

2016-2017

Fishers Island School

# STUDENT-PARENT HANDBOOK



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[www.fischool.com](http://www.fischool.com)

*Fishers Island School...cultivating and honoring the gifts and talents of ALL students*

## TABLE OF CONTENTS

|  |                    |
|--|--------------------|
| <b>Welcome Letter, General Information</b>           | <i>Page 2</i>      |
| <b>Board of Education</b>                            | <i>Page 3</i>      |
| <b>Faculty/Staff List</b>                            | <i>Page 4</i>      |
| <b>Student Behavior, Rights and Responsibilities</b> | <i>Page 5-7</i>    |
| <b>Lower School—Pre-K through Grade 6</b>            | <i>Page 8</i>      |
| <b>Tuition Program—Grades 4 through 12</b>           | <i>Pages 8-9</i>   |
| <b>Upper School—Grades 7 through 12</b>              | <i>Page 10</i>     |
| <b>Academic Program Guidelines/Grading</b>           | <i>Pages 11-16</i> |
| <b>Attendance Policy &amp; Health Guidelines</b>     | <i>Pages 16-18</i> |
| <b>Internet Safety</b>                               | <i>Page 19</i>     |
| <b>Guidance</b>                                      | <i>Page 19</i>     |
| <b>Regents Exams and Diploma Requirements</b>        | <i>Pages 20-24</i> |
| <b>Student Awards and Scholarships</b>               | <i>Pages 24-25</i> |
| <b>Student Expectations and Procedures</b>           | <i>Pages 25-27</i> |
| <b>Extracurricular Activities &amp; Field Trips</b>  | <i>Pages 27-28</i> |
| <b>School Ceremonies and Observances</b>             | <i>Page 28</i>     |
| <b>Student Safety</b>                                | <i>Page 29</i>     |
| <b>Student Health Services</b>                       | <i>Pages 30-31</i> |
| <b>Notifications</b>                                 | <i>Pages 32-33</i> |
| <b>Student Privacy</b>                               | <i>Page 33</i>     |
| <b>Athletic/ Extra-Curricular Policy</b>             | <i>Pages 34-35</i> |
| <b>*SIGNATURE FORMS</b>                              | <i>Pages 36-37</i> |

**\*These forms are to be signed and returned to the School Office by September 16<sup>th</sup>**

TO: Students and Parents,

September 2016

Welcome to the 2016-2017 school year at Fishers Island School. This handbook was prepared as a reference to find answers to commonly asked questions about our school. It is important for both parents and students to read this document and to be familiar with its contents.

After you have reviewed this handbook, **please sign the forms on pages 36 & 37 and return them to Mrs. Doherty in the school office on or before Friday, September 16, 2016.**

The handbook includes information about grading, school guidelines, and behavioral expectations. It was developed to help answer your questions, such as: What grades do I have to earn to be on the Honor Roll? What constitutes academic warning and academic probation? What do you do when you are absent? Who do you talk to when you want extra help?

It is my hope that this handbook will be helpful to you and your child/children in making this a very successful and engaging school year. If you have further questions, please contact our guidance counselor and/or your child's classroom teacher.

Sincerely,

*Karen Loiselle Goodwin*  
Superintendent/Principal

## **GENERAL INFORMATION**

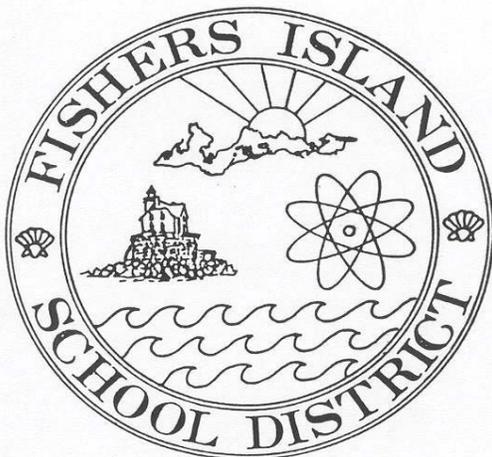
Fishers Island School Colors: Blue and Gold  
Fishers Island School Mascot: Viking

## **FISHERS ISLAND SCHOOL ALMA MATER**

Above the roar of crashing breakers,  
Above the wild gull's piercing cry,  
We raise our youthful voices  
As we praise Fishers Island High.

Hail to Alma Mater, guardian of the light  
May your lamp of learning, burn forever bright  
Beaming truth to guide us,  
Through the fog of fear,  
Lead us ever onward, Alma Mater dear.

By Dorothy Chaplaski



## **BOARD OF EDUCATION**

Jamie Doucette, President  
Laurie Finan, Vice President  
Linda Mrowka, Board Member  
William Bloethe, Board Member  
Thomas Shillo, Board Member  
Charles Snyder, Student Liaison Representative

Members of the Board of Education are district residents who are elected by the voters to set policy and provide financial oversight for the operations of the school. They provide leadership for the welfare of district students.

In accordance with state law, the Board holds regularly announced business meetings. Parents, students and community are encouraged to attend. Public participation is encouraged at the appropriate times on the agenda.

### **MEETING DATES AND TIMES**

Wednesday, September 21, 2016 at 6:00 PM

Wednesday, October 19, 2016 at 5:00 PM

Wednesday, November 16, 2016 at 5:00 PM

Wednesday, December 21, 2016 at 5:00 PM

Wednesday, January 18, 2017 at 5:00 PM

Wednesday, February 8, 2017 at 5:00 PM

Wednesday, March 15, 2017 at 5:00 PM

Wednesday, April 12, 2017 at 5:00 PM

Tuesday, May 9, 2017 Budget Hearing at 6:00 PM

Tuesday, May 16, 2017 Annual Meeting at 6:00 PM  
Budget Vote 2:00 PM-8:00 PM

Wednesday, June 21, 2017 at 6:00 PM

# Fishers Island School

2016-2017

## Faculty/Staff List

|                           |   |
|---------------------------|---|
| Mr. Gilbert Amaral        | Director of Guidance                              |
| Ms. Christine Anifantakis | Spanish Teacher                                   |
| Ms. Margaret Atkin        | 1 <sup>st</sup> and 2 <sup>nd</sup> Grade Teacher |
| Mr. Adam Baber            | P.E./Health Teacher                               |
| Mrs. Linda Bean           | Computer/Business Teacher                         |
| Ms. Heidi Blanchard       | PreK and K Teacher                                |
| Mrs. Jennifer Burns       | 3 <sup>rd</sup> and 4 <sup>th</sup> Grade Teacher |
| Ms. Alysanne Cochrane     | Administrative Assistant                          |
| Dr. Penelope Cosentino    | Clinical Psychologist                             |
| Mrs. Carol Doherty        | School Secretary                                  |
| Mr. Christopher Dollar    | Music Teacher                                     |
| Mr. Thomas Doroshevich    | Custodian   |
| Mrs. Tawnya Eastman       | 5 <sup>th</sup> and 6 <sup>th</sup> Grade Teacher |
| Ms. Jessica Federman      | Speech and Language Pathologist                   |
| Mr. Joel French           | Special Education Tutor                           |
| Ms. Alexandra Foster      | Special Education Provider                        |
| Mr. Michael George        | History Teacher                                   |
| Mrs. Carol Giles          | Science Teacher                                   |
| Mrs. Karen Goodwin        | Superintendent/Principal                          |
| Ms. Jessica Hall          | English Teacher                                   |
| Mr. Jared Kaplan          | Technology Teacher                                |
| Mr. James Eagan           | Business Official                                 |
| Mrs. Carrie Sawyer        | Art Teacher                                       |
| Ms. Fay Smolen            | Librarian/Tutor                                   |
| Ms. Jessica Sue           | Math Department                                   |

## CONDUCT AT SCHOOL

The Fishers Island School expects a high standard of conduct from its students, faculty, and support staff, as well as visitors to the school. The standards of conduct are based on six pillars of character. The school will enforce a Code of Conduct which governs the conduct of all persons upon any premises or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic and other programs and activities. **The complete Code of Conduct can be found on the school's website.** The "Six Pillars" are:

### Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

### Respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

### Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use selfcontrol • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

### Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

### Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

### Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

## **EXPECTATIONS FOR STUDENTS BEHAVIOR**

In order to assist the school administration and staff in their efforts to provide a safe, positive, and productive school environment conducive to learning, the student body is expected to:

- understand that they are responsible for their actions and that inappropriate behavior will not be tolerated;
- be informed about and abide by School and Board rules and policies;
- participate responsibly in school safety drills;
- behave in a responsible and appropriate manner during all school functions, whether on or off school grounds;
- attend school regularly and be prepared for class by completing daily assignments, homework and make-up work;
- continue to develop a moral and ethical sensibility as well as practice moral and ethical behavior; learn about, understand, and respect diversity and differences among all groups;
- understand, as well as apply, the basic principles of healthful daily living;
- know and follow the law to keep our School a safe environment. Weapons of any kind are strictly forbidden on School property or at School-sponsored events;
- tobacco, alcohol and/or illegal drugs/substances are also strictly forbidden on School property or at School-sponsored events

**Anyone who violates any of the provisions of these rules is subject to appropriate consequences, up to and including reprimand, detention, suspension, expulsion, arrest, and/or prosecution.**

## **DETENTION HALL**

There is detention hall after school from 3:05 to 4:05pm. Students assigned to detention must remain quiet and/or homework/read, work assigned by a teacher. Detention must be served on the day assigned and before participation in extra-curricular activities or athletic practice/competition.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

- Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability;
- Present his/her/their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty;
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.

