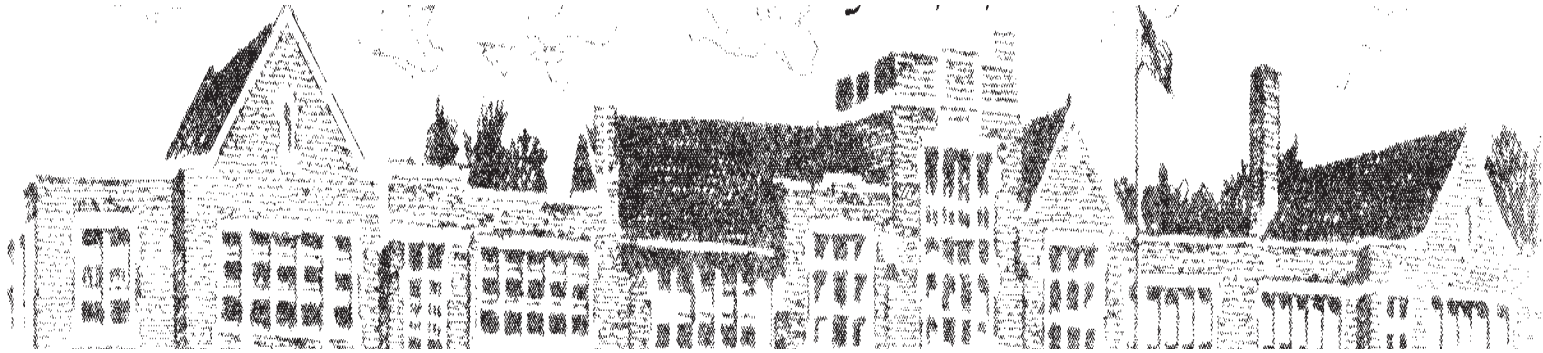


ALFRED-ALMOND CENTRAL SCHOOL



2025-2026

MISSION STATEMENT

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

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

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

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

Where To Get Your Questions Answered

Central Administration

Superintendent: Brett Dusinberre 607-276-6500
Elementary Principal: Casey Barber 607-276-6525
Secondary Principal: Geoffrey Hurley 607-276-6555
District Clerk: Joanne Demetreu 607-276-6500
Business Manager: Kathryn Kruger 607-276-6513

District Programs and Services

Transportation Supervisor: Bryan Burdick 607-276-6565
Supt. of Buildings & Grounds: Kyle Winans 607-276-6555
School Lunch Manager: Michelle Miller 607-276-6550
Tori Parmenter
School Psychologist: Ann Prior 607-276-6527
School Counselors: Amy Boone 607-276-6562
Matt McAneney 607-276-6562
School Nurse: Karleigh Winters & Sandra Corwine 607-276-6535
Librarian: Aimee Parry 607-276-6545
Athletic Director: Greg Cook 607-276-6529

School Website: www.aacsapps.com

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

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

Board of Education

The Board of Education consists of five members elected to serve five-year terms of office without pay. Any voter of the district may be a candidate for the Board in the spring of 2026 by filing a petition signed by at least 25 district voters with the Clerk of the Board by April 20, 2026.

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

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

Board Members

Maeghen Kuhn, President
John D'Angelo, Vice-President
Jason Burdick • Andrew Diestler • Heather Miller

General Information

Daily Schedule

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

School Closing Announcements

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

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

Extracurricular Policy

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

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

2025-26 School Lunch Program

Each day, the AACS cafeteria offers many excellent choices for breakfast and lunch. Students are encouraged to eat in the school cafeteria and not leave the building. All students are eligible to receive a FREE breakfast and lunch each day.

Discrimination Laws

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

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

Smoking on School Premises

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

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

Visitors

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

District Election

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

Asbestos Information

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

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

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

Computer Policy

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

2025-26 Health Office Updates

The Alfred-Almond Central School Health Office is staffed by two full-time Registered Nurses who provide comprehensive medical care for students in grades Pre-K through 12. In addition, our Medical Director, Dr. Zahi Kassas, supports daily operations, offers ongoing guidance, and assists with all health-related matters as needed.

New Student Requirements

All new students must submit:

- A current physical examination performed by a New York State-licensed physician (MD), nurse practitioner (NP), or physician assistant (PA), dated within the past year.
- Proof of required immunizations in accordance with New York State law.

