



**ARDSLEY**  
HIGH SCHOOL

*Ardsley High School Student  
Handbook*

**Principal:** Danielle Trippodo

**Assistant Principal:** Brendan Granstrand

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## **PART I: INTRODUCTION**

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This handbook was developed by the Ardsley High School Administrative Team which felt the need to provide parents and students with a reference for frequently needed information about the school's procedures, practices and policies. This handbook is a practical guide and not intended to be a complete policy book. All Ardsley Board of Education policies are officially recorded and published by The Ardsley Board of Education, a copy is available at the District Office.

We hope you find the handbook helpful. Thank you for your cooperation and support.

### **Mission Statement**

The mission of the Ardsley Public Schools is, "Building on a tradition of academic excellence and success for every student, we cultivate passionate learners and informed global citizens who actively influence their world."

### **ESSENTIAL PARTNERS**

The Board of Education is responsible for ensuring that essential regulations are established and adequate discipline is maintained in the operation of the schools to effectively promote safety, as well as the social and educational growth of students. The Superintendent is responsible for developing regulations which are to be enforced by building and District administration and staff.

Parents/guardians are expected to assume primary responsibility for control of his or her child. Parents/guardians may be called upon to actively cooperate with the school in providing the necessary structure to promote his or her child's social and educational growth. To this end, a high degree of parent-school communication will be fostered by the school.

### **The Role of School Personnel**

- School personnel play an important role in the education of students. In view of this responsibility, school personnel must:
- promote a climate of mutual respect and dignity which will strengthen each student's positive self-image
- participate in appropriate training related to positive and productive approaches to discipline and behavior management
- increase student achievement
- demonstrate desirable standards of behavior through personal example

- report violations of the Code of Conduct to the Building Principal or acting building principal
- immediately report and refer violent students to the Principal or Superintendent of schools

### **The Role of Parents**

A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this wholesome relationship, parents are urged to:

- show an enthusiastic and supportive attitude toward school and education
- build a good working relationship between themselves and their child teach their children self-respect, respect for the law, respect for others and for public and private property
- insist on prompt and regular attendance
- listen to the views and observations of all parties concerned
- recognize that teachers merit the same consideration and respect that parents expect from their children
- encourage their children to take pride in his/her appearance
- insist that their children promptly bring home all communications from school
- cooperate with the school in jointly resolving any school-related problem set standards of behavior for their children and resolve to remain firm and consistent
- help their children learn to deal effectively with negative peer pressure provide a place conducive for study and completion of homework assignments
- demonstrate desirable standards of behavior through personal example foster a feeling of pride in their children for their school
- provide support and positive reinforcement to their child

Parents should be aware that they may be responsible for financial obligations incurred by their child in school. This may include such items as lost books and damage to property.

## PART II: PRACTICAL INFORMATION

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**Absence Notification:** All absences must be reported to the Attendance Office before 7:55 at (914) 295 - 5894.

- For a more comprehensive list of AHS absence policies and procedures, please refer to Part VI of the Student Handbook.

### Bell Schedule:

#### Monday - Thursday

Period 1	7:55 - 8:39
Homeroom	8:39 - 8:43
Period 2	8:46 - 9:30
Period 3	9:33 - 10:17
Period 4	10:20 - 11:04
Period 5 (lunch)	11:07 - 11:51
Period 6 (lunch)	11:54 - 12:38
Period 7 (lunch)	12:41 - 1:25
Period 8	1:28 - 2:12
Period 9	2:15 - 2:52

#### Friday

Music Hour	8:10 - 9:00
Period 1	9:05 - 9:46
Period 2	9:49 - 10:29
Period 3	10:32 - 11:13
Period 4	11:16 - 11:57
Period 5 (Lunch)	12:00 - 12:41
Period 6 (Lunch)	12:44 - 1:25
Period 7 (Lunch)	1:28 - 2:12
Period 8	2:15 - 2:52
No Period 9	

#### Delayed Opening

Period 1	9:55 - 10:18	Period 6 (Lunch)	12:22 - 1:02
Period 2	10:21 - 10:44	Period 7 (Lunch)	1:05 - 1:45
Period 3	10:47 - 11:10	Period 8	1:48 - 2:12
Period 4	11:13 - 11:36	Period 9	2:15 - 2:52
Period 5 (Lunch)	11:39 - 12:19		

*In the event there is a delayed opening on a Friday, Music Hour and Curriculum hours are canceled and Ardsley High School will follow a 2 hour delay schedule to include period 9.*

**Cameras**

AHS uses cameras to monitor the building to protect students, staff, visitors and property. We do not and will not put cameras into bathrooms or any other personal spaces. In addition to this, outside of the large and small gym there are no cameras inside of classrooms or any other learning spaces.

**Chain of Communication**

At Ardsley High School, students are expected to take agency and be the first communication with teachers, coaches, and administrators.

<b>Area of Concern/Question</b>	<b>First Contact</b>	<b>Second Contact</b>
<b>Attendance:</b>	Attendance Office: 914 295-5890	
<b>Grades</b>	Student Portal and Parent Portal	Teacher of record
<b>Academics Concerns</b>	Teacher of Record	Curriculum Leader for Department, School Counselor
<b>Athletics Concerns</b>	Student communication with the coach	Coach
<b>Athletic Questions</b>	Athletic Director	
<b>Cafeteria/Food Service</b>	Assistant Principal	
<b>Clubs/Activities</b>	Advisor of club	Assistant Principal
<b>Counseling</b>	School Counselor	
<b>Curriculum</b>	Classroom teacher	Principal
<b>Special Education/IEP, 504</b>	Teacher	Case or Plan Manager
<b>DASA Reporting</b>	Assistant Principal	Principal
<b>Technology Concerns</b>	Student help desk ticket	Director of Technology

<b>Medical Concerns</b>	Nurse	Assistant Principal/Principal
<b>Safety/Security</b>	Assistant Principal	Principal
<b>Transcripts/Transfer Questions</b>	Guidance Office	Guidance Counselor
<b>Transportation</b>	Transportation@ardsleyschools.org	Transportation Office (914) 295-5544 <a href="#">Transportation Website</a>
<b>Technology</b>	Sabrina Rich srich@ardsleyschools.org	

## Directory Information

- Administration
  - Principal: Danielle Trippodo
    - Email: dtrippodo@ardsleyschools.org
  - Assistant Principal: Brendan Granstrand
    - Email: bgranstrand@ardsleyschools.org
  - Athletic Director: Matthew Pringle
    - Email: mpringle@ardsleyschools.org
- Administrative Assistants
  - To the Principal: Samantha Luis
    - Email: Sluis@ardsleyschools.org
  - To the Assistant Principal: Gina Russo
    - Email: Grusso@ardsleyschools.org
  - To the Athletic Director: Charlene Spillane
    - Email: Cspillane@ardsleyschools.org
- Curriculum leaders
  - English: Brian Gutherman
    - Email: bgutherman@ardsleyschools.org
  - Social Studies: Derek O'Donnell
    - Email: dodonnell@ardsleyschools.org
  - Special Education: Siobhan McAvoy
    - Email: smcavoy@ardsleyschools.org
  - Mathematics: Alyson Tina
    - Email: atina@ardsleyschools.org
  - Science: Brysen Van Eck
    - Email: bvaneck@ardsleyschools.org

- World Languages: Jason Tamez
  - Email: Jtamez@ardsleyschools.org
- Health/PE: Matthew Pringle
  - Email: Mpringle@ardsleyschools.org
- Music: Erin Dawson
  - Email: Edawson@ardsleyschools.org
- Art: Stephanie Rosen
  - Email: srosen@ardsleyschools.org
- Attendance
  - Maria Sessa
    - Email: Msessa@ardsleyschools.org
  - Midge Dimaria
    - Email: Mdimaria@ardsleyschools.org

### **Emergency Closing/Dismissals**

In the event of a school closing or a delayed opening a message will be sent out to the community by the superintendent prior to the start of school.