All students have the *responsibility* to:

- Maintain a safe and orderly school environment that is conducive to learning and to show respect to other persons and property;
- Be familiar with and abide by all district policies, rules and regulations dealing with student conduct;
- Attend school every day unless legally excused; be in class on time and prepared to learn;
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest possible level of achievement;
- Take direction from teachers, administrators and other school personnel in a respectful, positive manner;
- Work to develop mechanisms to control anger;
- Ask questions when directions or concepts are not understood;
- Seek help in solving problems before they lead to disciplinary action;
- Dress appropriately for school and school functions;
- Accept responsibility for their actions;
- Conduct themselves as representatives of the district when participating in or attending school-sponsored extra-curricular events and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

### **DIGNITY FOR ALL STUDENTS ACT (DASA)**

Students are expected to treat one another with respect at all times. Bullying and/or harassment of students or staff is not tolerated at Fishers Island School. Students and/or parents are encouraged to report concerns to one of our DASA coordinators: Mr. Gil Amaral, Director of Guidance, and Mr. Chris Dollar, Music Department. The DASA coordinator(s) will complete an investigation and share the results with the school Principal who will determine if disciplinary consequences are indicated. The results of the investigation will be reported to the student/parent who expressed the concern, as well as parents of any other involved student.

### **ELEMENTARY RECESS AND PLAYGROUND RULES**

Students will go outside for recess throughout the school year. It is important that parents dress children appropriately for the weather conditions. Boots, hats, gloves and warm coats are a necessity for snowy, cold weather.

The following playground rules have been established for the safety of all students. Adult supervision is provided at all times:

- Use play equipment properly and safely;
- Wear proper footwear (no bare feet);
- Play carefully and invite others to play;
- Be considerate of classmates;
- Listen and follow adult directions;
- No pushing and/or shoving;
- Do not use equipment when it is wet/slippery.

## **LOWER SCHOOL- PREK THROUGH GRADE 6**

### **PRE-KINDERGARTEN SCREENING**

Pre -K screening is conducted before a child enters school to let parents and teachers learn about each student's developmental areas of strength and need in order to plan an appropriate educational program. It also alerts us to possible learning differences. The screening evaluates speech, language, cognitive and physical development.

### **ADMISSION TO PRE-SCHOOL**

All children who are four years old on or before December 31<sup>st</sup> of the school year are invited and encouraged to join our program. Pre-K is a half-day program. (Hours: 8:00 – 11:30 AM)

### **ADMISSION TO KINDERGARTEN**

If a child is five years old on or before December 1<sup>st</sup> of the school year, he/she will be admitted to full day Kindergarten. (Hours: 8:00 AM – 3:00 PM)

### **CURRICULUM**

The curriculum is based upon New York State Common Core Standards--organized with clearly defined instructional objectives for each level. Students may start taking musical instrument instruction in grade 5. Weekly lessons are scheduled during the school day on a rotating basis.

### **REPORT CARDS**

PreK and Kindergarten students receive a report card mid-year and at the end of the year. Teachers report 1<sup>st</sup> – 6<sup>th</sup> grade progress four times each year utilizing a computer generated report card. Teachers conduct parent conferences in November, when the first report card is issued. Parents or teachers may request a conference at any time during the school year.

### **TUITION PROGRAM – GRADES 4—12**

Fishers Island School invites Connecticut students to attend Fishers Island School in grades 4-12. Students are selected based on successful school performance, demonstrated independent, responsible learning strategies, and age-appropriate social and behavioral skills. It is expected that students selected for admission will continue to demonstrate these qualities throughout their stay at Fishers Island School.

### **SELECTION PROCESS**

The Student Admission Committee consists of the Superintendent/Principal, three teachers, the Guidance Counselor and two Board of Education members. Candidates submit an application,

a copy of recent school records, including any Special Education or Child Study Team documentation, three references and an essay. Applicants are required to take a basic skills test to assess their academic achievement levels. The committee reviews all applications and may speak with the sending school with parental consent. Prospective students who initially meet the criteria are invited to spend a full day at Fishers Island School to engage in Phase 2 of the application process. Students are selected based upon the needs and current class make-up, and the student's demonstrated ability to be successful with the rigorous New York State Common Core and Regents curriculum.

The Committee will review each tuition student's academic progress, participation and behavior records in both January and June. The Committee decides which Connecticut students will be invited back for another year.

Tuition students on academic probation or warning for two (2) consecutive quarters are subject to review regardless of the time of the year. Also, students placed on disciplinary warning status are automatically up for review. In both situations the committee may vote to dismiss a student from the School. A 5 to 2 vote is necessary for dismissal.

Students who do not demonstrate age-appropriate social and behavioral skills or expected motivation will either be issued a letter of warning from the Tuition Committee or may be dismissed from the program immediately for serious offenses.

### **TUITION POLICY**

The Fishers Island School Board of Education shall set tuition rates annually. Tuition is payable as a \$500 deposit to hold the seat 30 days after parent notification. The remaining tuition will be divided between two payments, August 1 and January 1 of each year.

Due to the investment of school personnel in time, effort, and money in reviewing candidates and selecting tuition students, and the limited number of seats for tuition students, the tuition is not refundable in whole or in part upon withdrawal or removal of the student for any reason, except in the case of extreme hardship as determined by the Board, in its sole discretion.

Adoption Date: November 18, 2015

## **UPPER SCHOOL- GRADES 7 THROUGH 12**

To provide a safe and positive learning environment, we work closely with students and families to provide the necessary support for academic success. The following school programs support students in grades 7-12.

### **AFTER SCHOOL SUPERVISION**

Our school provides an informal teacher-supervised after-school session in the Library each day from 3:05 until 4:20 pm. Students must provide the office with written parental consent to leave the school campus during after school hours.

### **GRADES 7-12 AFTER-SCHOOL EXPECTATIONS**

1. Students who are younger than 18 years of age must sign out of the office when they leave school. Students must have written consent (note or email) from a parent or guardian to leave the school.
2. The supervisor on duty will begin duty by ensuring that the gym and stage hallway door is locked. Only the supervisor on duty will determine if the gym is open as that individual (or another staff member) must remain in the gym to supervise.
3. Students who are not participating in after-school activities or meeting with teachers will work and/or socialize in the library/couch area of the school. Staff members who are overseeing homework hall will circulate throughout the school on a regular basis to be certain all students are in supervised areas. Supervisors will also routinely scan computers and portable electronic screens to ensure that students are viewing appropriate material in school.
4. Students who wish to complete homework in a quiet environment may choose to work in the supervised, quiet detention hall classroom.
5. Students are able to meet with available teachers after school. Students may only be in classrooms in which a teacher or staff member is present. Teachers will lock their classroom doors after school if they are not going to be there.
6. Students who are assigned to detention need to report to the detention room immediately after dismissal. Teachers are asked to record the names of the students who are serving detention in the office log by the end of period eight.
7. Students may carefully eat snacks at the library tables after school. Students are responsible for cleaning up after themselves. The privilege of eating there will be revoked if students are not responsible about keeping the library clean. Students may not eat or drink while at the library computers.
8. Students participating in after-school activities are responsible for meeting their coach/adviser at the classroom or designated area. Activity advisers and coaches are responsible

for taking and maintaining a record of attendance. They must immediately report any attendance concern (i.e. missing student who was in school that day) to the office.

9. Any student who chooses not to comply with our after-school expectations will be referred to the principal who may assign the student to the supervised after-school detention hall for a specific period of time.

