
<td>October- All Juniors</td>
</tr>
<tr>
<td>PSAT 10</td>
<td>10</td>
<td>March- All Sophomores</td>
</tr>
</tbody>
</table>

All college bound students should take the SAT and/or ACT for college entrance.

<table>
<thead>
<tr>
<th>Test</th>
<th>Grade</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
<td>11</td>
<td>March, May, June</td>
</tr>
</tbody>
</table>
Students considering highly competitive colleges may need up to three (3) SAT Subject Tests for college admissions consideration. Check with your potential college/university if they require or recommend Subject Tests for admission. Subject Tests are taken at the completion of advanced coursework in the subject area.

**EXAMPLES:**

<table>
<thead>
<tr>
<th>SAT Subject Test</th>
<th>Grade/Course</th>
<th>Test Administration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>9 (Living Environment Honors)</td>
<td>May or June</td>
</tr>
<tr>
<td>World History</td>
<td>10 (AP World History)</td>
<td>May or June</td>
</tr>
</tbody>
</table>

Registration for all tests is available online at: SAT: [www.collegeboard.org](http://www.collegeboard.org) or ACT: [www.actstudent.org](http://www.actstudent.org). Fee waivers are available for those in need. Students with disabilities must apply for Test Accommodations with the appropriate testing agency well in advance of test dates. Please see the High School Counseling webpage for additional information: [http://lbeach.org/schools/hs_guidance](http://lbeach.org/schools/hs_guidance). Any questions, contact the Counseling Office at 897-2019.

**COLLEGE & CAREER PLANNING**

The Counseling Office is open to you before, during, and after school hours to help you plan for your future. The computer based NAVIANCE software offers you self-reflection tools that will help you better understand what type of career you may wish to pursue. It provides methods to research a wide variety of colleges and careers. You can print the information that you obtain from NAVIANCE and discuss it with your counselor and family. School Counselors provide classroom instruction for all 9th and 10th graders to become familiar with and utilize the Naviance program. Students are encouraged to sit down at a computer during some free time and explore. You'll be surprised at what you can learn about yourself!

College research is readily available online and through discussion with your counselor. LBHS hosts two college fairs in fall/spring and individual college representatives host small group sessions for interested 11th and 12th graders throughout the fall. All students are encouraged to visit potential colleges/universities. Counselors are always happy to assist you in your research. Ask your counselor to provide you with an interest or an aptitude test to help you plan your future career.

**COURSE CHANGE POLICY**

Requests to change course level (for example, AP/IB to Honors or Regents) will be considered from September 24, 2018 to the end of the first quarter marking period of the 2019/2020 school year. Dropping courses will only be permitted under extraordinary circumstances.

After receiving a schedule in the summer, a student may add a class in place of a study hall or lunch if course enrollment allows. Course additions for first-semester and full-year courses can only be made during the first ten (10) school days or by the approval of a building administrator. Students who wish to add a course the second semester may do so after conferring with their school counselor, but no later than the first ten (10) school days of that semester or by the approval of an administrator.

**GRADING POLICY**

Student Achievement is indicated on the report card by a number grade or a letter description as follows:

<table>
<thead>
<tr>
<th>Number Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>65-100</td>
<td>Passing Grade</td>
</tr>
<tr>
<td>0-64</td>
<td>Failing Grade</td>
</tr>
<tr>
<td>P</td>
<td>Passed</td>
</tr>
<tr>
<td>F</td>
<td>Failed</td>
</tr>
<tr>
<td>WD</td>
<td>Withdrawn- No Penalty</td>
</tr>
</tbody>
</table>
The Regents Examination grade is 5% of the Final Course Grade. In a full-year course, each quarter’s grade is 23.75% of the final course grade. In a semester course, each quarter’s grade is 40% of the Final Course Grade.

**GRADING SCALE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>65-69</td>
<td>D</td>
</tr>
<tr>
<td>64-0</td>
<td>F</td>
</tr>
</tbody>
</table>

**GRADE POINT AVERAGE**

Cumulative Unweighted Grade Point Average is calculated by averaging the total of all final course grades, divided by the number of total credits attempted. Cumulative Weighted Grade Point average is calculated by multiplying each final course grade by the appropriate weight (below). Pass/Fail courses do not calculate into GPA. Transfer courses from another institution will appear on the transcript and credit will be earned, however, those numerical grades will not be calculated into Cumulative or Weighted GPA. Both the weighted and unweighted cumulative GPA will appear on the student’s transcript.

*Weighting System:*

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Baccalaureate/Advanced Placement</td>
<td>1.15</td>
</tr>
<tr>
<td>College Level</td>
<td>1.10</td>
</tr>
<tr>
<td>Honors Level</td>
<td>1.05</td>
</tr>
<tr>
<td>Regents Level and Electives</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**HONOR ROLL**

*Honor roll* requires an unweighted average greater than or equal to 85% in a minimum of six subjects, while taking a full program of at least 7 credits and not receiving any failing grade, an F or WDF.

*High Honor roll* requires an unweighted average greater than or equal to 90% in a minimum of six subjects, while taking a full program of at least 7 credits and not receiving any failing grade, an F or WDF.

**PROMOTION POLICY**

The promotion of a student is based upon the number of credits accumulated towards graduation.

*Freshmen status:* all students entering Long Beach High School in their ninth grade year are classified as freshmen.

*Senior status:* the accumulation of fifteen units of credit is required for promotion to senior status and the ability to meet all graduation requirements by June of senior year.

**NATIONAL HONOR SOCIETY**

Students are elected to the National Honor Society in grades 10 through 12. The criteria for selection to this society, which are based upon scholarship, service, leadership and character, are available from the National Honor Society advisor. All members must have and maintain an 89.9 unweighted average.
PHYSICAL EDUCATION REQUIREMENTS
Our program offers a wide variety of activities that will improve the quality of one’s life. The program aims to develop the physical, mental, emotional, and social growth of every student. Classes meet every other day during a six-day cycle. In order to successfully complete each semester the following is required.

