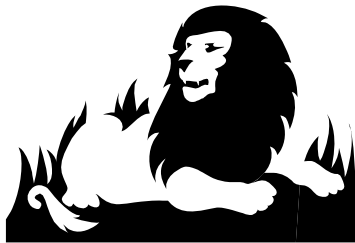


Student Agenda 2010-2011



West Islip High School
Principal:
Dr. Anthony Bridgeman

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NAME _____

FIRST PER. TEACHER _____

SPECIAL HR # _____ TEACHER _____

Attendance Policy

PHILOSOPHY STATEMENT

New York State Education Law requires that the students enrolled in West Islip School District attend school every school day. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Absences have a highly adverse effect on the student as well as the entire educational program. Therefore, the Board of Education urges all parents to make every effort for their children to be in attendance.

ATTENDANCE & COURSE CREDIT

Regular attendance is expected in all classes, and is considered essential for student success. For the purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, each marking period, 20% of a student's final grade will be based on classroom participation while 80% of the student's final grade will be based on the student's performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, any absence from class for which work is not made up shall result in the loss of 2 points from the student's class participation grade for the marking period. Making up the classwork will not remove the absence from the total attendance count.

A lateness of up to twenty minutes will count as ½ an absence. A lateness greater than twenty minutes will count as a full absence.

Any student who absents himself/herself from more than twenty seven classes in a full year course, thirteen classes in a half year or alternating day course, or forty one classes in a lab course will not receive credit for the course. Note: for seniors, loss of credit could jeopardize graduation. However, where a student earns a passing grade, credit will not be denied for the course(s).

Transfers and students re-enrolling after having left school will be expected to attend a minimum of 85% of the scheduled class meetings during their time of enrollment as a condition for

course credit pursuant to this policy. Absences will be prorated according to the possible number of class meetings pursuant to this policy.

Students will be considered in attendance if the student is:

- a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- b) Working pursuant to approved independent study program; or
- c) Receiving approved alternative/home instruction.

The following is a list of absences that will count/not count towards loss of course credit:

REASONS FOR ABSENCES

Student Initiated and/or Unexcused Absences

*Illness/Family Illness
Death in family
Doctor/Dentist appointment
College visitation
Family vacations
Truancy
Class cut*

School Initiated and/or Excused

*Suspension (in & out of school)
Religious observance
Field Trip
Music lesson
Group/Individual counseling
Physical/nurse appointment
Standardized testing
Attendance at CSE or other school initiated meetings
Required court appearance*

Students who have frequent absences due to a chronic medical condition may apply for a waiver from the attendance policy as long as a physician substantiates the illness in writing at the time of the absence. However, this exception will become void if a student voluntarily cuts class.

If a student identified as having a disability by the Committee on Special Education(CSE) does not meet the attendance requirements, he/she will be referred to the CSE before any other action is taken.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher.

Any student who misses a class is expected immediately upon his or her return to identify the material covered. Make up opportunities will be provided for all students absent from class, except for absences due to cutting or truancy. The student will have the opportunity to make up the classes and should make up any work missed within 5 days in accordance with procedures established by the classroom teacher. Should a student receive an *Incomplete* as a quarter grade, all work missed must be made up within 3 weeks from the date which ends the quarter. Upon completion of the assigned make up work, the student will be given credit for classroom work as well as classroom participation.

SUMMER SCHOOL ATTENDANCE

Summer school attendance will follow the 85% guideline set forth in this policy for attendance during the regular school year. A student who has more than three absences will lose credit and be dropped from the course.

BOCES ATTENDANCE

Loss of credit in a BOCES program will be determined by the attendance policy established by Eastern Suffolk BOCES.

APPEALS PROCESS

Should a parent/guardian believe that extenuating circumstances exist, an appeal in regard to loss of course credit can be made directly to the building principal.

NOTIFICATION OF CLASS ABSENCES

1. A letter will be sent to parents notifying them that the student is at the 1st notice level of 5 absences from a 1/2 year course, 9 absences from a full year course, and 14 absences from a lab course.
2. A letter will be sent to parents notifying them that the student is at the 2nd notice level of 9 absences from a 1/2 year course, 18 absences from a full year course, and 27 absences from a lab course. This will serve as the Principal's Final Warning Letter.
3. A letter will be sent to parents notifying them that the student is at the 3rd notice level-Loss of Credit- of 14 absences from a 1/2 year course, 28 absences from a full year course, and 42 absences from a lab course. This will serve as the Principal's Loss of Credit letter. It should be noted that the student *must continue* to attend class until its completion to be eligible to take the class in summer school.

