

**LONG BEACH HIGH SCHOOL  
FACULTY HANDBOOK**



**2020-2021  
ACADEMIC YEAR**

**An International Baccalaureate World School**



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**HIGH SCHOOL ADMINISTRATION AND STAFF**

Jeffrey Myers, Principal  
(ext. 2013)

Elizabeth Walsh-Bulger, Vice Principal  
(ext. 2010)

Francine Newman, Ed.D., Vice Principal  
(ext. 2015)

Andrew Smith, Ed.D., Vice Principal  
(ext. 2045)

Kerry Fallon, Coordinator of Guidance  
(ext. 2019)

Serena Whitfield, Coordinator of Special Education  
(ext. 2036)

Christopher Brown, Dean of Students  
(ext. 2030)

Phil Bruno, Dean of Students  
(ext. 2030)

Christine Fowler, Secretary

Kathleen McNally, Secretary

Lisa Tutino, Secretary

Rosa Anna Knag, Secretary

Deanna Lavelle, Secretary

Cathy Clarke, Secretary

Betsy Miller, Teaching Assistant

Betsy Miller, Teaching Assistant

### Important Phone Numbers

|  |          |
|--|----------|
| Main Office  | 897-2012 |
| <b>Building Administration</b>                                   |          |
| Principal, Jeffrey Myers   | 897-2013 |
| Vice Principal, Dr. Andrew Smith (A-F)                           | 897-2045 |
| Vice Principal, Elizabeth Walsh-Bulger (G-0)                     | 771-3945 |
| Vice Principal, Dr. Francine Newman (P-Z)                        | 897-2015 |
| Coordinator of Special Education, Serena Whitfield               | 897-2036 |
| Coordinator of Guidance, Kerry Fallon                            | 897-2019 |
| <b>Dean's Office</b>   |          |
| Dean of Students, Philip Bruno (A-K)                             | 771-4068 |
| Dean of Students, Christopher Brown (L-Z)                        | 771-3934 |
| In School Suspension   | 897-4949 |
| <b>PPS Staff</b>   |          |
| School Psychologist, Bernard Valentin                            | 897-2009 |
| School Psychologist, Dr. Matthew Morand                          | 897-2073 |
| School Social Worker, Maria Yaker                                | 771-3983 |
| School Social Worker, Dr. Jaqueline Agresta                      | 897-2072 |
| School Social Worker, Connor Manning                             | 771-3948 |
| <b>Building Offices</b>  |          |
| Attendance Office, Annette King                                  | 897-2003 |
| Guidance Office  | 897-2019 |
| Health Office  | 897-2070 |
| Library  | 897-2051 |
| Art Office   | 897-2040 |
| English Office   | 897-2056 |
| Social Studies Office  | 897-2046 |
| Mathematics Office   | 897-2062 |
| Science Office   | 897-2038 |
| Special Education Office   | 897-2036 |
| <b>District Directors</b>  |          |
| Executive Director of PPS, Dr. Sabrina Brancaccio                | 897-2200 |
| Director of Literacy, Dr. Lorraine Radice                        | 771-3979 |
| Director of Mathematics, Christopher Kozak                       | 771-3979 |
| Director of ENL, Evelyn Daza                                     | 897-2114 |
| Director of Science, Christie Tursi                              | 771-3960 |
| Director of Social Studies, Theresa Scudiero                     | 771-3960 |
| Director of Physical Education and Athletics, Arnold Epstein     | 897-2069 |
| Director of Media/Visual and Performing Arts, Julia Lang-Shapiro | 897-6500 |
| Director of Instructional Technology, Dr. Patrick Kiley-Rendon   | 897-2129 |

**Bell Schedule  
2020-2021**

|                 |                      |
|-----------------|----------------------|
| <b>Period 1</b> | <b>7:55 – 8:37</b>   |
| <b>Period 2</b> | <b>8:41 – 9:28</b>   |
| <b>Period 3</b> | <b>9:32 – 10:14</b>  |
| <b>Period 4</b> | <b>10:18 – 11:00</b> |
| <b>Period 5</b> | <b>11:04 – 11:46</b> |
| <b>Period 6</b> | <b>11:50 – 12:32</b> |
| <b>Period 7</b> | <b>12:36 – 1:18</b>  |
| <b>Period 8</b> | <b>1:22 – 2:04</b>   |
| <b>Period 9</b> | <b>2:08 – 2:50</b>   |

**Bell Schedule  
1 Hour Delayed Opening**

|                 |                      |
|-----------------|----------------------|
| <b>Period 1</b> | <b>8:55 – 9:31</b>   |
| <b>Period 2</b> | <b>9:35 – 10:11</b>  |
| <b>Period 3</b> | <b>10:15 – 10:51</b> |
| <b>Period 4</b> | <b>10:55 – 11:31</b> |
| <b>Period 5</b> | <b>11:35 – 12:11</b> |
| <b>Period 6</b> | <b>12:15 – 12:51</b> |
| <b>Period 7</b> | <b>12:55 – 1:31</b>  |
| <b>Period 8</b> | <b>1:35 – 2:11</b>   |
| <b>Period 9</b> | <b>2:15 – 2:50</b>   |

**2 Hour Delayed Opening**

|                 |                      |
|-----------------|----------------------|
| <b>Period 1</b> | <b>9:55 – 10:24</b>  |
| <b>Period 2</b> | <b>10:28 – 10:57</b> |
| <b>Period 3</b> | <b>11:01 – 11:30</b> |
| <b>Period 4</b> | <b>11:35 – 12:04</b> |
| <b>Period 5</b> | <b>12:08 – 12:37</b> |
| <b>Period 6</b> | <b>12:40 – 1:10</b>  |
| <b>Period 7</b> | <b>1:15 – 1:44</b>   |
| <b>Period 8</b> | <b>1:45 – 2:17</b>   |
| <b>Period 9</b> | <b>2:21 – 2:50</b>   |

**Monday Meeting Dates  
2022-2023 School Year**

Faculty meetings will be held on the dates listed below. The meetings will be from 3:00 PM - 4:00 PM. Faculty meetings will be primarily in person, and your professional development/department meeting and building committee meeting locations will vary. There may be occasions where any of the meetings on this schedule will be held virtually.

