

NEED TO KNOW INFORMATION

1. FIRST DAY OF CLASSES

The first day of classes will be on **Monday, August 29**. The schedule will be the same as a regular school day, beginning at 8:59 a.m.

2. ATTENDANCE POLICY & PROCEDURES

EXCUSED ABSENCE PROCEDURES

If your child is absent from school, please report the absence that day by contacting the Attendance Supervisors in the Attendance Office at 516.203.3600 Ext. 3237. If they are unavailable, a message may be left on her voicemail or with one of her assistants. Students may **NOT** place absence notification calls. Additionally, according to school policy, only the following are considered legitimate reasons for school absences:

- Sickness
- Death in Family
- Religious Observance
- Remedial Health Care
- Field Trips
- Impassable Roads
- Court Appearance
- Approved Work Programs
- Approved College Visit
- Failure of School Transportation

Please note that family vacation is **NOT** a legitimate reason for school absence. Students who are absent for this reason may not be permitted to make up missed work.

UNEXCUSED ABSENCE

If your child is absent but does not qualify for one of the excused reasons labeled above or if the school is not contacted regarding your child's absence, an unexcused absence will result; and disciplinary action may ensue.

CUTTING

A cut occurs when a student chooses to skip class for no legitimate reason. Students will be issued a cut slip and must appear before Ms. Kurtzman to discuss the cut. Failure to appear before Ms. Kurtzman will result in immediate discipline. Upon investigation of the cut, students can be disciplined up to and including suspension or even be denied course credit.

LATE TO SCHOOL

Students assigned to a third period class who arrive after 8:59 a.m. are required to report to the Attendance Office upon arrival to school. Students arriving late to school after third period require a parent to call the attendance office to explain the lateness. Unexcused lateness to school will result in disciplinary intervention. Any student with driving privileges who is late to school more than three times may have those privileges revoked. (**Note: Oversleeping is not a legal reason to be late to school!**) Students will not be admitted to school without a parent sign-in.

LATE TO CLASS

Any student entering a classroom after the bell signifying the start of instruction is considered late. This includes the student's first class of the day. The lateness will be recorded. Upon a third unexcused lateness, detention will be assigned. Extensive unexcused lateness will result in intervention and progressive discipline if the pattern continues. Oversleeping is not an excused lateness.

Attendance Policy and Procedures (Continued)

LEAVING SCHOOL EARLY

Students who must leave school early must provide a note to the Attendance Office at the beginning of the day. For safety and legal reasons, **parents must sign out their child in person at the Attendance Office.** Failure to follow this procedure will result in disciplinary action. Seniors only may sign themselves out with a verified call and note from a parent stating legitimate reasons. Failure to follow this procedure will result in disciplinary action.

3. SCHEDULE CHANGES

As was discussed with you and your child throughout the scheduling and verification process during the spring semester, changes will be made for the following reasons only:

- Students did not receive an originally requested course.
- Students have advanced in coursework due to completion of summer school.
- Students who need to make a level change in the either direction (e.g. AP to Regents, AP to College, College to Regents, Regents to AP, College to AP, or Regents to College).
- Students overscheduled themselves and need to drop a course to obtain a lunch.

During the year, students are always encouraged to challenge themselves to higher levels. If a level change is later necessary, please note the following deadlines for 1st Semester and Full Year Courses (2nd Semester deadlines are in []):

- October 7 [March 17]: Students can transfer into a different class without penalty. No grades will be recorded or entered on their transcripts.
- October 11 – December 2 [March 20– April 28]: If students drop a course during this time, a WP (Withdrawal – Passing) or WF (Withdrawal – Failing) will be entered on their transcripts. Students will not be penalized in any classes entered into at this time.
- After December 2 [April 28]: Students may not drop courses except in extreme extenuating circumstances, e.g. extended illness, family tragedy, etc.

