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**Valley Stream Central High School District**



**NORTH HS**



**CENTRAL HS**

**Student/Parent  
Information  
Booklet  
2011 - 2012**

**SOUTH HS**



**MEMORIAL JHS**



**Challenging Students, Staff, and Parents to Become  
All They Can Be in our Very Supportive Community**

[www.vschs.org](http://www.vschs.org)

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**Valley Stream Central High School District**

One Kent Road

Valley Stream, New York 11580-3398

Return Service Requested



**Board of Education**

Hon. Jeanne Greco Jacobs, *President*

Hon. Anthony Iadevaio, *Vice President*

Hon. Elise Antonelli

Hon. Frank J. Chiachiere, Ph.D.

Hon. Kenneth Cummings

Hon. Donna LaRocca

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Hon. William P. Stris

Hon. Lawrence Trogel

**Superintendent of Schools**

Bill Heidenreich, Ed.D.



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## Child Labor Laws

### EXCEPTIONS:

The new law does not apply to newspaper carriers, child models and some resort performers. Youngsters employed as junior counselors or counselors-in-training in summer camps are exempted from the prohibited hours work hours of 7PM - 7AM.

For the purpose of making one or more shorter work days or a holiday in a week when school is not in session, 16 and 17 year olds may be employed up to 10 hours on any one day and 9 hours on any four other days, but not in excess of 48 hours in any such week.

An employer may exceed the work limits for 16 and 17 year olds for two one-week periods during the year for the purpose of taking inventory. Each period may not exceed 6 hours if the minor is employed on an eight hour basis or five hours if the minor is employed ten hours on one day and nine hours on any four other days.

For mercantile establishments, employers may exceed maximum non-school day hours, maximum total hours and maximum days per week for 16 and 17 year olds between December 18 and December 24 OR for any seven consecutive days from December 4 through December 23 if the employer files written notice with the commissioner prior to the first of December.

### EMPLOYER'S RESPONSIBILITIES:

POSTING OF HOURS.

Employers must make a schedule for all minors which shall include times for meals. This schedule must be posted conspicuously in each establishment where minors are employed.

### REVOCATION OF WORK PERMIT:

Where a student has failed four or more subjects in a semester, the superintendent may revoke such student's work permit. In determining whether to revoke, the superintendent will consider:

- overall academic performance
- attendance record
- financial need of family
- willingness of student to work in a structured

**New York State's Child Labor Laws**

In order to help ensure that working does not interfere with a student's school performance or achieving of a high school diploma, the following New York State Child Labor Laws became effective on September 1, 1991.

The new laws limit work by students as follows:

**Students who are 14 or 15 years of age**

When school is in session:

- maximum hours per week .....18\*
- maximum hours per school day.....3
- maximum hours per non-school day .....8
- maximum days per week.....6
- prohibited hours.....7PM - 7AM

\* a student enrolled in a work study program may work a maximum of 23 hours

When school is not in session:

- maximum hours per week .....40
- maximum hours per day.....8
- maximum days per week.....6
- prohibited hours.....7PM - 7AM\*\*

\*\* between 6/21 and Labor Day, prohibited hours are 9PM-7AM

**Students who are 16 or 17 years of age**

When school is in session:

- maximum hours per week .....28
- maximum hours on a day before a school day.....4  
(except Sunday or holiday)
- maximum hours on Friday, Saturday, Sunday or holiday 8
- maximum days per week.....6
- prohibited hours.....10PM - 6AM\*\*\*

\*\*\* a student may work until midnight on a day before a school day with written consent from parents AND school verification of satisfactory work at the end of each marking period; a student may work until midnight on days before non-school days with written permission from parents only.

When school is not in session:

- maximum hours per week .....48
- maximum hours per day.....8
- maximum days per week.....6
- prohibited hours.....Midnight- 6AM

For more information about the law, exceptions to the law and penalties for non-compliance, please contact the your school work study coordinator or guidance counselor.

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**Board of Education**

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- Hon. Donna LaRocca
- Hon. Carolyn Pean
- Hon. William P. Stris
- Hon. Lawrence Trogel



**Superintendent of Schools**

Bill Heidenreich, Ed.D.

**Building Principals**

Joseph Pompilio, Ed.D.  
Central High School

Mr. Anthony Mignella  
Memorial Junior High School

Mr. Clifford M. Odell  
North High School

Ms. Maureen Henry  
South High School



**District Staff**

- Assistant Superintendent for Curriculum & Instruction .....Thomas Troisi, Ed.D.
- Assistant Superintendent for Personnel & Administration ..Tracey A. Nekulak, Ed.D.
- Assistant Superintendent for Finance & Operations..... Mr. Wayne Loper
- District Director of Special Education ..... Ms. Patrice Dobies
- District Director of Guidance..... Ms. Jill Vogel
- District Director of Administrative & Educational Technology ..... Mr. Frank Morisco
- District Director of Instruction, Funded Programs & Grants ..... TBA
- District Coordinator of Physical Education, Health, Athletics..... Mr. Scott Stueber
- District Coordinator of Fine & Performing Arts..... Mr. Todd Holly
- Director of School Facilities ..... Mr. Guy Forman
- Instructional Services Center Supervisor ..... Mr. Edward Eagan
- Adult Education Director..... TBA

- 3. If a student who is HIV-infected requires special accommodations to enable him/her to continue to attend school, the student shall be referred to the appropriate multi-disciplinary team as required by §504 of the Rehabilitation Act.
- 4. No disclosure of HIV related information involving a student shall be made without first obtaining the informed consent of the parent, guardian or student on the Department of Health (DOH) approved form. (*See the generic Department of Health Authorization of Release of Confidential HIV Related Information.*)

**CONFIDENTIALITY**

- 1. Any information obtained regarding the HIV status of an individual connected to the school shall not be released to third parties, except to those persons who are:
  - a. named on an Authorization for Release of Confidential HIV Related Information form;
  - b. named in a special HIV court order; or
  - c. as indicated in Public Health Law §2782, when necessary to provide health care to the individual (i.e., to the school physician and the school nurse).
- 2. Any employee who breaches the confidentiality of a person who is HIV infected shall be subject to disciplinary action in accordance with applicable law and/or collective bargaining agreement.
- 3. To protect the confidentiality of an HIV infected individual, any documents identifying the HIV status of such individuals shall be maintained by the school nurse (or another authorized individual) in a secure file, separate from the individual's regular file. Access to such file shall be granted only to those persons named on the Department of Health approved Authorization for Release of Confidential HIV Related Information form, or through a special HIV court order. When information is disclosed, a statement prohibiting further redisclosure, except when in compliance with the law, must accompany the disclosure.

**HIV/AIDS TESTING**

No school official shall require a student or employee to undergo an HIV antibody test or other HIV-related test. In accordance with OSHA regulations, in the event of an incident involving the exposure of one individual to the potentially infectious body fluids of another individual, particularly blood or any other fluid which contains visible blood, an HIV test may be requested but NOT required. The request and refusal must be documented.

However, school officials shall not be precluded from requiring a student or employee to undergo a physical examination pursuant to Education Law §§903 and 913, when other illness is suspected (e.g., tuberculosis), as long as no HIV antibody test or other HIV-related test is administered without the individual's informed consent as required by Public Health Law §27-F.

To implement this policy, the Superintendent of Schools is directed to arrange for staff training, to distribute copies of this policy to all employees of the district, and to include it in the district's student handbook, and to establish an advisory council to make recommendations on the development, implementation, and evaluation of HIV/AIDS instruction as a part of comprehensive health education.

tion, including nonprescription drugs, on school grounds will be sent to the nurse. The nurse will contact the parent to explain the proper procedure for administering medication. The second offense of taking medication without parental and physician authorization on file will require the nurse to report the situation as insubordination to the administrative associate.

7. If a parent requests that a medication be administered to a student during school hours and does not have authorization from a physician, the nurse will instruct the parent that the medication will be administered only on a 48 hour basis. During that time the parent must obtain written authorization by the physician.
8. There are certain conditions, such as asthma or certain allergies, where students must carry and self-administer their own medication. All of the procedures and regulations concerning medications apply. Forms signed by the parent and the physician must be on file in the nurse's office. These forms must specify that the student has been properly instructed about use of the medication.

**HIV/AIDS**

The Board of Education recognizes the public concern over the health issues surrounding Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS). The Board recognizes, based upon the current state of medical knowledge, that the virus associated with AIDS is not easily transmitted and there is no evidence that AIDS or the HIV virus can be transmitted by casual social contact in the open school setting.

