

Principally speaking...

MESSAGE FROM THE PRINCIPAL

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Dear Students and Families,

I hope that you have enjoyed your summer vacation. It is almost time for the new school year to begin. I am looking forward to a great year for all of our students and expect them to grow academically, socially, and personally during the 2011-2012 school year.

Sophomore students are invited and encouraged to attend an orientation program with their parents on Wednesday, August 31st, from 6:30 pm—7:30 pm in the HSE auditorium. This will be a chance to see the school in a different setting prior to the first day of school. In addition, all

students are invited to the walkthrough. These will occur on Wednesday and Thursday (8/31-9/1) in HSE and HSW from 10 am—2 pm. 9th graders will be treated to an Ice Cream Social on Wednesday 8/31 from noon to 1pm at HSW.

Students will find an easy transition this year from summer mode to school preparation. The first day for 9th graders will include orientation activities to help make their transition from middle school to high school smoother. 10th—12th graders will follow a slightly modified schedule. The first two days will include an assembly program, highlighting the dress code,

Code of Conduct, eligibility guidelines related to achievement, behavior and attendance, as well as rights, responsibilities, and expectations for the school year. Parental and family support of our practices and procedures is anticipated and greatly appreciated.

Teachers will be meeting on Tuesday, September 6, 2011 in anticipation of the opening of school for all students in grades 9-12 beginning on Wednesday, September 7, 2011. I hope you are as anxious as we are to get the new school year started!

I'll see you all on September 7th.

Sincerely,
Donald Flynt
Principal

MAJOR EXPECTATIONS FOR STUDENTS

Shen students are expected to:

- ◆ Attend school every day unless legally excused.
- ◆ Be on time to homeroom and all scheduled classes.
- ◆ Complete all assignments on time.
- ◆ Sign out and/or leave the school building only if you have prior permission.
- ◆ Have a pass whenever out of a classroom.

- ◆ Be in authorized/ supervised school areas only.
- ◆ Refrain from using language or gestures that are profane, disrespectful or abusive.
- ◆ Wear clothing that is appropriate for our learning and workplace environment.
- ◆ Be respectful toward all school employees, fellow students, and school property.
- ◆ Leave school at 2:40 pm each day unless you are in a supervised.



**SHENENDEHOWA
HIGH SCHOOL
518.881.0310 EAST
518.881.0330 WEST**

Principal
Donald Flynt

Associate Principal
Dorothy Donlon
Cathleen Drago
Paul Ripchik
Stephen Smith

Class Assistant Principal
Mike Gutchell
Matt Heckman
Kristen Lennon
Michelle Tsao

KEY CONTACTS FOR 2011-2012**East Building – Main Office 881-0310**

Athletic Director	881-0390
Attendance Office	881-0312
Counseling Center	881-0313
Asst. Principals' Office (CAPS)	881-0314
Academic Admins' Office (AAS)	881-0370
Library	881-0316
Nurse	881-0311

West Building – Main Office 881-0330

Attendance Office	881-0332
Counseling Center	881-0333
Assistant Principals' Office (CAPS)	881-0334
Library	881-0336
Nurse	881-0331

Principal—881-0310

Donald Flynt	Ext. 61415
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Associate Principals**Phone Ext.**

Dorothy Donlon	62406 @ West
Cathleen Drago	61414
Paul Ripchik	61416
Steve Smith	61407

Class Assistant Principals**Phone Ext.**

Mike Gutchell	Grade 9	62434 @ West
Kristen Lennon	Grade 10	61430
Michelle Tsao	Grade 11	61430
Matt Heckman	Grade 12	61430

Director of Athletics & Physical Education

Christopher Culnan	Ext. 61559 @ East
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Academic Administrators**Ext. 61520 @ East**

Frank Rosselli	Art, Music K-12	Lisa Kissinger	Social Studies, 6-12
Mary Ann Campe	English	Jean Lorch	Science, 6-12
Becky Carman	Health	Ken McDermit	Business, Technology & FACS
Carrie Peverly	Math 6-12	Greg Schaefer	Language Other than English
		TBD	Special Education, 9-12

Guidance Counselors—Assigned alphabetical by last name**Grade 9 – HS West** 881-0333, ext. 62440

Steve Hart	(A-Ge)
Maria Payne	(Gf—Mo)
Tim Roberts	(Mp—Z)

