

ANDES CENTRAL SCHOOL



PARENT/STUDENT HANDBOOK 2024-25

Student/Parent Handbook

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Telephone Numbers

(BOE - 4000)

Main Office 845-676-3166 or 676-3167

CROP 845-676-4806

Bus Garage 845-676-4660

Fax 845-676-3181

ACS Web Site

(BOE - 4000)

<http://www.andescentralschool.org>

Our School's Vision and Mission Statement

Andes is a small rural school district with a safe environment and a strong sense of community. The mission of the Andes school community, through a positive learning environment, is to produce self-sufficient citizens who are adaptable to changes in society and who possess the self-esteem, motivation, and skills to continue individual growth and to ensure that all students meet or exceed high learning standards at the elementary, middle, and high school levels.

District Accessibility Plan

Andes Central School assures that all students have equal access to the full range of available programs. The ACS main building does not have an elevator. For that reason, the District has developed an Accessibility Plan outlining steps to be taken should a mobility impaired student enroll in the District. A copy of the Accessibility Plan can be obtained at the District Office. The plan is also posted on the school webpage.

Equal Opportunity

Each student is encouraged to develop and achieve individual goals. The District will provide every student with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having

access to any course offerings, student activities, counseling services, employment assistance, extracurricular activities, or other school resources.

Dr. Brigid Collins, District Compliance Officer, will coordinate compliance with the nondiscrimination requirements of Title IX of the Educational Amendments of 1972. Cheryl Butler is the Compliance Officer for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Andes Central School Board of Education

2024-2025 BOE members

President -----	Kelly Bauer
Vice President-----	Jason Mondore
Member -----	Gordon Krick
Member -----	Karen Bornarth
Member -----	Kate Liddle

In order to perform its duties in an open and public manner, and in accordance with state law, the Board of Education holds regular business meetings on the third Wednesday of each month, in the school Distance Learning Room at 5:15 p.m. Meeting dates and times are posted on the message board in front of the school. Date and time changes are published in the school newspapers.

Visitors to the School

ALL visitors to the school district buildings, including recently graduated alumni, shall be governed by the following rules:

- Prior approval must be obtained; the person or group wishing to visit shall contact the superintendent.
- All visitors must report to the Health Office and sign in to receive a visitor pass.
- Parents are encouraged to make appointments to visit teachers, school nurse, school psychologist and other school personnel.
- Non-school related groups wishing to use school facilities must complete a facilities use request form available in the main office.

Student visitors from other schools, unless they have a specific reason and prior approval of the superintendent, are NOT permitted to enter the school buildings.

Interpreters for Hearing Impaired Parents

The Board of Education recognizes that those district parents with hearing impairments which prevent meaningful participation in their child's educational program must be afforded an opportunity equal to that afforded other parents to participate in meetings or activities pertaining to their child's education.

Accordingly, and pursuant to law, the school district will provide an interpreter for hearing-impaired parents for meetings or activities including, but not limited to:

- Parent / Teacher conferences,
- Child study or building level team meetings,
- Planning meetings with school counselors regarding educational progress,
- Career planning,
- Suspension hearings or other conferences with school officials relating to disciplinary actions.

The school district will provide an interpreter for the hearing-impaired parent if a written request for the service has been submitted to and received by the district within 14 days prior to the scheduled meeting or activity. If an interpreter is unavailable, the district will then make other reasonable accommodations which are satisfactory to the parents (e.g., note taker, transcript, decoder, or telecommunication device for the deaf). These services will be made available by the district at no cost to the parents.

Parents in need of these services should call Heather Evangelista, the superintendent's secretary, at 676-3166.

ACS School Staff

Name	Assignment	Phone Extension
Dr. Brigid Collins	Superintendent	X 102
Heather Evangelista	Superintendent's Secretary	X 103
Maria Argyros	Guidance	X 126
Mary Colfer & Jenna Weaver	School Nurse	X 101
Cheryl Butler	Special Education	X 115
Aidan Hafele	Technology Coord.	
Chris Aguirre	Building Principal	X 101
Corra Nocella	P.E. Teacher	X 127
Laurie Day	Cafeteria	X 105
Grace Bacon	Library	X 106
Rick Reed	Transportation Supervisor	X 121
Sal Ventimiglia	Custodian	X 117
Yasmin Reshamwala	Music Room	X 116
Samantha Candreva	Asst. Principal	X 101
Hanna Mokay-Rossley	District Treasurer	X 128

[illegible]

Academics

School Calendar

See attachment in the back of this handbook.

Daily Schedule

Breakfast	7:45 - 8:00
Attendance & Announcements	8:00 - 8:05
Period 1	8:05 - 8:53
Period 2	8:56 - 9:39
Period 3	9:42 - 10:25
Period 4	10:28 - 11:11
Period 5	11:15 - 11:57
Period 6	12:00 - 12:43
Period 7	12:46 - 1:29
Period 8	1:32 - 2:15
Period 9	2:18 - 3:02

Lunch Schedule

Grades Pre K -6	5 th period
Grades 7-12	6 th period

Delayed Opening Schedule

Two hour delays are used for bad weather.

Attendance Announcements	10:00 - 10:10 a.m.
Period 1	10:10 - 10:36 a.m.
Period 2	10:39 - 11:08 a.m.
Period 5	11:11 - 11:40 a.m.
Period 6	11:43 - 12:12 p.m.
Period 3	12:15 - 12:44 p.m.
Period 4	12:47 - 1:16 p.m.
Period 7	1:19 - 1:48 p.m.
Period 8	1:51 - 2:20 p.m.
Period 9	2:23 - 3:02 p.m.

Testing Calendar

See attachment in the back of this handbook.

Student Schedules

Schedules are arranged through the guidance department. The State Education Department requires certain courses, ACS requires certain courses and elective courses may be added. Classes will not be dropped if no other electives are available during the same time period.

Parental Involvement

The Andes Central School District believes that student achievement is directly linked to parental involvement, and therefore encourages such involvement in school educational planning and daily operations. Parental involvement may take place either in the classroom or during extracurricular activities as volunteers. The Board of Education also encourages direct parental involvement at home. Examples could include:

- planned home reading time,
- informal learning activities, and/or
- homework contracts between parents and children

Attendance

Excellent attendance in class is an important baseline for learning. Discussion and participation in class activities is encouraged. It is important that students attend class to do their best work.

Parents should reinforce excellent attendance by helping students arrive at school on time. It is also important to make the effort to arrange medical appointments so time away from classes is limited. Students who miss more than 10 percent of their class due to absences will be denied academic credit. An appeal by the parent should follow this credit denial.

Homework

Homework provides excellent opportunities for developing good study habits, providing for individual differences

and abilities, and encouraging self-initiative on the part of the student.

Parental involvement in student's homework is an essential part of making homework an integral part of the educational program. Parents should encourage and monitor homework assignments. Student agenda/planners are provided and should be used every day to keep track of assignments.

Parents and the school share the responsibility for student learning. Parents can assist their child(ren) with homework by:

- providing a study area free of distractions and with good lighting,
- asking questions about the content of student homework,
- giving requested assistance, but letting the student do his or her own work,
- avoiding undue pressure,
- helping create a "homework habit", at the same time each night,
- reviewing agenda/planner.
- Checking 7-12 homework calendar on school website

At the discretion of the teacher, students may be assigned homework each night. If a student feels that he or she has an excessive amount or too little homework per week, a conference with the teacher is suggested.

Backpacks

Students sometimes use backpacks to transport materials to and from school. Students in grades 7-12 must store their backpacks in their lockers or on the shelves near the lockers. Backpacks should not be

left on the floor or taken into classrooms. Sports bags are to be stored in the locker rooms.

Field Trips

Field trips are an important part of the learning process. Students extend classroom learning when they attend related programs, visit historical sites or conduct field studies.

Field trips may be planned as part of the academic program. All students enrolled in the class are expected to attend field trips. Lack of attendance may result in an alternative assignment. The Discipline Code is in effect during field trips.

Open House

Open House is a time for parents and students to meet teachers and hear about the exciting projects and activities planned in the classroom for the year ahead. Open House is not a time for individual parent/teacher meetings. Conferences should be requested and scheduled for another time. Fall Open House will be held on Thursday evening, October 10 starting at 6:30 p.m.

Parent Conferences

Parent/Teacher conferences are an important tool in reporting student progress to parents. Conferences between parents and teachers may be scheduled as needed.

Parents may initiate a conference by calling the school office and making an appointment with the teacher or

superintendent. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time.

If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

A District-wide Conference Day will be held in the fall on Friday, October 11th.

Assemblies

Student assemblies are seen as part of the overall educational process. School assemblies are held at all instructional levels. Assemblies will be appropriate to the educational experience and reflect our school's educational mission.

Students are reminded of proper conduct at assemblies to ensure responsible audience participation:

- take care of bathroom needs and getting a drink before the assembly starts,
- take a seat with your class quickly and stay seated during the assembly,
- pay attention to the speaker/performer(s),
- remain quiet and attentive,
- applaud only when appropriate.
- Students should report to class prior to the beginning of the assembly for attendance purposes.

Concerts/Performances

Concerts are a required part of the band and chorus curriculum, therefore

attendance and performing at concerts is necessary for part of the grading process.

Concerts are a wonderful way of sharing with the community the accomplishments of the music program.

There is appropriate behavior at a concert. This behavior includes:

- taking care of bathroom needs and getting a drink before the concert starts,
- paying attention to the speaker/performer(s),
- remaining quiet and attentive,
- applauding only when appropriate.
- leaving or entering the auditorium only between musical numbers, during transitions or at intermission.

The Discipline Code is in effect during concerts and performances.

Make Up Opportunities

Students who are absent will be given reasonable time to make up assignments missed during their legal absences. Missed work due to illegal absences will reflect negatively on the students' course grade. Classroom teachers will determine the appropriate assignments for purposes of making up the work missed.

Assignments may be sent home during absences to help the student keep up to date on schoolwork. Parents may contact the main office to request assignments.

It is the student's responsibility to request all makeup assignments from teachers during or following absence from class. The student must request assignments within a day or two after the

absence and complete it in a timely manner to receive credit in the quarterly grade.

College Courses in High School Program-

Dual-credit programs allow student to earn high school and college credit simultaneously. Students can earn dual credit by completing college courses either via distance learning or online.

In order to qualify to take a college level course certain criteria must be met. It's based on the belief that college-level courses can be successfully taught to motivate high school students who can then receive advanced placement and/or credit for them.

- **The student must have a GPA of 85 or above**
- **The student must have the recommendation of the teacher in the course subject.**

Any student who drops a college course after the drop/add period has ended will be required to reimburse the district for the full amount of the cost of the course.

Weighting of Grades

Academic Honors classes are courses so defined by the District as advanced in academics. The requirements and expectations of these courses are more rigorous. The following terms and conditions apply:

*weighting of 1.03 will apply to the quarter average of each course.

Letter Grade	Numeric Equivalent	Grade Point Equivalent
A+	100	4.0
A	96	4.0
A-	90	3.7
B+	87	3.4
B	85	3.0
B-	80	2.7
C+	77	2.4
C	75	2.0
C-	70	1.7
D	65	1.0
F	Below 65	0

Grading Systems

Report cards are issued four times each year. A grade of 65% will be the lowest passing grade. Each marking period grade will be comprised of a single grade reflecting student progress during the marking period.

Grades are used to indicate achievement and development in each class or subject area in which a student is enrolled. The school uses the following grading systems:

Grades K-6

4 - Expands on knowledge beyond grade level expectations

3 - Meets current grade level expectations

2 - Progressing to grade level expectations with support

1 - Below grade level expectations

N/A - Not assessed at this time

In addition, Grades 306 will receive a numeric score report

Grades 7-12

Numeric Score Report

Efforts will be made to maintain academic hope for our poorest performing students. Failing scores for students with an average below 60 will be recorded on a sliding downward scale. Students will receive a grade of 60 for the first grading period they fall below that point and a 55 and a 50 for the second and third times they do not reach the 65 mark. If a student's actual average is higher than the low cap (student scores 58 when the low cap is 55) they will receive the higher score. All students will receive their actual average during the final marking period. Students who score a low cap average during each of the first three marking periods will need perform extremely well during the 4th quarter and on their final exam.

