

PARENT/STUDENT HANDBOOK 2013/2014



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FOREWORD

Dear Parents:

The Board of Trustees, the Administration, and the Faculty are happy to provide you with the enclosed information regarding the general operation of the Vincent Smith School. We urge both parents and students to become familiar with the policies described herein.

This booklet sets forth policies which are an essential part of the pupil contract. The parent, by signing said contract, has acknowledged and presumed to have understood the various policies of the school.

We look forward to the continuation of your support and cooperation in dealing with these matters.

Best regards,

A handwritten signature in blue ink that reads "Arlene Wishnew". The signature is written in a cursive style with a large initial 'A'.

Arlene Wishnew
Head of School

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Mission Statement

The mission of the Vincent Smith School is to provide a small, nurturing and supportive setting for the learning disabled student. At Vincent Smith School we are committed to the beliefs that: “It is okay to learn differently”; Students with learning disabilities such as ADD, ADHD, Asperger Syndrome, Expressive and Receptive Language issues are provided the necessary educational, emotional and social support that will enable each student to reach their highest potential and become productive members of our global society.

Educational Climate

The Vincent Smith School is a small learning community that provides an individualized supportive and structured environment to reluctant learners and students with learning disabilities. Through integrated programs and multi-modality curriculum, students explore, learn and meet New York State’s approved curriculum. In addition to academic pursuits students also learn essential social and emotional skills, in an environment that encourages self-awareness, self-discipline and self-advocacy. With the guidance and support of staff and faculty, students are empowered to set personal and academic goals that will reflect their personal growth and their individual best.

School History and Accreditation

In 1923, Mr. and Mrs. Gilbert Elliott, Miss Adelaide V. Smith, and Miss Nellora A. Reeder founded the Harbor School on Bayview Avenue in Port Washington. In 1924, at the suggestion of Mr. Elliott, the name of the school was changed to The Vincent Smith School in honor of Miss Smith and relocated at 25 Main Street. In 1927, Mr. and Mrs. Elliott purchased a plot of land on Port Washington Boulevard and had the original two-story building erected. The school operated on a provisional charter in the beginning. Christopher Morley, Jr. was among the first ninth grade graduating class of the Junior High department, in 1931. In 1951, a permanent charter was granted by the Board of Regents of the State of New York. The first high school senior class was graduated in June of 1974, and the Regents registered (accredited) the school on September 5, 1980. In 1989, the Vincent Smith School received accreditation from the New York State Association of Independent Schools.

School Philosophy/Educational Objectives

Faculty, trustees and administrators affirm the following educational objectives for the Vincent Smith School:

- To integrate our Mission into the daily culture of the school by meeting the needs of the reluctant learner and learning disabled student throughout the social and intellectual process of education. We endeavor to make learning for all our students a positive and engaging experience.
- To create a school-wide and classroom environment where all students can reach their highest potential. Some examples of the environment are: scaffolding of lessons to ensure all students' understanding and engagement; extra help available during 8th period for students who need additional support; modeling of appropriate social and academic processes; multi-modality approach to learning to align with our mission and offer students the best method of instruction coordinated to their specific needs and learning styles; faculty training in special education practices of methodology and pedagogy.
- To align with our mission statement, students will learn self-advocacy skills through facilitation of self-discovery, awareness, and self-acceptance.
- To maintain small class size in order to optimize student's ability to gain the knowledge, skill-sets and attitude needed to cope with the changing world and the transition into a global community.
- To provide students with a program of academic rigor whose pace is brisk but not pressurized and one that is sympathetic to students educational needs.
- To help students apply critical thinking skills and ethical standards to learning, living and problem solving. This is evident by adopting the school-wide policy of the Pillars of Character Development, by following the Code of Conduct in the Student/Parent Handbook, and by fostering altruistic and community minded endeavors.
- To assist students in the mastery of basic skills aligned with the New York State curriculum so that students will have the necessary proficiency for transition to post-secondary education or the workplace.
- To promote in all students, through formal and informal learning, self-discipline, self-motivation, self-esteem and self-efficacy.

Board of Trustees

The Board of Trustees, as the policy-making body, promotes the welfare of the school, especially in the areas of finance, fund raising, and public relations. The Board is composed of parents, former parents, and selected members of the community. The Board meets monthly, except for July and August, during the third week of the month, at the school. For the 2013-2014 school year, the members of the Board of Trustees are as follows: Judah Samter; Chairperson, Corey Stein; Vice-Chairperson, David Dickman, John Loester, Richard Russo, Patrick Kane and Gene Curry.

Administration

The administrators for the 2013-2014 school year are as follows: Mrs. Arlene Wishnew; Head of School, Mrs. Lauren Rosario; Director of Education, Mrs. Lisa Oosterom; Controller, Mrs. Grace Avigliano; Director of Special Education; Mrs. Debra Galinsky; Director of Development.