Families may choose to have their child examined by their own physician or opt for an exam conducted by the school physician. If a physical exam is not provided within 30 days of the first day of school, the student will be seen by the school physician. Parents will be notified of any abnormal findings.

Health Examinations

Students in **Pre-K, Kindergarten, Grades 1, 3, 5, 7, 9, and 11** are required to undergo a **Health Appraisal/Physical Exam**. However, annual health examinations are strongly encouraged for all students.

Additionally, all students in grades 7–12 who participate in athletics must provide a yearly physical examination to be eligible for sports participation. This ensures that students are medically cleared to engage in athletic activities.

Immunization Requirements

New York State Law Section 2164 mandates that all students **provide proof of up-to-date immunizations**. This documentation must be submitted within **14 days** of the first day of school (with a **30-day grace period** for students transferring from out of state). Failure to provide proof of immunization within the designated timeframe will result in **exclusion from school until compliance is met—no exceptions**.

Immunization Schedule:

- **Pre-K:** DTaP (4), Hep B (3), Hib (4), MMR (1), Pneumococcal/PCV (4)*, Polio (3), Varicella (1)
- **Kindergarten:** DTaP (5), Hep B (3), MMR (2), Polio (4), Varicella (2)

- **Grade 6:** TDaP (1) (administered on or after the 11th birthday)
- **Grade 7:** Meningococcal (1)
- **Grade 12:** Meningococcal (2)* (unless the first dose was administered on or after the 16th birthday)
*The required number of doses may vary based on the start date of each student's vaccine series. Immunization records are reviewed annually.

State-Mandated Health Screenings:

Students will undergo the following screenings as required by **New York State**:

- **Growth** (Height & Weight): Annually
- **Vision:** Distance & Near: New entrants and students in Pre-K, K-1, 3, 5, 7, and 11
- **Vision - Color Perception:** New entrants
- **Hearing:** New entrants and students in Pre-K, K, 1, 3, 5, 7, and 11
- **Scoliosis:** Girls in Grades 5 and 7; Boys in Grade 9

Medication Administration:

If a student requires medication during the school day (including prescription, over-the-counter, topical, or eye drops), **the following must be provided:**

1. **A written order** from a licensed healthcare provider (available on the district website under "Health Office").
2. **A signed parental/guardian consent form** authorizing the school nurse to administer the medication.
3. The medication must be in its **original, labeled container** from the pharmacy (medications not in original containers cannot be accepted).
4. All medications and refills must be **delivered directly to the Elementary Main Office by a parent/guardian or an adult over 18 years of age**, with a required signature upon drop-off and/or pick-up.

Attendance & Excused Absences:

For all attendance-related communication, parents must send messages to the Elementary Attendance Group or High School Attendance Group on Parent Square to report absences, tardiness, or early dismissals.

- If no reason is provided, the absence will be recorded as **unexcused**.
- For absences of **three or more consecutive days**, a note **from a medical provider** is required.

Injuries & Participation in Physical Education/Sports:

Injuries sustained **during school or school-related activities** must be reported promptly to the nurse.

Physical Education (PE) Excuses:

- A **parent note** is acceptable for minor injuries requiring one-day excusal from PE.
- For **extended excusal (more than one day)** or more serious injuries, a **doctor's note** is required.

Head Injuries & Concussions:

If a student is diagnosed with a **concussion**, they must follow the **concussion protocol** before being cleared for PE and athletics:

1. Obtain clearance from their **primary care provider**.
2. **High School Students:** Complete a **concussion post-injury assessment** before being evaluated by Dr. Kassas.
3. **Elementary Students:** Obtain clearance from their **primary care provider**, followed by clearance from Dr. Kassas.

***Only after both clearances are obtained can the student begin the return-to-play protocol. No exceptions.**

Allergy Documentation & Epi-Pens:

- All allergies **must be documented by a licensed physician** on the health examination form. **Parental documentation alone is not accepted**, including for environmental allergies.
- If a student requires an **Epi-Pen** due to a **life-threatening allergy**, a formal **order must be submitted** by their healthcare provider, with the **allergy clearly documented**. Self-carry is permitted for grades 7-12 only.

Release of Protected Health Information:

If a student's **physician, specialist, or therapist** requires communication with the Health Office or school staff, a **signed release of Protected Health Information (PHI)** must be provided. This release will be stored in the student's health records for the **current school year**.