The Board further recognizes the privacy rights of students diagnosed with HIV infection or AIDS and their right to a free appropriate public education; the rights of HIV infected employees to privacy and reasonable accommodations; the rights of all non-infected individuals to a safe environment free of any significant risks to their health; and the rights of all students to instruction regarding the nature, transmission, prevention, and treatment of HIV infection, pursuant to the Commissioner's Regulation, Part 135.3.

No individual shall be denied access to any program or activity sponsored by or conducted on the grounds of the district, solely on the basis of his/her status as an HIV-infected individual.

**STUDENTS**

It is the policy of the Board that:

1. A student's education shall not be interrupted or curtailed solely on the basis of his/her HIV status. HIV-infected students shall be afforded the same rights, privileges, and services available to every other student.
2. No student shall be referred to the Committee on Special Education solely on the basis of his/her HIV status. A student who is infected with HIV shall be referred to the Committee on Special Education (CSE) only when the student's disability interferes with his/her ability to benefit from instruction. Such referral shall be made in accordance with Part 200 of Commissioner's Regulations.

**DISTRICT NUMBERS**

Administration  
 Superintendent of Schools ..... 872-5601  
 Ass't Superintendent for Curriculum & Instruction ..... 872-5607  
 Ass't Superintendent for Personnel & Administration. .... 872-5671  
 Ass't Superintendent for Finance & Operations..... 872-5610  
 Adult Education ..... 872-7705  
 Business Department ..... 872-5610  
 Accounting ..... 872-5613  
 Billing & Purchasing..... 872-5615  
 Cafeteria Office..... 872-7773  
 Custodial & Maintenance Personnel ..... 872-5610  
 Director of Facilities ..... 872-5686  
 Environmental Safety..... 872-5670  
 Maintenance Shop..... 872-5690  
 Payroll..... 872-5620  
 Transportation & Health Insurance ..... 872-5618  
 Workers Compensation ..... 872-5610  
 Curriculum Office..... 872-5607  
 District Clerk ..... 872-5628  
 District Director of Technology..... 872-5642  
 District Coordinator of Fine & Performing Arts..... 561-4439  
 District Coordinator of Physical Education & Athletics..... 872-5695  
 District Director of Special Education ..... 872-5640  
 District Treasurer ..... 872-5613  
 Educational and Clerical Personnel Office ..... 872-5603  
 Instructional Services Center..... 872-5680  
 Security Office (Evenings)..... 872-5693  
 Summer Program Information ..... 561-4489  
 Teacher Center ..... 837-1001  
 Youth Employment Training Program..... 791-0383

**EMERGENCY CLOSINGS**

Should weather conditions make it necessary to close the schools, or open on a delayed basis, the following stations will make early morning announcements:

WALK (97.5 FM, 1370 AM) WBAB (102.3 FM) WCBS (88 AM)  
 WHLI (1100 AM) WKJY (98 FM) WINS (1010 AM) News 12 (Cablevision).

You may also visit our website: [www.vschsd.org](http://www.vschsd.org)  
 In addition, the District will use a telephone notification system.

In case of delayed opening, staff members would report at 9:30 A.M., students at 10:00 A.M.

September, 2011

Dear Students and Parents,

Welcome to the 2011-2012 school year! I am pleased to present you with this **Student/Parent Information Booklet**, which is just one of the many ways the Board of Education communicates with the school community. Other means of communication are among the following:

- District Policy Book
- Board of Education Meetings
- District Newspaper (Observer)
- Parent/Staff Meetings
- PTSA Meetings
- District Calendar of Activities
- Minutes of Board Meetings
- Meet Your School Board Brochure
- District Website ([www.vschsd.org](http://www.vschsd.org))

We urge students and parents to read this booklet thoroughly and reach out to other channels of communication when appropriate. As always, the Board and Administration are available to answer any questions or concerns.

Best wishes for a productive and rewarding school year!

Sincerely,



Bill Heidenreich, Ed.D.  
Superintendent of Schools

Law shall be posted in an appropriate location in all school buildings. In addition, the Superintendent of Schools shall ensure the dissemination of any such information to all staff who might come into contact with the offender in the course of doing their jobs, including Building Principals, staff who issue visitors' passes, bus drivers, custodians, playground monitors, security personnel, and coaches. All other staff members and community residents shall be informed of the posting requirement for such information established by this policy and of the availability of the information, upon request. Community residents shall also be reminded of the security measures and personal safety instruction provided at school. All staff requests for information provided by the law enforcement agencies shall be directed to the Building Principal. Requests for information from community residents shall be directed to the Superintendent or his/her designee.

The Superintendent shall establish any necessary regulations for implementing this policy with the advice of the school attorney.

This policy shall be disseminated at least once a year to all district residents.

#### **ADMINISTRATION OF MEDICATION**

In compliance with the statutory requirements of the State of New York, the Valley Stream Central High School District Board of Education hereby adopts the following policy governing the administration of medication to students:

1. Only those medications, prescription and nonprescription, which are necessary to maintain the student in school and must be given during school hours should be administered under the supervision of the school nurse. This includes storage, dissemination and documentation of medication distribution.
2. All medications, including nonprescription drugs given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. Authorized forms signed by the parent and physician must be on file in the nurse's office. This also applies to students carrying over-the-counter medications and prescriptions. All medication distribution to students must be documented in the nurse's office.
3. In absence of the school nurse, the administering of medication will be under the supervision of a school administrator. The school nurse will train the administrator about the procedures for storing, disseminating and recording of medication distribution.
4. If a student is going on a field trip or an after school activity and must take medication, the parent must contact the school nurse who will then notify the supervisor of that event. The supervisor will then be instructed about the specific procedure for storing, disseminating, and recording of the student's medication.
5. All medication must be stored with the school nurse in the original container and labeled properly. Prescription medication will not be accepted in an envelope. Any unused medication should be taken home by the parent. If this is not done, the medication will be disposed of in adherence to N.Y. State guidelines.
6. Any student who has been seen by a faculty or staff member taking medica-

had no intent to sexually harass the person.

The Board condemns all unwelcome behavior of a sexual nature which is designed to extort sexual favors from a student or employee as a term or condition of academic achievement or employment or which has the effect of creating a hostile, intimidating, or offensive learning or working environment. The Board also strongly opposes any retaliatory behavior against complainants or witnesses.

The Board recognizes that sexual harassment can occur staff to student, student to staff, staff to staff, student to student, male to female, female to male, male to male or female to female. When an alleged sexual harassment occurs and the district knows about it, immediate and appropriate corrective action shall be taken.

Any person who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately so that appropriate corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. The complainant will not be discouraged from reporting an incident of alleged sexual harassment. In the absence of a complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will ensure that an investigation is promptly commenced by appropriate individuals. The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the district's policy manual, collective bargaining agreements, the tenure laws as well as other federal and state laws on sexual harassment. Training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment.

A copy of this policy and its accompanying regulation shall be distributed to all personnel and students and posted in appropriate places.

The compliance officers are:

Dr. Tracey A. Nekulak, 872-5671

Assistant Superintendent for Personnel and Administration

Dr. Thomas Troisi, 872-5607

Assistant Superintendent for Curriculum and Instruction

#### **NOTIFICATION OF SEX OFFENDERS**

The Board of Education acknowledges the efforts of local law enforcement to notify the district when a person with a history of sex offenses against a child is being paroled or released into the community, in accordance with the provisions of the Sex Offender Registration Act, commonly known as Megan's Law. The purpose of this notification is to protect members of the community, particularly children, by notifying them of the presence of individuals in their midst who may present a danger. Consistent with its duty to protect students under its care, the district shall cooperate with local law enforcement agencies in this endeavor.

Any information provided by local law enforcement officials pursuant to Megan's

## Valley Stream Central High School District

# Student Rights and Responsibilities

Regulations of the NYS Commissioner of Education, effective January 1, 1986 and SAVE legislation adopted in 2000 require that "Each school district shall adopt and implement a written policy on school conduct and discipline designed to promote responsible student behavior."

The Valley Stream Central High School District developed such a policy locally in consultation with teachers, administrators, other school service professionals, students, parents and the Board of Education. This policy is reviewed and distributed annually to students, parents, and staff. The material is shared in an attempt to emphasize the rights and responsibilities of the students and to ensure that all students, parents, teachers and administrators are fully aware of behavioral expectations and the consequences which will result if infractions of these behavioral expectations occur.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **DEFINITIONS**

“Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Parent” means parent, guardian or person in parental relation to a student.

“School property” means in or within any building, structure, athletic playing field, playground, parking lot, property surrounding school or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

“School function” means any school-sponsored extracurricular event or activity.

“Violent student” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, attempts to do so, or threatens to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function, attempts to do so, or threatens to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function, attempts to do so, or threatens to do so.
7. Knowingly and intentionally damages or destroys school district property, or attempts to do so.

