

ACADEMIC POLICIES AND PROCEDURES

OYSTER BAY-EAST NORWICH CENTRAL SCHOOL DISTRICT
Oyster Bay, New York 11771

STUDENT REGISTRATION

Admission

Every qualified resident child between the ages of five (5) years and twenty-one (21) years is eligible to be admitted to the public schools according to the policies of the Board of Education.

For the purpose of applying the Law, a resident shall be defined as:

- a. A person whose parent or other factual guardian retains care, custody and control over such person and maintains his actual residence within the boundaries of the School District.
- b. A person who is himself/herself over eighteen (18) and maintains his/her actual residence within the boundaries of the School District.
- c. A person under eighteen (18) who is an "emancipated youth" and maintains his/her actual residence within the boundaries of the School District.

Determination of status shall in all cases be made by the Superintendent or his/her designee, subject to review by the Board of Education.

Proof of guardianship or emancipation shall be required for every new student who is not living with his/her natural or legally adoptive father or mother prior to registration. Proof of right to custody shall be required if the pupil's parents are divorced or separated.

Board of Education

ADOPTED 9/15/87

SUBJECT: PUBLIC ACCESS TO RECORDS

Access to records of the District shall be consistent with the rules and regulations established by the State Committee on Open Government and shall comply with all the requirements of the New York State Public Officers Law Section 87.

A Records Access Officer shall be designated by the Superintendent, subject to the approval of the Board of Education, who shall have the duty of coordinating the School District's response to public request for access to records.

Regulations and procedures pertaining to accessing District records shall be as indicated in the School District Administrative Manual.

Requests for Records via E-mail

If the District has the capability to retrieve electronic records, it must provide such records electronically upon request. The District shall accept requests for records submitted in the form of electronic mail and respond to such requests by electronic mail using the forms supplied by the District. This information shall be posted on the District website, clearly designating the e-mail address for purposes of receiving requests for records via this format.

When the District maintains requested records electronically, the response shall inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

Board of Education Meetings and Records

District records subject to release under the FOIL, as well as any proposed rule, regulation, policy or amendment, that are on the Board agenda and scheduled to be discussed at a Board meeting, shall be made available upon request, to the extent practicable, prior to the meeting. Copies of such records may be made available for a reasonable fee. If the District maintains a regularly updated website and utilizes a high speed internet connection, such records may be posted on the Web site to the extent practicable, prior to the meeting. The District may, but is not required to expend additional funds to provide such records.

Education Law Section 2116
Public Officers Law Sections 87 and 89
21 New York Code of Rules and Regulations (NYCRR) Parts 1401 and 9760

Adopted: 3/22/05
Revised: 2/26/08
Revised: 8/25/09
Revised: 8/7/12

REQUIREMENTS FOR STUDENT COURSE LOAD

Students are required to earn 22 credits to graduate from Oyster Bay High school. The following school policies are intended to guide students toward the successful achievement of their high school diploma.

OBHS GRADUATION REQUIREMENTS

English	4 units
Social Studies	4 units
Mathematics	3 units
Science	3 units
Second Language	1 unit
Music/Art	1 unit
Health	.5 units
Physical Education	2 units
Electives	3.5 units
TOTAL	22 units

PROMOTION REQUIREMENTS

To be promoted to the next grade level, students must earn a minimum number of credits of outlined below:

Administrative Regulation for Policy 4750 Promotion and Retention Students

- Elementary School Requirements refer to Grades K-6
- Middle School Requirements refer to Grades 7 and 8

Students who fail three or more core courses will not be promoted to the next grade. They will be able to take courses in any subject *that they passed* at the next grade level.

- Senior High School Requirements refer to Grades 9-12

Completion of 9th grade – Students will require **5 ½ earned credits** to be considered a sophomore.

Completion of 10th grade – Students will require **11 earned credits** to be considered a junior.

Completion of 11th grade – Students will required **16 ½ earned credits** to be considered a senior

All students must attend a full day instructional program, which is defined as a minimum of six courses plus physical education.