Please note, attendance at Monday afternoon meetings are a contractual obligation. Teachers should not schedule appointments that interfere with these meetings. Additional meetings may be scheduled on Mondays.

| <b>FACULTY MEETINGS (MS/HS)</b>     | <b>MS BUILDING COMMITTEE MEETINGS</b>                            | <b>HS BUILDING COMMITTEE MEETINGS</b> | <b>DEPARTMENT MEETINGS (Schedule Provided by Director)</b> |  |
|-------------------------------------|--|---------------------------------------|--|--|
| August 31, 2022<br>(Conference Day) | September 12, 2022 Emergency and Suicide Prevention Presentation |                                       | <b>Middle School</b><br>September 19, 2022                 | <b>High School</b><br>September 26, 2022 |
| October 3, 2022                     | October 17, 2022   | October 24, 2022                      | October 24, 2022   | October 17, 2022                         |
| November 7, 2022                    | November 14, 2022  | November 21, 2022                     | November 21, 2022  | November 14, 2022                        |
| December 5, 2022                    | December 12, 2022  | December 19, 2022                     | December 19, 2022  | December 12, 2022                        |
| January 9, 2023                     | January 23, 2023   | January 30, 2023                      | January 30, 2023   | January 23, 2023                         |
| February 6, 2023                    | February 13, 2023  | February 27, 2023                     | February 27, 2023  | February 13, 2023                        |
| March 6, 2023                       | March 13, 2023   | March 20, 2023                        | March 20, 2023   | March 13, 2023                           |
| April 3, 2023                       | April 24, 2023   | April 17, 2023                        | April 17, 2023   | April 24, 2023                           |
| May 1, 2023                         | May 8, 2023  | May 15, 2023                          | May 15, 2023   | May 8, 2023                              |
| June 5, 2022                        | NONE   | NONE                                  | June 5, 2023   | June 12, 2023                            |

**Committee Meetings:** Part of our ongoing reflection, revision, and progression as a district, involves the work of several committees. The list of all district committees and their respective meeting dates will be announced.

| <b>District Meeting Schedule 2022-2023</b> |               |                |                                    |                                     |                                      |
|--|---------------|----------------|------------------------------------|-------------------------------------|--------------------------------------|
|  | <b>Equity</b> | <b>RTI/AIS</b> | <b>Curriculum &amp; Technology</b> | <b>Mental Health &amp; Wellness</b> | <b>Professional Development Plan</b> |
|  | TUESDAY       | THURSDAY       | WEDNESDAY                          | THURSDAY                            | WEDNESDAY                            |
| Sept                                       |               | 9/29           |                                    |                                     | 9/28                                 |
| Oct  | 10/18         |                | 10/26                              | 10/27                               | 10/19                                |
| Nov  |               | 11/10          |                                    |                                     |                                      |
| Dec  | 12/6          |                | 12/7                               | 12/15                               |                                      |
| Jan  | 1/31          | 1/12           |                                    |                                     | 1/11                                 |
| Feb  |               |                | 2/1                                | 2/2                                 |                                      |
| March                                      | 3/7           | 3/9            | 3/15                               |                                     |                                      |
| April                                      |               |                |                                    | 4/25                                |                                      |
| May  | 5/2           | 5/18           | 5/10                               |                                     |                                      |
| June                                       |               |                |                                    |                                     | 6/7                                  |
|  |               |                |                                    |                                     |                                      |

**2020-2021 Administrative Responsibilities**

| <b>Principal</b>  | <b>Assistant Principal</b>                            | <b>Assistant Principal</b>                            | <b>Assistant Principal</b>                            |
|---|---|---|---|
| Jeffrey Myers   | Dr. Francine Newman                                   | Dr. Andrew Smith                                      | Elizabeth Walsh-Bulger                                |
|   |   |   |   |
| <b>Instructional Supervision:</b> Conduct formal and informal observations. Assist department directors/coordinator with supervision of faculty. Liaison between administrative team and each department's faculty as listed below: |   |   |   |
| <b>Staff Evaluations</b>  | <b>Staff Evaluations</b>                              | <b>Staff Evaluations</b>                              | <b>Staff Evaluations</b>                              |
|   | Special Education                                     | Math  | English /Reading                                      |
| Business  | Social Studies  | FACS  | Librarian   |
| All Non-Tenured   | Permanent Substitutes                                 | PE/Health   | Technology  |
|   |   | Art/Music   | Science   |
|   |   | World Language / ELL                                  | AVID  |
|   |   |   | NIKE  |
|   |   |   |   |
| <b>Student Management</b>   | <b>Student Management</b>                             | <b>Student Management</b>                             | <b>Student Management</b>                             |
| Monthly Attendance Reports  | Student Discipline P-Z                                | Student Discipline A-F                                | Student Discipline G-O                                |
| Grade 8 – Orientation Programs  | Grade 9 Team Leader Meetings                          |   |   |
| Grade Level Assemblies  | Academic Progress towards Graduation                  | Academic Progress towards Graduation                  | Academic Progress towards Graduation                  |
| Senior At-Risk meetings   | Monitor Student Attendance P-Z                        | Monitor Student Attendance A-F                        | Monitor Student Attendance G-O                        |
| Grade 9 Orientation   | Academic progress of students on home instruction P-Z | Academic progress of students on home instruction A-F | Academic progress of students on home instruction G-O |
|   | Liaison with Middle School for Student Issues         | Liaison with Middle School for Student Issues         | Liaison with Middle School for Student Issues         |
|   |   | Character Education                                   | NIKE, School Within A School                          |
|   |   | Virtual Assemblies                                    |   |
|   | Superintendent's Hearings                             | Superintendent's Hearings                             | Superintendent's Hearings                             |
| <b>Professional Collaboration</b>   | <b>Professional Collaboration</b>                     | <b>Professional Collaboration</b>                     | <b>Professional Collaboration</b>                     |
| Shared-Decision Making Committee  | Curriculum Committee                                  | Long Beach Aware                                      | AVID Site Team  |
| Equity Committee  | SchoolTool Trainer                                    | Pre-Prom/Prom/ Morning Madness Liaison                | Attendance Committee                                  |
| Long Beach PTSA   | District Calendar Committee                           | Code of Conduct Committee                             | Eligibility Committee                                 |
| District Calendar Committee   | SEL Committee   |   | Safety Committee                                      |
| Safety Committee  |   |   |   |
|   |   |   |   |



**2020-2021 Administrative Responsibilities Continued**

| <b>Responsibilities</b>                        | <b>Responsibilities</b>   | <b>Responsibilities</b>                            | <b>Responsibilities</b>                                |
|--|---|--|--|
| Jeffrey Myers                                  | Dr. Francine Newman   | Dr. Andrew Smith                                   | Elizabeth Walsh-Bulger                                 |
| COVID Resource Officer                         | Master Schedule   | Test Administration                                | 504 Chairperson  |
| Review Level 2 Reports                         | Course Catalogue  | AP/IB/Regents Review schedules                     | Beds Reports   |
| Prepare Budget                                 | Grade Reporting   | Proctoring Assignments for all Testing             | Attendance/Lateness Reports                            |
| Oversee All Purchasing & Payroll               | Data Reporting  | Administration of IB Exams with the DP Coordinator | Faculty Handbook                                       |
| State Reporting Review for Accuracy            | School Tools Liaison  | ENL Testing coordination with ENL Coordinator      | DASA Reports   |
| Supervise security personnel                   | Course Requests   | Quarterly exam schedules                           | VADIR Report   |
| Emergency Plan Update                          | Class Olympics  | Extra Help Schedules                               | Ineligibility Issues                                   |
| Safety Committee and Meetings                  | Student Mentoring Coordination-   | Regents Scanning with Coordinators                 | Prepare Ineligibility Lists for all grades 9-12        |
| Prepare High School Calendar                   | Prepare High School Calendar  | Staff Duty Roster Development                      | Supervision of the Deans                               |
| Strategic Planning                             | Staffing  | Building Use Calendar                              | Supervision of Security                                |
| Building and Grounds                           | After school event supervision coordinator  | SYNTAX Liaison                                     | Supervision of the Attendance Office                   |
| Supervise Custodians                           | Extra-Curricular Activities   | Parent Link Coordination                           | Fire Drills, Evacuation Drills, Bus Drills,            |
| Civil Rights Data Collection                   | Student Government  | Student Agenda Book                                | Lockout, Lockdown, & Shelter in Place Drills           |
| Liaison with Police Department                 | Guidance Liaison  | Field Trip Approvals                               | Student of the Month program                           |
| National Honor Society Induction Ceremony      | Website Update and Support for Staff  | Transportation Liaison                             | Supervise cafeteria during lunch periods               |
| Supervise IB coordinators, CAS. Extended Essay | Faculty Absences  | School Assemblies                                  | AVID Coordinator                                       |
| Senior Awards Assembly                         | Student Teachers  | Commencement Exercises                             | Functioning of the ISS Room and After School Detention |
| DASA Coordinator                               | Advisory: Schedule, Schedules, and Student Selection.                             | College Course Coordination                        | ID cards (scholarship)                                 |
| Faculty Meetings                               | Advisory: Partnership with counselors.  | Pre-Prom/Prom/ Morning Madness Liaison             | NIKE Liaison   |
| Substitutes and Coverages                      | Advisory:Support the creation of year long themes and developmentally appropriate | Supervision of Building BA/TA                      | New Teacher Meetings                                   |

