

**FORT ANN CENTRAL SCHOOL
STUDENT HANDBOOK
GRADES 6-12
2022-2023**



“Home of the Cardinals”

We are committed to educate and prepare all Fort Ann students to succeed in a multifaceted, culturally diverse, global society.

We strive to meet the needs of ALL students in a safe, caring and positive learning environment.

Please sign and return the last page (s) of this handbook by September 16th.

FORT ANN CENTRAL SCHOOL INTRODUCTION

Dear Fort Ann Parents/Guardians:

This student handbook has been designed to be a reference tool which explains school policies in regard to student conduct, and outlines, in a detailed fashion, the various consequences possible for violations of the school policies. It is most important that each student read the entire handbook carefully so that all rules are fully understood. It is the responsibility of each student to both know exactly what he/she may not do and also understand what disciplinary action is to be expected for violating a certain rule.

The policies and rules are stated in logical and sequential written form. It is the belief of the administration that the fairest treatment of students occurs when they are given what is expected of them in writing rather than being told what they may and may not do. Our hope is that the students view this handbook as a positive reference book which reinforces their knowledge that they are following the school's code of conduct.

It is our intention to assist in providing your son or daughter with a quality education in a learning environment that is safe and orderly. In order to do this effectively, we need your support, cooperation and understanding during the academic year.

Please take a few moments to review the information on the following pages which are intended to summarize the District's efforts to comply with State regulations designed to combat school violence known as "Project SAVE" (Safe Schools Against Violence in Education) as well as the Dignity for All Students Acts (DASA).

After you have reviewed the handbook with your student(s), please discuss your expectations with them. The staff and administration can achieve a positive educational environment only with the cooperation of the students and their parents or guardians.

Please sign and return the last page (s) of this handbook by September 16th.

Thank you for your assistance in helping your student(s) have a successful year at Fort Ann.

Sincerely,

Nichole Huskie
MS/HS Principal

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PUBLIC NOTICE ON INSPECTING STUDENT RECORDS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act: (FERPA):

1. The right to inspect and review the student's educational records.
2. The right to exercise a limited control over other people's access to the student's educational record.
3. The right to seek to correct the student's educational records in a hearing if necessary.
4. The right to report violations of FERPA rights.
5. The right to be informed about FERPA rights.

All rights and protections given to parents under FERPA and this policy transfer to the student when the student reaches age 18 or enrolls in a post-secondary school. The student then becomes an eligible student.

PUBLIC NOTICE OF NON-DISCRIMINATION IN CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

No student shall be denied membership or participation, on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex in any program or activity which is included in a school program of curricular or extra-curricular activities, provided that:

1. In the case of students with disabilities, such activity shall be appropriate to a student's special educational needs as identified by the Committee on Special Education.
2. Male and female participation in extracurricular and athletic activities shall be in accordance with the provisions set forth by law.

PUBLIC NOTICE OF USE OF VIDEO SURVEILLANCE

For the security and safety of our students, staff and visitors, this facility employs camera surveillance equipment for security purposes on school grounds and in school buses. This equipment may or may not be monitored at any time.

PUBLIC NOTICE OF RELEASE OF DIRECTORY INFORMATION The Fort Ann Central School District has determined that, on occasion, it will release certain directory information regarding its students. Federal Law now requires school districts to release certain directory information, pertaining to each student who is 17 years of age or older or in the eleventh grade or higher and who is enrolled in a secondary school, to the armed forces for military recruiting purposes.

The following student information has been designated by the Fort Ann Central School District as "directory information": **A student's name, address and phone number.** Any parent, legal guardian, or student aged 18 or older who does not want any or all of such directory information publicly released or released to the armed forces for military recruiting purposes, must notify the appropriate building principal, in writing annually, of

his/her refusal to permit the release of directory information, by September 30th of the corresponding school year. For your convenience there is an opt-out request form available on the district website www.fortannschool.org simply fill out the form and mail it to the guidance office if you do not want your child's information released.

PUBLIC NOTICE ON SEARCHES BY LAW ENFORCEMENT CANINES

For the security and safety of our students, staff and visitors, this facility allows searches by law enforcement canines. School staff will cooperate fully with law enforcement officials as long as the criteria in the Code of Conduct are met.

PUBLIC NOTICE ON SEXUAL HARRASSMENT

Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the District prohibits all forms of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature.

Any student who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct to the Title IX compliance officer or his/her designee (or any administrator) through informal and/or formal complaint procedures developed by the school. All such reports will be held in strictest confidence.

PUBLIC NOTIFICATION OF DIGNITY ACT COORDINATOR/S

Dignity for All Students Act Coordinators (DACs)

Ashley LaVine 518-639-5594 (extension 52046)

John Woodell-Freire 518-639-5594 (extension 52048)

FORT ANN CENTRAL SCHOOL IMPORTANT DATES

PARENT INFORMATION NIGHT

Elementary – Sept 1st MEET AND GREET 2-3pm

Middle School – Sept 1st 6th GRADE ORIENTATION 6pm

STUDENT PROGRESS REPORT AND REPORT CARD DATES

Progress Reports	Marking Period Ends	High School Report Cards
October 7, 2022	November 4, 2022	November 14, 2022
December 9, 2022	January 20, 2023	January 27, 2023
February 17, 2023	March 31, 2023	April 7, 2023
May 12, 2023	June 13, 2023	June 30, 2023

Reports are mailed the following Friday except in cases of a holiday.

