

Alexandria Central School District
Secondary School
Student & Family Handbook



2023-2024

34 Bolton Ave

Alexandria Bay, NY 13607

315-482-9971

www.alexandriacentral.org



TABLE OF CONTENTS

Alexandria Central's Mission Statement	4
BELL SCHEDULES	5
INSTRUCTIONAL CALENDAR	8
MARKING PERIOD DATES and REPORT CARDS	9
ARRIVAL AND DISMISSAL TIMES	9
ATTENDANCE	9
NURSE'S OFFICE	11
LATE BUS, HALLWAY PASSES, and SIGN-OUT SHEETS	12
LOCKS & LOCKERS	12
COUNSELING OFFICE	12
SCHOOL TELEPHONES and COMMUNICATION HOME	12
CELL PHONE POLICY, 7-12th Grade	13
MATERIALS AND SUPPLIES RESPONSIBILITY	14
ACADEMIC INTEGRITY	14
STUDENT PARKING	14
SCHOOL DANCES	15
ADDITIONAL INFORMATION and GUIDELINES	16
HONORS LOUNGE "Bay Cafe" (Grades 9 - 12)	16
ACADEMIC HANDBOOK and COURSE CATALOG	17
NY STATE GRADUATION REQUIREMENTS ARE APPLICABLE TO ALL STUDENTS ENROLLED IN GRADES 9-12	18
NEW YORK STATE ASSESSMENT REQUIREMENTS	19
INELIGIBILITY	20
EXTRA-CURRICULAR ACTIVITY REGULATION and CONTRACTS	21
DRUGS, ALCOHOL, TOBACCO, VAPES and E-CIGARETTES: BOARD OF EDUCATION POLICY	21
CODE OF CONDUCT: Alexandria CSD	23
STUDENT DRESS	26
REPORTING VIOLATIONS	27
RANGE OF DISCIPLINE MEASURES	27
TEACHER DISCIPLINARY REMOVAL OF REPEATEDLY DISRUPTIVE STUDENTS	28
CORPORAL PUNISHMENT	28
STUDENT SEARCHES and INTERROGATIONS	28
POLICE INVOLVEMENT IN SEARCHES and INTERROGATIONS OF STUDENTS	29
SCHOOL BUS CONDUCT	30
DIGNITY FOR ALL STUDENTS ACT (DASA)	31
SAFE & ACCEPTABLE USE of ELECTRONIC TECHNOLOGY POLICY: ALEXANDRIA CSD	32
SAFETY & SECURITY	34
DISTRICT COMMUNICATION	35



Alexandria Central School

Home of the Purple Ghosts



Dear Students and Families:

The purpose of this handbook is to provide you with important information you will need throughout the year. It provides an outline of essential procedures and expectations for the school. Please note that this handbook is a guide and is not intended or able to cover every situation or need that may occur throughout the year. Please do not hesitate to contact the office if you have specific questions that are not answered in the handbook.

Please, as a family, read the handbook and use it as a reference during the school year. After reviewing the handbook together, please sign the last page.

Also included in your manilla envelope is a “Forms to Sign” packet. There are several necessary and important documents within the packet that need to be completed and returned to the Secondary Secretary, Mrs. Meredith Graveline.

It is critical that the district receives back the “Application for Free & Reduced Price School Meals/ Milk” form. This information is needed each year to ensure that we can best serve your family's needs, as well as provide benefits related to scholarship opportunities and our State Aid funding.

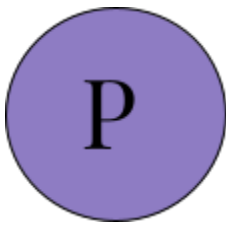
We have a talented and dedicated staff that strives to meet each student’s needs. We believe strongly and research proves that daily attendance is critical to ensure that students are successful in all areas of their education. We believe that communication between home and school is a critical part of each student’s success. Let’s work together to ensure each and every student reaches their fullest potential this school year and in the future!

Sincerely,

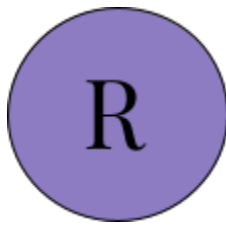
Robert Fountain
Secondary Principal
Alexandria Central School District

MISSION STATEMENT

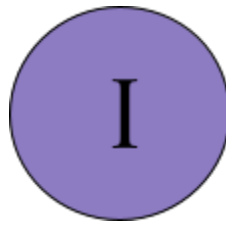
The mission of Alexandria Central School Board is to ensure that all students become responsible lifelong learners in a positive and safe environment that promotes academic excellence.



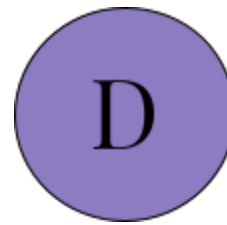
*I am...
Positive*



*I am...
Responsible*



*I demonstrate...
Integrity*



*I demonstrate...
Dignity*



*I demonstrate...
Empathy*

BELL and LUNCH SCHEDULES**Secondary Bell Schedule-2023-24**

Time	Period
7:45 AM	Early Morning Drop-Off
8:00	Students Arrive
8:10	Homeroom Warning Bell
8:12-8:15	(Homeroom) Announcements & Attendance
8:15- 8:54	Period 1
8:57 - 9:36	Period 2
9:39 - 10:18	Period 3
10:21 - 11:00	Period 4
11:03 - 11:46	Period 5
11:49 - 12:31	Period 6
12:34 - 1:13	Period 7
1:16 - 1:55	Period 8
1:58 - 2:40	Period 9
2:38 PM	Elementary Students Dismiss
2:40 PM	Secondary Students Dismiss

Lunch Supervision & Advisory Groups

Period	Time	
Period 5	11:03 - 11:23 AM	Lunch: Mrs. Hunter Advisory: Ms. Cohen (308) & TBD PM 11th Grade BOCES Students:
	11:15	PM 11th Grade BOCES Students: Leave w/ Lunch. (Custodial Hallway for Attendance → Bus) (Mrs. Hunter)
	11:26 - 11:46	Advisory: Mrs. Hunter (308) Lunch: Ms. Cohen & TBD
Period 6	11:49 - 12:31 PM	Lunch 11/12th Grade: Mrs. VanBrocklin & TA
Period 7	12:34 - 12:54	Lunch: Ms. Cohen & Mr. McIlrath Advisory: Mr. Hollis (326) & Mrs. Parrow (339)
	12:56 - 1:13	Lunch: Mrs. Parrow & Mr. Hollis Advisory: Ms. Cohen(308) & Mr. McIlrath(321)