|  |                                     |   |  |
|--|-------------------------------------|---|--|
|  | curriculum for advisory.            |   |  |
| Driver's Education*  | Partner with 9th Grade Team Leaders | Building Tours  | Chromebook Distribution  |
| Cabinet Meetings   |                                     | Parent/teacher Conferences  |  |
| Advisory:Support the creation of year long themes and developmentally appropriate curriculum for advisory. |                                     | Advisory:Oversee building mgt<br>Advisory:Support the creation of year long themes and developmentally appropriate curriculum for advisory. | Advisory:Support the creation of year long themes and developmentally appropriate curriculum for advisory. |
|  |                                     |   |  |

[Click on the Reopening Plan](#)

**Many updates are included in our handbook: (This is a live document)**

**Introduction** The Long Beach School District has taken steps to align with the NYSED, DOH and CDC to promote a safe and healthy workplace. Updates will be made as necessary to meet current situations and protocols. I appreciate your continued patience and flexibility as we navigate these uncharted areas together.

**The COVID resource person is responsible for ensuring that all COVID-related health and safety policies are followed, and who will provide communication in the event of a positive COVID case.**

**District And Administration Building: Michael DeVito, Assistant Superintendent for Finance and Operations [mdevito@lbeach.org](mailto:mdevito@lbeach.org) High School: Jeffrey Myers, Principal [jmyers@lbeach.org](mailto:jmyers@lbeach.org) Middle School: Lorie Beard, Principal [lbeard@lbeach.org](mailto:lbeard@lbeach.org) Lindell School: Karen Sauter, Principal [ksauter@lbeach.org](mailto:ksauter@lbeach.org) West School: Amy Dirolf, Principal [adirolf@lbeach.org](mailto:adirolf@lbeach.org) East School: Kathleen Connolly, Principal [kconnolly@lbeach.org](mailto:kconnolly@lbeach.org) Lido School: Ivelisse Hernandez, Principal [ihernandez@lbeach.org](mailto:ihernandez@lbeach.org) Transportation: Nancy Nunziata [nnunziata@lbeach.org](mailto:nnunziata@lbeach.org) Buildings and Grounds: Steve Lahey [slahey@lbeach.org](mailto:slahey@lbeach.org)**

**Workplace Expectations and Guidelines** All staff are expected to fully comply with the protocols and guidelines outlined in this handbook as well as any additional requirements as noted in the full Reopening Plan. Please click on this informative video from Mr. DeVito: <https://youtu.be/c9-8BncQ--s>

**Symptom Monitoring Requirement** You are required to complete a Self-Screening COVID-19 Survey **prior** to coming to work each day.



<https://apps.apple.com/us/app/power-apps/id1047318566>

Prior to entering the building, you must be free of symptoms potentially related to COVID-19 or have had an evaluation and have clearance by a medical doctor to be eligible to report to work. If you have any questions as to whether you should report to work based on the screening, please speak with your immediate supervisor first.

#### **Daily Health Screening**

1. Within the last 14 days, have you experienced any symptoms of COVID-19?
2. In the last 14 days, have you tested positive for COVID-19?
3. In the last 14 days, have you had close contact with a confirmed or suspected COVID-19 case?
4. In the last 14 days, have you spent more than 24 hours in a state that has a current travel advisory?

At this time, the current CDC definition of these symptoms includes:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

A “yes” answer to any of the questions will require the staff member to stay home and contact his or her supervisor immediately.

**Personal Health and Safety Protocols:** The following guidelines are to promote a safe and healthy workplace. Should you have any questions, please reach out to your building principals, school nurse or District administrator

#### **Masks**

Staff and students should wear masks at all times, unless the teacher has directed students to take a mask break. Teachers should wear masks at all times when teaching. Teachers and staff members can take brief mask breaks (2-3 minutes) when not speaking or providing instruction.

**Student mask break guidelines:**

MS/HS: twice per 42-minute period, for 2-3 minutes, during a time when neither teacher nor students are speaking, and all are seated in desks.

Elementary: approximately once every 20 minutes, for 2-3 minutes, during a time when neither teacher nor students are speaking, and all are seated in desks.

When giving mask breaks, stagger them by rows (e.g. first row and third row for a few minutes, then second and fourth row, etc.) Whether to alternate horizontal or vertical rows can be determined by the teacher, based on their classroom configuration.

Students can remove masks when eating, but should put them back on when finished.

Students will keep masks on while playing on the playground or on the field at recess, or while doing activities in PE, whenever students cannot maintain social distance.

### **Social Distancing**

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing the spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you do not have symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting sick. Maintain a physical distance of at least six feet (about 2 arms' length) from other people at all times. If you cannot maintain six feet of distance, wear a face covering. Avoid any physical contact, such as shaking hands and hugging.

In-person gatherings will be limited and we will use video-conferencing whenever possible. Some essential in-person gatherings, such as meetings, will be held in open, well-ventilated spaces with appropriate social distancing among participants.

### **Moving furniture, working in groups, conferring with students**

As much as possible, teachers should preserve the spacing arrangement that is currently established in their classrooms. If a teacher needs to move students for group work, the entire desk should move with the student, and then return to its original spot after the group work. Please do not have students switch seats with another student.

A better plan for group work may be to move chairs only, and have students work in their laps.

While conferring with students, teachers may have to break the six-foot social distance barrier. This is fine as long as both teacher and students remain compliant with mask use.

### **Hand Washing**

Wash your hands frequently with soap and water for at least 20 seconds (sing the happy birthday song twice), especially after you have been in a public space, blowing your nose, coughing, sneezing or touching your face. The district installed additional handwashing stations in all buildings. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol. It is highly recommended that you always carry and consider using your own sanitizer. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth.

### **Coughing/Sneezing Hygiene**

If you are in a private setting and do not have on your mask/face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately throw used tissues in the trash and wash your hands with soap and water for at least 20 seconds. If soap and water are not available use hand sanitizer that contains at least 60% alcohol.