PICTURE DAY October 21st Make up date – December 5th

MUSIC DEPARTMENT EVENTS

- WCAMTA All County Vocal Festival: Nov. 4th & 5th @ Whitehall HS
- Musical Theater Revue Night - November 11th @7pm
- Junior/Senior High Holiday Concert – December 15th @6pm
- Area All-State - January 21st & 22nd @Saratoga HS

- Music Theater Production – March 10th, 11th, & 12th
- All-County Band Festival –April TBD
- Wild West night (K-5) - April 5th
- NYSSMA Festival – May TBD
- High School Musical Theater Awards - May 13th @7pm @Proctors in Schenectady
- Junior/Senior High Spring Concert – May 18th @6pm
- Memorial Day Parade – May 29th @10:00am
- Flag Day Parade – June 14th @9am
- Junior/Senior High awards –June 13th, 2023
- Graduation- June 23rd, 2023 @ 7pm

JUNIOR/SENIOR PROM TBD

April 22, 2023

FORT ANN CENTRAL SCHOOL ATTENDANCE INFORMATION
SCHOOL DAY

The school day begins at 8:00 a.m. and ends at 2:31 p.m. Students should report to their homeroom before the 8:07 a.m. bell.

COMPREHENSIVE STUDENT ATTENDANCE

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

- a) To increase school completion for all students;
- b) To raise student achievement and close gaps in student performance;
- c) To identify attendance patterns in order to design attendance improvement efforts;
- d) To know the whereabouts of every student for safety and other reasons;
- e) To verify that individual students are complying with education laws relating to compulsory attendance;
- f) To determine the District's average daily attendance for State aid purposes.

Determination of Excused and Unexcused Absences, Tardiness and Early Departure

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

- a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs,

military obligations or other such reasons as may be approved by the Building Principal

- b) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, obtaining learner's permit, road test, oversleeping).

A written excuse, signed by a parent/person in parental relation should be presented by the student within 5 days of returning to school following each absence.

Student Attendance/Course Credit

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

At the middle school/senior high school level, any student with more than 20 absences in a full year course may not receive credit for the course. However, students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments and/or tests shall not be counted as an absence for the purpose of determining the student's eligibility for course credit.

For courses meeting 1/2 year or 1/4 year, the same policy will apply and a calculation of the absences will be prorated accordingly.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher.

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

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

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

- a) Copies of the District's Comprehensive Student Attendance Policy will be

- provided upon request to students and parents.
- b) The full BOE approved attendance policy will be available on the District website.
 - c) When necessary, a staff member will notify the parent/guardian of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to his/her ability to receive course credit. If the parent/person in parental relation cannot be reached by telephone, a letter shall be sent detailing this information.
 - d) A staff member will review the District's Attendance Policy with students who have excessive and/or unexcused absences, tardiness or early departures. Appropriate student support services, as well as the possible collaboration/referral to community support services and agencies, will be implemented prior to the denial of course credit for insufficient attendance by the student.

Notice of Students who are Absent, or Depart Early Without Proper Excuse A designated staff member shall notify by telephone, or by automated telephone system, the parent/person in parental relation to a student who is absent, or departs early without proper excuse. If deemed necessary by appropriate school officials, or if requested by the parent/person in parental relation, a school conference shall be scheduled between the parent/person in parental relation and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies that best meet the needs of the student.

Disciplinary Consequences

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the District's *Code of Conduct*. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities.

Intervention Strategy Process

District personnel will work together to identify patterns or behavior, and intervention strategies to support the improvement of attendance by students that accumulate excessive unexcused absences, unexcused tardiness, and unexcused early departures.

Appeal Process

A parent/person in parental relation may request a building level review of their child's attendance record.

Anyone wishing a full copy of the attendance policy can find it on the District Website, or you may obtain a printed copy at the District Office.

CLASSROOM & HALLWAY COURTESIES

Speaking out or expressing disapproval when another person is talking is rude and unfair. Bring proper equipment to class: books, assignment book, homework, paper, pen and notebooks. Class will be dismissed by the teacher. Do not be discourteous by getting up before you are dismissed. Students should knock before entering a class – wait to be recognized by the teacher before making a request. You are expected to be in your classroom within a reasonable length of time. **Put downs and use of foul language in**

classrooms and hallways is not acceptable. Public display of affection is not appropriate.

LIBRARY

The library serves the school by providing resource material and recreational literature. Because the library serves many people, all materials should be handled with care. A quiet atmosphere must be maintained to respect the rights of others. The use of the library is your privilege as a student as long as you exercise common sense. It is a room for reading, research and for serious browsing. A signed pass is required to enter the library.

STUDY HALLS AND HALL PASSES

The purpose of the study hall is to provide an atmosphere suitable for studying. Permission to talk and work together must be obtained from the monitor. If you want to leave the study hall to work in another teacher's room, you should present a pass from the teacher requesting you to report to his/her room to the study hall monitor. Students are to have all study materials with them when they arrive. Passes to the library may be granted by the study hall monitor. Passes must be signed and returned when the student returns to study hall. **Students who are ineligible may not leave study halls without special permission from the principal.**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from a staff member. Students are responsible for obtaining the written pass. Verbal permission is not acceptable. Student hall traffic during the last ten minutes of class is prohibited unless an emergency arises.

EXPECTATIONS OF ALL STUDENTS WHILE IN STUDY HALL

Students must be on time for the study hall to be eligible for any privileges tardiness will result in after school detentions.

Passes to other locations must be obtained before the study hall begins and presented after attendance is taken. Passes will not be honored if students are not present for attendance.

Passes are issued on a daily basis; there is no such thing as a permanent pass from any assigned location.

Students are expected to come to the study hall with something they have chosen to read, or study, and necessary school supplies to complete school work. Failure to do so could result in an assignment being made by the Study Hall Monitor or Principal.

Students who must work together on a project should provide a note from the teacher assigning the group work. These students should not disrupt the study hall atmosphere.

Requests to leave the study hall for personal situations such as bathroom and

lockers can be granted at the discretion of the Study Hall Monitor. Two students, one male and one female, will be allowed out of the room at a time.

Students are expected to remain in their assigned locations during the last ten minutes of each period unless an emergency arises. There should not be any hall or locker activity during this period of time.