Exceptions:

1. Students may be classified as seniors if they are taking enough credits to graduate.
2. Special circumstances may warrant a review by the building principal.

HONORS-LEVEL PLACEMENT

Criteria for entering high school students

- scores on 8th grade State assessments
- cumulative average in content-specific classes
- teacher recommendations

1. State assessments

- 4 = 4 points
- 3 = 3 points
- 2 = 2 points
- 1 = 1 points

2. Cumulative average

- 95-100 = 5 points
- 90-94 = 4 points
- 85-89 = 3 points
- 80-84 = 2 points
- 75-79 = 1 point

3. Teacher recommendations (based on a specific rubric to be developed)

- strong = 3 points
- good = 2 points
- fair = 1 point

A top 8th grade student would have an overall possible score of 20 points (a 4 for the State assessments, two 5's for two years of class averages, and two 3's for teacher recommendations). An honors placement range of 15-20 points would include the student who earned a 3 on the State test, two 4's for class averages, and two 2's for teacher recommendations. That would be the range for honors placement.

Criteria for student who are currently in the high school

1. staying in honors classes*

- 86+ average in current class at end of 3rd quarter (for the following year's placement)
- teacher recommendation

2. moving from regents to honors
 - 90 average in current content-area class
 - teacher recommendation
3. admission into AP classes
 - 90 average in preceding content-area course
 - teacher recommendation

*Students who do not maintain an 86+ average in an honors-level class:

- may be transferred to the corresponding regents-level class – **after teacher, parent, counselor, and administrator discussion** – upon the completion of the quarter or semester where the student's average fell below an 86.

OR

- may be given another quarter of probation in the honors-level course with the understanding that the student must show achievement at the minimal 86 level.

COURSE DROPPING/COURSE LEVEL CHANGES

Teachers who have a concern as to whether a student should change levels or courses should consult with guidance personnel or a building administrator before making any recommendation to a student.

In all instances, the counselor will confer with the student, parent, and teacher in order to clarify the implications of the action to all concerned and to render a final recommendation based on the best interest of the student. The principal must approve all such schedule changes.

Please Note:

1. All schedule changes must be completed by the start of the school year.
 - There may be instances where students were out of town during the drop/add period or who decided after they attended a few classes that a course was not what they expected it to be or required a knowledge base they did not have. In those rare cases, students may request changes within the first two weeks of school
 - All of these schedule change requests must be approved by the student's parents and the classroom teachers involved in advance of completing the change, and all changes must comply with the minimum number of subjects required.
 - Once the school year starts, schedule changes will be completed only when the changes can be made without excessively disrupting the student's program and without unduly overloading or unbalancing class size.

2. All requests to drop a course without penalty must be made within the first five weeks of the course.
3. All requests to add a course must be made within the first three weeks (15 school days) of the course.
4. In the case where a student is removed from a course for disciplinary reasons, fails to complete the course requirements because of failure to attend classes or meet other course requirements, the student will receive a mark of **WF** for the course after the cut-off date for schedule changes.
5. If a student drops a course (with the approval of the principal) after the cut-off Date and is passing the course, he/she will receive a mark of **WP**.

EXCEPTIONS MUST BE APPROVED BY THE BUILDING PRINCIPAL

Students

SUBJECT: CLASS RANK

The practice of reporting numerical rank-in-class on Oyster Bay transcripts was eliminated, effective with the graduating class of 2006. Weighted grade point averages will continue to be reported on Oyster Bay transcripts.

Grade point averages will be officially calculated at the start of the student's senior year. They are calculated on the basis of all courses for which credit has been granted and for which a numerical grade has been given. The philosophical basis for this position is that all courses should be treated as equally important in a student's comprehensive education. Courses graded based on high pass, pass, and no credit, will not be included in GPA calculations. In addition, grades received for college courses taken outside the District are not transferred for GPA purpose.

Courses should be weighted in order to recognize differences in achievement, to encourage students to take courses that challenge them to their highest potential and to put our students in the best possible position to compete successfully with students in other schools for scholarships and college acceptances. Also, the amount of weighting in a course should be directly related to the student's performance in a course.