Attendance
Only seven (7) absences are allowed during any semester course or fourteen (14) absences for a full-year course.

Make Up Classes
Any excused absences are to be made up within ten (10) school days of the absence during the extra help period. The student’s physical education teacher will conduct the make-up classes.

Dress
T-shirts, shorts or sweats, socks and sneakers must be worn for all physical education classes except swimming. A swimsuit must be worn for all swim classes.

Lockers
All students are required to bring and use their own combination lock to store their personal belongings during their physical education class. The school is not responsible for any items lost or stolen. Students must make certain the locker is secure before leaving the locker. Students should not bring book bags, Chromebooks or any other personal items to class- these should all be secured in a locker with a lock.

Medical Excuse/Sportsfolio
Any student who is medically excused must present a doctor’s note to the school nurse for verification. For medical excuse of four weeks or less, the student must report to his/her class when scheduled. The teacher will assign alternative assignments or activities for any student who falls into this category. For a medical excuse of more than four weeks, the student will be assigned to Sportsfolio by the school nurse.

Sportsfolio
The nurse will then notify the student’s school counselor who will enroll the student and give them the Sportsfolio work. Once the student is medically cleared by the nurse to return to physical education, the nurse will notify the student’s school counselor who will re-enroll the student in a physical education class.

ELIGIBILITY REQUIREMENTS FOR EXTRA CURRICULAR ACTIVITIES & ATHLETICS
The Long Beach Public Schools recognizes that the primary responsibility of our schools and the primary goal of our students is to achieve the highest level of success possible relative to achievement in classroom subjects. The school district also endorses and supports student participation in athletic and extracurricular activities. Participation in these activities benefits students physically, socially and emotionally. The school district believes that such participation in athletic and extracurricular activities is a privilege earned by maintaining an appropriate level of both academic proficiency and good citizenship. In that regard, the school district has established academic and citizenship eligibility requirements for all extra-curricular activities which include but are not limited to sports, clubs, theater, and musical productions.

Academic Eligibility
To participate in an extra-curricular activity, students cannot be failing 2 or more courses during the preceding marking/interim period and after serving a five week probationary period. In addition, in order for students to remain eligible to play on an interscholastic athletic team a passing grade in physical education class must be maintained for each marking period. Eligibility will be determined after each interim grading and at the end of quarter marking period excluding the end of the fourth marking period.

Process
At the end of a grading period, if a student fails 2 or more subjects, or fails Physical Education (for interscholastic athletics only) he/she will be placed on academic probation for five (5) weeks. The student and their parents will be notified of this probationary status. A list of probationary students will be promulgated with the faculty immediately upon the end of each marking period. During the probationary period, affected students can participate in their extra-curricular activities.
At the end of a grading period, if a student on probation is still failing 2 or more subjects, or failing Physical Education, he/she will become ineligible to participate in all extra-curricular activities (Athletics only for only Physical Education failure) until the end of the next marking period. At that time, the student can be reinstated for participation should they meet academic participation requirements. Notice of ineligibility will be made in writing by the vice-principal to the student, parent/guardian and advisor/coach of the activity affected within seven day after a student’s probation/ineligible status is determined.

Students who lose eligibility for academic reasons may appeal their ineligible status to the High School Principal. The Principal may consider any extenuating factors he deems appropriate to grant conditional eligibility. Upon review by the High School Principal, the student’s eligibility may be upheld, revoked or a period of probation extended.

Citizenship Eligibility
The ability of a student to participate in extra-curricular activities carries a responsibility of appropriate behavior and good citizenship. It is expected that each student who participates will represent Long Beach High School in a manner that will be consistent with the discipline code of the school. **Students suspended out of school for more than eight (8) cumulative (not necessarily consecutive) days, or students who have had more than two (2) out of school suspension reprimands (regardless of total cumulative days) will be ineligible to participate in any extra-curricular activity (sports, clubs, etc.) for the remainder of the academic year.** Students will be advised of this provision on the out-of-school suspension letter that will be issued by the Principal. Should a student lose eligibility for excessive out-of-school suspensions or days of out-of-school suspensions they can appeal their ineligibility to the Superintendent of Schools in writing within 10 days of notification of their ineligibility.

**EMERGENCY SCHOOL CLOSING**
An emergency school closing is determined by the Superintendent of Schools and is based upon police department reports of road conditions, local weather forecasts, and a check of area roads by school district personnel. The decision to close school for the day will be made before 6:00 A.M. and posted on the district website. Parents will receive a call home via Parentlink and the information will be sent to the local media. Transportation to all private and parochial schools, both in and out of district, will be canceled if public schools are closed for the day due to an emergency. Also, all families who have signed up for ParentLink will receive telephone notification. Please check the district website for information.

**DELAYED OPENINGS**
If it appears that road or weather conditions will be hazardous at the normal opening time of the school day, but are expected to improve, a delayed opening will be decided by the Superintendent of Schools before 6:00 A.M. Delayed openings will postpone the opening of school by two hours (2) i.e., schools will be open two (2) hours after their normal starting time.

- A delayed opening is subject to change if the weather or road conditions remain hazardous. The Superintendent of Schools retains the option to issue a subsequent order directing a school closing when the potential for a hazardous situation continues to exist.
- Students attending private and parochial schools in Long Beach, or attending BOCES programs located in Long Beach, also will be affected by a delayed opening of the Long Beach Public Schools. All buses to private and parochial schools and BOCES programs located in Long Beach will be delayed by two (2) hours.
- Where there is a delayed opening in Long Beach, all out-of-district transportation will be canceled for that day. A decision to delay the opening of school will be reported to the radio stations and TV channel in the section above on Emergency School Closings. Also, all families who have signed up for ParentLink will receive telephone notification.

**SNOW EMERGENCIES**
School Opening Delays of Two Hours

- Periods will be adjusted by the secondary school principal to maximize instructional opportunities for all children within a shortened day.
- School will dismiss at the regular time at the end of the Delayed Opening school day.
- Where Delayed Openings are required, out-of-district transportation shall be canceled.
- Lunch will be served on an adjusted schedule.

