

LYNDHURST BOARD OF EDUCATION

May 14, 2012

Agenda

(Meeting #19)

WELCOME, to a public meeting of the Lyndhurst Board of Education. The Board is meeting this evening for the purpose of taking official, formal action on the business of the Board and school district.

The business the Board will act on this evening, as contained on the following pages, is broken down in sections in this order:

Finance Committee
Education Curriculum Committee
Facilities & District Planning
Rules & Regulations Committee
Student Activities/Substance Abuse Committee

The FIRST segment - Public Hearing on Meeting Agenda is devoted to hearing from those persons who might have questions or statements regarding any of the matters listed on the following pages and which the Board will be acting on this evening.

The SECOND segment - Public Hearing on Other Than Meeting Agenda is devoted to hearing from those persons who might have questions or statements regarding Board or school district matters OTHER THAN matters which appear on the following pages.

If you wish to address the Board, at either or both of these public hearing segments, you are asked to sign in on the speakers' sheet located on the podium. When your name is called, please wait until you are recognized by the Board president. When recognized, please stand up and clearly state your name and address. All questions or statements must be addressed to the Board president. You are asked to limit your remarks to three (3) minutes or less.

The Board, through the president, or upon permission of the president through individual Board members, may or may not respond to your comments.

Members of the public are asked to refrain from reading articles out loud at meetings. If there is an article(s) that you would like the Board to know about, please leave a copy with the Board Secretary or Business Administrator who will see to it that it gets distributed to the proper persons.

We hope your visit with us this evening will be an enjoyable and informative one.

May 14, 2012

AGENDA

1. CALL TO ORDER
2. SALUTE TO FLAG
3. ROLL CALL
4. PRESIDING OFFICER'S MEETING NOTICE STATEMENT
5. APPROVAL OF MINUTES – Mtg. #17, March 28, 2012
6. PUBLIC HEARING ON MEETING AGENDA
7. BOARD DISCUSSION & FORMAL BUSINESS AGENDA
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. SUPERINTENDENT'S REPORT
11. PUBLIC HEARING ON OTHER THAN MEETING AGENDA
12. ADJOURNMENT

TABLE OF CONTENTS

Finance Committee
Education Curriculum Committee
Facilities & District Planning
Rules & Regulations Committee
Student Activities/Substance Abuse Committee

PLEASE NOTE: It may be necessary, from time to time, to remove or make changes in a motion(s) between the time this agenda is prepared and when the Board takes action.

LYNDHURST BOARD OF EDUCATION

ANNOUNCEMENT

The terms of School Trustees, Ronald Grillo, Annie Rowe and Ellen Young will expire, thus three seats, all for three years, will be filled at the Tuesday, November 6, 2012 General Election. Polls will be open from 6:00 a.m. to 8:00 p.m.

A candidate whose name is to appear on the ballot must file his/her petition with the Bergen County Clerk on or before June 5, 2012, the day of the Primary, by 4:00 p.m.

Only those persons who are permanently registered or those who register with the Bergen County Board of Elections, Hackensack, or the Lyndhurst Township Clerk by October 16, 2012 will be permitted to vote.

All judges to open the school elections at 6:00 a.m., Tuesday, November 6, 2012 at:

<u>District</u>	<u>School</u>
1	Jefferson School
2	Jefferson School
3	Senior Citizen Building
4	United Presbyterian Church
5	United Presbyterian Church
6	Lyndhurst High School
7	Lyndhurst High School
8	Lyndhurst Health Center
9	Jefferson School
10	Jefferson School
11	Joseph Carucci Apartments
12	Joseph Carucci Apartments
13	Lyndhurst High School
14	Lyndhurst High School
15	Lyndhurst High School

Finance Committee:

James Cunniff, chairperson
Christine Melleno
Christopher Musto

Any Board member who takes exception to any of the following listed actions under the category of Finance may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____ second by _____ that the following
Finance actions of the Board numbered _____ through _____ exception
actions _____ be adopted.

Roll Call For:

1. BE IT RESOLVED, by the Lyndhurst Board of Education that it has received and accepts the financial reports of the Secretary and Treasurer of School Monies for the month ended April 30, 2012 and certifies that the reports indicate that no major account or fund is over-expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year. A copy of the certification shall be included in the minutes.