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, slingshot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

“Illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs and any substances commonly referred to as “designer drugs.”

### **Nutrition Education Goals and Standards**

1. Nutritional activity should establish connections between health education and school meal programs. Students shall receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors and provide them with the knowledge and skills to promote and protect their health;
2. Parents should be informed about nutrition education developments;
3. The school district shall have information available to families that encourages them to teach their children about health and nutrition and to provide nutritious meals;
4. Students shall receive consistent nutrition messages throughout the schools, classrooms, cafeterias, homes, community and media. School-based marketing will be consistent with nutrition education and the promotion of good health;
5. Nutrition standards will meet federal requirements.
6. Products available in vending machines shall meet the guidelines of the New York State “Choose Sensibly” program. For example, in June 2006 these products shall contain total fat of 7 grams or less, saturated fat of 2 grams or less, sodium of 360 milligrams or less and sugar of 15 grams or less.
7. Fundraising food choices shall be consistent with the choices offered in the district-wide food service program.

### **Physical Activity Goals**

1. Students shall be given opportunities for physical activity during the school day as well as through a range of before and/or after school programs including, but not limited to, physical education, recreation and interscholastic activities;
2. Schools shall provide opportunities for professional development to enable teachers and other school staff to promote enjoyable lifelong physical activity among students.

### **Other School-Based Activities Goals**

1. Food and beverage marketing activities shall be consistent with and reinforce the objectives of the education and nutrition environment goals of the District;
2. Efforts will be made to keep school or district-owned physical activity facilities open for use by students outside of school hours;
3. Drinking fountains shall be available in all schools so that students can get water throughout the day.
4. Hand washing/sanitizing dispensers shall be available in cafeterias to enable students to wash their hands before lunch.

### **Measurement and Evaluation Goals**

This policy shall be monitored and evaluated on an annual basis. The District’s administration shall be charged with the responsibility of ensuring that the District meets the goals of the policy, and shall report on the District’s compliance to the Superintendent of Schools in writing.

### **SEXUAL HARASSMENT**

The Board of Education is committed to safeguarding the right of all students and employees within the school district to learn and work in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the recipient perceives such behavior as unwelcome. It is irrelevant that the harasser

3. If a student had previously passed the examination/test, the student will have up to one year from the time of passing the examination/test to retake the examination/test.
4. If a student had previously failed the examination/test, the student may retake the examination/test as many times as necessary until passed.
5. The recalculation of a final course average will be completed by the guidance counselor as soon as the score from the retake of a Regents examination is available.
6. A brief application must be completed by any student who wishes to retake a state examination/test that has been previously passed. Application forms will be provided through the guidance department.
7. There will be no recalculation of past honor rolls because of changes that occur in a student's final course average as a result of a retake of a state examination/test. However, a student may become eligible for Honor Society consideration as a result of a recalculation of the student's cumulative average.
8. ONLY the final average, which awards the student units of credit, and the best Regents score, will appear on a student's transcript. The grades resulting from all other attempts appear on the student's permanent record.

To encourage each student to complete graduation requirements and course requirements within a most challenging program, the following procedures are to be followed:

- a) School building administrators and guidance personnel will be responsible for encouraging or requiring a student who has failed a state examination/test to retake the examination/test. Administrators and/or guidance personnel will arrange for course repeats, test review sessions, extra help and the retake(s) as are appropriate and necessary. A student will be expected to participate actively in all activities leading to and including the retake(s) of a state examination/test.
- b) A student will be responsible for arranging, with the assistance of school guidance personnel, for any preparation leading to and the actual retake(s) of a state examination/test which the student has previously passed.
- c) In either case, a) or b), the student shall be responsible for requesting and verifying completion of a recalculation of the final average for a course which will be positively affected by the improved score on a retake of a state examination/test. This request should be made to a student's guidance counselor.

## **WELLNESS**

The Valley Stream Central High School District is committed to providing that every aspect of the school environment promotes and protects children's health, well being and ability to learn. Pursuant to the Child Nutrition and Women, Infants and Children Reauthorization Act of 2004, the District establishes this Wellness Policy to enhance the learning and development of lifelong wellness practices.

## **STUDENT RIGHTS**

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Each student has the right to a free education until the age of 21 or until he or she graduates (exception-Driver Education- Board Policy 4318)
2. All students shall be free from discrimination on the basis of race, color, religion, sex, national origin, ancestry, physical or mental disability, age or medical condition in the education program, activities, or admission policies of their schools.
3. Each student has the right to express his opinion either verbally or symbolically as long as it does not infringe on the rights of others. (Board Policy 5401)
4. Students have the right to air grievances and concerns through legitimate channels provided by the school and district.
5. Students have the right to due process in all disciplinary actions.
6. Students have the right to privacy and shall be free from unreasonable search and seizure.

## **STUDENT RESPONSIBILITIES**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

## **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. Teachers and all other district personnel should 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, makeup and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that the wearing of extremely brief garments, including but not limited to, tube tops, net tops, very short skirts/shorts, halter tops, spaghetti straps, plunging necklines (front and/or back), see-through garments, deep-cut armholes, bare midriffs and revealing clothing is not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of any headwear in the school building, including but not limited to, "do rags," bandanas, sweatbands, shoelaces and scarves. Exceptions will only be made for medical or religious purposes.
6. 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.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities, such as gang affiliation.
8. Recognize that bookbags and backpacks are not permitted in the halls or classrooms during the school day. If a student brings these to school, they must be kept in his/her locker. Bookbags and backpacks are also prohibited at evening activities and performances.

## **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.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior

program. Parking stickers must be placed in the location designated by the District.

Students who park on school property will not be permitted to remove cars during lunch or unscheduled periods unless authorized to do so by the Principal or his or her designee.

Students may not park in the section of the parking field which is reserved for the faculty or visitors.

Loitering and congregating in cars, unsafe driving in the parking lot or inappropriate use of a car will not be tolerated.

Unsafe operation of any vehicle or failure to comply with rules established by the Building Principal shall result in a termination of the Principal's approval for parking privileges. Students must remember that student driving and parking at the high school is a privilege, not a right, and such privileges can be lost in cases of violations of this policy or the Student Disciplinary Code. The school retains the authority to conduct routine patrols of any or all school parking areas. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

## **HOME TUTORING OR EDUCATION WHILE HOSPITALIZED**

In medical cases, tutoring will be provided after the 3<sup>rd</sup> day of absence when it is expected by the physician that the absence from school will be at least 5 consecutive days. A parent may request tutoring for an extended absence up to two weeks after the date the child returns to school. No requests will be honored past this date.

## **QUARANTINED STUDENT**

A student who is quarantined by a government agency for his/her own contagious disease or the contagious disease of a family member may apply to the Superintendent of Schools for modification.

## **REGENTS – RETAKING ANY STATE EXAMINATION/TEST**

A Student who retakes a New York State Department of Education Regents Examination, Proficiency Test or Regents Competency Test for a particular course will have his/her highest score on such examination/test used in the calculation of the final average for the course.

1. Retakes of the Regents English examination will be applicable only for inclusion in the recalculation of a student's Level 3 English grade.
2. Students will be allowed to "mix and match" course marks and retakes of Regents examinations. This will be applicable for a student who fails a course with very low marks during the year but passes the Regents examination, yet is unable to receive credit due to poor performance throughout the year. If this student takes the course a second time and passes the course but fails the Regents examination, that student may take the best Regents and the best course grades from the same course in order to calculate a final course average.

## **DISSEMINATION OF MATERIALS THROUGH THE SCHOOLS**

To make the most effective use of administrative and instructional time, the Board of Education finds it necessary to impose some limits on the dissemination of materials through the schools by the variety of external organizations sponsoring activities. The guidelines are:

1. Materials originating from within the school system may be distributed.
2. Materials originating from organizations or sources outside the school system must be approved by the Superintendent of Schools or his/her designee prior to distribution.
3. To be approved for distribution, materials should be of potential benefit to the students to whom the material is directed. The materials should contain no commercialism and serve no partisan political purposes.
4. Except for materials originating within the school system, staff members are prohibited from sending home flyers, unless the flyer has been approved in accordance with established procedures.

The Board requires the distribution of authorized materials on an equitable basis to all of those students at a given educational level who may benefit from the content of the material.

## **STUDENT BICYCLE USE**

Students are permitted to ride bicycles to school. Children between the ages of one to fourteen must wear a safety helmet when riding a bicycle in accordance with state law. Building principals are responsible for ensuring that students are wearing helmets while riding bicycles on school property. Violators and their parents/guardians will be notified. Repeat offenders may lose the privilege of bringing a bicycle onto school property.