All study halls are to be considered silent at all times.

Students may not sleep, eat, drink, play games, play cards or listen to music in the study hall.

BUILDING HOURS

The building is open in the morning by 7:45 a.m. for breakfast. **Any student remaining in the building after 2:40 p.m. must be directly supervised by a faculty or staff member.**

Custodians will not assume this responsibility and will ask you to leave the building.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all school issued electronic devices, electronic accessories, clothing, uniforms, books, supplies, and furniture supplied by the school. Students, who do not return school property, disfigure property, break windows or do other damage to school property or equipment, including school buses will be required to pay for the damage done or replace the item. Students damaging school property may also face disciplinary consequences.

LOCKERS

Remember that your locker is school property. You are responsible for its security. Do not give your combination to anyone. Do not permit unassigned students to use your locker. Lock your locker every time you use it, and do not set your combination as this invites theft. You are responsible and considered the owner of the contents of your locker. Do not use magic marker, paint, etc. on the inside or outside of your locker, nor place any posters on the inside that cannot be removed easily. Avoid self-adhesive stickers, etc. Place nothing on the outside of your locker. You will be responsible for cleaning and removing all marks, posters, etc. before school closes. Do not abuse your locker privileges; keep your locker clean.

The school has the right to search a school locker without prior notification.

DESKS

You will be assigned a desk in each room where you have a class and will be responsible for its condition. If when you enter the room you find the desk marked or damaged, report it immediately to your teacher. You will be required to remove any marks you make on any of your desks. If the damage is extensive, you may be required to refinish the desk or to pay for the refinishing or replacement of the desk.

BOOKS

You are responsible for the condition of school issued books. Do not write on or in them unless directed to do so by your teacher. You may write your name, year used, etc. in the

proper place on the inside of the front cover so that it will be easier to identify the owner if the book is lost. You should put a cover on your book. Some covers will be provided by your teacher. You must pay for lost or damaged books.

INTERNET/COMPUTER USE

All Fort Ann students are encouraged to make use of available computer technology for school projects, school research, etc. Each student and his/her parent will need to sign the signature page at the back of this book prior to any internet access or electronic privileges being granted by the District. The Secondary Student Internet/Electronic use Agreement can be found in its entirety near the back of this hand book.

STUDENT POSSESSIONS

Students are required to secure items such as backpacks, briefcases, drawstring backpacks, purses, lunchboxes, pocketbooks, musical instruments, etc. in their lockers and may not be carried during the school day. Student belongings such as radios, skateboards and other items unnecessary should be left at home. The school will not be held responsible for recovering or replacing any stolen articles. In the case that a student's personal item such as a cellphone, iPod, or other item is thought to have been used to violate the school's code of conduct, the administration reserves the right to search those items to investigate the incident. Students with specific medical or personal reasons requiring a backpack or other item not normally allowed should see the principal.

RESTROOMS

You may use the restrooms before, during and after school. Do not loiter, write on the walls or damage the facilities in any way. If you find that the restroom has been damaged or defaced exit immediately and report the issue directly to the office. **Students should use the restroom closest to the classroom they are assigned to.**

ILLNESS OR INJURY DURING SCHOOL

A student who is too ill to remain in class is to report to the nurse. If necessary, nursing office personnel will call the parents of the student who is too ill to remain in school. If a student gets injured during school, they must report the incident to the nurse. Students who are excused through the nurse are not eligible for extracurricular activities until they have been cleared by a doctor, or have attended classes the next school day.

ATTENTION: ANY AND ALL MEDICATIONS INCLUDING OVER THE COUNTER, SUCH AS ASPIRIN MUST BE GIVEN TO THE NURSE AND MAY ONLY BE ADMINISTERED BY THE NURSE WITH A PRESCRIPTION.

CAFETERIA EXPECTATIONS

The cafeteria is provided so that lunch time can be handled in both a pleasant and orderly manner. A balanced lunch, good health and safety practices, and acceptable table manners are necessary for promoting an enjoyable break in your school day. **Cafeteria food may only be purchased during assigned High School Lunch Times.** Students are only permitted to have food and/or a beverage during the school day at their assigned lunch time.

SCHOOL BUS EXPECTATIONS

Transportation is provided to and from school, and many school sponsored events in

order to ensure access to the academic and extracurricular programs. Proper behavior on school buses is necessary to maintain a safe and orderly environment. Students are expected to follow the reasonable requests of the driver and other school staff members while on school buses. It is also expected that upperclassmen act as positive role models for younger students by following the normal school rules and regulations while on the school bus. Students are encouraged to report any inappropriate behavior occurring on a school bus directly to the driver and then to the building principal.

DRINKS

A well hydrated brain is proven to develop increased brain functioning and capacity. Students are allowed to carry a bottle of water with them throughout the day to help promote healthy living and brain development. **Students are prohibited from carrying caffeinated or sweetened beverages during the school day, as they tend to dehydrate the brain and have little nutritional value.** If a student has these items as part of his/her lunch they should be stored in his/her locker until the assigned lunch period.

FIRE DRILLS

Students must follow the directions of the staff member they are assigned to during these situations. Periodic fire drills are required by state law. Diagrams are posted in each room giving evacuation procedures to follow in an emergency. Please observe the following points during a fire drill: (1) Lights out. (2) Windows closed and doors closed and locked. (3) Walk rapidly. (4) Take personal valuables with you. Books should be left in the room. The use of cellphones and electronic devices during fire drills is prohibited.

LOCKDOWN/SHELTER IN PLACE

Students must follow the directions of the staff member they are assigned to during these situations. If you are locked out of all classrooms and secure areas, leave the building and go to the nearest safe area, **on the school campus**, such as the bus garage. Provide emergency responders with as much information as possible. The use of cellphones and electronic devices during lockdown/shelter in place is prohibited.