CUTTING

Cutting is an unauthorized absence from a class. Cutting classes will not be tolerated. When it has been determined that a student has cut a class, it is a disciplinary problem and will be dealt with promptly. Cuts are broken down in the following manner for punishment:

- Cutting the regular teacher, but remaining in the school building – *1 detention for each period missed.*
- Cutting a substitute and remaining in school – *double punishment.*
- Cutting class and leaving the school building – *ISS assigned.*

1st cut – Teacher talks to the student to ascertain whether the absence was a cut. The teacher contacts the parent by telephone and sends a discipline slip to the office. In general, a student will be assigned detention, even for a 1st cut, unless extenuating circumstances apply.

Subsequent cuts – Teacher talks to the student to ascertain whether the absence was a cut. The teacher contacts the parent by telephone as frequently as possible for subsequent cuts, and detentions are assigned. Continued cuts will result in suspensions, at which point the dean will discuss the situation with the parent.

TRUANCY

Truancy is the unlawful late arrival to or absence from school of which parents are unaware. Students are expected to arrive to school in time for first period each day, or bring in a note from the parent to substantiate the reason for the lateness. Truancy will result in the same manner of corrective action as class cuts. However, students who come to school in the morning and leave again are considered cutting and out of the building, an offense punishable by In School Suspension.





Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions including extracurricular and athletic activities. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting and at school activities. All attire should:

- Be safe, appropriate, and not disrupt or interfere with the education process.
- Avoid being brief, tight or short. Garments such as tube tops, net tops, halter tops, racerback tops, spaghetti straps, plunging necklines (front and/or back), see-through garments, garments which are designed to expose bare midriffs, and skirts and shorts that are excessively revealing are **not** appropriate for a school setting.
- Be sure to completely cover all underwear with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include the wearing of coats except for medical purposes.
- Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability or gang related.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Not include the wearing of hats or head cover in the classroom except for medical or religious purposes.

The principal or his or her designee shall have the authority to determine what is a violation of the "Dress Code." This code is designed to be a guide and is by no means all-inclusive.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including out-of-school suspension.

High School Code Of Conduct

The West Islip School District has adopted a uniform discipline code for all students. **See the complete form of the Code of Conduct on the school website.** It is recognized that the primary responsibility for student discipline lies with each staff member. However, when a staff member feels a referral is necessary, the Principal and the Deans shall apply the code based on the student's prior disciplinary record. Follow-up with the referring staff member shall be the responsibility of the Principal and the Deans.

Consequences of unacceptable behavior include detention, in-school suspension, out-of-school suspension, and loss of privileges. Any student whose behavior continues to be unacceptable shall be referred to the appropriate pupil personnel service and/or an alternative school setting. The following is a list of disciplinary offenses and the actions that the Deans and Principal shall enforce for infractions of the Code of Conduct. It is recognized that on rare occasions, extenuating circumstances may make other administrative options more appropriate. Administrative actions will be more severe when the offense is directed towards a member of the staff (i.e. Custodians, Paras, Aides, Secretaries, Teachers and Administrators).

Students who are suspended shall not participate in any school activities for the duration of the suspension (except that ISS students may serve a P.M. detention at the end of the school day).

GENERAL RULES OF CONDUCT

1. Students have primary responsibility for their actions. We encourage self-control.
2. Students must observe the safety rules of the school for their own safety and that of others.
3. Students are reminded that any teacher or staff member in the school has the right and responsibility to correct unruly individuals at any place at any time.
4. Students shall show respect for the person and property of others around them.
5. Students are expected to show respect for school property and take good care of books, desks, and other furniture and equipment.
6. Students shall follow the classroom rules established by the teacher(s).
7. Students shall not wear clothing that is distracting, disruptive or dangerous.

OFF-CAMPUS CONDUCT

Students may be disciplined for off-campus conduct that may endanger the health or safety of pupils and/or staff within the educational system or adversely affect the educational process.

**West Islip Public Schools
HIGH SCHOOL CODE OF CONDUCT**

This document serves as a guideline for a minimum range of consequences, and in no way limits the Superintendent of Schools and/or district administrators from taking the appropriate actions to ensure a safe and educationally sound learning environment for all students and staff. Any offense may be referred for a Superintendent's Hearing at the discretion of the Principal.