2. BE IT RESOLVED, that the payroll for the month ended April 30, 2012 be and the same is hereby approved and ordered paid:

Payroll	\$1,938,531.24
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3. BE IT RESOLVED, that the attached list of supplies received and services rendered to the Board of Education of the Township of Lyndhurst, County of Bergen, for the month ended May 14, 2012 be and the same are hereby approved and ordered paid:

Charter School (Fund 10)	
Current Expense (Fund 11)	
Special Revenue (Fund 20)	

Total

General Ledger	\$87,225.23
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4. BE IT RESOLVED, that cafeteria services rendered to the Board of Education of the Township of Lyndhurst, County of Bergen, for the month of April 2012, be and the same are hereby approved and ordered paid:

Payroll/Payroll Taxes	\$25,412.27
Services	\$41,307.40

5. BE IT RESOLVED, that the Lyndhurst Board of Education approve the attached transfers for the month of April 2012
6. BE IT RESOLVED, that the Lyndhurst Board of Education does hereby approve an agreement with the South Bergen Jointure commission, an approved coordinated Transportation Service Agency, for the purposes of transporting students in accordance with Chapter 53, P.L. 1997 for the time period of July, 2012. The services to be provided include, but are not limited to, the coordinated transportation of non-public, out-of-district special education, vocational, summer programs and athletic and field trips.
7. BE IT RESOLVED, that the Lyndhurst Board of Education continue to participate in the South Bergen Workers Compensation Insurance Program for the 2012-2013 school year.
8. BE IT RESOLVED, that the Lyndhurst Board of Education approve the following tax shelter annuities:

AXA Equitable Life Assurance Society
First Investors Corporation
Metropolitan Life Insurance Company
Lincoln Investments

Facilities & District Planning Committee:

Ronald Grillo, chairperson
 James Hooper
 Stephen Vendola

Any Board member who takes exception to any of the following listed actions under the category of Facilities & District Planning may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____ second by _____ that the following
 Facilities & District Planning actions of the Board numbered _____ through
 exception actions _____ be adopted.

Roll Call For:

1. BE IT RESOLVED, that the Lyndhurst Board of Education accept the bid for the Upper Roof Replacement at Lincoln School from GEN II Contracting Company, Clarksburg, New Jersey in the amount of \$64,600.00.

No other bids were submitted.

2. BE IT RESOLVED, that the Lyndhurst Board of Education accept the bid for Window Replacement at Franklin School (entire school) from R.D. Architectural Products, Inc., Fair Lawn, New Jersey, in the amount of \$179,000.00.

BE IT RESOLVED, that the Lyndhurst Board of Education accept an alternate bid for Window Replacement at Columbus School (completion of unfinished window replacement project) from R.D. Architectural Projects, Inc., Fair Lawn, New Jersey, in the amount of \$64,000.00.

No other bids were submitted.

Education & Curriculum Committee: Josephine Malaniak, chairperson
 Ronald Grillo
 Christine Melleno

Any Board member who takes exception to any of the following listed actions under the category of Education & Curriculum may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____ second by _____ that the following Education & Curriculum actions of the Board numbered _____ through _____ exception actions be adopted.

Roll Call For:

1. BE IT RESOLVED, that the Lyndhurst Board of Education approve the following graduation schedule for June 2012.

Lyndhurst High School Graduation

June 19, 2012

6:30 p.m.

Athletic Field

Elementary School Graduation

June 20, 2012

Franklin School Meadowlands Environment Center	6:00 p.m.
Jefferson School Jefferson School Multi-Purpose room	6:30 p.m.
Lincoln School Pavilion @ Lyndhurst Town Park/ Senior Citizen Center	6:30 p.m.
Roosevelt School Lyndhurst High School Auditorium	6:30 p.m.
Washington School Washington School Auditorium	6:30 p.m.

2. BE IT RESOLVED, that the Lyndhurst Board of Education approve the following schedule for the closing of school June 2012.

June 14, 2012 (Thursday)

Elementary students dismissed at 1:00 p.m.
 Elementary teachers dismissed at 3:20 p.m.

High School students dismissed at 1:00 p.m.
 High School teachers dismissed at 3:09 p.m.

June 15, 2012 (Friday)

Elementary students dismissed at 1:00 p.m.
 Elementary teachers dismissed at 3:20 p.m.