**DETENSIONS**
After school detention, which is assigned for relatively minor infractions, is held after school. The time is from 2:55PM until 3:35 P.M. Failure to attend assigned detention will result in further and more serious disciplinary action.
IN-SCHOOL SUSPENSION (ISS)
Certain infractions of the Code of Conduct may result in students being assigned In-School Suspension. Students assigned In-School Suspension must report to the ISS room on the day(s) they are assigned. They are expected to complete assignments given by their teachers as well as those assigned by the ISS staff. Infractions occurring in the ISS room will result in immediate dismissal and possible further disciplinary actions.

Parents/Guardians are telephoned and sent a letter, informing them that an In-School Suspension has been assigned. In some instances, a parent/guardian conference is requested. After a student has served two In-School Suspensions, any further suspensions may result in an Out-of-School Suspension with a mandatory conference.

OUT-OF-SCHOOL SUSPENSION (OSS)
Serious violations of the discipline rules and regulations will result in Out-of-School Suspension. Depending upon the infraction, the suspension may be from one to five days. Parents/Guardians are telephoned and sent a letter informing them that the principal is considering a suspension. The parent/guardian will have an opportunity to meet with the principal the following morning to discuss the potential suspension. In all cases, a parent/guardian-student conference with the administrator is required for a student returning from suspension.

During an In-School or Out-of-School suspension that has been articulated to the student and his/her parent/guardian by the principal or his designee, the student will not be permitted to participate in any extracurricular events (sports, clubs, etc.) either as a participant or a spectator.

INDIVIDUALS WITH DISABILITY EDUCATION ACT (IDEA)
Pursuant to relevant case law, for students who are classified as disabled, a suspension for more than ten (10) days constitutes a change in placement. If a student with a disability violates this policy by bringing a firearm to school, the Board shall adhere to the hearing requirements of the Education Law and pursuant to the Commissioner's Regulations, refer the student back to the Committee on Special Education (CSE) for a change in placement. If a parent challenges the CSE’s recommendation of a change in placement, the options pursuant to the Individuals with Disabilities Education Act and recent case law will be available to the CSE. These options are: no change in placement, an interim placement, or the Board may seek a court order to suspend a dangerous student with a disability for more than ten (10) days.

DISCIPLINE POLICY
It is the sincere desire of the Board of Education that each student practice self-discipline, so that disciplinary action by teachers, administration, and the Board of Education may be avoided. In order to provide a fair and equitable system for the administration of discipline in our schools, the Board of Education has approved guidelines. The desire is to promote positive citizenship and a constructive school environment. Parents will be notified regarding discipline concerns. In addition, when further remediation is required, other support staff will be included. Discipline is first sought through the teacher-student relationship developed in the classroom situation. Early parental involvement is an important element of the disciplinary process. A strong effort will be made to contact and work with parents prior to final and most serious disciplinary action. The guidelines are in effect 24 hours per day throughout the calendar year when students are on school property, on a school bus, on the way to or from school, at a school related function, or when students represent the school. Any violation of these disciplinary rules which might lead to substantial disruption or material interference with school activities and the proper provision of educational services in an environment safe for students and school personnel, whether on or off the school premises, may result in suspension or expulsion.