INSTRUCTIONAL CALENDAR

ALEXANDRIA CENTRAL SCHOOL 2023-2024

July							September (19)							January						
S	M	T	W	T	F	S	4	Labor Day						S	M	T	W	T	F	S
2	3	4	5	6	7	8	5	Superintendent's Conference Day Open House						7	8	9	10	11	12	13
9	10	11	12	13	14	15	6	Superintendent's Conference Day						14	15	16	17	18	19	20
16	17	18	19	20	21	22	7	Opening Day of Classes						21	22	23	24	25	26	27
23	24	25	26	27	28	29	October (21)							28	29	30	31			
30	31						6	End of 5 Weeks						February						
August							9	Columbus Day						S	M	T	W	T	F	S
S	M	T	W	T	F	S	November (18)							4	5	6	7	8	9	10
6	7	8	9	10	11	12	9	End of 10 Weeks						11	12	13	14	15	16	17
13	14	15	16	17	18	19	10	Veterans Day						18	19	20	21	22	23	24
20	21	22	23	24	25	26	20-21	Superintendent's Conference Days Parent / Teacher Conferences						25	26	27	28	29		
27	28	29	30	31			22-24	Thanksgiving Holiday						March						
September							December (15)							S	M	T	W	T	F	S
S	M	T	W	T	F	S	15	End of 15 Weeks						3	4	5	6	7	8	9
3	4	5	6	7	8	9	22	Christmas Holiday						10	11	12	13	14	15	16
10	11	12	13	14	15	16	25-29	Christmas Holiday						17	18	19	20	21	22	23
17	18	19	20	21	22	23	January (21)							24	25	26	27	28	29	30
24	25	26	27	28	29	30	1	New Year's Holiday						31						
October							15	Martin Luther King Day						April						
S	M	T	W	T	F	S	23-26	Regents Exams						S	M	T	W	T	F	S
1	2	3	4	5	6	7	26	End of 20 weeks						7	8	9	10	11	12	13
8	9	10	11	12	13	14	February (16)							14	15	16	17	18	19	20
15	16	17	18	19	20	21	19	President's Day						21	22	23	24	25	26	27
22	23	24	25	26	27	28	20-23	Winter Recess						28	29	30				
29	30	31					March (20)							May						
November							8	End of 25 Weeks						S	M	T	W	T	F	S
S	M	T	W	T	F	S	29	Good Friday						5	6	7	8	9	10	11
5	6	7	8	9	10	11	April (17)							12	13	14	15	16	17	18
12	13	14	15	16	17	18	12	End of 30 Weeks						19	20	21	22	23	24	25
19	20	21	22	23	24	25	22-26	Spring Recess						26	27	28	29	30	31	
26	27	28	29	30			May (22)							June						
December							24	End of 35 Weeks						S	M	T	W	T	F	S
S	M	T	W	T	F	S	27	Memorial Day						2	3	4	5	6	7	8
3	4	5	6	7	8	9	June (17)							9	10	11	12	13	14	15
10	11	12	13	14	15	16	4	Regents Days						16	17	18	19	20	21	22
17	18	19	20	21	22	23	14-18	Regents Days						23	24	25	26	27	28	29
24	25	26	27	28	29	30	19	Juneteenth Holiday						30						
31							26	Regents Rating Day						July						
January							26	Last Day of School End of 40 Weeks						S	M	T	W	T	F	S
S	M	T	W	T	F	S	Total number of days 186							1	2	3	4	5	6	7
2	3	4	5	6	7	8								8	9	10	11	12	13	14
9	10	11	12	13	14	15								15	16	17	18	19	20	21
16	17	18	19	20	21	22								22	23	24	25	26	27	28
23	24	25	26	27	28	29								29	30	31				
30	31																			

NOTE: Occasional 1/2 days for students may be added to meet emerging staff PD demands. If additional days must be used for emergency closings and remote days cannot be used, make up days will be used from Good Friday, March 29 and the Spring Recess April 22-26. In the event of long term emergency closings, the Board of Education reserves which makeup days will be used from any scheduled recess periods and/or holidays, consistent with any language that may exist in district labor agreements.

MARKING PERIOD DATES and REPORT CARDS

Report Card	Report Period Ending Date	Grades Due	Report Cards Published
5 Week Progress Report	Friday, October 06, 2023	Tuesday, October 10, 2023	Wednesday, October 11, 2023
10 Week Report Card	Thursday, November 09, 2023	Tuesday, November 14, 2023	Wednesday, November 15, 2023
15 Week Progress Report	Friday, December 15, 2023	Tuesday, December 19, 2023	Wednesday, December 20, 2023
20 Week Report Card	Friday, January 26, 2024	Tuesday, January 30, 2024	Wednesday, January 31, 2024
25 Week Progress Report	Friday, March 8, 2024	Tuesday, March 12, 2024	Wednesday, March 13, 2024
30 Week Report Card	Friday, April 12, 2024	Tuesday, April 16, 2024	Wednesday, April 17, 2024
35 Week Progress Report	Friday, May 24, 2024	Tuesday, May 28, 2024	Wednesday, May 29, 2024
40 Week Report Card	Wednesday, June 26, 2024	Tuesday, July 02, 2024	Wednesday, July 03, 2024

ARRIVAL AND DISMISSAL TIMES

- Students are to be in their homeroom by 8:10am, seated and ready for class.
- ACS is a **CLOSED** campus and students are not allowed to leave school grounds after their arrival unless they are signed out by a parent or guardian at the attendance office.
- Regardless of age, students are not allowed to sign themselves out.
- Secondary students will be dismissed at 2:40pm from the building.

ATTENDANCE

Regular attendance is essential to learning and growth. If you are not legitimately ill or have another valid excuse, you are expected to be at school on time each day.

Your child's school success is of utmost importance to us! If your child's attendance is stellar, celebrate that! If your child's attendance falls into Tier II or Tier III, we are eager to see improvement. If you need any support or have questions, please don't hesitate to contact the teacher, principal, nurse, or school counselor. Thank you in advance for your cooperation and attention to this important matter. Always remember, Attendance Counts!

Students fall into one of these categories

Tier I - absence of 0-8% - normal, expected attendance

Tier II - absences of 9-14% - at-risk

Tier III - absences of 15% or more - chronically absent

(NYS monitors closely the district's percentage of students who are chronically absent. Research indicates these children are at substantial risk of academic failure.)

If a student's attendance does not improve after twenty or more absences, a referral could be made to Child Protective Services.

Absences: If a student is absent from school, parent/guardians will be notified via ParentSquare, our school-home communication platform if their student is absent. If you feel this is an error, please contact the Attendance Office.

- Upon their return, it is required that they present a written and signed excuse for each absence indicating the reason for the absence.
- A student participating in after-school activities, such as sporting events, musical events, and/ or field trips, may not miss school on the day of the event to be eligible to participate that day. Exceptions may be made by the Principal, for students presenting with a doctor's note. If a student misses two or more periods, they are no longer eligible for perfect attendance. *(See the Alexandria Central Attendance Policy)*
- Students who are to be excused during the school day for a legitimate reason must bring a note from home to the Attendance Office before homeroom indicating the time and reason. A parent/guardian must sign them out at the Attendance Office. Students are responsible for missed work. Missed assignments should be requested in advance.
- **Missed Homework:** If a student is absent, he/she should make every effort to receive their assignments from a sibling or classmate and keep up on the work. Homework may also be requested if a student is going to be out for more than two days. To request homework please call the Attendance Office. Assignments may be picked up in the Attendance Office after 2:30pm. Repeated failure to complete these assignments, or have them picked up may result in future requests not being honored. Students are responsible for making up missed work. Failure to complete work, regardless of the reason for the absence, will result in an "incomplete" on the report card.
- **Tardies:** Students arriving at school after the 8:12am homeroom bell are considered tardy and must report to the Attendance Office to sign in.