Key	
D – Detention(s)	P – May result in contact with Police
S – Suspension (OSS or ISS)	PP – Will result in contact with Police
ISS – In-School Suspension	+ additional penalty may apply including OSS
OSS – Out-of-School Suspension	and a Superintendent's Hearing
PAC – Parent/Administrator Conference	* May result in a Superintendent's Hearing

Disciplinary Offense	Administrative Action	
VIOLATIONS AGAINST PERSONS	1 st Offense	Subsequent
<i>Homicide (PP)</i>	5* days OSS	5* days OSS
<i>Forcible or other Sex Offenses (PP)</i>	5* days OSS	5* days OSS
<i>Robbery (PP): forcible stealing of property from a person by using or threatening the use of physical force</i>	Restitution + 5* days OSS	Restitution + 5* days OSS
<i>Kidnapping (PP)</i>	5* days OSS	5* days OSS
<i>Assault with Serious Physical Injury (PP): causing physical injury to another person requiring hospitalization</i>	5 days OSS	5* days OSS
<i>Assault with Physical Injury: causing physical injury to another person (P – student; PP – staff)</i>	3+ days OSS	5* days OSS
<i>Reckless Endangerment: engaging in behavior which could potentially cause a serious risk of injury to other students, staff members, or oneself</i>	1+ days OSS	3+ days OSS
<i>Physical Harassment (P): striking, shoving, or kicking another person or subjecting another person to unwanted or inappropriate physical contact with the intent to harass, annoy, or alarm another person</i>	2 days OSS	5* days OSS
<i>Fighting / Minor Altercations (P): two or more parties contributing to a situation by physical means</i>	1+ days S	3+ days S
<i>Horseplay / Roughhousing: behavior / "play fighting" that could or does result in physical injury</i>	1 day ISS	1+ days ISS
<i>Intimidation, Harassment, Menacing, Taunting, Teasing, or Bullying / Verbal Harassment (P): threatening, stalking, or seeking to coerce or compel a person to do something; engaging in verbal conduct that threatens another with harm. This includes any form of harassment that does not involve actual physical contact, but does involve the threat of harm, including verbal harassment.</i>	1+ days OSS Bias related 3+ days OSS	3+ days OSS Bias related 5* days OSS
<i>Verbal Abuse: disrespectful language to another person</i>		
To a staff member	3 days OSS	3+ days OSS
To another student	1+ days ISS	2+ days ISS
<i>Hazing (PP): engaging in physical or emotional abuse of a team /club member</i>	Loss of team/club participation +	
Conspiring in or failing to report hazing	5* days OSS	5* days OSS
	3+ days OSS	5* days OSS

VIOLATIONS AGAINST PROPERTY	1st Offense	Subsequent
<i>Extortion (P)</i> : obtaining property or assistance through coercion	Restitution + 1+ days OSS	Restitution + 3+ days OSS
<i>Burglary (PP)</i> : entering or remaining unlawfully on school property with the intent to commit a crime	1+ days OSS	3+ days OSS
<i>Criminal Mischief (PP) / Willful Damage of Property (P)</i> : intentional destruction of school and/or personal property, including vandalism and graffiti	Restitution + 1+ days OSS	Restitution + 3+ days OSS
<i>Larceny / Theft (P)</i> : unlawful taking of property valued over \$ 5.00	Restitution + 3+ days OSS	Restitution+ 5* days OSS
<i>Theft</i> : taking of supplies / food or beverage with a value under \$ 5.00 without permission	1+ days OSS	2+ days OSS
<i>Possession of Stolen Property (P)</i>	1+ days ISS	1+ days OSS