The four marking period grades will count 20% each for a total of 80%. The remaining 20% will be determined in one of the following ways: final exam grade; average of final exam and mid-term; regent's exam grade, major course project grade, etc. An average of 65 or higher is required to receive course credit. *Incomplete (Inc)* shall be assigned when a student has a legitimate reason for not completing the course work. The *incomplete* will be replaced with the appropriate grade when the work is completed but no later than three weeks after the start of the next marking period. Failure to make up work will result in a zero given for the work.

Late Work

Meeting work deadlines by completing work on time is an important life skill. Students are expected to hand in homework and classroom tasks or projects on time.

Grade point reductions will be realized when students fail to hand in assignments on time, per teacher syllabus.

Report Cards & Progress Reports

Parents will be informed at least four times a year of their child's progress. The formal reporting system includes report cards and/or progress report forms at the 5 week point of the marking period. See calendar.

Grading will not be used for disciplinary purposes, such as giving lower grades for bad behavior, unless student's misconduct is directly related to his/her academic performance (plagiarism, for example). Grading may be based, in part, upon student improvement, achievement, and participation in classroom discussions and activities. Classroom participation, and thus student attendance, is an important factor in earning high grades.

Honor Roll

Four times each year, after report cards are issued, the honor roll will be released. Earning a place on the honor roll is based upon grades received during the previous quarter. Students are eligible if they have passed **all** courses and are enrolled on a full-time basis.

Superintendent's Honors will be awarded to those students who have earned an average of 94.5% or above.

High Honors will be awarded to those students who have earned an average of 89.5% or above.

Honors will be awarded to those students who have earned an average of 84.5% or above.

Lists of student names and honors will be provided to local newspapers for publication.

Middle School students and High School students (Grades 5-12) reaching the honor roll during the first three marking periods will be recognized at academic award assemblies. Special field trips, awards, or events may also be held for honoring these students.

Awards and Scholarships

Each year a number of students receive formal recognition for excellence in academic service and athletic activities. Outstanding achievement is recognized by honors conferred at the end of the school year.

Eligible candidates for academic or other achievement awards will be selected on the basis of academic achievement, school citizenship, and/or co-curricular performance, as applicable to the type of award given.

All full time students regardless of race, color, creed, sex, national origin, religion, age, economic status, or disability shall be eligible for all awards and scholarships given or disseminated by the Andes Central School.

Promotion and Retention

Every effort will be made to communicate potential promotions or retentions of students to parents. The following guidelines govern promotion and retention.

Discussions with parents for possible retention of students should take place by the beginning of the final marking period. If retention is being considered a formal conference to discuss mutual concerns must be held by the end of the third marking period.

In Grades K-4 students will be placed in the best possible learning levels for successful educational experiences. Retention will be limited to those situations where, in the best interest of the child, a successful learning experience is reasonably assured. All available resources will be used to determine the child's appropriate placement, including class achievement, standardized test scores, teacher observations and recommendations.

The term '*transferred*' is used in the elementary school report card and in the records when a student has failed to make satisfactory progress but is moved to the next highest level. All transfers must be approved by the superintendent.

In Grades 5-8, students who pass all subjects will be promoted automatically. Students who fail one subject will have the failure evaluated and a determination made as to the reason for the failure. Students who fail two subjects shall have their cases considered on an individual basis and a

determination made as to grade placement. Students who fail more than two (2) subjects may be retained. Students will be transferred to the next grade level after being retained once.

Students in grades 9-12 will remain with the class they started with in their freshman year. Every effort will be made to help students with academic difficulties make up credits and graduate on time.

Extracurricular Activities Eligibility

The Board of Education, administration and faculty of the Andes Central School support and encourage students to participate in non-required extracurricular activities. This includes, but is not limited to fall, winter and spring sports. The Board, administration, and faculty recognize their obligation and responsibility to make successful academic performance the first priority at Andes Central School. Therefore, the following ***eligibility policy*** is in effect:

At the end of each ten school day period, all teachers are required to submit to the administration a list of those students who are not passing their course due to lack of effort.

On the school day following the submission of the list, those students not performing well in two or more subjects will be placed on probationary status for the next ten day school days. Students will be notified by the superintendent of their status for the following ten school day period.

Students on probation have ten school days to improve their performance. If at the end of this period of probation the student is no longer exhibiting problems in

two subjects or more, he/she becomes eligible for all activities. However, if after this period a student continues to not perform well in two or more subjects, the student will become ineligible for a ten school day period. If the student is still not performing in two or more subjects, he/she remains ineligible for ten more school days.

Students who become ineligible may not attend or participate in non-required extracurricular activities such as games, concerts, or dances. The administration, faculty, staff, coaches, and parents will be notified of those students placed on probation or deemed ineligible under these regulations.

Students can also be denied participation in extracurricular activities as part of the Honor Level System. Students with behavior demerits at Honor Levels III and IV may not participate in extracurricular activities until they return to Honor Level II. Students at Honor Level III will meet with the superintendent and may negotiate with selected teachers for permission to participate.

Activities

School Ceremonies and Observances

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship. Therefore, activities commemorating national holidays such as Memorial Day, Thanksgiving Day and Presidents' Day are encouraged. Andes Central School reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with his/her own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork, and/or symbols in a particular course or activity, the superintendent should be contacted.

Dances / After-School Activities

Admission to after school activities and dances will be through the main front entrance.

- Students are not permitted outside during the activity.
- A student who wishes to leave will not be readmitted to the activity.
- Unruly students will be removed from the activity until they are picked up by a parent.
- Chairs should not be placed on the gym floor during dances.
- No one is permitted to remove food from the cafeteria.
- Students are not permitted in the basement area, locker rooms, or second floor area during activities.

- Vehicles are to be parked in the parking lot near the Tech building/bus garage.

One staff member/chaperone will be stationed in the main hallway and one staff member chaperone in the gymnasium. A chaperone or class advisor must supervise cafeteria and kitchen usage. Ideally, there should be four adult chaperones.

A student who is absent for any part of the day is not permitted to attend or participate in any after school activities on that day unless **written documentation** is presented to the Health Office staff and administrative permission is given for attendance at the event. This would include ball games, dances, concerts, etc.

Andes students attending an after-school activity are allowed one non-ACS student (including alumni) to accompany them to the dance. If either the ACS or visiting student misbehaves, both will be removed from the dance until parents arrive to pick them up.

Student Publications

Students have the right to express their views through verbal, written, or any other medium or form, limited solely by those general restrictions imposed on all citizens and those specific restrictions applicable to children and youth in a school setting.

The school encourages student publications. School publications offer an educational activity providing students experience in reporting, writing, revising, editing, and understanding responsible journalism. They provide an opportunity for

students to express their views and a means of communicating both within and beyond the school community.

Student Organizations

Contact the advisor if you have any questions about the following organizations.

Band - Elementary	
Band - Jr/Sr High	
Marching Band	
Chorus - Elementary	
Chorus - Jr/Sr High	
Yearbook	Mrs. S Tucker
Outdoor Club	Ms. L. Green/Mr. A. Coiro
Ski Club - Elementary	Mrs. S. Tucker
Ski Club - Jr/Sr High	Miss B Bourke
Student Council	Mr. A. Amodeo
Honor Society	Mr. E. McGee
SADD	Ms. Tucker
Drama Club	
Travel Club	Miss B Bourke & Mr. W Towsley
Sports Teams	Mrs. M Shelton
Grade 5/6	Mrs. R White
Grade 7	
Grade 8	
Grade 9	Ms. Y Reshamwala
Grade 10	Ms. G Bacon
Grade 11	
Grade 12	Ms. S Tucker
School Store	

Student Fund-Raising

The following guidelines apply to student contests, fund drives, and outside projects:

- An **activity approval report** must be completed for each activity and receive prior approval at least 2 weeks before the event
- All fund-raising must be approved by the Student Council at least two weeks before any items are ordered or any commitments are made to either outside companies or students,
- The degree of financial need of the student organization as well as the purpose to which the money will be used will be considered in deciding whether to approve or disapprove any fund-raising activity,
- Student activity fund financial forms should be completed and filed with the treasurer for the student activities fund, Mrs. Tucker, within five school days of the event,
- A Student Activities Deposit Form should be completed and turned in to Mrs. Tucker with money within a week after the event.
- When funds need to be drawn from the account, a Payment Order should be completed and turned into Mrs. Tucker within 24 hours in advance.
- Posters or flyers may be posted announcing the existence of approved fund-raising activities. Posters should **NOT** be posted on the front door.
- Raffles are prohibited,
- No candy or soda may be sold before lunchtime,
- Posters or flyers are to be taken down following the activity.

Note: Fund raising will take place as follows: 12th graders will have 3 fundraisers early in the year (not including concessions), 11th graders will have 5 fundraisers (not including prom), 10th & 9th graders will each have 4 fundraisers per year and 8th & 7th graders will each have 2 fundraisers per year.

Student Activities Funds Management

Ms. Tucker is the treasurer for the Student Activities Fund. Money from the student activities funds shall be used for covering operating costs of each organization. The treasurer, the activity advisor and the student treasurer of each organization will be responsible for the handling of all money. Financial records will be maintained for periodic inspection by the school district and the annual audit by outside auditors. Each September the activity advisors and student treasurers should review the guidelines for making deposits or requesting checks. In accordance with our auditor's financial recommendations, fiscal safe guards need to be in place; therefore clubs and classes may use the school credit card only after showing proof of sufficient funds in their account to cover the purchase.

Attendance



Attendance Policy

The Board of Education, in accordance with the Compulsory Attendance Law, requires that each minor from six to sixteen years of age shall regularly attend school full time, unless he/she has completed a four year high school course of study.

Attendance is important! It is each student's basic responsibility as a member of the school community. In addition, regular attendance is directly related to academic and career success. Each student is expected to be on time and attend all classes. Students who miss more than 10 percent of their class due to absences will be denied academic credit. An appeal by the parent should follow this credit denial.

Record Keeping

Teachers will use the SchoolTool computer program to keep record of attendance for each period of student contact. Permanent attendance records will be kept by the attendance supervision officer (School Nurse) in the Health Office.

Routine Arrival and Departure

Doors open at 7:30 a.m. to allow students to enter the building. Walkers may enter through either the main entrance or the south entrance. Bus students will use the south entrance. All Grades K-12 students will remain in the hallways (K-6 downstairs and 7-12 upstairs) or outside the south entrance. Pre-kindergarten and kindergarten will remain in the cafeteria and wait for their first period class.

No student is allowed to leave school grounds after they are transported to school on a bus.

Parents accompanying children to school should deliver their child through the main doors and allow the child to move on their own to the designated holding area. Parents should not accompany their child to their classroom.

Students are encouraged to eat breakfast. Students eating breakfast should enter the cafeteria for that purpose immediately after they enter the building. No student will be admitted to the cafeteria to eat breakfast after 8:00 a.m. unless their bus is late.

At 8:00 a.m. the first bell will ring to send students to their classrooms. It is important that students report to homeroom immediately after the 8:00 a.m. bell. Homeroom is an extension of the student's first period class. Attendance will be taken and announcements will be made. First period class will begin promptly at 8:05 a.m.

Students will use the north entrance for entry to and exit from the main building

when classes are in the Little Red School House.

Once students enter school after buses unload, the south entrance will be closed and locked and should not be used until dismissal except for emergency purposes.

The dismissal bell for the end of the day rings at 3:02 p.m.

Truancy and Tardiness

Andes Central School believes it is important that students are attending class as well as arriving to class on time. These are essential aspects of ensuring an orderly environment for learning.

Since excessive tardiness and absences are not conducive to good work habits or learning, parents should make every effort to have their children in school and on time every day. Chronic tardiness and truancy are disruptive to both teachers and fellow students and therefore will not be tolerated.

Tardiness, whether the fault of the child or the parent, cannot be excused except for the same valid reasons for absences from school (see next section). Students arriving late to school must first report to the Health Office with a **written note** explaining the cause of lateness.

Students are expected to be in class and seated when the bell rings signaling the beginning of class.

When entering a class with a pass, the tardy student should move to his/her seat without interrupting instruction, place the pass at the corner of his/her desk or on the table where he/she is seated, and turn his/her focus to the class lesson.

A student shall not be counted as present for class if he/she misses more than 10 minutes without a valid **written excuse**.

Teachers will handle isolated cases of tardiness directly with the student. If a pattern of tardiness develops, the teacher must call the parent/guardian. Teachers will call parents/guardians after a student is tardy in their class the third time. If the problem persists, the teacher will refer the student to the guidance department. Continued tardiness will result in further disciplinary action.

Student absence without the knowledge and consent of the parent is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed both by the school and Family Court.

Student Absences and Excuses

The following reasons for student absences from school are recognized as valid by NYS Education Laws:

- personal illness,
- illness or death in the family,
- impassable roads or weather making travel unsafe,
- religious observances,
- doctor/dentist appointments,
- hospitalization,
- quarantine,
- required court appearance,
- prior approved college visits,
- military obligations or visits,
- absence approved in advance by the superintendent.

Although days missed for the above reasons are considered legal absences, students must realize that their schoolwork can suffer if they are out of class too often. Students must attend 85% of a course's scheduled classes in order to earn credit for the course. Students are responsible for keeping informed of makeup work for the time missed in class, whether their absence is legal or illegal.

Each absence must be accounted for. It is essential that parents provide a **written excuse** for each absence. Such excuse should contain the reason and date of the absence, and be presented to the first period classroom teacher or the Health Office as soon as the student returns to school. Excuses may be emailed to: hevangelista@andescentralschool.org.

The following reasons for absences from class are recognized as valid: music lessons, field trips, early departure for athletic trips, early departure for any of the reasons for excused absences, and teacher signed passes. The student is responsible for all work missed during these absences.

A student who is absent for a whole day or half day, or goes home during the day because of illness is not permitted to attend or participate in any after school activities on that day. This would include ball games, dances, concerts, etc.

Blank absence note forms are attached at the back of this handbook.

Early Departures

Early departures or part day absence for medical or other valid reasons should be requested in writing by a parent. Students

are to present the **written note** to the Health Office staff first thing in the morning. Notes may also be emailed or faxed to the Health Office. The student will be given an "Early Dismissal Pass" to be signed by all the teachers of the classes the student will miss when excused for part of the day.

Early dismissals for reasons other than valid reasons listed previously are to be discouraged. In an emergency, the parent may call the school to make arrangements for picking the child up early.

Students leaving the building before the end of the day must have the designated adult pick them up in the Health Office and sign the appropriate book.

Pass System

Whenever possible a student should remain in the classroom during an academic class. A student should use a pass when leaving during a class to another location in the building.

If a student needs to leave a class to see another staff member, they should present a pre-signed pass from the staff member (teacher, guidance counselor, administrator, etc.) to their classroom teacher before leaving for the appointment.

Programs



Physical Education

Physical activity is important to the health and well-being of the human body.

Physical activity has also been proven to assist academic success. It is also required by NYS Education Department. Therefore all students will have PE class in their schedule.

Sneakers must be worn for physical education class and inside recess. The gym and fitness room may be used only when properly designated faculty/staff are present.

If a student requires a modified program or an adaptive physical education program, his/her parent should notify the School Nurse. A note from the student's physician is required for any special program or extended absence from the required physical education classes.

Physical education class/recess excuses are accepted for students having a minor health problem causing a parent to feel their child should be excused from P.E. class for up to a week. A written request from a physician is required to be excluded from regular P.E. class for an extended time period or to be assigned a modified P.E. program.

Homebound Instruction

Homebound instruction is a service provided to students who are unable to attend school due to medical problems. An elementary student receives one hour of instruction per day. High school students receive two hours of instruction per day. Students will receive credit for their work while on homebound instruction.

The parent must notify the superintendent if a student will be on an extended absence and will require an

itinerant teacher. A written medical request from the child's physician for homebound instruction must be submitted to the school.

Library

The library is the primary research center of the school. Use of the library is determined by scheduling. If a regularly scheduled class is being conducted, individuals or small groups may still be able to use the library at the discretion of the librarian. Teachers should get prior approval for students to leave their class to conduct research in the library. Groups wishing to use the library for meetings or full class activities should check with the librarian in advance to prevent scheduling conflicts.

All students may borrow books from the library. The length of time students can keep the books and the number of books they are permitted to sign out varies by grade. All grades may circulate materials for at least one week.

If a book or magazine is damaged or lost the student may have to pay a replacement fee for the item. If by the end of the school year a student has not returned the books or materials, the librarian may retain the student's report card until the items are returned or the student pays the replacement fee.

After School Programs

Students in grades K-8 may attend CROP, *Creating Rural Opportunities Program*, after school programs. Extra academic help

sessions and enrichment programs are offered at this time. Transportation home is provided. Unless extenuating circumstances arise, students should return home by 6:00 pm. each evening. Parents may contact Mrs. Bacon at the school for more information about this program.

After School Help/Detention

Secondary teachers are assigned to supervise detention or After-School Academic Support. Detention or after school academic support is held Tuesday through Thursday from 3:05 p.m. to 4:05 p.m. The name of assigned teachers will be printed on the Daily Bulletin.

After school academic support may be assigned for students owing back work or needing additional study time. Teachers and/or administrators may refer students for after-school support by signing them up with the supervising teacher on duty that week. Parents may request their child stay for after-school support by calling the main office. Teachers referring students must call home in advance to discuss the referral with the parent and make sure the parent has arranged home transportation. Parents are responsible for home transportation.

Athletes referred for after-school academic support must attend before attending practices. After-school support for athletes may not be scheduled on days when after-school away athletic contests are scheduled.

In order for a student to be held after school for extra help or for detention, the Superintendent and the parent(s) or guardian(s) must be notified and the student

must have transportation home. If a teacher signs up a student for extra help they should bring the faculty supervisor the work the student should complete before the help period begins.

Winter Sport Supervision

Athletes should not be in school without supervision after school. An after-school room, supervised by a staff member, will be provided for the use of athletes attending late practices.

Unless parent permission is received for an athlete to leave the building to a pre-approved destination, it is expected that athletes will remain in school between the close of school and the start of practice. Athletes are allowed a thirty minute grace period after school to go overtown for snacks, but must report to the supervised room by 3:30 p.m. If a student fails to report at that time, parents will be notified.

Athletes who leave school and choose not to use the supervised room should not enter the building until twenty minutes before their practice or at a time designated by their coach.

Summer School

Junior and senior high school students who have failed courses during the school year may be eligible to attend summer school in another district. The cost of summer school is the responsibility of the student or parent. Parents or students may contact the guidance department for more information about these programs.

Programs for Students with Disabilities

Students with disabilities are entitled to receive, at public expense, special education, related services and/or supplementary aids and services as necessary to ensure a free appropriate public education in the least restrictive environment.

Each student identified as having a disability will have access to the full range of programs and services of this school district, including extracurricular programs and activities, which are available to all other students enrolled in the public schools of the district.

Parents/students who desire further information on these programs and services should contact the CSE Chairperson, Mrs. Burton.

Use of School Computers

The Board of Education considers computers to be a valuable tool for education and encourages the use of computer related technology in district classrooms. Laptop carts with classroom sets of laptops will be available.

Students and their parents must sign an internet access policy use form before students are allowed to access the internet at school. In addition, another parent permission form will be required to take part in the one-on-one laptop initiative. Students may use school e-mail accounts and instant messenger only for school related projects. Internet access is monitored by the

computer room teaching assistant through online monitoring hardware. Classroom teachers and teaching assistants also monitor online usage.

Student's computer privileges can be withdrawn if students change other student access codes, damage equipment, or use the computer inappropriately.

Guidance Programs

Guidance services are available for students in grades K-12. Students are encouraged to see the guidance counselor, Ms. Golden, for any of the following:

- to discuss any problems or concerns, both personal and school related,
- to plan or make a schedule change,
- to sign up for summer school;
- to explore and investigate career possibilities,
- to plan for college,
- to investigate job requirements
- to review records or testing requirements,
- to sign out catalogs, books, booklets, or other materials about colleges, careers, or other topics, and
- to obtain information about graduation requirements, course load requirements, and/ or promotion.

The guidance counselor is the building contact for students attending the Occupational Education Center in Grand Gorge.

Student Counseling Services

The counseling program includes individual and group activities designed to help each student benefit from the opportunities and experiences offered both in and out of school. Counselors can assist in the handling of scholastic, behavior, and/or personal problems. Students may see the guidance counselor at their request or when referred by a parent or faculty member. When appropriate, the guidance counselor will make the referrals to outside agencies.

Free or Reduced Lunch / Breakfast Program

The nutrition of district students is an important factor in their educational progress. The school therefore participates in federally funded school breakfast and lunch programs, and shall provide free or reduced priced food services to qualified district students.

Current prices are:

- \$ 1.25 for breakfast full price,
- \$ free for breakfast reduced price.
- \$ 2.25 for lunch full price,
- \$ free for lunch reduced price.

Snacks and ice cream are available at an additional cost. Children may purchase beverages from the vending machine at lunch time and after school.

Menus are typed and distributed on a monthly basis. They can also be found on the ACS website. Breakfast will be served between 7:45 am and 8:00 am.

Beverages within the school at times other than lunch will be limited to water or

fruit flavored water drinks which may be bought in the cafeteria before school, at lunch and after school. All other beverages are prohibited.

Student Health Services

If a student is injured or ill, he/she should tell a teacher or other staff member in charge and ask to see the school nurse, Ms. Colfer, RN or Ms. Weaver, LPN. The school nurse will provide emergency care for students in accidental or unexpected medical situations.

Medications can be administered when a child's parent and health care provider complete the appropriate medication form. (See attachments). Contact the school nurse when you need the medication form. Medication must be delivered to the Health Office by the parent in its original container. DO NOT send medication to school with your child. No student should have prescription or over-the-counter medications in his/her possession at school.

Physical examinations are required (see attachments) by the NYS Education Department for new enterers including all PreK/Kindergartners. Physicals are also required for children in grades 2, 4, 7, and 10. It is always best that a child see his/her own physician. Forms are available in the Health Office for the health care provider to report the examination findings to the school. If a family provider does not see a child they will be scheduled to see the school doctor, Dr. Samudrala. Dental certificates are requested for students

enrolling in school and for PreK, Kdg. and 1st grade students.

Students will be given screenings according to the schedule provided by NYSED. These screenings include: vision, hearing, growth and scoliosis. If any problems are found the parent will be notified and a request will be made to have further evaluation done by their private health care provider.

Health records will be reviewed and a reminder sent to parents when a child is found to be in need of an immunization update.

Transportation Program

Transportation is provided to certain school students. Students must live more than one mile from school to qualify for bus transportation unless the Committee for Special Education specifies it in his/her IEP. Questions about the school transportation program should be directed to transportation supervisor, Mr. Reed at 845-676-4660.

Privileges



Students in grades 7-12 will eat lunch during 6th period and K-6th during 5th period.

Students in grades 4-6 will remain in the cafeteria during their designated lunch. After eating lunch, students in grades 7 and 8 may assemble on the blacktop and playing fields outside the gymnasium. No student in

grades K-8 can leave the campus during lunch.

With parental permission (form attached), high school students (9-12) may leave campus and go over town during their forty (40) minute designated lunch. High school students who elect to stay on campus during lunch should stay in the cafeteria or on the blacktop and playing fields outside the gymnasium.

Instruction occurs during the lunch block. No student in grades 3-12 should be upstairs during lunch time unless they are supervised by a staff member. The hallways are not to be used for loitering at this time.

Students in grades P/K-6 will eat lunch and participate in recess during a forty (40) minute lunch block with twenty (20) minutes for lunch and twenty (20) minutes for recess.

Drink Machines

Drinks are available from the vending machine in the cafeteria. Drinks can only be purchased before school, during lunch, and after school. Bottled water is allowed throughout the school building and in classes during the school day.

Over Town Permission

Students in grades 9-12 may obtain permission to go over town during the lunch period by having their parent sign a permission slip in September. When returned, the signed permission slip will be kept on file in the main office.

This form does not give permission to leave school grounds at any other time

during the school day. Students arriving to school on a bus may not go over town prior to the start of school.

Over town permission is an earned privilege. **Only students on Honor Levels 1 and 2 may go over town for lunch.** Students may lose their over town pass by violating school rules. **Any students with four or more green sheets during a quarter will lose their over town privilege for the remainder of the quarter and the following quarter.** A student with ten or more green sheets during an academic year may not go over town during the first quarter the following fall.

Students with permission to go over town should follow the procedures below:

- Enter and exit the main building using the front doors.
- Sign out and in on sign-out sheets in the Health Office and on the desk outside the foyer in the main entrance.
- Stay on the sidewalks going to and from town.
- Do not go in your car or parked cars in the school parking lot or over town.
- Do not enter any home or private unapproved residence.
- Do not enter buildings other than businesses where you will be buying lunch or making a purchase.
- Do not bring soda or other drinks into the building. Lunch foods brought into the building must be taken immediately to the cafeteria and consumed or disposed of before moving to the next class.
- Glass bottles should not be brought into the school building.

Failure to follow these procedures will result in the following consequences:

- **First time** - warning
- **Second time** - suspension of over town privilege for remainder of the quarter and the following quarter.
- **Third time** - suspension of over town privilege for the year.

The over town permission form is attached at the back of this handbook.

Telephone

There is a telephone in the hallway provided for student use. It will only accept local calls unless the student is using a phone card designed for long distance charges. The telephone is to be used by students only:

- before school,
- at lunchtime and
- after school.

Students should not use any other phone in the building.

If it is necessary to make a phone call at other times during the school day permission may be given to use the OFFICE telephones. These calls will be limited to necessities and not for making incidental social contacts.

Safety

Standards and Procedures to Assure Security and Safety of Student and School Personnel

The Andes Central School District will assure the security and safety of all students, school personnel, and visitors. To that end the District will develop a comprehensive district and building wide school safety plan, which will be under the direction of the Superintendent, disseminated to the school community, and reviewed and updated annually by the Board of Education.

Accident Prevention & Safety Procedures

These rules are to ensure the safety of students and employees of the district while on district property. All students and members of the school community must:

- immediately report to the Main Office any conditions involving equipment or buildings which may be dangerous,
- immediately report to the Main Office any unsafe practices by anyone in the building or on school grounds,
- immediately report to the Health Office any illness or injury.

Bicycles and Skateboards

Pleasure riding of bicycles and skateboards, etc. on the school grounds is prohibited during school hours. Bicycles ridden to school are to be parked in the rack

provided in front of the town recreation building. It is important to think safety and use the appropriate helmets and safety pads. After school hours it is also important to remember that cars and trucks may still be using the parking lot for deliveries and sporting events.

At no time should anyone ride on the slate sidewalks or the base of the flagpole because of the damage to school property that may be caused.

First Aid

In emergencies, the school nurse and other school staff will follow established First Aid Procedures. These procedures include the following:

- no medical treatment except first aid is permitted without specific medical orders
- first aid supplies will be available in the Health Office, on school buses, and in the kit in main hallway by AED.
- no drugs shall be administered by school personnel unless authorized by a physician;
- parents are asked to sign and submit an emergency information form annually with up to date information to be used in a medical emergency involving their child;
- in all cases where the nature of an illness or an injury appears serious, the parent will be contacted if possible, and the instructions on the child's emergency information form will be followed.
- in extreme emergencies, arrangements may be made for the

child's immediate transport to the hospital whether or not the parent can be notified.

Emergency Plans

In accordance with regulations of the Commissioner of Education, the district has developed an Emergency Management Plan to safeguard the safety and health of students and school staff members, as well as district property, in the event of a true emergency.

The plan is on file in the Superintendent's Office. Each teacher and classroom has an abbreviated chart of information to follow in an emergency.

Emergency Tests

Each year, the school district will stage a "test" or drill of the Emergency Management Plan, including practice in sheltering students and staff. There will also be an early dismissal drill scheduled on October 21, not more than 15 minutes earlier than the normal dismissal time. Parents will be informed of any early dismissal "test" at least one week in advance of the drill.

Dismissal Precautions

A written note is required when parents would like their child to ride on a bus to a different drop-off designation or leave with an unauthorized person at

dismissal. Bus passes will be issued to assure the child is released according to the parent's wishes.

In an emergency, the superintendent may release a student to an individual only if the parent or guardian has been contacted by phone and has approved the release.

Anyone seeking to release a student from school must report to the Main Office and present a satisfactory identification to the superintendent. If the person seeking the release of a child presents an out-of-state custody order, the authorities will be called to verify the order.

Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his/her child, shall be maintained in the Health Office.

Missing Children

The abduction of children is a heinous offense. Therefore, the district shall make every effort to identify possible missing children and to notify the proper agencies and authorities. If the superintendent believes that a student may be a possible missing child, he shall immediately report and make inquiry of the Statewide Central Registry for Missing Children. This includes reporting any child for whom proof of age was unavailable upon registration and admission to the school.

Restricted Access to the School

No students are allowed in school buildings after the 3:02 p.m. dismissal unless

there is a specific approved activity and there is supervision by a staff member.

Visitors to the school must report to the School Greeter and can be identified in the building by the visitor pass lanyard they are wearing. Staff members will question any visitor or stranger and ask them to report to the Main Office.

In an emergency situation, restricted access to the school and/or classrooms will be announced over the public address system and telephoned to the Red School House and Tech buildings, or paper messages with necessary information will be delivered to each classroom. Individuals including students, staff and parents will exit and/or enter only through the main front door. All other doors will be locked and monitored according to the Emergency Management Plan.

During a lockdown teachers will lock the classroom door and keep students in the classroom until the door is unlocked by official personnel. Students in the hallway will enter the nearest classroom for lock down.

Employees have been trained to monitor the buildings, school grounds, and areas adjacent to the school for strangers.

Telephones in classrooms should not be used during the lockdown. This includes both incoming and outgoing calls.

Emergency Closings / Delays

The superintendent may close the school, delay opening or dismiss students/staff early when hazardous weather or other emergencies threaten health and safety.

Parents are requested to avoid calling the school on days of poor weather, it is

important to keep the school telephone lines open. School closings and delays will be announced over our "all call" system and over local radio and television stations. The following stations will carry information regarding emergency closings and delays:

Radio

WDLA - Walton WDHI - Delhi

Television

WBNG - Channel 12 - Binghamton
WRGB - Albany

Internet

www.andescentralschool.org

If no report is heard, it can be assumed the school is opening on time.

Severe Weather

Thunder and lightening: Outdoor activities will end and students will be brought inside at the first sound of thunder. Activities may resume only after a minimum of 30 minutes has passed after the last sound of thunder. All staff will use extreme caution when making decisions about thunder and lightening storms.

Very severe weather: During very severe weather students may be moved from the upper levels of the building to the lower levels. If there is time before the storm strikes, students in the Red School House and Tech buildings may be moved into the main building. Individuals should stay away from windows and the glass in doors. To increase safety from shattering glass the window shades should be drawn in each classroom.

Earthquake

Students and staff shall seek immediate shelter:

- in a room or doorway,
- get under desks or tables,
- do not try to leave the building,
- avoid glass windows, heavy fixtures, shelved equipment and items that might fall.,
- stay sheltered until shaking is over.

If outdoors:

- get away from the building, utility poles, and trees.

If in a moving vehicles:

- stop and remain inside until shaking is over.

Sexual Harassment of Students

The District is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment.

The District encourages students who believe they are being harassed to clearly and promptly notify the offender that his/her behavior is unwelcome. If for any reason a student does not wish to confront the offender directly, or if such a confrontation does not successfully end the harassment, the student should notify a teacher. Teachers who are made aware of the allegation of sexual harassment will inform the superintendent.

Any student who is uncomfortable about bringing the matter to the attention of a teacher should report the matter to

the superintendent. In the absence of a victim's complaint, the district, upon learning of, or having reason to suspect the occurrence of any sexual harassment will promptly begin an investigation and take action as deemed appropriate upon learning the results of the investigation.

Racial Harassment of Students

Racial harassment of students consists of different treatment on the basis of race, color and national origin in a manner so severe, pervasive or persistent that it interferes with or limits the ability of a student to participate in or benefit from the district's programs, services or privileges.

Examples of the type of incident that might constitute racial harassment include: unwanted verbal comments, racial name-calling, racial or ethnic slurs, slogans, or graffiti.

The Board of Education prohibits discrimination on the basis of race, color and national origin. Any student who believes that he/she has been subjected to racial harassment should report the alleged misconduct immediately to the superintendent so that corrective action may be taken at once. The student can pursue his/her complaint informally or file a formal complaint.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect the occurrence of any racial harassment, will promptly begin an investigation and take action as deemed appropriate upon learning the results of the investigation.

Notification of Pesticide Applications

The Andes Central School District may use pesticides periodically on the school property. Parents and school staff may request 48- hour prior notice of any pesticide application by informing the district in writing that they would like their name included on the pesticide notification list maintained by the district. Please send your request to the Main Office. A list of items not subject to prior notification requirements is available from the school. The superintendent may be contacted for further information. New York State Education Law requires this notice.

Fire Drills

During the school year, fire drills will be conducted a minimum of 12 times, with 4 lock down drills per year. Drills are to be taken seriously. It is vital that students adhere to the following regulations during all drills:

- Be familiar with the directions for building evacuation from each room,
- there must be no talking during the drill,
- students and staff will walk quickly and quietly through the halls and away from the building in an orderly manner,
- students will remain with the class and the teacher will take attendance to be sure all students have exited the building,

- attendance of missing students will be reported to the school nurse and attendance monitor who will be stationed in the gazebo in front of the school,
- re-enter the building only when directed by a faculty member after the buzzer has sounded. This must also be conducted in a quiet, orderly manner.

Fire Drill Exiting Plan

Teachers should close the classroom windows and doors. They are also to bring plan books outside during the drill.

Once outside teachers will take attendance and send a dependable student to the school nurse and the attendance monitor at the gazebo with an accurate account of all students' whereabouts.

The school nurse and other Health Office staff will bring the student/staff emergency information book, all medications, AED and first aid supplies outside.

1. Students in Room 102 followed by those in Room 101 will leave in single file through the front door right side.
2. Students in the Cafeteria and Guidance Office will follow those from Room 102 in single file out the front door right side.
3. The School Nurse will check the boys' bathroom on the first floor.
4. Students in Room 103 (Special Education) followed by those in Room 104 (DL) will leave in single file through the front door left side.
5. Students and/or Staff in Room 105 (Faculty Room/Sensory Room) will exit

through the front door left side following the students from Rm. 104.

6. Students in Room 106 (Science Lab) will follow the students from the sensory room out the front door left side.

7. The Superintendent's Secretary (Ms. Evangelista) will check girls' bathroom on the first floor.

Students will stay with classmates and teacher walking far enough on the front sidewalks to be away from the building and to keep the entrance clear for emergency vehicles and personnel.

The first teachers on the second floor to reach the smoke doors should hold the door open until all students have passed through.

8. Students in Room 211 (Art Room), followed by those in Room 210 (Business/FCS Room), followed by those in Room 209 will go through the fire doors and descend the stairs in single file and exit through the left side of the south doors.

9. Students in Room 201 (English) followed by those in the Library, followed by those in Room 202 (Spanish) will go through the fire doors and descend the stairs in single file and exit through the right side of the south doors.

10. Mr. Coiro will check the boys' bathroom on the second floor.

Students will stay with classmates and teacher walking across the driveway and down into the sports field to be away from the building and to keep the driveway clear for emergency vehicles and personnel.

11. Students in Room 205 (5th/6th Grade), followed by those in Room 204 (2nd/3rd), followed by those in Room 203(SpEd) will go

through the fire doors and descend the stairs and exit through the north door.

12. Students in Room 206 (4th Grade), followed by those in Room 207 (Social Studies), followed by those in Room 208 (Math) will go through the fire doors and descend the stairs in single file and exit through the north door.

13. Ms. Green will check the girls' bathroom on the second floor.

Students will stay with classmates and teacher walking down the ramp and across the parking lot to be away from the building and to keep the driveway clear for emergency vehicles and personnel.

14. Students in the gymnasium or locker rooms are to exit through the rear gymnasium doors (emergency exits are also available to exit the locker rooms if necessary).

15. The custodian on duty will check the locker rooms and bathrooms for students left behind.

16. Students in the Early Learning Center will exit through exit door closest to their classroom.

17. Students in the Red School House will exit through the door facing the parking lot. Students will stay with classmates and teacher walking across the parking lot and onto the sports field to be away from the building and to keep the parking lot clear for emergency vehicles and personnel.

In the event that the usual exit route is blocked the faculty member will need to quickly instruct the students to use an alternate exit.

In the event of adverse weather conditions any faculty member may decide to

instruct students to move to the nearest safe building, such as the Tech Building, the Red School House or if necessary the Presbyterian Church across the street from the school.

Code of Conduct



Student Conduct and Discipline

Productive, satisfying, and wholesome learning environments depend upon relationships which permit students to learn and teachers to teach.

Each student is expected to be responsible for his/her own behavior on school property and at school functions. The following rules of conduct, focusing on personal safety and respect for the rights and property of others, apply both in classrooms and throughout the school. Students who fail to meet these standards and violate school rules may be subject to appropriate disciplinary action and more regulated supervision.

Disciplinary action, whenever necessary, will be firm, fair, and consistent in order to be most effective in changing behavior. Action will be appropriate to the seriousness of the offense. The superintendent will first review the student's disciplinary records and consider the circumstances that led to a violation of the school code before assigning an extreme penalty, such as a full-year

suspension. Students with disabilities will be disciplined in accordance with the procedures contained in federal law, state law and commissioner's regulations.

In addition to the school-wide code of conduct, each classroom teacher may have rules and procedures to follow.

Honor Level System

The Honor Level System is an incentive system designed to recognize students for good behavior. An emphasis is placed on teaching students to be responsible for their own actions. The ultimate goal of this system is to build an atmosphere where students strive to be responsible citizens. The incentives for appropriate behavior include prizes, food, field trips, assemblies, dances, special events, and other rewards of interest to our students. This system will also work in concert with the school's discipline code. Inappropriate behavior results in a series of progressive consequences and an accumulation of demerits. A student's Honor Level is adversely affected as the number of demerits increases. This can disqualify students from some incentives and privileges. There will be consequences for inappropriate behavior. Although this system coordinates discipline within the school, it is not meant to replace teachers' own classroom expectations or management styles. The Honor Level System has been used with great success in schools all over the nation.

Honor Level 1	0 demerits
Honor Level 2	1-9 demerits

Honor Level 3	10-19 demerits
Honor Level 4	20 or more demerits

**ALL students begin the school year as
** ALL-STARS **.**

How does it work?

When issued an infraction slip, students are requested to sign them. This way, the students know that they will be assigned a consequence and the appropriate amount of demerit points. Signing the slip does not imply the student agrees with the infraction only that they understand an infraction has been noted. The teachers will submit the infraction slips to Ms. Evangelista's mailbox in the Admin Office. She will enter information into the computerized system that records the infractions, places the students in the correct Honor Level, and issues updated consequence information sheets. Ms. Evangelista will deliver the consequence sheet the following morning to the students or their teachers. The students are then required to serve the designated consequences at the first available time.

Infractions are classified in two ways, those involving responsibilities and those involving respect. Infractions where students fail to carry out basic responsibilities will result in one or three demerit points. Infractions of a more serious nature involve a lack of student respect and will result in five demerit points. Each time students receive an infraction slip, they will be served a

consequence. The intensity of consequence increases with each infraction during a designated 14 day period of time.

Each time students receive an infraction slip they will advance through one or more of the following steps.

# of slips	Consequences
1	15 minute lunch detention - Only students with one demerit
2	30 minute lunch detention - Students with three or five demerit infraction
3	30 minute lunch detention and appointment with with guidance counselor
4	30 minute lunch detention and appointment with Administrator and call home
5	Staffing conference
6	Administrative action

Certain severe discipline problems will be handled with immediate administrative action. Offenses of this nature can lead to immediate assignment to Honor Level Four (suspension of all incentives and privileges).

IMPORTANT! If a student does not fulfill the responsibility of serving the consequence, the student will automatically receive the next consequence and five additional demerits.

Only students on All Star, Honor Levels One and Two may use downtown lunch privileges.

An Honor Level summary sheet for individual students will be mailed home with Report Cards.

Honor Level System Infractions

Responsibility Infractions - 1 Point Infractions

The Student's Responsibilities

The Honor Level System requires students to be responsible for their actions. If students receive infraction slips, detention notices will be given and they are expected to serve the detention at the first available opportunity. The notice students receive will state the infraction, which staff member issued the infraction slip and the consequence to be served.

Getting Back to Honor Level One

The Honor Level System is forgiving. If a student earns an infraction slip and drops to Honor Level Two, they can return to Level One in seven days provided no additional demerits are assigned. This period is called the "7 day window". It is possible to regain Level One standing in a relatively short time. The "7 day window" includes weekends, holidays, and even vacation days. The system allows students to earn their way back to Honor Level One even when they are not in school. The system is fair to all students and it rewards those students who demonstrate good school citizenship. Since the record keeping is computerized, students can know their standing at any time, and track infractions for the entire year.

FAILURE TO:

- A. Arrive to class on time
- B. Follow teacher directions
- C. Other minor infractions

Responsibility Infractions - 3 Point Infractions

FAILURE TO:

- D. Display appropriate classroom behavior
- E. Wear appropriate clothing
- F. Limit display of affection
- G. Act and move in the halls appropriately

Respect Infractions - 5 Point Infractions

FAILURE TO:

- H. Respect school property and the property of others
- I. Treat peers with respect
- J. Treat staff with respect
- K. Use appropriate language
- L. Settle conflicts appropriately
- M. Fulfill responsibility of serving consequence

Administrative Action

- N. Act requiring administrative action

These infractions add a minimum of five demerits to a student's honor level and can result in separate disciplinary consequences.

Honor Level Privileges and Incentives

All-Stars

(No infraction slips, minor or major for the entire year)

These students will have access to all privileges and incentives. There will be special activities and awards for these students throughout the entire school year.

Honor Level One (0 demerits)

These students will have access to all privileges and incentives except those exclusively for "All-Stars".

Honor Level Two (1-10 demerits)

These students will have access to all privileges and most incentives.

Honor Level Three(11-19) demerits)

These students will be restricted from extracurricular and other privileges but might negotiate the right to participate.

Honor Level Four (20 or more demerits)

These students will be restricted from extracurricular and other privileges until they return to Honor Levels One or Two.

Student Rights and Responsibilities

Andes Central School students have all the rights afforded them by federal and state constitutions, statutes and regulations. The school reminds students

that certain responsibilities accompany these rights.

It shall be the **RIGHT** of each student :

1. to have a safe, healthy, orderly and courteous school environment;
2. to take part in all district activities on an equal basis regardless of race, sex, religion, national origin, or disability;
3. to attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law;
4. to have school rules and conditions available for review and, when necessary, explanation by school personnel;
5. to be suspended from instruction only after his/her rights pursuant to Education Law 3214 have been observed;
6. in all disciplinary matters, to have the opportunity to present his/her version of the facts and circumstances leading to the imposition of disciplinary sanctions to the professional staff member imposing such sanction;
7. to follow personal standards of dress and grooming; and
8. to express his/her opinions verbally as long as his/her expression does not interfere with the rights of others or disrupt normal school operations.

It shall be the **RESPONSIBILITY** of each student:

1. to be familiar with and abide by all district policies, rules and regulations pertaining to student conduct;
2. to work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
3. when participating in or attending school-sponsored extracurricular activities, to behave as a representative of the district and hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions;
4. to seek help in solving problems that might lead to disciplinary procedures;
5. to be in regular attendance at school and in class;
6. to contribute to an orderly, learning-centered environment, and to show due respect to himself, peers and school staff;
7. to dress in accordance with standard promulgated by the Board of Education and the superintendent; and
8. to make constructive contributions to the school and to report fairly the circumstances of school-related issues.

In addition, it shall be the right of each student not to submit a survey, analysis, or evaluation that reveals certain confidential or potentially embarrassing information as observed in the Federal Pupil Privacy Act, without prior consent of a parent. However, such survey, analysis, or evaluation may be conducted on a wholly voluntary basis, provided that the student

and his/her parent have been notified of their rights and of their right to inspect all materials related to the above.

All instructional material, including teachers' manuals, films, tapes, or other supplementary material to be used shall be available for inspection by the parents or guardians of the children.

Public Conduct on School Property

Andes Central School District expects a high standard of conduct and responsible behavior from its students, faculty, and support staff, as well as visitors to the school. The school will enforce a code of conduct which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic, and other programs and activities.

No person, either alone or with others, shall:

1. willfully injure any other person or threaten to do so;
2. willfully damage or remove district property;
3. disrupt the orderly conduct of classes, school programs, or other school activities;
4. distribute or wear materials on school grounds which appear obscene, which advocate illegal action, discriminate against race, nationality or religion, appear libelous, disruptive to the school program or obstruct the rights of others;

5. intimidate, harass, or discriminate against any person on the basis of race, color, religion, sex, age, or disability;
6. enter upon any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
7. obstruct the free movement of any person in any place to which these rules apply;
8. violate traffic laws, parking regulations or other restrictions on motor vehicles;
9. possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at any school-related function;
10. possess or use firearms and/or other weapons, including air guns, BB guns, pistols, rifles, shotguns, ammunition, explosives, box cutter, knives, gas containers, pepper spray, or other noxious spray in or on school property (except in the case of law enforcement officers or except as specifically authorized by the school district);
11. loiter on or about the school buildings or grounds;
12. gamble on school premises;
13. refuse to comply with any lawful order of an identifiable school district official acting in performance of his or her duties;
14. willfully incite others to commit any acts herein prohibited; and/or

15. violate any federal or state statute, local ordinance, or Board of Education policy.

Penalties: Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including reprimand, suspension, ejection, expulsion, arrest, and/or prosecution.

Student Conduct on Playground

The following rules should be followed on the playground at all times:

- use equipment in the proper manner,
- if you hear the whistle, stop and see if you are wanted,
- no tripping, shoving, pushing or pulling,
- do not throw snowballs, gravel, stones, sticks, or bark chips,
- if you brought equipment outside, you are responsible to take it back in,
- one person at a time on a swing and no standing on the swing,
- use slides only in a forward sitting position
- apparatus should be used only in the manner for which it is built,
- bicycles, skateboards, and inline skates are not to be used on the playground or sidewalks during school hours,
- knives and sharp objects are prohibited,
- candy should not be consumed on the playground,
- staying on the playground area, blacktop and playing fields. The

woods and area near the pond are out-of bounds.

Student Conduct on School Buses

In order that the bus ride to and from school may be safe, the following rules must be observed:

- keep all noise at a low level,
- keep hands, feet and all possessions to yourself and inside the bus,
- obey the bus driver,
- remain seated until the driver gives permission for you to leave,
- use your seat belt.

All school rules apply while students are riding the bus. All students riding are expected to maintain good conduct while traveling.

Discipline problems will be referred in writing by the bus driver to the transportation supervisor. The penalty for continued misbehavior may range from suspension from riding the bus to suspension from school. Bus referrals will be recorded as green sheets and demerits in the Honor Level Behavior System.

Disrespectful Treatment of Others

Students should demonstrate acceptable civil treatment and respect to teachers, school administrators, other school personnel, students, and visitors on school property and at school functions. Abusive language, cursing, and excessive arguing with a teacher are violations of the code of conduct.

Inappropriate Social Behavior

Inappropriate social behavior includes infractions such as abusive language, obscene gestures, removing food from the cafeteria, running in the hallway, leaving class early, misbehavior at detention, skipping detention, being late for attendance, littering, failure to bring materials to class, damaging textbooks, inappropriate dress that distracts from the educational process, excessive displays of affection, cutting in the lunch line, missing the bus, and disruption of class. Food and beverages are prohibited in the hallways and classrooms unless approved by the superintendent or his designee.

Tardiness

Students arriving to school after classes have started will report to the School Greeter to sign in. A **written note** from a parent should be presented with explanation of the reason for being late to school. The parent shall receive a written notice containing the dates, times and nature of the pupil's unexcused absences/tardiness.

Care of School Property by Students

All students must show respect and care for school property. Any damage to property should be reported to the Main

Office, the appropriate teacher or appropriate bus driver.

Any school owned equipment including textbooks will be signed out with the teacher who is responsible for the equipment and signed in when it is returned.

Acts of vandalism are crimes against the school district and the community that supports the school. Students who willfully destroy, damage or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the law. If a student damages school property, such student and/or his/her parents shall be required to pay the district for the value of the damaged property up to the limit of the law. State law now permits parental liability for up to five thousand dollars (\$5000).

Use of Electronic Devices

Portable electronic devices, including cell phones are allowed if used appropriately as stated in the Acceptable Use Policy.

Student Dress Code

All students are expected to attend school and take responsibility for acceptable dress and general appearance. In keeping with community standards a student's dress, grooming and appearance (including hair style and color), jewelry, make-up and nails shall:

- meet health & safety standards,
- not disrupt or interfere with the educational process,
- not be extremely brief garments such as tube tops, halter tops, spaghetti

straps, short shorts, short tops, low rise pants, plunging necklines (front or back), see-through garments are NOT ACCEPTABLE,

- ensure that underwear (bras straps, boxer shorts, panties, etc) is completely covered with outer clothing,
- sunglasses will not be worn in school.
- not include items that are vulgar, obscene, libelous, or denigrating to others because of race, color, religion, creed, national origin, gender, sexual orientation, or disability,
- no headgear allowed without administrative approval,
- not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- include footwear at all times. Footwear that is a safety hazard will not be allowed.
- include protective gear in certain classes (such as PE, Technology, FCS, etc)

Students who violate the dress code shall be required to modify their appearance by covering, removing or replacing the offending item before returning to class. Parents may be called to bring a change of clothes or the student may borrow a change of clothing from the Health Office if he/she does not have extra personal clothing available. Students will be responsible for any work missed as a result of leaving the classroom.

Any student who refuses to follow the dress code shall be sent to the superintendent and will be subject to

discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Visiting Students

Students wishing to visit must have prior approval from the superintendent and must sign in the Main Office. Visiting students will wear the visitor pass/lanyard for the length of time they are in the building.

Should a visitor be found in a building without permission, the necessary authorities may be called and trespassing charges may be lodged against that person.

Use of Automobiles, Bicycles

Automobiles that are driven to school will be parked in the designated areas in town until school is dismissed. Students are prohibited from parking in the school parking lot which is reserved for school employees and guests. Only school vehicles and custodian vehicles may be parked behind the school. Students will stay out of parked cars during the school day. Students will not drive vehicles during the noon hour.

Bicycles will remain in the bicycle rack. Students should not ride bicycles or skateboards on the slate sidewalks.

Students wishing to drive to the Occupational Center on special occasions must obtain written permission from a parent, the superintendent, and Occupational Center administration.

Smoking on School Premises

Due to the health hazards associated with smoking, and in accordance with federal and state law, students are forbidden to use or possess tobacco and tobacco-related products on school premises, on school buses, or at school-sponsored activities. Students violating this policy will be disciplined using the range of penalties of the discipline code.

Drug and Alcohol Abuse

The school is committed to the prevention of alcohol and other substance use/abuse. No student may use, possess, sell, or distribute alcohol or other substances, nor may he/she use or possess drug paraphernalia on school grounds or at school-sponsored events, except drugs as prescribed by a physician. Medication that a student must carry with him/her must have the appropriate documentation provided to the Health Office. The terms "alcohol and/or other substances" refers to the use of all substances including, but not limited to: alcohol, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and "designer drugs". The inappropriate use of

prescription and over-the-counter drugs is also forbidden.

Additionally, the following persons are not permitted to enter school grounds or school-sponsored events: any person who gives any visible and/or physical indication that he/she has used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances.

Any substances found shall be confiscated immediately. The parent of the student involved will be called and appropriate disciplinary action taken, up to and including permanent suspension. The district may bring legal charges against the student involved, including a lawsuit. In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

Violent Pupil

A violent pupil is an elementary or secondary student under the age of 21 who:

- commits an act of violence upon a teacher, administrator, or other school employee;
- commits, while on school property an act of violence upon another student or any other person lawfully upon school property;
- threatens while on school property to use any instrument that appears able to cause physical injury or death;
- knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school employee or any person lawfully on school property; or

- knowingly and intentionally destroys school district property.

A teacher may remove a violent pupil from his/her classroom. The parents will be notified. A minimum of 5 days suspension will be assigned. If appropriate, law enforcement authorities will be notified. The superintendent has the authority to modify the minimum 5 day suspension on a case by case basis.

Removal from Classroom

Under the Safe Schools legislation (2002) teachers may remove students to a quiet study hall for up to three (3) days who are substantially disruptive or substantially interfering with the teacher's authority in the classroom by completing a Conduct Referral form and sending the student with the form to the superintendent's office. The teacher should call the child's parents. Teacher aides may also refer students under this provision.

In all instances common sense and good judgment should be the rule. In many circumstances teachers and staff can diffuse the situation.

After a teacher removes a student, the superintendent will conduct a review of the incident and within 24 hours must find substantial evidence in order to overturn the action. Four (4) referrals to the superintendent under this provision will result in three (3) days suspension from school (see the following chart). In the Andes Central School District, the superintendent is the building principal.

Students with disabilities will be disciplined according to federal and state laws.

Removal of Disruptive Pupil by Teacher	
Is pupil "disruptive" as defined in SAVE Act? (A pupil, under age 21, who is "substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom")	NO Traditional disciplinary measures.
YES Does student's conduct pose a continuing danger or an ongoing threat of disruption to the academic process?	NO 1. Before removing, explain basis of removal and allow student to informally present his/her version of relevant events; and 2. Inform principal of reasons for removal
YES 1. Explain basis of removal and allow informal opportunity to be heard within 24 hours; and 2. Inform principal of reasons for removal.	
Principal's Responsibilities Triggered by Teacher Removal	
<ul style="list-style-type: none"> • Within 24 hours of removal principal must inform parent of reasons for removal. • Upon request, student/parent must be given an opportunity to discuss reasons with principal. • If student denies the charges, student/parent must be given explanation of basis for removal and an opportunity to present his/her version. • Principal must decide, by the close of business on the day following the opportunity to be heard by the principal, whether the discipline will be set aside. Principal may only set aside discipline if: <ol style="list-style-type: none"> 1. The charges against the student are not supported by substantial evidence. 2. The student's removal is in violation of law. 3. The conduct warrants suspension and suspension will be imposed. 	

Dangerous Weapons in School

No student shall have in his/her possession while on school property or in any school building, any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives or any object which is not necessary for school activities and which could be used as a weapon. This shall include, but not be limited to, possession of a firearm or weapon on their person or in an automobile, backpack or locker. A "firearm" under this policy is any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; frame or receiver of such weapon; any firearm muzzle or silencer; or any destructive device. A "weapon" includes but is not limited to any firearm, electronic dart gun, imitation pistol or any other dangerous or deadly instrument or object which is not necessary for school purposes and which could be used as a weapon. (See New York Penal Law 265.02)

When a dangerous weapon is brought to school the weapon will be confiscated, the State Police summoned, and the student suspended for five days of school. A disciplinary hearing will be conducted to determine if further discipline is required up to and including a one-year expulsion from school.

Prohibited Conduct

The following discipline code applies to the behavior of all persons while they are on school grounds, in school buildings, and/or participating in school-sponsored activities. Serious violations of the district's Code of Conduct can result in an immediate hearing with the superintendent or Board of Education. A person will be subjected to the penalties of the Code of Conduct when he/she behaves in a manner that is prohibited conduct.

Minor offenses

1. inappropriate social behavior
2. disrespectful treatment of others
3. tardiness
4. running in hallways
5. pushing or shoving

Second level of offenses

1. insubordination, that is, failing to comply with the lawful directions of teachers, aides, bus drivers, school administrators, or other school employees in charge of the student, missing or leaving school without permission, or leaving an away bus without permission.
2. truancy - the district will file a *Person in Need of Supervision* (PINS) petition for students who are chronic cases of truancy.
3. any of the following forms of academic misconduct;
 - a. plagiarism
 - b. cheating
 - c. copying unauthorized work or works
 - d. altering records
4. substantial disruption to the educational process

5. substantial interference with the teachers authority over the classroom
6. misuse of computers or electronic communications
7. illegal absence from an assigned detention
8. violation of the dress code

Major offenses

1. violation of Board of Education rules and regulations for the maintenance of public order on school property, including but not limited to:
 - a. vandalism or any destruction of real and/or personal property , including graffiti or arson
2. disorderly conduct, including but not limited to:
 - a. threatening another with bodily harm
 - b. intimidating students or school personnel
 - c. making unreasonable noise
 - d. using abusive language or gestures, including inappropriate racial or ethnic remarks
 - e. obstructing vehicular or pedestrian traffic
 - f. creating a hazardous or physically offensive condition by any act which serves no legitimate purpose
 - g. sexual harassment or misconduct
3. gambling
4. hazing
5. possession or use of tobacco or tobacco products
6. theft

Serious Offenses

1. possession/use/sale of drugs or alcohol
2. possession of weapons or fireworks
3. deemed violent behavior.

Code of Conduct Penalties

If a staff member disciplines a student, and the student does not behave acceptably, the staff member will file a conduct report with the superintendent, who will then initiate the following action and will forward a written report to the parents.

Minor Violation -

Conference with the superintendent or principal, verbal warning, written warning, written notification to parent, reprimand, time-out, a written apology, and/or removal from classroom. Unless there are unusual circumstances, violations of the Code by elementary school students (K-4) will be addressed at this level.

Repeated Minor Violation or Second level Violation -

Conference with the superintendent or principal, written notification to parent, written warning, detention (one day), or in-school suspension (one day), and/or removal from classroom.