Faculty

Vincent Smith School is staffed by New York State certified teachers, who are highly trained and dedicated to the philosophy of the school.

School Hours

The Vincent Smith School is open weekdays from 8:15 A.M. to 4:00 P.M. All students are expected to be in attendance from 8:40 A.M. to 3:10 P.M. Please call the main office prior to 8:40 A.M. if your child will not be attending school indicating the reason for their absence.

School Heading

All written work must contain the following information:

Student Name	Vincent Smith School
Date	Class
Assignment	Period and Teacher

Admissions Policy

The school considers for admission any pupil who shows promise of academic success and who may find the Vincent Smith School's educational program effective and satisfying. Students with serious emotional or disciplinary problems will not be considered. The school will give special attention, in the admissions process, to a pupil who has not yet reached his/her full potential.

The admissions officer will take into consideration:

- Previous School Records
- Test Results
- Psychological Reports
- Individual Personality
- Activities
- Recommendations

At the time of initial registration, each student must present:

- Copy of transcript
- Proof of immunization (Parents will be given a Physical Form which lists the immunization requirements in detail).
- Copy of current physical examination.

Policy of Nondiscrimination

The Vincent Smith School admits students of any race, color, national or ethnic origin who have all rights to privileges, programs, and activities of the school. Vincent Smith welcomes students of all ethnic groups and recognizes their valuable contributions to the life and character of the school.

Academic Program, Course Offerings, and Policies

Program of Studies

Students in the Lower School carry the normal required courses under programs set forth for New York State. Great emphasis is placed on language arts and math. Students also take two periods each of physical education, art, and computers per week.

In the Middle School, students are required to take English, math, social studies, science, health, physical education, foreign language (or reading), art, and computers.

High School students must meet the following criteria for graduation:

- A minimum of 22 credits, including the following units:

- 4 credits in English
- 4 credits in social studies
- 4 credits in mathematics
- 4 credits in science
- 3 credits in foreign language
- 1 ½ credits in art
- ½ credit in health
- 2 credits in computers
- 2 credits physical education

- Passing the exit exams in English and math.
- English Reading & Writing (Administered in Grade 11)
- Math (Administered in Grade 10)

Credit requirements of transfer students will be evaluated upon admission.

Reading Program

The remedial reading program is an effective part of the school curriculum. This program is guided by our reading specialist and assisted by classroom teachers. To assure continued growth and progress in reading, the students are given systematic instruction. Students progress from one reading level to the next higher level at their own individual learning rates. The home attitude towards reading greatly influences reading interests and activities. Students tend to become eager and able readers when reading is enjoyed and respected by the family. It is essential that parents encourage their children to engage in recreational reading outside of school requirements. Learning the skills is of little value if not accompanied by extensive reading outside of school and during vacations.

The reading program at Vincent Smith uses a multi-sensory approach, which provides help in the following areas:

Reading comprehension

Oral expression

Graphomotor skills

Study skills

Written expression

Decoding skill

Organizational skills

Spelling

Our remedial reading program is available for those students who are found to be in need of reading assistance. Pupils work on individualized, prescriptive programs in small groups of one to four, for a minimum of two days a week. Each period is forty minutes in length. In addition, the special and regular teachers coordinate their efforts mutually to reinforce the above skills.

Special Services

Students requiring special services, including but not limited to speech/language therapy, occupational therapy, counseling, physical therapy, and resource room, as prescribed on the student's Individualized Education Program, receive these services during the course of the school day. Home school districts or the district of location (Port Washington Schools) are responsible for the initiation of services. A DOL letter (Non-public School Acknowledgement Consent Form) initially issued by the student's home district must be signed by the parent and submitted to the Port Washington School District by June 1st of the coming school year. Every attempt is made to schedule special services so that they do not interfere with core academic classes.

Physical Education Program

Physical education and athletics are recognized as a necessary part of a modern educational program. All students are required to participate, unless they are excused by doctors' certificates. Physical activity is essential to healthy physical, social and mental growth. A scheduled program of physical education at all grade levels is required by New York State Education Law. Students at Vincent Smith are required to attend two periods of physical education per week. A sports program is available for students who wish to compete in sports interscholastically.

Art Program

Art is required by New York State Education Law for the Lower and Middle School students. All students in the High School are scheduled to complete one and one-half credits of art prior to graduation. The aims of the program are to contribute to the development of art skills, appreciation, and personal enjoyment for our students. At times, the classroom teacher combines the art program with other classroom work. A competitive Student Art Show is sponsored every spring. Both faculty and peers judge the work by category and prizes are awarded.

Computer Science Program

Vincent Smith continues to update and upgrade its computer equipment and peripherals. Students in all grades are required to take computer lab weekly, and computer club is offered as an extracurricular activity each day. Additionally, subject teachers incorporate computer science as part of their classes, via term papers and projects.

