



# **ALFRED-ALMOND JUNIOR-SENIOR HIGH SCHOOL**

## **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.

# Welcome to Alfred-Almond Junior-Senior High School!

This booklet is your student handbook. Its purpose is to serve as a guide to the regulations, procedures and traditions of Alfred-Almond Central School.

All student behavior at school is based on respect and consideration for the rights of others. Courtesy to teachers, school employees, other students and visitors is a tradition at our school. Each of us should strive to be considerate of all others.

Students have a responsibility to know and respect the rules and regulations of the school.

Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.

Descriptions of school programs, philosophy, and the Board of Education policies are available to review in the District Office.

Specific questions about programs should be directed to the building principals and the school counselors.

Feel free to visit our website at <http://www.aacsapps.com> to learn more about our school and its programs.

## **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 include alcohol, spirits, liquor, wine, beer, and cider having alcoholic content.

(B) The use, possession, sale or gift of any drug or controlled substance, including marijuana or any instruments for the use such as 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.
- (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, profane, lewd, vulgar, abusive language 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 e-cigarettes/vaping 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) Vandalize school property or the property of a student or staff member.
- (T) Violates the civil rights or another student.
- (U) Dressing in a manner that represents a safety hazard or 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 the 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 from 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 state or federal law.

Any suspension from attendance upon instruction for violation of any section may be imposed only in accordance with Education Law §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 school work 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 shall determine to modify such punishment. The Superintendent's determination shall be on a case-by-case basis.

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 poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or 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:

(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) possess, 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 districts 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 twenty-one 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).

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 Guidance 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 possessing 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 year old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

### **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.

### **Bicycles**

Children are permitted to ride bicycles to school for the first time when they enter fourth grade. A bicycle rack is located by the student parking. We recommend that children lock their bicycles

### **Absence**

Regular attendance is an indication of a student's physical and mental health. Chronic unauthorized absence from school may lead to serious consequences.

A student returning after an absence will bring to the health office a signed note from a parent or guardian stating the exact days of the absence and the reason. The written, signed excuse must be returned within three days or the absence will be considered illegal.

### **Tardy Regulations**

Students should report to first period class no later than 8:15 a.m. The warning bell rings at 8:12 a.m. It is the responsibility of the student to be in school on time.

### **Absences from Classes**

All students are required to attend all regularly scheduled classes. If a student is absent from a class without permission, an illegal absence will be recorded, and the classroom teacher will notify the principal who will take appropriate action.

If a student is absent from class, it is expected that he/she will make up important work which has been missed. Teachers will help the child either after school or at an arranged study time. Children who are on vacation with families should give prior notice and obtain work in advance.

### **Absence from School for Religious Observance and Education**

Absence of a pupil from school during school hours for religious observance and education to be had outside the school building and grounds may be excused upon the request in writing by the parent or guardian of the pupil.

### **Leaving School**

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 school emergency cards completed at the beginning of school each 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. When returning, the student must also sign in at the main office.

### **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 (5) 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.

This promotion regulation applies only to students planning to earn an Academic High School Diploma. It does not apply to students in Certificate Program.

**Graduation Requirements**  
**Minimum Graduation Requirements**  
**for the Class of 2005 and Thereafter**

<u>Required Subjects</u>	<u>Regents</u>	<u>Adv. Regents</u>
English	4 Units	4 Units
Social Studies	4 Units	4 Units
Mathematics	3 Units	3 Units
Science	3 Units	3 Units
Second Language*	1 Unit	3 Units
Health	½ Unit	½ Unit
Art and/or Music	1 Unit	1 Unit
Computer**	1 Unit	1 Unit
One Unit of Occ. Ed.	1 Unit	1 Unit
Physical Education	2 Units	2 Units
Electives	4½ Units	2½ Units

(1/2 credit for each year of Physical Ed.)

(Occupational Ed. includes Technology, Business and BOCES courses.)

The minimum credit requirement for Regents/Advanced Regents is 25 credits.

\* The 3 unit second language requirement may be replaced by a 5 unit sequence in occupational education, art or music, however 1 year of second language must be taken and the New York State Proficiency Exam must be passed.

\*\* The computer requirement may be met by taking ½ unit from Computer Applications, Programming for the Internet, Computer Graphics, Desktop Publishing/Multimedia, Computer Programming, Numeric Computer Applications, Keyboarding, Computer Aided Design; or 1 unit from BA/BCA or Computer Publications.

Alfred-Almond High School diploma will only be issued to those students who 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. All students are required to carry a minimum of six (6) credit course loads during each school year in order to attain this requirement.

### **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 2<sup>nd</sup> semester. Students who are approved to challenge a course must take the final examination prior to the completion of the first ten school days of the class being challenged. Students interested in these programs should meet with the School Counselor

### **BOCES**

Students may attend the Wildwood Career Center ordinarily 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 8:40 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 will report to the main office.