### **Nurse's Office**

Our health services staff sustains policies, programs and procedures to meet the health needs of the student body and school personnel. State law requires a physical examination of all new students and all tenth grade students. Physical examination forms are available on the high school website. Students are urged to have examinations by their private physicians. The school physician is required to do a health appraisal on the students who have not been examined by their private physician. First aid is administered in case of accidents. All accidents are to be reported promptly to the Health Office. Parents/guardians will be notified when necessary.

### **Illness in School**

Students who become ill in school must report to the Health Office. If a student goes to the nurses office and wants to leave because they feel sick, they will be marked as an excused absence for the remainder of the day.

Students are not allowed to take a taxi, (Uber or Lyft etc.) home if they are sick. Students can only be released to a parent, guardians, or emergency contact. If the student has driven to school it is a judgement call to see if they can drive home. If they are deemed too ill to drive home, their car can be left overnight in the parking lot.

## Medications

Students who are required to take medication during school hours, including all over-the-counter drugs, must bring the medication to the Health Office in the original container. All prescription medication needs to be in the original container from the pharmacist. The label on the container must have the student's name, the name of the drug and the doctor's name. A written request from a parent/guardian must accompany the medication as well as a doctor's note containing directions how to dispense. At the beginning of the school year, a form must be signed by parents/guardians for the nurse to dispense over-the-counter medicine, i.e., Advil, Motrin, etc.

## Marking Period Dates/Parent Portal:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>Start Date</b>	Sep 2	Nov 13	Jan 30	April 21
<b>Mid point</b>	Oct 7	Dec 19	March 10	May 15
<b>Portal Closes</b>	Nov 13 - 18	Jan 30 - Feb 5	April 20-24	June 17 -24
<b>Report Cards Available</b>	Nov 19	Feb 6	April 27	June 29

## Cell Phone Policy

At Ardsley High School, all student cell phones must remain **out of sight** and **turned off** during school hours, including in classrooms, hallways, and restrooms. Use of cell phones is prohibited unless explicitly authorized by a staff member for educational purposes. Violations of this policy will result in disciplinary action in accordance with the student code of conduct.

*More information regarding Ardsley High Schools Cell Phone Policy can be found in our addendum at the end of the handbook.*

## Student Arrival/Dismissal

Although school begins at 7:55 AM, students may enter the building starting at 7:00 AM. Upon arrival, students must scan into the building and report directly to one of two supervised areas: the cafeteria or the library. If a student is arriving early for athletic practice, prior approval must be obtained through the Athletic Director's office.

## Bus Schedule

	<b>School Hours</b>	<b>Buses Arrive</b>	<b>Buses Depart</b>
Monday	7:55 - 2:12 PM (2:52 pm - 9th per ends)	7:15 am	2:17 pm & 3:50 PM
Tuesday	7:55 - 2:12 PM (2:52 pm - 9th per ends)	7:15 am	2:17 pm & 3:50 PM
Wednesday	7:55 - 2:12 PM (2:52 pm - 9th per ends)	7:15 am	<b>3:20 pm</b>
Thursday	7:55 - 2:12 PM (2:52 pm - 9th per ends)	7:15 am	2:17 pm & 3:50 PM
Friday**	9:05 am - 2:52 pm**	<b>9:00 am</b> (7:15 am - Music)	<b>3:50 pm</b>

\*\* *Fridays - 2 bus pick-ups in the morning, one at regular time and one between 8:40 - 9:00am*

- *Students should ask their driver for the approximate pick-up time for their stop.*
- *Late bus routes (AR04/South & AR11/North) available to students in the school office and on the district website.*

## Student IDs

For the 2025–2026 school year, all Ardsley High School students will be required to wear lanyards with school-issued ID cards that reflect their expected graduation year. These IDs will be used for:

- Scanning into the building upon arrival
- Scanning out for early departure (e.g., illness, appointments)
- Accessing food services
- Senior open campus privileges

ID cards will be distributed at the start of the school year. Replacements can be obtained from the Assistant Principal’s office for a \$5 fee. Students who fail to wear their ID or refuse to comply with the ID policy will be referred to administration.

## Multi Tiered Systems of Support (MTSS)

MTSS (Multi-Tiered System of Supports) is a school-wide approach that identifies and addresses students’ academic, behavioral, and emotional needs through early, targeted interventions and building level support. MTSS ensures all students receive the right level of support, preventing small issues from becoming bigger challenges, through flexible, evidence-based strategies.

**How It Works:**

- Tier 1: Strong, inclusive instruction for all.
- Tier 2: Targeted small-group support.
- Tier 3: Intensive, individualized help.

Support is guided by ongoing data, and wellness teams work together to monitor progress and adjust interventions as needed. MTSS helps all students succeed academically and emotionally.

## **PART III: CODE OF CONDUCT**

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### **Ardasley Code of Conduct**

A copy of the Ardsley School District Code of Conduct can be found on the District website.

*The code of conduct also applies to any and all school based communication that is done via zoom or any other online platform on or off of school grounds.*

*This code of conduct also applies to any school sanctioned event, including, but not limited to, sporting events both home and away, field trips, overnight trips and any and all school related functions.*

### **Student Rights:**

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

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, disability, gender or sexual orientation.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. 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 welcoming, affirming, safe, and orderly school environment that is conducive to learning and to show respect to other persons and to 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 academic achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Ask clarifying questions when they do not understand.
7. Seek help in solving problems that might lead to disciplinary actions.
8. Dress appropriately for school and school functions and follow any specific dress codes if indicated for an event.
9. Accept responsibility for their actions.
10. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
11. Report violations of the Code of Conduct to appropriate school personnel.
12. Be receptive to participating in restorative practices when appropriate.
13. Check email each day through their Ardsley student gmail email account.

## **Student Dress Code**

All students are expected to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for determining acceptable dress and appearance. Teachers and other district personnel should exemplify and reinforce acceptable dress and help students to maintain appropriate appearance in school.

A student's dress, grooming and appearance must reflect the following principles:

1. Clothing must be safe, appropriate and not be disruptive or interfere with the educational process.
2. Safe footwear must be worn at all times.
3. Vulgar, obscene, libelous, or denigrating items must not be worn.

4. Clothing that promotes and/or endorses the use of alcohol, tobacco, or illegal drugs and/or encourages illegal or violent activities must not be worn.
5. Clothing that is considered excessively revealing is not allowed.
6. Sunglasses are not permitted unless otherwise prescribed.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

### **Prohibited Student Conduct**

All students should conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. Students who violate these school rules will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they engage in conduct which includes but is not limited to:

1. conduct that is disorderly.
2. conduct that is insubordinate.
3. conduct that is disruptive.
4. conduct that is violent.
5. conduct that endangers the safety, morals, health or welfare of others.
6. misconduct while on a school bus.
7. any form of academic misconduct.
8. Trespassing. Students are not permitted in any school building other than the one they regularly attend, without permission. Students are only permitted in the school or on school property when they are authorized by school personnel.
9. Computer/electronic device and communication misuse. This includes but is not limited to; unauthorized use of computers, software, internet/intranet accounts, accessing inappropriate websites, or any other violation of the [District's Acceptable Use Policy](#)

### **Reporting Violations**

All students are expected to promptly report violations of the code of conduct to a teacher, school counselor, the building assistant principal, building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property, at a school function, or on any school trips etc. shall

report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible. The parents/guardian of the student involved will be notified and appropriate disciplinary action will be taken. This may include permanent suspension and/or referral for prosecution.