### **Shared Equipment**

Limit the use of shared equipment, objects, and the touching of shared surfaces as much as possible. When shared equipment is used, such as a copy machine, please wear face covering and wash/sanitize hands before and after contact.

### **Isolation Protocol**

The district will notify the Nassau County Department of Health and follow all required protocols and will cooperate with all contact tracing requirements. The district will ensure that the suspected employee's work area is thoroughly cleaned and sanitized, in addition to all other known common surfaces recently touched by the infected employee.

### **Return to Work after Illness**

The District will refer to the NYSDOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the faculty or staff member had close or proximate contact with a person with COVID-19.

#### **Protocols for Return to Work after Illness:**

[https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh\\_covid19\\_publicprivateemployeereturntowork\\_053120.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf)

### **General Information on Facilities**

**Informative video on Health and Safety:** <https://youtu.be/c9-8BncQ--s>

### **Office Areas**

- All offices have proper ventilation.
- Spaces that do not offer a six foot social distance area will be limited to one individual at a time.
- In offices that have multiple occupants, a six (6) foot separation between individuals will be required.
- Some Workstations will need to be reconfigured for employees.
- Face coverings should be worn at all times.
- Tasks requiring large amounts of people will be reduced.
- Employees will be encouraged to use virtual meeting tools in lieu of in-person meetings.
- There will be no students lingering or socializing in the offices.

### **Conference Rooms**

- There will be limited use of conference room areas and should only be used when virtual meetings are not feasible.
- If meetings are to occur in-person, they will be conducted in a quick manner.
- Social distancing and PPE will be required in these areas.

### **Department Offices and Lunch Rooms**

- Social distancing must be adhered to in all department offices and lunch rooms.
- Staff are encouraged to take their lunch and breaks in private offices, classrooms or outside whenever feasible.
- Staggered breaks may be utilized to assist with separation concerns of various employee groups.
- Communal meals will not be provided to employees.

### **Restrooms**

- Updated monitoring, cleaning and sanitizing protocols will be implemented to ensure a safe and appropriate environment remains available to all building population as needed.
- As part of standard infection control practices, routine cleaning should be rigorous and ongoing, and time should be allocated for individuals to routinely clean.

### **Hallways and Stairwells**

- The function, position and operation of stairs and corridor doors, which have closers with automatic hold opens (and are automatically released by the fire alarm system), will remain unchanged.
- Where feasible, stairwell traffic may be limited to single flow traffic.
- Directional flow will be identified by indication on the floor / stairs.
- All individuals must allow for adequate spacing when travelling in the hallways / stairwells. (Stay to the Right)

## Emergency Procedures

### Fire Evacuation

- Staff will have advanced notification of all fire evacuations
- When conducting evacuation drills, we will follow a “staggered” schedule in which classrooms evacuate separately and abide by social distancing protocols. (All drills will be conducted through PE classes this year)
- When conducting a lock down drill, we will provide a video overview of how to shelter in the classroom so that students understand how to move out of the line of sight without clustering together in the conventional mode.

### Emergency Procedures To Use When it is NOT a Drill

#### FIRE EVACUATION

A fire evacuation will be announced by the fire alarm . ***The priority is to make sure that all students evacuate the building and move to a safe distance quickly and safely.***

Classroom Fire Evacuation Procedures:

1. **At the ringing of the fire alarm, students are to leave their rooms under the direction of the teacher.**
2. Proceed to the exit designated above the door to the classroom.
3. Alternate routes - all teachers and students must be ready to deviate from the drill pattern if an emergency should cause the closing of an exit or route.
4. All classes are to move to the far fence by the baseball and softball fields. Teachers are to urge students to move promptly to the following designated areas:
  - students/classes exiting from stairways 1 through 6 should proceed south past the blacktop and the gym;
  - students/classes exiting from stairways 7 through 12 should move north beyond the parked cars to the grassy area adjacent to the bay and then proceed to the east and walk past the pond along the eastern fence;
  - students in gym exit through east doors; in locker rooms exit through south doors;
  - students and classes should line up by department, according to the signs along the fence at the back of the field.
5. Teachers are to take attendance out on the field.
6. Individual classes are to remain together.
7. Teachers are to remain with their classes on the field.
8. Teachers/building aides not assigned to a class should exit via the nearest stairway and proceed to the far fence area to assist with student supervision.
9. An “all clear” signal from a vice principal will indicate re-entry to the building.

Nurses:

- Bring necessary supplies and radios to evacuation field.

Security Staff:

- First security checkpoint will be at the main driveway.
- Second security checkpoint will be at driveway exit.
- Third security checkpoint will be at the main doorway.

#### Notes:

This year drills will **NOT** be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.





## Lockdown

A Lockdown will be announced over the PA in the event that there is a **danger within the building**. If a lockdown is announced, *the priority is to make sure that every student is in a safe room under the supervision of an adult.*

Please make certain you have your PA key (classroom security key) to signal the main office in case of an emergency.

Classroom Lockdown Procedures:

- 1. Do not allow any student to leave the room after the lockdown announcement is made.**
2. Allow students seeking safety to enter your room (within 15-30 seconds of the announcement).
3. Lock and secure classroom doors.
4. Instruction should cease; teachers should maintain the complete attention of all students.
5. Students and staff are to be moved to the furthest point away from the outside windows and out of view of the classroom door window.
6. Do not respond to the fire alarm unless actual signs of a fire are observed once a lockdown has been initiated.
7. Do not respond to public address dismissal once a lockdown has been initiated.
8. Attendance must be taken immediately. If a student was given permission to leave your class, please indicate his or her destination.
9. If you do not have any students absent, write None.
10. Please hold the attendance sheet until you receive further instructions.
11. Please stay in the Lockdown mode until you are contacted by an authorized school official or police/safety officer.
12. Each classroom and office will be released by school or safety personnel unlocking the door. Do not respond to a knock at the door.
13. Any students outside should be directed to report to one of the safety officers at the East or West gate.

Security Staff:

- First security checkpoint will be at the main driveway.
- Second security checkpoint will be at driveway exit.
- Third security checkpoint will be at the main doorway.

Teachers / Building Aides / Hall Monitors on Hall Duty:

- Staff on hall duty will direct all students in the hallways to the nearest supervised classroom or office area immediately.
- Once the hallways are cleared, remaining staff should proceed to the nearest supervised classroom or office area.

Cafeteria Workers / Secretaries / Office Personnel:

- Lock and secure doors and remain inside and away from doorway and windows.

Nursing Staff:

- Lock and secure door and remain in contact with administration by radio.

Custodial Staff:

- Report to duty assignment for emergency drills. If unassigned, report to the nearest secured room or office. Be prepared to receive further instructions by radio.

### **Shelter In Place/ Hold In Place (Modified Lockdown)**

A Shelter in Place/ Hold In Place will be announced over the PA in the event that there is a **hazardous condition or medical emergency**. If a Shelter In Place or Hold In Place is called, be alert for further instructions.

Please make certain you have your PA key (classroom security key) to signal the main office in case of an emergency)

Classroom Lockout Procedures:

1. Do not allow any student to leave the room after the announcement is made, unless you are directed to do so.
2. Allow students who were out of your classroom to return.
3. Maintain all students' attention. Instruction should cease, unless you are directed to continue.
4. Do not respond to the class dismissal bell unless you are directed to do so.
5. Attendance must be taken immediately. If a student was given permission to leave your class, please indicate his or her destination.
6. If you do not have any students absent, please write None.
7. Please hold the attendance sheet until you receive further instructions.
8. Please stay in the Shelter In Place or Hold In Place until you receive further instructions.