Our tardy policy for classes is as follows:

- **FIRST TARDY:** Teacher provides a warning to the student
 - **SECOND TARDY:** Teacher informs the student of their second infraction. The teacher will contact the parent/guardian either by phone or email to address the problem.
 - **THIRD TARDY:** Teacher informs the student of their third infraction. A referral is done and the student will be assigned lunch detention by administration.
 - **FOURTH TARDY:** The Teacher informs the student of their fourth infraction. A referral is completed and the student will be assigned a lunch detention **AND** consequences to be determined by administration.
 - **FIFTH TARDY:** A referral is completed by the teacher and the teacher requests a parent/guardian conference with administration, the counselor, and teacher. The student is assigned consequences to be determined by administration.
- **Transferring Out of District:** Please notify the Counseling Office of a new address and telephone number. If a student is moving out of the district, a records release form must be secured. Students must complete and receive appropriate signatures on the “Student Leave Form-Exit Record”. All school-owned property must be returned, including, technology equipment, classroom books, library books, and student locks. Lockers are to be cleaned out and all personal materials removed.
 - **List of Legal/Excused, Illegal/Unexcused, and Suspended Absences**
 - **Legal/Excused:** School-sponsored and/or approved classes, trips, assemblies, and other school events. Illness, illness or death in the family, funerals, religious observance, quarantine, required court appearance, college or school visit, necessary medical appointments, and military obligations.
 - **Illegal/Unexcused:** Any absence or tardiness without a written excuse from the parent/guardian. Truancy, vacation, family trips and visits, babysitting, obtaining permits, hair appointments, avoidable medical appointments, non-school sponsored sporting events, shopping, etc.
 - **Suspension:** An absence from class(es) due to a school-imposed disciplinary suspension is a special type of absence termed “suspension.”

NURSE'S OFFICE

New York State Education Law requires all students who will receive medication in school to have a written note from both the physician and the parent/guardian on file in the Nurse's Office. This is required for all prescription and over-the-counter medications. The medication must be in the original container. The school nurse must administer all medications unless indicated otherwise by the physician. Medications must be brought to school by an adult. Please encourage your child to report all accidents to the school nurse when they occur. After appropriate medical attention is given, an accident report will be filled out and kept on file.

LATE BUS, HALLWAY PASSES, and SIGN-OUT SHEETS

There will be a late bus Monday-Friday at 4:30pm for students who have detention, structured studies, or extracurricular activities. Students traveling to an unassigned location must utilize Sign-Out Sheets and Hallway Passes. Students participating in Athletics will also utilize this late bus. Any students who stay after for teacher help must have a signed bus pass to ride the late bus.

LOCKS & LOCKERS

Students will be provided two lockers, a hall locker, and a Physical Education locker. A lock will be provided for both lockers and needs to remain on the locker at all times. You are responsible for returning the lock at the end of the year. If you use your own lock, the combination or extra key must be given to the Secondary Office.

School lockers are the property of the Alexandria Central School District, and under law are subject to control and inspection. The building principal may access all lockers to ensure that users are complying with school requirements. Students should NOT expect that lockers will be private. You are responsible for school items issued to you. Do not leave money or other valuables in your locker under any circumstances. **The school district does not assume any responsibility for objects or valuables stolen from your locker.** Lockers should be cleaned out periodically. All belongings will be taken home on the last full day of classes.

COUNSELING OFFICE

The counselors are available to help in the areas of academic achievement, social-emotional development, crisis management, career planning, and readiness ensuring today's students become productive, well-adjusted adults for tomorrow. The counselor's duties are delivered through a comprehensive counseling plan which includes; parent/guardian support, student planning and responsive services, direct counseling support, prevention, behavioral interventions, teaching, and guiding.

If you have any questions or concerns, please reach out to Ms. Mourino, Secondary Counselor:

mmourino@acsghosts.org.

SCHOOL TELEPHONES and COMMUNICATION HOME

At times it is important for families to be in contact during the school day, there are phones available for your use with the assistance of most any teacher or in the office. **STUDENTS SHOULD NOT CALL HOME FOR AN ILLNESS.** Any student who is not feeling well, needs to report to the nurse. You must see the nurse who will make the call for you. Please review the cell phone policy with your child so you are able to understand the appropriate usage of a student's phone depending on the zone they are currently within. (See student cell phone policy below). There is a phone in the Secondary Office that students have access to whenever necessary.

CELL PHONE POLICY, 7-12th Grade

Conduct: A color system is used to identify when and where devices can be used always, sometimes (staff discretion), and never. This will help students understand that there are some locations, circumstances, and times when the use of electronic devices is not acceptable and times when it may be. When used appropriately the cell phone is a valuable tool, when inappropriately used it can distract immensely from the education of students.

Definitions:

- **Red Zone:** Devices are not to be used at all. Devices are prohibited in bathrooms, locker rooms, lunch detention, in-school suspension, detention, in the Secondary Office, and while in the serving line of the cafeteria.
- **Yellow Zone:** Staff discretion will determine when and if a device may be used in classrooms, computer labs, and the library. Students are expected to ask staff members for clarification if needed.
- **Green Zone:** Students may use their cell phone in a classroom if the teacher deems their classroom a “green zone” and the use of the phone is school-appropriate.

Secondary Office: Students may not use their cell phones in the Secondary Office. There is a phone available for use if necessary when the time is appropriate.

Cafeteria: Students in grades 11 & 12 may use their cell phones in the cafeteria, while not in the serving line. Students in grades 7-10 may not use their cell phones in the cafeteria. Students are encouraged to appropriately converse and socialize with their peers.

Hallways: Students may not use their cellphones in the hallway between 8am - 2:45pm. Students should be paying attention to their surroundings with their heads up. The use of earbuds is also prohibited as it significantly decreases a student’s ability to hear and react to their surroundings.

- Audio and video recording devices are not to be used without the permission of the faculty members present. Recordings and photos **must** also have the permission of all parties and intent must be communicated or it is a violation of the school rules and law.

Consequences for using and/or having a cellular phone visible are as follows:

- 1st Infraction: The phone will be taken, held onto for the class period in the teachers' classroom. - *WARNING*
- 2nd Infraction: The phone will be taken, moved to the office, and may be picked up at the end of the school day. - *WARNING*.
- 3rd OFFENSE: The phone will be taken, moved to the office, and may be picked up at the end of the school day. The office will contact the parent/guardian at home - *LUNCH DETENTION*.
- 4th OFFENSE: The phone will be taken and sent to the office. The office will contact parent/guardian at home. The parent/guardian will have to pick up their child's phone from school. - *CONSEQUENCES TO BE DETERMINED BY ADMINISTRATION*.

MATERIALS AND SUPPLIES RESPONSIBILITY

It is the responsibility of the student to pay the district for any lost or damaged school materials that are issued throughout the school year (calculators, technology, novels, textbooks, science equipment, jerseys, and any other school property.)

