

PLEASE KEEP THIS COPY FOR YOUR RECORDS

Shenendehowa High School Science Department

Laboratory Program & Procedures

According to the New York State Education Department, students enrolled in a Regents Science course must satisfactorily complete a Laboratory Requirement in order to be eligible to sit for the Regents Examination in that Science. This policy requires that students complete hands-on laboratory activities accompanied by acceptable laboratory reports. Consequently, students must participate in and complete acceptable written reports for the laboratory activities assigned by their science teacher.

The laboratory requirement must also be met in order for a student to be eligible to take a Science Course in summer school. Therefore, if a student fails to complete the laboratory component of the science course in which they are enrolled, s/he will not be permitted to sit for the Regents Examination and s/he will not be eligible to repeat the course in summer school.

The deadline (as set by the New York State Education Department) for submitting the laboratory reports necessary for the student to meet the lab requirement is one week prior to the administration of any component of a Regents Examination in science. Since the Earth Science Lab Practical portion of the Regents Exam is generally administered on the first Monday in June, all laboratory reports for any Regents Science course must be submitted no later than the last school day before Memorial Day.

If a student is in danger of not meeting the laboratory requirement in science, the teacher will communicate with a parent or guardian as follows. In addition to attempting to reach a parent/guardian by phone, the teacher will:

- Indicate that there is a concern on the interim reports that come home with the students in the middle of each quarter.
- Send a letter home at the end of third quarter if there is still a concern that the student will not meet the lab requirement.
- Send a second letter home a few weeks before the deadline for submitting the laboratory reports.
- Send a final letter home after the deadline if the student has not met the laboratory requirement.

* Two copies of this document will be sent home with the student in September. One copy is to be kept at home for reference and the other signed copy should be sent back to the science teacher at the start of the school year.

I have read and I understand the above information regarding the Shenendehowa High School Science Program.

Student Signature

Date

Parent/Guardian Signature

Date

Parent's E-mail address

Parent's Daytime phone number

Last, First (Student name – Printed)