Grade 10-12– HS East

881-0313, ext. 61440

	<u>Gr.10</u>	<u>Gr. 11</u>	<u>Gr. 12</u>
Johnna Apple	(A-Caq)	(A-Buc)	(A-Bre & Sb-Se)
Katherine Sapienza	(Car-Dou)	(Bud-Dic)	(Brf-C & Sf-Sim)
Courtney Swisher	(Dov-Had)	(Did-Ham)	(D-Go & Sin-Sis)
Gretchen Lynch	(Hae-Kra)	(Han-Lab)	(Gp-Ke & Sit-Smh)
Tricia Lara	(Krb-Mer)	(Lac-Mof)	(Kf-Ma & Smith)
Joan McGee	(Mes-Ph)	(Mog-Ric)	(Mb-Pa & Smj-Srz)
Jan Reilly	(Pi-Sh)	(Rid-Su)	(Pb-Sa & St-Swe)
Robert Swider	(Si-Z)	(Sw-Z)	(T-Z & Swf-Sz)

School Nurse

Megan Peterson-Tice	Grade 9	West 881-0331
Penny Thompson	Grade 10	East 881-0311
Catherine Brauer	Grade 11	East 881-0311
Catherine Barbaro	Grade 12	East 881-0311

SHENENDEHOWA

Office of the Superintendent of Schools

5 Chelsea Place, Clifton Park, NY 12065-3240

Telephone: (518)881-0600

Fax: (518) 881-0616

Summer 2011

Dear Parent/Guardian

The prevailing winds of change that we've been expecting are upon us. As a school community we are faced with some unprecedented and even historical transformations that have changed and will continue to change how we think, behave, and ultimately do the job of educating your children. Clearly the status of the state's fiscal crisis, coupled with the increasing demands placed on schools, makes it even more challenging to preserve high quality programs and services. Over the next several months you will be hearing more about the state's common core and national standards, the new teacher and principal evaluations, changes in graduation requirements, more rigorous testing standards and the unprecedented restrictions in financing with the approval of the 2% tax cap law.

- Through the Common Core State Standards (CCSS) Initiative, governors and state commissioners of education from across the country developed a "common core of standards that are internationally benchmarked, aligned with work and post-secondary education expectations, and inclusive of the higher order skills that students need." In 2010, the NYS Board of Regents adopted the CCSS for math, English language arts and literacy in history/social studies, science and technical subjects. While the Core Standards for College and Career Readiness build on the work Shenendehowa has already done in developing a standards-based system, there is still much to be done to foster 21st century learning and teaching that includes national and international models of exceptional education.
- New York State will implement a statewide comprehensive evaluation system for teachers and principals that is designed to measure effectiveness based on performance, including measures of student achievement and evidence of educator effectiveness in meeting New York State teacher or school leader standards. The law requires annual professional performance reviews (APPRs) to result in a single composite teacher or principal effectiveness score. The results of the evaluations shall be a significant factor in employment decisions, including but not limited to promotion, retention, tenure determination, termination, and supplemental compensation, as well as teacher and principal professional development.
- Pledging to provide relief to suburban homeowners, Gov. Andrew Cuomo and New York legislative leaders have agreed to place a 2% cap (or the rate of inflation, whichever is less) on property tax increases for 2012-13... "a plan that rivals the toughest in the nation." However, the burden of that plan will be borne by our students and this community with the real possibility of eroding in the quantity and quality of services. For instance, even if \$700,000 in reductions are made to administration and every employee takes a salary freeze, the district will have to cut an additional \$5 million from the 2012-13 budget under this legislation. After three years of cutting as a result of reductions in state aid and no real mandate relief on the horizon, there will be nothing left to do other than cut an additional 90-150 positions. There is no more trimming around the edges. Without any increases in state aid, we will be forced to look at all non-required programs and services. It is not an overstatement to say that future students will not have access to the same programs and opportunities as students do today without the support from you as parents and this community to over-ride the tax cap with a 60% majority approval.
- NYSED has indicated that they would like to possibly increase graduation requirements suggesting more information would be provided in early 2011. The state has already eliminated the January Regents providing one less opportunity for students to take high stakes tests and has proposed changing the passing score from 65 to 75. They have also removed the RCT safety net for Students with Disabilities (SWD)

- In 2010-11, the NYS Department of Education changed the scoring for gr. 3-8 testing for English language arts and math. In the past, students had to score a 650 to score a level 3 (at grade level) on the math and ELA exams. This has been increased by 8 to as much as 34 points depending on the exam. At Shen, the average scores earned by students were roughly the same as the previous year, but we still experienced a decline in “passing” rates that was attributable chiefly to raising the standard, rather than a decline in student or school performance. These new standards further challenge us to diligently evaluate programs, develop curriculum and implement various steps to provide the best possible instruction, guidance, and resources to help all students think critically, ask discerning questions, and read with comprehension and intelligent reverence.