High School students dismissed at 1:00 p.m.
 High School teachers dismissed at 3:09 p.m.

June 18, 2012 (Monday)

Elementary students dismissed at 1:00 p.m.
 Elementary teachers dismissed at 3:20 p.m.

High School students dismissed at 1:00 p.m.
 High School teachers dismissed at 3:09 p.m.

June 19, 2012 (Tuesday)

High School Graduation at 6:30 p.m.

Elementary students dismissed at 1:00 p.m.
 Elementary teachers dismissed at 3:20 p.m.

High School students dismissed at 1:00 p.m.
 High School teachers dismissed at 3:09 or 1:00 p.m. if assigned graduation duties

June 20, 2012 (Wednesday)

Elementary School Graduation at 6:30 p.m.

Elementary students dismissed at 1:00 p.m.
 Elementary teachers dismissed at 3:20 p.m. or 1:00 p.m. if assigned graduation duties

High School students dismissed at 1:00 p.m.
 High School teachers dismissed at 3:09 p.m.

3. BE IT RESOLVED, that the Lyndhurst Board of Education approve an Extended School Year Program from July 5, 2012 to July 27, 2012 for Lyndhurst students, to be housed in Jefferson School.

4. BE IT RESOLVED, that the Lyndhurst Board of Education approve the revised exam exemption criteria for the 2012-13 school year. (page 33 of the Student Handbook) "Final exam exemptions are permitted in only full-year courses if the student maintains a straight 95 average or above in the course throughout the school year."
5. BE IT RESOLVED, that the Lyndhurst Board of Education approve the attached Field Trip Procedures.

Rules & Regulations Committee:

Stephen Vendola, chairperson
 James Cunniff
 Annie Rowe

Any Board member who takes exception to any of the following listed actions under the category of Rules & Regulations may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____ second by _____ that the following Rules & Regulations actions of the Board numbered _____ through _____ exception actions be adopted.

Roll Call For:

1. BE IT RESOLVED, that the Lyndhurst Board of Education approve the Seniority List of all certified staff members of the Lyndhurst Public School District 2011-12 school year. A copy is in the confidential file in the Superintendent's Office.
2. BE IT RESOLVED, that the Lyndhurst Board of Education approve the following use of school facilities:

<u>Organization</u>	<u>Place</u>	<u>Time,Date,Purpose</u>
Washington School Class of 2012	Washington Gym	6:30 pm-7:30 pm 5-9-12 Graduation Mtg.
Lyndhurst Blue Sox	Matera Field	1:00 pm-4:00 pm 4-29; 5-12,13,27 Baseball Games 4:00 pm-7:00 pm 5-6,6-3,10/12 Baseball Games
Lyndhurst Parks Dept.	Matera Field	1:00 pm-4:00 pm 4-1,15;5-6;6-3,10, 17;7-15,22;8-5,12 Baseball Games
Ellis Dance Studio	Lyndhurst HS	6:00 pm-8:00 pm 6-22-12 Dance Rehearsal 1:00 pm-3:00 pm 6-23-12 Dance Recital

Washington School Class of 2012	Washington Auditorium	6:00 pm-7:30 pm 4-3-12 Parent Meeting
Lyndhurst Parks Dept. Emergency Squad	Jefferson	10:00 am-2:00 pm 6-2-12 Kick Ball
Lyndhurst Parks Dept.	High School Practice Field	6:00 pm-8:00 pm Monday-Saturday April, May, June T-Ball
Roosevelt School PTA	Roosevelt Gym	6:00 pm-8:00 pm 5-10-12 Reflections Prog.
SKYY Swim Team	Lyndhurst HS Track	8:00 am-12:00 pm 6-3-12 Training
LEA	Washington	3:15 pm- 4-19-12 Mtg. w/ Secretaries
Lyndhurst Parks Dept.	Jefferson	6:00 pm-7:30 pm 5-7, 11, 21, 25; 6-1, 4, 11, 12, 18, 19-12 Special Nds. BB
Roosevelt PTA	Roosevelt Gym	7:30 pm-8:30 pm 4-26-12 Meeting
Lyndhurst HS PTSA	Lyndhurst HS Weart Avenue	6:00 am-10:00 am 5-21-12 Clothing Drive
Sweetest Sounds	Lyndhurst HS Auditorium	10:30 am-4:00 pm 6-3-12 Recital
Washington School PTA	Washington Auditorium	7:00 pm-9:00 pm 5-22-12 Talent Show