### **DETENTION HALL**

A student shall be assigned to Detention Hall if:

- Homework is not turned in when required;
- Homework is incomplete;
- Homework is unacceptable in content and/or appearance;
- Behavior in class or in school is inappropriate;
- Infraction of school rules, policies and/or behavior code.

A Detention Hall list is kept in the school office. Students must attend on the day assigned and before participation in extra-curricular activities or athletic practice. Teachers may deviate from this schedule only when there are extenuating circumstances. Teachers may assign students for thirty or sixty minutes. When a student is released from Detention Hall, the supervising teacher will determine whether the student will:

1. Report to extra-curricular or co-curricular activities;
2. Report to the Library for after-school supervision;
3. Be released from School (Island residents only).

### **GRADES 7-12 REPORT CARDS AND PROGRESS REPORTS**

Report cards are issued to students on a quarterly basis as indicated on the annual school calendar. In addition, students and parents have ongoing access to student grades through the PowesrSchool Parent Portal by using their confidential login and password. Teachers ensure that the data in their digital gradebooks is current during the progress report dates published each school year. Parents and students are encouraged to be proactive when they have questions or concerns by emailing or calling the teacher as soon as possible.

### **ACADEMIC WARNING**

Any student with an “F”, a quarter marking period weighted average below 70, or more than one “D” will be placed on Academic Warning for the following quarter. Ongoing communication between student, teacher, and parent will be maintained until grades are improved.

### **ACADEMIC PROBATION**

Any student with more than one “F” will be placed on Academic Probation for the following quarter. To provide time and opportunity for improvement, the student will be assigned to

afterschool Detention Hall for the next quarter. All co-curricular, extra-curricular and sports activities will be suspended for a specific period of time to be determined by the Principal. An initial and a final conference with the Guidance Counselor and the Principal will take place to determine if other actions are warranted. An academic improvement contract between the student, parents, and school will be developed.

### **EXTENDED CONTENT SUPPORT**

Many of the high school teachers will invite students to an after-school or study hall session if it appears that a student is struggling with a concept. Students may also ask for extra help.

### **ACADEMIC PROGRESS DATA**

Student grades are available online to parents and students in grades 7-12 through the PowerSchool Program. Parents are urged to regularly review their child's/children's progress by accessing the PowerSchool parent portal (school website link or <http://fishersislandps.esboces.org/public>) on a regular basis. Parents are encouraged to contact teachers when necessary. Parents who do not have access to the internet should contact the School Principal to establish an alternate school home communication plan.

### **HIGH SCHOOL PARENT-TEACHER CONFERENCES**

Parent-Teacher communication is essential for student success. Teachers value parent interest, opinions, and support. Parent-teacher conferences will be scheduled for upper school students in November. Either teacher or parent may arrange an in-person or phone conference at any time convenient to both. Teachers may also be contacted by e-mail; a teacher directory is available on the School web site.

### **ACADEMIC INTERVENTION SERVICES (AIS)**

The district shall provide academic intervention services to students who have been identified as being at risk of falling below the State Common Core learning standards in English/language arts, mathematics, social studies, and/or science. Such services may include additional instruction/tutoring services and/or student support services such as guidance, counseling, and study skills.

A student's eligibility for academic intervention services will be determined based on his or her performance on State assessment examinations and/or in accordance with district assessment procedures.

### **SPECIAL EDUCATION/PROGRAMS FOR STUDENTS WITH DISABILITIES**

The District provides special education services and programs to students with disabilities pursuant to applicable federal and state laws. Any parent or person in parental relation who

suspects that his/her child has a disability may refer the child for an evaluation by the District’s Committee on Special Education (CSE) for eligibility for special education services and programs. More detailed information on this process is available in *A Parent’s Guide to Special Education*, which is published on the New York State Education Department’s website in English and Spanish at <http://www.p12.nysed.gov/specialed/publications/policy/parentguide.htm>. Parents or persons in parental relation should contact the District’s CSE Chairperson or the school principal.

**GRADING SYSTEM REGULATIONS FOR HIGH SCHOOL**  
**2016-2017 SY**

In the high school, number grades will be used in teacher mark sheets, report cards, and permanent records. Regents grades will be entered on report cards in numerical form. The passing grade will be 65.

| <b><u>Numerical Range</u></b> | <b><u>Letter Equivalent</u></b> |
|-------------------------------|---------------------------------|
| 97 – 100                      | A+                              |
| 93 – 96.99                    | A                               |
| 90 – 92.99                    | A-                              |
| 87 – 89.99                    | B+                              |
| 83 – 86.99                    | B                               |
| 80 – 82.99                    | B-                              |
| 77 – 79.99                    | C+                              |
| 73 – 76.99                    | C                               |
| 70 – 72.99                    | C-                              |
| 65 – 69.99                    | D                               |
| Below 65                      | F                               |

**DESCRIPTION OF CURRICULUM LEVEL**

- All courses not leading up to a Regents exam receive a 1.0 weight for GPA and Honor Roll
- Regents courses or those courses leading up to a Regents exam will receive a 1.03 weight on GPA and Honor Roll
- Academic VHS courses will receive a 1.03 weight on GPA and Honor Roll
- Non-Academic VHS courses will receive a 1.0 weight on GPA and Honor Roll
- Honors, VHS, and Advanced Placement/UCONN ECE courses will receive a 1.07 weight on GPA and Honor Roll
- Any Science course with a laboratory period (1200 minute lab) will receive 1.50 credits.

Courses taken by students that are either credit-bearing at Community Colleges, Universities, or taken online, must be reviewed by the Honors Committee to determine whether or not they will be calculated into the student’s final GPA. This also includes summer courses. The Honors Committee will determine the GPA weight of each of these courses on a case-by-case basis.

## CALCULATION OF SEMESTER/FINAL GRADES

The first semester grade is calculated as follows:

|  | <u>Full Year<br/>Course</u> | <u>Semester<br/>Course</u> |
|--|-----------------------------|----------------------------|
| 1 <sup>st</sup> marking period = 2/5 of semester grade | 20%                         | 40%                        |
| 2 <sup>nd</sup> marking period = 2/5 of semester grade | 20%                         | 40%                        |
| Midyear exam = 1/5 of semester grade                   | 10%                         | 20%                        |

The second semester grade is calculated as follows:

|  |     |
|--|-----|
| 3 <sup>rd</sup> marking period = 2/5 of semester grade | 20% |
| 4 <sup>th</sup> marking period = 2/5 of semester grade | 20% |
| Final exam or Regents exam = 1/5 of semester grade     | 10% |

Each grade will be based solely on academic performance. Grading must not be used for penalizing attitude or conduct, however, teachers do utilize student participation/engagement rubrics to objectively assess students' learning dispositions and classroom involvement. The final grade in a yearlong course is the average of the first semester and second semester grades.

## SENIOR EXAMS EXEMPTION POLICY

Senior students are exempt from taking a final examination if the student meets all of the following criteria for the specific subject:

1. The student must hold a 90% average for the class;
2. The student must have 3 or less unexcused absences for the year (or 1.5 unexcused absences for a semester);
3. The student cannot have received any suspensions during the school year;
4. The student cannot have been reprimanded for plagiarism or cheating during the school year;
5. The student cannot be exempt from a Regents exam;
6. The student cannot be exempt from an ECE course exam;
7. The student cannot be exempt from an exam that is needed for a teacher's APPR evaluation;
8. The student must have completed at least one act of community service in his/her senior year in order to be exempt from exams.

## HOMEWORK

**Homework is important** to student success as it reinforces the understanding of concepts, problem solving, critical thinking, practice, review and preparation for tests. We expect all students to complete homework assignments and, if needed, to ask teachers for assistance prior to class time. Parents can assist their children with homework by:

- Providing a study area free of distractions and with good lighting;
- Asking questions about content of student homework;
- Giving requested assistance, but letting the student do his or her own work;
- Avoiding undue pressure;
- Helping create a “homework habit” at the same time each evening..

The amount of homework will vary with each course and grade level and should be age appropriate. Homework assignments count toward each student’s quarterly grade.

If a student knows that he/she will be absent for one or more days, it is possible for homework assignments to be sent home. Students are encouraged to make arrangements for assignments with their teachers or through the main office to avoid getting behind in their work. A student who is sick and absent from school will have one additional day for each day absent to make up homework assignments. A student who is absent for a half day is expected to obtain homework assignments for missed classes, and hand it in on time.

Students who demonstrate ongoing challenges with homework completion will establish a homework contract with the School Principal and parent(s). Students with chronic homework completion challenges may be required to participate in a daily detention hall to provide an opportunity for successful completion of assignments at school.