REGENTS	NO WEIGHT		
	<u>90-100</u>	<u>80-89</u>	<u>65-79</u>
College/Honors	.06	.05	-0-
Advanced Placement	.08	.07	-0-

A school profile, including the distribution of grade point averages, will be attached to all transcripts sent out by the high school to provide colleges with necessary and appropriate information.

The Valedictorian and Salutatorian will be selected at the start of their senior year based upon their cumulative weighted grade point averages. In order to be considered, a student must be in attendance at Oyster Bay High School from the beginning of their second semester in their sophomore year.

Adopted: 3/22/05
 Revised: 5/24/05
 Revised: 6/17/14

OYSTER BAY – EAST NORWICH RANK IN CLASS RULES (REVISED)

October 12, 2001

The **REGENTS** rank weight and the rank weight for marks below 80 will be eliminated beginning with the 2004-2005 school year. The Advanced Placement (AP) level is now distinct from the Honors level.

The Honor Roll rules are unchanged.

YEARS	GRADES	LEVEL	90-100	80-89	70-79	BELOW 70
2001-02 Thru 2003-04	7-12	1 Non-Regents	0	0	0	0
		2 Regents	.4	.3	.2	0
		3 Honors	.6	.5	.4	0
		4 AP	.8	.7	.6	0
2004-05	7-12	1 Non-Regents	0	0	0	0
		2 Regents	0	0	0	0
		3 Honors	.6	.5	0	0
		4 AP	.8	.7	0	0

The Level of NON-RANKED courses is *

These quality points are added to the GPA after it is calculated for all courses.

Note that if a course is repeated, the quality points are to be added based upon the SIMPLE AVERAGE of ALL occurrences of the course

The number of Carnegie credits earned prior to entering Grade 9 which are able to be included in a transfer student's GPA may not exceed the number of Carnegie credits able to be earned prior to Grade 9 by students in the OBEN school district. This latter number now is three credits.

Additionally, while the transfer student may select which three course grades/credits should be included, assuming there may be more than three credits earned, there may only be one course selected per subject area.

Students who fail courses and then retake them should have the average of the two grades computed for GPA purposes.

It is strongly felt that because the transcript is an historical record of all that a student has done while at high school, every grade given that student should be included.

It is believed that the average of the two grades for a repeated course when computing GPA is educational and motivational in that a student has reason for continuing to work in a course despite pending failure.

WP grades and WF grades should not be computed for GPA purposes.

WP – Withdrawal While Passing

WF – Withdrawal While Failing

Adopted 3/21/95

Amended 8/15/95

Amended 3/20/01

HOME TUTORING

1. Tutors will be certified teachers whenever possible.
2. It is recommended that a parent or guardian be present during the tutoring session.
3. Tutors are expected to contact the teacher before instruction begins.
4. Teachers will supply tutors with duplicate copies of plans, textbooks, and other materials, quizzes and tests. It will be the tutor's responsibility to:
 - a. Comply with teachers' plans.
 - b. Pick up and return materials every two weeks to the teachers.
 - c. Do the same work as the tutored student.
 - d. Maintain regular contact with the teachers.
5. Grading: If a student is receiving tutorial services for 10 weeks or less, the teacher will grade the student's work. If services exceed 10 weeks, the grade will be determined by consultation between the teacher and tutor.
6. If work is not returned, the teacher will contact the tutor. If there is not a reasonable explanation, the teacher should contact the Director of Guidance.
7. Teachers will be notified of a student's anticipated date of return to school. If a student appears in class prior to notification being received, the student is to be sent immediately to the Guidance Office.

Instruction

SUBJECT: HOME TUTORING (TEMPORARY INSTRUCTION)

Resident children attending public or non-public schools who are unable to attend school because of physical, mental or emotional illness or injury as substantiated by a licensed physician are eligible to be instructed at home or in a hospital by an appropriately certified teacher provided by the School District. These students will be provided with such instruction in accordance with New York State Education Law and Commissioner's Regulations. Homebound instruction is provided on a temporary basis by the public school district. Homebound instruction may take place in a student's home, in a district facility, at a local hospital, or at a neutral site such as the public library.