ACADEMIC INTEGRITY

The goal of the Alexandria Central School is to create independent and responsible learners. Academic dishonesty – which includes, but is not limited to *cheating, copying, plagiarizing, use of technology for dishonest means related to school work, communication amongst students in order to gain an unfair advantage during tests, quizzes and exams* – will be addressed through instruction and, if necessary, disciplinary measures. The range of consequences may include but is not limited to, a zero on the assignment, removal from class, parent/guardian notification/conference, counselor notification/conference, detention, and restriction from extracurricular participation.

STUDENT PARKING

Driving to School is a privilege and may be revoked by administration at any time. Students who wish to park on school grounds in the designated student parking area need to complete the “Application for ACS Parking Permit” via the Google form. The link to this form can be obtained from the Secondary Office.

Guidelines for student drivers are as follows:

- Students must always drive carefully in the parking lot. Safety is our number one priority.

- Students must park in the designated student parking area at the bottom of the hill near the basketball courts and below the greenhouse.
- ACS is not responsible for vehicle damage that occurs on school property.
- Parking permits need to be displayed while parked in the school lot and returned to the Secondary Office at the end of the year.

SCHOOL DANCES

Dances are generally on Friday or Saturday evenings from 7-10 PM. All students are to be at the dance within an hour of it starting. If they cannot be on time, they are to request approval before Noon on Friday in the Secondary School Office, giving their anticipated time of arrival and reason for the late arrival. Students must be in attendance at school the day of the dance or the Friday before Saturday dances. Attendance lists are checked. Only ACS students and approved guests will be admitted to dances. Students can request a guest pass from the Secondary School Office. It must be returned to this office BEFORE 12:00pm on the day before the dance.

Food and beverage items are sold at the dances; no student may bring in their own food or drink items.

Students and guests must sign out via a parent/guardian when leaving prior to the scheduled end time. Neither students nor their guests may re-enter the building once they leave the dance. When leaving, students must leave the grounds immediately.

Any student reported violating any school regulation, including the dress code or causing a disturbance at the dance, will be required to call home to make arrangements to be picked up.

No smoking, drinking of alcoholic beverages or possession of illegal drugs, cigarettes, vape paraphernalia or weapons is permitted by ACS students or their guests at school functions. Students violating school rules will be administered appropriate consequences.

Students are expected to conduct themselves as respectful, responsible young adults at all school functions. Dances are opportunities for students to develop social skills in a chaperoned environment. Students should come to dances prepared to enjoy themselves safely, relax with their friends, and have a memorable evening.

ADDITIONAL INFORMATION and GUIDELINES

- All student organizations distributing posters or flyers must have approval from the faculty advisor of the organization and the Principal. No poster or flyer shall be posted without administrative approval from the Secondary School Office.
- Students are not permitted in the building after school unless supervised by a faculty or staff member.
- Students are not permitted in the Faculty Rooms and Teacher Workrooms.
- Students in Grades 7-12 will not be in designated Elementary School areas without permission from the office. If students are working in the Elementary for a specific project or class, please notify the Secondary School Office.
- Students are not to use or possess drugs, alcohol, tobacco products, cigarettes, or vapes on School Grounds.

EARLY DISMISSAL FOR SENIORS:

- Early dismissal for seniors may be authorized by the Secondary School Principal when:
 - The Senior has an approved job that necessitates the student being at work before the close of the normal school day, the student is completing all necessary coursework for graduation requirements approved by the School Counseling Office, and does not miss any scheduled class periods.
- There is also the option of choosing to take courses at Jefferson Community College after morning and/or afternoon Senior course requirements are completed.

HONORS LOUNGE “Bay Cafe” (Grades 9 - 12)

- Eligible students are able to travel to the Honors Lounge during study hall, lunch, and Advisory *if attendance is not required by a teacher or staff member*.
- Student eligibility for the Honors Lounge will depend on varying positive incentives and initiatives throughout the year, including, but not limited to academic achievement and student attendance.
- An updated list of eligible students will be sent out to the teaching staff every two weeks.
- Any discipline referral within the five-week period, will lead to a temporary automatic loss of privilege and use of the Honor’s Lounge.
- Any suspension (ISS or OSS), students will lose the Honors Lounge privileges indefinitely.

ACADEMIC HANDBOOK and COURSE CATALOG

- The complete Course Catalog and Academic Handbook can be accessed on the Secondary Counselor's Webpage as well as within the office.
- **Dropping and/or adding a course:** There will be a full 2-week (10 school days) drop/add period each semester during which time a student with a teacher, counselor, parent/guardian, and administrator approval can add or drop a course. During the course of the semester or year's course, a student may be moved from one level of a course to another with teacher, parent/guardian, counselor, and administrator approval.
- **Honor Roll:** Honor roll status is determined every 10-week period. Students must have an 85% or better average. All courses are included for averaging except remedial reading. An incomplete will count as a zero (0) in computing the student's overall average. When coursework is made up a new report card will be issued with the adjusted average.
- **Report Card Marking Periods:** All quarterly report cards will be mailed home. They will also be available for viewing on the parent/guardian portal of SchoolTool.

NY STATE GRADUATION REQUIREMENTS ARE APPLICABLE TO ALL STUDENTS ENROLLED IN GRADES 9-12

Updated June 2022

New York State Diploma Requirements Applicable to All Students Enrolled in Grades 9-12

Credit Requirements

(Apply to all diploma types: local, Regents, Regents with advanced designation)

	Minimum number of credits
English	4
Social Studies <i>Distributed as follows:</i> U.S. History (1) Global History and Geography (2) Participation in Government (½) Economics (½)	4
Science <i>Distributed as follows:</i> Life Science (1) Physical Science (1) Life Science or Physical Science (1)	3
Mathematics	3
World Languages	1 ^(**)
Visual Art, Music, Dance, and/or Theater	1
Physical Education <i>(participation each semester)</i>	2
Health	½
Electives	3 ½
Total	22

(**) Students with a disability may be excused from the requirement for 1 unit of credit in World Languages if so indicated on their IEP, but they must still earn 22 units of credit to graduate.

