

**CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP**

Pupil Personnel Services

1200 Montauk Highway, Oakdale, NY 11769

**Lynda G. Adams, Ed.D.**  
*Superintendent of Schools*

**Gail E. Santo**  
*Director of Pupil Personnel Services*  
*Telephone: (631) 244-2215*  
*Fax: (631) 699-0399*

August 2018

Dear Parent or Guardian,

In accordance with the NYS Commissioner's Regulations Section 104.1, each school district's Board of Education is required to adopt an attendance policy. The purpose of developing an attendance policy is to encourage daily attendance by all students, to ensure adequate attendance records and establish mechanisms to reduce absences, latenesses and early departures (ALEDs).

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. Therefore, the policy will be reviewed with students, staff and parents at the start of the school year. It will also be posted on the District's website: [www.ccsdli.org](http://www.ccsdli.org).

In addition to notifying the parent/guardian of the Attendance Policy, the school will ensure the following:

- Parents of all K-12 students and all 9-12 students will be required to sign and return a statement indicating they have read and understand the policy.
- Building attendance staff will continue to notify parents when students are absent, late, and/or leave early without parent/guardian contact.
- Attendance intervention procedures will be considered when elementary school students have 6 or more ALEDs during a trimester.
- Attendance intervention procedures will be considered when middle school students have 4 or more ALEDs during a quarter.
- Attendance intervention procedures will be initiated when a pattern of ALEDs is identified for high school students.

The Attendance Policy identifies the following reasons for student excused absences, latenesses and early departures from school: student illness; illness, emergency or death in the family; impassable roads or weather; religious observance; quarantine; required court appearance; verified doctor's appointments or health clinic visits and verified college visits. All other absences, latenesses, and early departures are considered unexcused absences.

As parents, you play a key role in helping your child arrive to school on time. When your child will be out of school for any reason, you are required to contact your child's school on the morning of the absence. When your child returns to school, a note containing the date and reason for absence is required. In addition, we require all elementary parents to accompany their child into the school to sign their child in when arriving late for school.

Your support and participation are key in ensuring your child's daily attendance. I look forward to meeting and working with you for a successful school year.

Yours truly,

Principal

**CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP**

Pupil Personnel Services

1200 Montauk Highway, Oakdale, NY 11769

**Lynda G. Adams, Ed.D.**  
*Superintendent of Schools*

**Gail E. Santo**  
*Director of Pupil Personnel Services*  
*Telephone: (631) 244-2215*  
*Fax: (631) 699-0399*

**2018-19 ATTENDANCE POLICY VERIFICATION FORM**

The District's Attendance Policy requires that all parents of grades K-12 students and all 9-12 students will be required to sign and return a statement indicating that they have read and understand the Attendance Policy.

.....  
Student Name \_\_\_\_\_

Student Grade \_\_\_\_\_ School \_\_\_\_\_

I/We, \_\_\_\_\_, have read and understand the

Connetquot Central School District's Attendance Policy (#5100).

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

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Required for 9-12 graders only)

## NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Dear Parent or Eligible Student:

This is to advise you of your rights with respect to student records pursuant to the Family Education 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 (referred to in the law as “eligible students”) 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.

Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent of eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605

### NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as “directory information.” Directory information includes a student’s name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height of a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster.

You may object to the release of any or all of this “directory information”; however, you must do so in writing within 14 days from the date of the District’s notice. If we do not receive a written objection, we will be authorized to release this information without your consent. For your convenience, you may note your objections to the release of directory information on the below form and return it to the Building Principal.

Sincerely,

Building Principal

**OBJECTION TO RELEASE OF DIRECTORY INFORMATION DESIGNATIONS**

The school district has designated certain categories of student information as “directory information.” Directory information includes a student’s name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address and class roster.

If you object to the release of any or all of the directory information listed above, you must do so in writing within 14 business days of receiving this notice. For your convenience, you may note your objections to the release of directory information on this form and return it to the Building Principal.

Please do not release directory information without my prior consent. **\*SEE NOTE**

---

Parent/Guardian or Eligible Student Signature Date

---

Student Name – Last, First (Please Print) (Grade)

---

School

**\*PLEASE NOTE:** If the Objection to Release form is signed, your child must be EXCLUDED from the following: 1) Class Pictures 2) Yearbook Pictures 3) Photographs taken during school events i.e., school plays/musicals, field day, sport events, team pictures, etc.

**NCLB NOTIFICATION TO PARENTS  
RIGHTS TO WITHHOLD THE RELEASE OF CERTAIN INFORMATION  
FROM MILITARY RECRUITERS**

Pursuant to the No Child Left Behind Act the Connetquot School District must disclose to military recruiters and institutions of higher learning, *upon request*, the names, addresses and telephone numbers of high school students. The district must also notify parents of their right and the right of their child to request that the district not release such information without prior written parental consent.

Parents (or students 18 years or older) wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of higher learning must sign and return this form to the Building principal by \_\_\_\_\_.