## **Library Media Center**

To use the High School Library Media Center during a study hall, students need to obtain a pass from their study hall teacher or cafeteria supervisor. Students may sign-up to use the library prior to 1<sup>st</sup> mod in the morning. Therefore, they report directly to the library. Teachers who have reserved the library for the duration of a class hour may prevent student use during that hour. Two books may be signed out for a period of two weeks. Students are responsible for returning books on time, and they may be renewed.

## **Student Government**

It is the responsibility of each student or student organization to express any ideas or complaints to a student representative. The student representative will then express student wishes to the administration and faculty in hopes to facilitate student-administration communication.

## **Extra-Curricular Activities**

Educational facilities at Alfred-Almond Central School are not limited to classroom studies alone. Various clubs and special interest organizations offer worthwhile opportunities to the student who wishes to play an active role during his high school years.

## **School Counselor Services**

Your School Counselor will help you in making adjustments to school. He/she will also discuss with you the progress of your academic work and will help you with your personal problems. Discussions with your counselor are considered confidential. Cumulative records are maintained for each student. These records include your test results, extracurricular activities, and other areas of importance to you. You are welcome to review and discuss your records with your School Counselor at your convenience.

The School Counselor's Office maintains extensive references concerning colleges and universities, scholarships, occupational information, personality developments, etc. This material is for student usage and is loaned out as needed.

Students may visit the School Counselor's Office during study halls by obtaining a **pre-signed pass** from the School Counselor's Office before school. Students should not visit the School Counselor's Office during class time unless it is absolutely necessary and then only with permission of the classroom teacher.

## **Health Office**

Absolutely no medication can be dispensed unless written permission from the family physician and parent or guardian are filed with the nurse.

In case of illness, a pass may be issued by a teacher at the beginning of the class period. The student then goes directly to the Health Office.

Students must have a pass to be in the Health Office. If the nurse is not in, students should report to the Main Office.

## **Fire Protection**

Every public building must have a plan to protect against fire and have a plan for warning and the saving of lives in case of fire. It is the responsibility of teachers to post an exit route and to review the fire exit procedure with students on the first day of classes.

## **Cafeteria Rules**

1. Return your tray before leaving.
2. Place your chair properly before leaving.
3. Food and drink is to be consumed in the cafeteria only.
4. Observe all school rules regarding school behavior.

## **Hall Passes**

Hall wandering is not permitted. Students may obtain passes from their teachers. All teachers have the authority to ask for a pass of any student in the halls. The elementary school is off limits for all secondary students.

## **Textbooks**

All basic hardbound and some paperback texts are loaned to students for their use during the school year. These books are to be kept clean and handled carefully.

PLEASE be sure your name and homeroom are written in the book in case it is misplaced.

If a book is lost or is not returned in good condition at the end of the school year, a replacement charge will be levied.

## **Lockers, Desks, and School Storage**

A locker with a combination lock is assigned to each student at the beginning of the year. It is expected that students will keep these in good condition.

The combination is issued only to the student who is responsible for that locker. The lockers are the property of the district and are subject to inspection by authorized school personnel at any time. The school is not responsible for stolen items. Please keep your locker locked at all times and do not share your locker with anyone. All lockers must be cleaned periodically as scheduled.

### **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.

Students should park in the parking lots. Spaces in front of the building are reserved for visitors. Student cars must be registered in the main office prior to driving to school each year.

### **Visitors**

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

### **Telephones**

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

### **Cell Phones**

Cell phones may only be utilized during scheduled lunch times. Cell phones may not be utilized, in any fashion, during class periods or study halls.

### **School Dances**

In order to maintain acceptable behavior at school dances, students should refrain from any activity which is not consistent with responsible student behavior. All school rules are in effect during school dances.

## **Injuries**

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.

## **Working Papers**

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

## **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)

## **Report Cards**

Report cards are marked and released four times a year. A passing grade for all subjects is 65%. Those students with 85% or better average qualify for the Honor Roll. Students will be provided two (2) weeks only to make up an incomplete grade.

## **Parent Portal**

The parent portal allows parents instant access to their child's academic information, including individual classroom assignments and corresponding grades. To create a new account, please visit: <http://www.aacsapps.com> and select the Parent Portal link. Under 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 Guidance Office.

## **Procedures for Handling Complaints**

Alfred-Almond Junior-Senior High School is committed to safeguarding the rights of all students within the school district so that they may receive their education in an environment that is free from illegal or unethical treatment.

Any student who believes that he or she has been subjected to illegal or unethical treatment by an employee of the school district should report the alleged misconduct to any teacher, counselor or administrator.

When such a report is made to faculty or staff members, the faculty or staff member should report this information to the respective building principal who should notify the Superintendent. Upon receipt of such a report, the Administration will conduct an investigation into the matter so that any appropriate action may be taken. The complaint and the results of the investigation will be reported to the Board of Education.

If the actions of the administration are not satisfactory to the student, the student may refer the matter to the Board of Education for their review.

At each step it is strongly advised that a complaint being made be submitted in writing.