Eligibility for Homebound Instruction:

1. The student has a physical or emotional condition, certified by a licensed physician and/or psychologist, which will likely require the student to remain home for at least two weeks.
2. The Committee on Special Education, with parental consent, has placed the student on Homebound Instruction on an interim basis.
3. The student has been suspended from school.

Homebound Instruction shall not be provided in cases where it would be detrimental to the pupil's health or where the condition of the pupil might endanger the health of the homebound instruction teacher.

Procedures for students requiring home tutoring shall be developed under the direction of the Superintendent or his/her designee.

Education Law Sections 1604(20), 1709(24), 3202, and 4401

Adopted: 3/22/05

Revised: 6/17/14

FIELD TRIPS

1. The Oyster Bay-East Norwich Board of Education encourages field trips with the prior approval of the administration.
2. All field trips should be appropriate for the attendees and related to the curriculum.
3. Requests for trips may be denied by the administration and the Board of Education solely on the basis of the frequency of fund-raisers in the district, the cost of the trip, and the availability of funds to sponsor the trip.
4. The principal will use his/her discretion in permitting or denying field trips by taking into account disruptions, costs, fund-raising, benefits to the student, and any other compelling reason.

Please follow these procedures:

1. On the appropriate forms, submit to the supervisor the field trip request with a brief description of the educational purposes of the trip, and a list of students who will be attending the trip. **This should be done 30 days in advance if possible; three weeks in advance is essential.** Field trips may not be scheduled during the first and final weeks of the marking period or during the months of May or June.
2. The supervisor will check the request for the educational value of the trip and the trip date to ensure that possible conflicts with other field trips or events are avoided.
3. If the request meets specifications, the supervisor will forward the request to the principal who will check for:
 - a. notification time.
 - b. logistics of the trip (date, time, chaperones, substitutes needed, bus pick-up and return time).
4. If there are any problems with the request, it will be returned to the teacher. Otherwise, it will be forwarded to central office for transportation scheduling and the superintendent's approval. The student list will be returned to the teacher after the principal's approval so that the teacher can copy and distribute the list to all other faculty members and the attendance office. This process must be completed at least five days before the date of the trip.
5. On the day of the actual field trip, **it is the teacher's responsibility to provide the attendance office with an updated list of students who will be attending the trip.**

SUBJECT: FIELD TRIPS

The Board of Education recognizes that field trips are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, a field trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

Field trips are a part of the curriculum of the schools, and student conduct and attendance on field trips are governed by the same rules that govern regular classroom activities. The School System shall obtain written parental/guardian permission for students going on school-sponsored field trips.

The Superintendent shall prepare procedures for the operation of a field trip activity. Field trip support shall be determined annually by the Board during its budget deliberations. Regardless of the fiscal support for field trips, the rules of the School District for approval and conduct of such trips shall apply.

The Superintendent/designee may cancel previously approved field trips due to extenuating circumstances.

NOTE: Refer also to Policy #5730 -- Transportation of Students

Adopted: 3/22/05

OYSTER BAY - EAST NORWICH CENTRAL SCHOOL DISTRICT

Oyster Bay, New York

4531-R

Page 1

STUDENT PERSONNEL
Field Trips - Secondary

ADMINISTRATIVE REGULATIONS

The following regulations are provided for the implementation of Policy 4531:

1. All field trips must be approved **two weeks** in advance by the appropriate Secondary Supervisor and Principal. The request should include the itinerary for the trip. Field trips are defined as any approved variation in student schedules that takes groups bound for a common place out of the school building. This does not include spectator buses for athletic events on school days, holidays or week-ends.
2. List of students must be distributed to the staff and administration **one week** in advance and signed permission slips must be turned in to the office. The permission slips should include the itinerary. Students may only be added to list if they were absent on the day of the deadline (one week prior to the trip), or a student legitimately cannot go, has invested a large sum of money for tickets may be replaced upon the recommendation of the teacher. Students may not participate in the field trip unless they are in the class or activity involved in the field trip.
3. Field trips are an extension of the school experience and school day. The rules which apply in school also apply on the trip. Smoking is not permitted on the bus, however, the rules of the specific place visited shall prevail, i.e., smoking in lobby of a theatre.
4. Students are to be supervised at all times. Students are not to be allowed to wander off by themselves at any time. Approved itinerary must be followed by all for the duration of the trip.
5. Student Attendance Day of Trip and Day Before Trip
 - 5.1 Students are expected to be in attendance the day before a trip particularly trips scheduled for a weekend, holiday or recess period.
 - 5.2 Students are also expected to be in attendance for the full amount of the school day prior to departure for a field trip.

ADMINISTRATIVE REGULATIONS

- 5.3 Pupils not in compliance with Sections 5.1 and 5.2 will be required to present either a note from the parent (or legal guardian) or a physician stating that pupil is well enough to make the trip.
 - 5.4 Pupils who expect not to be in compliance with Section 5.1 and 5.2 because of reasons other than illness must make prior arrangements and obtain approval from the principal or his/her designee.
 - 5.5 No pupil will be permitted to participate in a field trip who is not in compliance with Sections 5.3 and 5.4.
 - 5.6 Prior to departing, the chaperone will submit an up-to-date list of absentees and all pupils making the trip.
6. Since the students are under our general supervision there should be little chance of anyone missing the bus. However, if someone is late for the bus on the return trip, wait a reasonable time (15 minutes) then advise the parents and school before proceeding. It would be advantageous to have home phones on your trip list. If unable to reach the parents, advise the principal or assistant principal.
 7. All students will return to the starting point at the end of the trip. Normally this will be the high school. If prior arrangements are made with parents, two other stops may be made; one in East Norwich and one at Pine Hollow.
 8. Report any problems to the school administration as soon as possible upon your return. We will support your professional judgment in making decisions.
 9. All trips of over one day's duration are covered by this policy plus special directions drawn up by the sponsors, the Board of Education and the administration, cooperatively.
 10. Complete steps are spelled out in procedure form.
 11. No field trips will be approved after May 15th or the last two days before recess except by special permission of the principal with an approval of the Superintendent of Schools.
 12. The procedure will be reviewed with the staff periodically.

Adopted 8/17/76
Amended 9/21/76
Readopted 3/17/87

OYSTER BAY - EAST NORWICH CENTRAL SCHOOL DISTRICT

Oyster Bay, New York

Policy 4531.1

STUDENT PERSONNEL POLICIES

FIELD TRIPS

(Foreign Language Study Trips to Europe)

The Board of Education approved Foreign Language Study Trips to Europe that fulfill the following conditions:

1. Students in Grades 10, 11 and 12 who have completed one year in a language may participate in a trip to the particular country in which the language studied is the native tongue.
2. Students' grades (evaluations) should not be a limiting factor in determining a student's participation in a trip.
3. Trips shall be taken essentially during school recess periods.
4. Expenses for students and chaperones shall be paid by the respective parties.
5. The highest possible concern must be exercised in the selection of chaperones. At least one of every two chaperones on a particular trip must be a certified teacher who speaks the particular language.
6. All of the usual procedures related to domestic field trips shall be followed. Special provisions must be made for the health and safety of pupils who will be traveling in a foreign country.
7. Arrangements must be made for parents to provide adequate insurance protection for their children. In addition, arrangements must be made with the Business Office to provide liability protection for the school district.

Adopted 3/17/87

OYSTER BAY – EAST NORWICH CENTRAL SCHOOL DISTRICT

Oyster Bay, New York

Policy 4531.2

FIELD TRIPS
AMERICAN FIELD SERVICE
SHORT TERM EXCHANGE PROGRAM
(Domestic Trip)

The following regulations are provided for the implementation of policy 4531:

1. Trips as authorized by Policy 4531 may be undertaken with the approval of the Superintendent of Schools.
2. The sponsor of the Oyster Bay AFS Club may recommend that the students participate in such a program to the High School principal, who if he/she concurs, will make a recommendation to the Superintendent of Schools.
3. The recommendation of the High School principal must state that all of the conditions stated in the Policy of the Board have been fulfilled.
4. Provision must be made for the evaluation of Educational Outcomes as follows:
 - 4.1 In order to determine the educational values of the program the High School principal will develop a plan for evaluation that involves the students, parents, and Faculty Advisor.
 - 4.2 The plan will be submitted to the Superintendent. Approval of the plan will be required before the students leave the community.
 - 4.3 Upon the return to the community, a report based on the plan for evaluation will be submitted to the Superintendent of Schools. A specific recommendation concerning the desirability of future trips will be made by the High School Principal.

Adopted 9/24/74
Revised 3/17/87

OYSTER BAY HIGH SCHOOL

Field Trip/Activity Policy

This policy applies to all activities that take a student from one or more classes. This includes but is not limited to the following:

- overnight trips
 - one day trips away from the building
 - in-house course and club activities
 - music and drama performances
 - sports events
1. Field trips and out of class activities may be taken any day of the week **except:**
 - a. **during the last week of each quarter**
 - b. **during the 2 weeks preceding mid-term exams**
 - c. **during the first week of each semester**
 - d. **during the 3 weeks preceding final exams at the end of the year**
 - e. **during the month prior to AP exams for AP students only**
 2. Attached to each field trip request form must be a brief description of the educational purpose of the trip. Included in that description must be a description of preparatory activities as well as follow-up activities and evaluation of this trip.
 3. Field trips must be approved by the department supervisor.
 4. Requests for the field trip forms should be submitted to the supervisor no later than once a month before the planned activity.
 5. After the Field trip Activity form has been approved by the supervisor, it goes to the principal for approval and then to the superintendent for final approval. **This must occur at least 3 weeks prior to the trip.**
 6. The teacher in charge will receive approval from the assistant superintendent's office. The trip will also be listed on an Approved Field Trips calendar prepared bi-weekly and posted in the main office.
 7. The teacher in charge should immediately distribute a preliminary list of students to the faculty and staff.
 8. The teacher in charge should give his/her students the Field Trip Activity Form.
 - a. The form includes a description of the activity, a class schedule grid with columns for teachers' initials and comments, and a parental consent section.
 - b. Students must submit this form for initialing to the teachers of classes they will miss. At this time, a teacher has an opportunity to counsel a student and to comment on the form if the teacher believes the absence will be detrimental to the student. Teachers should discuss their concerns regarding student absences from class for participation in the field trips/activities but may not prevent the student's participation, nor may a sponsoring teacher mandate participation in a field trip or activity. Teachers are further encouraged to discuss their concerns with parents, counselors, and sponsoring teachers.
 - c. Parents should sign the form **after** they review teachers' comments.
 - d. Completed forms must be returned to the sponsoring teacher **at least one week before the activity.**
 - e. The day of the trip, the teacher in charge must give an alphabetical list of the students and grade level for those attending the trip to the Attendance Office.
 - f. Students who do not return signed field trip forms will not be excused from classes.
 9. The principal may authorize exceptions to the restrictions cited in Item 1 above. In that case goldenrod field trip forms will be attached to the approved field trip form when it is returned to the teacher in charge. Because the trips requiring exceptions will be taken when a student's attendance in class may be crucial, that student's participation in the trip will be determined by the principal if a teacher has raised an objection.
 10. Where students of both genders participate in a field trip, the chaperones shall be comprised of both males and females where possible.
 11. Students must be dressed in appropriate school attire.
 12. If an infringement of the pre-determined, well-publicized rules and regulations governing a trip occurs, the student shall be sent home at the parent's expense and the administration shall take action on the student's behavior.
 13. Teachers should consider a teacher:student ratio of approximately 1 to 10.
 14. For any overnight trip, a list of students and adults going on the trip **must** be submitted to the superintendent. This form is necessary for insurance purposes and must be submitted to the superintendent **one week prior to the trip.**
 - a. A telephone chain, devised by the sponsoring teacher must be submitted to the principal one week prior to any overnight trip.
 - b. The itinerary, submitted to the principal at least one week prior to the trip, must include flight numbers and phone numbers where the sponsoring teacher can be reached. If the itinerary changes during the course of the trip, the sponsoring teacher must notify the principal's office.