4. **DRIVING AND PARKING REGULATIONS**

Driving on campus is an earned senior privilege and a major responsibility. **Only seniors who are registered drivers at the high school may drive or park cars on school grounds.** The only lot, in which senior students shall be permitted to park, is the “H” lot which is located at the far end of the middle school upper lot.

Students eligible to drive must attend a “Choices and Consequences” driver information meeting with a parent/guardian prior to beginning the registration process. Parental assistance in supporting this effort is vital. Please discuss with your child policies to work with us to maintain these standards of safety.

Please note students may not leave the building at any point during the day without prior permission from an administrator.

If you have a concern, kindly contact Brian Cummings at 203-3600, ext. 3226.

5. **LOCKER SECURITY**

For safety and security reasons, all students must purchase a combination lock at a charge of \$5 from the school. These locks must be used on all lockers.

Once purchased, locks become the property of the student. **It is necessary that students secure locks through the school and not bring in locks from home.** School locks have been specially keyed in order to be opened quickly in case of an emergency. Therefore, no outside locks will be permitted on the lockers. Upperclassmen should be in possession of their locks and may retrieve any forgotten combinations from Brian Cummings’ office. Any non-school issued locks will be removed immediately.

Additionally, the condition of the locker is the responsibility of the student to whom it is assigned. Magnets may be used to hold mirrors, posters, or other materials. No graffiti, permanent decoration, writing, painting, or stickers are to be used.

You will receive your locker assignment with your schedule.

6. **GUIDANCE MEETINGS**

Our experience with the high school student convinces us that success depends on continued communication among staff, students, and parents.

Recognizing that other commitments often make it impossible for parents to find time to meet with counselors during the regular school day, we are continuing a program of evening meetings this year. Beginning with Tuesday, September 14, 2021, counselors will be available to meet with parents and students beginning at 7:00 p.m. and continuing until 9:00 p.m. For an appointment, please feel free to call the Counseling Center at 203-3600 ext. 3260.

September 6, 2022
September 13, 2022
September 20, 2022
October 11, 2022
October 18, 2022

October 25, 2022
November 1, 2022
November 15, 2022
November 29, 2022
December 6, 2022

December 20, 2022
January 3, 2023
January 24, 2023
January 31, 2023
February 7, 2023

February 14, 2023
February 28, 2023
March 7, 2023
March 14, 2023
March 21, 2023
March 28, 2023
April 4, 2023

April 18, 2023
April 25, 2023
May 2, 2023
May 9, 2023
May 16, 2023
May 23, 2023
May 30, 2023

Listed below are the dates on which grade level parents' meetings will be held. These dates are also listed on the district calendar and in the Student Handbook. Grade level meetings with counselors will be held virtually this year. Topics will be sent prior to the meeting.

9th Grade Parent Meetings

January 17, 2023 - 7:00 p.m.

10th Grade Parent Meetings

January 10, 2023 - 7:00 p.m.

11th Grade Parent Meetings

December 13, 2022 - 7:00 p.m.

12th Grade Parent Meetings

August 30, 2022 - 7:00 p.m.

Financial Aid Meeting for 11th & 12th Grade Parents

September 20, 2022

7:00 p.m.

DAILY TIME SCHEDULE

Period 1 (Middle School) 7:31 a.m. - 8:11 a.m.

HIGH SCHOOL

All students should be in class when bell rings signaling
beginning of class

	<u>Class Begins</u>	<u>Class Ends</u>
Period 2 (Extra Help, AIS, Clubs)	8:15 a.m.	8:55 a.m.
Period 3 (Homeroom)	8:59 a.m. -	9:39 a.m.
Period 4	9:43 a.m. -	10:23 a.m.
Period 5	10:27 a.m. -	11:07 a.m.
Period 6	11:11 a.m. -	11:51 a.m.
Period 7	11:55 a.m. -	12:35 p.m.
Period 8	12:39 p.m. -	1:19 p.m.
Period 9	1:23 p.m. -	2:03 p.m.
Period 10	2:07 p.m. -	2:47 p.m.
Period 11	2:51 p.m. -	3:31 p.m.