



## LONG BEACH HIGH SCHOOL

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www.lbeach.org

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Dear LBHS Students, Parents, and Guardians,

Please take some time to review the Attendance Procedures of Long Beach High School. Throughout the year, please regularly refer to the High School [website](http://lbeach.org/schools/long_beach_high_school) for pertinent information regarding school matters. [http://lbeach.org/schools/long\\_beach\\_high\\_school](http://lbeach.org/schools/long_beach_high_school)

**Enclosed you will find an overview of the Attendance Policy and practices.** It is important to note that the high school attendance policy reflects a minimum attendance standard which requires students to be in attendance in each of their classes 85% of the time to receive credit for the course. For all secondary credit bearing courses, any student whose absences, whether excused or unexcused, total more than:

- 7 absences for  $\frac{1}{4}$  credit course,
- 14 absences for  $\frac{1}{2}$  credit course,
- or 28 absences for a 1 credit course,

**will not receive credit** for that course, except as otherwise provided herein. To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parent(s) by telephone and/or mail prior to the student's reaching 4, 7, 14 or 28 class absences. Such contact will occur when the student has reached approximately half of the allowable class absences. Parents/guardians will be informed by telephone and/or mail when a student loses credit due to excessive absenteeism.

Students and parents/guardians will have a right to appeal the decision of Loss of Credit status based upon the minimum attendance standard. Appeals will be considered **ONLY** if the student has continued to attend class and to do the required work. When a student reaches 7 absences for a half year/ quarter credit class, 14 absences in a half year/half credit class or 28 absences in a full year class, a letter will be sent home indicating the loss of credit along with an appeal form. Appeal forms must be returned within 10 days of receipt to be considered. Upon receipt, the Appeals Committee will schedule a meeting with parent and student to review the supporting documentation and render a decision in writing within 10 school days.

The appeals committee will take the following into account:

- Absences supported by a doctor's note
- Family crisis
- Other extenuating circumstances

Parents/ Guardians should notify the Attendance Office of students' absences latenesses or early dismissals:

- If a student will be absent, we ask that parents call the attendance office early in the morning the day of the absence at 516-897-2003 so we can mark our records accordingly.

- In addition, parental notes explaining the absence must also be submitted to the attendance office within 48 hours of an absence.
- If a parent note is not received within that time frame, the absence is officially recorded as unexcused which may result in the denial of credit for makeup work.
- Students may only make up missed work that resulted from an excused absence. (Please see attendance policy for details at the website link listed below.).

Parental cooperation in this matter is crucial and most appreciated. Parents will be informed of unexcused absences through the autodialer on a daily basis. Cutting class will be treated as insubordination and will lead to disciplinary action. Students and parents should access the Student Code of Conduct at this link [Code of Conduct](#). School grade-wide assemblies will outline the rules and regulations early in the school year.

It is essential for all students to arrive at school on time. It is important to note that oversleeping and missing the bus are not legal excuses and can be grounds for the denial of course credit since the attendance policy requires all students to be present for 85% or more of all classes.

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

- Illness of the student (Medical documentation may be requested in the case of regular absenteeism due to illness.)
- Serious illness of immediate family member ·
- Death in the student's family ·
- Serious, contagious or epidemic disease in the household where the student resides
- Urgent doctor or dental appointments which cannot be arranged for any other time
- Mandated attendance in a court of law or related court proceeding
- Documented college visits
- Religious observance
- Attendance at a school supervised program
- Other reasons are subject to building principal's approval

All parents are encouraged to activate an account in our online Parent Portal. This resource allows parents to view the child's daily attendance, progress reports, report cards, discipline record and schedule. Please go to the district web site and click the link, [http://lbeach.org/district/parent\\_portal](http://lbeach.org/district/parent_portal) for directions on how to obtain an account. A complete version of the attendance policy is available on the district website. [http://www.lbeach.org/Assets/7000\\_Series/7110\\_Student\\_Attendance\\_Policy.pdf?v=761](http://www.lbeach.org/Assets/7000_Series/7110_Student_Attendance_Policy.pdf?v=761).

Jeffrey Myers  
High School Principal