Any disciplinary infractions not listed in these guidelines shall be dealt with on an individual basis by the school administration in order to achieve the desired change in behavior. The Progression of Disciplinary Action serves as guidelines for dealing with student behaviors. The decision as to the scope of the penalty is left to the sound discretion of the school administration, giving due consideration to the extent of past infractions and the willfulness of the violation. A suspension carries a mandatory loss of school privileges as determined by the school administration.
<table>
<thead>
<tr>
<th>INFRACTION</th>
<th>1&lt;sup&gt;ST&lt;/sup&gt; OFFENSE</th>
<th>2&lt;sup&gt;ND&lt;/sup&gt; OFFENSE</th>
<th>3&lt;sup&gt;RD&lt;/sup&gt; OFFENSE</th>
<th>ADDITIONAL OFFENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bias Incident</td>
<td>OSS (1-5 Days) Parent Conference</td>
<td>OSS (3-5 Days) Supt. Hearing</td>
<td>Chronic Offenders Supt. Hearing</td>
<td></td>
</tr>
<tr>
<td>Unauthorized use of Cell Phone/I-Pods/ MP3 players</td>
<td>Warning</td>
<td>Confiscation Parent Notification</td>
<td>Confiscation Detention Parent Notification/Retrieval</td>
<td>Detention ISS</td>
</tr>
<tr>
<td>Cutting</td>
<td>Teacher Conf. Guidance Meeting Detention</td>
<td>Dean/Teacher Meeting Detention ISS (1 day)</td>
<td>Parent Conference ISS (2-3 days)</td>
<td>ISS Parent Conference Referral to VP</td>
</tr>
<tr>
<td>Falsely or Failing to Report an Emergency</td>
<td>ISS (1-3 days) Possible Supt. Hearing</td>
<td>ISS (3-5 days) Supt. Hearing</td>
<td>OSS (1-5) Chronic Offenders: Supt. Hearing</td>
<td></td>
</tr>
<tr>
<td>Fighting/Assault</td>
<td>OSS (5 Days) Possible Supt. Hearing</td>
<td>OSS (5 Days) Supt. Hearing</td>
<td>Chronic Offenders: Supt. Hearing</td>
<td></td>
</tr>
<tr>
<td>Lying to School Personnel</td>
<td>Warning Teacher Conf. Guidance/Parent meeting Detention/ISS (1 Day)</td>
<td>Parent Meeting VP Meeting Detention/ISS (2-3 Days)</td>
<td>Detention/ISS (3-4 Days) Principal Meeting</td>
<td>Chronic Offenders: OSS</td>
</tr>
<tr>
<td>Gambling</td>
<td>ISS (1-3) Guidance/Parent Meeting</td>
<td>Dean/VP meeting ISS (3 – 5 Days)</td>
<td>OSS Principal Meeting</td>
<td>Chronic Offenders: OSS Supt. Meeting</td>
</tr>
<tr>
<td>Event Description</td>
<td>Initial Response</td>
<td>Follow-Up Response</td>
<td>Chronic Offenders:</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>-------------------------------------</td>
<td>--------------------</td>
<td></td>
</tr>
<tr>
<td>Inappropriate Dress</td>
<td>Change of Clothing or Sent Home</td>
<td>Change of Clothing or Sent Home &amp; Detention/ISS</td>
<td>Guidance/Dean Meeting Change of Clothing or Sent Home Detention/ISS (2-3 days)</td>
<td></td>
</tr>
<tr>
<td>Inappropriate Use of Chromebook/Technology</td>
<td>Warning &amp; Parent Notification</td>
<td>Detention SS (1-3 days)</td>
<td>ISS/OSS Parent Meeting</td>
<td></td>
</tr>
<tr>
<td>Inappropriate Videoing Production or use</td>
<td>Teacher Conference Detention Guidance/Parent Meeting ISS (1-2 days)</td>
<td>Deans/VP Meeting ISS (2-3 days) OSS</td>
<td>ISS (3-5 days) OSS Principal Meeting</td>
<td></td>
</tr>
<tr>
<td>Failure to Follow Request of a Teacher</td>
<td>Detention Guidance/Dean Meeting ISS/OSS Parent Notification</td>
<td>ISS/OSS Dean/Parent Meeting Parent Notification</td>
<td>ISS/OSS Dean/VP Meeting</td>
<td></td>
</tr>
<tr>
<td>ISS Rules Violation</td>
<td>Meeting with Dean or Sent Home</td>
<td>Additional ISS (1-3 days)</td>
<td>OSS (3-5 days) Parent Meeting w/ Dean/VP</td>
<td></td>
</tr>
<tr>
<td>Leaving the Building without Permission</td>
<td>ISS (1 Day) Guidance Meeting</td>
<td>ISS (2 Days) Parent /Dean/VP Meeting</td>
<td>ISS/OSS VP Meeting</td>
<td></td>
</tr>
<tr>
<td>Unsupervised-Unauthorized Area</td>
<td>Warning Detention ISS (1-3 Days) Guidance/Dean Meeting</td>
<td>Detention ISS (3-5 Days) Dean/VP Meeting</td>
<td>Principal Meeting ISS (3-5 Days) OSS (1-5 Days)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chronic Offenders: OSS</td>
<td></td>
</tr>
<tr>
<td>Missing Detention</td>
<td>Additional Detention</td>
<td>Extended Detention</td>
<td>ISS Dean/Guidance Meeting</td>
<td>Chronic Offenders: VP/Principal Meeting</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------</td>
<td>--------------------</td>
<td>--------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Possession and/or Sale of Stolen Property</td>
<td>OSS (1-3 Days) Parent Conf. w/ Principal</td>
<td>OSS (3-5 Days) Parent Conf. w/ Principal Supt. Hearing</td>
<td>OSS (3-5 Days) Parent Conf. Supt. Hearing</td>
<td></td>
</tr>
<tr>
<td>Push/Shove/ Horseplay</td>
<td>Detention ISS (3-5 Days) OSS (1-3 Days) Guidance/Dean/ VP Meeting</td>
<td>ISS/OSS Dean/VP Meeting</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td>School Bus Misconduct</td>
<td>Detention ISS(1-3) OSS</td>
<td>Guidance/Dean Meeting Suspension bus privileges ISS/ (3-5) OSS</td>
<td>VP Meeting Suspension bus privileges OSS</td>
<td>Possible loss of bus privileges</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>OSS (1-3 days) Guidance/Dean /VP Meeting</td>
<td>OSS (3-5 Days) Supt. Hearing</td>
<td>OSS (5 Days) Supt. Hearing</td>
<td>Chronic Offenders: Supt. Hearing</td>
</tr>
<tr>
<td>Smoking/Vaping Use of Any Tobacco Products &amp; Smoking/Vaping Devices</td>
<td>ISS (1 Day) Confiscate Guidance/Dean Meeting</td>
<td>ISS (2 days) Confiscate Counseling/VP meeting</td>
<td>OSS (1-3 days) Confiscate Administrative Meeting w/ Parent</td>
<td>Chronic Offenders: Principal’s Meeting</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Trespassing</td>
<td>Guidance/Dean Meeting ISS (1-3) OSS (2-3 Days)</td>
<td>VP Meeting ISS (3-5) OSS (3-4 Days)</td>
<td>OSS (5 Days) Principal Meeting</td>
<td>OSS (5 Days) Principal Meeting</td>
</tr>
<tr>
<td>Truancy</td>
<td>Guidance/Dean Meeting</td>
<td>Guidance/Dean Meeting ISS (1-3 Days) Parent Meeting</td>
<td>VP Meeting ISS (3 days)</td>
<td>Principal Meeting ISS (3-5 Days)</td>
</tr>
<tr>
<td>Unexcused Lateness to School/Class 3 times</td>
<td>1 ASD Detention</td>
<td>2 ASD Detentions OR 1 Extended Detention</td>
<td>2 Extended ISS (1-2 Days) Guidance/Dean/ VP Meeting</td>
<td>ISS (3-5 Days)</td>
</tr>
<tr>
<td>Vandalism</td>
<td>1 ASD Detention ISS (1-3 Days) Restitution</td>
<td>ISS (2-4 Days) Restitution Parent Meeting</td>
<td>VP Meeting ISS (3-5 Days) OSS (2-3 Days) Restitution</td>
<td>Chronic Offenders: OSS (3-5 Days) Restitution</td>
</tr>
</tbody>
</table>

Ø ISS/OSS students suspended from school may not attend school related field trips, sporting events, practices, extracurricular activities, proms, and special events during the period of suspension.
Ø Multiple infractions of any of the above behavioral expectations may result in a loss of extracurricular/athletic privileges.
Ø All ISS/OSS will result in parent notifications and possible parent conferences.
Ø All ISS will result in guidance meeting
Ø Teachers will be responsible for contacting parents regarding all discipline referrals.
PLAGIARISM POLICY
Plagiarism is defined as presenting words or ideas from an existing source as if they were a student's work. Plagiarism includes three categories:
- Copying directly from another source without using quotation marks or citation.
- Changing a few words in a passage from another source without using quotation marks or a citation.
- Putting ideas (judgments, opinions, inferences, etc.) from another source in one's own words without using a citation.
If a student plagiarizes on an assignment (e.g., research paper, book report, essay), the student will receive a grade of zero (0) for that assignment with a referral to the director and/or vice-principal. If a student repeats the offense of plagiarism for the remainder of his/her high school career, then the student will receive a failing grade in the course for that quarter with a referral to principal. Further disciplinary action by the high school administration may be taken and expulsion from the National Honor Society may result.