Security Staff:

- First security checkpoint will be at the main driveway.
- Second security checkpoint will be at the driveway exit.
- Third security checkpoint will be at the main doorway.
- All towers should be locked and secured.

Teachers / Building Aides / Hall Monitors on Hall Duty:

- Unassigned teachers are to report to the upper auditorium immediately. Staff will be assigned where needed.
- Staff on hall duty will direct all students in the hallways to their scheduled classes.
- Students or staff will not be permitted to exit the building for any reason.
- Students who are free, should be directed to the cafeteria, unless otherwise directed.
- Staff should remain on hall duty, making sure that the hallways are cleared, unless otherwise directed.

Nursing Staff:

- Be prepared to move disabled students within the building. Bring necessary materials and radios to the Shelter In Place or Hold In Place location/ event as necessary.

Custodian Staff:

- Report to your duty assignment for emergency drills. Be prepared to receive further instructions by radio.

**Notes:** Shelter In Place may require the movement of students to a different location within the building. Hold In Place may require clearing a specific hallway of all students and non-essential staff.

## **Lockout**

A lock out will be announced over the PA in the event that there is a **danger outside of the building**. If a lockout is announced, ***the priority is to close the campus and secure the entry/exit points.***

Please make certain you have your PA key (classroom security key) to signal the main office in case of an emergency)

### Classroom Lockout Procedures:

9. Do not allow any student to leave the room after the lock out announcement is made. Students who need to go to the bathroom should be escorted by security or by someone on hall duty.
10. Allow students who were out of your classroom to return.
11. Classroom instruction should continue.
12. Do not respond to the fire alarm unless actual signs of a fire are observed or you receive direction over the PA once a lockout has been initiated.
13. All outdoor activities should cease and be immediately moved indoors.
14. Physical Education classes should be conducted in the gymnasium.
15. Attendance must be taken immediately. If a student was given permission to leave your class, please indicate his or her destination.
16. If you do not have any students absent, please write None.
17. Please hold the attendance sheet until you receive further instructions.
18. Please stay in the lockout mode until you receive further instructions.

### Security Staff:

- First security checkpoint will be at the main driveway.
- Second security checkpoint will be at the driveway exit.
- Third security checkpoint will be at the main doorway.
- All towers should be locked and secured.

### Teachers / Building Aides / Hall Monitors on Hall Duty:

- Unassigned teachers are to report to the upper auditorium immediately. Staff will be assigned where needed.
- Staff on hall duty will direct all students in the hallways to their scheduled classes.
- Students or staff will not be permitted to exit the building for any reason.
- Students who are free, should be directed to the cafeteria.
- Staff should remain on hall duty, making sure that the hallways are cleared.

### Cafeteria Workers / Secretaries / Office Personnel:

- Day-to-day activities continue as normal. Upon telephone inquiries by parents, office personnel should respond with the provided telephone script.

### Nursing Staff:

- Day-to-day activities continue as normal.

### Custodian Staff:

- Report to your duty assignment for emergency drills. Be prepared to receive further instructions by radio.

## **PA System Failure**

In the event that there is no PA system the following individuals will be responsible for alerting teachers that we are in a Lock Down/ Lock Out/ Shelter In Place/ Hold In Place/ Evacuation:

- 2nd floor pond side – Dr. Newman and Security guard 1
- 2nd floor bay side – Mr. Brown and Security guard 2
- Music Suite, FACS room, Dance room – Ms. Walsh-Bulger
- 3rd floor pond side – Dr. Smith and Security Guard 3
- 3rd floor bay side – Mr. Bruno and Security Guard 4
- 1st floor classrooms and Gym – Head of Security
- 1st floor classrooms bay side – Parking lot security

All personnel should alert Mr. Myers after they've secured their section of the building.

## Evacuation and Relocation

An evacuation of the building begins with a **safe and orderly exit of the building**, following the fire drill protocols.. ***Once you have exited the building, please remain at the normal fire drill exit area until you receive specific instructions to proceed to the appropriate relocation area.***

### Evacuation and Relocation Procedures:

#### Evacuation

1. Exit the building via the normal fire drill exits.
2. Proceed to the exit designated above the door to the classroom.
3. Alternate routes - all teachers and students must be ready to deviate from the drill pattern if an emergency should cause the closing of an exit or route.
4. All classes are to move to the far fence by the baseball and softball fields. Teachers are to urge students to move promptly to the following designated areas:
  - students/classes exiting from stairways 1 through 6 should proceed south past the blacktop and the gym;
  - students/classes exiting from stairways 7 through 12 should move north beyond the parked cars to the grassy area adjacent to the bay and then proceed to the east and walk past the pond along the eastern fence;
  - students in gym exit through east doors; in locker rooms exit through south doors;
  - students and classes should line up by department, according to the signs along the fence at the back of the field.
5. Teachers are to take attendance out on the field.
6. Individual classes are to remain together.
7. Teachers are to remain with their students on the field.
8. Teachers/building aides not assigned to a class should exit via the nearest stairway and proceed to the far fence area to assist with student supervision.

#### Relocation

1. Await additional instruction
2. Be alert and prepared to receive instructions regarding relocation via bus or on foot.
3. Students may not use cell phones.
4. After receiving instructions, school staff will lead the students that they are supervising off campus accordingly.
5. Teachers must remain with their students.
6. Repeat attendance at the relocation site.

#### Security Staff:

- First security checkpoint will be at the main driveway.
- Second security checkpoint will be at the driveway exit.
- Third security checkpoint will be at the main doorway.

#### Nurses:

- Bring necessary supplies and radios to the evacuation field and relocation site.

#### Custodial Staff:

- Report to duty assignment for emergency drills. Be prepared to receive further instructions by radio.

## **Bomb Threat/Threatening Message**

Bomb threats will always be treated as serious threats.

### **Bomb Threat Procedures:**

#### **Call**

1. Person receiving call - Upon receipt of bomb threat by phone, ask the following questions:  
*Where*, specifically, is the bomb located?  
*When*, exactly, is the bomb set to go off?  
*What* materials are in the bomb?  
*Why* are you doing this?  
*Who* are you?
2. Write down answers to the above.
3. Listen for identifying speech characteristics (e.g., male/female; young/old)
4. Notify the police (or fire department) immediately: Follow their instructions.
5. Notify the building administrator.

#### **Note/Graffiti**

1. Any person finding a threatening note or graffiti, should contact a building administrator immediately.
2. Recall, if possible, the people most recently in the area (i.e. seated at a desk).
3. Handle/touch the message as little as possible.
4. Do not attempt to clean or destroy the message.

In the case of any threatening message:

1. Faculty should be alert to instructions.
2. The following protocols are possible responses:
  - Shelter-in-Place (modified Lockdown)
  - Lockdown
  - Lockout
  - Evacuation
  - Evacuation and Relocation

## **Emergency Response Team**

The purpose of the Building Emergency Response Team is to fulfill key roles during emergency events and regularly review and refine school emergency procedures.