Although we now face a catapult moment in time where severe fiscal constraints threaten our system, we will be fortified in our commitment to pragmatically embrace the challenges afoot with a keen sense of inventiveness and ingenuity, all fueled by ambitious and energetic professionals.

As always, we will look to the future, not with the pessimism of the intellect, but with the optimism of a willing spirit knowing what is at stake for the boys and girls who will walk through our doors this September. We remain committed to your child’s success and will endeavor to make the most of this year’s educational experience.



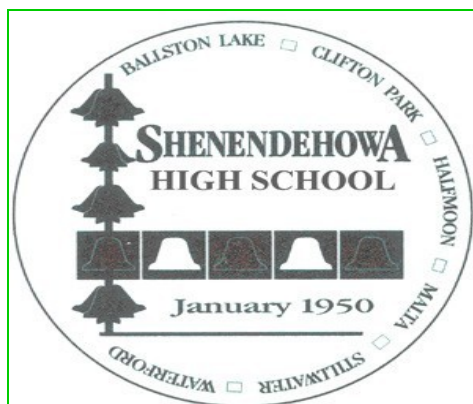
Dr. L. Oliver Robinson
Superintendent of Schools

21st CENTURY LEARNING

At the high school, we are continuing to identify a list of 21st Century skills and teaching practices, as we prepare students for success after Shenendehowa High School. These are a combination of specific skills and expertise students are expected to master as they enter the global world.

These include, but are not limited to creative and critical thinking, problem solving, communication and collaboration, as well as several types of literacies, among other skills. In the next several months and in the coming years, the faculty, staff, and administration of the high school will be modifying delivery systems, instructional practices and assessment tools to more effectively prepare our students for life after high school.

I would encourage you to become familiar with the partnership for 21st. Century Skills (21stcenturyskills.org) along with the New York State Education Department website (www.nysed.org) for ideas and guidance in college and career readiness.



HIGH SCHOOL OPEN HOUSE

This is an opportunity for parents to meet their child’s teachers and receive an overview of their educational program. The time for both programs is from 6:30 p.m. until 9:00 p.m.

**High School East Building
High School West Building**

**Thursday, September 22
Tuesday, October 4**

SCHOOL PICTURES—HSE SEPT 8– 9 HSW SEPT 13—14

School Pictures are PTSA's only major fundraiser. Your support of this endeavor allows us to provide funding for several school activities.

This year we are using the same photography company: Lifetouch. We are looking forward to a good picture experience! The family package deal is still available.

On Tuesday, 9/8– 9/9 the PTSA will be taking school pictures during all physical education classes at HSE. Pictures at HSW will be taken during P.E. classes on Wednesday, 9/13-9/14. No hats are allowed for pictures.

It is **MANDATORY** that all students report to their scheduled gym class to have a picture taken for School ID cards. There is no charge for the ID card which is issued only ONCE - no retakes. These ID cards are used at many school functions, as well as for airline ID's. This is also the only opportunity for students to have their school photos taken for packages.

Flyers will be distributed in homeroom the first day of school. To ensure that Picture Days run smoothly, volunteers are needed on both dates in both buildings. Shifts



are normally half a school day. If you would like to volunteer, or need additional information, **contact June Costello at 461-4551 or Edith Osaheni at 371-9246** Volunteers will receive a free portrait package.

*Please note: **RETAKE DAY** will be on **THURSDAY, OCTOBER 27th at HSE and FRIDAY, OCTOBER 28TH at HSW.**

IMPORTANT DATES

Anticipated Distribution

PORTAL UPDATES

- Oct. 19
- Dec. 22
- March 13
- May 22

REPORT CARDS

- Nov. 22
- Feb. 8
- April 25
- June 29 (mailed)

Report cards and interims are distributed in homeroom on dates indicated.