### **HONOR ROLLS FOR GRADES 7-12**

At the end of each quarter an Honor Roll shall be generated. All courses except physical education are included. Students must maintain a C or better in physical education to be eligible. Students with a grade of ‘Incomplete’ (I) do not make the Honor Roll.

|             |             |
|-------------|-------------|
| High Honors | 95 or above |
| Honors      | 87 – 94.99  |

In determining Honor Roll, the following rules will apply:

1. Numeric grade equivalents will be used for Honor Roll calculations;
2. Weighted averages will be used for Honor Roll determination;
3. The cumulative average of course grades to be on Honor Roll (PE is not counted, but must be a “B” or higher), must fall in the range of an 87-94.99. No unweighted course grade may fall below an 85. No grade in a course with a weight of 1.03 may fall below an 83. No grade in a course with a 1.07 weight may fall below an 80;
4. The cumulative average of all course grades to receive High Honors (PE is not counted, but must be at least a “B”) must equal a 95.0 or higher. No course that is unweighted can fall below an 87. No grade in a course with a 1.03 weighting may fall below an 85. No grade in a course with a weighting of 1.07 may fall below an 82;
5. The standard for National Honor Society eligibility is a weighted average of 87.0.

## **GRADE POINT AVERAGE (GPA)**

Although the Fishers Island School does not rank students, we do have an ongoing GPA calculation for the purpose of transcript creation to be used in the process of college applications protocol. The overall GPA is determined on a 100 point basis and is calculated in the same manner as the Honor Roll. For college applications, we call it a weighted GPA as there is the potential of using the above listed weighted courses, if enrolled.

## **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is bestowed upon students who display outstanding qualities in scholarship, character, leadership and service. The minimum academic average for National Honor Society consideration is 87%. Students are selected by a vote of the faculty committee. Guidelines are available in the Guidance Office upon request.

## **PROMOTION AND RETENTION OF STUDENTS**

The school will make every effort to place each student in the most appropriate learning level. The guidelines below govern promotion and retention.

At the elementary level, students who pass all subjects will be promoted. Students who do not make satisfactory progress in one or more basic subjects – Reading/English Language Arts, Mathematics, Spelling, Social Studies and Science -- shall have their cases considered on an individual basis and may be retained, in rare instances, if it is determined to be in the best interest of the student.

At the high school level, promotion from one class to the next shall be contingent upon passing required subjects.

A decision to retain a student within the same grade shall be arrived at by consensus from the teacher(s), Principal/ Superintendent, and parent/guardian. No student will be retained without an appropriate educational success plan defining what will occur that is instructionally different for and supportive of the student's unique educational strengths and needs. The student's academic achievement will monitored regularly.

## **ATTENDANCE POLICY**

The Fishers Island Union Free School District 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, tardiness, and early departures** (referred to in this policy by the acronym "ATED's"), encourage full attendance by all students, maintain an adequate attendance record keeping system, identify patterns of student ATED's and develop effective intervention strategies to improve school attendance. The complete Attendance Policy is posted on the school's website: [www.fischool.com](http://www.fischool.com)

## **DENIAL OF CREDIT FOR NOT MEETING MINIMUM ATTENDANCE STANDARD**

Courses taken for high school credit at the high school and middle school levels in which a student fails to achieve the Minimum Attendance Standard shall be subject to the Denial of Credit for that course. The total number of unexcused ATED's for whatever reason shall result in the denial of credit as follows:

Any student with more than 9 unexcused ATEDs for one-half year, or 18 unexcused ATEDs for the full year will not receive credit for the course. However, students with properly-excused ATEDs may make up the work for each ATED, and those ATEDs will not count toward the minimum attendance standard.

### **TARDINESS**

Students should arrive to school by 7:55. Arrival to the first class after 8 AM is considered TARDY.

### **ABSENCES**

All absences require a written note from a parent/guardian within 24 hours of the return to school. Attendance records are legal documents and need to be accurate. **Parents must call or email the school secretary by 8:00 am the day of the absence and give the reason for the absence or tardiness (631-788-7444 or at [c.doherty@fischool.com](mailto:c.doherty@fischool.com)). If we do not receive an email, note, or phone call from a parent or guardian, the student absence will be designated a unexcused in accordance with the district's attendance policy.**

Any work missed is the responsibility of the student and must be made up within a period of time corresponding to the length of absence.

No student can participate in any sports activity, co-curricular activity and/or interscholastic activity on a day when he/she is absent from school.

### **EXCUSED ABSENCES AND EARLY DEPARTURES**

- College interviews/college visitations (*seniors only-limit of three*);
- Court appearances;
- School-sponsored activities (*including School athletic events*);
- Military obligations;
- School-to-work program;
- School authorized programs (*i.e., field trips, testing sessions, counseling sessions, School-sponsored athletic events, physical therapy sessions, occupational therapy sessions, speech sessions*);
- Death in the family/funeral;
- Illness (*doctor's note required for extended illness days*);
- Impassible weather conditions;
- Religious observance;
- Medical/dental appointments (*requires written note from provider*);

- Special education evaluations (*authorized by the School district*);
- In-school suspension/out-of-school suspension.

### **UNEXCUSED ABSENCES AND EARLY DEPARTURES**

- Family vacation/traveling;
- Haircuts, nail appointments, spa visits, etc.;
- Hunting/fishing trips;
- Oversleeping/tired;
- Participating in a field trip the previous day;
- Extra-curricular employment;
- Babysitting;
- Being needed at home;
- Missing the ferry (*i.e., due to personal reasons*);
- Participating in play rehearsal that “ran late”;
- Working on a school project;
- Needed to do homework;
- Any other reason that is not on the ATED excused list posted above.

### **COMMON ILLNESS & SCHOOL ATTENDANCE GUIDELINES**

***Fever:*** Any temperature greater than 100 degrees F is considered *fever*. Students must be fever-free for 24 hours without using fever-reducing medications (such as Tylenol, Motrin, Advil, etc.) in order to return to school. This applies even if the underlying cause of the fever is non-infectious, such as middle ear infections, bronchitis, urinary tract infections, etc. Children with a fever do not usually feel well enough to participate in and attend school activities. It is recommended that they be given 24 hours to recover from the fever before returning to school. (Please note that a student who exhibits symptoms of illness without a fever may be sent home.)

***Colds:*** Students with an upper respiratory infection without a fever may attend school if they feel well enough to do so. It is helpful in preventing the spread of illness if children learn to cough or sneeze into tissues and to wash hands after contact with the secretions.

***Infections:*** Any student who has been on antibiotic therapy for 24 hours is no longer considered infectious and may return to school. This includes infections of the eye, nose, skin and strep infections.

***Diarrhea:*** Students with diarrhea should remain home until they are symptom free for 24 hours. The only exception is if the diarrhea is the result of a chronic condition, in which case a doctor’s note is required indicating the diarrhea is not infectious.

***Vomiting:*** A student who has vomited the evening before or the morning of a school day should remain home for that day.

***Common Childhood Diseases:*** Students with Pertussis (whooping cough) Meningococcal Disease, or any other known contagious disease must be kept at home until no longer contagious. For most common childhood diseases, the period of contagion is known. Consult your primary pediatrician/physician for additional information.

## **INTERNET SAFETY POLICIES**

The Fishers Island School District is committed to safeguarding children's access to the Internet on district computers. Although the district cannot totally guarantee the effectiveness of selected filtering and blocking technology, the district will use such measures to block or filter Internet access to inappropriate web sites as defined in the Children's Internet Protection Act.

The school has a wireless internet system. For specialized circumstances only, a student who may need to use a personal laptop in the building should speak with Ms. Bean, technology specialist. In the rare instance that consent is granted, Ms. Bean will need to assure that the personal laptop is virus-protected.

## **APPROPRIATE USE OF SCHOOL COMPUTERS AND LAPTOPS**

The Board of Education considers computers to be a valuable tool for education, and encourages the use of computer-related technology in the classrooms. Through software applications, online data bases and courses, bulletin boards and e-mail, computer use significantly enhances educational experiences and provides statewide, national and global communication opportunities for students and staff.

Students in grades 7-12 are issued a school laptop for use at home and school for learning activities and school projects. Only students who return a copy of the school's Laptop Contract signed by both the parent and student will be provided a laptop. Students in grades K-6 have access to iPads for school use only at the direction of the teacher. In addition, students in grades 5 and 6 receive technology literacy instruction from our technology education teacher and use of individual laptops on a cart brought to their class.

The district prohibits the use of any computer hardware/software in any inappropriate, fraudulent or destructive manner, including, but not limited to:

- Sending out unauthorized messages;
- Entering a code-protected file;
- Plagiarism;
- Altering a software program;
- Vandalizing hardware or software components copyright infringement.