Students may use [Anonymous Alerts](#) to anonymously report bullying behavior, cyberbullying, campus safety concerns or other urgent information to administration. All reports remain completely anonymous, although submitters have the option to reveal their identity if they prefer to have a person to person discussion. **The program is monitored on weekdays from 7:45am to 5:00pm during the school year. If something disturbing or life threatening occurs at other times, the reporter should call 911.**

## **Disciplinary Penalties and Interventions**

Disciplinary action will be firm, fair and consistent so as to be the most effective in changing student behavior. For non-violent behaviors, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Students who are found to have violated the district's code of conduct may be subject to the penalties enumerated below, either alone or in combination. The school personnel authorized to impose penalties will be consistent with the student's right to due process and Education Law.

1. Oral warning
2. Written warning
3. Written notification to parent/guardian
4. Detention
5. In School Suspension
6. Suspension from transportation
7. Suspension from athletic participation
8. Suspension from social or extracurricular activities
9. Suspension of other privileges
10. Removal from classroom by teacher
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school

Students that have an out-of-school suspension are required to have a conference with the building principal before returning to school. A parent or guardian must be present at this meeting. Additional penalties may be imposed that include the following: a letter to any or all honor societies and/or Scholarship Committee; loss of attendance at extracurricular activities; loss of open campus and senior privileges; and/or a superintendent's hearing.

## **PART IV: ACADEMIC POLICIES**

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### **Grading Handbook**

For clarification or for anything that may not be written here, please read through Ardsley UFSD 2025/2026 Grading Handbook.

### **AP Courses**

Parents and students should consider every Advanced Placement (AP) and Honors selection carefully to ensure success and avoid dramatic schedule changes. Students are expected to maintain the pace of an AP and Honors course throughout the year. Students who earn a grade below a C- during the first marking period in an AP and Honors course will have the option of switching into the lower-level course (as the schedule allows), but they will not be moved automatically. Communication will be prioritized in making this decision and will include teachers, School Counselors, and/or administrators meeting with students and families to assist individuals in making good decisions and determining a plan for moving forward in the school year. In specific cases, administrative discretion will be used as necessary, including decisions regarding future scheduling. Students choosing to drop the course during the last schedule change window will have a Withdraw, "WP" or "WF," noted on their transcript for the dropped class. Any student who signed the Path to Access form will be beholden to the language on that form. The Path to Access parameters supersede the information above.

Once a student is enrolled in an AP course, they may only drop the class during the first quarter. The deadline for dropping an AP course is two weeks before the end of Quarter 1. If a student drops an AP course, their current grade will carry over to the non-AP version of the course. For example, if a student has an 82 in AP Language and chooses to drop, they will enter 11th Grade ELA with an 82.

Students who commit repeated and substantiated academic integrity violations may be removed from an AP course with administrative approval.

## Academic Integrity Policy

Ardsley High School is committed to fostering a culture of honesty, responsibility, and academic excellence. Academic integrity is essential to maintaining the value of each student's education and the integrity of our academic community.

Students are expected to complete all assignments, assessments, and projects with honesty and without unauthorized assistance. Academic dishonesty includes, but is not limited to:

- **Cheating:** Using or attempting to use unauthorized materials, information, or study aids during any academic exercise (e.g., copying from another student, using notes during a closed-book test, or receiving unauthorized help on assignments).
- **Plagiarism:** Presenting someone else's work, ideas, or words as one's own without proper citation.
- **Use of Artificial Intelligence (AI):** Submitting AI-generated content (e.g., from ChatGPT or similar tools) as original work without explicit teacher permission is considered a violation of academic integrity.
- **Copying or Sharing Work:** Copying another student's work or knowingly allowing one's work to be copied is prohibited, regardless of whether the assignment is graded.

Violations of this policy will result in academic and disciplinary consequences, which may include a zero on the assignment, parent notification, administrative referral, and in repeated or serious cases, more severe disciplinary action including, removal from class, out of school suspension and referral to the superintendent. Ardsley High School expects all students to uphold these standards as part of their commitment to personal and academic growth.

## Grade Point Average

For every student who has completed at least one full year at Ardsley High School, a Grade Point Average (GPA) is computed at the end of each school year and the first semester of the senior year. Final class grades for all high school credit courses, excluding Physical Education, are used in GPA calculation. Middle school courses with HS credit are included in the calculation. The GPA is calculated by dividing the numeric equivalent (listed below) by the total number of credits earned.

A+ = 4.3  
A = 4.0  
A- = 3.7  
B+ = 3.3  
B = 3.0

B- = 2.7  
C+ = 2.3  
C = 1.7  
D = 1.0  
F = 0

## **Incomplete Classes**

If a student fails to complete all of the major assignments during the marking period for a legitimate reason, the student will, regardless of the grades accrued during the marking period, be assigned a grade of "Incomplete" by the teacher. The student will be given **five (5) school days** from the close of the marking period to submit work and have a grade assigned. If the student fails to submit the required work within **five (5) school days**, the student will be given **a zero (0)** and that grade will be averaged in with other grades earned for the marking period.

- The five **(5) school day period** may be extended with permission of an administrator under special circumstances.
- Teachers must notify any student who will receive an "Incomplete" and provide the student with a list of the outstanding assignments prior to the opening of the eSchoolData Parent/Student Portals of the report card.
- During the fourth marking period, students who have not completed assignments for legitimate reasons and who may be assigned a grade of "Incomplete" will be notified of this fact in writing by the last day of the fourth marking period. Students must complete all outstanding work by the normal completion of the school year or receive a grade of zero (0) for the work.

## **Grade Calculations**

Marking Period and Final Exam grades are converted based on the calculated numeric grade for marking period and final grades to a Grade Point Average (GPA). The GPA is then given a percentage weight based upon the marking period and type of course (full year or semester only) in which it was earned. The products of those calculations are then added together and the Grade Range is then used to determine the final grade for the course.

## **Rank In Class**

Ardsley High School does not provide Rank in Class (RIC) on any school record. RIC is calculated, but is only utilized when applying to service academies, certain college honors programs, and in determining graduation honors. In order for a student to be included in the RIC, he/she must have been enrolled at Ardsley High School for a minimum of five semesters, and have met the district's residency requirement.

## **Extra Credit**

Ardsley High School does not offer extra credit assignments to individual students for grade enhancement. Teachers, at their discretion, however, may offer all students optional opportunities to show content mastery. Assignments must be accessible to each student and should not require cost or travel.

## **Missing Assignments/Assessments**

Students who have been absent for **one or two days** are expected to make up work/tests within **two class days** of returning to school. If the absence is **three days or longer**, the missed work must be made up within **five class days** after the student returns to school unless previous arrangements have been made with the teacher due to extenuating circumstances. When students have multiple assessments to make up, all efforts will be made to support students in scheduling these make-ups. Missing assignments will count as a zero (0) until the work has been submitted or until the timeframe for completing the work has expired. A teacher can choose to extend these time periods as needed.