Jefferson School PTA	Jefferson Gym	6:30 pm-8:30 pm 4-27-12 Mother/Son Dance
Jefferson School PTA	Jefferson Gym	9:00 am-3:00 pm 5-22-12 Book Fair
Lyndhurst LL-IACL	Matera Field	5:30 pm-7:30 pm 4-30-12 LL Practice
South Bergen Jtr.	Matera Field	9:00 am-2:00 pm 5-22-12 Rain Date 5-24-12 Field Day

Student Activities & Recognition Committee: Christine Melleno, chairperson
Stephen Vendola
Christopher Musto

Any Board member who takes exception to any of the following listed actions under the category of Student Activities & Recognition may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____ second by _____ that the following Student Activities & Recognition actions of the Board numbered _____ through _____ exception actions be adopted.

Roll Call For:

1. BE IT RESOLVED, that the Lyndhurst Board of Education approve home instruction for three (3) students, subject to state approval.
2. BE IT RESOLVED, that the Lyndhurst Board of Education approve our extended School Year Program "ESY" for the 2012 year at Jefferson Community School from July 5, 2012 through July 27, 2012, for our classified students in grades Pre-K to 5. This program is offered to those students who would experience serious regression if they did not have a summer program. There will be three classes servicing approximately 28 to 30 students utilizing five classrooms. Two of these classrooms will be utilized by the South Bergen Jointure Commission for their program.
3. BE IT RESOLVED, that the Lyndhurst Board of Education approve a proposal to switch wrestling practice sites from Jefferson School to Franklin School beginning with the 2012-13 school year.
4. BE IT RESOLVED, that the Lyndhurst Board of Education approve a proposal to conduct a summer volleyball league in the high school gym on Tuesday and Thursday nights for the month of July from approximately 5pm – 9pm. Eight to ten (8-10) teams will participate in this league.
5. BE IT RESOLVED, that the Lyndhurst Board of Education approve the following classified students to attend a Special Education Extended Year Program, summer 2012. Transportation will be provided by SBJC. However, in the case of students attending SBJC Lyndhurst, Lodi and Jefferson campuses, Lyndhurst district will provide the transportation.

**SPECIAL EDUCATION
EXTENDED SCHOOL YEAR 2012**

South Bergen Jointure Commission

16 Students Full Time @ \$2,520.00 \$40,320.00

meeting 5-14-12

Estimated Transportation		\$30,000.00
SBJC Outreach Physical Therapy		To be determined
SBJC Outreach Occupational Therapy		To be determined
<u>Bergen County Special Services</u>		
1 Student (Bleshman)	@ \$4,700.00	4,700.00
6 Students	@ \$4,300.00	<u>25,800.00</u>
		\$30,500.00
<u>Allegro School</u>		
1 Student	@ \$12,570.00	\$12,570.00
<u>Banyan School</u>		
1 Student H.S.	@ 4,414.73	4,414.73
1 Student Elementary	@ 3,955.39	<u>3,955.39</u>
		\$8,370.12
<u>Felician School</u>		
2 Students	@ \$5,399.94	\$10,799.88
<u>Learning Center for Exceptional Children</u>		
3 Students + 1 Aide	@ \$9,002.75	**\$27,008.25
<u>New Beginnings</u>		
3 Students	@ \$8,856.30	\$26,568.90
<u>Passaic County Elks CP Center</u>		
2 Students	@ \$6,637.60	**\$13,275.20
<u>Ranch Hope/Strang School</u>		
1 Student	@ \$7,525.35	\$7,525.35
<u>Ridgefield</u>		
1 Student	@ \$5,435.47	\$5,435.47
<u>ABA Therapist – In District (K.W. & D.Mc)</u>		
2 Therapists (Fabiano/Gustad)		To be determined
<u>Speech Therapist – In District</u>		
Approx. 30 Students		To be determined
<u>Douglas Outreach – Clinic Services (K.W.)</u>		
1 student		To be determined

**Tuition based on 2011 program as the schools will not have tuition rates until June.

Superintendent's Report

1. The Lyndhurst's School District 2011-12 Nursing Services Plan has been reviewed and approved.
2. Thank you to Dr. Timothy Geary for his generous donation of \$700.00 to the Michael Sabella Scholarship Fund.
3. The Lyndhurst High School's Student Services Department hosted a successful evening entitled, College Admissions 101 Night, on April 17, 2012 in the HS Media Center. This was an introduction to the college application process which was informational for parents as well as students. Parents were introduced to the college application process, with explanation of different terminology, and the selection process used for different colleges. There was a power point presentation and parents had hands on use of the computers experiencing an interactive admission process.