The entire **Student Technology Use Policy** can be found in the school's main office.

## **STUDENT COMPLAINTS AND GRIEVANCES**

Students are provided an opportunity to be heard on any complaints and grievances they may have. On issues affecting the student body, students should discuss the matter with their student council representative before appealing to the school administration. The district encourages the resolution of all student complaints as promptly as possible and at the lowest level possible. Accordingly, students are urged to discuss complaints first with the appropriate teacher, staff member or the principal. **Bullying/Harassment complaint forms are available on the school website (fischool.com) and should be submitted to one of the school's DASA coordinators.**

## **EMPLOYMENT FOR STUDENTS**

Students under 18 who are interested in working papers for employment on Fishers Island may obtain applications at the School office.

## **GUIDANCE**

Guidance programs are available for all students K-12 to ensure effective participation in their current and future educational programs. There is a wealth of material for career exploration and planning in the Guidance Office and on the Guidance tab of our website ([www.fischool.com](http://www.fischool.com)). Materials include information on a wide array of career fields, two- and four-year colleges, universities, vocational/technical schools, financial aid and scholarships. Students and parents have access to Guidance Direct beginning when a student enters Grade 7. Guidance Direct is an online tool for career and post-secondary school planning.

## **STUDENT SCHEDULING AND COURSE LOAD**

All courses shall conform to New York State Education Department requirements. The school Guidance Counselor will work with students to develop a yearly schedule. Examples of course selections are listed in the Fishers Island Union Free School Program of Studies, available on the school's web site [www.fischool.com](http://www.fischool.com)

## **GRADUATION REQUIREMENTS AND DIPLOMA TYPES**

| <b>Diploma Type</b>      | <b>Available to</b>     | <b>Requirements</b>   |
|--------------------------|-------------------------|---|
| Regents                  | All Student Populations | <ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives</li> <li>• <b>Assessment:</b> <ul style="list-style-type: none"> <li>○ 5 required Regents exams<sup>(1)</sup> with a score of <b>65 or better</b> as follows: 1 math, 1 science, 1 social studies, ELA and 1 <b>Pathway Assessment</b><sup>(2)</sup>; or</li> <li>○ 4 required Regents exams<sup>(1)</sup> with a score of <b>65 or better</b> as follows: 1 math, 1 science, 1 social studies, ELA and meet all the requirements of the CDOS Commencement Credential<br/><a href="http://www.p12.nysed.gov/part100/pages/1005.html#regents_diploma">http://www.p12.nysed.gov/part100/pages/1005.html#regents_diploma</a></li> </ul> </li> </ul> |
| Regents (through appeal) | All Student Populations | <ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives</li> </ul>   |

|                                   |                         |  |
|-----------------------------------|-------------------------|--|
|                                   |                         | <ul style="list-style-type: none"> <li>• <b>Assessment:</b> <ul style="list-style-type: none"> <li>○ <b>4 required Regents exams</b><sup>(1)</sup> with a score of <b>65 or better</b> and <b>1 Regents exam</b> with a score of <b>60-64</b> for which an appeal is granted by the local district per Commissioner’s Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 social studies, ELA and 1 <b>Pathway Assessment</b><sup>(2)</sup>; or</li> <li>○ <b>3 required Regents exams</b><sup>(1)</sup> with a score of <b>65 or better</b> and <b>1 Regents exam</b> with a score of <b>60-64</b> for which an appeal is granted by the local district per Commissioner’s Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 social studies, ELA and meet all the requirements of the CDOS Commencement Credential</li> </ul> </li> </ul> <p><b>Note:</b> Non Regents Pathway exams are not subject to the Appeal Process<br/> <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore">http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore</a></p>  |
| Regents with Honors               | All Student Populations | <ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives</li> <li>• <b>Assessment:</b> 5 required Regents exams<sup>(1)</sup> with a computed average score of <b>90 or better</b> as follows: 1 math, 1 science, 1 social studies, ELA and either 1 <b>Pathway Assessment</b><sup>(2)</sup> or meet all the requirements of the CDOS Commencement Credential (no more than 2 Department approved alternatives may be substituted and will not count in the computed average)</li> </ul> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors">http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors</a></p>  |
| Regents with Advanced Designation | All Student Populations | <p>□ <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives. In addition, a student must earn an additional 2 units of credit in LOTE** or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</p> <p><b>Assessment:</b> Students may meet the assessment requirements in order to earn a Regents Diploma with Advanced Designation by passing <u>any one</u> of the following combinations of Regents examinations and/or Department approved alternatives if applicable:</p> <ul style="list-style-type: none"> <li>a. <b>Traditional Combination:</b> ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science, 1 must be life science and 1 must be physical science) = 8 Assessments</li> <li>b. <b>Pathway<sup>(2)</sup> Combination</b> (other than STEM): ELA, 1 social studies, 3 mathematics, 2 science (1 must be life science and 1 must be physical science), <u>and</u> either 1 Pathway (other than science or mathematics) or meet the</li> </ul> |

|  |                         |   |
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|  |                         | <p>requirements for the CDOS Commencement Credential = 7 or 8 Assessments</p> <p><b>c. <u>STEM (Mathematics) Pathway<sup>(2)</sup> Combination:</u></b> ELA, 1 social studies 4 mathematics, 2 science (1 must be life science and 1 must be physical science) = 8 Assessments</p> <p><b>d. <u>STEM (Science) Pathway<sup>(2)</sup> Combination:</u></b> ELA, 1 social studies, 3 mathematics, 3 science (1 must be life science and 1 must be physical science) = 8 Assessments</p> <p>In addition a student must pass either a locally developed Checkpoint B LOTE* examination or complete a 5 unit sequence in the Arts or CTE.<br/> <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD">http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD</a></p>  |
| Regents with <b>Advanced Designation</b> with an annotation that denotes <b>Mastery in Math</b>    | All Student Populations | <ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives. In addition, a student must earn an additional 2 units of credit in LOTE** or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</li> <li>• <b>Assessment:</b> Meets all assessment requirements for the Regents diploma with advanced designation (see above) and, in addition, scores 85 or better on each of 3 Regents examinations in mathematics See 100.5(b)(7)(x)<br/> <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD">http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD</a></li> </ul> |
| Regents with <b>Advanced Designation</b> with an annotation that denotes <b>Mastery in Science</b> | All Student Populations | <ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives. In addition, a student must earn an additional 2 units of credit in LOTE** or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</li> <li>• <b>Assessment:</b> Meets all assessment requirements for the Regents diploma with advanced designation (see above) and, in addition, scores 85 or better on each of 3 Regents examinations in science See 100.5(b)(7)(x)<br/> <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD">http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD</a></li> </ul>     |
| Regents with <b>Advanced Designation with Honors</b>   | All Student Populations | <ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives. In addition, a student must earn an additional 2 units of credit in LOTE** or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</li> <li>• <b>Assessment:</b> Meets all assessment requirements for the Regents diploma with advanced designation (see above) with a computed average score of <b>90 or better</b> (no more than 2 Department approved</li> </ul>   |

|                                |                         |   |
|--------------------------------|-------------------------|---|
|                                |                         | <p>alternatives may be substituted and will not count in the computed average)</p> <p><b>Note:</b> The locally developed Checkpoint B LOTE* examination is not included in the computed average..<br/> <a href="http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors">http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors</a></p>  |
| Local Diploma (through Appeal) | All Student Populations | <ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives.</li> <li>• <b>Assessment:</b> <ul style="list-style-type: none"> <li>○ 3 required Regents exams with a score of 65 or better and 2 Regents exams with a score of 60-64 for which an appeal is granted by the local district per Commissioner’s Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 Social Studies, ELA, <u>and</u> <b>1 Pathway Assessment<sup>(2)</sup></b> ; or</li> <li>○ 2 required Regents exams with a score of 65 or better and 2 Regents exams with a score of 60-64 for which an appeal is granted by the local district per Commissioner’s Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 Social Studies, ELA, <u>and</u> meet all the requirements for the CDOS Commencement Credential</li> </ul> </li> </ul> <p><b>Note:</b> Non Regents Pathway exams are not subject to the Appeal process.<br/> <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore">http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore</a><br/> <a href="http://www.p12.nysed.gov/ciai/gradreq/CurrentAppealForm.pdf">http://www.p12.nysed.gov/ciai/gradreq/CurrentAppealForm.pdf</a></p> |

**Footnotes:**

\* Students with a disability may be excused from the LOTE requirement if so indicated on the IEP but must still earn 22 units of credit to graduate.