If work is not made up within the designated time frame, a grade of zero on the assignment will be maintained. Teachers/administrators may extend a time frame for completion work when appropriate. If a student has an unusually high rate of absences (chronically absent), the student will be responsible for making up missed work on a timeline agreed to by the student and the teacher.

A student who is present in school when an assessment is given is expected to complete the assessment at the time the assessment is administered (unless they are entitled to extended time). Failure to attend the assigned class will result in an automatic reduction of one grade from the assessment.

Students who miss school due to an extraordinary opportunity, vacation, or due to parent discretion are responsible for their work. It is not expected that a teacher will provide assignments in advance or individual instruction prior to or upon the student's return for material presented during their absence. If, due to the absence from school, a student misses a scheduled assessment, the student must make up that assessment on the next day the student is present in school (for all or part of the day). The students' assessment grade will be decreased by one letter grade for each day they are present and fail to complete the assessment. Exceptions can be made for assessment make-up in extraordinary circumstances at the teachers' discretion.

Students who are suspended from school are responsible for their work and must turn in all assignments on time. Assessments must be made up immediately upon return to school without a lateness penalty applied.

## **National Honor Society**

Eligible juniors will be notified of their acceptance into the National Honor Society (NHS) by March of the school year. A faculty committee is responsible for reviewing applications and approving all new members. In accordance with the national constitution, students must have attended Ardsley High School for **at least one year** prior to their election into NHS.

To be considered for membership as a junior or as a three-year graduate, a student must:

- Have a **minimum GPA of 3.6** based on their five-semester transcript
- Complete the required NHS application
- Receive satisfactory ratings in the areas of citizenship, leadership, and service

Incidents involving academic integrity violations may affect a student's eligibility.

Students must continue to meet NHS standards after acceptance. Failure to maintain these standards may result in dismissal from the organization. Examples include, but are not limited to:

- Not attending required meetings
- Failing to complete community service requirements
- Behavioral infractions in school
- Acts of academic dishonesty

## **Google Classroom Expectations**

### Student Expectations

#### 9th Grade

- Students are expected to log in to Google Classroom daily to check announcements, assignments, resources, and grades
- Utilize the "To Do List" feature to track assignments
- Click "Turn In" on completed assignments to indicate submission
- Use Google Classroom as a tool to stay organized and manage school responsibilities

#### **10th-12th Grade:**

- Students are expected to log in to Google Classroom daily to review announcements, assignments, resources, and grades
- Students should have developed an organizational system to manage assignments and extracurricular activities (this system does not need to be within Google Classroom)
- Assignments should be marked as "Turned In" to reflect completion

## **Online Courses**

Independent online courses cannot replace any courses currently offered at Ardsley High School. These courses do not count toward graduation or residency requirements. Additionally, they will not be included in the student's Grade Point Average (GPA) or noted on the official transcript. Only Ardsley-approved online courses will appear on the transcript. These courses:

- Will be awarded credit
- Will have grades included in the GPA
- Will meet graduation and residency requirements
- Will follow all current grading policies and procedures

## **School Counseling**

The School Counseling Department is dedicated to helping students realize their academic potential and personal growth. Services offered include:

1. Individual counseling to support students in understanding their strengths, needs, and interests.
2. Orientation programs to help students adjust to and understand high school life.
3. Course selection guidance through individual and group meetings each year.
4. College and career planning including course scheduling, standardized testing guidance, and post-secondary planning.
5. Group counseling sessions to address common adolescent challenges.
6. Support with self-awareness and decision-making, including exploration of post-secondary education, training, and employment options.

To schedule an appointment, students should contact the School Counseling secretary. Parents/guardians may call 914-295-5858 to speak with a counselor.

All students are encouraged to use the College and Career Center, which offers resources on careers, colleges, scholarships, and more. Additional information is available through the Guidance Website and Guidance Bulletin Board. Sophomores, juniors, and seniors will also be trained to use Naviance during the college search and application process.

An educational plan will be created for each student, beginning during 8th grade registration and reviewed annually with their counselor through to graduation.

Students will receive a copy of their course selections for parental review.

The School Counseling Department strives to maintain strong communication with both students and families to ensure all students meet graduation requirements and continuously refine their personal educational and career goals.

## **Course Scheduling**

Each February, the Student Programming Guide is made available online to help students prepare for the next academic year. From February through March, counselors meet individually with students to review course options, answer questions, and offer guidance. Eighth-grade students and their parents also participate in similar planning meetings.

Teachers introduce department-specific offerings prior to the registration period. Course registration is completed by mid-March, and a master schedule is created based on student interest. Courses with low enrollment may be removed. Students are scheduled by computer for required, elective, and alternate courses. Once finalized, course selections are considered a firm commitment. Schedule changes will be considered only for the following reasons:

1. Administrative necessity or organizational needs
2. A scheduling error (e.g., a course was not requested or already passed in Summer School)
3. Reassignment away from a teacher whose course the student previously failed

## **Dropping / Adding Courses**

- Students may drop a full-year course within the first eleven weeks of school, or a semester course (that meets daily) within the first six weeks of the semester, without penalty.
- After these periods:
  - If a student drops a course with a failing average, a WF (Withdrawn Failure) will be recorded on their permanent transcript.  
If a student drops a course with a passing average, a WP (Withdrawn Pass) will be recorded on the permanent transcript.
- Students may not drop a full-year course after the 18th week, or a semester course after the 9th week, without administrative approval.
- Students may transfer between course levels (e.g., from Honors to Regents) only before the specified date in the first quarter.
- No course may be added after the first ten days of the course.

## **Senior Exemptions from Final Exams**

Seniors may be exempt from final exams if the following criteria are met:

- A B+ average or higher for the semester or year
- A minimum of a B average in the marking period in which the exemption applies
  - (e.g., second marking period for a semester course, fourth for a full-year course)
- No cuts or trancies in the course
- Consistent appropriate behavior

Failure to meet behavior expectations may result in loss of exemption. Examples include:

- Referral to a school administrator
- Negative behavior comments on report cards or progress reports
- Parent/guardian contact related to behavioral concerns

Note: Students are not exempt from courses with a Regents exam, except for Physics Regents in senior year. All exemptions are at the discretion of the teacher.

## **PART V: SCHOOL POLICIES**

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### **Acceptable Use of Technology**

The Ardsley School District is committed to the goal of having electronic network facilities used in a responsible, efficient, and legal manner. Students are expected to abide by these generally accepted rules of usage. They include (but are not limited) to the following:

1. Any use of the network for commercial or profit purposes, product advertisement, or any unrelated school purpose is prohibited. The district shall not be responsible for any financial obligation arising from the unauthorized use of the network for purchasing any commercial products.
2. Users shall not tamper with, vandalize, read, modify, edit, delete, or otherwise engage in unauthorized use of other user's digital files, including but not limited to electronic mail. Users shall not re-post personal communications without the original author's consent. Users shall not misrepresent themselves or other users on the network.
3. Users shall not send, download, or copy communications, files, information, or materials that contain sexting, defamatory, hate-promoting, anti-social, abusive, threatening, pornographic, violence-promoting, age-inappropriate, profane, obscene, or otherwise offensive language.
4. Use of the network to intentionally download files dangerous to the integrity of the Ardsley High School and School District Network is prohibited.
5. Users shall not use the network for any activity or purpose that would violate any Board policy and/or rule or regulation, including, but not limited to, the District's code of conduct or violate any state or federal laws and/or regulations.

Student users who violate these rules and regulations may have their Internet use privileges suspended or revoked and may be subject to appropriate school disciplinary action consistent with the Code of Conduct and state and federal laws and regulations. Any user who is suspected to have engaged in an illegal activity while using the network may be referred to the appropriate legal authorities.

## **Athletics**

Athletics are a vital part of our educational system. The goal of our athletic program is to develop the skills and abilities of our athletes combined with appropriate habits, attitudes and a spirit of both competition and enjoyment. At Ardsley High School we prepare, plan and play to win, however our purpose is on the development of the athlete as a great teammate, to practice good sportsmanship and develop leadership capacity on and off the field. The coaching staff works to bring out the best in our students and develop excellent programs. The goal is to have our program be successful and have our student athletes enjoy their competitive experience. Whether a sport is offered depends on student interest, budgetary considerations and scheduling feasibility.

- Per New York State regulations, two credits of Physical Education are required for graduation.
- Ardsley High School does not permit a Varsity Option or any other opt-out from Physical Education during the regularly scheduled school day.

*For more information regarding Athletic policies and procedures please consult our Athletic Handbook*

## **Clubs and Activities**

Ardsley High School is proud of the wide range of co-curricular activities it offers to students. All activities, clubs and teams are conducted under teacher supervision and are designed to promote student responsibility for selecting, organizing and evaluating approved events and activities. All clubs meet after ninth period. Students who are interested in starting new clubs should speak to the assistant principal about the process for proposing new clubs. While Ardsley High School is open to starting new clubs, students must understand that we cannot guarantee that every club proposed will be started.

## **Disciplinary Penalties and Interventions**

Disciplinary action at Ardsley High School will be firm, fair, and consistent to effectively promote positive behavior change. For non-violent infractions, the school follows a progressive discipline model, meaning that a first offense typically results in a lighter consequence than repeated violations.

Students who violate the **District Code of Conduct** may be subject to one or more of the following disciplinary actions. All decisions will respect students' **due process rights** in accordance with **New York State Education Law**:

1. Oral warning
2. Written warning
3. Written notification to parent/guardian
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. Removal from class by a teacher
10. Short-term suspension from school (five days or fewer)
11. Long-term suspension from school (more than five days)

Students who receive an **out-of-school suspension** are required to attend a **reentry conference** with the **building principal** prior to returning to school. A **parent or guardian must be present** at this meeting.

Additional consequences may include, but are not limited to:

- Notification to one or more honor societies and/or the Scholarship Committee
- Loss of eligibility to attend extracurricular events
- Revocation of open campus and senior privileges
- Referral for a **superintendent's hearing**

## **Detention**

Three types of detention may be assigned as a disciplinary consequence at the discretion of building administration:

1. Morning Detention (7:20 - 7:50)
2. Lunch Detention
3. After-School Detention (3:00 PM - 3:30)

Students assigned to detention must report to the Assistant Principal's office at the designated time. At least 24 hours' notice will be provided before the detention is scheduled.

It is the student's responsibility to adjust their personal schedule in order to attend detention. Detention takes priority over all school activities, including athletics and clubs.

Failure to attend detention without prior approval may result in additional detentions or further disciplinary consequences, including suspension.

## **Final and Regents Examinations**

Final or Regents examinations may be administered in all academic courses. Students enrolled in laboratory science courses must complete a minimum of 1,200 minutes of laboratory investigations (or their equivalent) to be eligible to sit for a Regents examination, as required by New York State.

Students are expected to be in their assigned exam rooms 15 minutes prior to the start of all school-wide and Regents examinations. Exam times and room assignments will be provided by subject teachers at least one week prior to the scheduled test. Any student who becomes aware of a conflict (e.g., two exams scheduled at the same time) must notify both subject teachers immediately. The teachers, in consultation with administration, will work to resolve the conflict.

Per New York State law, no student may be admitted to a Regents exam after the NYS Uniform Admission Time, and no student may leave before the NYS Uniform Release Time.

If a student is ill and unable to take a school exam, the nurse must be notified. Make-up school exams will be provided only in exceptional circumstances and with permission from the Principal. There are no make-up exams for Regents examinations. Students who miss a scheduled exam without an excused absence will receive a grade of zero. In some cases, students may be permitted to sit for Regents exams in August or January.

Cheating during an examination is strictly prohibited and considered a form of fraud. Any student found giving or receiving assistance during a test will be removed from the exam, escorted to the Principal's office, and their parents/guardians will be contacted immediately. The academic penalty for cheating is a grade of zero on the exam.

Use or possession of cell phones or other electronic devices during a NYS Regents exam is strictly prohibited per state guidelines. If a student is found using or in possession of a prohibited device:

- The device will be confiscated.
- The student will be referred to administration.
- The incident will be reported to NYS.
- A full investigation will be conducted.

If the investigation confirms a violation, the student will receive a zero on the exam.

Use or possession of cell phones or electronic devices is also prohibited during local (school-wide) exams. Any student found in possession or using a device during these

exams will be referred to administration. The student may receive a zero on the exam and face additional consequences in accordance with the Code of Conduct.

Students who do not pass a Regents examination are encouraged to retake the exam at a later date. If the exam is a graduation requirement, the student must retake it. If the second Regents exam score is higher than the first, the higher score will be recorded on the student's transcript, and the lower score will be removed. Please note that an improved Regents score will not affect the final course average.

### **Evacuation Drills and Emergency Situations**

Ardsley High School conducts at least eight evacuation drills and two lockdown drills each school year, as required by state regulations. In the event of an evacuation, exit directions are posted near every classroom door and will be reviewed by the classroom teacher. It is essential that students follow all safety procedures during drills and emergencies.

During all drills and evacuations, students must:

1. Refrain from talking after leaving the classroom.
2. Move through hallways and away from the building in an orderly and calm manner.
3. Remain with their class at all times.
4. Participate in attendance checks conducted by teachers.
5. Stay off private property surrounding the school grounds.
6. Wait for the official all-clear signal before re-entering the building.

In the event of a real emergency, additional instructions will be provided to students and staff to ensure an orderly evacuation. If an exit or stairway is blocked during a drill or emergency, students should proceed to the next available exit or stairway. If the blocked exit is at the end of a hallway, students should turn back and use the nearest accessible route. Do not attempt to pass through a blocked area.

*Falsely reporting a fire or bomb threat is a serious offense and will result in disciplinary action and legal consequences to the fullest extent of the law.*

## **Early Departure from School**

While Ardsley High School does not encourage early dismissal except in cases of illness, we recognize that some situations may be unavoidable. If a student must leave school early, the following steps are required:

1. A parent or guardian must call the Attendance Office in advance.
2. The student must report to the Attendance Office to receive a dismissal pass.
3. The student must be picked up by a parent or guardian.
  - a. Seniors may drive themselves only with written consent from a parent or guardian.
4. The student must wait in the Attendance Office until their ride arrives.
5. The student must scan out through the Attendance Office before leaving.
6. All missed classwork must be completed within the timeframe outlined in the District-wide Grading Handbook.

*When students are called out of the building they are to be picked up from the attendance office within a reasonable amount of time, of no more than 30 minutes.*

## **Messages to Students**

In the event of an emergency please contact the attendance office at (914) - 295 - 5894. This phone number is monitored from 7:30 - 2:52. In the event that you cannot reach someone at this number please call the Assistant Principals office at 914 295 5827.

## **Food Delivery Services**

There is to be no food delivery services from local restaurants, third party delivery apps or anyone that is not a direct family member. If any food is delivered to the school it will be confiscated and brought to the Assistant Principal's office. Any exceptions to this rule are to be cleared through the Assistant Principal's office at least 24 hours in advance.

## **Parking Privileges**

Parking at Ardsley High School is a privilege reserved for eligible seniors and may be revoked at any time. Reasons for revocation include, but are not limited to, repeated tardiness, disrespect toward the school community, violations of the Code of Conduct, or reckless driving on school property. Parking passes are issued and managed through the Assistant Principal's office. Passes are given out in late August and only to students who meet the eligibility requirements.

## **Senior Open Campus Privilege:**

Ardley High School offers an open campus privilege to seniors only, contingent upon a completed permission form with a parent/guardian signature. Administration reserves the right to revoke this privilege for reasons including, but not limited to, violations of the district's Code of Conduct, inappropriate behavior off-campus, tardiness, or cutting class.

## **Locks and Lockers**

Locker assignments are managed by the Assistant Principal's Office and distributed by homeroom teachers at the beginning of each school year. If a student forgets their locker number or combination, they should report to the Assistant Principal's Office for assistance.

Lockers are school property and may be inspected at any time by school administrators. Students are responsible for keeping their lockers clean and in good condition. To ensure locker security, students should not share their locker combinations with others.

The school is not responsible for the contents of any locker. Any issues with lockers should be promptly reported to the Assistant Principal's Office. Vandalism will result in disciplinary action and financial liability for any damage caused. Only school-issued or approved locks may be used; unauthorized locks will be removed.

At the end of the school year, any items left in lockers after the announced cleanup date in June will be collected and donated to charitable organizations.

## **Lunch Service / Eating Areas**

The high school operates on a schedule with three lunch periods. Students may bring lunch from home or purchase food from the cafeteria, which offers a variety of options including sandwiches, hot meals, snacks, and beverages.

Ninth, tenth, and eleventh graders are not permitted to leave school grounds during the school day. Twelfth graders may leave campus during lunch only if written parental/guardian permission is on file. Permission forms are distributed during opening day procedures and must be returned to the Assistant Principal's Office.

The cafeteria is the primary designated eating area. Students may eat or drink in other areas of the building, such as the music suite or classrooms, only under direct teacher supervision. Eating or drinking is not permitted in hallways, stairwells, or lavatories. Beverages should be consumed only in the cafeteria or Commons area.

## **Ninth Period**

The ninth period at Ardsley High School serves multiple important purposes, with the primary goal being to provide students with additional academic support or enrichment.

- Teachers are available in their classrooms until 2:52 p.m. on Tuesdays, Wednesdays, and Thursdays.
- Mondays are generally reserved for faculty and department meetings, and there is no ninth period on Fridays.
- Students may be required to attend ninth period for academic support at a teacher's request.
- Failure to report to an assigned ninth period will be treated as a class cut and subject to disciplinary consequences.

The requirement to meet with a teacher for academic support takes precedence over all other ninth period activities. Athletic practices and events are scheduled to begin after ninth period, allowing student-athletes to participate fully in academic and extracurricular opportunities during this time.

## **Smoking and Vaping Policy**

Ardsley High School is a smoke-free and vape-free campus. The use, possession, or distribution of tobacco products, vapes, e-cigarettes, JUULs, cannabis products, or any similar devices or substances is strictly prohibited on school grounds, on school buses, and at any school-sponsored events—whether on or off campus.

This policy applies to students and visitors at all times.

Violations of this policy will result in disciplinary consequences, which may include:

- Parent/guardian notification
- Detention or suspension
- Referral to counseling or substance education programs
- Loss of privileges, including extracurricular participation or senior events
- Notification of law enforcement, where applicable

In cases involving vaping or cannabis-related infractions, students may be subject to additional disciplinary measures, including search of belongings, and, if deemed necessary, a superintendent's hearing.

Repeat offenses will lead to progressively more serious consequences. The school is committed to promoting a healthy and safe environment for all members of the community and will work to support students in making informed and healthy choices.

## **Substance Use and Dangerous Items Policy**

The possession, use, or distribution of alcohol, drugs, or any controlled or restricted substances is strictly prohibited at Ardsley High School, on school grounds, on school transportation, and at any school-sponsored event.

Educational and prevention programs will be offered throughout the year to inform students about the risks associated with substance use and to promote healthy, informed choices.

Students who are found in possession of, under the influence of, or distributing alcohol, drugs, or any related substances will be subject to immediate disciplinary action, which may include:

- Out-of-school suspension
- Referral to law enforcement
- Search of personal belongings
- Required counseling with the School Social Worker
- Parental/guardian notification and involvement

If a student appears to be under the influence during the school day, they will be escorted to the Health Office for evaluation. The school nurse will assess the student and immediately notify the Principal or Assistant Principal, who will contact the student's parent or guardian.

In addition, students are strictly prohibited from possessing or selling any of the following items on school property:

- Weapons or dangerous instruments
- Ammunition
- Cigarettes or electronic cigarettes (vapes, JUULs, etc.)
- Lighters, matches, or flammable liquids
- Drug paraphernalia (e.g., pipes, rolling papers, cartridges)

Bringing a weapon to school may result in a suspension of up to one calendar year and immediate notification of law enforcement authorities.

The school reserves the right to conduct reasonable searches when there is reasonable suspicion of a violation. Consequences will be determined in accordance with the District Code of Conduct and New York State Education Law.

## **Visitors Policy**

All visitors to Ardsley High School during school hours are required to enter through the main entrance near the library on Farm Road and report directly to the security desk or main office.

- All visits must be scheduled in advance. Visitors without a prior appointment or administrative approval may not be permitted to enter the building.
- The Principal, Assistant Principal, or designated building/facility administrator reserves the right to determine whether a visitor is authorized to be on school grounds.
- Students are not permitted to bring or approve visitors. Only school administration can authorize a visitor's presence on campus.

Upon arrival, all visitors must sign in and present a valid government-issued photo ID.

Animals are not permitted on school property or in the building, except for service animals as defined in Policy #3220.

Classroom visits for any purpose must be approved in advance by the building principal to ensure that instructional time is not disrupted and that appropriate arrangements can be made.

### **Unsupervised Time**

Ardsley High School provides students with unstructured time during parts of the school day, such as free periods and lunch, to promote independence and personal responsibility. With this privilege comes the reasonable expectation that students will manage their time wisely and behave in a respectful and appropriate manner. Misuse of unstructured time may result in the loss of certain privileges or further administrative action.

### **Working Papers**

According to New York State law, any minor between the ages of 14 and 18 must have working papers in order to secure employment. To obtain working papers, a student must apply in person at the High School Nurse's Office. The Health Office will assist students in obtaining papers appropriate to the job at which they are employed.

### **Work Study/Externship Program**

Ardsley High School students have the opportunity to earn high school credit for both supervised work/study experience and for volunteer externship experiences working with a mentor/advisor.

Students earn one credit for supervised work/study involving 300 hours of on-the-job experience plus related in-school seminars dealing with topics related to the world of work.

The volunteer externship also allows students to earn credit. This experience can take the form of a career-related or volunteer service placement. Credit will be awarded upon completion of 60 hours for a quarter credit for a maximum of one full credit.

For further information see our externship coordinator Brandon Milonovich  
bmilonovich@ardsleyschools.org

### **Youth Employment Services (YES)**

The school frequently receives requests from potential employers for part-time help during the school year and full-time help during the summer. This information is made available to students through the Youth Employment Service at Ardsley High School. The Student Bulletin regularly carries announcements of job opportunities. Job postings are also displayed in the Youth Employment Service office. Community members interested in listing jobs with the Youth Employment Service and parents and students interested in obtaining more information about the various functions of the office should call (914-295-5859).

*The Ardsley Union Free School District does not discriminate on the basis of age, color, religion, creed, marital status, veteran status, national origin, race or gender in its educational programs, activities and/or hiring. In addition, the District does not discriminate on the basis of disability and hereby acknowledges its obligation not to discriminate and encourages persons with disabilities to contact the District in regard to reasonable accommodations. Inquiries concerning this policy of equal opportunity should be referred to the Office of the Assistant Superintendent, Ardsley Union Free School District, 500 Farm Road, Ardsley, NY 10502.*

## **VI: ARDSLEY HIGH SCHOOL ATTENDANCE POLICY**

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## A. Objectives

The Ardsley School District recognizes that consistent attendance is vital to student success and academic achievement. This policy aims to promote maximum attendance during all instructional and supervised study periods. The District will monitor and identify patterns of absences, tardiness, and early departures. When attendance issues arise, the District will intervene to encourage regular attendance and reduce unexcused absences. Tardiness and early departures are considered attendance issues and will be treated as absences under this policy.

## B. Definition

For the purposes of this policy, “absence” refers to a student’s failure to attend any or all scheduled periods of instruction or supervised study for the full duration, including late arrival and/or early departure.

- Students in grades 9–12 must be present for at least **85% of the class period** to be considered in attendance.
- **Tardiness and early departures** are considered absences when a student is late or dismissed for **more than 13 minutes** of a class period.

## C. Classifying Absences

### Excused and Unexcused Absences

Absences, late arrivals, and early departures will be classified as either excused or unexcused. However, since any lost instructional time impacts student performance, both excused and unexcused absences will be treated similarly when determining course credit or promotion.

- Students with serious medical conditions may have absences excused with appropriate documentation from a physician.
- Students with documented, serious long-term medical conditions may receive at-home instructional support; such students are not considered absent but are participating in an alternative instructional program.

**Excused Absences** include but are not limited to:

- Illness confirmed by a written note from a parent/guardian
- Death in the family
- Impassable roads due to inclement weather
- Religious observances (as designated by the State Education Department)
- Approved college visits
- Educational activities related to classroom instruction
- Circumstances related to homelessness

All excused absences require written notification from a parent/guardian. The building principal may also designate an absence, late arrival, or early departure as excused if the cause, though not listed above, is determined to be unavoidable and not the fault of the student or guardian. Additionally, students participating in approved meetings or services with school staff will not be considered absent.

**Unexcused Absences** are absences not covered above, such as recreational activities, undocumented medical appointments, family convenience, road tests, obtaining learner's permits, or oversleeping.

- Undocumented medical appointments are those not supported by a written note from a parent or physician.
- It is the responsibility of the parent/guardian to notify the school office on the morning of the absence.

### **Absence Notification**

If a student is going to be absent from school for any reason, it is the parent's legal obligation to inform the school of the absence and its reason. Please call as early as possible at 914-295-5894 or make arrangements in advance.

Please note: Oversleeping, studying for exams, traffic, or "couldn't get a ride" are not considered excused reasons for missing school.

### **Absence Leading to Loss of Credit**

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

At the high school level:

- Any student with more than 24 absences in a full-year course (or 12 days for a half-credit course) may not receive credit for that course.

*For information regarding Absences and make up work/test/quiz policies please refer to Section IV and locate the section title **Missing Assignments/Assessments***

## **Cutting**

Cutting is defined as being present on school grounds but failing to attend a scheduled class without permission. This is considered an unexcused absence and will count toward the maximum of 24 absences that may result in denial of course credit.

Being marked present for the day requires attendance in all scheduled classes-not just arrival to school.

In addition to academic consequences, students who cut class will be ineligible to participate in extracurricular activities (including sports, clubs, and performances) on the day of the cut. If a cut is discovered after the fact, this ineligibility may apply to subsequent days as determined by school administration.

## **Field Trip Attendance**

Excused absences such as field trips and appointments will have no disciplinary consequence.

## **Late Arrival Policy**

### **Purpose**

This policy establishes clear guidelines and consequences for student tardiness to ensure minimal disruption to the learning environment and to promote responsible attendance habits.

### **Definition of Lateness**

A student is considered late when they:

- Arrive at their classroom after the official start time of 7:55 AM (1st period)
- Enter any class period after its designated start time during the school day
- Are over 13 minutes late to class without an excuse, which will be considered a class cut

## Procedures

### 1. For Students Arriving Late:

- Report directly to the attendance office upon arrival
- Scan into the attendance office and generate a late pass before heading to class
- Present the late pass to the teacher upon entering the classroom

### 2. For Teachers:

- Record all instances of lateness in the school's attendance system
- Do not admit late students without a valid late pass from the attendance office
- Maintain accurate records of classroom tardiness

## Progressive Consequences for Lateness (Per Semester)

<i>Occurrence</i>	<i>Consequence</i>
<b>1st and 2nd</b>	Verbal warning and documentation in student record
<b>3rd</b>	After-school detention, parent/guardian notification (email and phone), documentation
<b>4th and beyond</b>	Administrative intervention, which may include: <ul style="list-style-type: none"><li>- Saturday detention (9:00 AM – 12:00 PM)</li><li>- Development of an Attendance Improvement Plan</li><li>- Potential loss of extracurricular privileges</li><li>- Required meeting with guidance counselor</li></ul>

## Progressive Discipline for Cuts/Lateness

- 3 instances of lateness = automatic detention
- 1 class cut = detention
- Patterns of cuts (e.g., cutting the same class more than once in a week) will result in referral to administration for further consequences such as:
  - In-school suspension
  - Parent meetings
  - Loss of privileges

*For excessive absences, see the section on Notification of Absences.*

## **Exceptions**

Lateness may be excused for the following reasons, with appropriate documentation when applicable:

- Medical appointments
- Religious observances
- Court appearances
- Verified transportation issues (e.g., documented school bus delays)
- Severe weather conditions
- Family emergencies (with parent/guardian verification)

## **Parent/Guardian Responsibilities**

Parents/guardians must:

- Notify the school of any anticipated lateness before 7:55 AM
- Provide documentation for excused late arrivals upon student arrival
- Attend required conferences when requested
- Support the school's efforts to promote punctuality

## **Additional Notes**

- Chronic lateness may impact course grades through missed work and participation
- Students with documented medical conditions or IEP/504 accommodations will receive appropriate modifications to this policy

## **Late Arrival Privilege**

Upperclassmen who have a scheduled free period during 1st period may arrive late to school without penalty, provided that both the student and their parent/guardian sign a Late Arrival Privilege Form.

This privilege may be revoked at the discretion of school administration if any of the following occur:

- The student arrives late to 2nd period more than three times in a quarter
- The student is assigned in-school or out-of-school suspension
- The student's attendance rate falls below 95%
- The student earns an F in any course during any marking period

Students with late arrival privilege must still follow all attendance procedures and enter the building through the designated entrance with their student ID.