COMPUTER NETWORK
TERMS AND CONDITIONS
1. Acceptable Use
The purpose of the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the Long Beach Public School District network must support education and research and be consistent with the educational objectives of the school district. Transmission of any material in violation of United States or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, expressions of bigotry, racism, or hate, or material produced by trade secret. Use of commercial activities is generally not acceptable. Use of product advertisement or political lobbying is also prohibited. The use of unauthorized software on the network and the loading or downloading of all copyrighted material is strictly prohibited.

2. Privileges
The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives an account is responsible for that account and its usage. Under no circumstances may a student share his/her account with anyone other than the School District Internet Coordinator. All students will be required to attend an orientation session with a Long Beach staff member to discuss the proper use of the Internet. In the event of a dispute concerning appropriate use of the Internet, the District Internet Coordinator or building administrator will be the final arbiter of appropriateness.

3. Network Etiquette
Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or other inappropriate language.
- Do not engage in illegal activities.
- Do not reveal your screen name, password, address, telephone number, or any other personal information.
- Do not use the network in any way that would disrupt its use by others.
Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system will have access to all mail. Messages relating to, or in support of, illegal activities will be reported to the proper authorities.

4. Security
Security on any computer system is a high priority, especially when the system involves many users. If a student believes there is a security problem on the Internet, a Long Beach administrator or Internet Coordinator must be notified. The problem is not to be demonstrated to other users. Attempts to log onto the Network with any other person's identity will result in the cancellation of user privileges.

5. Vandalism
Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to interfere with or destroy the district's hardware, software, data of another user, or any of the information resources available. This includes the transfer or creation of computer viruses. In the case of vandalism to District equipment, the user will be financially responsible for reimbursing the district for repair or replacement of said equipment and subject to disciplinary action.

6. District Responsibilities
The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Use of the district's computer network and the Internet is performed at the user's own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.
The district will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district’s computer network or the Internet.

Further, even though the district may use technological or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulation.

Non-Discrimination Policy, Public Notification
1. No student shall, on the basis of race, creed, color, sex, sexual orientation, national origin, religion, age or disability, be excluded from participation in, or otherwise be subject to unlawful discrimination under any career and technical education program or activity. Inquiries regarding this nondiscrimination policy may be directed to: Dr. Michele Natali or Michael I. DeVito, Esq, Title IX Coordinators, 237-239 Lido Blvd, Long Beach, NY 11561, 516 897-2112 or 516-897-2090 respectively, or Dr. Sabrina Brancaccio, Section 504 Coordinator, 601 Lindell Blvd, Long Beach, NY 11561, 516-897-2200.

Política de no discriminación, Notificación Pública
2. Ningún estudiante, en base a su género, raza, credo, color, sexo, orientación sexual, origen nacional, religión, edad o incapacidad podrá ser excluido de participar en cualquier carrera y programa técnico educativo o actividad, o ser negado de los beneficios como partícipe de éstos, de lo contrario estará siendo sujeto a discriminación ilegal en base a lo estipulado anteriormente. Las preguntas con respecto a la política de no discriminación deben ser dirigidas a: Dr. Michele Natali o Michael I. DeVito, Esq., Coordinadores Título IX, 235 Lido Blvd, Long Beach, NY 11561, 516-897-2112 o 516-897-2090 o Dr. Sabrina Brancaccio, Coordinadora Sección 504, 601 Lindell Blvd, Long Beach, NY, 516-897-2200