Standardized Tests

Each spring, all students take the week-long Stanford Diagnostic Tests to assess annual rates of improvement in reading and mathematics. Results of the SDT's are available upon request sometime in late July.

Homework Policy

At Vincent Smith School, homework is assigned every evening in every subject. This includes weekends, holidays, and vacation days. (When homework conflicts with a religious observance and the school has received a letter to that fact from a parent, the student may make up the homework at the conclusion of the religious observance.) If a parent is told or believes that their son or daughter does not have nightly homework, instead of accepting an explanation from the student, please call the school immediately! The preparation of homework is a shared responsibility – the student-parent-teacher. Please call the Director of Education as soon as possible if you sense any kind of problem concerning the homework. Also, where homework is not completed or inadequately prepared, parents will be called by the teacher. Continued failure to prepare and turn in homework will be considered a deficiency that will affect a student's final grade.

Grading Policy

In order to achieve academic success, students must be aware of the criteria for grading all work. Each academic grade has been tabulated based on the following schedule:

Homework.....	15 %	Notebook.....	15 %
Tests, Projects and Quizzes.....	60 %	Classwork.....	10 %

Grading System

The academic year is divided into four terms. Achievement grades are awarded at the end of each term and a report card is mailed to the student's home. The four term grades, along with the Mid-term and Final examination grades comprise the Final grade.

A numeric scale has been adopted for the achievement grade, providing greater accuracy and flexibility in the evaluations. The passing grade is 65.

A+	97, 98, 99, 100	C+	77, 78, 79
A	94, 95, 96	C	74, 75, 76
A-	90, 91, 92, 93	C-	70, 71, 72, 73
B+	87, 88, 89	D	67, 68, 69
B	84, 85, 86	D-	65, 66
B-	80, 81, 82, 83	F	64 and below

Term Reports

Any student receiving a grade of 76 or below or whose grade has dropped significantly from one term to the next, in any subject, will receive a Term Report along with the report card. The purpose of this report is to give the parent insight as to why the grade was received and corrective efforts that have been instituted.

Academic Reports

An Academic Report will be completed for each student in every academic subject and those specials where improvement is desired. All Academic Reports will be completed during the fourth week of each term, and mailed to the student's home. The intent of this report is to give the parent an estimate of the student's current grade and inform the parent of any corrective efforts that have been instituted by the teaching staff.

Academic Honors

Honor Roll status is determined by averaging all grades received in all academic courses in which the student was enrolled at the end of the term including no grade below a 70 on the mid-terms and final examinations for marking periods two and four. Students who qualify are given special recognition by being placed on the Honor Roll. The following are the requirements:

- High Honors- at least a 94 average with no grade below a 70
- Honor Roll- at least an 88 average with no grade below a 70
- Honorable Mention - at least an 84 average with no grade below a 70

Academic Remediation

At the end of each term, grades are monitored for remediation and tutorial services. When a student is not performing up to academic standards, or when grades drop significantly from term to term, subject teachers will be required to provide tutorial services, during 8th period, for those students needing assistance.

Class Rank

Class rank will be determined at the conclusion of a student's junior year, then recalculated at the end of each term of the student's senior year. Class rank is used to select the Valedictorian and Salutatorian of the graduating class, and is also required information on college applications.

School Policies, Rules, Regulations and Procedures

Student Code of Conduct

No society can endure without reasonable rules and regulations covering the conduct of the members of that society. Respect for the rights of others mandates that there shall be adherence to reasonable rules and regulations and that for the violations of such rules and regulations, penalties may be imposed.

The school is no different from any other form of organized society and in order that it may function properly and discharge the duties and obligations imposed upon it by law, it is necessary that reasonable rules and regulations be promulgated and that there be strict adherence to those rules and regulations.

Every student has certain rights, which must be respected. In the words of the Supreme Court of the United States, schools may not be enclaves of totalitarianism. Students in school, as well as out of school, are “persons” under our Constitution. They are possessed of fundamental rights, which the State must respect, just as they themselves must respect their obligations to the State. Students do not shed their constitutional rights at the schoolhouse gate.

Rights, however, are not absolute. Concomitant with every right is a corresponding duty and obligation. Thus, the right to an education carries with it the corresponding obligations and duties to respect the rights of others, to adhere to all reasonable rules and regulations established for the government of schools and to refrain from interfering with the orderly operations of the school, the damaging of the school or of the property, rights and possessions of others.

It thus becomes incumbent on the part of all students to adhere to the codes of conduct prescribed for the operation of the Vincent Smith School.