ASSEMBLIES

At all times the students' behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes but is not limited to whistling, uncalled-for-clapping, boisterousness and talking during a program.

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. 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. A student's dress, grooming and appearance, including hair style/color, jewelry make-up and nails shall:

be acceptable in a professional office work setting

be safe, appropriate and not disrupt or interfere with the educational process recognize that extremely brief garments such as net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), shirts that are not long enough to completely cover all midriff skin at all times when the student is standing, sitting or leaning forward when seated and see-through garments are prohibited. If a tank top is to be worn the straps should be at least one inch at the most narrow point. The ideal shirt is a polo style shirt.

ensure that underwear is completely covered with outer clothing

Include footwear at all times. Footwear that is a safety hazard will not be allowed

Not include the wearing or carrying of coats anywhere in the building.

These items should be stored in their lockers during the school day.

Skirts, shorts and skorts should be long enough so that when the student is seated the length should not be any less than eight inches from the top of the knee while at the same time the garment must cover their back.

Not include the wearing of hoods

Not include items that are vulgar, derogatory, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability.

Not promote, encourage or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

Wearing of hats **will be** allowed in 6-12 classrooms (at individual teacher discretion) and in hallways. Teachers have the right to restrict the wearing of hats within his/her classroom. Students are expected to follow the classroom expectations concerning hats without question. Students that fail to do so will lose the privilege of wearing a hat in school for the remainder of the school year. Hats **may not** be worn in the cafeteria, or the auditorium.

The Building Principal shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and, if necessary or practical, replace it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. 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.

STUDENT VEHICLE REGISTRATION

After completing the appropriate registration form that is available in the High School Office, **only an approved junior or senior** may park his/her vehicle in the spaces near centerfield of the softball field or in the **outermost row of spaces** in the main parking lot. The office issued permit must be displayed at **ALL** times in their vehicle. All parking patrons are expected to exercise sound judgment and observe appropriate safety practices. Please remember that the speed limit on all school property is ten miles per hour or less.

GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational

information, career information, study help, home, school and/or social concerns, or any question the student may feel he/she would like to discuss with his/her counselor. Students wishing to visit the counselor should contact the secretary in the Guidance Office for an appointment.

SCHEDULES AND COURSE LOAD

During the school year, all students in grades 9-12 will be expected to take a minimum course load of six credits, or the equivalent. Labs and required student services are allowable towards the minimum course load requirement. **Students cannot have more than two study halls a day averaged over the 6 day cycle.**

ADDING COURSES

Students will not be permitted to add a full year course after the second Friday of the school year. For half-year courses, students will not be able to add a course after the second Friday of the semester.

DROPPING COURSES

Students will not be permitted to drop a full year course after the third Friday of the school year. For half-year courses, students will not be able to drop a course after the third Friday of the semester.

GRADE PLACEMENT

Graduation requirements and grade promotion requirements are separate and distinct. Specific graduation requirements for each individual can be different and should be discussed and clarified with the Guidance Counselor. Students will progress to the next higher grade under the following conditions:

Freshmen – Grade 9

Students will be designated as freshmen if they have successfully completed eighth grade and have earned less than 5 high school credits before the start of the current school year.

Sophomores – Grade 10

Students will be designated as sophomores if they have earned a minimum of 5, but less than 10 high school credits including English 9 and Global 9, before the start of the current school year.

Juniors – Grade 11

Students will be designated as juniors if they have earned a minimum of 10, but less than 15 high school credits, including English 10 and Global 10, before the start of the current school year.

Seniors – Grade 12

Students will be designated as seniors if they have earned a minimum of 15 or more high school credits before the start of the current school year.

Subjects failed may be made up in summer school immediately following a failed course. The start of the school year will be defined as the first day of school in September.

Students must meet the grade level requirements in order to participate in the extracurricular events that occur at that grade level (i.e. sophomore semi formal dance, junior prom, senior trip). If a circumstance occurs in which a student “skips” a grade level, the student will still be allowed the opportunity to participate in the extracurricular event(s) that were missed.

PROGRESS REPORTS

Four times during the school year, parents or guardians will receive progress reports on how their son/daughter is doing in their classes. These reports will be mailed home. A calendar of dates is included in the handbook.

The progress report is also the basis used for the academic eligibility list for all extracurricular activities. If a student is failing a class, the student is placed on the academic ineligibility list possibly limiting their participation in extracurricular activities. Students failing one or more classes are required to stay after school with an assigned teacher one night per week until the grade is brought up to passing. Students failing two or more subjects must stay for each class failed with an assigned teacher until each course is passed. Attendance will be taken. Failure to attend after school tutoring will result in disciplinary action based on the code of conduct.

REPORT CARDS

Four times during the year, report cards will be issued. These report cards will be mailed home. A calendar of dates is included in this handbook.

HIGH HONORS, HONOR ROLL AND SPECIAL MERIT LIST After the issuance of report cards, special lists will be generated identifying students who have received academic distinction. Fort Ann Central’s three lists are as follows:

HIGH HONORS A student has maintained an overall average for the marking period of 89.6-100.

HONOR ROLL A student has maintained an overall average for the marking period of 84.6-89.5

SPECIAL MERIT A student has maintained an overall average for the marking period of 80-84.5

To be eligible for inclusion on one of the special lists, a student must not have any individual subject grade below 65.

DOUBLING/TRIPLING IN COURSES

Students at Fort Ann Central School may be allowed the privilege of doubling up courses for the purpose of graduating with their cohort or accelerating their academic program to allow for college courses or approved internships during their senior year.

The ability to double up will be based on the availability of the master schedule to

accommodate such a request. Students will not be guaranteed this privilege.

Seniors

Seniors will be permitted to double up in more than one subject area to graduate with their cohort. Grades will be checked each quarter and if, at that time, a student's overall average in either course of the doubled up subject area is failing; the senior will be allowed to continue in the failing course on an audit basis in order to maintain summer school eligibility.