Major Violation -

Conference with the superintendent or principal, written notification to parent, written warning, and detention (two days), or in-school suspension (two days), and/or

removal from classroom, and/or out-of-school suspension (two days).

Serious Violation -

Conference with the superintendent or principal, written notification to parent, written warning, detention (three days), and/or in-school suspension (three days), and/or removal from classroom, or out-of-school suspension (five days).

Suspension -

If the severity of the situation warrants, or the student is a habitual offender, the school authorities may assign multiple days of suspension from school to the student or students involved. If more than five days of suspension are assigned, the student is entitled to a hearing before the superintendent.

If a criminal offense has been committed (such as a false fire alarm, vandalism, the use and/or possession of weapons, or the possession of illegal drugs) the police will be notified.

All violations of the discipline code and/or public law will be subject to disciplinary proceedings as outlined in 5313.

In addition to the penalties listed, other penalties may be imposed. The penalties which may be imposed for violations of the Code include the following:

- a. verbal warning
- b. written warning
- c. written notification to parents
- d. ineligible, probation
- e. reprimand and/or apology

- f. detention or approved community service
- g. time out
- h. suspension from transportation
- i. suspension or dismissal from athletic participation
- j. suspension from social or extracurricular activities
- k. suspension of over town privileges
- l. suspension of other privileges
- m. removal from a particular classroom
- n. in-school suspension
- o. restitution and/or repair
- p. suspension
- q. permanent suspension
- r. referral to the court system

Violations of the *Athletic Code of Conduct* will be reviewed by the Athletic Department Disciplinary Committee. When necessary, disciplinary action will be firm, fair and consistent so as to be the most effective in changing student behavior.

As a general rule, discipline will be progressive. In determining the appropriate disciplinary action school personnel authorized to impose disciplinary penalties will consider the following:

- the student's age
- the nature of the offense
- circumstances which led to the offense
- the student's prior discipline record
- the effectiveness of other forms of discipline
- information from parents, teachers, and/or others as appropriate
- other extenuating circumstances

If the conduct of a student is related to a disability or suspected disability the student shall be referred to the Committee

on Special Education, and discipline, if required will be administered consistent with Federal Law and New York State Laws and regulations. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

Harassment & Bullying

Harassment and bullying shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

Andes Central School recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A

student's ability to learn to achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of bullying, discrimination and/or harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the Districts' educational mission.

Reports and Investigations of Bullying, Discrimination and/or Harassment

The District will investigate all complaints of bullying, discrimination and/or harassment, either formal or informal, and take prompt corrective measures, as necessary. School employees who witness or receive a report (oral or written) of harassment, bullying and/or discrimination must orally notify the Superintendent, Principal or their designee no later than one (1) school day after witnessing or receiving a report of such incident. The employee must then file a written report within two (2) school days after making the oral report. If, after an appropriate investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct and all appropriate federal or state laws. The Superintendent, Principal or their designee shall notify the appropriate law enforcement agency when it is believed that any harassment, bullying and/or discrimination constitute criminal conduct.

Lunchtime Detention

Lunchtime detention is a consequence of the Honor Level Behavior System. Students committing behavior infractions serve part or full-time lunch detentions at the first three levels of the consequence scale. Students should not be assigned lunch detention for academic purposes unless they are working with the referring teacher. Failure to attend lunch detention moves the student to the next level of the consequence scale and adds 5 demerits on the Honor Level Behavior System.

Student Suspension

Continuous refusal to obey the school Code of Conduct may result in suspension, either in-school or out-of-school and, if applicable, legal action.

A school administrator will determine the length and type of suspension. Parents will be notified of the suspension in writing within 24 hours of the suspension at the last known address of the parent. If possible, such notice will also be provided by telephone. While on out-of-school suspension, a student may not come upon school grounds either during or after school. Students may be permanently suspended from school as a result of a superintendent's hearing. All students 16 years of age and younger who are suspended from regular instruction will be provided alternative instruction appropriate to individual student needs.

Referral to the Court System

Students who are persistent offenders will be referred to the Delaware County Department of Probation for legal action. Depending upon the individual case, a complaint may be filed in criminal court or a petition may be filed in family court asking the court to identify the offender as a *juvenile delinquent* (JD) or a *Person in Need of Supervision* (PINS) and take appropriate action.

Student Fees, Fines and Charges

Students are expected to exercise reasonable care in the use of school equipment. Any damage done to library books, textbooks, laptops or other school equipment due to misuse or negligence must be paid for by the student and his family. Lost or damaged textbooks will be immediately reported to the office for payment. Other school equipment that is damaged should be reported to the superintendent, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parents will be expected to pay for such damage.

Student Disciplinary Code Searches

School hall lockers, PE lockers, desks, and other such equipment are not the private property of students but are the property of the school district, and as such may be opened and subject to inspection from time to time by school officials. The

school owns the student lockers and combinations. Students are provided lockers to store school related materials. Students should have no expectation of privacy for anything contained in the lockers. Lockers that are locked are locked only to maintain privacy between students and to maintain ownership of property. Items of value should not be stored in lockers.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities. Law enforcement officials may inspect lockers and drug dogs may be used to search for illegal substances.

Physical Restraint of Students

The Andes Central School Board of Education holds the belief that the classroom teacher is the key person responsible for the maintenance of acceptable discipline among students. Further, the Board recognizes that under certain circumstances a classroom teacher, supervisor, or administrator may find it necessary to resort to a reasonable and prudent physical restraint in maintaining order in or on the school premises.

Where alternative procedures for effecting proper classroom decorum have not been successful, reasonable physical force with a student may be used in the following instances:

1. to protect oneself from physical injury;
2. to protect another student or teacher or any other person from physical injury,

3. to protect district property or the property of others;
4. to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of district functions, powers or duties.

If that student has refused to comply with a request to refrain from further disruptive acts; provided that alternative procedures and methods not involving the use of physical restraint cannot reasonably be employed to achieve the purpose set forth in numbers 1-4 above, physical restraint may be applied.

Any complaint about the use of physical restraint shall be submitted in writing to the superintendent, who will investigate the complaint to determine whether an incident actually took place, and if so, to determine the identity of the person or persons who administered the punishment, the identity of the student or students involved, reasons for the action and any other relevant facts or circumstances.

Student Complaints and Grievances

Students will be given an opportunity to have their complaints and grievances heard. A student filing a complaint or grievance for any matter, or alleging that there is an action affecting him/her which is prohibited by Title IX and/or Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) (i.e., that discriminates upon the basis of sex and/or disability) should try to reach an informal solution to the problem. Students should try to discuss the incident with the appropriate teacher or staff member. Students may appeal to the highest

authority in the school building, (i.e. superintendent), who has the final determination on all such matters.

Student Complaints & Grievances Procedures

For resolution of matters where appeal procedures are outlined in the law, such as student suspensions, the legal course of action will be followed.

Student complaints, alleging any action prohibited by Title IX and/or Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be filed in writing with the superintendent.

Records

Parents, students and other community members may want to have specific information about the District. Interested persons may inspect and/or request copies at the school (85 Delaware Ave., Andes, NY) during regular business hours when the school is open.

Student Records

The procedure for the confidentiality of student records shall be consistent with federal statutes including the Family Educational Rights & Privacy Act (FERPA) of 1974, the Commissioner of Education regulations and the HIPPA statutes

regarding health records. The District shall arrange to provide translations of the following notice to non-English speaking parents in their native language.

To Parents of Eligible Students:

This section is intended to advise you of your rights with respect to the school records relating to your child or yourself pursuant to the "Federal Educational Rights & Privacy Act of 1974".

Parents of a student under the age of 18, or a student 18 years or older, have a right to inspect and review any and all official records, files, and data directly related to the child(ren) or themselves, including all material that is incorporated into each student's cumulative record folder, intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent of a student under 18 years of age or a student 18 years of age or older shall make a request, in writing, to the superintendent or guidance counselor, for access to that student's school records. Upon receipt of such a request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more

than forty-five (45) days after the request has been made.

Parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the superintendent.

Student records and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or students. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

Students with disabilities shall have the option of deciding whether to disclose the existence of their disability on their high school transcript. Upon request the district may disclose education records without consent to officials of another school district in which the student registers or intends to enroll.

In addition to the rights outlined above, the school is given the option of designating certain categories of student information as "directory information". Directory information includes a student's name, name of the student's parents, address, telephone number, date of birth,

class designation, weight and height, if a member of an athletic team, student achievement, awards or honors received, most recent school attended, and photographs.

Parents or students may object to the release of any or all of this directory information however, they must do so in writing within two weeks of receiving this notice. If the school does not receive a written objection, we will be authorized to release this directory information without parent or student consent.

Requests for Records

The Board of Education requires that the following procedures be followed for the public access to records:

A written application may be made to the *Records Access Officer*.

Upon receipt of the request, the *Records Access Officer* shall have at least 24 hours before acting upon the request. The Officer shall then:

1. assist the applicant in identifying the records he/she is seeking,
2. search for the identifiable record(s),
3. locate the record and take one of the following actions:
 - a. review the records and delete any information which would constitute unwarranted invasion of personal privacy and thereafter make the record promptly available for inspection, or
 - b. deny access to the records

4. upon request for copies of the record:
 - a. make copies available upon payment of the established fee for use of the office copier.
 - b. upon request, certify the correctness of the records copied.
5. if the record cannot be located, take one of the following actions:
 - a. certify in writing on the application form that the Board of Education is not the local custodian for such a record, or
 - b. certify in writing on the application form that the record of which the Board of Education is custodian cannot be found, or
 - c. certify in writing on the application form that the record requested has previously been destroyed

The law provides that any individual denied access to a public record may appeal such denial. The application form for public access to records has a section which is for the purpose of appealing a denial of access to the President of the Board of Education.

Tele-Communications

Andes Central School Access to Electronic Telecommunications

Access to electronic telecommunications is available to students and may include e-mail, telephone, FAX, television, radio, Distance Learning, Internet and other on-line computer services, as well as electronic interlibrary loan. The goal in providing these services to students and staff is to promote educational excellence by facilitating resource sharing, innovation and communication.

Electronic telecommunications is a general term referring to many systems of communication that are handled through electronic devices. The Internet, for example, is an "electronic highway" providing communications with millions of people all over the planet. Distance Learning, as currently configured, provides audio and video interactivity for students in Andes and other school district locations.

In the past, access to instructional materials was limited because instructors and supervisors could subject such materials to reasonable selection criteria. Through electronic telecommunications, material becomes available that may not be considered to be of educational value in the context of the school setting. Available precautions are taken by the Andes Central School to restrict access to controversial materials, as defined in Regulation 4526.1. In addition, the appropriate utilization of electronic telecommunications relies on the proper conduct of the students and staff in

adhering to guidelines. The guidelines are provided so that students and staff are aware of their responsibilities in appropriately utilizing electronic telecommunications.

The use of electronic telecommunications is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines, the staff may request the District Superintendent to deny or revoke the privilege of an individual to utilize specific modes of electronic telecommunication at the Andes Central School.

Communication on electronic telecommunications is subject to a need for responsible behavior and is governed, in addition to this policy, by the district's Student Discipline Policy, Code of Ethics, Internet Safety Policy, and Copyright Law.

The Andes Central School will enter into agreements with regional networks and providers of connections to electronic telecommunication, and adhere to government regulations on the use of electronic telecommunications. Students and staff are expected to adhere to the stipulations of these agreements and regulations.

The Board authorizes the Superintendent to prepare appropriate Procedures with guidelines for implementing this policy.

Procedures for Access to Electronic Communications

The purpose of Acceptable Use
Procedures for electronic

telecommunications is to provide guidelines to students and staff of the Andes Central School.

The purpose for providing access to electronic telecommunications is to support research and education in and among academic institutions, business, government, other organizations, and individuals by providing access to unique resources and the opportunity for collaborative work. To this end, students are prohibited from using Instant Messengers and E-mail for personal non-education use.