Bill of Students' Rights and Responsibilities

As a student at the Vincent Smith School it is expected that you will want to take full advantage of your right to an education. You come to school with a positive attitude to learn and to take part in school activities. An important part of your education is the right to make decisions and the responsibility to accept the results of these choices. To make you aware of your rights and responsibilities as a student at the Vincent Smith School, this Bill of Students' Rights and Responsibilities has been established.

RIGHTS

To attend school and classes regularly

To take part in all school activities on an equal basis regardless of race, sex, nationality or origin

To establish and participate in student school activities

To address the Board of Trustees the same as any citizen

To explore ideas and feel free to express various points of view

To create school publications to express opinions and offer suggestions

To receive counseling on educational, vocational, social, and personal concerns

To present the student version of the incident that may lead to the imposition of disciplinary sanctions

RESPONSIBILITIES

To make the most of the opportunities offered at school

To be aware of the school's rules and regulations

To make constructive contributions to government

To report fairly the circumstances of terms school-related issues

To respect others' points of view

To refrain from libel, obscenity, and to observe normal rules for responsible journalism

To exercise freedom of choice in availing oneself of these services.

To present the facts accurately.

To contribute to the maintenance of the environment and to show due respect to other persons and property

Student Discipline Code

A student may be subjected to disciplinary action, and ultimately asked to leave Vincent Smith School, when the student:

A. Engages in conduct which is:

1. Disorderly, i.e., intentionally causes public inconvenience, annoyance or alarm, or recklessly creates a risk thereof, by
 - a. Fighting or engaging in violent behavior
 - b. Making unreasonable noise
 - c. Using abusive or obscene language or gestures
 - d. Creating a hazardous or physically offensive condition by any act which serves no legitimate purpose
2. Insubordinate, i.e., fails to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student

B. Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:

1. Selling, using or possessing alcohol, drugs, or other controlled substances or drug paraphernalia
2. Selling, using or possessing weapons, fireworks, or other dangerous instruments or contraband
3. Selling, using or possessing obscene material
4. Using profane, vulgar or abusive language (including ethnic slurs)
5. Smoking
6. Gambling
7. Hazing
8. Engaging in lewd behavior
9. Engaging in dangerous conduct due to a temporary physical or mental condition

C. Engages in any of the following forms of academic misconduct:

1. Lateness
2. Missing or leaving school or class without permission
3. Cheating (including but not limited to copying, using unauthorized help sheets and the like, obtaining tests in advance, having a substitute take a test, and other forms of collusion)
4. Plagiarism

D. Engages in conduct that violates the rules and regulations for the maintenance of public order of school property.

Early Identification and Resolution of Student Discipline Problems

Pupil service personnel, teachers and others will report students to the administration when they believe such students present a discipline problem. The administration will conduct an investigation of the reports, which may include conference with the complainant, student, parents, teachers, other pupil service personnel, and/or others, as he or she deems appropriate for the early identification and resolution of the suspected problem.

Infractions and Consequences

At the Vincent Smith School emphasis is placed on the individual child. In accordance with the child's actions and needs, inappropriate behaviors and actions will be dealt with by the teachers and/or the administration.

Detention

At the request of a teacher, students may be obligated to serve a detention for any number of offenses during lunch or 8th period. At this time, the student may be required to complete a task proportional to the offense.

In-House Suspension

In-House suspension occurs when a student is removed from classes and from interaction with the student population. The student is placed in an alternate, supervised location and is expected to prepare all academic work. Under state law, students on in-house suspension must be permitted to go to state-mandated special classes. However, at the discretion of the administration, students on in-house suspension may not participate in clubs or extracurricular activities, including field trips and athletic competitions. In-house suspension may only be issued by the Head of School or the Director of Education. A letter of suspension will be forwarded to the student's home and placed in the student's file.

Out of School Suspension

Out of school suspensions are given for specific serious offenses, as well as for specific repeated offenses where prior warning has been given, either verbally or in writing. Parents must understand that the decision to give an out of school suspension cannot be affected by the degree of inconvenience the suspension causes to the student or the student's family. While the school sympathizes with working or otherwise busy parents, the possible inconvenience of a home suspension will not be a factor in giving an out of school suspension. Suspensions of this nature are given for one to five days, depending on the seriousness of the violation. Parents are phoned immediately, and notified in writing. A copy of the suspension notification is retained in the student's file. Unless otherwise indicated, an out of school suspension continues in effect pending the decision of the Head of School on further action to be taken, after a meeting and/or hearing with the student and parent(s). The meeting will not be held until the suspension has been served. An out of school suspension may only be issued by the Head of School or the Director of Education.

Expulsion

When a student makes application for entrance to Vincent Smith, he/she thereby understands and agrees that the school reserves the right to exclude him/her at any time if his/her conduct or academic standing is regarded by the Head of School as undesirable. The Student Contract and Statement of Policy explicitly set forth this condition.