A senior who is auditing a course must abide by the following rules:

1. Attend class regularly
2. Complete all assignments
3. Follow all classroom disciplinary policies

Failure to meet these conditions will result in the removal from the course and loss of summer school eligibility.

When a senior is placed in an audit situation, a June graduation is no longer possible. If the student is able to audit and successfully completes summer school along with all other graduation requirements, a diploma will be awarded in August.

Juniors

Juniors will be permitted the privilege of doubling up to accelerate their academic program to allow for enrollment in college courses or approved internships during their senior year. Juniors may double up in only **ONE** of the following subjects: English or Social Studies, and Physical Education if scheduling permits. Students must meet the following criteria:

1. Student must have a cumulative average of 85% or greater at the completion of their sophomore year
2. Student has not repeated, and is not currently repeating, any high school courses required for graduation
3. Students must have no more than ten unexcused absences during their sophomore year, unless medical emergencies have been reported and documented with the high school principal. Any extenuating circumstances surrounding attendance will be discussed with the members of the Academic Standards Committee, with a final decision made by the high school principal.
4. Student must have a record of appropriate school behavior
5. Students and parents must submit documentation (form) to the high school principal indicating the student's reasoning for doubling up no later than June 30th of the sophomore year.
6. Students must maintain a passing average in all courses.

Grades will be checked each quarter. If at that time the average in **any course** is failing, the student must drop the higher level course in the doubled up subject area.

Tripling up in Courses

No student will be permitted to triple up in any one subject area.

EARLY COLLEGE ADMISSION

Students requesting permission to leave during the school day to take college courses must meet the following criteria:

1. Have a cumulative average of at least 85% at the end of their junior year
2. Students and parents must submit documentation (form) to the guidance office indicating the student's desire to take college courses no later than June 30th of their junior year.
3. Apply and be accepted into a college early admissions program
4. Take any courses required for graduation at Fort Ann Central School
5. Have passed Regents exams required for graduation
6. Complete a minimum of six college credit hours each college semester
7. Provide a midterm and final grade report to the guidance office at the end of each semester
8. Student must have a record of appropriate school behavior
9. Students must have no more than ten unexcused absences during their junior year, unless medical emergencies have been reported and documented with the high school principal. Any extenuating circumstances surrounding attendance will be discussed with the members of the Academic Standards Committee, with a final decision made by the high school principal.

Tuition, applicable fees and transportation are the responsibility of the student.

Students enrolled in college courses taught at Fort Ann Central School may use these credit hours towards the college credit hour requirements. Please note that students taking at least six credit hours through college courses taught at Fort Ann Central School must also enroll in a minimum of three credit hours outside of school during each semester. Students that qualify for Academic Intervention Services by district procedure are required to receive those services at Fort Ann Central School. Students that qualify for special education or 504 accommodations are advised to contact the college's office of student support services. It is the student's responsibility to acquire and submit the necessary documentation to receive services. Students must maintain a minimum of a 2.0, or equivalent. Students not passing their high school courses at the end of the semester will not be allowed to attend college during the second semester.

Students withdrawing from the program or not successfully completing six credit hours during the first semester will not receive permission to continue college courses for the next semester. The student will be re-enrolled into a full day school schedule at Fort Ann Central School.

INTERNSHIPS

Students requesting permission to leave during the school day to participate in an internship must meet the following criteria:

1. The Internship site must be a formal setting and the Internship must address the CTE and/or College and Career Readiness Standards.
2. Internship site and program of study must be approved by the administration.

3. Students must take any courses required for graduation at Fort Ann Central School.
4. The student and/or internship supervisor must provide evaluations to the guidance office during the school year.

RANKING

The Fort Ann Central School encourages students to take higher level courses and acknowledges their efforts through ranking. Only students that have been enrolled for at least five semesters will be included in the class ranking.

Advanced Placement/University in the High School Courses

Starting in the 2013-2014 school year Advanced Placement Courses/ University in the High School Courses will be weighted with a 1.05 multiplier when Senior GPAs are calculated. Students enrolled in AP Courses are required to take the corresponding AP exam, if they fail to do so the AP designation will be removed from his/her transcript. The course will then be counted as a regular school course and will be weighted with a 1.0 multiplier when GPAs are calculated. **AP test fees are the responsibility of the student. Please see Ms. LaVine or Mrs. Spooner if you have financial hardship, there is assistance available for any student who qualifies.**

Beginning with the Class of 2015, Fort Ann Central School will no longer take diploma type into consideration for ranking. This adjustment was made due to action taken by the New York State Board of Regents eliminating specific administrations of certain regents exams. All other aspects of the ranking calculation will remain as stated above.

Students will be ranked by their GPA. Students who successfully complete four years of mathematics (Algebra I, Geometry, Algebra II, and Pre-Calculus) **AND** successfully complete four years of Regents-level sciences (Living Environment, Earth Science, Chemistry, and Physics) will be ranked ahead of other students. Students are permitted to substitute an AP mathematics course for Pre-Calculus and an AP science course for Physics, as long as they also sit for the corresponding AP exam. This procedure was developed in direct response to the District's goal of raising academic standards.

Students will be ranked first according to their anticipated diploma type and then again by their GPA. Students earning a [Regents Diploma with Advanced Designation](#) will be ranked ahead of students earning a Regents diploma. Students earning a Regents diploma will be ranked ahead of students earning a Local diploma.

Students earning a [Regents Diploma with Advanced Designation](#) who successfully complete four years of mathematics (Integrated Algebra, Geometry, Algebra 2/Trigonometry, and Pre-Calculus/Calculus) **AND** successfully complete four years of Regents-level sciences (Living Environment, Earth Science, Chemistry, and Physics) will be ranked ahead of other students earning a [Regents Diploma with Advanced Designation](#). This procedure was developed in direct response to the district's goal of increasing academic standards.

Successful completion of a course is defined as a final average of 65% or greater.

Students enrolled in a fourth year of math or science during senior year need to have a

cumulative average of at least 65% at the end of the third quarter to be ranked ahead of other students earning a Regents Diploma with Advanced Designation.

Beginning with the Class of 2015, Fort Ann Central School will no longer take diploma type into consideration for ranking. This adjustment was made due to action taken by the New York State Board of Regents eliminating specific administrations of certain regents exams. All other aspects of the ranking calculation will remain as stated above.

6-12 FINALS

Final Exams for courses not ending in a Regents Exam will only be required when necessary to comply with District and/or NYS procedures and regulations. In the case that finals are necessary they will count as 20% of the student's final grade.

FINAL COURSE GRADES

Secondary students' final course grade will be determined by using the following formulas:

Full Year Course with Regents Exam: Marking period average = 80% of final grade;
Regents = 20% of final grade.

Full Year Course: Without Regents Exam: Marking period average = 100% of final grade. *(In the case that a final is necessary to comply with District and/or NYS procedures and regulations the final exam will count as 20% of the student's final grade.)*

Half Year Course: Marking period average = 100% of final grade. *(In the case that a final is necessary to comply with District and/or NYS procedures and regulations the final exam will count as 20% of the student's final grade.)*

Distance Learning, BOCES and Virtual High School (VHS)

Applications for placement in Distance Learning, BOCES and Virtual High School programming normally are considered after the successful completion of the 9th and 10th grade requirements. Any other applications for Distance Learning, BOCES or VHS placements will be taken under advisement on an individual basis.

Distance Learning, BOCES and VHS students must remain in the school building in the assigned area unless they have a specific pass from a staff member in charge of the Distance Learning, BOCES or VHS that has been approved by the principal or guidance counselor. In an effort to establish increased attendance accountability as required by the New York State Education Department, all BOCES students will be required to ride the BOCES bus to and from their program. Student attendance will be taken when the bus departs and returns each day. Students will be removed from Distance Learning, BOCES or VHS programs if they fail to follow school rules.

PARTICIPATION IN GRADUATION CEREMONIES AND ACTIVITIES

Any student who has satisfactorily completed all graduation requirements will be permitted to participate in the graduation ceremony and all related graduation activities.

The District permits any student to participate in the graduation ceremony and all related graduation activities of his or her high school graduating class, if the student has been

awarded a Skills and Achievement Commencement Credential or a Career Development and Occupational Studies (CDOS) Commencement Credential, but has not otherwise qualified to receive a Regents or local diploma. While permitted to participate, these students are not required to participate in the graduation ceremony or related graduation activities of his or her high school graduation class. For purposes of this policy, a student's high school graduation class is the twelfth grade class with which he or she entered into ninth grade.

PHYSICAL EDUCATION

Successful completion of physical education is a New York State requirement for graduation. **Students who are unprepared for, or refuse to participate in physical education will be required to make up the class sessions after school. Failure to do so will result in loss of credit for the course.**

Alternatives to the regularly scheduled Physical Education classes can be arranged for extenuating circumstances that are beyond the student's control. Some examples are: Participating in a College Credit bearing program/course, participation in special programs or a medical necessity. The expectations must meet the necessary criteria described in the appropriate regulations of the Commissioner of Education and be approved by the student's parent, Guidance Counselor and the Principal.

HONOR SOCIETY MEMBERSHIP

All students are encouraged to earn membership in the Honor Societies that are affiliated with the National Association of Secondary School Principals. The first is the National Junior High Honor Society and the second is the Jeffrey L. Capen Chapter of the National Honor Society. **Membership depends on the student's grade level, their overall academic average, the completion of a comprehensive student activity information form, the faculty's assessment of the candidate's individual character traits, leadership skills, and service to the community and the school.**

To be eligible for consideration for the Junior National Honor Society, a student must be in eighth or ninth grade and have an overall average of 90%. Induction ceremonies are normally held after the first semester of the new school year.

Students in grades 10-12 with an overall average of 90% for all completed credit bearing courses, meet the academic criteria for consideration for membership in the school's chapter of the National Honor Society. These induction ceremonies are usually held early in the first semester of the new school year.

Once a student earns the privilege of membership in either Honor Society, they are expected to continue to demonstrate all of the characteristics that originally qualified them for selection. **The failure to maintain the expected standards will result in a process that could lead to the student's removal from the organization.**

****BASKETBALL GAME RULES AND REGULATIONS****

1. Spectators should keep entrances of the gym free of congestion.
2. Spectators are not permitted to go on the playing court.
3. Refreshments will be sold between halves and between games. No food or drinks are allowed in the gymnasium, except those for participating athletes.

4. While the game is in progress, spectators are expected to stay in the gymnasium.
5. If students leave the school building during a home game, they will not be permitted to return.
6. Students absent on the day of the game are not permitted to attend the game.
7. Smoking in the building or on the school grounds is not allowed. We are a “Smoke Free” school district.
8. Students are not allowed upstairs or in the elementary or high school corridors.
9. Students who do not abide by these regulations will be requested to leave.
10. Elementary students are welcome but must be accompanied by a parent or guardian **at all** times.
11. Fort Ann Central School spectators are expected to display the best example of sportsmanship and courtesy to our opponents, game officials, spectators and cheerleaders.

SCHOOL DANCE PROCEDURES

Fort Ann Central School dances are planned for FACS students. Under special circumstances, a student may bring one guest provided the guest is a student at a local high school or an approved Fort Ann Alumnus, and he/she is properly registered at least one week before the dance. Registration forms may be obtained in the high school office.