Other Significant Dates

- | | |
|---------------|-----------------------------------|
| Aug. 26 @ 4pm | Schedules available on the portal |
| Sept. 7 | First Day of School |
| Sept. 22 | HS East Open House |
| Sept. 23 | Homecoming |
| Oct. 4 | HS West Open House |
| Oct. 13 | Green & White Letter Awards |
| May 10 | 9th Grade Awards Night |
| May 16 | Underclassmen Awards Night |
| May 24 | Senior Awards Night |
| June 13-22 | Regents Exams |
| June 22 | Graduation—1:30 p.m @ SPAC |

School Not in Session

- | | |
|----------------|---------------------------------|
| Sept. 29 | Rosh Hashanah |
| Oct. 10 | Columbus Day |
| Nov. 11 | Veterans Day |
| Nov. 24-25 | Thanksgiving Recess |
| Dec. 26-Jan. 2 | Holiday Recess |
| Jan. 16 | Martin Luther King Day |
| Feb. 20-24 | Midwinter Recess |
| March 23 | Superintendent’s Conference Day |
| April 6 | Good Friday |
| April 9-13 | Spring Recess |
| May 28 | Memorial Day |

Need Help or Information?

- | | |
|------------------------|----------|
| High School East | 881-0310 |
| High School West | 881-0330 |
| Counseling Center East | 881-0313 |
| Counseling Center West | 881-0333 |

FROM THE PHYSICAL EDUCATION DEPT

With physical education class occurring every other day, the students are required to bring clothes to change into for every class. The classes are 40 minutes long and usually very active. This results in a hygiene practice of bringing the clothes home for washing.

The fashion world really creates havoc for physical educators in the wearing of appropriate attire for active participation. With simple guidelines developed over the years, our students and parents have made good choices for appropriate dress.

The following is a list of attire needed for active participation in physical education class.

- ◆ A sleeved t-shirt that tucks in or a capped sleeved shirt (no tank tops or spaghetti straps)
- ◆ A pair of shorts or sweats without zippers, buckles or rivets (no cut offs or jeans)
- ◆ A pair of sneakers that are enclosed both front and back and are not platformed or heeled.
- ◆ A combination lock is required for the security of your personal

belongings. **This is important!! The school district is not responsible for any loss of personal property.**

Without proper attire for participation in class, the student receives a zero for participation points and should communicate with the teacher on when the next available time is to make up the class.

ACADEMIC INTEGRITY

The Profile of a Shenendehowa Graduate is founded on the belief that the following values/competencies will be emphasized in our educational community to promote personal and intellectual integrity, responsible citizenship and the success of each student:

• *Self-Directed Lifelong Learners* • *Responsible Individuals* • *Critical Thinkers* • *Involved Citizens* • *Effective Communicators* • *Cooperative Participants* • *Culturally Appreciative Persons* • *Mathematically, Scientifically and Technologically Competent People*

It is our expectation that students take responsibility for their learning and experience the pride that accompanies academic achievement. This ensures a positive learning environment that emphasizes intellectual integrity. Plagiarism/Cheating impedes a student's academic progress and compromises the trust between teacher and student, which is fundamental to the learning process.

The Academic Integrity Policy will be distributed to students, explained to them by their teachers and they will be asked to sign a *Declaration of Academic Integrity*. This declaration will simply state that each student acknowledges that the policy was discussed in their classes and they understand the consequences if they violate it. Academic Integrity is a part of the character component to membership in some high school organizations including National Honor Society.

Copies of the policy will be available at Open House and will also be posted on the High School website @ www.shenet.org

Free Tutoring in Math & Science

The eighth year of free tutoring in math and science will **begin in mid-September**. Volunteer tutors in Math Courses, Pre-Calculus, Earth Science, Chemistry and Physics will be available **in High School East on Tuesday and Thursday evenings from 6:30 to 9:30 p.m. in Room 101.**

This volunteer tutoring group is composed of professional scientists and engineers, former and current teachers. The program is offered under the auspices of **CARE-LINKS** and in cooperation with Shenendehowa High School.

Call CARE-LINKS at 371-5179 for more information.

NOTES

**YEARBOOK NEWS—
SENIOR PORTRAITS
DUE SEPT 30**

**A BIG TESTING
YEAR—PSAT, SAT &
ACTS**

**PARENT
ORIENTATION FOR
10TH GRADERS**

**FRESHMEN DATES
TO NOTE**

SENIOR

Class of 2012: If you have not had your Senior portrait taken, you should contact Lauren Studios @ 453-6252 as soon as possible to make an appointment. The deadline for submitting Senior portraits from other studios, to be included in the yearbook, is September 30. Girls must wear black drapes and boys must wear tuxedos and bowties for the yearbook portraits. A gray background color is best. Students are responsible for making certain that the Yearbook Club has received a copy of their portrait, if not taken by Lauren Studios.