Building Emergency Response Team:

### *Principal, Jeffrey Myers*

- Vice Principal, Dr. Newman
- Vice Principal, Dr. Smith
- Vice Principal, Ms. Walsh-Bulger
- Dean, Mr. Brown & Dean, Mr. Bruno
- Nurse, Ms. Thurston
- Nurse, Ms. Schwarz-Polivey
- Head Custodian, Mr. Genduso
- Head of Security, Mr. Garcia
- Teacher Representative, Mr. Hartmann & Teacher Representative, Mr. Heck

## Building Policies

### Building Care

At the close of the school day, each faculty member should ensure that:

- a. Windows in the classroom are closed and locked;
- b. Fire windows are not blocked or opened;
- c. Desk tops checked for vandalism
- d. Any work order for repairs submitted to Head Custodian
- e. The lights are turned off upon leaving the classroom;
- f. The classroom door is locked upon leaving;

### Maintenance Issues

Each staff member is encouraged to report maintenance issues to the head custodian. He can be reached by calling 897-2032 or via e-mail: cgenduso@lbeach.org.

### Building Use

Events to use the building must be approved in advance to avoid conflicts with other events and to permit the custodians adequate set up time. Building use forms must be completed in advance of a meeting or scheduled event. This includes use of the building on weekends. A signed copy of the building use form will be returned to you. If you do not receive a signed copy back, please see Mrs. Knag in the Main Office. Building use forms are located in the main office. Requests for use of the gym are handled through the Physical Education / Athletic Director's office.

### Classroom Responsibilities

Classes must be supervised at all times. If an emergency arises, a fellow teacher should be asked to help supervise the class while the regular teacher is out of the room. If a fellow teacher is not available, request help from an administrator by using the intercom and calling the main office.

***Classes must not be dismissed before the end of the period!***

Teachers must make every attempt to be at their designated posts before their students arrive. This mandate holds true for classes, study halls and all other activities.

Students placed on detention should remain under supervision until their time obligations have been satisfied. It is helpful to maintain a record for each student who is kept on detention. This information affords us a more effective tool when dealing with students who may get into serious trouble.

**Teachers are expected to supervise the corridors adjacent to their rooms while classes are passing between periods. The presence of an authority figure is a preventive factor in eliminating erratic or anti-social behavior while students are in the halls, and to help ensure the students punctual arrival at his/her next class.**

## **DUTY POST DESCRIPTIONS 2020-2021**

Listed below are the expectations regarding duty supervision.

**Staff must arrive at their duty posts on time and remain there for the duration of the assignment.**

**Attendance Office**- Meet with the Vice Principals to understand your assignment.

**Dean's Office** – Meet with your assigned dean to understand your assignment.

### Hall Duty Assignments

**Commons** – your location is outside the library, if you are assigned with multiple people please spread out throughout the Commons.

**Pool Bridge** –your location is at the doors near the pool area. Assist with detaining students from physical education classes entering the lobby until the bell rings.

**Bathroom Duty**- The Bathroom Duty station will be directly outside or in- between the boys' and girls' bathrooms against the opposite wall. Each duty teacher will use technology to check students into the bathroom. Two students will be allowed in the bathroom at the same time.

It may occasionally be necessary to clear a bathroom (i.e. more than 2 students or an individual student in the bathroom for more than 3-5 minutes). If a bathroom needs to be cleared, a hall duty monitor can enter the bathroom of the matching gender and ask students to leave who are not using or waiting to use the bathroom. Please open the door and tell students to clear out from the hallway, or ask security staff, deans, or administrators for assistance. At the close of the period, security staff will monitor the bathrooms during passing following the same protocol. Bathrooms will not be used during passing time -this year.

### **Reminders for all hall duty assignments:**

- Actively supervise students to ensure a safe and quiet environment conducive to learning.
- Verify that all visitors have passes.
- Verify that all students have appropriate disposable or smart hallway passes.
- Send students back to their classroom to get a pass if they do not have a pass.

**Library**-The Library will be used as a classroom / multiple classrooms this year.

- please report to the library and remain there throughout the period.

- Actively supervise students to ensure a safe and quiet environment conducive to learning.
- Verify that all visitors have passes.
- Verify that all students have appropriate hallway passes.
- Send students back to their classroom to get a pass if they do not have a pass.

**Study Hall** – Please note that all study halls are now located in the **West Side of Cafeteria**. Please have students use the ScholarChip kiosk when they enter the cafeteria. Please monitor the kiosk to be sure that the student is free that period and that the screen has a green clearance to enter. All students are required to remain in the study hall for the entire period. Please use disposable bathroom passes for students who need to use the restroom. Please station yourselves with one teacher at a sign-desk by the cafeteria doors and the other teacher monitoring the students. **Please do your best to limit any all passes out of the study hall.**

**ISS-** room 330 will be used as an additional testing room. All students serving a suspension in the in school room are required to sit in their Vice Principal’s office.

**Testing Room (316)** - Oversee and provide mandated testing accommodations for students as per IEP/Section 504 Plan.

**Cafeteria East and West** – Two teachers are assigned to the cafeteria during lunch period with the assistance of a building aide and a security staff member. One teacher should set up the student desk at the east end of the cafeteria (at the top of the steps to enter the cafeteria) and the other teacher should set up the student desk at the west end of the cafeteria (at the top of the steps to enter the cafeteria). Sit at that desk and prevent people from coming in who do not have lunch that period. If you suspect a student does not belong then ask the student to wait while the building aide identifies if the student has lunch that period. Write passes for any student who wishes to leave the cafeteria. Circulate throughout the cafeteria toward the end of the period and encourage students to bus their own tables.

**Building Aides Cafe** – Actively monitor students as they enter the cafeteria. Use a computer to confirm students are allowed in the cafeteria that period. Distribute passes as needed. Students are permitted to leave the cafeteria with food. Students are encouraged to eat outdoors. Remind students to bus their own desk.

**Lower Commons-** Actively monitor students in the lower commons area and as they exit to go outside for lunch. Check that all students have a blue pass. Students are expected to stay outside until the end of their lunch period. Let students back into the building at the end of the period. Do not let students up into the building during or at the end of the period.

**Mindfulness Room:** This room is being used as a classroom for the students.

### **Collection and Deposit of Fundraising Monies**

Money collected from fundraisers must be given to Jim Fiola as soon as possible. Under no circumstances should money gathered from fundraisers or other events be stored in a desk, a classroom, or an office. If necessary, money can be placed temporarily in the main office safe by Mrs. Knag.

### **Communicating with Parents via e-mail**

The use of e-mail can be an effective tool to facilitate communication with your students’ parents. Teachers should check their e-mail on a regular basis and respond to e-mail (via e-mail, telephone, or written correspondence) in a timely fashion. When using e-mail, keep in mind that e-mail is not private. As such, do not send anything that you would not want shared in public. You should reflect upon your e-mail message before sending it, checking for proper grammar, spelling, and tone. An attempt to respond to parents should be made within 24 hours of receipt of a parental communication.



### Conferences with Parents

Most parents are interested in their children and their progress in school. Knowing the parents of our students can help us better to understand our students. We will use a digital format to meet with our parents. If you suspect that the conference might be somewhat adversarial, consider inviting your department director, a guidance counselor, or an administrator.