1. When a student enters the building, that student must remain in the building. If he/she leaves the building, re-entry is not permitted.
2. Loitering near the doors will not be allowed. Students may use the bathrooms in the hallway near the main entrance, but should then return to the cafeteria. No one is allowed upstairs, in the athletic locker room, or in the elementary wing.
3. The sponsoring class and organization as a group is responsible for seeing that the building is left in proper order at the close of the dance. Chairs, cooler, decorations, etc. should be put away.
4. Dance dates should be scheduled through the Main Office.
5. Dances will be three hours in length. Doors and entry to the dance will be closed after one hour unless special arrangements for late arrivals are made with the Principal before 12:00 PM on the school day preceding the dance.
6. All dances will be held in the cafeteria. The Junior Prom may be an exception to this rule.
7. The use of any furniture, equipment or decorative material must be arranged through the office in advance.
8. If bands are to be hired, they are subject to approval of the Sponsor Advisor and Principal.
9. All school rules are in effect.
10. Junior Prom is only for students in grades 9 through 12, unless stipulated by the Principal.
11. Students absent on the day of the event are not permitted to attend the event unless specific arrangements have been made with the Principal before 12:00 PM on the day preceding the event.
12. When an event is held on a Saturday or Sunday, Students who were not in school on Friday may not participate unless special arrangements have been made with the Principal before 12:00 PM on the day preceding the event.

TEACHER DETENTION/WORK-STUDY

This area is to address students who repeatedly: (1) do not complete homework and/or (2) are either tardy, excused or absent from school or class. The teacher will assign a student to their supervised work study from 2:33 to 3:25PM. The teacher must notify the parent or guardian of the student. Students shall receive one (1) day notice and the reason for a work study. **If a student does not report for work study, the student will receive an office detention.**

DETENTION AND SATURDAY DETENTION

Detention will be assigned by the teacher or principal for various infractions. If the student has a problem, doesn't understand, etc., he/she should make an appointment to see the appropriate staff member. Students will be given 24 hours notice of any assigned detentions. The student should inform his/her guardian of the detention assignment. All school rules apply during afterschool and Saturday detention. Students attending Saturday detention may bring a small snack that can be eaten when the monitor provides a short break for the student/s to do so. This is the only time that students will be allowed to eat during detention. **This year detention will be assigned Tuesday and Thursdays from 2:33PM to 3:25PM. Transportation home will be provided on Tuesdays and Thursdays. Saturday detention will be held on one Saturday per month from 8:00AM to 12:00PM. Failure to attend will lead to out of school suspension.** Students who do not serve their detentions will be excluded from participation in non-classroom events (games, practices, dances, etc.) until the detentions are served. Additionally, students who do not serve assigned detentions will be placed on suspension.

ALTERNATIVE TO SUSPENSION (tobacco violations only)

In light of scientific evidence that the use of tobacco is hazardous to health, students may be allowed to participate in an Alternative-to-Suspension program. Student participation in a tobacco cessation program and/or tobacco education class may be allowed as an alternative to discipline. Parents will be notified of violations involving their child and subsequent action taken by the school.

IN-SCHOOL SUSPENSION

Refusal to accomplish school tasks even though able to do so; insubordination, disorderly, vicious, illegal or immoral conduct, and persistent violation of school regulations are causes for suspension from school. Students who are assigned to the In School Suspension room must first report to their regular homeroom for attendance purposes. At the beginning of First Period, they must report to the In-School Room with all their textbooks and classroom materials.

Once they are in the In-School Suspension room, they may not leave until the end of the academic day (2:30). Students will go to the cafeteria during the high school lunch period to get their lunch. They will return to the In-School room to eat it. This will be the only time that students will be allowed to eat in the room. There may be an occasion when a teacher determines that a student's absence from class would cause an insurmountable obstacle to success. When and if that happens, the teacher involved should solicit the permission of the Principal to take the student out of the In-School room for the class

period only.

While serving the in-school suspension, students are not eligible for any extracurricular activities until the end of the academic day (2:30) on the last day of their in-school suspension. Students may not eat, sleep, chew gum, or converse with any other students at any time while serving their suspension. Failure to adhere to this rule will result in more time being added to the suspension term. Flagrant violations of this rule will result in an out-of-school suspension.

Disrespect or insubordination towards the in-school suspension monitor or the replacement will result in more disciplinary action up to and including out-of-school suspension. Students who are obviously making every attempt to comply with all the requests made of them while on in-school suspension may be considered for early release.

SUSPENSION FROM SCHOOL

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Principals. Any staff member may recommend to their respective Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or his/her designee for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent, Principal, or their designee, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

DISCIPLINE OF STUDENTS WITH DISABILITIES

It may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The principal will review the IEP, and if necessary, consult with the Chairperson for Special Education prior to enacting any discipline to ensure that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

STUDENT DISCIPLINARY CONSEQUENCES:

Proper school behavior cannot be over-emphasized. The orderly and safe operation of any school is based on its governing guidelines ensuring the proper educational atmosphere for its students and teachers.

Students violating the District's rules and regulations shall suffer disciplinary consequences commensurate with their misbehavior. In general, discipline shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior. Pursuant to State Law, however, some offenses require mandatory removal to an alternative education setting. As a consequence of persistent or serious violations, students may be referred to a counselor, nurse, or other staff members with special skills in modifying behavior. School officials shall notify a local/regional law enforcement authority if they suspect that criminal acts have occurred on district property or at a school sanctioned event.

COUNSELING: At every infraction, the student will be informed of the next consequence should that behavior continue. The student will also be advised on how to avoid future misbehavior. In addition to behavior, the student's academic progress and attendance will be reviewed. The Principal will have the discretion to reduce consequences for a student's honesty and forthrightness during investigations. Consequences may also be reduced if a student has had extended periods of exemplary behavior between infractions. When a student is suspended, he/she may not be readmitted until a meeting with the student, parent, and Administrator has taken place. When necessary, a panel of the student's teachers will be present.

