

AGENDA

BOARD OF EDUCATION • LEVITTOWN, NEW YORK

LEVITTOWN UNION FREE SCHOOL DISTRICT • TOWN OF HEMPSTEAD • LEVITTOWN, NEW YORK
www.levittownschoools.com

BUDGET PLANNING SESSION

LEVITTOWN MEMORIAL EDUCATION CENTER
Wednesday, February 15, 2017

6:30 PM Meeting convenes with anticipated adjournment to Executive Session

7:30 PM Meeting reconvenes in Budget Planning Session

Success for Every Student

(Note: Items on this Budget Planning Session appear in order of intended discussion. As per previous understanding with the Board, any items which are not reached during the meeting will be carried forward to subsequent Budget Planning Sessions, Planning Sessions or Ad Hoc portion of Regular Meetings.)

I. CALL TO ORDER

II. INFORMATIONAL ITEMS

1. Recognition/Reception - PTA Volunteers
2. Capital Projects - B. Pastore
3. Tax Cap Calculations - B. Pastore
4. GC Tech Tuition
5. District Calendar - Cost Saving Measures

6. Board Policies

First Read:

Policy No. 6150 - Alcohol, Drugs and Other Substances

Enclosure

Second Read:

Policy No. 7110 - Comprehensive Student Attendance Policy

III. MOTION TO ADJOURN

LEVITTOWN SCHOOLS**POLICY # 7110**

Page 1 of 5

STUDENTS**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY**

The Board of Education recognizes that regular daily attendance in school is essential for students to gain the benefits of the educational program and is a major component of academic success. Through implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness, and early departures (referred to in this policy as ("ATEDs")), encourage full attendance by all students, maintain an adequate attendance record keeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

Excused and Unexcused Absences

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness/death in the family, religious observance, quarantine, required court appearances, attendance at health clinics, physicians, or dentists provided that evidence of attendance is provided, administratively approved college visitations, approved cooperative work programs, attendance in any credit bearing class, attendance in school competitions and school generated obligations, military obligations, or attendance at approved field trips or such other reasons as may be approved by the Principal or his/her designee. All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent/guardian's responsibility to notify the school office on the morning of the ATED or provide a written excuse with the reason or the absence within twenty-four (24) hours upon the student's return to school. If the parent/guardian fails to notify the school in the aforementioned manner, the absence will be considered unexcused and disciplinary consequences as outlined later in this document will apply.

Tardiness to school

Students are expected to arrive to school and to all classes on time. Any student entering a class after the beginning of the start of school or after the beginning of the start of a class is considered tardy.

Students who bring a valid note to the attendance office will have the tardiness recorded as an "excused" tardiness. If the student does not have a note, the tardiness will be considered "unexcused."

Tardiness to class

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NOTE: Three (3) latenesses to class or early departures of fewer than fifteen (15) minutes equals one (1) absence. Each lateness to class or early departure of over fifteen (15) minutes equals one (1) absence.

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STUDENTS**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)**Early Departure

If a student will be leaving school prior to the end of the day, a parent or legal guardian must go to the attendance office to sign his/her child out of school. If a student leaves school without being signed out by a parent or legal guardian, the absence will be considered an unexcused absence from class(es) and appropriate disciplinary action will be taken.

Dissemination of Policy

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented:

- a) Attendance policy will be included in student handbooks, the Levittown Schools webpage (www.Levittownschoools.com), and will be reviewed with students at the start of the school year.
- b) Parents will receive a plain language summary of this policy by mail at the start of each school year.
- c) A back-to-school night will be held at the beginning of each school year to explain this policy and stress the parent's responsibility for ensuring their child's attendance at school. School newsletters and publications will include periodic reminders of the components of this policy.
- d) The District will provide a copy of the attendance policy and any amendments thereto to faculty and staff.
- e) All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.
- f) Copies of this policy will also be made available to any community member, upon request.

General Procedures/Data Collection

- a) Attendance shall be taken daily at the elementary level for each subject area. Attendance will be taken during each class period in the Middle School(s) and High School(s). Periodic checks will take place during the day at the elementary level, i.e., after lunch, gym, art, etc.
- b) At the conclusion of each class period or school day, all attendance information shall be compiled from the student management system and provided to the designated staff member(s) responsible for attendance.

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- c) The nature of an ATED shall be coded on a student's record according to accepted district recording procedures. All ATEDs shall be recorded with the annotations on the student management system used by the District.
- d) When additional information is received that requires changes to be made to a student's attendance records, such change will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- e) Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. The Principal or his/her designee will analyze attendance data regularly to identify patterns or trends in student absence.
- f) If a student is marked illegally absent from a class (cut), an attendance monitor will make every effort to notify the parent by the end of the school day. It is the responsibility of the student to speak with his or her teacher to make necessary corrections should there be an error. The teacher will then notify the Attendance Office. Parents will receive written notification by mail of confirmed unexcused absences and dates when consequences have been assigned.
- g) In order to insure 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 attempt to contact the parent(s) by telephone and mail /email at appropriate intervals prior to the student reaching ten (10) and/or twenty (20) ATEDs for the school year. Notification will be given at appropriate intervals prior to the student having reached ten (10) and/or twenty (20) ATEDs.

Disciplinary Consequences

Absences from class dramatically reduce a student's ability to perform effectively. Unexcused ATEDs will result in disciplinary action. These actions can include, but are not limited to:

- a) Parent contact;
- b) Parent/teacher conferences;
- c) Detention(s);
- d) Suspension from co-curricular activities or athletic teams;
- e) Suspension from field trips.