BE IT RESOLVED THAT THE LYNDHURST BOARD OF EDUCATION APPROVE THE FOLLOWING TRANSFERS FOR THE MONTH OF APRIL 2012						
11 000 100 565	INSTRUCTIONAL/TUITION/BCSS		6,217.00	11 000 100 566	INSTRUCTIONAL-TUITION -SPECIAL PRIVATE SCH.	6,217.00
11 000 216 320	STUDENT RELATED SERVICES/PURCH. PROF. ED SERV		26,000.00	11 000 100 566	INSTRUCTIONAL-TUITION -SPECIAL PRIVATE SCH.	26,000.00
11 000 213 800	HEALTH SERVICES/OTHER OBJECTS		300.00	11 000 213 300	HEALTH SERVICES/PURCHASED PROF. TECH. SERV	300.00
11 120 100 101	INSTRUCTIONAL/SALARIES		1,000.00	11 000 216 101	STUDENT RELATED SERVICES/SALARIES	1,000.00
11 000 230 331	SUPPORT SERVICES - GEN. ADM./LEGAL SERVICES		3,000.00	11 000 230 530	SUPPORT SERVICES-GEN. ADM./COMMUNICATIONS	3,000.00
11 000 230 331	SUPPORT SERVICES - GEN. ADM./LEGAL SERVICES		500.00	11 000 230 610	SUPPORT SERVICES - GEN. ADM./ELECTION SUPPL	500.00
11 000 230 331	SUPPORT SERVICES - GEN. ADM./LEGAL SERVICES		2,000.00	11 000 230 630	SUPPORT SERVICES-GEN ADM.-BOE MTG. SUPPLIE	2,000.00
11 000 251 890	SUPPORT SERV.-CENTRAL SERV./MISC. EXPENDITURE		335.00	11 000 251 580	SUPPORT SERV.-CENTRAL SERV./TRAVEL	335.00
11 000 262 100	OTHER OPER/MAINT OF PLANT/SALARIES		500.00	11 000 261 100	MAINT. OF SCHOOL FACILITIES/SALARIES	500.00
11 190 100 610	INSTRUCTIONAL/SUPPLIES		10,650.00	11 000 261 420	MAINT. OF SCHOOL FACILITIES/CLEAN, RPR. SERVI	10,650.00
11 000 262 621	OTHER OPER/MAINT OF PLANT/GAS		20,000.00	11 000 261 420	MAINT. OF SCHOOL FACILITIES/CLEAN, RPR. SERVI	20,000.00
11 000 262 621	OTHER OPER/MAINT OF PLANT/GAS		2,000.00	11 000 261 610	MAINT. OF SCHOOL FACILITIES/SUPPLIES	2,000.00
11 000 262 621	OTHER OPER/MAINT OF PLANT/GAS		3,200.00	11 000 262 610	OTHER OPER. & MAINT. OF PLANT/SUPPLIES	3,200.00
11 000 262 621	OTHER OPER/MAINT OF PLANT/GAS		13,770.00	11 000 263 420	CARE & UPKEEP OF GROUNDS/CLN., RPR. SERVICE	13,770.00
11 000 270 161	STUDENT TRANSPORTATION/BETWEEN HOME & SCH.		445.00	11 000 270 162	STUDENT TRANSPORTATION/SALARIES-TRANS OTI	445.00
11 000 291 270	UNALLOCATED EMPLOYEE BENEFITS/HEALTH BNFTS		8,000.00	11 000 270 162	STUDENT TRANSPORTATION/SALARIES-TRANS OTI	8,000.00
11 000 291 290	UNALLOCATED EMP. BNFTS/OTHER EMPLOYEE BENE		1,500.00	11 000 270 420	STUDENT TRANSPORTATION/CLEAN, RPR. SERVICE	1,500.00
11 000 291 241	UNALLOCATED EMP. BNFTS/OTHER RETIREMNT CONT		10,000.00	11 000 270 513	STUDENT TRANSPORTATION/SP ED JOINT. AGREEE	10,000.00
11 000 270 615	STUDENT TRANSPORTATION/TRANS. SUPPLIES		100.00	11 000 270 890	STUDENT TRANSPORTATION/MISC. EXPENDITURES	100.00
11 402 100 580	INSTRUCTIONAL/TRAVEL		600.00	11 402 100 390	INSTRUCTIONAL/OTHER PURCHASED PROF/TECH S	600.00