Health Office Contact Information:

Karleigh Winters, RN
School Nurse/Health and Wellness Coordinator/Registrar
kwinters@aacssapps.com • 607-276-6536

Sandra Corwine, RN
School Nurse
scorwine@aacssapps.com • 607-276-6535

All dates/events are subject to change.

September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1 • Labor Day - No School	2 • Superintendent's Conference Day – No School for Students • BOE Work Session, 5 p.m. and Regular Session 6 p.m.	3 • Superintendent's Conference Day – No School for Students • PK-12 Open House, 4:30-5:30 p.m. • Community Picnic, 5:30-6:30 p.m.	4 • First Day of School	5	6	
7	8	9	10	11	12 • Glow Dance, 8-10 p.m.	13	
14	15 • Senior Formal Picture Day	16 • School Pictures for PK-11 and Staff	17 • Club and Group Pictures • Fall Sport Pictures	18	19	20 • Fall Family Arts Festival, 4-6 p.m.	
21	22 • Spirit Week • Beginning Band Rental Night, 6-7:30 p.m.	23 • Spirit Week	24 • Spirit Week	25 • Spirit Week	26 • Spirit Week • Bonfire, 7:30 p.m. • Bonfire Dance, 8-10 p.m.	27 • Sports Day, 2-9 p.m., Upper Fields	
28	29	30					
August 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<i>"We must teach our children to dream with their eyes open." Harry Edwards</i>				October 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

Reporting to Parents

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

Tentative report card dates for 2025-26 are:

November 14

January 30

April 24

June – Report cards mailed home

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

Pupil Admissions

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

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

Dress and Appearance

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

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

Leaving School During the School Day

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

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

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

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

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

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

Interscholastic Sports Programs

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

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

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

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

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

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

Procedure for Acceleration and Challenge

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

BOCES

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

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

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

Community Use of School Facilities

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

All dates/events are subject to change.

October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2 • Elementary Glow Dance	3	4	
5	6	7 • BOE Work Session, 5 p.m. and Regular Session 6 p.m.	8	9	10	11	
12	13 • Columbus Day – No School	14	15	16	17	18	
19	20	21	22 • PSAT (Digital Exam)	23	24 • Halloween Dance, 8-10 p.m.	25	
26	27	28	29	30 • Jr./Sr. Band and Chorus Fall Concert, 7 p.m.	31 • Halloween Parade, 1:30 p.m.		
September 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		<i>"You can't use up creativity. The more you use, the more you have." Maya Angelou</i>				November 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

Sexual Harassment Policy

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

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

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

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

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

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

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

Programs for Students with Disabilities under IDEA Article 89

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

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

Special Education Referral Process

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

A referral may be made by:

- A student's parent
 - A professional staff member of the school district in which the student resides (principal)
 - A licensed physician
 - The commissioner or designee of a public agency with responsibility for welfare, health or education of the children,
 - For purposes of referring one's self, a student who is more than 18 years of age or older, or an emancipated minor, who is eligible to attend the public schools of the district.
- A referral submitted by anyone other than the parent, student or judicial officer shall:
- State the reasons for the referral and include any test results, record or reports which the referral is based that may be in the possession of the person submitting the referral

continued...

All dates/events are subject to change.

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																		
						1																																		
2	3 • Picture Retakes for PK-12 • Cole All-Star Circus, 6:30 p.m., HS Gym	4 • BOE Work Session, 5 p.m. and Regular Session 6 p.m.	5	6	7 • End of 1 st Quarter • Jr. High Area All-State Band and Chorus Festival • K-6 Fun Night, 4-6 p.m.	8 • Jr. High Area All-State Band and Chorus																																		
9	10	11 • Veterans Day - No School	12	13	14 • Elementary Musical, 4 p.m. • Report Cards Issued	15 • Ski Club orders due																																		
16	17 • Winter sports begin	18	19	20	21 • Sr. High Area All-State Band and Chorus Festival	22 • Sr. High Area All-State Band and Chorus Festival																																		
23	24 • Parent-Teacher Conferences, Elementary Dismissal at 11:50 a.m.	25 • Parent-Teacher Conferences, Elementary Dismissal at 11:50 a.m.	26 • Thanksgiving Recess – No School	27 • Thanksgiving Recess – No School	28 • Thanksgiving Recess – No School	29																																		
30	<p><i>"Believe you can and you're halfway there."</i> Theodore Roosevelt</p>				<p><u>December</u></p> <table border="0"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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Special Education Referral Process, continued

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

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

High School Promotion Regulation

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

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

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

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

Graduation Requirements

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

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

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

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

For specific diploma requirements, please see the school counselor.