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Attendance/Grade Policy

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NOTE: These numbers are based on five (5) regular class periods each week. All other classes meeting for greater or fewer periods per week will be prorated.

This will hold true for advanced/accelerated classes at the Middle School that receive High School Credits.

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In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., college visits, field trips), may arrange with their teachers to make up any work missed. This make-up does not strike the absence from the record, but those absences will not count toward the previously described minimum attendance standard (denial of credit). This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

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Students who reach eighteen (18) absences in a full-year course and/or nine (9) absences in a half-year course may not be permitted to participate in any field trips or any other activities, as specified in the District Code of Conduct, that would remove them from the class in question with the exception of those activities that are prescribed by the class instructor.

Annual Review

The Board shall annually review building level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

The Superintendent of Schools is authorized to establish procedures and regulations to maintain and enhance student attendance.

Ref: Education Law §§3202, 3205 et. seq.
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Adopted: March 10, 1993
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Consequences for absences and tardiness will not apply when related to issues associated with homelessness.

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Attachment: 7110 Accepted Comprehensive Student Attendance Policy (2555 : Board Policies)

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STUDENTS**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)**

A student who is denied credit for attendance (DC) will receive a report card comment of "Denied Credit " on his or her report card. The report card will also indicate whether the student was passing or failing the course at the time of Denial of Credit for attendance was issued. A student who is denied credit due to poor attendance is still required to attend class until the last day of classes. A hearing must be conducted as specified pursuant to Education Law 3214 in order for a student to be prohibited from further attendance in the course.

Students who reach eighteen (18) absences in a full-year course and/or nine (9) absences in a half-year course may not be permitted to participate in any field trips or any other activities, as specified in the District Code of Conduct, that would remove them from the class in question with the exception of those activities that are prescribed by the class instructor.

Consequences for absences and tardiness will not apply when related to issues associated with homelessness.

Annual Review

The Board shall annually review building level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

The Superintendent of Schools is authorized to establish procedures and regulations to maintain and enhance student attendance.

Ref: Education Law §§3202, 3205 et. seq.
Matter of Falcigno, 22 EDR 599 (1983)
Matter of Shamon, 22 EDR 428 (1983)

Adopted: March 10, 1993
Approved: June 18, 2003 C
Revised: February 13, 2008
Re-Adopted: January 25, 2012
Revised: October 9, 2013
Re-Adopted: August 12, 2015

Revised:

LEVITTOWN SCHOOLS**POLICY # 6150**

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PERSONNEL**SUBJECT: ALCOHOL, DRUGS AND OTHER SUBSTANCES (SCHOOL PERSONNEL)**

The Board of Education, recognizing that students are often influenced by teachers and other members of a school's staff, impresses upon staff members the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, shall set a positive example for students.

The Board, therefore, prohibits the consumption, sharing and/or selling, use and/or possession of illegal drugs, counterfeit and designer drugs or alcoholic beverages in the workplace, or when the effects of such drugs and/or alcohol use may impair an employee's job performance.

The Board of Education recognizes the health hazards associated with smoking and in accordance with federal and state law, prohibits smoking or other tobacco use in all school buildings, on school property (including vehicles), or at school sponsored activities.

The Superintendent of Schools will have copies of this policy prominently posted in the workplace, and written copies will be available for employees upon request. In addition, the Superintendent will designate one or more agents responsible for informing individuals smoking in a non-smoking area that they are in violation of Article 13-E of the Public Health Law and/or the Federal Pro-Children Act.

Violators will be subject to appropriate disciplinary action.

Employee Assistance Program

The Board recognizes that the problems of alcohol and other substance use and abuse affect every segment of society. Therefore, in collaboration with District collective bargaining units, the District will establish an employee assistance program that will provide appropriate and confidential prevention, intervention, assessment, referral, support and follow-up services for District staff. Staff members will be informed of such services and shall be encouraged to seek such help either voluntarily or in lieu of disciplinary action. In general, the District shall only intervene if an employee's personal problems adversely affect his or her job performance, as determined by the Superintendent of Schools.

Information about any drug and alcohol counseling and/or rehabilitation programs shall be made available to employees. Data will also include the range of penalties (consistent with local, state and federal law) up to and including termination of employment and referral for prosecution that will be imposed on employees who have transgressed the terms of this policy.

Additionally, confidentiality shall be ensured as required by state and federal law.

(Continued)

LEVITTOWN SCHOOLS**POLICY # 6150**

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PERSONNEL**SUBJECT: ALCOHOL, DRUGS AND OTHER SUBSTANCES (SCHOOL PERSONNEL) – Cont.****Drug-Testing of Employees**

No employee shall be subjected to urinalysis or other form of drug testing without reasonable individualized suspicion that the employee has been using an illegal drug(s) or alcohol at place of employment. The school attorney shall be consulted before any implementation of such testing. Failure to submit to required drug testing based upon reasonable individualized suspicion that the employee has been using an illegal drug(s) is grounds for disciplinary action up to and including dismissal. In its effort to maintain a drug-free environment, the District shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

The Superintendent/designee shall periodically review the drug and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

Safe and Drug-Free Schools and Communities Act, as reauthorized by the No Child Left Behind Act of 2001

20 United States Code (USC) Section 7101 et seq.

Civil Service Law Section 75

Education Law Sections 913, 1711(2)(e), 2508(5) and 3020-a

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property
 #6530 -- Employee Assistance Program (EAP)
 #7320 -- Alcohol, Tobacco, Drugs and Other Substances
(Students)
District Code of Conduct on School Property

Re-Adopted: October 10, 2012

LEVITTOWN SCHOOLS**POLICY # 6150**

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Re-Adopted: October 10, 2012

Revised: