

Alexandria *Central*

ALEXANDRIA ELEMENTARY STUDENT & FAMILY HANDBOOK 2021-2022

ALEXANDRIA CENTRAL SCHOOL
34 BOLTON AVE
ALEXANDRIA BAY, NY 13607
315-482-9971
WWW.ALEXANDRIACENTRAL.ORG



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August 2021

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 at the end of the handbook is a copy of the 2021 - 2022 lunch application. It is critical for the district to have a copy of this information each year to ensure that we can best serve your family's needs, as well as providing benefits related to scholarship opportunities for students and our state aid funding. Please return these sheets to the elementary office.

We have a talented and dedicated staff that strives to meet each student's needs. We believe strongly that daily attendance is critical to ensure that students are successful in all areas of their education. We also believe that communication between home and school is a critical part of each student's success. In order that each individual reaches his or her potential, we must work together.

Kylie Morgia

Elementary Principal

Alexandria Central School District

34 Bolton Ave.

Alexandria Bay, NY 13607

(315) 482-9971

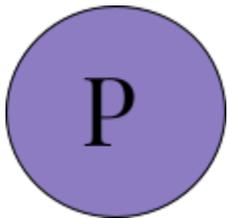


Scan here to sign up

Alexandria Central's Mission Statement

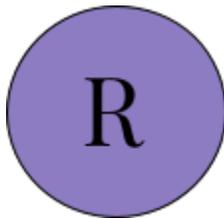
The mission of Alexandria Central School is to ensure that all students become responsible lifelong learners in a positive and safe environment that promotes academic excellence.

(approved by the BOE)



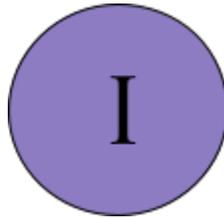
P

*I am...
Positive*



R

*I am...
Responsible*



I

*I demonstrate...
Integrity*



D

*I demonstrate...
Dignity*



E

*I demonstrate...
Empathy*

*Students will be Positive
Students will be Responsible
Students will demonstrate Integrity
Students will demonstrate Dignity
Students will demonstrate Empathy*

ALEXANDRIA CENTRAL BELL SCHEDULE 2021 - 2022

Time	Period
7:45 am	Teachers Report
7:55 am - 8 am	Students arrive
8 am - 8:44 am	Period 1
8:47 am - 9:31 am	Period 2
9:34 am - 10:18 am	Period 3
10:21 am - 11:05 am	Period 4
11:08 am - 11:52 am	Period 5
11:55 am - 12:39 pm	Period 6
12:42 pm - 1:27 pm	Period 7
1:30 pm - 2:14 pm	Period 8
2:17 pm - 3 pm	Period 9
2:55 pm	Elementary Students Dismiss
3 pm	HS Students Dismiss

ALEXANDRIA CENTRAL CHOOOL 2021-2022

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
					3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

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24	25	26	27	28	29	30
31						

November

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21	22	23	24	25	26	27
28	29	30				

December

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September (20)	
1	Superintendents Conference Day Open House 4-6pm
2	Superintendents Conference Day
6	Labor Day
7	Opening of School
October (20)	
11	Columbus Day
November (18)	
11	Veterans Day
22-23	Parent Conferences (UPK-6) 22nd-12-8 pm // 23rd- 8am-3pm
24-26	Thanksgiving Holiday
December (17)	
24-31	Christmas Holiday
January (20)	
17	Martin Luther King Day
25-28	Regents Exams
February (15)	
21	President's Day
22-25	Winter Recess
March (23)	
21	Superintendents Conference Day
April (15)	
11-14	Spring Recess
15	Good Friday
18	Easter Monday
May (21)	
30	Memorial Day
31	Superintendents Conference Day
June (17)	
15-23	Regents Days
20	Juneteenth Holiday
24	Regents Rating Day
24	Last Day of School
Total number of days 186	

January

S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

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20	21	22	23	24	25	26
27	28					

March

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27	28	29	30	31		

April

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24	25	26	27	28	29	30

May

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22	23	24	25	26	27	28
29	30	31				

June

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AGENDAS

Students in grades 4th - 6th will be provided an agenda. Please make sure you check your student's planner daily. It is a great tool for teachers and parents to communicate. It also supports student organization and time management for long-term assignments.

GENERAL SCHOOL ADMINISTRATIVE POLICIES

Students are to be in their homeroom by 8 a.m., 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. Students will be dismissed between 2:55 p.m. and 3:00 p.m.

LATE BUS & HALLWAY PASSES

There will be a late bus every day at 5:00 pm for students who have sports, extracurricular activities, and/or detention.

CUBBIES & LOCKERS

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

HEALTH 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 on file in the health 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.

Any student with a fever of 100°F or greater and/or symptoms of possible COVID-19 virus infection may not be present in school. The Centers for Disease Control and Prevention (CDC) keeps an up-to-date list of symptoms of Coronavirus on its website, <http://cdc.gov/coronavirus/2019-nCoV>. This list is not all-inclusive as some individuals may display other symptoms or none at all. As of 2/22/2021, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

In the event of a positive case of Covid 19 within Alexandria Central School District, all stakeholders will be notified immediately using all existing communications platforms, including the Alexandria Central School District website, social media, parent communication tools, and email. Information regarding the duration of existing closures, the nature of precipitating events, and plans for re-entry will be shared immediately and widely. These methods will include:

1. Notifying local health officials, staff, students, and parents/guardians immediately of any possible case of COVID-19 while maintaining confidentiality consistent with applicable federal and state privacy laws.
2. In the event of a positive case in the school community, Alexandria Central School District will follow all directives from Jefferson County Public Health.
3. Alexandria Central School District will protect the private information of staff and students while assisting and cooperating with any contact tracing efforts.
4. Alexandria Central School District will release specific information via an official statement to be shared on the district's website, social media, email to staff, and parent/guardian communication tools.

COUNSELING OFFICE

The counselors are available to help in the areas of academic achievement, career and social-emotional development, career planning, ensuring today's students become productive, well-adjusted adults for tomorrow. The counselor's duties are delivered through a comprehensive counseling plan which includes: parental support, student planning and responsive services, direct counseling support, prevention, behavioral interventions, teaching, and guiding. If you have any concerns or questions for a counselor, please reach out to Kathryn Durand, Elementary Counselor at kdurand@acsghosts.org.

TELEPHONE

Since it is sometimes important for families to be in contact during the school day, there are phones available for use with the assistance of almost any teacher or in the office. **STUDENTS SHOULD NOT CALL HOME FOR ILLNESS.** Any student who is not feeling well needs to report to the nurse. They must see the nurse who will make the call for them. Elementary students who bring a cellphone to school must turn it in to their homeroom teacher and then collect it at the end of the day (See student cellular policy below). There is a phone in the elementary office that students have access to.

CELL PHONE POLICY

Cell Phones are to be turned in to the student's homeroom teacher at the beginning of each school day. It is the student's responsibility to collect their cell phone at the end of the day. Audio and video recording devices are not to be used without the permission of the faculty members present. Recordings must also have the permission of those being recorded 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, sent to the office, and may be picked up at the end of the school day. - *WARNING*.
- 2nd OFFENSE: The phone will be taken, sent to the office, and may be picked up at the end of the school day. The office will contact parents at home - *Discipline Referral & Consequence*
- 3rd OFFENSE: The phone will be taken and sent to the office. The office will contact parents at home. The parents will have to pick up their child's phone from school. - *Consequences to be determined by the administration.*

MATERIALS AND SUPPLIES

It is the responsibility of the student to pay the school for any lost or damaged school materials that are issued throughout the school year (calculators, novels, textbooks, science equipment, electronic devices, school property, etc...)

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 ranges of consequences may include but are not limited to, a zero on the assignment, removal from class, parent notification/conference, counselor notification/conference, detention, restriction from technology devices, and restriction from extracurricular participation.

OTHER INFORMATION AND GUIDELINES

- All student organizations distributing posters or flyers must have approval by the faculty advisor of the organization and the Principal. No poster or flyer shall be posted without administrative approval from the elementary office.
- Students are not allowed to leave the building at any time during school hours without the permission of the Principal. **Regardless of age, students are not allowed to sign themselves out.**
- No student is allowed in the building after school unless supervised by a faculty or staff member.
- The *Faculty Rooms* and *Teacher Workrooms* are off-limits to all students.
- Students in Grades UPK-6th will not be in designated secondary school areas without permission from the office. If students are working in the secondary for a specific project or class, please notify the elementary office.
- Students are not to use tobacco products, cigarettes, or vapes on school grounds or on school transportation.

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. Parents/Guardians will be notified via our school-home communication platform if their student is absent. After several absences, the district will reach out to families to set up a parent-teacher conference to develop a plan to improve student attendance. 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, the parent should receive notification from the attendance office. 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 absence. A student participating in after-school activities, such as sporting events, musical events, 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)

- **Homework:** If a student is absent, he/she should make every effort to get their assignments from a classmate and keep up on the work. Homework may also be requested if a student is going to be out for more than two consecutive days. To request homework, call the Attendance Office. Assignments may be picked up in the Attendance Office after 1 p.m. Repeated failure to complete

the 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 am homeroom bell are considered tardy and must report to the Attendance Office to sign in. If a student has several tardies during the academic year, a call to the parent/guardian will be made. If the tardies continue to occur and affect the child's learning process, a plan will be developed between the family, student, counselor, teacher, and administration. If the plan is not successful and the student continues to be tardy to school, a referral to Child Protective Services could be initiated.
- **Moving:** Please notify the Elementary Office or 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. Return all school-owned items to respective teachers, return all library books, and clean out lockers/cubbies.
- **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, religious observance, quarantine, required court appearance, college or school visit, funerals, necessary medical appointments, and military obligations.
 - **Illegal/Unexcused:** Any absence or tardiness without a written excuse from the parent. 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."

ACADEMICS

- **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 in computing the honor roll. When it is made up, a new report card will be issued with the correct average.
- **Report Card Marking Periods:** All quarterly report cards will be either mailed home or sent home in the student's "take-home folder". They will also be available for viewing on the parent portal of School Tool.

Report Card	Report Period Ending Date	Grades Due	Report Cards Published
5 Week Progress Report	Friday, October 08, 2021	Wednesday, October 12, 2021	Thursday, October 13, 2021
10 Week Report Card	Friday, November 12, 2021	Tuesday, November 16, 2021	Wednesday, November 17, 2021
15 Week Progress Report	Friday, December 17, 2021	Tuesday, December 21, 2021	Wednesday, December 22, 2021
20 Week Report Card	Friday, January 28, 2022	Tuesday, February 1, 2022	Wednesday, February 2, 2022
25 Week Progress Report	Friday, March 4, 2022	Tuesday, March 8, 2022	Wednesday, March 9, 2022
30 Week Report Card	Friday, April 8, 2022	Tuesday, April 19, 2022	Wednesday, April 20, 2022
35 Week Progress Report	Friday, May 27, 2022	Tuesday, May 31, 2022	Wednesday, June 1, 2022
40 Week Report Card	Friday, June 24, 2022	Tuesday, June 28, 2022	Wednesday, June 29, 2022

Extra-Curricular Activity Regulation (Athletic Policy 311A)

Commendable citizenship is a worthy aspiration and standard for all students at Alexandria Central. Our students are held to a high standard of behavior, especially if they have the privilege of participating in an extra-curricular activity or club.

1. 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 on 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.
2. Board Policy on Drugs, Alcohol, Tobacco, and E-cigarettes for violations that have been reported and proven to be true for incidents on and off school property will result in the following consequences:
 - A. First offense will result in suspension from the club/activity for 2-4 weeks as determined by the administration and a preliminary session with the ACS drug counselor.
 - B. Second offense will result in a suspension from the club/activity for $\frac{1}{3}$ of the school year or 12 weeks as determined by the administration and additional sessions with the ACS drug counselor.
 - C. Third offense: will result in a suspension from all clubs/activities for the period of one calendar year from the date of suspension.
3. Any notification of an alleged violation must include the name of the person providing the information. Anonymous complaints will not be processed.
4. 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.
5. 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.
6. A student must be in attendance the entire school day in order to participate in that day's club activity. Only legal excuses will be the exception.
7. On trips, all students will ride via provided transportation per board policy. Exceptions are granted only when the parents/guardians have a written request signed by the principal and given to the advisor.
8. Due process procedures for any disciplinary action imposed on a student is afforded through informal and formal opportunities in which the student and his/her parents will have the opportunity to discuss the factual situation underlying the disciplinary action.
 - Informal: Conference with the Advisor, student, and parent

- Formal: Administration, advisor, counselor, B.O.E member(s), student and parent, 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.

Alexandria Central School Code of Conduct

Student Rights

The district is committed to safeguarding the rights given to all students under state and federal laws. In addition, to promote 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 or 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 and be in class, on time, and prepared 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 the direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their 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.

SCHOOL CONDUCT

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.

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

- Fighting
- Bomb threats
- Stealing
- Trespassing
- Public displays of affection
- Possession obscene material
- Running in the hallways
- Making excessive noise
- Smoking, vaping, e-cigarettes, using chewing tobacco, or similar tobacco products
- Gambling
- Vandalism
- Truancy
 1. Skipping school for the day
 2. Tardiness
 3. Cutting Class
 4. Leaving class/school without permission
 5. Skipping
- 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 another catastrophe 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)
- Classroom misbehavior
 1. Talking out of turn
 2. Being late for class
 3. Being unprepared for class
 4. Cheating
 5. Plagiarism
 6. Failing to do homework
 7. Being disrespectful
 8. Disrupting class
- Leaving class without permission
- Use of cell phones and electronic devices during the instructional day
- Engaging in conduct that interferes with the Teaching/Learning process
- Violating the District's Drug and Alcohol Policy (see Board policy)
- Violating the District's Acceptable Use Policy for computers
- 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
- Other insubordinate or disorderly behavior

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.

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 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:

- Sexually revealing clothing (such as extremely brief garments, tube tops, nettops, 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)
- Any clothing or jewelry that is inappropriate for or disruptive of the educational process.

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.

FACE MASK AND HANDWASHING POLICY

ALL students and staff must wear face coverings while in the building and while on school buses. No masks are required outside of the building.

Face coverings will be available to students and staff, should they not have their own.

We recommend that face coverings should be washed daily in the laundry or in warm soapy water.

In the case that students cannot wear a face mask for medical reasons, documentation from a doctor's office needs to be submitted to the school nurse and approved by the administration.

All face coverings should cover both the mouth and nose at all times.

If a student refuses to wear their face covering they will not be allowed to participate in the learning activities and parent contact will be initiated.

All students will be instructed on proper handwashing techniques and encouraged to do so several times throughout the school day. All students will wash their hands before their special area classes.

Hand sanitizer will be readily available throughout the school and in the classrooms.

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

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, the principal's designee, or the superintendent.

Any weapon, alcohol, or illegal substance found shall be confiscated immediately. This will be followed by parent notification of the offense and the appropriate disciplinary sanction if warranted, 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 parental 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 Parents

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 good 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 the 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 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/cubbies 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 upon 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 a 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

STUDENT CONDUCT ON SCHOOL BUSES

The Alexandria Central School District furnishes transportation to those students whose disability or distance from the school makes 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 the 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(s)/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 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

STUDENT CONDUCT ON SCHOOL BUSES - 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 A.C.S. discipline code.

Covid Guidelines:

- The district will transport students in accordance with the Dept of Health, CDC, and NYSED Guidelines, which account for social distancing and restricts how many students can ride on a bus.
- All students will wear face masks for the duration of transport.
- Students will sit in assigned seats with social distancing parameters in place.
- The first students to board the bus will sit in the back and will be the last ones to exit.
- Siblings will be required to sit together.
- Students must ride the same bus - no changes in bus pickup/drop-off locations will be allowed, exceptions for emergencies.
- No sharing of toys or other personal items.
- Any bus notes should be sent to the transportation office 24 hrs in advance; exceptions are for emergencies only.

PROCEDURES TO BE FOLLOWED WHEN INFRACTIONS HAVE OCCURRED:

1. 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.
2. When a student persistently violates the rules after warnings by the school bus driver or commits a severe infraction, the driver is instructed to submit a discipline report through School Tools of the offending student.

3. Upon receipt of an infraction the Principal/Administrator will discuss the circumstances of the infraction with the student. The Principal/Administrator will determine the consequences for the student.

Updated: 8/19

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, parents, and visitors is essential to achieving 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*. Mrs. Kathryn Durand is Alexandria Central School's Dignity For All Elementary Student Coordinator. To contact her, please email kdurand@acsghosts.org

ACS SAFE and ACCEPTABLE USE of ELECTRONIC TECHNOLOGY

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 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.

ONE TO ONE DEVICE DAMAGE & REPLACEMENT CONTRACT

REPAIRS & RESPONSIBILITY FOR CHROMEBOOKS

Students are expected to use their devices in accordance with the handbook, Alexandria Central School District's Acceptable Use Policy, and the law. Students are responsible for maintaining a working device at all times and shall use care to ensure that the device is not damaged. Alexandria Central School District reserves the right to charge the student or parent up to the full cost for repair or replacement when damage/loss occurs.

COST OF REPAIRS FOR DEVICES

Students will be held responsible for any and all damage to their devices including, but not limited to: broken screens, cracked plastic pieces, missing keys, broken trackpads, inoperable devices, etc. All reports will be investigated and addressed. Any hardware repairs that are not due to misuse or damage will be covered without cost, however, any accidental or intentional damage to the device may incur a cost. The fixed rates for repair/replacement are set as follows:

Removal of Asset Tag.....	\$10
Damaged screen, regular or touchscreen.....	\$40/\$75
Lost or broken charger	\$20
Broken Top or Bottom Case.....	\$55
Broken Keyboard (including missing keys).....	\$20
Lost, non-repairable, or stolen Sleeve.....	\$25
Manipulating or hacking the Operating System.....	\$20
Lost, non-repairable, or stolen Device.....	\$200
Flat repair fee for second and subsequent damage/replacements.....	\$20
(*Plus the above cost of repair)	

DEVICE REPAIR

Devices are the property of Alexandria Central School District and are only to be repaired by district authorized personnel. Students will take the device to the Information Technology department and fill out a Repair Sheet. Upon receiving the damaged device and Repair Sheet, the district's Information Technology Department will assess the damage and then determine any applicable repair/replacement fees. The Business Office will issue a bill and payment will be made to the Business Office. If a loaner device is available, one will be issued to the student until the original device is repaired. After two incidents of accidental damage, the student may lose some privileges of the one-to-one program and may not be permitted to take the device home.

Student and Family Pledge for Empowered Use

I will take care of my device.

- 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 use my device in ways that are appropriate, meet Alexandria Central School District expectations, and are educational.
- I will not deface the serial number or device label on any device.
- I will follow the policies outlined in the Acceptable Use Policy while at school, as well as outside the school day.
- 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 broadcasted on Newswatch 50, WWNV-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. Social media will also have the most up-to-date information regarding weather conditions and cancellations.

• Visitors

The front doors will be the single point of entry to the building. You will be asked to follow all Covid-19 regulations and policies while on the school campus. These policies include wearing a face covering at all times and recording your personal information with the attendance office for COVID tracing procedures.

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.

Doors should NEVER be opened from the inside of the building by anyone, including staff, students, and parents, to allow entry to the building. We ask that all visitors 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.

Please understand that visitors will be limited in the building during the 2021 - 2022 school year in order to maintain the health and safety of our school community. Many conferences, concerns, or inquiries can occur over the phone or virtually. If you would like to schedule an appointment for a virtual meeting, please contact the elementary office.

• 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.

• 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 - Building Principal
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 elementary office.

District Nutrition

For the 2021-2022 school year all students will receive a FREE breakfast and lunch. A monthly menu will be provided through parent square and it will be located on the district website. Please enroll in "My School Bucks" so your child has money on their account for an extra lunch or water. To sign up for "My School Bucks", scan here



COVID-19 Notice for the 2021 - 2022 School Year

Due to the evolving nature of the COVID-19 pandemic, Alexandria Central continues to develop plans, procedures, and other safety measures to ensure the health and safety of our school community. These measures will continue to be a priority throughout the school year, and the district may modify or suspend the terms of the existing handbook as it deems necessary for the health and safety of all. In order for the district to operate safely, it is imperative that you understand the policies, procedures, and expectations set in place to meet the COVID-19 guidelines.



P.A.C.E

Partners in Alexandria Central Education

Welcome to PACE!

We are Alexandria Central Schools Parent Teacher Organization (PTO). Our mission is to support the educational needs of ACS students and provide student-centered activities. We are always looking for more members to join our organization!

What we do:

We provide students with all the little extras that make school FUN! We run contests, fund field trips, host ice cream socials, hold dances including the elementary snowball, purchase classroom supplies, supply student holiday refreshments throughout the year, and support all student graduations as well as the senior class picnic. We are busy all year long trying our best to make ACS a great place to be for our students and staff.

How do we do this?

We rely on fundraisers, donations, and volunteers to help pull all this together! Each year elementary students are sent home with a catalog-style fundraiser. This is our major fundraiser. In the past, we have fundraised with Cherrydale and Java Joe's. Everything we raise is put back into our school to assist our students and staff.

How can you HELP?

Join our email list and become a member! Joining is completely FREE. We email out our monthly meeting minutes, volunteer opportunities, and donation requests. If you are available, attend our monthly meeting. Meeting attendance is not required to join. We meet one evening a month and plan upcoming events. Consider purchasing from our fundraisers. Even the sale of one single item adds to our funds! Make a donation! Several times a year we make requests for the donation of items to keep the cost of events down.

How can you reach us?

Like and Follow ACS PACE on Facebook for contests, updates, and events. To request to be added to our email list please email us: AlexandriaCentralPACE@gmail.com or reach out via Facebook messenger. PACE monthly meeting details will be posted to the school calendar, on Facebook and emailed out to our email list each month. We welcome all questions, comments, and suggestions from parents. We are looking for new ideas for contests, events, and fundraisers.



Welcome back to the new school year from your ACS Booster Club! We are looking forward to seeing sports back up and running along with all other extracurricular activities for the students. Whether it be through Booster membership, concessions at many of our ACS home games, spaghetti dinners, or raffles, all proceeds from our events and fundraisers are put right back into our athletic department.

Membership:

Are you a member for the 2021-2022 academic year? If not, please complete the application on the next page and mail it in along with payment to the address listed on the application. If you become a 2021-2022 member, your name will be put in a drawing for a \$10.00 gift certificate to Jreck Subs.

Meetings:

Booster Club meetings are held the 2nd Thursday of each month at 6:00 pm! Typically, meetings are held in the school library. Please check our Facebook page for any changes. If you are a member, please feel free to attend the meetings to learn more about the success of our booster club and the opportunities available to you!

Volunteers:

The Boosters' community is at its best when we have volunteers to help run the many activities throughout the school year. Check out our Facebook page (<https://www.facebook.com/ACSSportsBooster/>) for volunteer opportunities or email acssportsboosterclub@gmail.com if you are interested in helping us out. Students and/or parents are welcome to volunteer. Student volunteer hours will go towards their community service graduation requirement. We will be rewarding volunteers each season with a random drawing as a thank you! Board members are excluded from the drawing.

Fundraising:

Last year, we were able to raise approximately \$4200.00 through various fundraising activities. Our largest fundraiser was the Thousand Islands Half Marathon. We also had a couple of can drives and raffles. We were able to use some of this money toward 3 pitching clinics for the softball team as well as softball pitching mats. We also provided shirts for the golf players.

Future Plans:

ACS Sports Booster Club Scholarship! Last year, we hoped to implement a new scholarship for Seniors at ACS. Once sports are in full swing, the Booster Club will be awarding two \$250.00 scholarships to Seniors in a Varsity Sport. We are excited to be able to give back in such a way to our athletic scholars!



ACS Sports Booster Club

The club's mission is to "unite the local community in supporting the Alexandria Central School athletics department, while recognizing the importance that athletics play in student development and morale." We are an organization of parents, educators, and community members that believe sports can positively impact an athlete's learning and provide students with skills that can lead to success as an adult as well.

ACS athletes have long benefited from a strong commitment from the district, and the Booster Club's goals are to be a partner in this. We want to help fund new equipment and uniforms, upgrade facilities, assist with any expenses that may arise from costs associated with Division or State level participation, etc.

Become a member of the ACS Booster Club as a loved one of an athlete, or simply as an active community member who is dedicated to our school. As a member, you are eligible to vote on open board seats at the annual membership meeting and on business that comes in front of the club at regular meetings throughout the year.

Thank you for considering becoming a member and we can't wait to see you at a meeting or fundraising events!

Membership Levels (choose one):

Individual: \$10/year or \$100/Lifetime

Business: \$100/year

Members must be 18 years or older.

Membership year runs July 1st to June 30th. Dues for membership will be accepted until January 1st. Dues received after that date would be membership for the next year.

Keep the top portion, and return the bottom portion with your payment to: ACS Sports Booster Club PO Box 523 Alexandria Bay, NY 13607.

Name: _____

Date: _____ **Membership Level:** ____ Year ____ Lifetime ____ Business

Email: _____ **Phone:** _____

What ACS sports teams are you supporting? (list all) _____

What would you like to do to help? (check all that apply) ____ Concessions ____ Board Member

____ Committee Member ____ Other: _____

Club Use Only:

Payment Type: _____ Payment Accepted By: _____

Date Withdrew _____

Attachment Va F ___ R ___ D ___

2021-2022 Application for Free and Reduced Price School Meals/Milk

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and **return it to the address listed below**. Call **(315-482-9971ext. 9)**, if you need help. Additional names may be listed on a separate paper.

Return Completed Applications to: **Alexandria Central School**
34 Bolton Ave.
Alexandria Bay, NY 13607

1. List all children in your household who attend school:

Student Name	School	Grade/Teacher	Foster Child	Homeless Migrant, Runaway
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

2. SNAP/TANF/FDPIR Benefits:

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. Skip to Part 4, and sign the application.

Name: _____ CASE #: _____

3. Report all income for ALL Household Members (Skip this step if you answered 'yes' to step 2)

All Household Members (including yourself and all children that have income).

List all Household members not listed in Step 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any other source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of household member	Earnings from work before deductions Amount / How Often	Child Support, Alimony Amount / How Often	Pensions, Retirement Payments Amount / How Often	Other Income, Social Security Amount / How Often	No Income
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

Total Household Members (Children and Adults)

*Last Four Digits of Social Security Number: XXX-XX-__ __ __ __

I do not have a SS#

"When completing section 3, an adult household member must provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before the application can be approved.

4. Signature: An adult household member must sign this application before it can be approved.

I certify (promise) that all the information on this application is true and that all income is reported. I understand that the information is being given so the school will get federal funds; the school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature: _____ Date: _____

Email Address: _____

Home Phone: _____ Work Phone: _____ Home Address: _____

5. Ethnicity and Race are optional; responding to this section does not affect your children's eligibility for free or reduced price meals.