Trip Committee Proposal

Student Procedures

Academic

All students need to maintain at least a 65 average in all classes one week prior to any scheduled trip.

Attendance

A student must be present the two days prior to any trip and two days after any trip unless medical, legal or bereavement notification is provided within 24 hours of the absence.

Attendance requirement

Marking Period	Number allowed missed classes	Exceptions
1 st	No more than 2 missed classes that are unexcused and no more than 1 School sponsored trip	medical, legal, bereavement notification or with administrative prior approval is provided within 24 hours of the absence
2 nd	No more than 4 cumulative missed classes that are unexcused and no more than 2 School sponsored trip	
3 rd	No more than 6 cumulative missed classes that are unexcused and no more than 4 School sponsored trip	
4 th	No more than 7 cumulative missed classes that are unexcused and no more than 6 School sponsored trip	

Discipline

Minor discipline infraction results such as teacher detention, general detention, dress code violations, etc. are assigned a point value.

Marking Period	Denial of trip due to Discipline points	Exceptions
1 st	No more than 5 points	Any student who receives a Saturday school or out of school suspension is not permitted to partake in any trips or activities for 30 days and 6 points will remain on the student's discipline log. Students who complete 1 marking period without an infraction will earn their trip privileges back
2 nd	No more than 8 points	
3 rd	No more than 10 points	
4 th	No more than 12 points	

Permission Slip

Students will be required to have each teacher sign a permission slip indicating that the teacher is aware the student will not be present in their class due to school sponsored activity. The staff member will indicate if this student should be permitted on the trip.

If a staff member indicates no, an explanation will be required.

This permission slip will also be signed by the parents after the staff member completes their required portion.

This permission slip needs to be returned to the teacher sponsoring the trip (1) week prior to the trip. Any slip indicating any apprehension of why the student should not attend must be submitted to the Vice Principal's office by the trip sponsor.

Staff procedures

Field Trip request forms are to be submitted at least 45 days prior to the trip. Along with the Field Trip request form, **needs to be a list of all the students attending or possibly attending.**

Permission slips need to be handed to the students at least (3) weeks prior to the trip. All permission slips are to be collected no later than (1) week prior to the trip and a finalized list of students attending must be submitted to Attendance within (1) week of the trip. Any student whose teacher indicated any apprehension of why the student should not attend must submit the student's form to the Vice Principal's office immediately.

The staff member sponsoring the trip will be notified when a student is removed from a trip.

The staff member must take attendance prior to the trip and it must be submitted to Attendance prior to leaving for the trip.

A student is not permitted to show up at a trip if they have been denied permission. If this occurs, the staff member must immediately contact the High School.

Administration Procedures

When the field trip form and initial student list is turned in for approval, the administration will review the student's discipline, attendance and academic record (3) weeks prior to the trip and (1) week prior to the trip. If a student is denied permission based on (1) of the above four requirements (academic, attendance, discipline or permission slip), a phone call will be made to the parents and a letter sent home. Administration will also inform the student.

In the case where a student missed the (2) days prior to the trip, a phone call will be made to the parents and letter sent home and the student will not be permitted on the trip.

In the case where a student misses the (2) days after the trip, the trip will no longer be a field trip absence but an unexcused absence which will impact the students allowable absences in the class for the year.

This form is due back to _____ by _____
 Trip Facilitator Due date

If this form is not filled out completely, the student will not be permitted to participate in the trip/activity.