OYSTER BAY - EAST NORWICH CSD

FIELD TRIP REQUEST FORM

(DUE 3 WEEKS BEFORE DATE OF TRIP)

Attach a brief description of the educational purpose of this trip. Include a description of the preparatory activities as well as the follow up activities and evaluation for this trip.

IMPORTANT: All in-district field trips must be held between the hours of 9:15am and 2:15 pm.
Trips must be kept to the time indicated on this form.

SCHOOL _____ GRADE/CLASS _____

NAME OF TEACHER(S) _____

DATE (S) OF TRIP _____

DESTINATION _____

ADDRESS _____ ZIP _____

STUDENTS _____ # CHAPERONES-STAFF _____ # PARENTS _____

DEPARTURE TIME FROM SCHOOL _____ ^{am}/_{pm} ARRIVAL TIME AT DESTINATION _____ ^{am}/_{pm}

DEPARTURE TIME FROM DESTINATION _____ ^{am}/_{pm} ARRIVAL TIME AT SCHOOL _____ ^{am}/_{pm}

IS TRANSPORTATION REQUIRED? Yes _____ No _____ NUMBER OF BUSES NEEDED _____

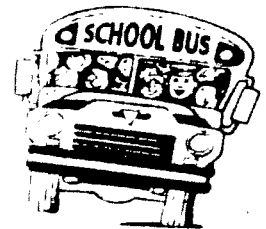
STUDENT COST FOR TRIP \$ _____ BUS COST \$ _____
(To be completed by main office) (cvc)

Substitute(s) needed? Yes _____ No _____ Cafeteria notified? Yes _____ No _____

Teacher's Signature _____ Date _____ Dept. Supervisor's Signature _____ Date _____

Principal's Signature Required for Approval _____ Date _____

Assistant Superintendent's Signature _____ Date _____



Fill out one copy per trip and forward to the main office of the school. A copy will be returned to you after approval and transportation is arranged.

***LIST MUST BE DISTRIBUTED TO ATTENDANCE OFFICE & STAFF 10 SCHOOL DAYS PRIOR TO TRIP
LIST TO BE UPDATED AND ATTENDANCE OFFICE NOTIFIED PRIOR TO TRIP DEPARTURE

STUDENT ABSENCE NOTIFICATION FORM

CLASS GROUP: _____ NUMBER OF STUDENTS: _____ TEACHER: _____

REASON: _____

DATE OF STUDENTS' ABSENCE: _____ PERIODS OF ABSENCE: (Circle) 1 2 3 4 5 6 7 8 9

GRADE LEVELS: (Circle) 7 8 9 10 11 12

NAME

NAME

NAME

_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Principal's Signature: _____

Date: _____

To: _____ From: _____ Date: _____

The following students from the list above have excessive absences and/or cuts in my class and are presently struggling:

Name	Number of Absences	Number of Cuts	Additional Information

FIELD TRIP FORM PROCEDURE:

1. Obtain a copy of the **NEW** Field Trip Request Form from the main office.
2. All request forms should be typed or printed clearly. Complete **only one copy** of the Field Trip Request Form and submit back to the main office for approval by the building principal. After approved by the building principal, it will be forwarded for approval by the Superintendent and for arrangement of transportation. A copy will be sent back to you after this has been done.
3. **A separate form must be completed for each day and/or destination. Multiple dates and/or different trips are not to be combined on one form.** List all the teachers attending the trip on that particular day. **Do not** fill in the bus cost, this will be done by the office, as indicated on the form.
4. **All Field Trip Requests must be submitted no less than THREE WEEKS before the field trip.** This will allow ample time for approval by the Superintendent and arrangement of transportation. Please plan for this by submitting Field Trip Requests to the principal well in advance of the trip.
5. **All in-district trips MUST be held between the hours of 9:15 a.m. and 2:15 p.m.**