Yearbooks will go on sale beginning October 11th (week of Columbus Day) during lunch periods. Parents may also purchase “**Messages from Home**” for the 2012 graduates in November/December. Check out the Yearbook webpage on the school site for more information. Watch for order forms for the Carillon Yearbook and “**Messages from Home**”, which will be mailed to your homes in the fall.

Class of
2012

JUNIOR

The **PSAT** test will be administered on **Oct. 15** at Shen. You must register in the Counseling Center from October 3-7.

The **ACT** will be offered **AT SHEN** on October 22. The **SAT & Subject tests** will be offered on **Nov. 5**. You must register by mail no later than October 7. Registration materials for both tests are available in the Counseling Center and both tests are offered throughout the year at various locations. Please see your School Counselor if you have any questions..

Class of
2013

SOPHOMORE

**Class of 2014
Orientation**

**PARENT PROGRAM:
Wednesday, August
31, from 6:30 pm—
7:30 pm in the HSE
auditorium.**

**HSE walkthroughs
will be held 8/31 and
9/1 from 10:00 am –
2:00 pm, grades 10-
12**

Class of
2014

FRESHMAN

Wed., Aug. 31 &
Thurs., Sept. 1
Freshman Walk-Thru
(HS WEST) From 10
a.m.-2 p.m. Students
may visit school and
classroom areas.

Thurs., Aug. 31
Ice Cream Social
(WEST) Noon-1 p.m.

Tues. & Wed.
Sept. 13 - 14
School pictures
during all gym
classes.

Tues., Oct 4
Open House (HS
WEST) at 6:30 p.m.

Class of
2015

Driver Education Program-Fall 2011

Registration forms will be available late August in the Community Education brochure, on the Shenendehowa website at www.shenet.org and on September 7 in the HS East counseling center. The fee is \$386.00 and registrations are accepted in the order that they are received with seniors given preference. All students must be **16 years of age and have a valid NYS learner’s permit or driver’s license prior to the start of the program.**

A mandatory orientation meeting will be held 3:30-5:00pm on Wednesday September 21 in the HS East Little Theater. Bell’s Driving School will be contacting students after the registration period ends with their schedules which may include after school and/or Saturday classes. **Registration ends on Friday September 16.**



ATHLETIC EVENT ATTENDANCE POLICY

Dear Parent/Guardian,

The Shenendehowa Central School District prides itself on being a leader in providing opportunities for students to display their talent and hard work in a variety of contests and competitions. Co-curricular activities, including athletic events, are an important part of our secondary educational program because they continue to promote social, emotional and/or physical growth outside the school day. Athletics, particularly, can foster teamwork, health and physical fitness, school spirit and community involvement. It is a critical part of our overall program for both the participants and the spectators.

Our student-athletes have been recognized for their attitude and sportsmanship on the field, as well as their scholarly achievements off the playing fields. As a player or spectator, the expectation for Shenendehowa students is that they will display exemplary conduct, positive school spirit, and good sportsmanship.

Over the past several athletic seasons, especially during the fall season, a growing number of elementary and middle school students have attended our athletic contests. Unfortunately, there have been more and more incidents of misconduct and inappropriate behavior by students who have been left unsupervised while attending these contests. Students as young as fourth grade are dropped off prior to the game and then picked up at the conclusion of the game. This has been particularly noticeable at home football games, held at night, where as many as 2,500 people may attend.

While the school district has numerous chaperones to supervise the games, we have become increasingly concerned about the safety of our elementary and middle school aged students. **To be proactive and protective, we are changing our athletic attendance policies for all evening/night sport contests held at Shenendehowa High School.**

Please be advised of the following policy:

1. Middle school and elementary school students will be allowed to attend home evening/night contests only when an adult chaperone attends the game with them and maintains responsibility for their safety and behavior.
2. Children who arrive at the gate or door without an adult will be held there until an adult can arrive to pick them up to take them home or attend the athletic contest with them.
3. High School students may enter the game without an adult. However, they must be prepared to show proper identification if a staff member requests it.