Trip Destination: _____ Class Name _____ Trip Day: A B Trip Date: ____/____/____

Departure Time: _____ Return Time: _____

Student Information

Name: _____ Homeroom Teacher: _____ Grade: _____

Teacher Acknowledgement of Student Absence					
Day A			Day B		
		Teacher Initial			Teacher Initial
1	<input type="checkbox"/> Y <input type="checkbox"/> N		1	<input type="checkbox"/> Y <input type="checkbox"/> N	
2	<input type="checkbox"/> Y <input type="checkbox"/> N		2	<input type="checkbox"/> Y <input type="checkbox"/> N	
4	<input type="checkbox"/> Y <input type="checkbox"/> N		4	<input type="checkbox"/> Y <input type="checkbox"/> N	
5	<input type="checkbox"/> Y <input type="checkbox"/> N		5	<input type="checkbox"/> Y <input type="checkbox"/> N	

If, you feel this student should not attend, please check one of the following
 Academic Concerns Attendance Concerns Behavioral Issues Other

Parental Permission:


Student Name _____ Date: _____

I hereby give my son/daughter (named above) permission to go to _____ on _____ by _____ leaving the High School at _____ and returning to the high school at approximately _____.

Parent/ Guardian Signature _____ Date _____

Please provide contact number on line provided below:

Cell Home (_____) _____

Maintain Discipline Resolutions 

Add New Resolution





































Resolution:



















































Points:














Attendance Code: No Attendance Update ▼

Suspension Detention In-School Suspension Other

Save

Resolution	Points	Attendance Code
 01 - Anti-Smoking Program	5.00	
 02 - Attendance Appeal Denied	0.00	
 03 - Contract (Attendance)	0.00	
 04 - Contract (Behavior)	0.00	
 05 - Credit Denied	0.00	
 05 - Credit Denied Next Abs	0.00	
 07 - Credit Denied Permanently	0.00	
 08 - Credit Reinstated	0.00	
 09 - Critical Tardy Notice	0.00	
 10 - A.M. GD	2.00	
 11 - GD	2.00	
 12 - SSD (Attendance)	4.00	
 13 - SSD (Discipline)	6.00	
 14 - TD (Teacher Detention)	1.00	
  15 - Expulsion	0.00	
 16 - Ineligible (Discipline)	2.00	
 17 - June-GD	0.00	
 19 - LATE NOTE (1/2 cut)	0.00	
 20 - Other	0.00	
 21 - Parent Conference	0.00	
 22 - Psychiatric Evaluation		
 23 - Refer to Spec Services	0.00	
 24 - Reinstated	0.00	
  25 - Reinstatement Denied	0.00	
  26 - Reinstatement Not Requested	0.00	
  27 - Schedule Change	0.00	
 28 - Supplemental Option Program		
 29 - Suspend (out-of-school)	0.00	
 30 - Suspend (in-school)	4.00	
 31 - Suspend (lunch program)	0.00	
 32 - Telephone Call	0.00	
 33 - Verbal Warning	0.00	

 	34 - Work # Requested	0.00
	5th Period Detention	
	Administrative Detention	2.00
 	Assign New Seat	
	Athletic Discipline	
 	Attend Bullying Workshop	4.00
 	Club Discipline	
	Confiscated Cell Phone	0.50
	Confiscated Hat	0.50
	Confiscated iPod	0.50
	Discipline Report Sent	
	Dress Code 1st Letter	1.00
	Dress Code 2nd Letter	1.00
	Drop from Class	
	Excluded from Activity	
	Guidance Conference	
	Guidance Intervention	
	Guidance Notification	
 	Individual Student Report	
 	Ineligible (Discipline 30 Days)	
	Infraction Filed	
	Isolated Lunch	
	ISS Period	2.00
	Issued a "cut"	
	Issued a temporary	1.00
	Late Note	
	Parent Picked up Phone	
 	Peer Mediation	
 	Placed on Home Instruction	
	Principal Conference	
	Principal Notification	
	Privileges Suspended	
	Purchased New ID	
	Reassigned	
	Refer to SAC	
	Referred to Nurse	
 	Reimbursement for Damages	
	Removed From Class	
	Removed from class period	
 	Sent Home To Change	

	Sr. Privilege Suspended	
	Student Conference	
	Student Reprimanded	
	Student/Teacher Conference	
 	Student Sent Home to Change	
	Surrender Phone Week	
	Suspension of Internet Use	
	Teacher Emailed Parent	
	Teacher Phoned Parent	
	Temp ID 1	1 00
 	Temp ID 2	1 00

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