### Correction of Regents Examination Papers

Regents examinations will be corrected at a time and place designated by your department supervisor. **Under no circumstances are Regents examinations to be taken out of the building.**

### Emergency Lesson Plans

**All teachers are required to prepare emergency lesson plans suitable for at least three days worth of work in each course.** These plans must be kept current and on file with the appropriate administrator. Check periodically to make sure that your plans are up-to-date. These plans will be used when the teacher is absent unexpectedly and there are no regular plans for the substitute.

Each emergency lesson plan folder will contain:

- a. The teacher's daily schedule, including room assignments
- b. List of special duties
- c. Location of evacuation procedures
- d. Work completion sheet

### Faculty Meetings- All Faculty Meetings will be Virtual

Attendance is **required** at all faculty meetings. Absences from meetings must be approved in advance by the Administrator calling the meeting.

Faculty meetings will be held on Mondays after school. Faculty members should be available on Mondays for these meetings.

### Field Trips - No In-person Field Trips this year.

Virtual Field trips should reinforce the learning experiences gained in the classroom and should be a direct outgrowth of classroom activities. A field trip experience should be as profitable as possible for the students without upsetting school routine. All field trips will be closely monitored and regulated. There must be a connection to the curriculum for a trip to be approved.

### Lateness to Class

Students are allowed four minutes between the change of classes. Any student who is detained by a teacher must produce a written pass. If a pass cannot be obtained from the teacher on the same day of the lateness, it should be obtained and presented to the teacher the following day. If a student fails to produce a pass the following day, it will be considered an unexcused lateness.

Your attendance book should reflect latenesses (both excused and unexcused) in an accurate manner. Latenesses with a pass do not need to be recorded as such in *School Tools*. Three (3) unexcused lateness's count as a single cut, and should be reported to the Dean. Students who arrive late to class should never be marked as absent in *School Tools*.

### Progress Reports

A progress report will be posted on the Portal for the parents for all students during the fifth (5th) week of each marking period. If parents desire additional information concerning their child, they may call the student's guidance counselor. In addition to the progress reports, teachers should communicate with parents via telephone calls, e-mail, or regular mail.

### **Instructional Support (IST) Team**

The Instructional Support Team (IST) Team is designed to discuss and plan possible courses of action for students who are presenting or encountering social, emotional or physical problems that impact their education. At a minimum, the committee consists of the Special Education Coordinator, a building administrator, a guidance counselor, the social worker, the school psychologist, and a classroom teacher. The referring teacher is also invited to the meetings. The IST team meets weekly in order to address problems that have not been corrected through previous interventions by teachers, administrators, deans, or counselors. Referral forms for the IST team can be found in the Guidance Office.

### **Report Cards**

A report card will be posted on the ParentPortal for parents for all students at the end of each quarter. It is recommended, as the end of a quarter approaches, it is helpful to contact the parents of children who are struggling in your class, especially if the projected grade differs from what was anticipated during the quarter's progress report.

### **Room Change Requests**

All high school room change requests must go through your department director. Directors will then recommend the change to the Administration. Please do not change rooms until the request has been approved. We need to allow time to notify the appropriate staff and update the appropriate schedule information.

### **School Hours**

In general, teachers are required to be in the building **by 7:50 AM** and remain until **2:55 PM**. Teachers are required to sign each morning. We will NOT use paper sign in sheets anymore. In the case of an early dismissal, teachers should not leave the building until after most students have been dismissed.

### **Supervision of Students**

If a personal emergency arises which necessitates a teacher leaving the group he/she is supervising, that teacher must be cognizant of the legal liabilities of leaving a class unsupervised should an accident occur in his/her absence.

It is therefore imperative that when a personal emergency arises which requires a teacher to leave the classroom unsupervised, the administration be notified immediately in order to secure proper supervision for the group.

Faculty members may not solicit the services of staff members who have other classroom responsibilities to supervise students during absence arising from personal emergencies.

### **Gradebook**

SchoolTool's Gradebook is the gradebook that the administration is providing for the staff.

### **Alcohol Use Before School Events**

No employee shall report to the workplace impaired by alcohol or other drugs, including drugs prescribed by a doctor or over-the-counter medications. Impairment is determined by the supervisor when in his/her opinion the employee's performance is adversely affected by alcohol or other drugs. Such impairment is determined by physical observation of employee's performance, communication, and other job-related functions.

## High School Grading Policy

Long Beach High School is committed to maintaining rigorous performance and achievement standards for all students and to providing a fair and consistent process for evaluating and reporting student progress that is understandable to students and their parents and relevant for instructional purposes. Grades are an essential way to communicate student achievement. Grades will reflect a student's achievement in regards to the learning objectives defined for the class.

**Teachers must meet with the Principal before assigning grades below the following**

**Suggested minimum grades:**

- First Quarter = 55
- Second Quarter = 55 (full year courses) 50 (half year courses)
- Third Quarter = 50 (full year courses) 55 (half year courses)
- Fourth Quarter = 50 (full year/half year courses)
- Final Grade = 50

Some specific grading policies include:

- Prior to submitting quarter and final grades of 64 and 63, the teacher is required to arrange a meeting with Principal and the parent of the child.
- Students who are legally absent from school must be given a reasonable opportunity to make up work (e.g., a test or quiz) that was missed.
- If a student **cuts** a class or is **illegally** late to school and misses a class, the student may receive a **zero** for any work collected and/or graded on that day. Truancy will be considered cutting.
- All major tests and projects should be announced at least five school days in advance.
- If a student is absent during the tenth week of a marking period, it is expected that missed tests and quizzes will be made up before a marking period grade is issued. The student will receive an INC.
- Teachers must change INC to a numerical grade within 10 days of grades being due.
- Any student absent from school without the consent of parent/guardian or the knowledge of school authorities is truant. Truancy is considered cutting of classes.
- Tests and quizzes should be graded and returned to students as promptly as possible, ideally within a day or two after being administered. Written compositions, special projects, and major tests may take longer, but should be returned in a reasonable time frame with appropriate feedback.

## Interim Reports / Report Cards Dates

### Quarter 1:

|   |                        |
|---|------------------------|
| Interim Comments Entered:                   | Wednesday, October 7   |
| Interim Reports available on Parent Portal: | Friday, October 9      |
| Quarter Ends:                               | Friday, November 13    |
| Grades Entered By:                          | Wednesday, November 18 |
| Report Cards available on Parent Portal:    | Friday, November 20    |

### Quarter 2:

|   |                        |
|---|------------------------|
| Interim Comments Entered:                   | Wednesday, December 16 |
| Interim Reports available on Parent Portal: | Friday, December 18    |
| Quarter Ends:                               | Friday, January 29     |
| Grades Entered By:                          | Wednesday, February 3  |
| Report Cards available on Parent Portal:    | Friday, February 5     |

### Quarter 3:

|   |                     |
|---|---------------------|
| Interim Comments Entered:                   | Wednesday, March 10 |
| Interim Reports available on Parent Portal: | Friday, March 12    |
| Quarter Ends:                               | Friday, April 16    |
| Grades Entered By:                          | Wednesday, April 21 |
| Report Cards available on Parent Portal:    | Friday, April 23    |

### Quarter 4:

|   |                        |
|---|------------------------|
| Interim Comments Entered:                   | Wednesday, May 19      |
| Interim Reports available on Parent Portal: | Friday, May 21         |
| Last Day of Classes:                        | Wednesday, June 16     |
| Quarter Ends:                               | Friday, June 25        |
| <b>Quarter 4 Reports Due</b>                | <b>Friday, June 25</b> |
| Report Cards available on Parent Portal:    | Wednesday, June 30     |

## Student Policies

### Corporal Punishment

The Board of Education asserts that corporal punishment is not a desirable method of enforcing decorum, order or discipline. The Board prohibits the use of corporal punishment by district employees.