We believe that this practice will help to ensure that our school facilities and activities are a safe and healthy place for everyone to use and enjoy. If we work together, we will be able to model for our younger students the appropriate behaviors and expectations we have for the Shenendehowa school community.

If you have concerns, questions or comments about this change in procedure, please feel free to contact us. We thank you for your continued support and cooperation.

Donald Flynt
Principal
High School
881-0310

Christopher Culnan
Athletic Director
High School
881-0390

Dr. L. Oliver Robinson
Superintendent
District Office
881-0600

**Get an email
or text when
the game
changes...**

**Attention
parents:**

Would you like to have the most up to the minute information on your child's sports teams? Know what time the game is, where the game is being held and even find out the minute a game is cancelled?

All you have to do is go to Shenet.org, click on [Sports](#), then sign up for this **FREE** information under [Schedules](#) ([Schedule Star](#)).

You can request to be notified via e-mail or your cell phone. Ask your child's coach for printed instructions about [Schedule Star and High School Sports. Net.](#)

The Shenendehowa Athletic Hall of Fame is now on Facebook. Alumni please log-in and "like" us.



DATES, FEE WAIVERS & SPECIAL ACCOMMODATIONS FOR COLLEGE TESTS

PSAT, SAT & ACT Testing Dates, Special Accommodation Requests, Fee Waivers

- **The PSAT will be given Saturday, October 15.** Registration for the PSAT will only be available through the Counseling Center. Registration forms will be distributed to juniors in homerooms in late September. Students are responsible to return completed registration forms to Counseling Center by **October 7**.
- **PSAT, SAT and ACT testing dates and deadlines are listed on page 10.** Students may register online for the SAT

@ www.collegeboard.com and/or the ACT @ www.actstudent.org, or may pick up registration materials in the Counseling Center. It is the student's responsibility to apply either online or mail applications by the testing agencies registration deadlines.

- **Students with disabilities** who would like to take the SAT with testing accommodations must submit a completed "Consent Form for Request for Accommodations" to Mrs. Flynn in the Counseling Center **eight weeks** prior to regular registration deadlines. The consent form can be downloaded from the College Board website or is available in the Counseling Center. Students with

disabilities who would like to take the ACT with testing accommodations should pick up a "Request for Accommodations Form" from Mrs. Flynn in the Counseling Center and return it **eight weeks** prior to regular registration deadlines.

Students who qualify for fee waivers must supply the Counseling Center with proof of eligibility one week prior to registration deadlines in order to obtain fee waivers.

Please see Mrs. Flynn in the Counseling Center if you have any questions regarding these procedures.

SPECIAL NOTE TO PARENTS OF SENIORS

IMPORTANT NOTE TO PARENTS OF SENIORS:

Beginning mid-September, counselors will begin meeting with seniors to discuss post high school plans. Each senior should complete their **Senior Profile**, preferably by **September 1st**. The supplemental *Parent Brag Sheet* is optional.

In order for the Counseling Center to process college/scholarship requests in a timely manner, **seniors** must request counselor recommendations **at least 15 school/working days prior to college/scholarship deadlines.**

STANDARIZED TEST SCORES

ACT and SAT scores will **NOT** appear on high school transcripts. To request scores, students must contact testing agencies (www.actstudent.org and/or www.collegeboard.com) to request scores be sent to those colleges that require them for admissions.

SHEN COLLEGE & CAREER RESOURCE CENTER

The Counseling Center has college and career resource materials that include college guides, catalogs, career fact sheets, books and information on financial aid, scholarships, college athletics and more. Students have access to this information during free periods, before, and after school until 4:00 P.M.

SCHEDULING REMINDER

Please be reminded that **students must remain in a semester or full year course for a minimum of five weeks.** The process for initiating level changes and course drops is:

- ◆ Students wishing to drop or make a level change in a full year course must initiate the change working with their school counselor **no sooner than the 6th week of the course and no later than the end of the 10th week.** The drop must be completed by the end of the 12th week. The student's transcript will reflect a WP or WF to indicate that the student was passing (P) or failing (F) at the time of the change.
- ◆ Students wishing to drop or make a level change in a semester course must work through their school counselor to initiate the change in the 6th week of the course. The transcript will reflect the change with a WP or WF to indicate that the student was passing (P) or failing (F) at the time of the change.
- ◆ Transcripts of students who make a level change will also reflect whether the student was passing (P) or failing (F) at the time of the change.