Requests for Early Dismissal

ALL STUDENTS MUST OBTAIN OFFICIAL APPROVAL FOR ANY EARLY DISMISSAL THAT MAY BE NECESSARY. DOCTOR, DENTAL, AND PERSONAL BUSINESS APPOINTMENTS SHOULD BE MADE AFTER SCHOOL HOURS. Except in extreme emergencies, permission for early dismissal will not be granted. When such dismissal is necessary, the student must give the High School office a note bearing the signature of the parent stating the reason for the request and giving the exact time of dismissal; otherwise, the parent must sign the child out in the High School office.

Truancy and/or Cutting Class

Daily attendance in all classes is necessary for success in academic and non-academic classes. **TRUANCY AND/OR CUTTING CLASSES WILL NOT BE TOLERATED.** Failure to attend and/or unexcused tardiness to class may lead to in-school suspension. When a student is absent from a class without appropriate reason, the classroom teacher will register a zero for that day's classwork, a zero for any test or quiz given during that time period, and may refuse to allow any make-up activity for the missed class. All instances of truancy must be reported to the Director of Education's office immediately. In addition, it may be deemed necessary to proceed with one or more of the following measures:

- Notification in writing to parent/guardian
- Suspension from activities, including but not limited to sports, clubs, etc.
- Loss of senior privileges.

Attendance

New York State Compulsory Education Laws require all students to attend school on a full-time basis. Therefore, students at the Vincent Smith School are required to attend all scheduled classes.

- Any student with more than 32 absences from a class will not receive credit for that course.
- Any student who misses a class is expected to immediately make up the missed work upon return to school.
- Excused absences include personal illness, illness or death in the family, impassable roads or weather, religious observances, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, in-school suspensions, home suspensions, removal from a class for disciplinary reasons.
- Unexcused absences include student cuts, vacations, social or entertainment events, non-emergency medical appointments, family vehicle breakdowns, non-weather related traffic problems, lateness to class or early removal from school for any reason not covered under excused absences.
- Parents are urged to keep their children home if any of the following symptoms are present: sore throat, skin eruptions, running nose, fever, red or discharging eyes, pain, earache, headache, vomiting, coughing, chills, or enlarged glands. Any student absent for more than three days must submit a letter from a physician describing the illness.

Fire Drills

Fire drills are necessary to insure the safe exit of students and staff in the case of a real emergency. **IT MAKES SENSE TO COOPERATE WITH THE STAFF DURING FIRE DRILLS!** Students should leave the room silently, single file, go quickly to the designated exit and follow the directions of their teacher. In the event that the classroom door cannot be used to exit the room, exit through the emergency window and proceed to the area designated for your class.

Statement of Policy (Drug and Alcohol)

No student, while under the jurisdiction or control of the Vincent Smith School may bring, carry, purchase, sell, transport, give, receive, hold, or use, whether on his or her person or in his or her personal belongings, including but not limited to lockers, book bags, purses, or the like, as well as on school buses or field trips, any alcoholic beverages, or prohibited, illegal drugs or other controlled substances or narcotics in any quantity. The school must be notified in writing, signed by both a physician and a parent or legal guardian, of any prescription drugs for use by the student. Students who violate this regulation will be expelled from Vincent Smith School. All students, upon acceptance to the Vincent Smith School, must sign the Statement of Policy form.

Smoking

Vincent Smith School is a smoke-free school. Smoking is not permitted anywhere on campus, nor is it permitted in any vehicle on campus. The public property surrounding the Vincent Smith School has been declared a “smoke/tobacco free zone.” Smoking is no longer permitted by any students or persons affiliated with Vincent Smith, on public property or streets within one-half mile of the school. Additionally, smoking is not permitted on any field trips. These anti-smoking regulations apply to all tobacco products. Students who violate this policy are subject to suspension, and ultimately to expulsion.

Harassment

Unlawful discriminatory conduct based upon the race, gender, national origin, religion, age, or disability that includes such actions as slurs, jokes, or any other verbal or physical attack that:

- (1) has the purpose or effect on an intimidating, hostile, or offensive educational environment;
- (2) has the purpose or effect of unreasonably interfering with an individual's performance;
or
- (3) otherwise adversely affects an individual's opportunities or participation in the educational environment

Sexual Harassment

Sexual harassment is unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings. All such incidents reported shall be investigated. If it is found that sexual harassment has taken place, disciplinary action could include suspension, expulsion, or referral to legal authorities.

Sexual Harassment can take many forms - It may be . . .

Physical

- Standing in someone's way. Or standing too close
- Bumping into someone or brushing against the person on purpose
- Patting, hugging, or kissing
- Grabbing, touching, or pinching

Verbal

- Threats
- Insults
- Comments about a person's body
- Sexual jokes, suggestions, or remarks
- Sexual stories or rumors
- Notes, letters, or graffiti
- Pressure to go out on a date
- Whistles or rude noises

Non-Verbal

- Staring at someone's body
- Sexual pictures or drawings
- Mimicking or pantomiming in an insulting way
- Gestures or looks – licking lips, or suggestive body movements

In situations where a student feels that he/she is experiencing harassment, the student should report the situation to the administration.