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race (Check one or more) : American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Island White

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

Annual Income Conversion (Only convert when multiple income frequencies are reported on application)
 Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12

SNAP/TANF/Foster

Income Household: Total Household Income/How Often: _____ / _____ Household Size: _____

Free Meals Reduced Price Meals Denied/Paid

Signature of Reviewing Official _____ Date Notice Sent: _____

APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, complete only one application for your household using the instructions below. Sign the application and return the application to _____.

If you have a foster child in your household, you may include them on your application. A separate application is not needed. Call the school if you need help: _____. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE APPLICATION FOR YOUR HOUSEHOLD.

- (1) Print the names of the children, including foster children, for whom you are applying on one application.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, or if you believe any child meets the description for homeless, migrant, runaway (a school staff will confirm this eligibility).

PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

- (1) List a current SNAP, TANF or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. The case number is provided on your benefit letter.
- (2) An adult household member must sign the application in PART 4. SKIP PART 3. Do not list names of household members or income if you list a SNAP case number, TANF or FDPIR number.

PART 3 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 4.

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should not be considered as income for this program.
- (3) Enter the total number of household members in the box provided. This number should include all adults and children in the household and should reflect the members listed in PART 1 and PART 3.
- (4) The application must include the last four digits only of the social security number of the adult who signs PART 4 if Part 3 is completed. If the adult does not have a social security number, check the box. **If you listed a SNAP, TANF or FDPIR number, a social security number is not needed.**
- (5) An adult household member must sign the application in PART 4.

OTHER BENEFITS: Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). To determine if your child is eligible, program officials need information from your free and reduced price meal application. Your written consent is required before any information may be released. Please refer to the attached parent Disclosure Letter and Consent Statement for information about other benefits.

USE OF INFORMATION STATEMENT

Use of Information Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

DISCRIMINATION COMPLAINTS

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.



Alexandria Central School
Home of the Purple Ghosts



34 Bolton Avenue, Alexandria Bay, New York 13607
Phone: 315-482-9971 Fax: 315-482-9973

PHOTOGRAPHY AND VIDEO RECORDING RELEASE FORM

Photographs and/or videos taken at school events and activities are published on the Alexandria Central School District web page, local broadcasting stations, in newspapers, etc. We ask your permission by signing the appropriate box below, to highlight your student's achievements.

Please be advised that your child's picture will be excluded from ANY program, play, special building award, classroom photos, etc. by not giving permission.

Please fill out the document below and return it to the homeroom or to the elementary office. **By NOT returning this document, you are granting the school permission to publish your child's photographs and videos.**

Thank you for your cooperation.

Permission granted

Permission not granted

Student's Name and Grade

Parent's Signature

Date

Dear Parents/Guardians:

This handbook is designed to assist Alexandria Central Students and Parents, by giving you a resource to find all the important and useful information for the current School year.

Please review the handbook with your child and sign below as a partner with us, the ACS staff. Also, please review student information on the following page(s) so that we may update our records for your child. These forms must be returned to the elementary office by Monday September 13, 2021.

Please check the following boxes once you have reviewed these procedures and expectations with your child:

- Cell Phone Policy
- Academic Integrity
- Attendance
- Ineligibility
- Extracurricular Activity Regulations
- Athletic Policy
- Code of Conduct
- DASA (Dignity for All Students Act)
- ACS Safe and Acceptable Use of Electronic Technology
- Chromebook Damage & Replacement Contract
- Safety and Security
- Photography and Video Recording Release Form

PLEASE NOTE: BY NOT SIGNING, YOUR CHILD IS NOT EXEMPT FROM BEING HELD TO THE STANDARDS OF ACS'S POLICIES AND NEW YORK STATE LAW.

I HAVE READ AND DISCUSSED THE MATERIAL IN THIS HANDBOOK WITH MY CHILD

Grade _____ **Homeroom Teacher** _____

Student Name *(please write legibly)* _____

Student Signature _____

Parent/Guardian Signature _____

Date _____