## **STUDENT AUTOMOBILE USE AND PARKING ON SCHOOL PROPERTY**

The Board of Education permits students with valid drivers licenses to drive on school property in a safe and reasonable manner. In order for a student to be allowed to park on school property, he/she must be a senior in good standing. To be in good standing, a student must:

1. be eligible for graduation in either June or August of that year;
2. maintain passing marks in all subjects taken during the senior year (a five-week review may reinstate a student who has become ineligible);
3. maintain satisfactory attendance (generally this means ninety percent attendance in the year preceding the senior year and regular attendance during the senior year, but the Principal may make exceptions based on the facts of individual cases such as, but not limited to, prolonged illness); and
4. be unencumbered by any ongoing disciplinary action.

In addition, an eligible student must, at minimum, possess a valid New York State Class D driver's license as defined in the New York Vehicle and Traffic Law Section 501 and obtain a school issued parking sticker. In order to obtain a parking sticker a student and his or her parent or guardian must attend a school sponsored driver safety

and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

### A. Engage in conduct that is disorderly.

Examples of disorderly conduct include, but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

### B. Engage in conduct that is insubordinate.

Examples of insubordinate conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Failing to attend detention.
4. Failing to identify self to a staff member when requested to do so.

### C. Engage in conduct that is disruptive.

Examples of disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel.

### D. Engage in conduct that is violent.

Examples of violent conduct include, but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching and scratching) upon a teacher, administrator or other school employee, attempting to do so, or threatening to do so.
2. Committing an act of violence (such as hitting, kicking, punching and scratching) upon another student or any other person lawfully on school property, attempting to do so, or threatening to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person

lawfully on school property, including graffiti or arson, attempting to do so, or threatening to do so.

7. Intentionally damaging or destroying school district property, attempting to do so, or threatening to do so.
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others.
- Examples of such conduct include, but are not limited to:
1. Lying to school personnel.
  2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
  3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
  4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
  5. Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as, ridiculing or demeaning.
  6. Sexual Harassment (see Board Policy 0110).
  7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
  8. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school-sponsored activity, organization, club or team (see also Policy 5133).
  9. Selling, using or possessing obscene material.
  10. Using vulgar or abusive language, cursing or swearing.
  11. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
  12. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs and any substances commonly referred to as "designer drugs."
  13. Inappropriately using or sharing prescription and over-the-counter drugs.
  14. Gambling, including dice games.
  15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
  16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in misconduct while on a school bus.
- It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid

If you accidentally find yourself at an Internet place you should not be, notify your teacher or the nearest adult supervisor as soon as possible. An example of this is finding that you have accessed a website with inappropriate content.

#### **GIFTS TO SCHOOL PERSONNEL**

No district officer or employee shall directly or indirectly receive any gift having a value of seventy-five dollars (\$75) or more, whether in the form of money, services, loans, travel, entertainment, hospitality, etc., under the circumstances in which it could reasonably be inferred that the gift was intended to influence the performance of his/her duties or to gain favor for the donor.

While rules for ethical conduct cannot be specific enough to anticipate every conceivable situation, certain specifics are cited to further clarify the intent of the Board that gifts and favors shall be avoided:

1. No gift shall be accepted from any person or organization doing business with the Board or seeking such business.
2. No gift of more than symbolic value shall be exchanged between employees.

#### **EMERGENCY PLANS**

The Board of Education recognizes the necessity of preparing an emergency management plan and practicing it in order to ensure that the safety and health of students and staff, as well as district property, are safeguarded in the event of a true emergency. Pursuant to this concern and the regulations of the Commissioner of Education, the Superintendent of Schools is directed to develop such a plan for each school and for the district and to ensure that sufficient training in carrying it out takes place.

Such plan shall provide for sheltering, evacuation, early dismissal, written notification to students and staff, an annual drill and coordination with local and county emergency preparedness administrators. The Superintendent shall establish an Emergency Planning Committee to oversee the emergency management plan.

The Superintendent is to provide such plan to the Board for approval in time to ensure that it will be in place, reviewed, and, if appropriate, modified each year by October 1.

It is the responsibility of the principal of each building located within the district to provide the Superintendent with information about school population, number of staff, transportation needs and the business and home telephone numbers of their key officials.

The Superintendent is to ensure that copies of the plan are available for public inspection and that there are copies in appropriate places throughout the district.

The Superintendent is to notify the District (BOCES) Superintendent whenever the Plan is activated and results in the closing of a school building in the district.

### Participation by Ineligible Students

Activity	Co-curricular Activities	Extra-curricular Activities
Serve in leadership position and represent the activity	Yes, up to 5 weeks only of ineligibility status, then resign	Yes, up to 5 weeks only of ineligibility status, then resign
Attend non-performance related field trips connected with activity	No	No

All school related clubs and activities are considered extra-curricular except those activities directly related to credit bearing courses or courses for which marks are earned. Activities related to musical performing groups (band, chorus, orchestra) will be considered co-curricular.

### DRIVER EDUCATION

#### Eligibility

Residents may attend Driver Education with payment of tuition as approved by the Board of Education provided they:

1. are District residents who have obtained a New York State learner's permit and;
2. are either enrolled in a district or BOCES high school program or in a private and/or parochial high school program; or have graduated and are less than 17 years of age on July 1 immediately preceding their enrollment for the course.

Preference will be given to seniors as of September 1 immediately preceding their enrollment for the course. Driver Education is not offered as part of the regular curriculum.

### USE OF DISTRICT TECHNOLOGY

The purpose of the District's Educational Intranet and its related devices is educational. The use of this technology is to be considered a privilege, not a right. Inappropriate use of it may result in disciplinary action and cancellation of user privileges.

Students should adhere to the following rules when using technology:

- Under no circumstances should you share your password with another student or person other than a teacher;
- Do not post personal contact information such as name, address, phone number, email address, etc., about you or anyone else;
- Do not attempt to gain access to unauthorized sections of the system or to someone else's files;
- Do not use language that is obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful;
- Do not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination against other people;
- Do not access chat rooms or email;
- Do not vandalize, maliciously harm or destroy district technology equipment, software, data or introduce a virus into the system.

distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

- G. Engage in any form of academic misconduct.  
Examples of academic misconduct include, but are not limited to:
1. Plagiarism.
  2. Cheating.
  3. Copying.
  4. Altering records.
  5. Assisting another student(s) in any of the above actions.

### ACADEMIC INTEGRITY

- A. What is cheating?  
Cheating includes, but is not limited to:
1. Using cheat sheets or study aids during testing situations.
  2. Looking at another student's paper during testing situations.
  3. Allowing one student to copy from another student's test, quiz, assignment or homework.
  4. Attempting to seek or give help during a graded assignment or test.
  5. Possession and/or distribution of test or quiz materials prior to or during the test or quiz.
  6. Inappropriate use of graphing calculators, programmable watches, palm pilots and other computer or electronic devices during a graded assignment or test/quiz.
  7. Submission of work that is not the student's own for papers, assignments or exams.
  8. Submission or use of falsified data.
- B. What is plagiarism?  
"Plagiarism" means using someone else's information, work, graphics, data, ideas or phrases without indicating the source of the information with quotation marks and citations where appropriate.
- C. Consequences  
If a student is found to be cheating:
1. Teacher will assign a zero as a grade for the assignment or test with no chance for make-up or extra credit.
  2. Teacher, chairperson, counselor or administrator will notify parent.
  3. Academic Integrity Incident Report will be placed in student's discipline folder.
  4. All Honor Societies will receive a copy of the Academic Integrity Incident Report.
  5. Counselor will receive a copy of the Academic Integrity Incident Report.
  6. Administrator will be notified for possible disciplinary action.

### REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a

teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the principal, the principal's designee or the Superintendent of Schools.

**STUDENT SEARCHES AND INTERROGATIONS**

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

**STUDENT LOCKERS, DESKS AND OTHER SCHOOL STORAGE PLACES**

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

**SMOKING AND THE USE OF TOBACCO PRODUCTS**

New York State Law prohibits smoking and the use of tobacco products on all school grounds.

**Valley Stream Central High School District  
Board of Education Policies and Regulations**

**FRATERNITIES, SORORITIES, AND YOUTH GANGS**

The Valley Stream Central High School District Board of Education has endorsed the philosophy stated below pertaining to fraternities, sororities, and youth gangs.

Fraternities and sororities are secret organizations which have no place in the public high schools of a democratic society. They promote social standards based upon snobbery and measures of exclusion which are contrary to the teachings of public schools. Youth gangs also have no place in the schools. The physical abuse of individual which occurs because of hazing or gang activity is dangerous and had been tragic in consequences.

**ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

In order to participate in any extra-curricular activities and certain co-curricular activities, a student must:

1. not be currently subject to disciplinary action;
2. not be failing more than one course in which credit is given. For students taking approved non-credit courses, the student must be progressing satisfactorily in more than one course at the end of a marking period or year.