- A. No teacher, administrator, officer, employee or agent in the district shall use corporal punishment against a pupil.
- B. As used in this section, corporal punishment is defined as the use of physical force for the purpose of punishing a pupil, except as otherwise provided in subdivision (C), below.
- C. In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:
  1. to protect oneself from physical injury;
  2. to protect another pupil or teacher or any other person from physical injury;
  3. to protect district property or the property of others;
  4. to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of district functions, powers or duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.

### Discipline

Discipline is the responsibility of all teachers and this responsibility extends beyond the confines of the classroom, into the corridors, the cafeteria, the auditorium and everywhere in the school.

The approach to effective discipline in the classroom is adequate preparation of your lesson including the motivation, presentation, and evaluation of the material you wish your students to absorb.

In most cases, follow these procedures:

1. Speak to the student after the class period.
2. Detain the student after school, if necessary.
3. Telephone, e-mail, or write to the parent.
4. Confer with the student's guidance counselor.
5. Consult with the Dean.
6. Hold a conference with parents.

You should use your colleagues, your department supervisor, and department liaisons as resources in the disciplining of students. If, after the above steps have been taken, there is no appreciable change in the student's behavior, complete a discipline referral form and send it to Dean.

### Hall Passes

Teachers must issue written hall passes to students who leave the classroom to go to another part of the building. (For bathroom visits during class, students can use the general passes issued.) Written passes must include the time, the origination and destination of the student, and the teacher's signature. For school security, passes are to be issued whenever a student is permitted to leave your area. Teachers on hall duty should check passes of students in the hallways. All passes should be written in ink. Passes are available through the High School Dean's office. Students arriving late to class without a pass will be marked illegally late.

**Passes should not be given during the first 5 minutes or the last 5 minutes of a class period.**

### Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

### **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, but the Superintendent of Schools, the building principal and other designated administrative personnel shall have the authority to require a student to change his/her attire should it be deemed inappropriate according to the guidelines below. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief or revealing garments such as clothing with plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard such as sneaker roller-skates will not be allowed.
5. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

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 discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

### **School Visitors**

**Visitors to buildings will be limited to school staff and essential personnel. Health screenings including daily temperature checks and completion of the screening questionnaire are required for all visitors to buildings.**

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the Security Desk upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the Main Office or the Security Desk before leaving the building.
3. Visitors attending school functions that are open to the public, such public gatherings are not required to register.
4. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
5. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

### **Study Halls**

Each student has been assigned a study hall for each period in which he/she is not assigned to a class or to lunch. The rules of behavior, conduct and attendance which apply to regular classes also apply to study halls. If there is adequate supervision and room in the destination area, students having a study hall may go to the school library with permission of the study hall teacher and a pass from the study hall teacher.

Students who have 1<sup>st</sup> period study hall are permitted to arrive at school after the first period. Students with 9<sup>th</sup> period study hall are permitted to leave school early with parent permission.

## Attendance Policy

### 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.

Attendance will be taken every period for in-person and remote students. **Period by period attendance must be entered in schooltool.** A zoom/google meet, google form question, or other method will be used to check synchronous engagement for remote students.

Attendance will be recorded daily for all students on the class roster. Students who are unable to attend in-person instruction (quarantine/ mild illness or injury), but able to engage in synchronous class activities may be marked present for the daily class attendance so long as they complete the attendance taking requirement for the day (zoom/google meet, google form question, or other method) during the class period when it is administered.

An unexcused absence will be treated the same way whether it is from in-person or remote instruction. **Deans and administrators will be following up on cuts (absent part of the day without excuse) and chronic absenteeism. However, teachers should still communicate with parents regarding class cuts and absences.**

A student who is absent more than twenty-eight (28) times for a one credit course, fourteen (14) times for a half credit course, or seven (7) times for a quarter credit course is considered to be excessively absent for that course.

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.
- Teachers comment on progress reports and/or report cards. Phone/email contact from the teacher.
- Teacher conferences with students and/or parents 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.

**Please note: Students will no longer lose credit in the course(s) once they exceed the number of allowable absences.**

The Commissioner of Education has consistently held that a school district **may not** deny course credit to a student who has exceeded the allowable number of absences but taken all tests, completed missed class work, and secured a passing grade (*Appeal of Pasquale*, 36 Ed Dept Rep 290 (1997); *Appeal of Shepard*, 31 Ed Dept Rep 315 (1992); *Appeal of Burns*, 29 Ed Dept Rep 103 (1989)).

## Remote Learning Etiquette

LBHS outlined expectations for all students to follow when learning remotely. These guidelines are a set of expectations that outline what tasteful and respectful online behavior looks like.

Please review these expectations with your children at home.

Please be the best digital citizen that you can be by following all of these expectations. These expectations will be reviewed and reinforced by your classroom teachers.

### Good Digital Citizens Do The Following:

- Arrive online at the scheduled time
- Do their best to try to find a quiet place free from distractions whatever environment they are learning in
- Are prepared with all lesson materials
- Maintain respect in speaking, writing, and appearance
- Identify themselves clearly with their name on the screen.
- Mute themselves when they enter a live session to limit background noise and distractions to others
- Use the chat feature when available to ask questions
- Keep video on during live sessions when comfortable
- Follow teacher instructions throughout the session
- Use the chat feature to message the teacher privately, unless otherwise directed by the teacher
- Students are prohibited from using the remote learning platform for any other purpose other than their intended use as directed by the teacher
- The use of headphones or earbuds while engaging with audio or video content is strongly encouraged.
- The privacy and confidentiality of all participants is important. The following are prohibited during the live sessions:
  - Taking photos or screenshots
  - Taking videos
  - Altering content presented by the teacher
  - Sharing, posting or otherwise distributing, in any matter either physically, or electronically via, email, text or social media platform any session or content.
  - Sharing login information, links, ID numbers, passwords or invitations to live sessions with anyone.
  - **Please use the Chromebook for assignments and assessments**
- The standards of behavior for students during remote learning still apply. Students should be attentive and engaged in virtual learning and should not display behaviors that are disruptive to the learning environment. Inappropriate behavior to avoid include, but is not limited to:
  - Making inappropriate faces, gestures or comments
  - Wearing full facial covering masks (ie:Halloween masks)
  - Displaying an inappropriate virtual background or profile picture
  - Projecting or displaying an inappropriate image
  - Bullying or cyberbullying of other students or the teacher
- The teacher may stop the video feed of any participant at any time, it is his/her sole discretion. In the unlikely event that inappropriate behavior occurs during any online learning session, the teacher will promptly end that session and immediately notify a Dean of Discipline or Vice Principal.