Date

**RESERVATION OF CONSENT FOR THE RELEASE OF CERTAIN STUDENT INFORMATION UNDER  
THE NO CHILD LEFT BEHIND ACT**

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

\_\_\_\_\_

Name of Student	School	Grade
-----------------	--------	-------

to military recruiters and institutions of higher learning.

\_\_\_\_\_

Parent Signature	Date
------------------	------

**OBJECTION TO RELEASE OF DIRECTORY INFORMATION DESIGNATIONS**

The school district has designated certain categories of student information as “directory information.” Directory information includes a student’s name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address and class roster.

If you object to the release of any or all of the directory information listed above, you must do so in writing within 14 business days of receiving this notice. For your convenience, you may note your objections to the release of directory information on this form and return it to the Building Principal.

Please do not release directory information without my prior consent. **\*SEE NOTE**

---

Parent/Guardian or Eligible Student Signature Date

---

Student Name – Last, First (Please Print) (Grade)

---

School

**\*PLEASE NOTE:** If the Objection to Release form is signed, your child must be EXCLUDED from the following: 1) Class Pictures 2) Yearbook Pictures 3) Photographs taken during school events i.e., school plays/musicals, field day, sport events, team pictures, etc.

**CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP**  
**Pupil Personnel Services**  
**1200 Montauk Highway Oakdale, NY 11769**

**Lynda G. Adams, Ed.D.**  
*Superintendent of Schools*

**Gail E. Santo**  
*Director of Pupil Personnel Services*  
*Telephone: (631) 244-2215*  
*Fax: (631) 699-0399*

August 2018

Dear Parents and Guardians:

New York State Safe Schools Against Violence in Education (SAVE) Act is designed to ensure that schools remain safe and responsive to any emergency situation. It seeks to prevent incidents of violence and disruptive behavior in our schools and clearly codifies ways to intervene in unsafe situations using all available resources.

One important provision of Project SAVE is the requirement that all school districts develop and adopt a Code of Conduct for all students, teachers, other school personnel, parents and visitors. The Code of Conduct is a compilation of the rules that apply to all individuals on school property, on school buses and at all school functions including field trips and athletic events both home and away. Additionally, it is required that parents or those in parental relation, be given, prior to the opening of school, the “plain language” summary of the Code of Conduct. Students also must receive a detailed explanation of the code during the first week of school.

The Code of Conduct, adopted by the Connetquot Board of Education, identifies the various roles and responsibilities of students, parents, school personnel and the Board of Education. It provides specifics regarding unacceptable dress and inappropriate behavior on school property for all those who come to school on a daily basis and for those visitors who come less frequently. It identifies consequences, with due process, for improper behavior, especially violent behavior and behavior identified as substantially disruptive. The Code of Conduct also gives teachers the authority, with some administrative oversight, to remove students from class for up to two class periods for disruptive behavior.

The District’s Harassment, Hazing and Bullying Policy (0115) prohibits all forms of discrimination on district property, district transportation and at school-sponsored events and functions. It defines discrimination and provides elements for prevention, intervention and consequences in conjunction with the Code of Conduct.

The provisions of the Code of Conduct do not differ significantly from those rules and regulations that have been in effect for many years in the Connetquot School District. It is important, however, to codify the rules and regulations, and share them with the essential partners in order to continue to provide a safe and orderly school environment where students may receive and school personnel may deliver quality educational services without disruption or interference.

Enclosed you will find an abridged version of the 2018-19 Code of Conduct and Harassment, Hazing and Bullying policies. Copies of both in their entirety are available in each school building, the district clerk’s office, and on our website at [www.ccsdli.org](http://www.ccsdli.org).

Sincerely yours,

Principal

**CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP**

Pupil Personnel Services · Arthur E. Premm Building  
1200 Montauk Hwy, Oakdale, NY 11769-1540  
631 244-2215

**Lynda G. Adams, Ed.D.**  
*Superintendent of Schools*

**Gail E. Santo, Director of Pupil Personnel**

**Board of Education**

**Milynn Augulis, President**  
**Lee Kennedy, Vice President**  
**Eileen Panico, Trustee**  
**Mark Warshaw, Trustee**

**Andrea B. Wilson, District Clerk**

August 2018

Dear Parents:

The Connetquot Central School District is committed to providing school environments that promote and protect children's health, well-being, and the ability to make healthy decisions. To this end, the District has adopted the Wellness and Nutrition Policy #5405 that dictates the nutritional quality of the food items and beverages offered by the District.

The policy, in part, also provides guidance as to the appropriate frequency for class parties and the acceptable times and recommended food items sold individually during the school day.

While the policy dictates the food items offered by the District, it does not prohibit parents from supplying food items, outside of the nutritional guidelines for the District, for their child. However, *"snack foods and beverages brought in from home are for the intended individual child's consumption only."*

For classroom parties, the policy requires that *"parents need to notify the classroom teacher in advance of the food items to be served during class parties."*

The District encourages all parents to review the Wellness and Nutrition Policy on the district website at [www.ccsdli.org](http://www.ccsdli.org) to review the list of recommended food items to be considered.

Thank you for your cooperation.

Yours truly,

Gail E. Santo  
Director of Pupil Personnel Services