- 1.) **Pathways**
A student must either:
 - earn the [Seal of Civic Readiness](#); or
 - pass an additional Regents Exam or Department Approved Alternative in a different course (English, mathematics, science, or social studies); or
 - pass a Department Approved Pathway Assessment (Arts, CDOS, World Languages); or
 - successfully complete a NYSED-approved CTE program, including the associated 3-part technical assessment; or
 - successfully complete all the requirements for earning the [CDOS Commencement Credential](#).
 Beginning in fall 2022, a select number of NYS schools will pilot the [Individual Arts Assessment Pathway \(IAAP\)](#). Reference [Multiple Pathways](#) and [Department Approved Alternative Examinations](#).
- 2.) **Traditional Appeals**
All appeals are subject to local district approval. Reference: [Appeals, Safety Nets, and Superintendent Determination](#)
- 3.) **Special Endorsements**
Honors: A student earns a computed average of at least 90 on the Regents Exams applicable to either a Regents diploma or a Regents diploma with advanced designation. No more than 2 Department approved alternatives can be substituted for Regents Exams. The locally developed Checkpoint B examination in World Languages is not included in the calculation.
Mastery in Math and/or Science: A student meets all the requirements for a Regents diploma with advanced designation AND earns a score of 85 or better on 3 math Regents Exams and/or 3 science Regents Exams.
Technical Endorsement: A student meets the requirements for either a local diploma, a Regents diploma or a Regents diploma with advanced designation AND successfully completes a Department approved CTE program including the 3-part technical assessment.
Seal of Bilingual: A student meets the criteria for earning the [NYS Seal of Bilingual](#).
Seal of Civic Readiness: A student meets the criteria for earning the [NYS Seal of Civic Readiness](#).
Reference the [Endorsements and Seals webpage](#) or [NYS Diploma/Credential Requirements](#) for additional information related to awarding special endorsements to students with exam exemptions due to COVID-19.
- 4.) **World Languages Exemption**
Students with a disability may be excused from the required units of credit in World Languages if so indicated on their IEP, but they must still earn 22 units of credit to graduate. Such student who seeks a Regents diploma with advanced designation does NOT have to complete the 5-unit sequence in the Arts or CTE in lieu of the sequence in World Languages in order to meet the assessment requirements for the advanced diploma.
Superintendent Determination of a Local Diploma
Students with a disability who are unable to attain a local diploma through the various safety net provisions may be eligible for a Superintendent Determination of a local diploma under certain conditions. Reference: [Appeals, Safety Nets, and Superintendent Determination](#)
- 5.) **Flexibilities due to the COVID-19 Public Health Emergency**
Exemptions: Students granted an exemption from any exam due to COVID-19 are not required to pass such specific exam to meet the assessment requirements for any diploma type. Reference the following FAQs: [June/August 2020](#), [January 2021](#), [June/August 2021](#), and [January 2022](#)
- 6.) **Special Appeals:** Eligible students may use lower scores (50-64) on Regents Exams taken during the 2021-22 or 2022-23 school year to meet the assessment requirements for any diploma type. Reference: [Special Appeals Memo](#) and [FAQ](#).
Special Determination: Students who are scheduled to graduate in **June 2022** and either do not qualify for a [Special Appeal](#) or who are unable to participate in one or more required Regents Exam(s) because of illness, including isolation restrictions due to COVID, may request a [Special Determination to Graduate with a Local Diploma in June 2022](#).
- 7.) **Exemptions from the Regents Exam in US History and Government (Framework)**
Eligible students shall be granted an exemption from the June 2022, August 2022, or January 2023 Regents Exam in US History and Government (Framework). Reference: [FAQ on Cancellation of Regents Exam in US History and Government \(Framework\)](#)

NEW YORK STATE ASSESSMENT REQUIREMENTS

Updated June 2022

Assessment Requirements

	Regents Diploma for All Students	Regents Diploma via Appeal for All Students	Local Diploma via Appeal for All Students	Local Diploma for Students with a Disability	Local Diploma via Appeal for English Language Learners
REGENTS EXAM or passing score on a Department approved alternative	# of Exams 1	Passing Score 65 ¹	# of Exams 1	Passing Score 55 ^{2*}	# of Exams 1
English Language Arts (ELA)	1	65 ¹	1	55 ^{2*}	1
Math	1	65 ¹	1	55 ^{2*}	1
Science	1	65 ¹	1	55 ^{2*}	1
Social Studies	1	65 ¹	1	55 ^{2*}	1
Pathway (See note 1 on reverse side)	1 or CDOS	65 ¹ if Regents Exam	1 or CDOS	55 ^{2*} if Regents Exam	1 or CDOS
Compensatory Safety Net	Non-Applicable	Non-Applicable	Non-Applicable	Scores of 45-54 on any required Regents exam (except ELA and Mathematics) can be compensated by a score of 65 ¹ or above on another required Regents exam including ELA and Mathematics.	Non-Applicable

Regents Diploma with Advanced Designation

Students seeking the Regents diploma with advanced designation must:

- Meet the credit and assessment requirements for a Regents diploma; and
- Pass **two additional** Regents exams or Department approved alternatives in **mathematics**; and
- Pass **one additional** Regents exam or Department approved alternative in **science**
 - students seeking advanced designation must pass at least one Regents exam or Department approved alternative in both sciences (**one life and one physical**); and
- Complete a **sequence**:
 - earn an additional 2 units of credit in World Languages and pass a locally developed Checkpoint B World Languages examination, or
 - complete a 5 unit sequence in the Arts, or
 - complete a 5 unit sequence in CTE.

Assessment Combinations for Advanced Designation

Traditional Combination	ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science (1 life science, 1 physical science) = 8 assessments
Pathway Combination (other than STEM)	ELA, 1 social studies, 3 math, 2 science (1 life science, 1 physical science), 1 Pathway (other than science or math) = 7 (+Pathway) or 8 assessments.
STEM (Mathematics) Pathway Combination	ELA, 1 social studies, 4 math ³ , 2 science (1 life science, 1 physical science) = 8 assessments.
STEM (Science) Pathway Combination	ELA, 1 social studies, 3 math, 3 science (at least 1 life science, at least 1 physical science) = 8 assessments.

* A student with a disability may appeal scores between 52 and 54 on up to two Regents examinations in any discipline and graduate with the local diploma. Reference [New York State Diploma/Credential Requirements](#); Local Diploma for Students with Disabilities.

¹ In the event a student with a disability is unable to attain a passing score on any Regents examination, the student may be eligible for a Superintendent Determination of a local diploma. Reference [Appeals, Safety Nets, and Superintendent Determination](#).

² English Language Learners seeking an appeal for a score of 55-59 on the ELA Regents Exam are only eligible if they entered the United States in grade 9 or after and were classified as an English Language Learner when they took the test the second time. Reference [New York State Diploma/Credential Requirements](#); Local Diploma for English Language Learners.

³ The 4th mathematics examination can be selected from the list of Department Approved Alternative Examinations.

⁴ For the purposes of determining a student's diploma type, exemptions and Special Appeals should be considered passing scores. Both exemptions and [Special Appeals](#) may be applied to all diploma types.

INELIGIBILITY

There is an eligibility policy for students in grades 7-12. Students who are on the ineligibility list are restricted to study halls. They may only leave on a pre-signed pass, signed by the teacher(s) who have them on the ineligibility list. Students on the ineligibility list for two subjects or more are ineligible for all extra-curricular activities for the period of eligibility. Attendance at activities such as sporting events, school dances, extracurricular trips, etc. is prohibited.

- For grades 7-12, students who receive an incomplete or mark less than 65% in two subjects, will be ineligible for a two-week period- unless all requirements are met within the “Ineligibility Early Release Form”
- If a student does not earn release from the ineligibility list at the end of the two-week period, they will remain ineligible from extracurricular and interscholastic activities until such time that he or she is no longer on the list for two subjects. *(Note: Medical exceptions are reviewed with administration).*
- If a student is granted permission to drop a subject he/she is failing, their eligibility will be determined on an individual basis by the Principal. Any notification of an alleged violation must include the name of the person providing the information. Anonymous complaints will not be processed.