VIOLATIONS AGAINST PUBLIC HEALTH & SAFETY	1st Offense	Subsequent
<i>Arson (PP)</i> : deliberate setting of a fire	5* days OSS	5* days OSS
<i>Bomb Threat (PP)</i>	5* days OSS	5* days OSS
<i>False Fire Alarm (PP)</i>	5* days OSS	5* days OSS
<i>Explosive Devices (PP)</i> : possession and/or detonation of fireworks or other explosive devices	5* days OSS	5* days OSS
<i>Nuisance Devices</i> : use or possession of smoke or stink bombs, snappers, paintballs or other devices creating a public nuisance	Use: 1+ days OSS Possession: 1+ days ISS	5 days OSS 3+ days ISS
<i>Discharging Fire Extinguisher</i>	5 days OSS	5* days OSS
<i>Open Flame</i> : use of matches, lighters, other ignition devices or possession of such on school property, unless supervised by a staff member	Determined by the severity	Determined by the severity
<i>Riot (PP)</i> : four or more persons simultaneously engaging in tumultuous and violent conduct	5* days OSS	5* days OSS
<i>Weapons Possession</i> : having or bringing a weapon onto school property (including knives of any type or size)		
Firearm/deadly weapon (PP)	5* days OSS	5* days OSS
Others (P)	5* days OSS	5* days OSS
Laser pointers	1 day ISS	1+ days ISS
<i>Controlled Dangerous Substances /Drugs (PP)</i> : possession of any substance and/or paraphernalia, use, sale, distribution, and/or under the influence of such	5* days OSS	5* days OSS
<i>Alcohol (P)</i> : possession, use, sale, distribution, and/or under the influence, refusing to submit to breathalyzer test (per B.O.E. policy)	5* days OSS	5* days OSS
<i>Tobacco</i> : use of any type of tobacco product. (For students caught smoking on school grounds, Suffolk County Board of Health will be notified.)	1 day ISS + Program referral	2 days ISS + Program referral
<i>Tobacco</i> : possession of any tobacco product or related items, i.e. rolling papers, lighter, matches, etc.	1+ days D	1 day ISS

VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURES	1st Offense	Subsequent
<i>Insubordination</i> : willful refusal to follow given directions. (Infractions during emergency situations or drills will incur more severe penalties.)	1 day ISS	1+ days ISS
<i>Disruptive Behavior</i>	1+ days D – 1+ days ISS	1+ days ISS
<i>Disruptive Behavior for Substitute</i>	Double above punishment	Double above punishment
<i>Disruptive Behavior in Cafeteria</i>	5 days lunch D	1 day ISS
<i>False Identification</i> : refusal to give or giving false identification when requested to do so by a staff member	1 day ISS	3 days ISS
<i>Forgery (P)</i> : falsifying signatures, dates, and/or data	1 day ISS	3 days ISS
<i>Outside the Building without Permission</i>	1 day ISS	1+ days ISS
<i>Leaving Early without Signing Out</i>	1 day ISS / PAC	1+ days ISS
<i>Truancy</i> : not coming to school or arriving late without parent awareness/approval	1 day D per period missed	1 day DD per period missed
<i>Cutting class</i> (and staying in school)	1 day D per period missed	1+ days ISS
<i>Cutting a Substitute</i>	Double above punishment	Double above punishment
<i>Violation of Suspension (P)</i>	1 additional day S	2 additional days S
<i>Disruptive Behavior in ISS Room</i>	1 day OSS	1+ days OSS
<i>Failure to Stay for Detention</i>	1 day ISS/ PAC	1+ days ISS
VIOLATIONS AGAINST ACADEMIC INTEGRITY	1st Offense	Subsequent
	Academic penalty per policy +	
<i>Plagiarism of assignment / research paper</i>	1 day ISS	1+ days ISS
<i>Cheating / Copying another's work / etc.</i>	1+ days D	1 day ISS
VIOLATIONS AGAINST PUBLIC DECENCY	1st Offense	Subsequent
<i>Gambling / Possession of Related Items</i> (cards, dice, etc.)	1 day ISS	1+ days ISS
<i>Discriminatory Practice / Sexual Harassment</i> : Communication or activities that are offensive to another's gender or sexual orientation	Meeting with Complaint Officer + 1+ days OSS	3+ days OSS
<i>Obscenity/Profanity (P)</i> : language, gestures, drawings or clothing that are obscene or profane	Determined by the severity	1+ days ISS
<i>Violation of Dress Code</i>	Modify attire	1+ days ISS
VIOLATIONS AGAINST STUDENT TRANSPORTATION REGULATIONS	1st Offense	Subsequent
<i>Violating Traffic Rules / Reckless Driving (P)</i> : driving in a manner that endangers people and/or property	4 wks S of parking pass	Revocation of parking pass
<i>Taking Underclassmen off Campus in Senior's Vehicle</i>	4 wks S of parking pass	Revocation of parking pass
<i>Abusing Lunch Release / Early Release Privileges</i>	1 day ISS	1+ days ISS
<i>Unruly Bus Behavior</i> : engaging in dangerous or destructive actions while stopped or during the ride, especially those which distract the driver.	1+ days ISS Possible S of bus privilege	3+ days ISS + S of bus privilege