Long Beach City School District
Title IX and Section 504 Grievance Procedures

Initial Procedure:
1. Any student or employee in the school district who wishes to file a grievance (complaint) regarding discrimination shall, if possible, make such a request in writing. If unable to make the request in writing, contact an administrator or a Compliance Officer. The administrator or Compliance Officer will assist you to put the complaint in writing. The written complaint must be signed by the complainant, dated, and include, at a minimum, for each incident: (A Complaint form is available on the district website:
www.lbeach.org)
   a. Date, time, place;
   b. Alleged perpetrators of the discrimination (name, identifiers, e.g., student in complainant’s class, or teacher or vendor, etc.);
   c. Description of each incident, by date;
   d. Witnesses, if any (names and identifying information, e.g., 10th grade student in class with complainant, or teacher;
   e. Other relevant information; and
   f. Possible resolution – what you would like to see changed as a result of the investigation.
2. The written request should be forwarded by yourself or the administrator assisting you to the District Title IX and/or Section 504 Compliance Officer or to the principal of the school. If forwarded to the principal, s/he will forward the complaint to the District Title IX and/or Section 504 Compliance Officer: Dr. Michele Natali, Title IX Coordinator, 239 Lido Blvd, Lido Beach, NY 11561, 516-897-2112 o 516-897-2090 o Dr. Sabrina Brancaccio, Coordinadora Sección 504, 601 Lindell Blvd, Long Beach, NY, 516-897-2200
3. The Compliance Officer or his/her designee will:
   a. Begin an investigation. The investigation will be prompt and equitable to all parties. The Compliance Officer will interview all parties, including witnesses, if any;
   b. Render a decision within thirty (30) days after receipt of complaint and notify the Complainant, Superintendent, Principal, and others who need to be advised of the decision. If additional time is needed for good cause, e.g., key witnesses cannot be interviewed in a timely manner, the decision will be made as soon as reasonably possible. If the decision is to be delayed for good cause, Complainant, Superintendent, and Principal of the school shall be notified and an estimated date for a decision will be noted.
   c. Within one week of the decision, enact or start the changes/recommendations, if any, based on the decision.
   d. Complainant has one week to accept or appeal the Compliance Officer’s decision.
1. accept the decision: so notify the Compliance Officer in writing;
2. disagree with the decision: appeal the decision in writing by notifying the Compliance Officer in writing.
First Appeal Level: Superintendent-Level Appeal
1. The Compliance Officer will forward all materials, including the letter requesting appeal of the initial decision, to the Superintendent of Schools for review.
2. The Superintendent or designee will schedule a meeting within thirty (30) days of receipt of the request for review/appeal.
3. The participants at the scheduled meeting shall be, at a minimum, the complainant, the Compliance Officer, and the Superintendent and/or his/her designee.
4. The Superintendent, or designee(s), shall conduct a prompt, impartial, equitable, and thorough review of the materials. S/he shall have the right to re-interview witnesses, e.g., if testimony is unclear or new evidence has been brought to light, or to interview additional witnesses if needed to ensure an equitable decision.
5. The Superintendent, or designee, will present a decision within thirty (30) days after the meeting of the parties unless additional time is needed for good cause. If additional time is needed, complainant shall so be notified, and provided with an estimated date of the appeal decision.
6. The decision of the Superintendent or designee shall be in writing, and sent to the complainant, the principal of the school of the complainant, and the Compliance Officer.
7. The complainant has one week to accept or appeal the Superintendent-level decision. The complainant shall notify the Superintendent’s office, in writing, whether s/he accepts or wishes to appeal the decision.

**Appeal of the Appeal: School Board-level appeal**

1. Should the complainant not be satisfied with the Superintendent-level decision, complainant should follow the above steps but with a copy of the appeal letter being sent to the School Board in addition to the Superintendent’s Office. A record should be made of the date the letter is sent by the complainant, and the date the School Board received the letter requesting further review.
2. The School Board shall hire or appoint persons who are impartial and who have not been otherwise-involved in the investigation of this complaint to conduct a prompt, fair, equitable, and thorough investigation of this complaint. The person(s) hired or appointed to conduct this investigation must be knowledgeable in the civil rights laws pertaining to the alleged violation of the complainant, and be knowledgeable in conducting investigations of alleged violations of said law(s).
3. A decision shall be made by the School Board based on the recommendation and findings of the investigator(s) appointed by the School Board within thirty (30) days from the date the complainant’s letter requesting further review is received. If a decision cannot be made within thirty (30) days for good cause, the complainant shall so be notified. The complainant shall be provided with an estimated date for the decision to be made.

**Concurrent Appeals or Appeal of the School Board-Level Appeal**

A complainant can, while the investigation is happening at the school level, also contact any of the following agencies and request that an independent investigation be conducted:

- **New York Office for Enforcement**
  - Phone: 646-428-3800
- **Office for Civil Rights**
  - Fax: 646-428-3843
- **U.S. Department of Education**
  - TDD: 877-521-2172
  - 32 Old Slip, 26th floor
e-mail New York, NY 10005-2500 OCR.NewYork@ed.gov
  - [http://www2.ed.gov/about/offices/list/ocr/howto.html](http://www2.ed.gov/about/offices/list/ocr/howto.html) - for civil rights discrimination based on race, color, national origin, sex and/or handicap.

- **NYS Division of Human Rights**
  - Phone: 212-480-2522
  - 20 Exchange Place, 2nd floor
  - 1-888-392-3644
  - New York, NY 10005
  - [http://www.dhr.state.ny.us/](http://www.dhr.state.ny.us/)

- **New York Civil Liberties Union**
  - Executive Director: Donna Lieberman
  - Phone: 212-607-3300
  - 125 Broad Street, 19th Floor
  - New York, NY 10004
  - [http://www.nyclu.org](http://www.nyclu.org)

Note that if a complainant wishes to carry the appeal process to the school board level, and is dissatisfied with the School Board-level decision, s/he must request a review by the Office of Civil Rights (OCR) within sixty (60) days of the School Board’s decision.

**DEFINITIONS**

**Grievance:** An issue that a student or employee believes is a violation of his/her civil rights. This issue involves the violation, interpretation, or application of any article of Part 86, Rules and Regulations and/or the laws or regulations cited at the top of document.

**Student:** Any person enrolled as a student in any school and/or educational or recreational program authorized by the school district.
Employee: Any full-time or part-time teacher, clerical staff person, teaching assistant, custodial staff member, administrator, nurse, physician, occupational therapist, physical therapist, psychologist, social worker, guidance counselor, bus driver or aide, food service staff member, lunch or building aide, or any person receiving compensation for services rendered to the school district.

Compliance Officer or Compliance Coordinator: The person(s) designated by the school district Board of Education to coordinate efforts to comply with civil rights laws and regulations.

Superintendent: The Superintendent of Schools or his/her designated representative.

Refers to:
1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin. 34 CFR Part 100 (Title VI)
2. Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of sex. 34 CFR Part 106 (Title IX)
3. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability. 34 CFR Part 104 (Section 504)
4. Section 503 of the Age Discrimination Act of 1975, which prohibits the discrimination on the basis of age. 34 CFR Part 90 (Age Discrimination Act)
5. Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability. 28 CFR Part 35, Title II of the ADA (ADA)
6. Guidelines for Elimination Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Educational Programs. 34 CFR Part 100, Appendix B. (Guidelines)

Distrito Escolar de la Ciudad de Long Beach
Titulo IX y Sección 504 Procedimientos para Quejas