Transportation

Riding the bus is a privilege and a convenience. It is the student's responsibility to comply with the directions of the bus driver. Acts of inappropriate behavior, including, but not limited to, smoking, vandalism, use of vulgar language, rudeness, etc., may result in the revocation of transportation privileges.

Students are required to take their assigned bus to and from school. Last minute changes, even with permission from parents, creates havoc and will not be permitted. If a student would like to go home with a classmate, written notes from both parents must be given to the office, containing a detailed explanation of any changes in dismissal procedures. Please note, that for insurance reasons, students are not permitted to go home on a different company's bus.

Parents picking their children up from school prior to 3:10 PM dismissal, must report to the main office to sign their child out. A parent picking their child up from school at dismissal must first notify by telephone or in writing, the main office, so that the student may be detained by the transportation coordinator. If a request for alternate transportation arrangements is not received by the office, students will be placed on their bus and sent home.

Emergency Closing Procedures

Radio stations WOR 710AM and 1010 WINS, in addition to News 12 Long Island, will broadcast school closings due to inclement weather. In addition, the PTA snow chain will be in effect to contact all households.

If it is deemed advisable to dismiss school prior to the regular time during the morning or afternoon session, the school will act accordingly. Any bus student who goes home to an empty house should go to a neighbor (pre-arranged) to call his/her parent and wait the parent's return. It is the parent's responsibility to give their children advance instructions with respect to dealing with emergencies. In addition, the office staff will attempt to alert parents of all students. A telephone call will be placed to the home or place of business.

Emergency Evacuation Procedures, as required by law, are on file at the school and are reviewed by the Administration, faculty and staff at the beginning of each school year.

Dress Code

The Vincent Smith School dress code is designed to set appropriate standards for a school environment, and at the same time offer students a code that reflects the type of regulations that may be found in the workplace. Appropriate dress for school is a shared responsibility between the parent and the student. Students in violation of the dress code will not be admitted to class. In such cases, at the discretion of the school, parents will be required to remove the student from school and/or bring proper attire to school for the student. Any class time missed because of a dress code violation must be made up. Exceptions to the dress code for such activities as physical education classes, sports, certain field trips, other after school activities, and hot weather, will be announced. Students are expected to be in dress code at all times, unless specifically permitted by the school to do otherwise. Guidelines for school attire are outlined below:

Boy's Attire

- Chino or corduroy pants – khaki or classic navy (no cargo pants)
- Oxford button-down shirts – white, yellow, sky blue
- Golf Shirts (long or short sleeved) – white, yellow, classic navy
- Classic Sweaters – classic navy, white or yellow (crew neck, vest, cardigan, v-neck)

Girl's Attire

- Chino or corduroy pants – khaki or classic navy (no cargo pants)
- Skirts – pleated, a-line, straight – classic navy, khaki, hunter plaid (3” above the knee or lower)
- Oxford button-down shirts – white, yellow, sky blue
- Classic tailored oxford shirts (long or short sleeve) – white, yellow, sky blue
- Golf Shirts – (long or short sleeved) – white, yellow, classic navy
- Classic Sweaters – classic navy, white or yellow (crew neck, vest, cardigan, v-neck)

Students may wear shoes or sneakers. Socks or stockings must be worn by all students at all times. Pants must be worn on the waist. Any logos, graphics, or messages that may be construed as inappropriate and/or offensive may not be worn. Any adornment that could be distracting or inappropriate will not be permitted.

Accidents

Every accident or injury in the school building, on the school grounds, at school sponsored activities, at practice sessions, or at any athletic event sponsored by the school, must be reported immediately to the person in charge at the event, to the school nurse, and to the High School office. In addition, an Injury Report Form must be completed by the supervising staff member.

First aid is administered by the school nurse in case of accidents or sudden illness' occurring at school. Parents are contacted if an accident of a serious nature occurs; and arrangements are made for the student to go home, to the family doctor, to the nearest physician, or to the emergency centers of St. Francis or North Shore Hospitals.

Insurance

Accident insurance is provided by Vincent Smith, without any premium cost to parents. Parents are responsible for all medical costs, which go beyond the limits of the accident policy. Protection is provided for students while they are in school, engaged in school-sponsored activities, and on the way to and from school (to and from travel time is covered for one hour). Although the above accident insurance excludes sports, students in the after-school sports program will be covered under another policy.