\*\* Students with a disability who are excused from the LOTE requirement per their IEP need not complete a 5-unit sequence in the Arts or CTE in order to meet the requirements for the Regents Diploma with Advanced Designation.

**1** In all cases students may substitute an assessment from the list of Department Approved Alternative Examinations Acceptable for Meeting Requirements for a Local or Regents Diploma found at <http://www.p12.nysed.gov/assessment/hsgen/archive/list.pdf>

**2 Pathway Assessment Options:** All students must pass the following 4 required Regents exams or the corresponding Department approved alternative examination found at <http://www.p12.nysed.gov/assessment/hsgen/archive/list.pdf>: 1 math Regents exam, 1 science Regents exam, 1 social studies Regents exam, and the English language arts Regents exam. In **addition** all students must choose 1 of the following options:

- Complete all the requirements for the CDOS Commencement Credential found here <http://www.p12.nysed.gov/specialed/publications/CDOScredential-memo-613.htm> ; or
- Pass an additional math Regents exam in a different course or Department Approved Alternative; or
- Pass an additional science Regents exam in a different course or Department Approved Alternative; or
  
- Pass an additional social studies Regents exam in a different course or Department Approved Alternative ; or
- Pass an additional English assessment in a different course selected from the Department Approved Alternative list; or
- Pass an approved CTE Assessment after successfully completing an approved CTE program
- Pass a Department approved pathway assessment in the Arts<sup>(4)</sup>
- Pass a Department approved pathway assessment in a Language other than English (LOTE)

The additional assessment must measure a different course than that which was measured by one of the four required exams above, or an approved pathway assessment in the Arts, CTE or LOTE found at <http://www.p12.nysed.gov/ciai/multiple-pathways/>

The Department is working to identify Pathway assessments in LOTE. When those examinations are identified they will be posted at <http://www.p12.nysed.gov/ciai/multiple-pathways/>

**3** The low pass (55-64) option for general education students to earn a local diploma has been phased out and students who entered high school in 2008 and thereafter no longer have access to this option. There may still be students in the K-12 system that entered grade 9 in 2007 or earlier and still have access to this option.

## **STUDENT AWARDS AND SCHOLARSHIPS**

Each year a number of students receive formal recognition for excellence in academic service and athletic activities. Outstanding achievement is recognized by honors conferred at the end of the school year. The criteria for receiving the awards and scholarships listed below are available at the school office. The following are some of the awards and scholarships currently presented to qualified students:

- BD Remodeling & Restoration Scholarship
- Fishers Island Community Scholarship Funds, managed by St. John's Church
- Fishers Island Teachers Association: Scholarship Award
- Fishers Island Teachers Association: School & Community Service Award
- Fishers Island Teachers Association: Special Merit Award
- Dr. William Gallaher Science Award (Island Health Project-IHP)
- Dr. Ralph K. Hoch Scholar Athlete Award (IHP)
- Dr. Edwin and Katherine Horning Scholarship (Union Chapel)
- Mary Ski Community Service Award (Our Lady of Grace Church)
- SCOPE Scholarship
- Southold Town Republican Club Scholarship
- Valhalla Scholarship

## **COMMUNITY SERVICE**

Students are encouraged to participate in school and community service activities which require leadership roles and personal goals for the future. Recognition is provided to all students who have provided a valuable service to their school and community. Students in grades 7-12 are expected to meet community service requirements in order to participate in special week-long field trips that occur every other school year.

Examples of community service include assisting Seniors at the Fishers Island Senior luncheons and/or with lawn care, snow removal, etc., working with the Island People's Project (IPP), participating in community activities such as 'Coastal Clean-up Day', helping at the Fishers Island Library or other public libraries, volunteering to help with Special Olympics or Ronald McDonald House, and assisting at Lawrence and Memorial Hospital or other hospitals/health care facilities.

It is always best to ask ahead of time so that the service credit is not denied. To get credit for the service, you must get pre-approval from a teacher along with a signature by an adult supervisor in the community organization. Ten hours of community service are required for the Upper Level School Trip, conducted every two years. Community service confirmation forms are available from the school secretary and are also available on the school web site.

## **STUDENT EXPECTATIONS AND PROCEDURES**

### **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/guardians have the primary responsibility for ensuring acceptable student dress and appearance at school and school-sponsored activities. 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.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Not include extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back); see-through garments are not appropriate. Shorts and skirts must be mid-thigh length and not allow any inappropriate exposure of the body as determined by school officials. A student should be able to sit with the shorts or skirt on without indecent exposure of the upper thigh or leg.
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 hats/visors/head coverings anywhere in the school building except for a medical or religious purpose.
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.
8. Not wear dark glasses unless prescribed by a physician.
9. Understand that certain instructional areas, due to safety concerns, may have more restrictive independent dress codes (i.e., technology, art, PE, science labs).
10. Not wear PE clothing during the school day. Students change into gym clothes immediately before PE class and out of them at the end of class.
11. Not wear outerwear (coats, ski pants, etc.) when they are in the school building.
12. Comply with the administration's final decision regarding the appropriateness of the student's apparel. The Superintendent/Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

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 in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

### **STUDENT SEARCHES AND INTERROGATION**

Student lockers, desks, and other such equipment are not the private property of students but the property of the school district, and, as such, may be opened and subject to inspection from time to time by the Principal. Under special circumstances, the Principal may search students (for example, if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous instrument, weapon, or illegal drugs). Students must be aware that such items are forbidden both on school property AND at school-related activities and on school transportation including school vans/bus and the Fishers Island Ferry or Popeye Commuter Boat used for some athletic and field trips and special circumstances.

### **STUDENT CELL PHONE AND IPOD USE**

School telephones are to be used only for school business and emergencies. Cell phones, smart phones and iPods are not to be used during class periods without teacher permission. Reasonable levels of cell phone use is permissible before school, between classes, and during after-school homework hall.

Students are allowed to use iPods or smart phones for listening to music while doing their work in study hall or homework hall. Inappropriate use of these devices will result in the loss of this privilege.

### **USE OF SKATEBOARDS, SCOOTERS AND ROLLERBLADES**

Skateboards, scooters, and rollerblades may be used outside the school building. If a student uses these items in the building, they will be confiscated and held until a parent comes to school and collects them.

## **STUDENT AUTOMOBILE USE**

Students with valid drivers' licenses and parental permission are eligible to drive to school and park on school grounds. Driving to school is a privilege. Misuse of driving privileges may lead to revocation of this privilege.

## **STUDENT LUNCH**

Students are expected to bring a lunch as well as snack on every full day of school. A refrigerator and microwave ovens are located in the gymnasium for the convenience of the students. Students may keep their lunches and drinks in this refrigerator. No drinks are to be kept in lockers. Lunch time, snack time and after the end of the school day are the only times when eating and drinking are permitted in the school building, and then only in designated areas.

During lunch, all games will take place only at the far end of the gym until all students are finished eating. Equipment will be returned three minutes before the bell sounds. Students may go to an Island home for lunch with written permission.

The Fishers Island Community Center provides a weekly, voluntary hot lunch program to all K-12 students. Costs, menus, and schedules will be advertised in the Digital Backpack.

## **EXTRACURRICULAR ACTIVITIES**

The Fishers Island School offers a variety of co-curricular and extracurricular activities. Participation in such activities provides students with experience in building social relationships, developing interest in an academic area, and gaining an understanding of the responsibilities of good citizenship and sportsmanship.

All organizations and groups within the school must have a faculty member or qualified adult assigned as an advisor or coach. No meeting or use of school facilities will take place without the advisor present. Examples of some of the activities include: student council, yearbook, stand-up paddleboard classes, drama club, softball club, and fitness club. Cross country, basketball, and golf are offered for upper level students. There is also an annual drama production. Students who wish to initiate a new club are encouraged to submit a proposal to the school principal.

## **STUDENT FUND RAISING**

Fund raising activities must be submitted to the office on the appropriate form for approval by the Principal/Superintendent. Students and parents are encouraged to work together with the class advisor on class activities.

## **STUDENT FIELD TRIPS**

Class Field Trips: Faculty is encouraged to plan field trips which enrich educational programs. These trips are part of the curriculum and must be attended.

School Class Trips: In alternate years grades 7-12 make a five day, four night trip to places such as Washington, DC, Boston, MA, and New York City to expand their educational horizons. Each student is required to complete two (2) hours of community service for each day he/she is on a trip. See guidelines for Community Service on page 21.

