



**Smithtown Central School District**  
**Smithtown High School West**  
100 Central Road, Smithtown, NY 11787

**John Coady**  
Principal  
(631) 382-2900

**Mark Secaur, Ed.D.**  
Superintendent of Schools

September 11, 2023

Dear HSW Parents & Guardians:

We hope that your child's transition into the start of the new school year has been smooth and successful. With the first full week of school underway, we would like to inform you that both Smithtown HS East and Smithtown HS West will be implementing a new attendance management system called ScholarChip, as an additional level of security to our buildings.

Over the next week of school, all students will be issued a new ScholarChip student identification card, plastic sleeve and an accompanying lanyard. As previously communicated in our welcome letter, all students will be required to wear their ID cards so that they are visible to others during school hours. The primary function of this new ID system is to assist us in monitoring the attendance of students and assuring that those entering the building are authorized to do so. The system will also eventually serve as an attendance tool for lunch periods, special events and student sign-in to various locations within the building. Our eventual hope over time, is to adopt the system to monitor bathroom usage, with the primary goal of curbing unwanted behavior in these areas and ensuring comfortable access for all students. Please note that while ScholarChip offers other services on their platform, the attendance and sign-in tool are the only features we have subscribed to at this time.

HSW is planning to start a pilot of the system on Monday, September 18, 2023, with the focus on daily attendance to the building. Students will be required to use their ScholarChip ID cards to "tap in" to school daily upon arrival, using portable kiosks located at arrival locations throughout each building. At HSW, this will include the Visitors' Entrance, Main Doors and Gym Commons area. Once scanned, ScholarChip will record that a student is in school, record arrival time, produce late passes if needed, and of course indicate if the individual is permitted on school grounds or not. If students lose or misplace their student ID or lanyard, it will need to be replaced. Students in need of replacements may come to the Main Office.

Currently, there are 54 districts on Long Island that are utilizing this tool and our high school administration teams visited and communicated with several of these districts prior to this implementation. This new system continues to be implemented in a growing number of high schools throughout both Nassau and Suffolk counties and we, as high school administrators, believe it is a necessary measure to protect our students and staff and maintain a safe learning environment. Our research and implementation design for this program has taken us approximately two years, where dialogue was held with various stakeholders.

Members of the HSW Administrative Team will be available to answer any questions you have regarding ScholarChip on Back To School Night, Thursday, September 14th. We will be available at 6:30 p.m. in the Auditorium. As always, we appreciate your cooperation and thank you for your support as we continue to improve and provide a safe and supportive school environment.

Sincerely yours,

John Coady  
Principal

Chris Elsesser  
Assistant Principal

Michael Freiberg, EdD  
Assistant Principal

Annemarie Freund  
Assistant Principal