VIOLATIONS REGARDING ELECTRONIC DEVICES	1 st Offense	Subsequent
<i>Use of a personal electronic device</i> such as a cellular phone, music device, video game, etc., is strictly prohibited during the school day. During class time, phones may not be visible, must be off , and may not be used for text messaging or taking photos/video, and may not ring, beep, buzz, vibrate, etc. to indicate that a message awaits.	In school: 1 day D	In school: PAC + 2 days D
	<i>Subsequent violations will be dealt with as insubordination</i>	
	During class: 1 day ISS	During class: 2+ days ISS
Cell Phones are permitted <i>with a pass</i> in offices, phone booths, and at the attendance window only . Students may not leave class to be on the telephone, nor use a phone call as an excuse to be late for class or standard consequences will apply. Personal music devices may be used in the cafeteria and/or study halls only .		
<i>Use of electronic device during an emergency situation</i> such as fire drills, building evacuations, etc., until given the “all clear” to do so by the Administration	Determined by the severity and/or at the discretion of the Administration	
<i>Use of electronic device during a test or quiz; or relaying test info to others at a later time (cheating)</i>	Academic penalty per policy + 1+ days OSS 3+ days OSS	
<i>Use of electronic device during a State Exam (Regents/RCT)</i>	Invalidation of NYS exam grade	
<i>Use of electronic device to harass, invade privacy, or transmit inappropriate info/photos/video of self or others (P)</i> (i.e. via internet, e-mail, instant messages, cell phones, digital photos, video clips, etc.) Cell / camera phone use in locker rooms is strictly prohibited and subject to prosecution. (PP)	3+ days OSS	5* days OSS
Abuse of School Computers:	S of computer access +	
Damage of equipment / software through physical act or electronic means	Restitution + 1+ days OSS	Restitution + 3+ days OSS
Using software at school to harass or invade privacy of others (P)	3 days OSS	5* days OSS
Otherwise violating the Acceptable Use Policy (AUP)	1+ days ISS	3+ days OSS

Motor Vehicles and Driving Privileges

All student cars must be registered and issued a parking permit before the vehicle can be parked on school property during the school day. Under no circumstances will unregistered cars be permitted on school property. The use of other motor driven vehicles, including snowmobiles, mini-bikes, motorcycles, motor scooters, all-terrain vehicles and other such vehicles is prohibited on any school grounds or areas except for authorized school functions or purposes.

Only 12th grade students with a valid senior operator's license and insurance card will be issued parking permits. The one exception to this will be for 11th grade students enrolled in the work-study program through the business department.

IMPORTANT REMINDERS

1. No parking is permitted in the front of the school, in the visitor's area, on the school access road, in areas reserved for loading and unloading school buses, or in the upper and lower faculty lots. Students shall park in the Barberry lot only.
2. All students in a vehicle departing from campus must possess valid lunch and/or early release passes and be ready to show these to security as they pass through the gates. Under no circumstances may underclassmen leave school grounds during the day with a Senior unless administrative approval has been granted, a valid pass has been given to the underclassman by the Dean's office, and that student's parent has full knowledge of that fact.
3. No vehicle while operated upon school driveways, access roads, or other thoroughfares may exceed a speed of 15 MPH, and no vehicle may exceed a speed of 10 MPH in areas designated for parking.
4. No car may be operated in a reckless manner which can create a disturbance to classes or a danger to pedestrians or other vehicles parked or operated on school property (these may include screeching tires, excessively loud radios or horn honking, failure to yield to pedestrians, and failure to observe common sense traffic safety).
5. Violation of these rules will result in suspension (of at least 4 school weeks' duration) and possible revocation of the student's parking permit.

Diplomas

Students who enter grade 9 in September 2001 and thereafter may receive two types of diplomas as follows:

Regents Diploma		Regents w/Advanced Designation Diploma	
Required Courses	Credits	Required Courses	Credits
English	4	English	4
Social Studies	4	Social Studies	4
Math [a]	3	Math	3
Science [a]	3	Science	3
World Language	1 [b]	World Language	3 [c]
Art/Music	1	Art/Music	1
Health	0.5	Health**	0.5
Physical Education	2	Physical Education	2

Required Exams	Required Exams
English Comprehensive Regents	English Comprehensive Regents
Algebra Regents	Alg. + Geometry + Alg. 2/Trig. Rgts.
Global Studies Regents	Global Studies Regents
U.S. History Regents	U.S. History Regents
One Science Regents exam	Two Science Regents exams
	World Language Regents [c]

All exams require a score of 65 or above*

[a] An integrated course in mathematics/science/technology may be used to satisfy the requirement for a third unit of credit in mathematics or science.