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

* or replace with 5 unit sequences

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

Working Papers

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

Student Driving

Student driving is a privilege that may be suspended for:

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

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

Parent Portal

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

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

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

Fitness Center/Track

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

All dates/events are subject to change.

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1 • Scholastic Book Fair	2 • Scholastic Book Fair • BOE Work Session, 5 p.m. and Regular Session 6 p.m.	3 • Scholastic Book Fair	4 • Scholastic Book Fair • Elementary Story Night, 6-7 p.m.	5 • Talent Show, 6:30 p.m.	6	
7	8 • NHS Blood Drive, 11 a.m.-4 p.m.	9	10	11 • Elementary Band and Chorus Holiday Concert, 7 p.m.	12	13	
14	15	16	17 • Jr./Sr. High Band and Chorus Holiday Concert, 7 p.m.	18	19 • Winter Sports Pictures	20	
21	22 • Holiday Recess – No School	23 • Holiday Recess – No School	24 • Holiday Recess – No School	25 • Holiday Recess – No School	26 • Holiday Recess – No School	27	
28	29 • Holiday Recess – No School	30 • Holiday Recess – No School	31 • Holiday Recess – No School				
November 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		<p><i>"A book is a gift you can open again and again."</i> Garrison Keillor</p>				January 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	

We want to help!

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

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

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

Telephone Numbers: District Office: 607-276-6500
Transportation: 607-276-6565

Elementary Office: 607-276-6525
Health Office: 607-276-4215/607-276-6535

High School Office: 607-276-6555
School Counselors' Office: 607-276-6562

All dates/events are subject to change.

January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
				1 • Holiday Recess – No School	2 • Holiday Recess – No School	3	
4	5	6 • BOE Work Session, 5 p.m. and Regular Session 6 p.m.	7	8	9	10 • Semi-Formal, 7-10 p.m.	
11	12	13	14	15	16	17	
18	19 • Martin Luther King, Jr. Day – No School	20 • NYS Regents Exams	21 • NYS Regents Exams	22 • NYS Regents Exams	23 • NYS Regents Exams • End of 2 nd Quarter	24 • Grade 6 Band Solo Festival	
25	26 • Superintendent’s Conference Day - No School for Students	27	28	29	30 • Report Cards Issued	31 • Grade 7-12 Band Solo Festival	
December 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<i>“Your attitude, not your aptitude, will determine your altitude.”</i> Zig Ziglar				February 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	

School Bus Rules

2025-26 Bus Policies

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

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

Bus Conduct

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

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

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

Do Not Lose Your Bus Privilege

Follow These Rules

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

Bus Passes

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

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

Your cooperation with these guidelines is greatly appreciated.

Student Code of Conduct

The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is **disorderly**. Examples of disorderly conduct include:
 1. Running in hallways
 2. Making unreasonable noise
 3. Using language or gestures that are profane, lewd, vulgar, or abusive.
 4. Obstructing vehicular or pedestrian traffic.
 5. Engaging in any willful act which disrupts the normal operation of the school community.
 6. Trespassing Students are not permitted in any school building other than the one they regularly attend without permission from the administrator in charge of the building.
 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account, accessing inappropriate websites, or any other violation of the district's acceptable use policy.

continued...

All dates/events are subject to change.

February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3 • BOE Work Session, 5 p.m. and Regular Session 6 p.m.	4	5	6	7	
8	9	10	11	12	13	14	
15	16 • Winter Recess – No School	17 • Winter Recess – No School	18 • Winter Recess – No School	19 • Winter Recess – No School	20 • Winter Recess – No School	21	
22	23	24	25	26	27 • Bump-a-Palooza, 4-9 p.m.	28	
							
January 4 5 6 7 1 2 3 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<i>"Creativity is intelligence having fun."</i> <i>Albert Einstein</i>				March 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