Each building principal will be responsible for establishing procedures to carry out this policy. The building principals shall keep records and provide reports to document compliance with this policy.

*Re-eligibility*

A student may become re-eligible to participate in extra-curricular activities by the following:

1. Students failing or progressing unsatisfactorily in two or more courses at the end of a marking period may retain eligibility by attending extra help sessions, three times a week until the next mid-marking period. The student will be evaluated at that time for re-eligibility. If, at this time, the student has failed to attend the required help sessions or continues to fail or progress unsatisfactorily in two or more courses, the student will remain ineligible for the remainder of the marking period.
2. If a student is under disciplinary action, the student may not participate at all until eligibility is re-established by the building principal/superintendent.

*Ineligibility status*

1. A student who is scholastically ineligible may attend meetings or practice but may not take part in nor be present at any performance, scrimmage, game, etc.
2. When a student becomes ineligible, steps will be taken to help the student overcome the problem and re-establish eligibility.
3. The following chart outlines the authorized level of participation by ineligible students in co-curricular and extra-curricular activities.

Activity	Participation by Ineligible Students	
	Co-curricular Activities	Extra-curricular Activities
Participate in performances, contests	Yes	No
Participate in after school activities other than practices and meetings	Yes	Yes

### *Physical Examinations*

Students participating in interscholastic athletics will be examined by either the school physician or by a family physician for medical clearance prior to taking part in either practices, games, performances or competitions. The family physician must use the school's Sports Physical Examination Record which is to be returned to the school nurse upon completion and signed by the doctor. The doctor's stamp and license number must also be affixed to the form. A parent/guardian who opts to have the family physician examine the student will be responsible for the entire cost of the exam. Any physician conducting the exam must be a licensed medical doctor in New York State.

Final approval for medical clearance resides with the school physician. Prior to participating in any sport, a student's parent/guardian must complete the Medical Questionnaire & Sport Physical Examination Record.

A student who has qualified for participation for a particular sport or related activity must qualify for participation in any other sports for the current school year by completion of an Interval Health History form completed by the school nurse. The form must also be signed by the student and his/her parent/guardian within 30 days of the examination.

A student who suffers an injury or undergoes an invasive procedure (i.e., surgery) must notify the school nurse immediately upon returning to school. He/she must submit a physician's note stating that he/she is capable of participating in athletics again. Once the note is received by the school nurse, he/she will either clear the student or contact the school physician for clearance if a concern exists. The date that the student receives the clearance from the school nurse or physician is the effective date of the clearance. No clearances will be made retroactively, regardless of the date on the family physician's note.

No physical exam for these purposes may be conducted prior to June 15 for the following school year. The Coordinator of Physical Education is responsible for ensuring that physical exams are completed in conformance with this policy.

### *Athletic Contests*

In the best interest of the students, the Board of Education requires that an adequate number of trained persons in first aid and CPR are present during athletic contests and events. The Board also requires that a licensed physician be present for all interscholastic football games. In the event of an emergency, the Board will allow for a physician's assistant, emergency medical technician or advanced medical technician to provide coverage. Adequate supervision by coaches trained in first aid will be provided to ensure the student's safety.

### *Insurance-Athletics*

Students participating on interscholastic athletic teams will be covered by the district's accident insurance.

The disruptions of and interferences with the academic process of our schools and with the academic progress of individual students shall not be tolerated. We, therefore, urge all parents to forbid the participation of their children in such organizations.

The Board in its discretion has further adopted rules and regulations designed to abolish and/or prohibit such organizations in any school under its jurisdiction.

The Board further states that since fraternities, sororities, and youth gangs are not approved by the Board and have no parts in the extracurricular program of the schools, activities related to them are prohibited on school grounds or within the school buildings.

### **BEHAVIORAL EXPECTATIONS**

Discipline is a word too often misinterpreted. It has long carried with it the idea of restriction and limitation...of constricting within a set of rules and regulations. This concept can be changed if a code of conduct is defined in positive terms for positive results.

Much can be achieved in a school where acceptable behavior is not only well defined but is interpreted wisely. It is an accepted fact that students function better when they know what is expected of them...and it is the responsibility of a school system to define and publicize these expectations for all concerned...staff, students, parents/guardians and the community as a whole. These behavioral expectations have been established over time through an amalgamation of input from many concerned factions. The expectations and consequences are comprehensive, applicable, understandable and humanistic. The expectations and consequences underscore the reality of determining how positive responses can best be obtained. The system has been devised to ensure a close relationship between teacher and student, teacher and parent, student and parent, and the school and the home.

The justification for positive remediation is related to one basic essential: whether or not infractions of these behavioral expectations have been *premeditated*. This distinction impacts tremendously on a decision-maker's ability to find a satisfactory solution to a problem.

Furthermore, the nature of the consequences imposed on a student allows the student the opportunity to accept responsibility for the rule's infraction, complete the required aspect of the imposed penalty and continue with his/her education with minimal delay. The involvement and support of parents in the implementation of the disciplinary code are critical. Few students should be faced with the most severe disciplinary consequences if the school and parent(s) work together to remediate minor problems.

In order to preserve the unique characteristics and to meet the individual needs of the four schools within the District, each building has established specific procedures and guidelines for the implementation of the following consequences for infractions of behavioral expectations. Each building will publish and widely distribute these additional procedures to all members of the school community.

**Sample Consequences for Infractions of Behavioral Expecta-  
Infraction Consequence(s)**

<p><b>I. Lateness to School</b> <b>Accepted/ Legal Excuses</b> Note must be brought prior to day of appointment or upon arrival to school.</p> <ol style="list-style-type: none"> <li>1. Medical, dental – with note/verification from doctor/dentist.</li> <li>2. Religious – with note/verification from parent.</li> <li>3. Dept. of Motor Vehicle appointments – (2) with prior verifications.</li> <li>4. Required court appearances.</li> </ol>	<p>1 – 4 Warning to student. Home to be notified by the 4th lateness.</p> <p>5 – 6 One (1) administrative detention per infraction.</p> <p>7 – 10 Two (2) detentions per infraction. Mandatory parent conference. (May be held at the 7th infraction, but not later than the 10th infraction.)</p> <p>11+ Continued administrative detentions and/or in-school extended detention or suspension and/or possible court action.</p>
<p>NOTE: Accepted/legal excused lateness as outlined will <i>not</i> count as occurrences for disciplinary purposes</p>	
<p><b>II. Lateness to Class</b> <b>Accepted/Legal Excuses</b> Signed pass from school office or teacher.</p>	<p>1 Teacher warning to student.</p> <p>2 Teacher-student conference.</p> <p>3 Teacher/department assigned make-up of time missed.</p> <p>4 Teacher/department assigned make-up of time missed. Teacher verification of steps 1 – 4. Mandatory parent notification.</p> <p>5+ Administrative referral. Two (2) latenesses = one (1) cut. (See <i>CUTTING</i>)</p>
<p><b>III. Cutting, Truancy, Leaving School Without Permission</b></p> <ol style="list-style-type: none"> <li>1. Early dismissal from school will be approved <i>only</i> if:             <ol style="list-style-type: none"> <li>a. an acceptable note for medical, dental or motor vehicle appointment is shown <i>prior</i> to leaving school;</li> <li>b. verification of a court appearance is shown <i>prior</i> to leaving school.</li> </ol> </li> <li>2. Illness is an acceptable excuse if a student signs out through the clinic or office. Failure to do so may be treated as <b>INSUBORDINATION</b>.</li> </ol>	<p>1 Two (2) administrative detentions per class missed on first incident. Home notified.</p> <p>2 Two (2) administrative detentions per class missed on second incident. Mandatory parent conference. Possible suspension or extended detention.</p> <p>3 – 9 One (1) day suspension per class missed up to a maximum of five days per incident.</p> <p>10+ One (1) day suspension per class missed up to a maximum of five days per incident.</p> <p>Other possible action(s): Referral to CSE Superintendent's Hearing Court action</p>

*Valedictorian and salutatorian*

Rank in class shall be the sole criterion for determining the valedictorian(s) and salutatorian(s). Determination of these honors will be calculated after the first semester of the graduating year.

In order to be considered for these honors, a student, at the time of the determination of these honors, must have had at least three consecutive high school semesters (grades 9-12) in residence as a district student.

**INTERSCHOLASTIC ATHLETICS**

Interscholastic athletics for boys and girls is an integral and desirable part of the district's educational program. Individual and team sports shall be based upon comprehensive physical education instruction and intramural activities, seeking broad participation from all eligible secondary students. Lifetime or carry-over sports are to be particularly encouraged and supported. Parity in the number and kind of sports activities for girls and boys is a clear objective of the district.

