

ALFRED-ALMOND CENTRAL SCHOOL



2022-2023

MISSION STATEMENT

It is the overall mission of the Alfred-Almond Central School District to prepare each individual to live successfully in a world of rapid change and to grow from dependence to independence. Development of self-discipline and readiness to accept responsibility for one's actions are essential characteristics of that growth.

Our school system will provide an equal opportunity for each Alfred-Almond student to be challenged to the fullest extent of his or her ability and to assure that all students will acquire the knowledge and skills necessary to enable them to become productive members of society.

This mission is best accomplished when school personnel maintain high expectations for all students, create a positive school climate, ensure a safe and orderly school environment, monitor student progress on a frequent basis and promote effective home-school communication.

The school system shares the responsibility for accomplishing this mission with the family and community.

Where To Get Your Questions Answered

Central Administration

Superintendent: Brett Dusinger	276-6500
Secondary Principal: Melissa Rivers	276-6555
Elementary Principal: Casey Barber	276-6525
District Clerk: Joanne Demetru	276-6500
Business Manager: TBD	276-6513

District Programs and Services

Transportation Supervisor: Ron Preston	276-6565
Supt. of Buildings & Grounds: Gene Snyder	276-6555
School Lunch Manager: Michelle Miller	276-6550
Tori Palmenter	
School Psychologist: Laura McGraw	276-6527
School Counselors: Amy Boone	276-6562
Matt McAneney	276-6562
School Nurse: Karleigh Ormsby & Sandra More	276-6535
Librarian: Aimee Parry	276-6545
Athletic Director: Greg Cook	276-6529

School Website: www.aacsapps.com

The Alfred-Almond Central School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Brett Dusinger, Superintendent of Schools • 6795 State Route 21 • Almond, NY 14804 • 607-276-6500

Board of Education

The Board of Education consists of five members elected to serve five-year terms of office without pay. Any voter of the district may be a candidate for the Board in the spring of 2023 by filing a petition signed by at least 25 district voters with the Clerk of the Board by April 17, 2023.

The Board holds business meetings on the second Wednesday of most months at 6:00 p.m. in the High School Auditorium. A work session is generally held on the first Tuesday of each month at 6:00 p.m. Residents are urged to attend Board meetings.

The Board has legal responsibility for the operation of the entire district. The Board establishes the policies under which the school district will be operated, and the Superintendent of Schools is responsible for administering the school program within the context of these policies. Board of Education policies and administrative regulations may be viewed on the district website under the Board of Education link: aacsapps.com.

Board Members

Earl Pierce, President

Nadine Shardlow, Vice-President

Gary Acker • Jason Burdick • John D'Angelo

General Information

Daily Schedule

School begins each day at 8:15 a.m. Buses arrive at the school at 8-8:14 a.m. Hallways are not supervised prior to 8:00 a.m. Therefore, walkers and students being dropped off by parents should not arrive before this time. Classes end at 3:14 p.m. most days.

School Closing Announcements

When circumstances require that schools be closed, an automated phone system of notification (Blackboard Connect) has been established. Announcements are also broadcast over radio and TV stations:

WLEA 1480 AM	WCKR 92.1 FM
WHHO 1320 AM	WLSV 790 AM
WKPQ 105.3 FM	WJQZ 103.5 FM
WZKZ 101.1 FM	
WKBW-TV (Buffalo)	WETM-TV (Elmira)

Extracurricular Policy

Participation in all extracurricular school programs for students in grades 7-12, specifically those programs not required of a credit bearing course offering, will be available to all students except those on the ineligibility list. Teachers will submit names of students whose work is unsatisfactory to the principal's office each Thursday, with the list issued by e-mail to teachers each Friday.

Students who are reported as failing two subjects for two or more consecutive weeks will be placed on the Ineligible List (Blue list). Students will remain on the list until they are failing no more than one subject.

2022-23 School Lunch Program

Each day an excellent hot lunch is available for students. A salad bar and other a la carte items are also available. Students are encouraged to eat in the school cafeteria and not leave the building. The

following prices will be in effect this year for lunch: Grades K-4, \$2.10; Grades 5-12, \$2.30; and adult lunch, \$3.66 plus tax. Student breakfast, \$1.30.

Students in grades 9-12 who wish to leave the school building must bring a written permission slip from their parents.

Applications for free and reduced-price lunch are available in the School Office.

Discrimination Laws

Title IX of the Federal Education Amendments of 1972 stipulates that "No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Alfred-Almond school does receive federal assistance and will comply with Title IX provisions in the educational program and activities.

The Board of Education has named the Superintendent Title IX coordinator for the district. Any parent, student or district employee who has a complaint of discrimination should contact Mr. Dusinberre in his office.

Smoking on School Premises

Due to the health hazards associated with smoking, and in accordance with federal and state law, the Board of Education prohibits smoking, vaping, e-cigarettes or any other tobacco use in all school buildings, on school property or at school-sponsored activities.

The District's smoking policy shall be prominently posted in each building. The Board designates the Superintendent of Schools or his/her designee as agent responsible for informing individuals smoking in a non-smoking area that they are in violation of Article 13 of Public Health Law and/or federal Pro-Children Act of 1994.

Visitors

The school regulation is to accept only those visitors who have legitimate business at school. Guests, visitors and parents must register in the main office. Student visitors must obtain prior permission from the principal.

District Election

Registered district residents have the opportunity to vote on the proposed budget and school board members each spring. In order to register for school elections, a person must be at least 18 years old, a district resident for 30 days prior to the election and a citizen of the United States. Any questions about voting should be directed to Joanne Demetreu, Clerk of the Board, in the District Office.

Telephones

The pay phone is for student use only during scheduled lunch times.

Asbestos Information

AHERA is a federal law enacted in 1987 which requires all school districts to re-inspect facilities for asbestos-containing building materials.