For students who participate in an interscholastic activity, the Board of Education policy must be followed as stated in Interscholastic Policy #311A. Commendable citizenship is a worthy aspiration and standard for all students at Alexandria Central. Our student-athletes are held to a high standard of behavior since they have the privilege of representing Alexandria Central.

- Student-athletes who become ineligible must report to a structured study hall after school until 4:00 each day it is available and then report to practice. Once a student provides proof they are passing ALL subjects the student may fully participate in team activities including games. Student-athletes may not participate in athletic contests prior to the end of the period of ineligibility or until they have proven they are no longer failing their classes. Attendance at games, sitting on the bench, is at the coach’s discretion. Failure to report to a structured study hall will result in extending ineligibility by the number of study halls missed.
- All modified student-athletes must report to the after-school structured study hall until practice begins unless opted out with parental consent and signed by the coach.

EXTRA-CURRICULAR ACTIVITY REGULATION and CONTRACTS

- Each student will sign the activity/club contract designed by the advisor that establishes that club/activity regulations. (Reviewed by the Principal). The “club” contract is not to be considered all-inclusive, but will elaborate the rules expected by the club’s advisor and disciplinary consequences. Each activity/club will have its own code of conduct which will be on file in the Principal’s Office.

DRUGS, ALCOHOL, TOBACCO, VAPES and E-CIGARETTES: BOARD OF EDUCATION POLICY

Violations that have been reported and proven to be true for incidents on and off school property will result in the following consequences:

1. **First offense:** will result in the suspension from the club/activity for 2-4 weeks or for 3 games of the season (If three games do not remain in the present season, the suspension will continue into the athlete’s next complete active season.) as determined by the administration and a preliminary session with an ACS counselor or School Resource Officer.
 2. **Second offense:** will result in a suspension from the club/activity for 12 weeks or $\frac{1}{3}$ of the athletic season (If $\frac{1}{3}$ of the games do not remain in the present season, the suspension will continue into the athlete’s next complete active sports season.) as determined by the administration and additional sessions with an ACS counselor or School Resource Officer.
 3. **Third offense:** will result in a suspension from all clubs/activities and athletics for the period of one calendar year from the date of suspension.
- Any notification of an alleged violation must include the name of the person providing the information. Anonymous complaints will not be processed.
 - Students who are suspended from school (in school or out of school) may not participate until they are eligible, as determined by the Superintendent. Detentions are served prior to participation.
 - Students who become ineligible and want to remain an active member of their club must meet with Administration to develop a return to activity plan, otherwise their club status during their ineligibility is dormant.

- A student must be in attendance the entire school day in order to participate in that day's event/ activity. Only legal excuses will be the exception.
- On trips, all students will ride via provided transportation per Board policy. Exceptions are granted only when the parent/guardians have a written request signed by the Principal and given to the advisor/ coach.
- Due process procedures for any disciplinary action imposed on a student is afforded through informal and formal opportunities in which the student and their parent/guardians will have the opportunity to discuss the factual situation underlying the disciplinary action.
 - Informal: Conference with the Advisor, student and parent/guardian
 - Formal: Administration, advisor, counselor, B.O.E member(s), student, parent/guardian, and student council representative.

A formal disciplinary meeting is activated only after the informal conference, and the meeting will be convened no more than five (5) school days following the informal conference.

CODE OF CONDUCT: Alexandria CSD

STUDENT RIGHTS

The district is committed to safeguarding the rights given to all students under state and federal laws. In addition to promoting a safe, healthy, orderly, and civil school environment, all district students have the right to:

- Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.

STUDENT RESPONSIBILITIES

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to personal and school property.
2. Be familiar with and abide by all district policies, rules, and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused. Students are to be in class, on time, prepared, and ready to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control and manage their emotions/ anger.
7. Ask questions when they do not understand.
8. Accept responsibility for their actions.
9. Dress appropriately for school and school functions.
10. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

CONDUCT DEEMED APPROPRIATE AND ACCEPTABLE

Students' conduct shall be considered appropriate if it is in compliance with all provisions of this Code of Conduct. Students shall treat teachers, school administrators, other school personnel, fellow students, and visitors on school property and school buses and at school functions, in a civil and respectful manner at all times.

INAPPROPRIATE AND UNACCEPTABLE CONDUCT

The following conduct shall be deemed inappropriate and unacceptable on school grounds, in school vehicles, and at school functions:

- Fighting
- Stealing
- Trespassing
- Public displays of affection
- Possession of obscene material
- Running and horseplay in the hallways
- Making excessive noise
- Smoking, vaping, e-cigarettes, using chewing tobacco, or similar tobacco products
- Threats of School Violence
- Gambling
- Vandalism
- Discrimination, Intimidation, Harassment, Bullying (including cyberbullying)
- Sexual Harassment in any form
- Inappropriately using or sharing prescription and over the counter drugs
- Initiating a report warning of fire or other catastrophes without valid cause, misuse of 911, or discharging a fire extinguisher
- Missing school functions (if required by a particular course)
- Violating the School Bus Behavior Policy (see Board policy)
- Truancy
 - 1. Skipping school for the day
 - 2. Tardiness
 - 3. Cutting Class
 - 4. Leaving class/school without permission
 - 5. Skipping
- Classroom Misbehavior
 - 1. Talking out of turn
 - 2. Late for class
 - 3. Unprepared for class
 - 4. Cheating
 - 5. Plagiarism
 - 6. Failing to do homework
 - 7. Disrespectfulness
 - 8. Disrupting class
 - 9. Leaving class without permission
- Other insubordinate or disorderly behavior
 - o Engaging in conduct which interferes with the teaching and learning process

- o Use of cell phones and electronic devices during the instructional day when not permissible by faculty or staff
- o Violating the District's Drug and Alcohol Policy (see Board policy)
- o Violating the District's Technology Acceptable Use Policy
 - Computer/electronic communications misuse, including any unauthorized use of computers, software, or inter/intranet account; accessing inappropriate websites; or any other violation of the District's Acceptable Use Policy

Harassment, bullying (including cyberbullying) and discrimination against any student that creates a hostile environment will be addressed through a progressive discipline approach that includes chronologically and developmentally appropriate responses.

A hostile environment is created through conduct, threats, intimidation, or abuse and includes any action that would create a risk of substantial disruption within the school environment or would reasonably be expected to cause physical or emotional harm to a student. This can include bullying (including cyberbullying) and harassment that occurs on school property, at a school function, or off school property.

Administrative responses will include the use of prevention, education, intervention, and discipline considering the nature and severity of the behavior, developmental age, previous record, other extenuating circumstances, and the impact on the student who was physically or emotionally harmed. Response to each incident will be reasonably calculated to end the behavior, prevent reoccurrence, eliminate a hostile environment, and ensure the safety of students.

LANGUAGE DEEMED APPROPRIATE AND ACCEPTABLE

Students should use language that is civil and respectful toward teachers, school administrators, fellow students, visitors, and other school personnel, on school property and school vehicles, and at school functions, at all times. The following language shall be deemed **inappropriate and unacceptable** on school grounds, in school vehicles, and at school functions:

- Profanity-cursing
- Racial epithets and other discriminatory epithets or hate speech, i.e. speech that demeans or harasses another individual because of his/her race, gender, disability status, age, religion or other protected status
- Loud, disruptive speech
- Sexually suggestive, indecent, or vulgar language
- Any language deemed to suggest harassment
- Threats of violence
- Excessive arguing with a teacher or other supervisors
- Lying to a teacher, administrator or supervisor

STUDENT DRESS

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance.