FALL 2011
PSAT, SAT, and ACT TEST DATES:

TEST	TEST DATE	POSTMARK DEADLINE	LATE REGISTRATION
SAT	October 1	September 9	September 21
PSAT	October 15	In-school Registration Oct. 3-7	October 11 & 12
*ACT	October 22	September 16	September 30
*SAT	November 5	October 7	October 21
SAT	December 3	November 8	November 20
ACT	December 10	November 4	November 18

***Offered at Shenendehowa**

Students are responsible for obtaining registration materials and adhering to deadlines. Both are available in the Counseling Center and online (SAT: www.collegeboard.com and/or ACT: www.actstudent.org). If mailing SAT and/or ACT registration forms, it is the students's responsibility to meet registration deadlines. Extra fees are required for late registrations.

Procedures and
policies

ELECTRONIC DEVICES

Students in grades 10-12 may use cellphones and Ipods before the beginning of the school day. Devices must be powered down and put away at 7:40 am. Students may resume the use of these during lunch periods 4-8 in the cafeteria or courtyard area. Display and use outside

of these times and areas is prohibited unless permission is given by an administrator, teacher, or study hall supervisor. Failure to comply with these simple guidelines will result in the confiscation of the cell phone and/or Ipod.

Students in grade 9 are prohibited from displaying or using cellphones, and Ipods once they enter the school buildings. Pagers, blow dryers, recording devices, laser pointers and televisions are not to be used during the school day.

ATTENDANCE & TARDIES

Educational research clearly indicates that good attendance is one of the dominant factors in determining a student's academic success. Good attendance also includes being to school on time. We have been working hard to decrease the number of students who are tardy to school because, in many cases, the lateness results in the student missing instructional time.

Students should arrive at school no later than 7:30 a.m. The late-to-school bell rings at 7:40 a.m. Students who are habitually late to school will receive disciplinary consequences and will be ineligible to participate in some co-curricular activities. Thanks to the parents for your cooperation and support.

PROCEDURE FOR LEAVING SCHOOL BEFORE END OF THE SCHOOL DAY

If your child needs to leave school before our regular dismissal time, please send them to school with a note signed by you, the parent or guardian. Have your child bring the note to the Attendance Office when they first arrive at school.

The note must contain the following information:

1. Student's first and last name
2. Student's grade level
3. Parent's daytime phone number (home, car, cell or work number)

The daytime phone number is essential.

We will not release a student unless we can verify the note with a parent or guardian. Acceptable excuses are limited to doctor or dentist appointments. (try to schedule these after school if possible), family emergencies, or legal commitments. If students leave school without permission, a severe consequence will be imposed on the student. Thank you in advance for your cooperation and understanding.

MEDICATIONS AT SCHOOL

School nurses want to encourage and assist students to take medications at the correct time each day as directed by their doctor. This is especially important when the medication is ordered four times a day or if medication is to be taken with food or as needed (PRN) for such conditions

as pain, headache, wheezing, or allergic reactions. Our school nurses are Registered Nurses (RNs), licensed by New York State. New York State licensing laws for all nurses require them to have the following documentation in order to dispense medication, both prescription and non-prescription:

TOBACCO POLICY



Shenendehowa has been declared a smoke-free campus by the Board of Education. This policy incorporates federal and state laws which prohibit smoking in all school buildings and school grounds by anyone. Any student who is in possession of, or uses tobacco products such as cigarettes, chewing tobacco on school property will be subject to discipline consequences.

- A doctor's written order directing the nurse to administer the medication.
- The parent's written consent to administer the medication to their child. The medication must be in the original container, a labeled bottle from the pharmacy or an over-the-counter medication in the original container. Most pharmacists will give you a second labeled bottle free of charge (or may charge a nominal fee) if you ask for one.

SHENENDEHOWA HIGH SCHOOL—DRESS CODE GUIDELINES

The following provides an overview of the Dress Code Guidelines at Shenendehowa. Please see the Board of Education Code of Conduct for more detailed information and specific examples.