Senior Class Trips: The school supports and encourages each senior class to raise money for a trip during spring vacation of their senior year in high school. Their advisor, the Principal/Superintendent and the school board must approve the destination of the trip and establish the expectations for the students on the trip. The class advisor is responsible for reviewing with the seniors suggestions for the trip, behavioral expectations, and expenditures and Policy 5251 and Policy 4531-R, and serving as a trip chaperone.

World-Language Exchange Trips: The school recently piloted an exchange program with La Coruna, Spain, through *Adastra*. Juniors and Seniors who successfully participated in advanced Spanish classes were eligible to participate. Students from La Coruna attended school at FIS in September 2015 and students from FIS attended school in La Coruna in February 2016. The Board of Education may elect to offer this experience every other year.

## **INTERSCHOLASTIC ATHLETICS**

The school offers sports for boys and girls in grades 7-12. A no-cut policy ensures full participation regardless of ability. The main goal is to allow each student the chance to experience and enjoy the rewards of sports. Interscholastic sports include cross country, basketball, and golf. For details, please read the Athletic section of this handbook.

## **SPECTATOR SPORTSMANSHIP AT INTERSCHOLASTIC SPORTING EVENTS**

The Fishers Island School District expects the same behavior of all spectators at school-sponsored sports events that it expects of its staff and students during the regular school day. Spectators at sports events who do not abide by school guidelines will, in the first instance, be reminded of their obligation, and in the second instance, be asked to leave the event.

## **SCHOOL CEREMONIES AND OBSERVANCES**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving Day and President's Day are encouraged.

## **ASSEMBLIES AND VIKING VOYAGES**

Student assemblies and guest speakers arranged as part of our Viking Voyage program are seen as part of the overall educational process. Assemblies will be appropriate to the education experience as defined by the Board of Education, and reflect our School's educational mission.

## **STUDENT SAFETY**

### **NOTIFICATION OF SEX OFFENDERS**

Pursuant to Megan's Law (the Sex Offender Registration Act), the Fishers Island School District shall cooperate with local law enforcement in its efforts to notify the school when a person with a history of sex offenses against a child is being paroled or released into the community.

### **CHILD ABUSE IN AN EDUCATIONAL SETTING**

Children have the right to an educational setting that does not threaten their physical and emotional health and development. Child abuse by school personnel and school volunteers violates this right and therefore is strictly prohibited. Parents who believe that their child has been abused by employees or volunteers of the district should immediately notify appropriate school and law enforcement authorities.

### **STUDENT DISMISSAL**

No student may be released from school to anyone other than the parent, guardian or child protective services personnel and law enforcement officers pursuant to law, unless the name of the individual seeking release of the student appears on a list provided by the parent or guardian.

Parents are urged to make appointments with physicians, dentists, special tutors, etc. during after school hours. If a request for early dismissal is necessary, parents should make note of the date, time and reason for the release. Children cannot be excused without advanced written request by the parent/guardian, and must be released in care of parent/guardian, unless otherwise noted.

A student may be released to either parent unless a custodial parent supplies the Superintendent/Principal with a certified copy of a court order or divorce decree to the contrary.

### **SCHOOL CLOSINGS**

In cases of severe weather or mechanical failure which will require the school to be closed prior to the arrival of students and staff, all students, parents and teachers will be notified by the district's automated phone calling system. Families and staff will be called no later than 6:00 AM. School closings, late starts and/or early dismissals will also be posted on the school website, sent by e-mail to students, faculty and staff, and by phone call through our School Messenger global communication system.

The school may open at 12:15 p.m. on days when the roads are impassable in the morning. During late openings, classes are scheduled until 4:15. Every class meets for a 24 minute period. Parents and teachers will be notified of late openings and unanticipated early dismissals (12:45pm) by the district's automated phone calling system. If there are any questions about any weather conditions during school hours, contact the school office.

## SECURITY CAMERAS

To safeguard students, staff, and the school facility/grounds, security cameras have been purchased through a state grant and installed in the school’s hallways and at doorways in addition to some outdoor areas.

## EMERGENCY HOMES

In the event that the ferry cannot make a trip, emergency homes will be provided for all mainland students on Fishers Island and all Island students in Connecticut.

## ACCIDENT PREVENTION AND SAFETY PROCEDURES

To ensure the safety of students and employees of the school district while on district property, all students and members of the school community must:

- Immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare
- Immediately report any unsafe practices by anyone in the building or on the grounds.

## STUDENT HEALTH SERVICES

The School’s Health Service program supports your student(s)’ academic success by promoting health in the school setting.

### Immunizations:

| Vaccines  | PreK           | Gr. K-2  | Gr. 3-5 | Gr. 6-8   | Gr. 9-12 |
|---|----------------|--|---------|---|----------|
| Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap) <sup>2</sup> | 4 doses        | 5 doses or 4 doses<br>if the 4th dose was received at 4 years of age or older or<br>3 doses<br>if aged 7 years or older and the series was started at 1 year of age or older |         | 3 doses   |          |
| Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap) <sup>3</sup>  | Not applicable |  |         | 1 dose  |          |
| Polio vaccine (IPV/OPV) <sup>4</sup>  | 3 doses        | 4 doses<br>or<br>3 doses<br>if the 3rd dose was received at 4 years of age or older  | 3 doses | 4 doses or 3 doses<br>if the 3rd dose was received at 4 years of age or older | 3 doses  |
| Measles, Mumps and Rubella vaccine (MMR) <sup>5</sup>   | 1 dose         | 2 doses  |         |   |          |

|  |                |  |        |                    |   |
|--|----------------|--|--------|--------------------|---|
| Hepatitis B vaccine <sup>6</sup>                                   | 3 doses        | 3 doses or 2 doses<br>of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years of age |        |                    |   |
| Varicella (Chickenpox) vaccine <sup>7</sup>                        | 1 dose         | 2 doses  | 1 dose | 2 doses            | 1 dose  |
| Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>             | Not applicable |  |        | By Grade 7: 1 dose | Grade 12: 2 dose or 1 dose if the dose was received at 16 years of age or older |
| Haemophilus influenzae type b conjugate vaccine (Hib) <sup>9</sup> | 1 to 4 doses   | Not applicable   |        |                    |   |
| Pneumococcal Conjugate vaccine (PCV) <sup>10</sup>                 | 1 to 4 doses   | Not applicable   |        |                    |   |

**Medications:** No prescription drugs shall be administered to students by school personnel unless authorized by a physician and parent/guardian. Nonprescription drugs need parental approval. All medications must be in the original container with a current label. Medication permission forms, Part I & II, can be found on the School web site [www.fischool.com](http://www.fischool.com)

**Health Appraisals:** A physical examination including Body Mass Index and Weight, Height, and Blood Pressure is required for all newly entering students and students in Pre-Kindergarten or Kindergarten, Grades 2, 4, 7 and 10.

**Dental Certificates:** A dental certificate is required for all newly entering students and students in Kindergarten, Grades 2, 4, 7 and 10.

**Vision:** Distance acuity for all newly entering students and students in Kindergarten, Grades 1, 2, 3, 5, 7 and 10. Near vision acuity and color perception screening for all newly entering students, or any student who has not had a near vision acuity and color perception screening.

**Hearing:** Hearing screening for all newly entering students and students in Kindergarten, Grades 1, 3, 5, 7 and 10.

**Scoliosis:** Scoliosis (spinal curvature) screening for all students in Grades 5 through 9.

## **FIRE DRILLS AND SCHOOL SAFETY DRILLS**

The school shall be responsible for conducting safety drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Per New York state law, the school will also conduct lock-in and lock-out drills during each school year. Drills may include: Shelter in Place, Hold in Place, Evacuation, Lockout, and/or Lockdown, as defined by the NY State Department of Education.

## **TRANSPORTATION**

School-arranged transportation and the Fishers Island Ferry are regarded as extensions of the classroom. Students are required to conduct themselves in a manner consistent with standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated. If a student does not conduct himself/herself properly, such instances shall be brought to the attention of the Principal. Socializing with other passengers on the ferry is discouraged. A staff member is assigned to supervise the ferry in the mornings and afternoons and is available to assist students.

## **VISITORS TO THE SCHOOL**

The school is proud of their programs and pleased to have parents and others visit. However, in order to insure a minimum number of interruptions, all requests for classroom visits should be made through the school office at least one day in advance. All visitors are requested to sign in and sign out at the office. Students from other schools are only allowed to visit during lunch/recess periods and after school, with advanced permission from the school principal.