The following clothing shall be deemed inappropriate and unacceptable on school grounds, school vehicles, and at school functions:

- Any clothing or jewelry that is inappropriate for or disruptive of the educational process.
- Sexually revealing clothing (such as extremely brief garments, tube tops, net tops, halter tops)
 - Shorts, skirts, and dresses must be below the fingertips
 - No cleavage, no midriff skin may show
- Clothing and jewelry that presents a safety hazard
- Clothing that represents or advocates the use of drugs or alcohol
- Clothing with offensive messages
- Footwear that is a safety hazard
- Underwear that is not completely covered with outer clothing
- Gang-related attire and jewelry
- Hats (in the school building)

Students who violate the District's dress code shall be requested to modify their appearance by replacing, covering and/or removing the offending item. Consistent violations will result in additional consequences.

MASKING and HAND WASHING POLICY

- There will be no universal masking this year, the District will continue to allow masks at each individual's discretion.
- Masks will be available for all staff and students who would like one.
- Those recovering from COVID will be required to wear a mask upon return from the 5-day isolation period through day 10.
- All face coverings should cover both mouth and nose at all times.
- All students are encouraged to wash their hands several times throughout the school day.
- Hand sanitizer will be readily available throughout the school and in the classrooms.

REPORTING VIOLATIONS

Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, building Principal, School Resource Officer, or the Superintendent. **If you see something, say something!**

Any weapon, alcohol or illegal substance found shall be confiscated immediately. This will be followed by parent/guardian notification of the offense and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

The Superintendent, or designee, must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of the school.

RANGE OF DISCIPLINE MEASURES

If there is any violation of classroom or school expectations, the following consequences are available to teachers and administrators:

1. Conference with students
2. Verbal and written warnings
3. Written parent/guardian notification
4. Time-out or in-class sequestration
5. Temporary removal from the classroom
6. Lunch detention or isolation
7. After-school detention
8. Behavior contracts
9. Referral to the Counseling Office
10. Conference with parent/guardians

Only district administrators or administrative interns may impose the following consequences:

1. Lunch Detention or Detention
2. In-school suspension, students will not be excused from this penalty
3. Social probation
4. Suspension from transportation
5. Suspension from extracurricular or other privileges
6. Out-of-school suspension
7. Referral to law enforcement

The Superintendent can recommend long-term suspension to the Board of Education.

TEACHER DISCIPLINARY REMOVAL OF REPEATEDLY DISRUPTIVE STUDENTS

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances, the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using effective classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his/her composure and self-control in an alternative setting. Such practices may include, but are not limited to:

- Sending a student to Structured Studies for the remainder of the class time only; or
- Sending a student to a counselor or other district staff member for counseling.
(This allows students an opportunity to take a break from a class period and/or receive support from a counseling professional.)

Time-honored classroom management techniques such as these do not constitute removals for the purposes of this code.

CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

- Protect oneself, another student, teacher or any person from physical injury
- Protect the property of the school or others
- Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers, and duties, if that student has refused to refrain from further disruptive acts.

STUDENT SEARCHES and INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official who is authorized to impose a disciplinary consequence may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda" type warning before being questioned by school officials, nor are school officials required to contact a student's parent/guardian before questioning a student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent, and the building Principals, with the assistance of law enforcement personnel when deemed appropriate by such administrators to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct. One method for obtaining reasonable suspicion may be the use of specially trained drug-sniffing dogs to conduct searches of school lockers or students' belongings such as, but not limited to, book bags, outer clothing, purses, etc. Any search of student belongings will be undertaken by placing such belongings in a hallway outside the classrooms so that students are not within proximity of the dogs while the search is conducted.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based on information received from a reliable informant. Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code or get the student to voluntarily consent to the search.

POLICE INVOLVEMENT IN SEARCHES and INTERROGATIONS OF STUDENTS

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, do not have the general power to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

- Search or an arrest warrant; or
- Probable cause to believe a crime has been committed on school property or at a school function; or
- Been invited by school officials

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school this means:

- They must be informed of their legal rights
- They may remain silent if they so desire
- They may request the presence of an attorney

SCHOOL BUS CONDUCT

The Alexandria Central School District furnishes transportation to those students whose disability or distance from the school make the service essential. Except as otherwise mandated in a student's Individualized Education Program (IEP), riding these buses is a privilege and may be withdrawn if the student does not comply with the rules and regulations set forth in this District.

Bus Drivers shall be held responsible for reasonable and acceptable behavior of students while riding the school bus. Students riding the school bus are expected to conform to the rules of conduct in order to permit the bus driver to transport his/her passengers safely.

The Board of Education, the Superintendent and/or his/her designee has the authority to suspend the transportation privileges of children who are disorderly and insubordinate on buses. Generally, parent/guardian(s) will be required to make alternative transportation arrangements for their children who have been suspended from riding the bus. However, the effect of a suspension from transportation on the student's ability to attend school will be considered.

If a student with a disability who receives transportation as a related service as part of his/her individualized Education Plan (IEP) is being considered for suspension from transportation, and that suspension would effectively result in a change in placement, the student shall be referred to the Committee on Special Education.

The Board directs the administration to establish rules and regulations for student conduct on buses, including applicable due process rights to be afforded to students suspended from transportation privileges. These rules and regulations shall be promoted to all concerned, including non-public schools to which students may be transported.

Legal References: Individuals with Disabilities Act (IDEA), 20 United States Code (USC) Sections 1400-1485, 8 New York Code of Rules and Regulations (NYCRR) Section 156

Adopted: Board of Education Meeting – 2009

REGULATIONS AND PROCEDURES

The following rules of conduct will apply to students on school buses:

1. Students must be ready ten (10) minutes before the bus arrives.
2. Students must wear seat belts and conduct themselves in a manner that will not interfere with the safe operation of the bus, and subsequently, the safety and well-being of its passengers.
3. Students must obey the instructions of the bus driver and/or bus aide at all times.

4. Students must exercise respect for the property of others.
5. Students will enter and leave the bus only when it is parked.
6. Students will cross at least 10 feet in front of the bus in full view of the driver when crossing the street to enter a bus, or after leaving a stopped bus. The driver will signal when it is safe to cross.
7. Students will not extend part(s) of bodies or objects out of the school bus windows.
8. Students will remain in their seats once they have boarded the bus.
9. Students will obey all rules of conduct as outlined in the ACS code of conduct.

PROCEDURES TO BE FOLLOWED WHEN INFRACTIONS HAVE OCCURRED

- School bus drivers are instructed to deal with disciplinary matters involving students on their bus as expeditiously as is practical at the time that the infraction occurs.
- When a student persistently violates the rules after warnings by the school bus driver or commits a severe infraction, the drivers are instructed to submit a discipline report through SchoolTool of the offending student.
- Upon receipt of an infraction the Principal/Administrator will discuss the circumstances of the infraction with the student. Following the interview, the parent/guardian or guardian of the student is notified by the Principal of the report received on the child's behavior, and the level of discipline imposed. The Principal/Administrator will determine the consequences for the student.