*Classification*

The Superintendent of Schools is responsible for instituting a classification system to determine placement of students at various athletic levels in accordance with their physiological maturity, physical fitness and sports skill. The Building Principals will be responsible for implementing this classification system.

All students who participate in interscholastic athletics will be classified prior to trying out for a team. The term "interscholastic athletics" when used in this policy refers to teams which have regularly organized contests and schedules under the rules of the New York State Athletic Association. Classification will be re-assessed at the beginning of each sport season. The Director of Physical Education (Athletics) will prepare athletic profiles for participating students and will update the profiles prior to each season in which a student participates. Parents will be notified of the student's placement. Students may not try out nor participate in a sport at a classification level above or below their placement, although a student may be placed in more than one level.

*Mixed Competition Process*

The Superintendent is authorized to use the following mixed competition process for all secondary school interscholastic team memberships. It is expected that the great majority of students participating in interscholastic athletics will participate in the sport provided for their gender. Students may move to a sport provided for the opposite gender according to the mixed competition guidelines provided by the New York State Public High School Athletic Association.

The more restrictive selection classification previously adapted by the district (see 5141.2R), shall be used to determine a student's placement for mixed competition.

all permanent records and will be used in the computation of cumulative averages.

The professional judgment of the teacher should be respected. Once a grade is assigned to a student by a teacher, the grade may only be changed by a district administrator after notification to the teacher of the reason for such change. Should an administrator enforce a grade change, he/she shall be prepared to report to the Superintendent of Schools and/or the Board.

### CLASS RANKING

The final class rank will be developed using the ranking averages of all graduating students. Ranking averages are computed by using final averages for all completed credit bearing courses except physical education and driver's education courses. Rankings are generally computed twice. The first ranking includes courses completed by the end of August preceding the student's senior year and the second includes mid-year averages in senior year.

#### Computation of Averages

1. Computation of ranking averages will be as follows:
  - a. For full year and BOCES courses, the final average is multiplied by the number of credits.
  - b. For semester courses, the final average is multiplied by .5.
  - c. For mid year grading, the average of the first two marking periods is multiplied by .5.
  - d. The final average times credit total is divided by the total number of credits including one half of the anticipated credits as of mid-senior year.
  
2. The following weighting values will be added to the students' overall GPA for Advanced Placement courses when ranking is calculated:
  - a. 1 for each final average and .5 for each midyear average between 95 and 100;
  - b. .8 for each final average and .5 for each midyear average between 90 and 94;
  - c. .6 for each final average and .5 for each midyear average between 85 and 89;
  - d. .4 for each final average and .5 for each midyear average between 80 and 84;
  - e. .2 for each final average and .5 for each midyear average between 75 and 79;
  - f. .1 for each final average and .5 for each midyear average between 65 and 74.
  
3. Preliminary class ranking developed prior to the end of the first semester of senior year shall reflect courses and Advanced Placement weighting up to the time that the preliminary class ranking is computed. Effective with the 2007-2008 school year, students participating in advanced placement courses are required to participate in advanced placement exams in order to receive the advanced placement course designation on the and student transcript and to receive the course weighting accruing to advanced placement courses.

### Sample Consequences for Infractions of Behavioral Expecta- Consequence(s)

Infraction		Consequence(s)
<b>IV. Smoking in School or on School Property</b>	Each incident	Automatic extended detention, suspension. Parental notification.
<b>V. Insubordination</b>	Each incident	Automatic administrative referral. Possible action(s): Administrative detention(s) Extended detention Parent conference(s) Loss of open lunch privilege Loss of senior privileges Suspension(s) Referral to CSE Superintendent's Hearing Court action
1. In class 2. Disorderly behavior 3. Littering 4. Loitering 5. Wearing illegal/disruptive attire (e.g.: fraternity/sorority/gang attire) 6. Fighting 7. Failure to identify self 8. Presence in a restricted area without permission 9. Failure to follow directions/directives 10. Use of cassette/radio, beeper, portable telephone, pager, voice simulator or similar devices within a school building or other instructional areas 11. Unauthorized presence on school grounds within the district		
<b>VI. Illegal Parking on School Grounds and/or Improper Use of a Motor Vehicle (i.e. automobile, motorcycle, moped, motorbike) on or Near School Grounds</b>	Each incident	Loss of parking privilege for the school year if privilege had been granted.
	Each incident	If no privilege had been granted or if privilege has been lost, this illegal parking on school grounds will be treated as INSUBORDINATION.
<b>VII. Anti-social and/or Criminal Behavior</b>	Each incident	Automatic administrative referral. Possible action(s): Administrative detention(s) Extended detention Parent conference(s) Loss of open lunch privilege Loss of senior privileges Suspension(s) Restitution 1. Monetary 2. Service Referral to CSE Superintendent's Hearing Court action
1. Use of profanity/vulgarity 2. Biased or prejudicial act(s) 3. Assault on another person 4. Vandalism 5. Theft 6. Contraband (possession) 7. Weapons (possession) * 8. Tear gas, mace, pepper gas, etc. (possession, use) 9. Fireworks (possession, sale or use) 10. False fire alarm 11. Possession of drugs and/or alcohol 12. Consumption of alcohol and/or drugs prior to and/or during a school function 13. Sexual harassment 14. Other unspecified		

\* including box cutter

## **CLOSED LUNCH FOR SEVENTH, EIGHTH AND NINTH GRADERS**

Students in grades 7, 8 & 9 are not permitted to leave the school for lunch. All seventh, eighth and ninth graders must either bring their lunch or purchase it from the cafeteria.

Students in grades 10, 11 & 12 may choose to eat in the cafeteria or leave the school grounds during the lunch recess. If a parent/guardian does not want their student to leave the building for lunch, a letter revoking this privilege should be sent to the principal.

What's for lunch? In addition to the Daily Menu Selection there is a wide variety of ala carte choices. Two hot sandwiches daily (burgers, chicken patty, Philly steak), pizza parlor style pizza, hot dogs, french fries and a made to order Deli Bar with a Panini Grill. The three high schools now have self serve salad bars.

## **LOSS OF OPEN LUNCH PRIVILEGE**

The opportunity for a student in grades ten through twelve to choose either to eat in the cafeteria during the lunch recess or to use the school grounds or leave the school grounds is a privilege. A student who is involved in littering or loitering on school property or on the streets, sidewalks, and/or public or private property during his/her lunch time or during the time immediately prior to or after school hours shall lose the privilege of selecting where and with whom s/he will eat lunch. A student who has lost the privilege of unrestricted lunch recess shall be required to report to and remain in a seat in a designated, supervised area as established by the building principal, during the lunch period. A first offense shall require not less than one week of restricted lunch recess; a second offense not less than one month of restriction; and any additional offense shall cause such restriction to be extended to one full year from the date of the offense.

## **PHOTO IDENTIFICATION CARDS**

All students will be issued photo identification cards that must be carried with them to school each day. These cards must be presented to a staff member upon request and also presented when attending school dances and recreation programs.

## **VISITORS TO THE BUILDING**

All visitors to the building must sign in at the entrance of the building and receive a visitors pass that must be worn for the duration of the visit. When the visit is over, the visitor must return to the entrance, turn in his/her pass and sign out before exiting the building.

To assure compliance with federal Title I guidelines, the Board further directs the administration to implement programs, activities and procedures to achieve parental involvement in planning, designing and implementing such programs. To this end, the district will send an annual newsletter informing parents of the reasons, objectives and methods of the program; provide training opportunities for parents to work with their children at home; convene an annual meeting for parents of participating students; and utilize such parents as volunteers or paid classroom aides. Parent notification correspondence will be provided in the language understood by the parents.

## **GRADING SYSTEMS**

Grading is considered a positive tool to indicate achievement and development in each class or subject in which a student is enrolled. The Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades.

The district will use a uniform grading system. Classroom teachers will evaluate students and assign grades according to the established system. Each of the four marking period grades shall be computed as follows: students earning grades of 65 and below shall receive a grade based on five point intervals (i.e., 60, 55, 50, etc.) while students earning grades of 65 and above shall receive the numerical grade earned (i.e., 85, 86, 87, etc.). In all cases, the final grade for the course shall be the numerical average of the four marking period grades. If there is a final or Regents exam, the Superintendent shall assign a percentage weighting for the final exam grade that would then be averaged with the four marking period grades in determining the course grade.

Grading will be based upon student improvement, achievement, and participation in classroom discussions and activities. Parent(s)/Guardian(s) will be informed regularly, at least four (4) times a year, of their child's progress. The use of marks and symbols will be appropriately explained.