**To maintain school safety, students are not allowed to let any visitors into the School building. Only School office personnel may allow entrance to the School through the main door buzzer system.**

## **USE OF SCHOOL FACILITIES**

We encourage all Island organizations to use the School for meetings and other purposes. Please call the office to make arrangements and to complete the necessary reservation forms. Proof of insurance is required.

## **NOTIFICATIONS**

### **STATEMENT OF NONDISCRIMINATION/ANTI-HARASSMENT**

No person either alone or with others, shall intimidate, harass, or discriminate against any person on the basis of race, color, religion, nationality, sex, age or disability. In accordance with the New York Dignity for All Students Act (DASA) discrimination and/or harassment or bullying are prohibited. Beware that DASA includes cyber-bullying. More information on DASA can be found on this website <http://www.p12.nysed.gov/dignityact/> Page 8 of this handbooks describes DASA in more detail.

### **ACCESS TO STUDENT RECORDS**

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. A written request must identify the records to be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

## **MILITARY RECRUITER AND INSTITUTIONS OF HIGHER LEARNING**

Pursuant to the No Child Left Behind Act, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students. You and your child have the right to request that the district not release such information without prior written parental consent.

Parents wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and/or institutions of higher learning must sign the Notification form on the last page of this handbook and return it to the school office.

## **STUDENT PRIVACY**

We wish to ensure that student privacy is protected pursuant to the Protection of Pupil rights Amendment, as revised by the No Child Left Behind Act of 2001. Fishers Island School will not participate in:

- The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information.
- The administration of any survey revealing information concerning one or more of the following:
  - Political affiliations
  - Social/emotional status
  - Sexual behavior or attitudes
  - Illegal, anti-social, self-incriminating or demeaning behavior
  - Religious practices, affiliations or beliefs
  - Income
- The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance. It does not apply to any physical exam or screening required or permitted under state law.

## **ATHLETIC AND CO-CURRICULAR ACTIVITY POLICY**

The Fishers Island Union Free School District, through policy and action, supports the belief that a strong program of co-curricular activities provides a balance in educational programming for its students. Athletic competition, by its nature, contributes to greater student awareness of selfdiscipline, a growth in emotional maturity, and an increasing realization of the worth of the

individual. Students should learn that participation in co-curricular activities is not only a privilege but is also an honor that requires responsibility for maintaining one's academic standing in the classroom and for maintaining a high standard of conduct in and outside of school hours. Finally, we realize that a student's participation in interscholastic athletics and co-curricular activities could very well influence the overall quality of his/her life. For this reason, we are committed to excellence in all of our programs.

### **SCHOOL ATHLETIC PROGRAMS**

The Fishers Island School Athletic Program is proud to have you as a student athlete participating in our outstanding programs. Interscholastic and intramural sports activities provide many opportunities for you to grow and develop as a young person. As a student-athlete, your performance on the field and your behavior and actions off the field reflect on the entire athletic program and the reputation of your school and fellow classmates. Your behavior contributes to the overall perceptions of those who know you as well as to those who don't know you personally but consider you to be a representative of your school. The Board of Education, the Superintendent/Principal, teachers, staff, parents, and fellow classmates expect you, as a student athlete, to conduct yourself in a manner consistent with the rules of the School and in keeping with the philosophy of the Athletic Program. You are encouraged by all who support you to set high goals for your own performance, but to remember at all times that you are a member of an athletic team who, with your fellow student-athletes, can perform admirably to make your school proud of you and your sports program.

### **ACADEMIC ELIGIBILITY FOR PARTICIPATION IN ATHLETICS AND CO-CURRICULAR ACTIVITIES**

The academic success of our students is our primary purpose. Extracurricular activities, however, are a very important part of our overall educational program. It is expected that all students will maintain passing grades and that they and their parents will be kept apprised of academic progress through the PowerSchool Parent Portal as well as teacher communication.

During any quarterly marking period, there are two progress points and finally, the issuance of the report card. If at any of these points a student is receiving **any weighted grade average(s) below a "70"**, the Athletic Director, Guidance Counselor, and Principal will be notified by the PowerSchool administrator. The Athletic Director (AD) will then contact the parent(s)/guardian(s) of the specific student athlete falling into this category to inform them that a "Co-Curricular Academic Support Program" will be in place until the following progress point. At this point, the student is also notified by the AD. The Co-Curricular Activity Advisor will notify parent(s)/student(s) of the need for the Support Program for any student involved in a school club or after-school program.

The Co-Curricular Academic Support Program does not allow for sports or co-curricular participation until the grade average is raised to a level above a weighted grade of 70. Once that class grade(s) average is achieved, the grade may not fall below a weighted grade of 70 again during the quarter for the student to remain academically eligible for participation that quarter. To support the student's academic improvement, each student will be required to

attend a full-session, supervised homework hall after school each day until the grade average reaches and sustains a weighted grade of 70 or better. Once a student achieves the standard for participation, that student must sustain that performance level for the remainder of the quarterly marking period in order to remain involved in the activity/sport.

During a student's participation in the Co-Curricular Academic Support Program, the Athletic Director and Guidance Counselor will work collaboratively to monitor the student's progress and the Athletic Director will keep the student connected in other ways to the athletic community.

### **ATHLETIC HEALTH APPRAISAL**

A current physical examination (within the past 13 months) is required for all students prior to participation in school athletic teams.

### **GENERAL EXPECTATIONS FOR STUDENT-ATHLETES**

Athletic activities that a school may choose to offer are an extension of the educational experience. Therefore, participation is voluntary and is a privilege. Those who choose to participate must be aware of the behavior guidelines for the Fishers Island School athletic programs and each participant is expected to operate within the framework of these rules and regulations.

*In general, the student-athlete is expected to...*

- Be courteous to visiting teams and officials at all times.
- Play hard and to the limit of his/her ability and keep a positive attitude; the *true* athlete does not give up, nor does he/she quarrel, cheat, bet, or grandstand.
- Be modest when successful and be gracious in defeat; a true sportsman does not offer excuses for failure.
- Maintain a high degree of physical fitness by observing team and training rules conscientiously.
- Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in and supporting other school activities.
- Play for the love of the sport.
- Recognize that he/she is representing the school and should exemplify and follow the guidelines set forth by the coaching staff as well as the behavior rules of the School during and after school.
- Maintain satisfactory academic standards and regular school attendance.

### **ATTENDANCE**

Students are not permitted to participate in or attend after-school clubs, intramurals, Inter-scholastic contests, athletic practices, or team meetings, or even school sponsored activities on days when they are absent or tardy from school.

## *Parent/Student Signature Form*

**PLEASE SIGN AND RETURN TO MRS. DOHERTY BY September 16, 2016** I/We have read and understand the contents of the Parent Student Handbook. I/We will contact the school if I/We have any questions.

Student Signature (s):

|  |              |
|--|--------------|
|  | Grade: _____ |
|  |              |
|  |              |
|  |              |

Parent(s)/Guardian signature:

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**Military Recruiters and Institutions of Higher Learning**

Parents wishing to exercise their option to withhold their consent to the release of student names, addresses and phone numbers to military recruiters and/or institutions of higher learning must sign and return the attached form.

Please do not release the name, address and telephone number of

\_\_\_\_\_ to  
(Name of student)

- Military recruiters and/or
- Institutions of higher learning

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

Fishers Island School  
78 Greenwood Road #600  
Fishers Island, NY 06390

Dear Parents/Guardians:

In accordance with the Family Educational Rights and Privacy Act (FERPA), we are writing to obtain your consent to communicate your child's successes to the Fishers Island community through the Foghorn and/or School newsletters, School and community bulletin boards, Board of Education meeting celebrations, our website and local newspapers. The successes that we plan to share include honor roll, awards, and other academic and athletic accomplishments. In these cases, we may sometimes include a photograph of the award-winning student(s).

In addition, we like to regularly post on our website's homepage photographs of our students engaged in academic, athletic, and/or extracurricular activities. We do not publish names with these photographs of our students engaged in life at FIS.

Please read and complete the following information and return it to School along with the other signature forms in this Handbook.

Permission to Publish Student Success and Photograph:

\_\_\_\_\_ I agree that ***Fishers Island School*** may publish the school-related successes of my child/children with or without a corresponding photograph.

Permission to Use Photograph:

\_\_\_\_\_ I agree that ***Fishers Island School*** may use such photographs of my student(s) without his/her/their name(s) and for any lawful purpose, including, for example, such purposes as publicity, illustration, advertising, and web content.

I have read and understand the above. Lines that are not checked will signify lack of consent.

Parent/Guardian Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Name(s) of child/children: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature (if over 18 years of age): \_\_\_\_\_