Student Code of Conduct, continued

- B. Engage in conduct that is **insubordinate**. Examples of insubordinate conduct include:
1. Failing to comply with the reasonable directions of teachers, administrators, or other school employees in charge of students or otherwise demonstrating disrespect.
 2. Lateness for missing or leaving school without permission.
 3. Skipping detention
- C. Engage in conduct that is **disruptive**. Examples of disruptive conduct include:
1. Failing to comply with the reasonable directions of teachers, administrators, or other school personnel in charge of students.
- D. Engage in conduct that is **violent**. Examples of violent conduct include:
1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, or other school employee or attempting to do so.
 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
 3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 4. Displays what appears to be a weapon.
 5. Threatening to use any weapon.
 6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee, or any person lawfully on school property, including graffiti or arson.
 7. Intentionally damaging or destroying school district property.
- E. Engage in any conduct that **endangers the safety, morals, health, or welfare of others**. Examples of such conduct include:
1. Lying to school personnel
 2. Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 4. Discrimination, which includes the use of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
5. Harassment, bullying, and Cyberbullying, as defined by this code which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group that are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team.
 8. Selling, using or possessing obscene material.
 9. Using vulgar or abusive language, cursing or swearing.
 10. Smoking or possession of a cigarette, electronic cigarette, cigar, pipe, or using chewing or smokeless tobacco.
 11. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
 12. Inappropriately using or sharing prescription and over-the-counter drugs.
 13. Gambling
 14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in **misconduct while on the school bus**. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated.
- G. Engage in any form of **academic misconduct**. Examples of academic misconduct include:
1. Plagiarism
 2. Cheating
 3. Copying
 4. Altering records
 5. Assisting another student in any of the above actions.

continued...

All dates/events are subject to change.

March 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3 • BOE Work Session, 5 p.m. and Regular Session 6 p.m. • Grade 6 Parent Meeting, 6 p.m.	4	5	6 • K-6 Fun Night 4-6 p.m.	7	
8	9 • Spring Sports Begin	10	11	12 • Parent-Teacher Conferences, Elem. Dismissal at 11:50 a.m.	13 • Parent-Teacher Conferences, Elem. Dismissal at 11:50 a.m. • Spring Musical, 7 p.m.	14 • Spring Musical, 7 p.m.	
15 • Spring Musical, 2 p.m.	16	17 • High School Literary Festival, 6:30-8:30 p.m.	18 • Grade 8 Parent Meeting, 6 p.m.	19	20 • Team Trivia, 7-9 p.m.	21	
22	23 • Superintendent's Conference Day - No School for Students	24	25	26 • NHS Induction Ceremony, 7 p.m.	27	28	
29	30	31 • Jr./Sr. High Band and Chorus Concert, 7 p.m.					
<u>February</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		<i>"Think left and think right and think low and think high. Oh, the things you can think up if you only try." Dr. Seuss</i>				<u>April</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

Student Code of Conduct, continued

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers, and/or others as appropriate
6. Other extenuating circumstances. As a general rule, discipline will be progressive.

Disciplinary Outcomes

Students who have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process. The Principal and Superintendent may designate a person(s) to act on their behalf.

1. Any member of the District staff may issue an oral warning, a written warning or written notification to the parent/guardian.
2. Detention – Teachers, Administrators
3. In-school suspension – Administrators
4. Suspension from transportation – Administrators
5. Suspension from athletic participation – Coaches, Athletic Director, Administrators
6. Suspension from social or extracurricular activities – Advisor/Activity Director, Administrators
7. Suspension of other privileges –Administrators
8. Removal from classroom by teacher – Teachers, Administrators
9. Short-term (five days or less) suspension from school – Administrators
10. Long-term (more than five days) suspension from school - Superintendent
11. Diversion programs/services for substance abuse- Administrators
12. School-based interventions- Administrators
13. Restorative meetings- Administrators

Dignity for All Students Act

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

DASA Coordinator: Matt McAneney

Attendance Policy

Statement of Overall Objectives

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

1. To increase school completion for all students;
2. To raise student achievement and close gaps in student performance;
3. To identify attendance patterns in order to design attendance improvement efforts;
4. To know the whereabouts of every student for safety and other reasons;
5. To verify that individual students are complying with education laws relating to compulsory attendance;
6. To determine the District's average daily attendance for state aid purposes.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

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

continued...

All dates/events are subject to change.

April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1 • BOE Work Session, 5 p.m. and Regular Session 6 p.m.	2 • Elementary Spring Pictures	3 • Spring Recess – No School	4	
5	6 • Spring Recess – No School	7 • Spring Recess – No School	8 • Spring Recess – No School	9 • Spring Recess – No School	10 • Spring Recess – No School • End of 3 rd Quarter	11	
12	13	14	15	16	17 • Spring Sports Pictures	18	
19	20 • Deadline for BOE Petitions	21	22 • NYS ELA Testing, Grades 7-8	23 • NYS ELA Testing, Grades 7-8	24 • Senior Trip • Report Cards Issued	25 • Senior Trip	
26 • Senior Trip	27	28 • NYS ELA Testing, Grades 3-6	29 • NYS ELA Testing, Grades 3-6	30 • NYS Science Testing, Grade 8			
March 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<i>“The beautiful thing about learning is that no one can take it away from you.” B.B. King</i>				May 4 5 6 7 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	

Attendance Policy, continued

Excused: An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, obtaining learner's permit, road test or other such reasons as may be approved by the Superintendent of Schools. Students excused due to illness during the course of the school day may only be excused through the School Health Office.

Unexcused: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, hair cut, oversleeping).

Student Attendance/Course Credit

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

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

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

Students will be considered in attendance if the student is:

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

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

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

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

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

- a. Copies of the District's Comprehensive Student Attendance Policy will be mailed to parents/persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment in the District.
- b. School newsletters and publications will include periodic reminders of the components of the District's Comprehensive Student Attendance Policy. Copies of the Attendance Policy will also be included in parent/student handbooks.
- c. At periodic intervals, a designated staff member(s) will notify, by telephone, the parent/person in parental relation of the student's absence, tardiness or early departure and explain the relationship of the student's attendance to his/her ability to receive course credit. If the parent/person in parental relation cannot be reached by telephone, a letter shall be sent detailing this information.

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

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

All dates/events are subject to change.

May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1	2 • Jr./Sr. Prom, 6-11 p.m., Alfred Lake Lodge	
3	4	5 • NYS Math Testing, Grades 3-6 • Voter Registration, 2-8 p.m. • BOE Work Session, 5 p.m. and Regular Session 6 p.m. • Budget Presentation, 7 p.m.	6 • NYS Math Testing, Grades 3-8 • Kindergarten Visitation and Parent Meeting, 2:30 p.m.	7 • NYS Math Testing, Grades 7-8	8	9	
10	11	12 • NYS Science Testing, Grade 5	13	14	15	16	
17	18	19 • Annual Budget Vote and BOE Election, 1-8 p.m. • Ice Cream Social 6-7 p.m. • District Art Show, 6-8 p.m.	20	21 • Band and Chorus Senior Night, 6:30 p.m.	22	23	
24	25 • Memorial Day – No School	26	27	28	29	30	
31							
April 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		<i>"An investment in knowledge pays the best interest." Benjamin Franklin</i>				June 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	

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

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

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or part by a program of the U.S. Department of Education-
 - a. Political affiliations or beliefs of the student or student’s parent;
 - b. Mental or psychological problems of the student or student’s family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - g. Religious practices, affiliations or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of-*
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
 - c. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect*, upon request and before administration or use –
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

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

Alfred-Almond has developed and adopted policies in consultation with parents regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

Alfred-Almond will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Alfred-Almond will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Alfred-Almond will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20212-5920

Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School Records Access Officer a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

continued...

All dates/events are subject to change.

June 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1 • HS Local Finals • Strawberry Lawn Festival • Elementary Band and Chorus Concert, 7 p.m.	2 • HS Local Finals • BOE Work Session, 5 p.m. and Regular Session 6 p.m.	3 • HS Local Finals	4 • HS Local Finals	5 • HS Local Finals	6	
7	8 • HS Local Finals	9 • NYS Regents Exams • HS Local Finals	10 • NYS Regents Exams • HS Local Finals	11 • HS Local Finals • Varsity Sports Awards, 6-9 p.m.	12 • HS Local Finals	13	
14	15	16	17 • NYS Regents Exams	18 • NYS Regents Exams • Elementary Report Cards Issued	19 • Juneteenth – No School	20	
21	22 • NYS Regents Rating Day • Early Dismissal at 11:50 a.m.	23 • NYS Regents Exams • Early Dismissal at 11:50 a.m.	24 • NYS Regents Exams • Early Dismissal at 11:50 a.m.	25 • NYS Regents Exams • Early Dismissal at 11:50 a.m.	26 • NYS Regents Rating Day • Early Dismissal at 11:50 a.m.	27 • Graduation Ceremony, 2 p.m.	
28	29 • Grades 7-12 Report Cards Mailed	30					
May 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<i>"Your education is a dress rehearsal for a life that is yours to lead."</i> Nora Ephron				July 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	

Notification of Rights under FERPA for Elementary and Secondary Schools, continued

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the school to amend a record should write the School Records Access Officer, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20212-5920

Directory Information

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

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

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


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

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

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

All dates/events are subject to change.