Our facilities have been inspected and response actions are planned to ensure a continued safe environment for our students and employees. Activities include training of maintenance staff to prevent disturbance of asbestos and periodic re-inspection and surveillance activities by trained personnel.


Details of such activities are described in the district's AHERA Management Plan, which is available for your review in the District Office.

Computer Policy

The policy regarding student use of computerized resources may be found on the District website (Acceptable Use Guidelines - Administrative Regulation 7314R).

All dates/events are subject to change.

September 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
				1 • Superintendent's Conference Day – No School for Students	2 • Superintendent's Conference Day – No School for Students	3	
4	5 • Labor Day - No School	6 • First Day of School • BOE Work Session, 6:00 PM	7	8	9 • Senior Glow Dance, 8:00-10:00 PM	10	
11	12	13	14 • BOE Meeting, 6:00 PM	15	16	17	
18	19 • Senior Formal Picture Day	20 • Picture Day, Grades PK-11 and Staff • 4th Grade Band Parent Rental Night, 6:00-8:00 PM	21 • Club and Group Pictures • Fall Sports Pictures	22	23	24	
25	26 • Spirit Week	27 • Spirit Week	28 • Spirit Week	29 • Spirit Week	30 • Spirit Week • Bonfire, 7:30 PM • Bonfire Dance, 8:00-10:00 PM		
August 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<i>"Change is the end result of all true learning.."</i> <i>Leo Buscaglia</i>				October 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

Health Office Updates

The Alfred-Almond Central School Health Office consists of two full-time Registered Nurses who provide care for students in grades Pre-K-12. In addition to the School Nurses, our Medical Director, Dr. Zahi Kassas, supports the day-to-day operations, provides regular guidance and updates, and assists with all aspects of the Health Office, on an as needed basis.

New Students

New students are required to provide a physical exam & proof of all required immunizations. You may take your child to your family physician for an exam, or the school physician may do it. If a physical has not been provided within 30 days of the first day of school, your child will be seen by the school physician. Parents are notified of any abnormal findings. Only physicals completed by a NYS Licensed Practitioner will be accepted.

Health Exams

Health Appraisal/Physical: New entrants and Pre-K, K, 1, 3, 5, 7, 9 and 11 are required, however, yearly health exams are strongly encouraged.

Immunizations

New York State Law Section 2164 requires that ALL students present proof of up-to-date immunizations. Proof **must be** provided within **14 days** of the first day of school (there is a 30-day grace period for anyone moving from out of state). **If proof of immunization is not provided by the end of the grace period, your child will be excluded from school until immunization records are received and immunizations are up-to-date – there are NO EXCEPTIONS.**

- Pre-K: DTaP (4)*, Hep B (3), Hib (4)*, MMR (1), Pneumococcal/PCV (4)*, Polio (3), Varicella (1)
- Kindergarten: DTaP (5)*, Hep B (3), MMR (2), Polio (4)*, Varicella (2)
- Sixth Grade: TDaP (1), given on or after the 10th birthday
- Seventh Grade: Meningococcal (1)
- Twelfth Grade: Meningococcal (2)*, unless the first dose was given on or after the 16th birthday

*The number of immunizations required for each student may vary depending on when their vaccine series was initiated, all immunizations are reviewed each year.

Screenings

Students will receive the following state-mandated

screenings:

- Growth (height and weight): Every year
- Vision: Distance – new entrants and Pre-K, K-1, 3, 5, 7 and 11
- Vision: Near – new entrants and Pre-K, K-1,3, 5, 7 and 11
- Vision: Color – new entrants
- Hearing: New entrants and Pre-K, K, 1, 3, 5, 7 and 11
- Scoliosis: Females grades 5 and 7
- Scoliosis: Males grade 9

Medication

If your child needs medication (prescription, over-the-counter, topical, eye drops, etc.) during the school day, you will need to complete the following:

- A written order from your doctor (you can find the form on the school website under “Health Office”).
- A signed consent allowing the Nurse to administer medication to your child.
- The medication in the original container with the pharmacy label showing the students name, the medication, dose and frequency. We are NOT able to accept medication if it is not in the original container.
- The medication and subsequent refills will need to be brought directly to Heidi Putnam in the Elementary Main Office by a parent/guardian or another adult over the age of 18. All medication pick-up/deliveries will need a signature.

Excuses

If your child is going to be absent, please call 607-276-6535 or email smoore@aacsapps.com to notify us as to the reason for the absence. If your child is out for an extended period (5 or more days), a note from your doctor may be required.

If your child will be excused before the end of the day, please send them to school with a note or email smoore@aacsapps.com. Please include the reason they are leaving. If no reason is specified, it will be considered an illegal absence.

Please be sure to use your child’s first and last name when writing excuses.

Injuries and Physical Education/Sports

Injuries sustained in school or school-related activities must be reported promptly to the nurse. If medical attention is sought, the nurse must be informed of this also. Otherwise, benefits due the parent may be denied.

- If your child needs to be excused from PE, a parent

note is acceptable for minor complaints for one day. If your child needs to be excused for more than one day, or for a more serious illness or injury, a doctor’s note must be provided.

- If the note from the doctor does not specify a return to participation date, your child will not be permitted to participate until one is provided.
- If your child receives a concussion diagnosis, he/she will be required to follow the concussion protocol before they will be permitted to return to participation. Once clearance has been given by the primary care provider, HS students will need to complete a concussion post-injury assessment. Once that is completed, they will be required to see Dr. Zahi Kassas, School Medical Director, for final clearance. Once cleared by Dr. Kassas, they can begin the return to play protocol. Elementary students will need to be cleared by their primary care and then by Dr. Kassas. Once they are cleared by both, they can begin the return to play process.

Allergies

Please be sure that ALL allergies are documented by a physician on the health exam form, we cannot accept parental documentation, this includes environmental allergies.

If your child requires an Epi-Pen due to a life-threatening allergy, please be sure that an Epi-Pen order is sent to the school by your primary care provider with the allergy documented on the order.

COVID

The district follows the protocols established by the NYSDOH and the AC DOH. Information changes rapidly and we will keep information updated as we receive it.


The district provides Nucleic Acid Amplification Testing (NAAT) on-site using the Abbott ID Now machine. Results are available within 15 minutes. To schedule an appointment, please call 607-276-6536 or email kormsby@aacsapps.com. Parental consents are available on Operoo and will need to be completed prior to having your child tested.

Release of Information

If your child’s physician, specialist, therapist, etc. needs to communicate with the Health Office or any other staff members, you need to sign a release for Protected Health Information. This release will be kept on file in your child’s record for the current school year.

All dates/events are subject to change.

October 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1 • Sports Day	
2	3	4 • BOE Work Session, 6:00 PM	5	6	7 • Five-Week Reports Issued	8	
9	10 • Columbus Day – No School	11	12 • BOE Meeting, 6:00 PM	13 • Elementary Move & Groove Night, 6:00 PM	14	15	
16	17	18	19	20	21	22	
23	24 • Halloween Parade, 1:30 PM	25	26	27	28 • Halloween Dance, 8:00-10:00 PM	29	
30	31						
September 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		<i>"The goal of education is the advancement of knowledge and the dissemination of truth." John F. Kennedy</i>				November 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

Reporting to Parents

Report cards are sent home four times a year, and other conferences are arranged through the student's teacher or guidance counselor whenever desired by a parent or teacher. Parents have the option to receive a five-week report between report cards if their child is facing failure in a particular subject.

Tentative report card dates for 2022-23 are:

November 10

January 20

April 14

June – Report cards mailed home

Parents or guardians should not hesitate to call the school office or the counselors' office to make arrangements for a conference about a student.

Pupil Admissions

In conformance with the recommendations of the New York State Education Department, a child must be five years old on or before December 1 of the year the child is to enter kindergarten. While no exception is made to this rule, a child does not have to attend school until the following year.

Dates of the child's communicable diseases and immunizations along with a birth or baptismal certificate are required when the child registers for school.

Dress and Appearance

Reasonable care and neatness in regard to dress and appearance is required of all students.

Footwear must be worn at all times for health and safety reasons. (see Section U in the student code of conduct)

Leaving School During the School Day

Upon a student's enrollment, parents must provide a list of names to the school into whose custody a student may be released. These are listed on the back of the student information sheet completed at the beginning of each school year. The school must verify the identity of the person requesting the release of the student. If the person seeking release is not identified on this list, the student may not be

released. Only parents or legal guardians may release students from school.

Students should plan appointments so that they do not interfere with their education. If, however, it is necessary for a student to leave school early, a note from a parent or guardian must be brought to the main office before 8:15 a.m. on the day the student is to be excused.

In cases of emergency, parents must contact the principal's office to give permission for the release of their child.

Students not being released into the custody of an adult must have a signed or oral release from their parent or guardian.

When a student leaves school, the student must sign out in the main office. Upon return, the student must also sign in at the main office.

Interscholastic Sports Programs

Alfred-Almond is a member of the Steuben County Athletic Association, which governs interscholastic sports competition among its member school districts.

This year we will field varsity, junior varsity and modified teams in the following sports:

	<u>Boys</u>	<u>Girls</u>
Baseball	V/JV/Mod	
Softball		V/JV/Mod
Basketball	V/JV/Mod	V/JV/Mod
Soccer	V/JV/Mod	V/JV/Mod
Swimming	Varsity/Mod	Combined
Track	Varsity	Varsity
Skiing	Varsity/Mod	Varsity/Mod
Wrestling	Varsity/Mod	
Tennis	Varsity/Mod	Varsity/Mod

Sports Physicals are required each year for athletes; there are NO exceptions. Current physicals are required to attend the first practice. Notifications for those who need an updated physical for the upcoming sports season are sent out in advance

The following forms must be completed prior to the first practice: Athletic Trainer Form, Health History Form, Concussion Form, Sports Philosophy and Handbook Form.

Every two years, athletes are required to complete a Concussion Baseline Assessment online prior to the first practice. The link is sent to their school email.

Procedure for Acceleration and Challenge

To be considered for challenging a course for the following academic year, a student should apply to the School Counselor's Office by May 1 for a course beginning the following September, and October 1 for a course beginning the second semester. Students who are approved to challenge a course must take the final examination prior to the completion of the first 10 school days of the class being challenged. Students interested in these programs should meet with the school counselor.

BOCES

Students may attend the Wildwood Education Center during their last two high school years. There are many vocational areas from which to choose. Information about these areas can be found in the School Counselor's Office.

Bus transportation is provided for your safety and convenience. The use of private vehicles is prohibited. The bus leaves at 8:20 a.m. for morning classes and 11:45 a.m. for afternoon classes.

Emergency driving passes will be approved at the principal's discretion. Any student who misses the bus to BOCES must report to the main office.

Community Use of School Facilities

It shall be the policy of the Board to encourage the greatest possible use of school buildings for community-wide activities. This includes use by recognized civic, social, fraternal and religious organizations in accordance with law. Groups wishing to use the school facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use including restrictions on alcohol, tobacco and drug use. The Superintendent, at his/her discretion, may consult with the Board of Education. Monthly reports may be made to the Board regarding community use of the school facilities.

All dates/events are subject to change.

November 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1 • BOE Work Session, 6:00 PM	2	3 • Fall Concert Jr./Sr. Band & Chorus, 7:00 PM	4 • End of 1st Quarter • K-6 Fun Night, 4:00-6:00 PM • Jr. High Area All-State Festival (Band & Chorus)	5 • Jr. High Area All-State Festival (Band & Chorus)	
6	7	8	9 • Picture Make-Up Day, PK-12 • BOE Meeting, 6:00 PM	10 • Report Cards Go Home	11 • Veterans Day – No School	12	
13	14 • District Food Drive	15 • District Food Drive	16 • District Food Drive	17 • District Food Drive	18 • District Food Drive • Sr. High Area All-State Festival (Band & Chorus)	19 • Sr. High Area All-State Festival (Band & Chorus)	
20	21 • Parent-Teacher Conferences, Elementary Dismissal at 11:50 AM	22 • Parent-Teacher Conferences, Elementary Dismissal at 11:50 AM	23 • Thanksgiving Recess – No School	24 • Thanksgiving Recess – No School	25 • Thanksgiving Recess – No School	26	
27	28	29	30 • Winter Sports Pictures, 3:20 PM (tentative)				
October 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<p><i>"Intelligence plus character-that is the goal of true education."</i></p> <p><i>Martin Luther King Jr.</i></p>				December 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

Sexual Harassment Policy

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District employees an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a) Submission of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- b) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; and
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- d) Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities;
- e) Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; and
- f) Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning

environment; and/or effectively bars the student's access to an educational opportunity or benefit.

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances should be evaluated. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from co-workers as well as supervisors, and from a third party such as a school visitor, volunteer, vendor or any other individual associated with the School District.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee/student who believes he/she has been a victim of sexual harassment in the work environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment to the District's designated complaint officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the complaint officer is the alleged offender, the employee/student should report his/her complaint to the next level of supervisory authority.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, even in the absence of a complaint, if the District has knowledge of or has reason to know of or suspect any occurrence of sexual harassment, the District will investigate such conduct promptly and thoroughly.

To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis.

Programs for Students with Disabilities under IDEA Article 89

The Board of Education shall make available to all students eligible under the Individuals with Disabilities Education Act and Article 89 of the Education Law and their implementing regulations, a free appropriate public education in the least restrictive environment appropriate to meet their individual needs.

The Board acknowledges its responsibility to offer, at public expense, special education and related services which are designed to provide educational benefits to students in conformity with their individualized education program. Special education services or programs will be designed to enable a student with disabilities to be involved in and progress in the general education curriculum, to the extent appropriate to his/her needs.

Special Education Referral Process

A student suspected of having a disability shall be referred in writing to the CSE Chairperson Kate Palmer (Elementary).

A referral may be made by:

- A student's parent
- A professional staff member of the school district in which the student resides (principal)
- A licensed physician
- The commissioner or designee of a public agency with responsibility for welfare, health or education of the children,
- For purposes of referring one's self, a student who is more than 18 years of age or older, or an emancipated minor, who is eligible to attend the public schools of the district.


A referral submitted by anyone other than the parent, student or judicial officer shall:

- State the reasons for the referral and include any test results, record or reports which the referral is based that may be in the possession of the person submitting the referral

continued...

All dates/events are subject to change.

December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 • Talent Show, 6:30 PM	3
4	5 • Scholastic Book Fair	6 • Scholastic Book Fair • BOE Work Session, 6:00 PM	7 • Scholastic Book Fair	8 • Scholastic Book Fair • Elementary Story Night, 6:00-7:00 PM	9	10
11	12 • NHS Blood Drive, 11:00-4:00 PM	13	14 • BOE Meeting, 6:00 PM	15 • Elementary Band & Chorus Holiday Concert, 7:00 PM	16 • Five-Week Reports Issued	17
18	19	20 • Jr./Sr. High Band/Chorus Holiday Concert, 7:00 PM	21	22	23 • Holiday Recess – No School	24
25	26 • Holiday Recess – No School	27 • Holiday Recess – No School	28 • Holiday Recess – No School	29 • Holiday Recess – No School	30 • Holiday Recess – No School	31
November 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		<p><i>“Education is the kindling of a flame, not the filling of a vessel.”</i></p> <p><i>Socrates</i></p>			January 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

Special Education Referral Process, continued

- Describe in writing the intervention services and programs or instructional methodologies used to remediate the student's performance prior to referral (SST process- see below)
- Describe the extend of parental contact or involvement prior to the referral.

If you have any questions regarding the referral process, please do not hesitate to contact your building principal. Additional information regarding special education services can be found on our district website.

High School Promotion Regulation

Students will be promoted from one grade level to the next highest grade level on the basis of accumulating a minimum of five credits per year as given below:

<u>Grade</u>	<u>Requirements</u>
9	Promoted from grade eight
10	Five credits
11	Ten credits
12	Fifteen credits

Students must meet minimum requirements for promotion as of the first day of school in September. No student will be promoted during the school year even though promotion requirements are fulfilled during the school year. Students who have repeated a grade level may be promoted two grade levels if they meet credit requirements (Example: a student who has repeated grade 10 would be promoted to grade 12 if he/she has earned 15 credits by September of his fourth year of high school).

Students planning to graduate at the end of three years of high school will be classified as juniors or seniors. See your counselor for eligibility requirements.

Graduation Requirements

In order to graduate from Alfred-Almond Central School District, a student must complete or may exceed the requirements set forth in Part 100 of the

Commissioner's Regulations. The Board of Education reserves the right to establish requirements for graduation, which exceed the minimum standards as defined by the New York State Regents.

An Alfred-Almond High School Diploma will only be issued to those students who successfully complete 25 units of credit and complete the minimum requirements as stated in Commissioner's Regulations Part 100.

The required 25 units of credits must include the requirements of the Commissioner's Regulations Part 100 and the additional credits stipulated below.

For specific diploma requirements, please see the school counselor.

<u>Courses</u>	<u>Regents/Advanced Diploma</u>
English	4 units
Social Studies	4 units
Science	3 units
Mathematics	3 units
Second Language	3 units*
Health	½ unit
Phys. Ed. (4 yrs.)	2 units
Art and/or Music	1 unit
Computer	1 unit
Occupational Education	1 unit
Electives	2-1/2 units

* or replace with 5 unit sequences

All students are required to carry a minimum of six (6) credit course load during each school year in order to attain this requirement.