DIGNITY FOR ALL STUDENTS ACT (DASA)

The Alexandria Central School Board of Education, administration, and all staff are committed to providing a safe school environment. At Alexandria Central School, students will receive and district personnel will deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parent(s)/guardian(s), and visitors is essential and necessary for the achievement of this goal.

What is DASA?

The "Dignity for All Students Act" is a New York State law effective July 1, 2012. It is designed to provide a learning environment free of discrimination and harassment. Bullying behaviors may be a larger problem of discrimination and harassment. DASA works to help prevent discrimination and harassment through civility, citizenship, and character education.

What Behaviors Are Reportable?

- **Bullying**: A form of harassment that consists of persistent inappropriate behavior that is done indirectly, remotely, or face-to-face.
- **Cyber-Bullying**: A form of bullying that is done through electronic communication (i.e. the Internet, cell phones, Facebook, etc.)
- **Discrimination**: The denial of rights because of a person's group, class or category to which a person belongs.
- **Harassment**: The creation of a hostile environment by conduct or verbal threats, intimidation or abuse that interferes with a student's educational performance.

The Dignity Act states that NO student shall be subjected to harassment, discrimination or bullying (including cyberbullying) by employees or students on school property or at a school function based on their *actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex*.

Ms. Michelle Mourino is Alexandria Central School's Dignity For All Students Coordinator. To contact her, please email: mmourino@acsghosts.org.

SAFE & ACCEPTABLE USE of ELECTRONIC TECHNOLOGY POLICY: ALEXANDRIA CSD

The Alexandria Central School District (ACS) is committed to providing students access to technology in order to enhance opportunities in education. To aid in this process ACS provides students access to the district's computer network, student accounts in compliance with NYSED Law 2D, and one-to-one devices. It is expected that students use the ACS computer network and student accounts, and devices for educational purposes only.

Please be advised that ACS has filtering/blocking technology. However, this technology does not guarantee that students will be blocked from accessing all inappropriate sites. It is imperative that students conduct themselves in a responsible and legal manner while using ACS's computer networks, accounts, and/or devices. This policy provides general guidelines for students. The final determination of acceptable behavior rests with the ACS school administration.

Privilege

The use of the district's computer network, account, and the device is a privilege, not a right, and inappropriate activity may result in the cancellation of those privileges. ACS administration may close an account or revoke a device at any time.

Monitoring

ACS's computer equipment and network are monitored for maintenance, safety, and to ensure the students are following this policy. The district reserves the right to inspect the contents of files stored on the computer network at any time.

Prohibited Activities and Uses

1. Using personal technology equipment to access ACS's computer networks without administrative approval.
2. Using ACS's technology equipment or network for commercial activity.
3. Using ACS's technology equipment or network in a manner that violates any copyrights or other intellectual property rights.
4. Using ACS's technology equipment or network to receive, transmit, or make available to others obscene or offensive material.
5. Using ACS's technology equipment or network to receive, transmit or make available to others material that is racist, sexist, abusive, obscene, or harassing to others.
6. Using another student's account or password to log onto the ACS network or log onto any website, database, or educational site that ACS has provided students with individual accounts.
7. Using ACS's technology equipment or network in a manner that disrupts others' use or invades the privacy of others.
8. Using ACS's technology equipment or network in a fashion inconsistent with directions from teachers and other staff.

Student and Family Pledge for Empowered Use

I will take care of my device.

- I will follow the policies outlined in the Acceptable Use Policy while at school, as well as outside the school day.
- I will use my device in ways that are appropriate, meet Alexandria Central School District expectations, and are educational.
- I will never leave the device unattended and know where my device is at all times.
- I will never loan out my device to other individuals.
- I will charge my device's battery daily.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will not deface the serial number or device label on any device.
- I will immediately notify the building administration in cases of theft and vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the device and power cord in good working condition.

I will think first.

- I will not bully, humiliate, or upset anyone online or with my device—whether through sharing photos, videos, or screenshots, spreading rumors or gossip, or setting up fake profiles—and I will stand up to those who do.
- I know that whatever I share online or with my device can spread fast and far. I will not post anything online that could harm my reputation.
- Whenever I use, reference, or share someone else’s creative work online, I will give proper credit to the author or artist.

I will stay balanced.

- I know that not everything I read, hear, or see online is true. I will consider whether a source or author is credible.
- I will help my family set media time limits that make sense, and then I will follow them.
- I will be mindful of how much time I spend in front of screens, and I will continue to enjoy other activities—and people—in my life.

In exchange, my family agrees to...

- Recognize that the media is a big part of my life.
- Talk with me about what worries them and why.
- Talk to me about my interests and embrace my world, including helping me find media that’s appropriate and fun.

SAFETY & SECURITY

Fire and Emergency Drills

- Fire and emergency drills are extremely important safety precautions and are required by law. It is essential that when the fire alarm sounds, everyone promptly and silently exits the building by prescribed routes (indicated by signs) as quickly as possible. Students should move well away from the building (100 feet) and remain with their teacher until a signal is given to re-enter the building. It is the responsibility of each teacher to post an exit route and to review the fire exit procedure with students on the first day of classes.

Emergency School Closing

- Notice of emergency school closing due to storm conditions or other unusual situations will be announced over local radio stations. It will also be broadcast on Newswatch 50, WWNY-TV Channel 7 from Watertown, and on Channel 2 for local Castle Cable customers. Our school notification system will also text/email/call in the event of a closing/delay.

Visitors

- The front doors will be the single point of entry to the building. You will need a valid form of ID to receive a visitor's badge. These badges must be visible throughout the visit to ACS. All visitors must sign out at the Attendance Office as they are leaving. The door located at the parking lot entrance is designated as our handicap-accessible entrance only. If this service is required, the buzzer must be pushed to indicate to the office that you need to enter.
- All visitors must be directed to the Attendance Office to sign in.
- Former students shall not be allowed to visit the school for any reason during school hours, without permission from the Principal. The Principal will notify the Attendance Office of which staff will be responsible for the alumni.
- Doors should NEVER be opened from the inside of the building by anyone, including staff, students, and parents/guardians, to allow entry to the building.

Student Visitors from Other Schools

- Student visitors from other schools, unless they have a specific reason and prior approval of the Principal, shall not be given permission to enter school buildings. New students accompanied by their parents/guardians are always welcome.

Threats

- Students who become aware of potential threats or hazards are required to report that threat to a staff member who they trust. Students who have knowledge of a potential threat and don't report it may be subject to disciplinary action.

DISTRICT COMMUNICATION

If you have a question regarding your child's education, please follow the chain of command unless otherwise instructed.

1. Teacher
2. Support Services (counseling, special education services related service(s), etc.)
3. Administration
4. Director of Athletics or Director of Special Education
5. Superintendent

The majority of the questions should be answered at the building level. If you need further assistance, please contact the appropriate individual or Secondary School Office.