The Andes Central School makes no warranties of any kind, whether expressed or implied, for the service it is providing in making electronic telecommunications available to students and staff. The Andes Central School will not be responsible for any damages suffered by individuals. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via electronic telecommunications is at the risk of the user. The Andes Central School specifically denies any responsibility for the accuracy or quality of information obtained through its provision of electronic telecommunications.

The following guidelines will govern an individual's privilege and may result in other consequences.

1. Vandalism is not permitted. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks that are connected via electronic telecommunications. This includes, but is not limited to, the uploading or creation of computer viruses.
2. Accounts for utilization of electronic telecommunication are established and paid by the Andes Central School. Permission to utilize these accounts is given to specific individuals. Individuals may utilize only those accounts for which they have been authorized.
3. Electronic telecommunication may not be used for any illegal activity, including the violation of copyright or other contracts.
4. Electronic telecommunications may not be used for financial or commercial gain.
5. Electronic telecommunications will not be used to gain unauthorized access to resources or entities.
6. Users of electronic telecommunications will abide by the generally accepted rules of etiquette:
 - a. Be polite and respectful of others,
 - b. Use appropriate language and gestures,
 - c. Respect the privacy and intellectual property of others,
 - d. Be responsible by identifying yourself in messages, transmissions, or broadcasts, but do not reveal personal home addresses or telephone numbers of anyone.
 - e. Use electronic telecommunications with consideration and respect so that others can also make use of services,
 - f. Understand that electronic telecommunications are not guaranteed to be private. People who operate systems may have access to messages and

transmissions over certain media such as, Internet, Distance Learning, and electronic interlibrary loan,

- g. Electronic telecommunications will be monitored and records of communications may be maintained.
- 7. Specifically forbidden is the transmission or receiving of communications in any format which are pornographic, profane, obscene, depicting explicit sexual scenes,

violent or which contain other material or media with limited educational value according to local community standards.

- 8. Users of certain types of electronic telecommunication such as the Internet and other on-line services will be required to sign a contract agreement and application in order to establish authorization for use of that service.

Attachments

2024-25
Lunch Time Overtown Permission
Students in grades 9-12

Students with parental permission may leave school grounds during their lunch period. This form does not give permission to leave at any other time during the school day. Students with overtown permission are to stay out of automobiles and private unapproved residences. Students must stay on the sidewalks going to and from town.

Overtown permission is a privilege and only All Star students and those students on Honor Levels 1 and 2 may go overtown for lunch. Students may lose their overtown pass by violating school rules.

Permission will not be granted until this form is completed and returned to the Main Office.

I give my permission for _____ to leave school property during his/her lunch period. I understand that his/her safety and supervision will be my complete responsibility while he/she is off school property.

(date)

(parent signature)

ANDES

MOUNTAINERS

2024-25 SCHOOL CALENDAR

SEPTEMBER

M	T	W	Th	F
H	C	C	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	Th	F
	1	2	3	4
7	8	9	10	C
H	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	Th	F
				1
4	5	6	7	8
H	12	13	14	15
18	19	20	21	22
25	26	27	H	29

DECEMBER

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	H	26	27
30	31			

JANUARY

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
H	21	22	23	24
27	28	H	30	31

HOLIDAYS

Sept. 2	Labor Day
Sept. 3 & 4	Conference Days
Sept. 5	Classes Begin
Oct. 11	Supt. Conference Day
Oct. 14	Columbus Day
Nov. 11	Veterans Day
Nov. 27-28	Thanksgiving Recess
Dec. 23 – Jan 3	Holiday Break
Jan. 20	M.L. King, Jr. Day
Jan. 29	Lunar New Year
Feb. 17	Presidents Day
Feb. 18-21	Winter Break
March 14	Conference Day
April 14-18	Spring Break
May 26	Memorial Day
June 19	Juneteenth
June 4 & 10	Regents Exams
June 17-25	Regents Exams
June 26 & 27	Rating Days
June 27	Graduation

DAYS IN SESSION

September	20
October	22
November	17
December	15
January	18
February	15
March	21
April	17
May	21
June	19
	<hr/> 185

School Closed	X
Conference Day	C
Possible Snow Day	
Give Back Days	X

FEBRUARY

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
H	18	19	20	21
24	25	26	27	28

MARCH

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	C
17	18	19	20	21
24	25	26	27	28
31				

APRIL

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
H	27	28	29	30

JUNE

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	H	20
23	24	25	26	27

NOTICE: IN CASE SCHOOL IS TO BE CLOSED DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY, IT WILL BE BROADCAST OVER WRGB TV – ALBANY, WBNG TV – BINGHAMTON, School Website, School Facebook Page

Approved by BOE – March 21, 2024

NYS ESSA-Funded Programs Complaint Procedures

<http://www.nysed.gov/essa/new-york-state-essa-funded-programs-complaint-procedures>

Purpose

Below is the process for resolving complaints submitted to the New York State Education Department's (NYSED) Office of ESSA-Funded Programs alleging that a local educational agency (LEA), grantee or NYSED has violated a law, rule, or regulation in the administration of any "covered Federal program" under the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) identified below.

These procedures offer parents and other stakeholders a process to file complaints and allow for the timely resolution of such complaints. Complaints filed against a local entity such as a school district, charter school, or grantee will be reviewed by NYSED's Office of ESSA-Funded Programs. Complaints filed against NYSED will be reviewed by NYSED's legal counsel.

A complainant may include any of the following: parents, public agencies, and other individuals or organizations. If the complainant is a minor, the complaint or appeal shall also be signed by his or her guardian, unless the statute or rule under which the complaint or appeal is filed prohibits this requirement. Complaints regarding equitable services for non-public schools should follow the procedures detailed at <http://www.p12.nysed.gov/nonpub/Ombudsman.html>.

Each LEA in New York State is required to disseminate, free of charge, adequate information about these complaint procedures to parents of students, and appropriate private school officials or representatives.

Authorization

The procedures contained in this document meet the requirements of ESSA Section 8304(a)(3)(C) and 34 CFR Part 299, Subpart F - Complaint Procedures.

Covered Federal Programs

The ESEA programs for which an individual or entity may submit a complaint to NYSED include:
Title I, Part A: Grants to Local Educational Agencies

Title I, Part C: Education of Migratory Children

Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk

Title II, Part A: Supporting Effective Instruction

Title III, Part A: Language Instruction for English Learners and Immigrant Students

Title IV, Part A: Student Support and Academic Enhancement Grants

Title IV, Part B: 21st Century Community Learning Centers Title V, Part B: Rural Education Initiative

Step 1: Attempt to Resolve the Complaint at the Local Level

Complaints/appeals regarding the administration and implementation of any of the programs listed above should first be addressed at the local level.

- For all LEAs located outside of New York City, complaints must be sent first to the Superintendent of the LEA or his/her designee. For complaints related to Title I, Part D programming provided at a neglected and/or delinquent facility, the complaint should also be sent to the Director of the Facility. If the local LEA fails to resolve the complaint within 30 business days or fails to resolve the issue to the satisfaction of the complainant, the complaint may then be sent to NYSED.
- In New York City, complaints should be sent first to the District Superintendent. If the local community school district fails to resolve the complaint within 30 business days or fails to resolve the issue to the satisfaction of the complainant, the complaint should be sent to the New York City Department of Education, Office of State/Federal Education Policy and School Improvement. If the New York City Department of Education, Office of State/Federal Education Policy and School Improvement fails to resolve the complaint within 30 business days or fails to resolve the issue to the satisfaction of the complainant, the complaint may then be sent to NYSED.
- Complaints/appeals regarding a regional Migrant Education Tutorial and Support Services (METS) Program Center's administration and implementation of services for migrant eligible students should be sent first to the Director of the regional METS Program Center. Complaints/appeals regarding student eligibility for the NYS Migrant Education Program, should be sent first to the Director of the Identification and Recruitment (ID&R) Statewide Program Center. METS Program Centers and ID&R contact information is available at <https://www.nysmigrant.org/mets>. If the METS Program Centers and the ID&R Program Center fails to resolve the complaint within 30 business days or fails to resolve the issue to the satisfaction of the complainant, the complaint may then be sent to NYSED.

Step 2: Submission of Complaint to NYSED

To initiate a complaint with NYSED, a complainant must submit a written, signed complaint including the following:

1. A statement that the State, LEA, neglected and/or delinquent facility, or METS Program Center has violated a requirement of a federal statute or regulation that applies to any applicable program listed above.
2. The facts on which the statement is based, including sufficient information as to when, where and the nature of activity that is perceived to be in violation of law and/or regulation.
3. Documentation of attempts to resolve the issue with appropriate personnel at the local level where the child, subject to the complaint, attends (e.g. school building, school district, neglected and/or delinquent facility, METS Program Center, or grantee administrators). Appropriate personnel could include the child's teacher, building principal, pupil personnel director, METS Director, Director of the Facility, the superintendent and/or local board of education.
4. The complainant's recommendation for resolving the complaint.

Complaints may be emailed to CONAPPTA@nysed.gov with "COMPLAINT" in the subject line of the email. Alternately, a complaint may be mailed to NYSED at the following address:

New York State Education Department
Office of ESSA Funded Programs
Attention: Complaint Coordinator
89 Washington Avenue, Room 320EB
Albany, New York 12234

Step 3: Review of Complaint

Once a complaint is received, the complaint coordinator will issue a Letter of Acknowledgement, via mail or email with confirmation, to the complainant that contains the following information:

1. The date that NYSED received the complaint;
2. The name and contact information of the assigned complaint coordinator;

3. How the complainant may provide additional information; and
4. A Statement of the ways in which the complaint coordinator may investigate the complaint.

The complaint coordinator retains authority for determining the manner in which the allegations will be investigated, which may include, but are not limited to, a review of written documentation, interviews, and/or on-site investigations.

During the investigative process, the complaint coordinator may contact the entity in question (“the alleged”) to inform them of the complainant’s allegations and request documentation necessary to determine whether a law, rule or regulations related to the administration of the covered programs was violated.

The complaint coordinator may, if necessary, request additional information from either party. Unless the complaint coordinator grants an extension, based on extenuating circumstances, the documentation from the alleged must be received within the stated timelines in the Letter of Allegations.

Step 4: Resolution of Complaint

Within 60 State agency work days of receiving the complaint, a Letter of Resolution will be sent via mail or email with confirmation to the alleged with a copy to the complainant. The letter will specify whether the allegation is sustained by the complaint coordinator and if any corrective action is required. If corrective action is required, the Letter of Resolution will specify the actions needed, timeline for implementation and the acceptable documentation for resolution. If the complaint coordinator finds an additional violation, which was not cited in the original Letter of Allegations, the complaint coordinator will add this violation to the Letter of Resolution.

In the case of exceptional circumstances, an extension of the 60-day complaint resolution period may be required. The State Education Department has determined that exceptional circumstances may include, but need not be limited to, such occurrences as:

- illness of involved parties;
- cancellation of scheduled on-site reviews due to unscheduled school closings;
- the need for extended review activities beyond those specified in the original written notification; and/or

- any other mutual agreement to changes in review scope or activity.

When exceptional circumstances are identified, the revised date for the completion of the complaint review will be provided in writing to all parties involved in the complaint or appeal. All parties to the complaint have the right to initiate a request for an extension beyond the 60 business day complaint resolution period based on exceptional circumstances. All such requests must be presented to the State Education Department.

Step 5: Appeal of Resolution to U.S. Department of Education

Both parties have the right to appeal the complaint coordinator's Letter of Resolution to the United States Secretary of Education within 30 days of receiving the letter. Such appeals should be submitted to:

United States Department of Education
Compensatory Education Programs
400 Maryland Avenue, S.W.
Room 3W230, FOB #6
Washington, D.C. 20202-6132