Working Papers

Application forms can be obtained in the School Counselors' Office. Please bring proof of birth and the most recent physical with you. Securing the papers several days in advance of your need will assure they can be processed before employment begins. The School Counselors' Office is closed part of each summer. Therefore, working papers should be secured during the school year to eliminate delay and inconvenience.

Student Driving

Student driving is a privilege that may be suspended for:

1. Excessive absence or tardiness
2. Permitting others to use your car or motorcycle for loitering (keep locked)
3. Unsafe driving practices or poor attitude or deportment
4. Unauthorized transportation of other students

Spaces in front of the building are reserved for visitors. Student cars must be registered in the main office annually. Student forms are available in the main office and must be filled out at the beginning of each year or when a student receives his/her license.

Parent Portal

The Parent Portal allows a parent instant access to their child's academic information, including attendance, report card grades, individual classroom assignments and corresponding grades for grades 4-12. Attendance and report card grades will be available for grades K-3. To create a new account, please visit: <http://www.aacsapps.com> and select the Portal Login link. Underneath the login button, first time users can use the *click here* to create a new account.

Please remember that grades are only shown after teachers have finished posting them to the portal. Certain assignments such as tests, projects or long writing assignments take a great deal of time to grade and may not appear for several class periods after the student has completed the examination or turned in the assignment.

If you have any questions regarding the Parent Portal, please contact the High School Guidance Office.

Fitness Center/Track

We encourage the community to utilize the fitness center and track during the established hours on our website. Training and membership are required for use of the fitness center.

All dates/events are subject to change.

January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2 • Holiday Recess – No School	3 • BOE Work Session, 6:00 PM	4	5	6	7	
8	9	10	11 • BOE Meeting, 6:00 PM	12	13 • End of 2nd Quarter	14 • Semi-Formal, 7:00 PM	
15	16 • Martin Luther King, Jr. Day – No School	17	18	19	20 • All-County Vocal Solo Fest • Report Cards Go Home	21 • All-County Vocal Solo Fest • All-County Grade 6 Band Auditions	
22	23	24 • NYS Regents Exams	25 • NYS Regents Exams	26 • NYS Regents Exams	27 • NYS Regents Exams	28 • All-County Grades 7-12 Band Solo Fest	
29	30 • Conference Day – No School for Students	31					
<u>December</u> 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<p><i>“Knowledge will bring you the opportunity to make a difference.”</i></p> <p><i>Claire Fagin</i></p>			<u>February</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		

We want to help!

In an ongoing effort to increase effective communication among all stakeholders in our students' education, we have developed a communications checklist that should help you contact the appropriate staff members with your questions and concerns.

In order to handle problems in the most effective way, it is extremely important that the staff member most directly involved with the question or concern is contacted first. To facilitate this process, when someone contacts a Board of Education member or administrator before proceeding through this process, you will find that you will be asked if you have contacted the staff member most immediately involved in the problem. If the question is not answered or the issue is not resolved at a given step, then you should proceed to the next step. The Board of Education would become involved, if necessary, at the final appeal stage of the process.

Questions/Concerns	Step 1	Step 2	Step 3	Step 4
1. Academic: Difficulties Scheduling Curriculum	Classroom/Subject teacher HS Guidance/Elem. teacher Classroom/subject teacher	HS Guidance Principal Principal	Principal Superintendent Superintendent	Superintendent
2. Athletics	Coach	Athletic Director	Secondary Principal	Superintendent
3. Behavior	Classroom/subject teacher	Principal	Superintendent	
4. Budget	Business Office	Superintendent		
5. Classroom procedures	Classroom/subject teacher	Principal	Superintendent	
6. Extracurricular Activities	Club advisor	Principal	Superintendent	
7. Medical	School Nurse	Principal	Superintendent	
8. Board of Educ. Policies	Principal	Superintendent		
9. Special Education	Classroom/SE teacher	CSE Chairperson	Principal	Superintendent
10. Transportation Issues	Driver	Transportation Supervisor	Superintendent	
11. Building Use	Principal	Superintendent		
12. Bldgs/Grounds Issues	Supt. of Bldgs & Grounds	Superintendent		
13. Technology	Superintendent			

Telephone Numbers: District Office: 276-6500
Transportation: 276-6565

High School Office: 276-6555
Health Office: 276-4215 or 276-6535

Elementary Office: 276-6525
School Counselors' Office: 276-6562

All dates/events are subject to change.

February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3 • Grades K-6 Fun Night, 4:00-6:00 PM	4	
5	6 • Academic All-Stars (Mondays, Feb.-April, dates TBD)	7 • BOE Work Session, 6:00 PM	8	9	10	11	
12	13	14	15 • BOE Meeting, 6:00 PM	16	17	18	
19	20 • Winter Recess – No School	21 • Winter Recess – No School	22 • Winter Recess – No School	23 • Winter Recess – No School	24 • Winter Recess – No School	25	
26	27	28					
January 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<i>"Education breeds confidence. Confidence breeds hope. Hope breeds peace."</i> <i>Confucius</i>				March 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

School Bus Rules

2022-22 Bus Policies

Bus transportation is provided for all students in kindergarten through 12th grade who live in the school district. Students are to be at their bus stop five minutes before the time the bus is to arrive.

Whenever practical, two or more closely-spaced individual stops may be combined into a single central or group stop. Such combined stops shall be in keeping with the walking distance provision. Any change in bus assignments or stops must be approved by the Transportation Supervisor.

Bus Conduct

While the school district provides transportation, it does not relieve parents of students from the responsibility of supervision until such times as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

The Board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Students who become serious disciplinary problems on the school bus may have their riding privileges suspended. In such cases, parents become responsible for safely transporting their children to and from school.