Procedimiento Inicial:
1. Cualquier estudiante o empleado dentro del distrito escolar que desee presentar una queja o reclamo por un caso de discriminación, deberá, si es posible, hacerlo por escrito. Si no le fuere posible presentarla por escrito, contactar a un administrador o a un oficial de cumplimiento. El administrador u oficial de cumplimiento lo asistirá con la queja por escrito. La queja por escrito deberá ser firmada por el reclamante, fechado y deberá incluir, como mínimo, para cada incidente:
   a. Presuntos autores de la discriminación (nombre, identificadores, ej: estudiante en la clase del querellante, o maestro/a o vendedor/a, etc.);
   b. Presuntos autores de la discriminación (nombre, identificadores, ej: estudiante en la clase del reclamante, o maestro/a o vendedor/a, etc.);
   c. Descripción de cada incidente, por fecha;
   d. Testigos, si los hay (nombres e información de identificación; ej: estudiante de décimo grado en clase con el reclamante, maestro/a;
   e. Posible resolución – qué es lo que usted desearía que cambiara como resultado de la investigación.
2. El reclamo por escrito deberá ser enviado por usted mismo o por el administrador que lo asista, al Título IX o Sección 504 oficial de cumplimiento o al director de la escuela. Si es enviado al director, el/ella deberá enviar el reclamo al Título IX y/o Sección 504 oficial de cumplimiento Dr. Michele Natali, Title IX Coordinator, 239 Lido Blvd, Lido Beach, NY 11561,516-897-2112
3. El oficial de cumplimiento o su designado/a deberá:
   a. Comenzar una investigación. La investigación será con prontitud y equitativa para todas las partes involucradas. El oficial de cumplimiento entrevistará a todas las partes, incluyendo testigos, si los hay;
   b. Dar una decisión dentro de los treinta (30) días después de haber recibido la queja y notificar al Querellante, Superintendent, Principal, y otros que necesiten ser avisados de la decisión. Si se requiriese tiempo adicional por una buena causa como por ej: un testigo clave no puede ser entrevistado a tiempo, la decisión será hecha en cuanto sea razonablemente posible. Si la decisión es retrasada por una buena causa, el querellante, Superintendent, y Principal de la escuela deberán ser notificados y se fijará una fecha estimada para la decisión.
   c. Dentro de la semana de tomada la decisión, decretar o comenzar los cambios/recomendaciones, si los hubiera, basados en la decisión.
   d. El Querellante tiene una semana para aceptar o apelar la decisión del oficial de cumplimiento.
      1. acepta la decisión: notificar al oficial de cumplimiento por escrito;
      2. en desacuerdo con la decisión: apelar la decisión por escrito notificando al oficial de cumplimiento por escrito.

Primer Nivel de Apelación: Apelación a nivel del Superintendent
1. El oficial de cumplimiento entregará todo el material, incluyendo la carta solicitando la apelación de la decisión inicial, al Superintendent de Escuelas, para ser revisado.
2. El Superintendente o designado fijará la fecha para una reunión, dentro de los treinta (30) días de haber recibido la solicitud para revisar/apelar.
3. Los participantes a la citada reunión deberán ser, como mínimo, el querellante, el oficial de cumplimiento, y el Superintendente y/o su designado/a.
4. El Superintendente, o designado(s), deberán conducir una pronta, imparcial, equitativa y detallada revisión. El/ella tendrá el derecho de entrevistar nuevamente a los testigos; ej: si el testimonio no estuviese claro, o ha salido nueva evidencia a la luz, o entrevistar testigos adicionales si fuere necesario para asegurar una decisión justa y equitativa.
5. El Superintendente o designado presentará la decisión dentro de los treinta (30) días después de la reunión de las partes, a menos que fuere necesario tiempo adicional por una buena causa. Si fuere necesario tiempo adicional, el querellante será notificado y provisto con una fecha estimada para la decisión apelada.
6. La decisión del Superintendente o designado deberá ser por escrito y enviado al querellante, al principal de la escuela del querellante y al oficial de cumplimiento.
7. El querellante tiene una semana para aceptar o apelar el la decisión al nivel de decisión del Superintendente. El querellante deberá notificar al oficial del Superintendente, por escrito, si el/ella acepta o desea apelar la decisión.

**Apelación de Apelación- Apelación a nivel de la Junta Escolar**

1. Si el querellante no estuviera satisfecho al nivel de decisión del Superintendente, el querellante deberá seguir los pasos indicados arriba pero con una copia de la carta de apelación que deberá ser enviada a la Junta Escolar además de la Oficina del Superintendente. Se deberá registrar la fecha en que fue enviada la carta por el querellante, y la fecha en que fue recibida por la Junta Escolar solicitando revisión adicional.
2. La Junta Escolar contratará o nombrará personas imparciales y que no han estado envueltas de ninguna manera en la investigación de esta queja, para conducir una pronta, justa, equitativa y minuciosa investigación de esta queja. La(s) persona(s) contratada(s) para conducir esta investigación deberán ser conocedoras de las leyes de derechos civiles concernientes a la violación alegada del querellante y ser conocedores en conducir investigaciones de la alegada violación de dicha ley(es).
3. Una decisión deberá ser hecha por la Junta Escolar basada en las recomendaciones y resultados del investigador(es) nombrados por la Junta Escolar, dentro de los treinta (30) días después de la fecha en que la carta del querellante solicitando revisión adicional es recibida. Si no se pudiera hacer una decisión dentro de los treinta (30) días por una buena causa, el querellante será notificado. El querellante será provisto con una fecha estimada para la decisión.

**Apelación Concurrente o Apelación a Nivel de la Junta Escolar**

El querellante puede, mientras está sucediendo la investigación a nivel de la Junta Escolar, contactar también cualquiera de las siguientes agencias y solicitar que una investigación independiente sea conducida:

- New York Office for Enforcement  
  Phone: 646-428-3900  
  Fax: 646-428-3843
- U.S. Department of Education  
  TDD: 877-521-2172
- New York, NY 10005-2500  
  http://www2.ed.gov/about/offices/list/ocr/howto.html

Por discriminación a los derechos civiles basados en raza, color, nacionalidad de origen, sexo y/o discapacidad.