Lockers

In grades 7 through 12, all students are provided with lockers and combination locks. The combinations are registered in the Director of Education's office. Most of the time, articles reported as stolen are missing because the student has (1) not locked the locker, (2) stuffed the mechanism so that the locker cannot be locked, (3) given another student access to the locker, or (4) placed personal belongings in a vacant locker. Students are required to lock their locker at all times. The Vincent Smith School encourages students to leave valuables at home, but in the event they are brought to school, valuables should be registered in the office. The school cannot assume responsibility for large amounts of money or valuables. Lockers are issued to students as a privilege and should be used as such. Defective lockers should be reported to the Director of Education.

Internet Acceptable Use

Students using computer resources must adhere to the guidelines listed below which govern the use of school resources. Failure to use computer resources appropriately may result in disciplinary action, beginning with suspension of privileges. Should any infraction require action beyond a warning, administrative involvement will be deemed necessary. Guidelines for acceptable use include:

- Material that may visually offend others or promotes hate, racism, etc. is not permitted
- Students will report any use of the Internet to obtain inappropriate or offensive material.
- Material obtained and used in a manner that violates copyright law is prohibited.
- All material obtained from the Internet must be properly cited.
- Participation in “Chat” groups is prohibited unless expressly authorized by the administration for educational use.
- Students will not give out any personal information. Be aware that divulging such information may be dangerous.
- Additional rules, as stated by the administration and the computer room teacher may apply, as required throughout the school year.

Cellular Phones/ Electronic Devices

Cellular phones and electronic devices have become a collective nuisance and disruption in all classes throughout the country. In addition, they become misplaced, broken, or stolen. In light of recent history, the Vincent Smith School however is aware of the reasons families need to have cell phones for instant communication. However, students should not send or receive electronically transmitted messages, nor should parents attempt to contact their child via cell phone during school hours. Parents wishing to reach their child for any reason may do so by calling the school.

Electronic devices, including but not limited to, Walkmans, CD players, etc., are not to be used during the school day. Electronic devices, audible or visible to the staff of the Vincent Smith School, will be confiscated and held in the office.

Medication

The administering of medication to students is primarily the responsibility of the parents.

The recommended guidelines are as follows:

- Pupils requiring medication at school must have a written statement from a physician, which identifies the type, dosage, and purpose of medication (including over the counter medication).
- Written permission from the parents requesting the school to administer the medication prescribed by the physician or over the counter medications shall be required.
- The physician shall advise the school of any drug being taken by a child, particularly those drugs which might cause a change in behavior.
- All medication must be kept in the Nurse's office.

Medication for temporary illness involving infections such as colds, coughs, and sore throats must be the responsibility of the parents. If circumstances are such that oral medication is required during the school day, the student's presence in school should be questioned, as sick students do not belong in school.

Parking

SENIORS ONLY. Seniors who register their vehicle in advance with the main office, and who have parental approval to drive to and from school, may park in designated parking spaces. Student drivers are to follow the guidelines for proper use of an automobile at all times. Students engaging in the reckless or dangerous operation of an automobile will have driving privileges revoked. **STUDENTS ARE NOT TO PARK IN AREAS SET ASIDE FOR FACULTY AND VISITORS.**

Participation in Religious Exercises

Requests for excused tardiness or absence for pupils who desire to attend religious services must be presented in writing to the office the day before the tardiness or absence.

School Trips and Fees

A field trip to a point of educational interest will be undertaken if it fits in with the course of study for a given grade. Pupils participating in such activities must turn in to the supervising teacher the permission form and any fees required. If the school believes that the behavior of any student warrants exclusion from an activity, the school reserves the right to refuse permission for the student to participate. In addition, the school will remove from an event any student whose behavior and attitude is inappropriate. It should be noted that an underlying purpose of all student activities is not only the event itself, but also the opportunity for students to hone social and group skills.

Release of Records

Prior to the release of student records, the parent/guardian must obtain from the Vincent Smith School a Request for the Release of Records Form. This form must be completed and submitted to the school. Only then will records be released to the persons or organizations listed on the form.

Parent/Students' Rights to Review Records

Within two business days of receipt of a letter requesting a review of student records, arrangements will be made and a meeting will be scheduled with the Head of School.

Parent/Teacher Association

The PTA is responsible for many of the activities and special events available to the students of the Vincent Smith School. The PTA organizes and carries out student fundraisers throughout the year. Volunteer class parents activate the phone chain to send messages home and assist with the inclement weather school closings. All members of the Vincent Smith School family are welcomed at monthly meetings held at the school.

Library

The library is available for student use on a daily basis. The library is a place to do research, read, browse, study, and work quietly. All materials must be properly checked out. There is absolutely no eating nor drinking allowed in the library.

Health Office

A health office, staffed by a certified school nurse, is available to students during the school day. Students must obtain a pass before going to the nurse's office, except for those students receiving daily medication. Students will be examined, and if leaving school is warranted, a parent will be contacted. Those students who remain in school will be sent back to class.