Do Not Lose Your Bus Privilege

Follow These Rules

1. Observe classroom conduct
2. Be courteous; do not use profane language
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Cooperate with the driver
6. Do not smoke
7. Do not damage bus or equipment
8. Stay in your seat
9. Keep head, hands and feet inside bus
10. Do not fight, push or shove
11. Do not tamper with bus equipment
12. Do not bring pets on the bus
13. Do not bring flammable material on the bus
14. The bus driver is authorized to assign seats
15. Have a safe trip

Bus Passes

The Board of Education has determined that bus passes, which allow students to ride a different bus, will be granted under the following guidelines.

1. A written request from the student's legal guardian will be necessary. The person to whom the student is going, the location of that person and the dates of the stay must be included in the request.
2. The request must be submitted to the student's respective principal at least one week prior to the first date of the change being requested.
3. Only requests for three or more consecutive school nights will be honored.
4. Requests will be granted dependent upon bus seating availability and at established bus stops only.

Your cooperation with these guidelines is greatly appreciated.

Student Code of Conduct

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-discipline, which will make you a better person.

In order to provide students of Alfred-Almond Central School with a quality education, reasonable standards of conduct and orderliness on the part of students must be maintained. Most students meet their responsibilities consistently and willingly, recognizing that school rules are necessary in order that they may obtain an education.

When students do violate accepted standards of conduct, an approach that is fair and consistent for all students is used by teachers and the principal in dealing with violations.


A student shall be subject to disciplinary action in relation to the following:

- A. Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school premises (including building or grounds) or on a bus going to or from a school function or a school-sponsored function. Alcoholic beverages shall mean and included alcohol, spirits, liquor, wine, beer and cider having alcoholic content.

continued...

All dates/events are subject to change.

March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3 • Five-Week Reports Issued • Bumpalooza, 4:00-10:00 PM • All-City SCMTA Music Festival A	4 • All-City SCMTA Music Festival A	
5	6	7 • BOE Work Session, 6:00 PM	8	9	10 • Spring Show, 7:00 PM	11 • Spring Show, 7:00 PM	
12 • Spring Show, 2:00 PM	13	14	15 • BOE Meeting, 6:00 PM	16 • Parent-Teacher Conferences, Elem. Dismissal at 11:50 AM	17 • Parent-Teacher Conferences, Elem. Dismissal at 11:50 AM • All-City SCMTA Music Festival B	18 • All-City SCMTA Music Festival B	
19	20 • Conference Day – No School for Students	21	22	23 • NHS Induction Ceremony, 7:00 PM	24	25	
26	27	28	29	30 • Jr./Sr. High Band & Chorus Concert, 7:00 PM	31 • End of 3rd Quarter • Team Trivia 6:00-9:00 PM		
February 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		<i>“Learning is not attained by chance, it must be sought for with ardor and attended to with diligence.”</i> <i>Abigail Adams</i>				April 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

Student Code of Conduct, continued

- B. The use, possession, sale or gift of any drug or controlled substance, including marijuana or any instruments for the use such drugs, controlled substance or marijuana such as a pipe, syringe or other paraphernalia, while on school premises (including buildings or grounds) or on a bus going to or from a school function or school-sponsored function. An exception is any drug taken in accordance with a current prescription signed by a physician, which is to be taken by the particular student at the time in question.
- C. Stealing, lying, cheating, plagiarism or other acts of dishonesty.
- D. Verbal or physical intimidation.
- E. Fighting or causing physical harm to another.
- F. Disrespect toward a faculty member.
- G. Possession or use of a weapon, which constitutes a firearm or destructive device, on school premises. School premises include school grounds, school buildings or a school bus.
- H. Possession or use of knives or other weapons not included in Section G.
- I. Failure to comply with the direction of a teacher, administrator or other school employee.
- J. Engaging in acts of sexual harassment as defined in the district's sexual harassment policy.
- K. Using in either words, clothing or signs, language that is profane, lewd, vulgar, abusive or words which may incite or offend another person.
- L. Selling, using or possessing obscene material.
- M. Lateness for, missing or leaving school or class without permission or an excuse given by a faculty member.
- N. Any willful act which disrupts the normal operation of the school community.
- O. Possessing or using a cigarette, cigar or pipe, chewing or smokeless tobacco and/or including "ecigarettes/vapor" on school premises (including buildings or grounds) or on a bus going to or from a school function or a school-sponsored function.
- P. Disrupting the educational process.
- Q. Interfering with the teacher's authority over the classroom.
- R. Acting as a violent pupil.
- S. Vandalizing school property or the property of a student or staff member.
- T. Violating the civil rights of another student.
- U. Dressing in a manner that represents a safety hazard, is disruptive or interferes with the educational process.

The range of penalties which may be imposed for the conduct set forth above is as follows:

- 1. Verbal warning;
- 2. Written warning;

- 3. Written notification to parent;
- 4. Counseling;
- 5. Probation;
- 6. Reprimand;
- 7. Detention;
- 8. Suspension from transportation;
- 9. Suspension from athletic participation;
- 10. Suspension from social or extracurricular activities;
- 11. Suspension of other privileges;
- 12. Exclusion from a particular class;
- 13. Involuntary transfer; or
- 14. Suspension upon instruction.

When the student repeatedly is substantially disruptive of the educational process (P) or substantially interferes with teacher's authority over the classroom (Q), or is violent (R), the minimum period is suspension upon instruction for five school days as well as suspension from athletic participation and social or extracurricular activities for the period of suspension upon instruction. The suspending authority may reduce the period of suspension as specified in this paragraph for good cause shown, on a case-by-case basis, in a manner consistent with the state or federal law.

Any suspension from attendance upon instruction for violation of any section may be imposed only in accordance with Education Laws §3214(3). Suspension is defined as a temporary dismissal of a student from school by a duly authorized school official in accordance with the established regulations. If a student must be suspended, the student will not be able to participate in or be a spectator at any school sponsored activity. This includes dances, interscholastic sports, music programs, etc. Any schoolwork missed while the student is under suspension must be made up by the student. Assignments which fall due during the period of suspension are due on the day the student is reinstated.