- NYS División of Human Rights  
  Phone: 212-480-2522
- 20 Exchange Place, 2nd Floor  
  1-888-392-3644
- New York, NY 10005  
  http://www.dhr.state.ny.us/

- New York Civil Liberties Union  
  Phone: 212-607-3300
  Executive Director: Donna Lieberman  
  Fax: 212-607-3318
- 125 Broadway, 19th floor  
  New York, NY 10004  
  http://www.nyclu.org

Nótese que, si el querellante desea llevar el proceso de apelación a nivel de la Junta Escolar, y está insatisfecho con la decisión a nivel de la Junta Escolar, el/ella deberá solicitar una revisión por la Oficina de Derechos Civiles (OCR) dentro de los sesenta (60) días de la decisión de la Junta Escolar.

**DEFINICIONES**

**Queja:** Asunto que un estudiante o empleado crea es una violación de sus derechos civiles. El asunto envuelve la violación, interpretación, o aplicación de cualquier artículo de Parte 86, Reglas y Regulaciones, y/o las leyes o regulaciones citadas arriba del documento.
**Estudiante:** Cualquier persona matriculada como estudiante en cualquier escuela y/o programa educativo o recreativo autorizado por el distrito escolar.

**Empleado:** Cualquier persona que trabaje a medio tiempo o tiempo completo, como maestro, personal de oficina, asistente de maestro, miembros de mantenimiento, administrador, enfermero, médico, terapista ocupacional, psicólogo, trabajador social, consejero educacional, conductor de autobuses o ayudante, miembro del servicio de alimentos, almuerzo o ayudante del edificio, o cualquier persona que reciba compensación por servicios prestados al distrito escolar.

**Oficial de Cumplimiento o Coordinador de Cumplimiento:** Las personas designadas por la Junta de Educación del distrito escolar para coordinar los esfuerzos en el cumplimiento de las leyes y regulaciones de los derechos civiles.

**Superintendente:** El Superintendente de las Escuelas o el/la representante designada.

**Referencias:**

1. **Título IV de Derechos Civiles Acta de 1964,** el cual prohíbe la discriminación basada en la raza, color, y nacionalidad de origen. 34 CFR Parte 100 (Título VI).
2. **Título IX de Enmiendas Educacionales de 1972,** las cuales prohíben la discriminación basada en el sexo. 34 CFR Parte 106 (Título IX)
3. **Sección 504 Acta de Rehabilitación de 1973** la cual prohíbe la discriminación basada en la discapacidad. 34 CFR Parte 104 (Sección 504)
4. **Sección 503 Acta de Discriminación por Edad de 1975,** la cual prohíbe la discriminación basada en la edad. 34 CFR Parte 90 (Acta de Discriminación por la Edad)
5. **Acta de 1990,** la cual prohíbe la discriminación basada en la discapacidad. 28 CFR Parte 35, Título II de ADA (ADA)

**Directrices para la Eliminación de Discriminación y Negación de Servicios basados en la Raza, Color, Nacionalidad de Origen, Sexo y Minusvalía en Programas Educativos Vocacionales.** 34 CFR Parte 100, Apéndice B. (Directrices)

### LONG BEACH HIGH SCHOOL DIRECTORY

<table>
<thead>
<tr>
<th>Department</th>
<th>Person to Contact</th>
<th>Office Location</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Jeffrey Myers</td>
<td>Main Office</td>
<td>897-2013</td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Dr. Francine Newman</td>
<td>Main Office</td>
<td>897-2015</td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Dr. Andrew Smith</td>
<td>Main Office</td>
<td>897-2022</td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Elizabeth Walsh Bulger</td>
<td>Main Office</td>
<td>897-2010</td>
</tr>
<tr>
<td>Deans</td>
<td>Christopher Brown</td>
<td>Main Office</td>
<td>897-2030</td>
</tr>
<tr>
<td></td>
<td>Philip Bruno</td>
<td>258</td>
<td>897-2030</td>
</tr>
<tr>
<td>Athletics, Health, PE</td>
<td>Arnold Epstein</td>
<td>104</td>
<td>897-2069</td>
</tr>
<tr>
<td>Business</td>
<td>Jeffrey Myers</td>
<td>304</td>
<td>897-2013</td>
</tr>
<tr>
<td>Bilingual/ESL</td>
<td>Evelyn Daza</td>
<td>215</td>
<td>897-2157</td>
</tr>
<tr>
<td>English</td>
<td>Lorraine Raddice</td>
<td>215</td>
<td>771-3979</td>
</tr>
<tr>
<td>Department</td>
<td>Name</td>
<td>Location</td>
<td>Extension</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------</td>
<td>---------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Family &amp; Consumer Sciences</td>
<td>Elizabeth Walsh Bulger</td>
<td>Main Office</td>
<td></td>
</tr>
<tr>
<td>World Languages</td>
<td>Theresa Scudiero</td>
<td>329</td>
<td></td>
</tr>
<tr>
<td>Guidance</td>
<td>Kerry Fallon</td>
<td>Guidance Dept.</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Dr. Patti Barrett</td>
<td>Library</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Christopher Kozak</td>
<td>223</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Arts</td>
<td>Julia Lang-Shapiro</td>
<td>270</td>
<td></td>
</tr>
<tr>
<td>Nurse</td>
<td>Marybeth Thurston</td>
<td>Nurse's Office</td>
<td></td>
</tr>
<tr>
<td>NIKE Work Based Learning</td>
<td>Christopher Webel</td>
<td>Nike</td>
<td></td>
</tr>
<tr>
<td>Psychologists</td>
<td>Dr. Bernard Valentine</td>
<td>Guidance Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr. Matthew Morand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>Dr. Deborah Lovrich</td>
<td>339</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>Theresa Scudiero</td>
<td>329</td>
<td></td>
</tr>
<tr>
<td>Social Workers</td>
<td>Jacqueline Agresta</td>
<td>Main Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maria Yaker</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stacey Durnan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Education</td>
<td>Serena Whitfield</td>
<td>267</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>Patrick Kiley- Rendon</td>
<td>339</td>
<td></td>
</tr>
</tbody>
</table>