July 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1	2	3	4 • Independence Day	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			
<u>June</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		<i>"Live as if you were to die tomorrow. Learn as if you were to live forever." Mahatma Gandhi</i>				<u>August</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY

The District consulted with local stakeholders including employee organizations representing each bargaining unit, parents, and students to develop this policy to prohibit the use of Internet-enabled devices by students during the school day on school grounds. This policy aims to ensure that students remain focused on their academic responsibilities throughout the school day, which includes all instructional and non-instructional periods such as homeroom, lunch, recess, study halls, and passing time.

For purposes of this policy, the following definitions apply:

- a. "Internet-enabled devices" means and includes any smartphone, tablet, smart watch, or other device capable of connecting to the Internet and enabling the user to access content on the Internet, including social media applications; "Internet-enabled devices" does not include:
 1. Non-Internet-enabled devices such as cellular phones or other communication devices not capable of connecting to the Internet or enabling the user to access content on the Internet; or
 2. Internet-enabled devices supplied by the District, charter school, or Board of Cooperative Educational Services (BOCES) that are used for an educational purpose.
- b. "School day" means the entirety of every instructional day as required by subdivision 7 of the Education Law Section 3604 during all instructional time and non-instructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing time.
- c. "School grounds" means in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a district elementary, intermediate, junior high, vocational, or high school, a charter school, or a BOCES facility.

Students are generally prohibited from using Internet-enabled devices during the school day anywhere on school grounds. However, students may be authorized to use an Internet-enabled device during the school day on school grounds:

- a. If authorized by the principal or the District for a specific educational purpose;
 - b. Where necessary for the management of a student's health care;
 - c. In the event of an emergency;
 - d. For translation services;
 - e. On a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor for a student caregiver who is routinely responsible for the care and well-being of a family member; or
 - f. Where required by law.
- Students must be permitted to use an Internet-enabled device where the use is included in the student's:
1. Individualized Education Program (IEP); or
 2. Section 504 Plan.

On-Site Storage of Internet-Enabled Devices Including Cell Phones

Students must store their Internet-enabled devices in designated on-site storage areas during the school day. On-site storage areas may include but are not limited to, student lockers, designated storage bins in classrooms, or secure storage areas in the school's main office. The designated on-site storage areas must be easily accessible to students and provide adequate security to ensure the safekeeping of the student's devices. The District will communicate the procedures for storing and retrieving devices, ensuring that students understand their responsibilities in using the on-site storage facilities provided.

Methods for Parents to Contact Students During the School Day

To accommodate necessary communication, parents or persons in parental relation may use the following methods to contact their student during school hours while adhering to this policy:

- a. School Office Phone: Parents or persons in parental relation may call the school's main office, and the office staff can relay messages to the student or call the student to the office to speak with their parent or person in parental relation.
- b. School Messaging Application: Schools may use a secure messaging application or platform where parents or persons in parental relation can send messages to their student. The messages can be monitored and delivered by school staff.
- c. Written Notes: Parents or persons in parental relation can drop off written notes at the school's main office, which can then be delivered to the student by school staff.

Parents and persons in parental relation will be notified in writing of the methods that are available for contacting their student during school hours upon enrollment and at the beginning of each school year.

Student Discipline for Accessing Internet-Enabled Devices During the School Day

The District is prohibited from suspending a student solely for accessing internet-enabled devices in violation of this policy.

Posting and Translation of Policy


The District will post this policy in a clearly visible and accessible location on its website. Translations of the policy into the 12 most common non-English languages spoken by limited-English proficient individuals in the state will be provided upon request by a student or other persons in parental relation to a student.

Reporting and Mitigation Action Plan

Beginning September 1, 2026 and annually thereafter, the district will publish an annual report on its website detailing enforcement of this policy within the District in the prior school year. This report will include non-identifiable demographic data of students who have faced disciplinary action for non-compliance and analysis of any demographic disparities in enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a mitigation action plan.

All dates/events are subject to change.

August 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						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						
<u>July</u> 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<i>"Learn continually. There's always 'one more thing' to learn!"</i> <i>Steve Jobs</i>				<u>September</u> 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

**ALFRED-ALMOND
CENTRAL SCHOOL**

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