It is important to note that the armed services, colleges and future employers are now asking us to indicate whether a student has been suspended from school and why.

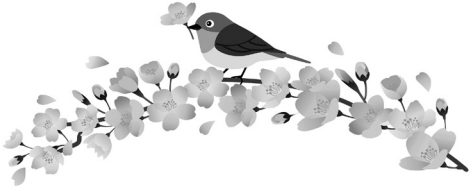
The type and extent of punishment for violations of all sections except section G and beyond the minimum in relation to section P, Q and R shall be determined by the building principal or superintendent. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student.

In accordance with the Gun-Free Schools Law (20 U.S.C.A. §3351), the Gun-Free Schools Act of 1994 (20 U.S.C.A. §8921), New York Education Law §3214 (3), and this Board policy, the punishment for violation of Section G shall be a suspension from attendance upon instruction for a period of not less than one calendar year, unless the Superintendent shall determine to modify such punishment. The Superintendent's determination shall be on a case-by-case basis.

continued...

All dates/events are subject to change.

April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																							
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2	3 • Spring Recess – No School	4 • Spring Recess – No School	5 • Spring Recess – No School	6 • Spring Recess – No School	7 • Spring Recess – No School	8																																																																							
9	10	11 • BOE Work Session, 6:00 PM	12 • Elem. Spring Pictures • Spring Sports Pictures (TBD)	13	14 • Report Cards Go Home	15																																																																							
16	17 • Deadline for BOE Petitions	18	19 • NYS ELA Testing Grades 3-6 • BOE Meeting, 6:00 PM	20 • NYS ELA Testing Grades 3-6 & 7-8	21 • NYS ELA Testing Grades 3-6 & 7-8 • Senior Trip to Woodlock Pines, Hawley, PA	22 • Senior Trip to Woodlock Pines, Hawley, PA																																																																							
23 • Senior Trip to Woodlock Pines, Hawley, PA	24	25	26	27 • HS Literary Festival, 6:30 PM	28	29																																																																							
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<p><u>March</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td></tr> <tr><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td></tr> <tr><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td></tr> <tr><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td><td></td></tr> </table>					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p><i>“An education is not so much about making a living as making a person.”</i></p> <p><i>Tara Westover</i></p>				<p><u>May</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td></tr> <tr><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td></tr> <tr><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td><td></td><td></td><td></td></tr> </table>			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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Student Code of Conduct, continued

The term “firearm” as used in Section G is defined in 18 U.S.C.A. §921(3) and shall include any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm muffler to firearm silencer; or any destructive device. Such term does not include an antique firearm. The term “destructive device” means any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph. Except that “destructive device” shall not mean any device not designed or redesigned for use as a weapon.

The Superintendent shall refer a pupil who has been determined to have violated Section G as follows:

- A. If the pupil is under 16 years of age to the Family Court in accordance with the Family Court Act, Article 3.
- B. If the pupil is 16 years of age or older to the appropriate law enforcement agency.

The term “violent pupil” is defined as follows:

A violent pupil is an elementary or secondary student under 21 years of age who:

1. commits an act of violence upon a teacher, administrator or other school employee;
2. commits, while on school district property, an act of violence upon another student or any other person lawfully upon said property;
3. possesses, while on school district property, a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death;
4. displays, while on school district property, what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury;
5. threatens while on school district property to use any instrument capable of causing physical injury or death;
6. knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee or any person lawfully upon school district property; or
7. knowingly and intentionally damages or destroys school district property.

The term “disruptive pupil” is defined as:

A disruptive pupil is an elementary or secondary student under 21 years of age who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

A teacher may remove a disruptive student from the classroom for a period not to exceed two class days in relation to P or Q (on previous page).

School property or school premises means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the school of the district or in or on a school bus.

A school function shall mean a school-sponsored extracurricular event or activity.

Referrals

1. Counseling – The School Counselors’ Office shall handle all referrals of students to counseling.
2. PINS Petitions – The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:
 - a. Being habitually truant and not attending school as required by Part One of Article 65 of the Education Law.
 - b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
 - c. Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.
3. Juvenile Delinquents and Juvenile Offenders – The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court.
 - a. Any student under the age of 16 who is found to have brought a weapon to school, or
 - b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20(42).

The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

Dignity For All Students Act _____

The District condemns and prohibits all forms of bullying, discrimination and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of bullying, discrimination and/or harassment outside of school-sponsored events which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

DASA Coordinator: Matt McAneney

All dates/events are subject to change.

May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1	2 • NYS Math Testing Grades 3-6 • Voter Registration, 2:00-8:00 PM • BOE Work Session, 6:00 PM • Budget Presentation, 7:00 PM	3 • NYS Math Testing Grades 3-6 & 7-8	4 • NYS Math Testing Grades 3-6 & 7-8 • NYSSMA Band Majors	5	6 • Jr./Sr. Prom, Alfred Lake Lodge, 6:00-11:00 PM	
7	8	9	10 • Kindergarten Visitation and Parent Meeting, 2:30 PM • BOE Meeting, 6:00 PM	11	12 • Five-Week Reports Issued	13 • NYSSMA Band/Choral Majors (Grades 7-12)	
14	15	16 • Annual Vote/Election, 1:00-8:00 PM • Art Show (6:00-8:00 PM) & Ice Cream Social (6:00-7:00 PM) • Elem. Literary Festival, 6:30 PM	17	18 • NYSSMA Choral Majors	19	20 • Chorus Darien Lake Trip (Grades 5-8)	
21	22	23 • NYS Science Performance Testing Grade 8	24 • NYS Science Performance Testing Grade 8	25 • NYS Science Performance Testing Grade 8	26 • No School	27	
28	29 • Memorial Day – No School	30 • NYS Science Performance Testing Grade 8	31 • NYS Science Performance Testing Grade 8				
April 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		<p><i>“There is no wealth like knowledge, no poverty like ignorance.”</i></p> <p><i>Ali Bin Abi Thalib</i></p>				June 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