Grading will not be used for disciplinary purposes, i.e., reducing grade for an unexcused absence, although a lower grade can be given for failure to complete assigned work or for lack of class participation.

All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to absence, the student is expected to make up the work. The student and/or the student's parent(s) or guardian(s) should discuss with the student's teacher an appropriate means of making up the missed work. With the possible exception of absences intended by the student as a means of gaining an unfair academic advantage (e.g., to secure more time to study for a test), every effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class.

The mark earned in the repetition of a course will be recorded as the official grade on

- may include textbook reading, library research, collecting materials and/or information gathering
- require guidelines on assignment completion
- the level of difficulty should correspond with student's ability

### 3. Extension Assignments

- require students to apply learned knowledge and skills
- provide opportunities for individual and creative learning requiring initiative and analysis
- frequently long term projects that parallel class work

#### *Monitoring*

Homework assignments should be checked periodically to diagnose students' achievement of specified objectives. Forms of monitoring include checking, questioning, viewing students' written work and in-class performance.

#### *Responsibilities*

##### 1. Teachers

Teachers will inform students of practices and procedures regarding homework assignments. Teachers will clearly state the assignment, its relationship to the topic under study, the purpose of the assignment and the expectations of the student in successfully completing the assignment.

##### 2. Students

Students are responsible for completing assignments to the best of their abilities. Students should communicate with teachers about missed assignments and also should inquire as to any uncertainty concerning any assignment.

##### 3. Parents

Parents should create an environment conducive to self-study and should support the district's homework policy and encourage their children to complete the assignments.

### **PARENTAL INVOLVEMENT**

The Board of Education believes that positive parental involvement is essential to student achievement, and thus encourages such involvement in school educational planning and operations. Parental involvement may take place either in the classroom or during extra-curricular activities. However, the Board also encourages parental involvement at home (e.g., planned home reading time, informal learning activities, and/or homework "contracts" between parents and children). The Board directs the Superintendent of Schools to develop a home-school communications program in an effort to encourage all forms of parental involvement.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. The procedures for ensuring the confidentiality of student records shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The Superintendent of Schools shall be responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

#### **Annual Notification**

At the beginning of each school year, the district will publish a notification that informs parents, guardians and eligible students currently in attendance of their rights under FERPA and the procedures for exercising those rights. This notice may be published in a newspaper, handbook or other school bulletin or publication. This notice will also be provided to parents, guardians, and eligible students who enroll during the school year.

The notice will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations.

In addition, the annual notice will inform parents/guardians and eligible students:

1. that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests. For purposes of this policy, a school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel; a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks. A school official has a legitimate educational interest if the official needs to review a student record in order to fulfill his or her professional responsibilities.
2. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks

- or intends to enroll.
- 3. that, upon request, the district will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parents or eligible student exercises their right to opt out and prohibit release of the information without prior written consent.
- 4. of the procedure for exercising the right to inspect, review and request amendment of student records.

The district will provide translations of this notice, where necessary, to parents, guardians and eligible students in their native language or dominant mode of communication.

**Directory Information**

The district has the option under FERPA of designating certain categories of student information as "directory information." The Board directs that "directory information" include a student's name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster.

Once the proper FERPA notification is given by the district, a parent/guardian or eligible student will have 14 days to notify the district of any objections they have to any of the "directory information" designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or eligible student for the release.

The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters.

**STUDENT PRIVACY**

The Board of Education recognizes that student surveys are a valuable tool in determining student needs for educational services. Parents have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a U.S. Department of Education (DOE)-funded program. In addition, no minor student may, without parental consent, take part in a survey, analysis or evaluation funded in whole or in part by the U.S. DOE that reveals information concerning:

- 1. political affiliations or beliefs of the student or the student's parent;
- 2. mental or psychological problems of the student or the student's family;
- 3. sex behavior or attitudes;
- 4. illegal, anti-social, self-incriminating or demeaning behavior;
- 5. critical appraisals of other individuals with whom respondents have close family relationships;
- 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
- 7. religious practices, affiliations or beliefs of the student or the student's parent; or
- 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

**STUDY HALLS**

Each student in the study hall must have something with which to occupy himself for study purposes. Study hall teachers may issue passes to the office, counselor's office, and to the lavatories in emergency cases. Students desiring to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher. If the student is to remain with the teacher all period, this is to be indicated on the pass.

**EXTRA HELP**

Students may always seek extra help from their teachers if they do not understand an assignment, if the work is difficult or if they have been absent and missed assignments and class discussions. Students should arrange a conference with their teachers before or after school or during a mutually convenient time during the day. A posting of teacher extra help is available at [www.vschs.org](http://www.vschs.org).

**HOMEWORK**

Homework is the out of class tasks that a student is assigned in connection with classroom work. Homework serves various purposes including:

- 1. development of positive attitudes, habits, character traits;
- 2. review and reinforcement of information taught;
- 3. development of background and information in preparation for planned learning;
- 4. determination of prior knowledge;
- 5. diagnosis of individual learning problems; and
- 6. acquisition of knowledge and skills in specific topics.

*Frequency*

Grades 7 to 8	For each day of school instruction one might reasonably expect 1 1/2- 2 hours per night.
Grades 9 to 12	For each day of school instruction one might reasonably expect 2-2 1/2 hours per night.

*Types*

Homework assignments should be designed to solicit a reasonable effort by the student for successful completion. Types of homework include:

- 1. Practice Assignments
  - reinforce newly acquired skills or knowledge
  - most effective when reviewed by teacher and match the individual student's ability
  - used to directly apply recent learning
- 2. Preparation Assignments
  - provide background information for new material

It is recognized that the preferred sleeping accommodation will be determined by the administration based upon the site's space availability as well as the realization that some accommodations are arranged by County/State/National associations and not by the school district.

**B. Student Disciplinary History**

Participation in interscholastic, co-curricular and extra-curricular activities is a privilege. Students who have not exemplified appropriate disciplinary history should be precluded from attending overnight trips during which there is considerable unstructured time. The determination of appropriate disciplinary history for attending overnight trips should be made by the building principal with such determination appealable to the Superintendent of Schools. Overnight trips that are directly related to credit bearing courses shall be governed by procedures that apply to respective academic offerings.

**C. Student Academic Progress**

Participation in interscholastic, co-curricular and extra-curricular activities is a privilege. Overnight field trips shall require students to be in appropriate academic status. Overnight trips that are directly related to credit bearing courses shall be governed by procedures that apply to respective academic offerings.

**D. Mode of Transportation**

Selected mode of transportation for overnight field trips shall reflect the most current national security alert status. The Superintendent of Schools shall incorporate appropriate measures for implementing these regulations into the district's Practices and Procedures manual.

**E. Supervision**

The ratio of students to chaperones shall be determined by the Superinten-

Parents/guardians shall have the right to inspect, upon request, any instructional material, used as part of the educational curriculum for students. "Instructional material" is defined as: "instructional content that is provided to a student, regardless of format including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). It does not include tests or academic assessments."

A parent/guardian who wishes to inspect and review such instructional material shall submit a request in writing to the Building Principal. Upon receipt of such request, arrangements shall be made to provide access to such material within 30 calendar days after the request has been received.

**DISSECTION IN THE SCHOOLS**

The Board of Education recognizes that the study of living things is essential to effective instruction in the life sciences. The primary goals for demonstrations and investigations involving animals are to achieve an interest in and an understanding of the life processes, to demonstrate biological principles, and to teach proper care and handling of animals. Therefore, the Board requires that any such instructional activities, investigations, and projects be well-planned and adequately supervised, and be conducted with respect for life and an appreciation of the health and safety of both animals and students.

The Board also recognizes that some students have a moral or religious objection to dissection or otherwise harming or destroying animals. In accordance with state law, students shall have the right to opt out of dissection activities, provided that the student performs an alternative project approved by the student's teacher. The objection must be substantiated in writing by the student's parent or guardian.

At the start of the school year, teachers of courses that include animal dissection shall give notice to the students in those classes of their opt-out rights and responsibilities under the law and this policy. Such notice shall be shared with parents of those students.

**No CHILD LEFT BEHIND ACT**

According to the No Child Left Behind Act signed into law by President George Bush in January 2002, parents are entitled to request the following information on the qualifications of their children's classroom teachers and paraprofessionals: whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas being taught; whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived; the baccalaureate degree major and any other graduate certification or degree held by the teacher; and the qualifications of any paraprofessionals providing services to their children.

Parents requesting this information should write to:  
Superintendent of Schools  
Valley Stream Central High School District  
One Kent Road  
Valley Stream, NY 11580-3398

**PSAT/SAT PREPARATION PROGRAMS**

PSAT and SAT Preparation Programs are offered to VSCHSD students. Counselors are knowledgeable about these programs, and will mention them during group guidance sessions.