## **Notifications for Absences/Latenesses**

For a full year and Physical Education

- **(6 Absences)** Written communication will be sent when a student has **6 absences**. The written communication is intended to notify parents of the student absence and seek their intervention for student attendance.
- **(12 Absences)** Second written communication is sent home and a student meeting with the Assistant Principal. Parents and guidance counselors will be invited to the meeting as well
- **(16 Absences)** Mandated attendance review meeting with student, parents and Assistant Principal with teacher input on how this impacts student performance. Saturday school will be offered as well to make up absences.
- **(20 Absences)** Final letter sent home to parents informing them that loss of credit for class due to lack of attendance will be sent home from the Assistant Principal. Mandatory meeting with Assistant Principal and Guidance Counselor to discuss Summer School/credit recovery options.

For a half year course

- **(3 Absences)** Written communication will be sent when a student has **3 absences**. The written communication is intended to notify parents of the student absence and seek their intervention for student attendance.
- **(6 Absences)** Second written communication is sent home and a student meeting with the Assistant Principal. Parents and guidance counselors will be invited to the meeting as well
- **(9 Absences)** Mandated attendance review meeting with student parents and Assistant Principal with teacher input on how this impacts student performance. Saturday school will be offered as well to make up absences.
- **(12 Absences)** Final letter sent home to parents informing them that loss of credit for class due to lack of attendance will be sent home from the Assistant Principal. Mandatory meeting with Assistant Principal and Guidance Counselor to discuss Summer School/credit recovery options.

## **Saturday School offerings**

Once a student has reached the 18 absence threshold, Saturday school will be offered for attendance recovery. Students will be able to attend Saturday School and complete assignments from 8-11 and receive 2 excused absences from their total. Saturday School will be offered at several dates in the Spring depending on need.

## **Early Dismissal Policy**

All students who need to leave school early must follow the procedures below:

1. Report to the Attendance Office before the start of the school day and present a signed note from a parent or guardian. The note must include the date, time, and reason for the early dismissal. Students must also inform their classroom teacher at the beginning of class.
2. Scan out at the Attendance Office immediately prior to leaving the building.
3. If a student is dismissed from school and fails to scan out, the administration will be notified, and disciplinary consequences may follow.

### **Senior Attendance Expectations**

Seniors are expected to meet the same attendance standards as all other students. Whenever possible, college visits and other senior-related activities should be scheduled during school breaks to minimize instructional time missed.

## **Ardsley High School Cell Phone Policy 2025-2026**

This policy is an extension of Ardsley School District Policy 7316, which is linked [here](#).

Ardsley High School's cell phone policy is in accordance with the Board policy aforementioned along with Section 2803 of the New York State Education Law.

*At Ardsley High School, all student cell phones must remain **out of sight** and **turned off** on school grounds during school hours, including in classrooms, hallways, common areas (such as the cafeteria), locker rooms, and restrooms. Use of cell phones is prohibited unless explicitly authorized by a staff member for educational purposes. Violations of this policy will result in disciplinary action in accordance with the student Code of Conduct.*

Below is more information regarding cell phone use at Ardsley High School.

**Enforcement and Consequences:** Enforcement of this policy is primarily the responsibility of building administrators; however, all administrative and instructional staff are expected to assist in such enforcement. Building-level administrators will employ a progressive system of discipline in accordance with the Code of Conduct. For purposes of the cell phone policy in particular, AHS will enforce a three step ladder of consequences:

- **First offense:** confiscation of device for the rest of the day
- **Second offense:** confiscation of device with parental pick up after school hours
- **Third offense:** loss of device privileges at AHS including a referral to school administration for escalation of consequences
- **Repeated Offenses:** May require devices to be locked in a central location daily

### **Bring your own device (BYOD)**

In accordance with our policies on technology AHS students are permitted to bring their own devices on campus for instructional purposes. These devices are limited to laptop computers.

- If a student is found to use a BYOD computer or other internet enabled device for non-instructional use, such as texting, calling and otherwise communicating with others in non-instructional manner, it will be considered a violation of our cell phone policy. The consequences will be as follows:
  - **1st offense:** Confiscation of the device for the rest of the day
  - **2nd offense:** Confiscation of the device and parental pick up of the device after school hours
  - **3rd offense:** Loss of BYOD privileges (student will be required to use a District-issued device for instructional use)

**Storage of phones/internet enabled devices:** Students are encouraged not to bring phones or other personal internet-enabled devices to school. If they are brought to school, students are encouraged to store their internet-enabled devices in lockers. Ardsley High School is not responsible for cell phones and is operating on a clear policy of “out of sight.” If students store their

phones “off and out of sight” in a backpack, they may be asked to place their phone in a phone storage caddy when they are in a classroom. All classrooms have a cell phone caddy where students can place their phones when entering a classroom. Internet-enabled devices within individual classrooms must be stored in the caddies unless the teacher has expressly authorized the devices to be stored within backpacks.

**Sports notifications:** Students and families will receive notifications regarding event changes via email.

**Athletic Locker rooms:** No devices will be permitted to be used in the locker room areas.

**Cafeteria/Commons/Hallways and other common areas in the building:** No devices are permitted to be used.

**Apple watches/smartwatches:** These devices can be worn to school but cannot be internet enabled during the school day. If you are seen utilizing your watch as an internet enabled device, it will be considered a cell phone and will be in violation of our cell phone policy.

**Liability:** The District will not be liable for the loss, damage, misuse, or theft of any personal technology brought to school. The District reserves the right, to the extent permitted by law, to monitor, inspect, and/or confiscate personal technology when administration has a reasonable suspicion that a violation of school policy or criminal law has occurred.

**Healthcare Purposes:** Students who need to use a cell phone for healthcare purposes must first receive clearance from the nurse's office, which will then notify the Assistant Principal. The Assistant Principal will inform the student's teachers of the approved use. Phones may only be used for health-related checks; any misuse for non-health or non-instructional purposes will prompt a follow-up conversation. Requests for healthcare accommodations must include documentation from a treating healthcare professional.

**Other Exceptions:** Other authorized exceptions can be made in line with the district cell phone policy. Staff will be informed of these exceptions by the school administration. Requests for exceptions should be made in writing to the school principal. The principal will either respond to the request directly, or forward the request to an appropriate administrator or supervisor.

**Parent contact:** If a parent needs to contact a student they can reach out to the Attendance Office at (914) 295 - 5890. Phones are monitored from 7:30AM to 2:52 PM. Parents are encouraged to limit such communications to emergencies or other urgent matters that cannot be addressed outside the school day. Any athletic-related concerns should be directed to our Athletic Director's office at (914) 295 - 5871.

**Roles and Responsibilities:** As outlined in the [District Policy](#), everyone has a role to play in the implementation of the Ardsley High School Cell Phone Policy as follows:

- a. Parents and persons in parental relation are expected to: (i) review and consider this policy when deciding whether to permit students to bring Internet-enabled devices to school; (ii)

ensure that students understand their responsibilities if they bring Internet-enabled devices to school; and (iii) support the District's efforts to promote consistent enforcement of, and compliance with, this policy.

- b. District and building administrators are expected to: (i) ensure families, students, teachers and staff understand the requirements and expectations under this policy; (ii) support families and students in developing healthy habits regarding Internet-enabled technology; and (iii) ensure this policy is applied and enforced fairly and consistently throughout each building.
- c. Teachers and staff are expected to: (i) apply and enforce this policy and building-level policies fairly and consistently within each building; and (ii) seek assistance, where needed, from administrators and families to implement this policy successfully.
- d. Students are expected to: (i) follow the rules established under this policy and applicable building-level policies; and (ii) provide feedback to administrators and the student Board representative on how to improve the effectiveness of this policy and its implementation.