Attendance Policy

Statement of Overall Objectives

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the School District has developed, and, if necessary, will revise a Comprehensive Student Attendance Policy to meet the following objectives:

- a) To increase school completion for all students;
- b) To raise student achievement and close gaps in student performance;
- c) To identify attendance patterns in order to design attendance improvement efforts;
- d) To know the whereabouts of every student for safety and other reasons;
- e) To verify that individual students are complying with education laws relating to compulsory attendance;
- f) To determine the District's average daily attendance for state aid purposes.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

Based upon our District's education and community needs, values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

- a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, obtaining learner's permit, road test or other such reasons as may be approved by the Superintendent of Schools. Students excused due to illness during the course of the school day may only be excused through the School Health Office.
- b) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, hair cut, oversleeping).

Student Attendance/Course Credit

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade will be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness and early departures will affect a student's grade, including credit for classroom participation, for the marking period.

Students will be considered in attendance if the student is:

- a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- b) Working pursuant to an approved independent study program; or
- c) Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction that was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

Notice of Attendance Standard/Intervention Strategies Prior to the Denial of Course Credit

In order to ensure that parents/persons in parental relation and students are informed of the District's policy regarding attendance and course credit, and the implementation of specific intervention strategies to be employed, the following guidelines shall be followed:

- a) Copies of the District's Comprehensive Student Attendance Policy will be mailed to parents/persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment in the District.
- b) School newsletters and publications will include periodic reminders of the components of the District's Comprehensive Student Attendance Policy. Copies of the Attendance Policy will also be included in parent/student handbooks.
- c) At periodic intervals, a designated staff member(s) will notify, by telephone, the parent/person in parental relation of the student's absence, tardiness or early departure and explain the relationship of the student's attendance to his/her ability to receive course credit. If the parent/person in parental

continued...

All dates/events are subject to change.

June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
				1 • Kind Day • NYS Science Performance Testing Grade 8 • NYS Regents Exam • Secondary Band & Chorus Concert, 7:00 PM	2 • Senior Day • NYS Science Performance Testing Grade 8	3	
4	5 • HS Local Finals • NYS Science Written Testing Grade 8	6 • HS Local Finals • BOE Work Session, 6:00 PM • Strawberry Lawn Festival • Elem. Band & Chorus Concert, 7:00 PM	7 • HS Local Finals	8 • HS Local Finals • Spring Sports Awards, 6:00 PM	9 • HS Local Finals	10	
11	12 • HS Local Finals	13 • HS Local Finals	14 • Flag Day • NYS Regents Exams • BOE Meeting, 6:00 PM	15 • NYS Regents Exams	16 • NYS Regents Exams	17	
18	19 • Juneteenth – No School	20 • NYS Regents Exams	21 • NYS Regents Exams	22 • NYS Regents Exams	23 • Elementary Report Cards Go Home • NYS Regents Day Rating	24 • Graduation, 2:00 PM	
25	26 • Grades 7-12 Report Cards Mailed Home	27	28	29 • Kindergarten Registration & Screening, TBD	30		
May 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<p><i>"I think you learn more if you're laughing at the same time."</i></p> <p><i>Mary Ann Shaffer & Annie Barrows</i></p>				July 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

Attendance Policy, continued

relation cannot be reached by telephone, a letter shall be sent detailing this information.

A designated staff member will review the District's Attendance Policy with students who have excessive and/or unexcused absences, tardiness or early departures. Further, appropriate student support services/personnel within the District, as well as the possible collaboration/referral to community support services and agencies, will be implemented prior to the denial of course credit for insufficient attendance by the student.

Disciplinary Consequences

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

- 1) *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or part by a program of the U.S. Department of Education-
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - g. Religious practices, affiliations or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.
- 2) *Receive notice and an opportunity to opt a student out of-*
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not

necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law; and

- c. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- 3) *Inspect*, upon request and before administration or use –
- a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Alfred-Almond has developed and adopted policies in consultation with parents regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. Alfred-Almond will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Alfred-Almond will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Alfred-Almond will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:


- 1) Collection, disclosure or use of personal information for marketing, sales or other distribution.
- 2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- 3) Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20222-5920

All dates/events are subject to change.

July 2023

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Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible student”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the School Records Access Officer a written request that identifies the record(s) they wish to inspect. The school official 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 or eligible student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.
Parents or eligible students who wish to ask the school to amend a record should write the School Records Access Officer, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school 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, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school 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 school has contracted as its agent to provide a service instead of using its own employees or officials (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 school 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 school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20222-5920

Directory Information

The Family Educational Rights and Privacy Act (FERPA) allows Alfred-Almond to disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Alfred-Almond Central School to include this type of information from your child’s education records in certain school publications. Examples include:

- 1) A playbill, showing your student’s role in a drama production;
- 2) The annual yearbook;
- 3) Honor roll or other recognition lists;
- 4) Graduation programs; and
- 5) Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Alfred-Almond to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 30 of each school year. Alfred-Almond has designated the following information as directory information:

- 1) Student’s name
- 2) Participation in officially recognized activities and sports
- 3) Address
- 4) Telephone listing
- 5) Weight and height of members of athletic teams
- 6) Photograph
- 7) Degrees, honors and awards received
- 8) Major field of study
- 9) Grade level
- 10) The most recent educational agency or institution attended

All dates/events are subject to change.

August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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<u>July</u> 2 3 4 5 6 7 1 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<i>"Open the window of your mind. Allow the fresh air, new lights and new truths to enter."</i> <i>Amit Ray</i>				<u>September</u> 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

**ALFRED-ALMOND
CENTRAL SCHOOL**

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