Valley Stream Central  
High School District

# Attendance Policy Overview

An attendance policy will be in effect for all students in grades 7 - 12 who attend school in the Valley Stream Central High School District. As this policy will affect each student directly, it is most important that every student, parent and staff member understands the implications of this policy. The intent of this material is to provide you with details of this policy.

Student Accident Insurance Limitations. Your school district has selected an excess plan of medical benefits for accidental bodily injuries which occur during school sponsored and supervised activities. Only after payment by any other insurance, the district's insurance carrier will pay up to the "Usual and Reasonable" covered charges incurred within 3 years from the date of the accident. Usual and reasonable charges are defined as "fees and prices charged in the area where the services and supplies are offered." The services and supplies used for treatment of the injury are those that are usually required for similar injuries.

An Excess plan requires that all medical/dental bills be submitted first to your own insurance carrier(s). Be sure to copy all bills before submitting them to your carrier, as you will need to submit copies to the district's insurance carrier. In cases where there is no other insurance, the district's insurance carrier may require verification from your employer. A \$100 deductible applies to all benefits under the policy, payable by the parent/guardian.

## **FIELD TRIPS AND EXCURSIONS**

The Board of Education recognizes the desirability of providing off-campus experiences which will enhance the educational program of the school system. Each student must secure the permission of his/her parent or guardian before participating in such activity.

All field trips and other school sponsored trips and activities must be approved by the student activities director, the athletic director, the departmental supervisor or the person in a position of direct responsibility for such a trip. Thereafter, approval must be obtained from the Building Principal or his/her designee.

The Superintendent of Schools must approve overnight domestic trips. Trips outside the continental United States must be approved by the Board.

There are detailed Regulations which are on file with the Office of the District Clerk. Excerpted below are those regulations that refer to eligibility for overnight trips.

### *Overnight Trips*

Due to the unique nature of "unstructured time" that is inherent in overnight field trips, the following additional regulations apply:

#### A. Accommodations/Special Conditions

When organizing sleeping accommodations for students attending over night field trips, the Board prefers the following arrangements in the order stated:

- i. dormitory style accommodations with at least two adult supervisors to each dormitory;
- ii. no more than two students to any particular room;
- iii. rooms servicing three or more students each with his/her own bed.

invited to the appeal meeting. The appeal must be in writing and contain supporting documentation by explaining the reasons that an exception should be made for excused absences. This committee's decision may be appealed in writing to the Superintendent or his or her designee.

#### **ATTENDANCE/PARTICIPATION IN ACTIVITY**

A student may not take part in a public performance, practice session, grade or council meeting, rehearsal or any other school activity done under the auspices of the school unless (s)he has attended school that day or has been granted special permission by the principal or his (her) designee. Students must be in school prior to the end of 2nd period in order to participate. A student absent from school on a school day immediately preceding a weekend, holiday or non-school day may not participate in any athletic contest or non-athletic performance prior to returning to school without the approval of the principal or his/her designee. This decision may be appealed in writing to the Superintendent or his designee.

#### **ATTENDANCE/SUMMER SCHOOL**

Any student who has not met the attendance and academic requirements (fourteen absences for a half year course or twenty-eight absences for a full year course and a minimum grade of 55) may be given the opportunity to attend summer school following an individual student building based review.

This policy shall be enforced in a manner as to accommodate a student who has a disability pursuant to the Individuals with Disabilities Act, 20 USC 1400 et. Seq. or 504 of the Rehabilitation Act of 1973, 29 USC 794.

#### **EMERGENCY ILLNESS OR ACCIDENT AT SCHOOL**

A registered nurse is on duty during the school day. If a student becomes ill or has an accident, the nurse will contact the parent or a designated emergency contact to make arrangements for the student to be released from school. In accordance with district procedure, it is required that the parent come into school to sign the student release. In the event a parent or designated surrogate is not available to sign the student out, the nurse, in her best judgment, and with an administrator's approval, will release the student at the parent's direction.

State law requires a physical examination for students entering the 7<sup>th</sup> grade and for all those entering a public school district for the first time. This examination must be done within 90 days prior to the start of the school year and completed forms must be presented to the clinic within 15 days of the start of school. If you do not have a private physician, the physical will be scheduled with the school doctor. It is recommended that a vision test be part of the physical examination. If you prefer, this screening can be done by the school nurse. A yearly dental check-up is also recommended. Every student must have an Emergency Card on file in the Clinic. This card supplies the nurse with essential information necessary for the welfare of each student. Emergency cards are to be returned to the clinic the first week of school.

#### **PURPOSE**

The classroom is the focus of instruction and student learning. Every student must be actively engaged in classroom activities if each is to develop his/her potential. Regular attendance is required. This policy intends to improve the attendance of many students who have neither understood nor accepted the responsibility and importance of regular attendance. In addition, as a result of improved attendance, student achievement is expected to improve.

Inherent in this policy is the recognition that many important proficiencies are developed through participation in classroom activities including, but not limited to, discussions, debates, group projects and other speaking, listening, and writing activities. Class participation is counted as a percent of the grade and is a significant component of learning which affects the development of the student's full potential. A student who attends school regularly and timely with the required materials for each class is developing attitudes, habits and proficiencies which will increase his/her potential for success both in and beyond high school.

#### **STUDENT ATTENDANCE**

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to reduce the current level of unexcused absences, encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student absence and develop effective intervention strategies to improve school attendance.

#### **NOTICE 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:

- The attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents will receive a plain language summary of this policy by mail at the start of the school year.
- The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- Copies of this policy will also be made available to any community member, upon request.
- When a student cuts class or is absent without excuse, designated staff members will notify the student's parent(s) and review the attendance procedures with them.

## **EXCUSED AND UNEXCUSED ABSENCES**

Excused absences are defined as:

- personal illness;
- illness or death in the family;
- impassable roads or weather;
- religious observances;
- quarantine;
- attendance at health clinics;
- approved college visits;
- approved cooperative work programs;
- military obligations;
- participation in school sponsored trips or activities; and
- such other reasons as may be approved by the Commissioner of Education.

All other absences (e.g., class cuts, undocumented absences and tardiness, unapproved early leaves) are considered unexcused absences.

It is the parent's/guardian's responsibility to notify the school on the morning of the absence, if possible by 9:30 a.m. A parent/guardian written note must explain each instance of an absence. The student upon returning from any absence should bring this note to school.

## **GENERAL PROCEDURES/DATA COLLECTION**

- Attendance will be taken during each class period.
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the appropriate individual(s) responsible for attendance.
- The nature of an absence (full day, class cut) shall be coded on a student's record.
- Student absence/class cut data shall be available on the following school day and should be reviewed by attendance officers or other appropriate school personnel.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences.
- Continuous monitoring will be conducted to identify students who are cutting class.

## **DISCIPLINARY CONSEQUENCES**

Generally, disciplinary sanctions will be imposed progressively. This means a pupil's first unexcused absence, tardiness or early departure will usually merit a lighter penalty than subsequent violations.

In accordance with the District's Code of Conduct, the following range of disciplinary sanctions may be imposed to discourage unexcused pupil absences, tardiness and early departure.

1. Oral warning;
2. Written warning;
3. Written or oral notification to parent;
4. Detention;
5. Suspension from athletic participation;
6. Suspension from social or extracurricular activities;
7. Suspension from other privileges;
8. In-school suspension.

## **ATTENDANCE/GRADE POLICY**

The Board of Education recognizes that an important relationship exists between class attendance and student performance. Students are expected to attend all scheduled classes. Consequently, each student's marking period grade will be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. Consistent with the importance of classroom participation, any absence from class which is not made up shall negatively affect the student's grade for the marking period.

Any student who misses a class is expected upon his or her return to consult with his/her teachers regarding missed work. Only students who are absent from school for excused reasons or who receive home instruction from the district are entitled to make arrangements with their teachers to make up work missed so that they will be eligible for a classroom participation grade make-up.

Only those students with excused absences will be given the opportunity to make up a test and/or turn in a late assignment for inclusion in the calculation of the performance portion of their final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.

Students who are unable to attend a class on a given day/period due to their participation in a school-sponsored activity (i.e., music lessons, field trips, etc.) may arrange with their teachers to make up any work missed.

Any student with more than fourteen absences for a half year course or twenty-eight absences for a full year course will be in jeopardy of not receiving credit for that course. To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher and other appropriate school personnel will counsel the student and contact the parent at appropriate intervals prior to the student reaching fourteen or twenty-eight absences.

A parent or student disputing a determination to deny course credit for excused absences may appeal that decision to a building committee made up of the principal/assistant principal, a guidance counselor, and a teacher. The parent and student will be