[b] Students are required to have completed two units of study in World Language by the end of their 9th grade year. One unit of credit is earned either by passing the state language proficiency exam or earning a unit of commencement (high school) level credit in a World Language

[c] Students acquiring 5 units of credit in one of the following may be exempt from the World Language: Art, Music, Business, or Career and Technical education.

Criteria for Entrance to Honors Level

TWO OUT OF THREE OF THE FOLLOWING:

- State Exams - Level 4 (if available)
 - ELA - English, social studies or science placements
 - Math - Math placements
 - Final subject area unweighted grade of 93 or better
- OR**
- Placement in the top 20% of the subject area teacher's students in the prerequisite course of study and not less than a final, unweighted grade of 88.
 - Teacher recommendation per district format.

Criteria for Continuation at Honors Level

- Final unweighted grade of 93 or better.
- Final unweighted grade of 88 or better plus teacher's recommendation per district format.

PROCEDURES

- Students will be tentatively scheduled for Honors classes based upon midyear subject area unweighted grades as delineated above.
- Final grades will be reviewed in June to confirm eligibility. The district reserves the right to reschedule students based upon end-of-year grades.
- Should a student fail to meet the eligibility criteria, any interested stakeholder (parent, teacher, counselor) may request that a hearing be held by a review panel, consisting of the appropriate department head and two impartial teachers appointed by the principal. The panel may deny or approve a youngster's placement in an honors class; however, in all cases the panel's decision will be final.

Criteria for Entrance to Advanced Placement Level

- Successful completion of a prerequisite course at the Honors level.
- Grades which would meet the criteria for continuation at the Honors level. **PLUS**
- An average score of 3.5 or better on the district's recommendation instrument.

PROCEDURES

- Same as for Honors level.
- Students who choose not to take the related Advanced Placement examination for a course will have their final transcript amended to read "No exam taken."

Students With Special Needs

The High School Counseling Department assists students with special emotional, learning or situational problems that may interfere with learning. When appropriate, counselors make referrals to other members of the professional staff such as the school psychologist, the reading specialist or the school district Committee on Special Education. Counselors also make referrals to appropriate outside agencies when needed. Students who have a handicapping condition that significantly impedes the learning process may apply for special assistance through the school district's Committee on Special Education. A parent or school official may initiate a request for review by the CSE. Counselors ordinarily coordinate such referrals.



Community Service

The Board of Education has established a diploma endorsement for students who have completed one hundred or more hours of community service during their high school careers. Those who qualify for the Century Club will be recognized with a seal that will be affixed to their diplomas, as well as through notations on their official high school transcripts, and in the graduation program.

The community service may be acquired through school sponsored and independent, but verifiable, community activities. Our expectation is that students will work toward approximately twenty five hours per year and will be required to complete a total of at least one hundred hours of service within the four years in order to qualify for the Century Club.

*There is an expectation that students who receive this endorsement will maintain an exemplary record of good citizenship throughout their high school careers. The student should see his/her counselor for details and Community Service Verification Forms regarding this diploma endorsement.

Physical Education

Physical Education is a subject mandated by New York State and, as such, is required for graduation. All students are required to complete a Physical Education course each year. One half unit of credit towards a school diploma is accumulated for each year of successful study. All students must take two units of pool (one in 9th grade and one in 10th grade) and pass the basic swimming safety test as a requirement for graduation.

Accident Claim Procedure

In order to make a claim for insurance benefits the student must be sure he/she has taken the following steps:

1. Report accident to the faculty member in charge and the school nurse.
2. Report to the school nurse to secure an insurance claim form. An accident report must be on file.
3. If a doctor has been consulted as a result of the injury, forward this claim to the doctor who performed the service.
4. If more than one doctor is involved, request bill for services rendered (x-rays, etc) and attach to claim form.
5. When the student is released by the doctor on the last visit, return completed medical form to the insurance company along with all final bills and x-ray reading reports attached.

All forms must be completed and returned to the school office not later than 90 days from the date of the accident. If claim cannot be completed by this time, an extension of time must be requested before the completion date.

Please note: This plan is a secondary, nonduplicating policy. If you have medical or dental insurance that covers your child, charges must be submitted to your primary insurance first.