Parent/Teacher Conferences

Two parent conference days are scheduled each year; one on Election Day and the second in the beginning of March. Fifteen minute conferences are scheduled throughout this time to allow parents and teachers to discuss academic performance and concerns. Both parents and teachers may request conferences. Parents are encouraged to contact their child's teacher and the administration, at any time throughout the year, to discuss concerns.

Impartial Hearings

The Vincent Smith School has traditionally made every effort to support parents in the process of getting the home school district to reimburse the school tuition and fees paid by parents. Records of school attendance and the affidavits attesting to payment of tuition and staff participation in the annual reviews are provided without fee. Parents are charged a fee of \$200.00 per day if the Vincent Smith School staff testifies at an impartial hearing. This will partially reimburse the school for the Administrative and professional time as well as incidental expenses incurred. This fee will be payable prior to the hearing and it will be refunded if there is a last minute settlement.

Athletics Eligibility and Requirements

Students who wish to play sports are encouraged to join the intra-mural team. Members of the soccer, basketball, and softball teams compete with students from other private schools in the area. Since sporting events often begin later in the day, being a member of the team requires an after school commitment by the student and family. While bus transportation is provided to the game and back to the Vincent Smith School, arrangements must be made for student pick up at the school after a game.

Students must be in good standing to be a member of a team. Those students unable to meet academic and behavior minimums are not allowed to participate until improvement is made.

Textbooks and Supplies

It is expected that students will take good care of their books and other items supplied by the local school districts or by Vincent Smith. If such materials are damaged or lost, the school sets the price for such articles and assesses the parents. All such encumbrances must be paid before final grades and transcripts can be released. Vincent Smith will collect all Vincent Smith School texts and textbooks from students whose school district participates in the Nassau BOCES Textbooks Loan Program at the appropriate final exam (Middle and High Schools) or the last day of classes (Lower School). A schedule for the return of the school district texts from non-participating districts in Nassau County and Suffolk County will be posted for students in the High School building. This information is often published in the local newspapers and can also be obtained by calling the appropriate district central office. (The public school districts will not lend books for the upcoming year until those from the previous year have been returned.)

Grievances

If questions arise regarding school policy or disciplinary matters, an appeal may be made to the Head of School.

Visitors

All visitors are required to report to and sign in at the high school office. No one is permitted on school property, whether on foot or in a vehicle, except to go directly to the high school office for permission to be on campus. Unauthorized persons on campus are trespassing, will be detained, and are subject to arrest.

College Placement

College and vocational guidance is provided through a program administered by the Director of Education. In January of their junior year, students receive a copy of *Planning For College*. This booklet helps structure a guidance program designed to assist the student in completing college entrance requirements and in selecting the appropriate post-secondary school. Students in grade eleven are requested to take the Preliminary College Board Test (PSAT) in October. Students planning to attend a two or four year college are asked to take the SAT in May of their junior year and again in November of their senior year.

Clubs

Every day, during 8th period, students are required to sign up for, and attend clubs. This provides students with an opportunity to engage in non-academic activities while in school. Club offerings vary during the course of the school year, but include: sports, art, computers, restaurant, gardening, science, newspaper, yearbook, homework, student council, music, and games.

Fund Raising

At set dates throughout the school year, families will be asked to assist in the fund-raising efforts of the Vincent Smith School. At no time are students to solicit door to door, without the supervision of a parent or guardian. In order to make fund-raising a safe experience, it is suggested that students solicit family members. Parents may wish to solicit acquaintances and co-workers.

Field Day

The annual Blue and Gold Field Day competition is held in May each year. A full day of field events for all students is combined with a barbecue. Parents are invited to attend and participate.

Sports Dinner

During the month of May, Vincent Smith School has a traditional Athletic Awards Dinner at which Participation Certificates and Outstanding Athlete trophies are awarded to those students involved in team sports.

Senior Dinner Dance

About a week before graduation, the Seniors are honored by their parents, the administration, faculty, and friends at a Senior Dinner Dance. Everyone is encouraged to attend.

School Rings

Juniors and seniors may purchase school rings if they so desire. Students are measured for rings in the fall of their junior year.

Tuition and Fees: Payment in Full by 9/1/13 5% Discount

The tuition and fees schedules for the 2013-2014 school year are as follows:

Tuition

Grades 4 - 6: \$26,250
Grades 7-12: \$29,750

Fees

General Fee: \$350
PTA Fee: \$100
Management Fee: \$300 (5 Payment Plan)
Graduation Fee: \$350 (Seniors)

Distribution of Parent Generated Materials

In order to maintain a collegial atmosphere among the students and the faculty, it is the policy of the Vincent Smith School to prohibit the distribution of personal invitations and the like in school.

Distribution of any educational surveys or references for students that need to be completed by faculty members must be sent to the main office for distribution.