- Students should wear clothing that fully covers all undergarments. Shirt and dress straps should be as wide as the straps of any undergarments, including bra straps and underwear. In addition, a student's undergarments should not be visible *through* the clothing.
- Students should wear clothing that fully covers all private areas, including the midriff and upper/lower back.
- Skirts should be at least mid-thigh in length.
- When leggings or tights are worn, they are to be covered by a shirt, skirt, or dress that is at least mid-thigh in length.
- Shorts should cover all private areas and undergarments, and not be revealing in any way.
- Students should wear footwear that is safe and appropriate for school and school-related activities.
- If clothing contains images or words, these must be appropriate for the school setting.
- The following are just some examples of clothing that is not appropriate for the academic setting of school: tube tops, halter tops, revealing tank tops, form-fitting skirts, athletic jersey tank tops, and t-shirts with messages that promote sexual activity or drug use.

The High School administration reserves the right to determine if a student's attire is appropriate for school. If students are wearing inappropriate clothing, they will be expected to change their clothes, to cover up their attire, or to be picked up from school immediately.

Health Office

HS East 881-0311
HS West 881-0331



MEDICATIONS AT SCHOOL:

The Code of Conduct states that inappropriate use of prescription and over the counter medications is prohibited. If it is necessary for a student to take prescription or non-prescription medication during the school day, form HM2 must be completed and signed by both parent and physician before the school nurse can administer. A separate medication form is needed for each medication. A medication order form is available on line for your convenience. If your child will be carrying meds during and/or after school activities, make sure the self carry box is checked off.

**Please remember that medications must be renewed each school year. If your child has a physical done, please turn it in to the nurses as soon as possible so your child's health record can remain current. Forms are available at www.shenet.org (click on forms) or in the Health Office.*

10TH GRADE PHYSICALS: A MUST! As your student makes the transition to High School East, I hope the following information may answer some of your questions.

A physical is required for all 10th grade students. Physicals must be completed after 9/1/10 and can only be used as a 10th grade physical. The **sports** physical counts for **BOTH** sports and 10th grade physicals. Please have the physician fill out form HPE5. The parent and student need to fill out and sign form HPE6. These forms must be returned to the **HEALTH OFFICE ONLY**. They can be mailed to the Health Office or the student may bring them to the health office prior to homeroom. If a physical is not received by January 1, 2012, it will be scheduled for your student at school.

WORKING PAPERS:

In order for the Health Office to sign off on the working paper application, there must be a physical on file in the Health Office within the last calendar year.

LEAVING SCHOOL DUE TO ILLNESS:

When leaving school due to illness, students must call parents from the Health Office and a nurse must speak to a parent in order for the student to be released to go home. Nurses will allow time for the students to see their teachers to get work.

IMMUNIZATIONS: The Hepatitis B series must be completed at this time. We recommend getting the Tetanus, Diphtheria and Pertussis updated also at this time.

GYM EXCUSES: Students who are out of gym due to illness or injury for more than a week must have a note from a physician. This note **MUST** be brought to the Health Office. The nurse will give the student a form for the PE teacher.

SCREENINGS: Screenings done by the Health Office include height, weight, vision and hearing. These are done throughout the year in the Health Office.

Phone #'s

High School West - 881-0330, ext. 62413

Megan Peterson-Tice

9th Grade—Class of 2015

High School East - 881-0310, ext. 61417

Penny Thompson

10th Grade—Class of 2014

881-0310, ext. 61419

Catherine Brauer

11th Grade—Class of 2013

881-0310, ext. 61418

Catherine Barbaro

12th Grade—Class of 2012

ptsa

FROM THE PTSA

Please make sure to visit our PTSA website for all information concerning activities, PTSA meetings, membership forms, volunteer forms, community information etc. The contact information for the PTSA is also included on the website. Please feel free to contact us at any time. You may reach the site by going to shenet.org, and then click on [high school](#), then on the [PTSA link](#) on the right hand side of the page. Please utilize this website as needed. This is our primary means of communication. Thank you!

PRICE CHOPPER TOOL FOR SCHOOLS

Once again we are participating in the “Tools for Schools Program”. All credit is earned electronically through the Price Chopper AdvantEdge Card. The program is designed to help us earn much needed educational equipment for our school. **All shoppers must re-enroll their Price Chopper AdvantEdge card this year in order to participate.**

If you have not already done so, go to www.pricechopper.com to register your AdvantEdge card for our school **today**. The High School code is **15761**. Every time you use your Price Chopper AdvantEdge card, we get credit towards free educational equipment. Thank you for your support!

LATE BUSES

This school year late buses from the high school will run on Tuesdays and Thursdays. The late buses board at 3:50 pm and leave campus at 4:00 pm.