HONESTY: Students who are honest and admit their involvement when first questioned may earn a reduction of any discipline imposed.

LEVEL I

Any misbehavior that represents an infraction of the established procedures which regulate the operation of the school and its educational process, IS considered a Level I misbehavior. The frequency of the occurrence shall determine the appropriate disciplinary response, including reclassification to a higher level infraction. **THE CLASSROOM TEACHER, FOR MOST LEVEL I INFRACTIONS, SHOULD HANDLE INITIAL DISCIPLINE.**

Parents may be requested to come for a conference with the teacher to discuss the misbehavior and a plan of corrective action. **REPEATED LEVEL I** offenses will result in a referral to the office.

EXAMPLES OF LEVEL I INFRACTIONS

1. Inappropriate language
2. Inappropriate public displays of affection
3. Inappropriate dress
4. Loitering
5. Minor class disruptions
6. Misuse of pass privileges
7. Lateness to class
8. Teasing/name calling
9. Use of inappropriate electronic devices, including laser pointers
10. Eating, drinking or unopened containers in an unauthorized area
11. Inappropriate cafeteria behavior
12. Failure to bring required materials to class

13. Possession of lighter or matches on school property or during school-related activities.

(PLEASE NOTE: School property is defined as any place where students are under direct supervision of school personnel, or any school district owned or operated facility, land, or vehicle.)

MINIMUM CONSEQUENCES FOR LEVEL I INFRACTIONS

1st Offense:	Written warning/1 Detention
2nd Offense:	1 Detention
3rd Offense:	2 Detentions
4th Offense:	3 Detentions
5th Offense:	1 Full Day In-school suspension
6th Offense:	2 Full Day In-school suspension
7th Offense:	1 Day Out-of-School Suspension
8th Offense:	2 Days Out-of-School Suspension
9th Offense:	3-5 Days Out-of-School Suspension

LEVEL II

Any misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school and to seriously affect the student's own education is considered a Level II misbehavior. Infractions at this level may include Level I infractions committed by a student who continues or repeats the infraction after being disciplined at Level I.

EXAMPLES OF LEVEL II INFRACTIONS

1. Cutting class
2. Cutting detention
3. Persistent disrespectful/disruptive behavior
4. Persistent, inappropriate use of electronic devices
5. Forgery
6. Gambling
7. Harassing incident
8. Insubordination/blatant refusal to follow directions
9. Obscene/vulgar language or behavior, or possession of obscene material
10. Truancy
11. Academic cheating/plagiarism
12. Dangerous behavior such as throwing objects, pushing, shoving, reckless driving, leaving school with the intention to fight, etc.
13. Cellular device offense
14. Acceptable Use Policy Violation
15. Safety Protocol Infraction (i.e. propping exterior/locker room doors)

MINIMUM CONSEQUENCES FOR LEVEL II INFRACTIONS

1st Offense:	1 Detention
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2nd Offense:	2 Detention
3rd Offense:	3 Detentions
4th Offense:	1 Full Day In-School Suspension
5th Offense:	2 Full Day In-School Suspension
6th Offense:	1-2 Days Out-of-School Suspension
7th Offense:	3-5 Days Out-of-School Suspension
8th Offense:	Superintendent's Hearing

LEVEL III

Any misbehavior whose consequence may pose a serious threat to the health and safety of others in school or has a lasting effect on the individual is considered a Level III misbehavior.

EXAMPLES OF LEVEL III

1. Computer Use: Accessing/possession of inappropriate material
2. Sexual, racial, religious harassment (informal stage)

Informal Complaint: ALL sexual harassment allegations will be reported to the Principal who will promptly investigate the complaint. The principal will meet all involved parties in an attempt to resolve the alleged incident. If resolution is not possible, the Principal shall notify appropriate authorities and will forward the findings of the investigation.

3. Theft
4. Trespassing (i.e. breaking into school)
5. Minor Vandalism
6. Use/possession of tobacco and/or vaping products on school grounds.
7. Acceptable Use Policy Violation

MINIMUM CONSEQUENCES FOR LEVEL III INFRACTIONS

- | | |
|--------------|-----------------------------------|
| 1st Offense: | 1-3 Days Out-of-School Suspension |
| 2nd Offense: | 3-5 Days Out-of-School Suspension |
| 3rd Offense: | 5 Days Out-of-School Suspension |
| 4th Offense: | Superintendent's Hearing |

LEVEL IV

Any misbehavior whose consequences pose a serious and immediate threat to the health and safety of others.

EXAMPLES OF LEVEL IV INFRACTIONS

1. Arson
2. Bomb threat/false fire alarm
3. Drug/alcohol possession, sale, use and/or purchase
4. Possession, sale, use, purchase, or sharing of drug paraphernalia
5. Fighting
6. Weapon/explosives possession (i.e. including fireworks)
7. Serious vandalism
8. Assault

9. In any way deliberately endangering the welfare of others
10. Sexual, racial, religious harassment (Formal stage)

Formal Complaint: Formal complaints may be submitted either to initially report any incidence of sexual harassment, or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. In the latter case, a formal written complaint, (form available), is to be submitted to the Principal, who will then forward it to the next appropriate person.

The formal written complaint will consist of any appropriate forms and a copy of any applicable Principal reports. The appropriate forms solicit the specifics of the complaint (i.e. date and place of incident, description of sexual misconduct, names of any witnesses, and any previous action taken to resolve the matter).

The Superintendent shall take immediate, appropriate and corrective action upon a determination of sexual harassment. The Superintendent shall notify the complainant of any findings and action taken.

MINIMUM CONSEQUENCES FOR LEVEL IV INFRACTIONS

- 1st Offense: 3-5 Days Out-of-School Suspension and/or Superintendent's Hearing
2nd Offense: Superintendent's Hearing

STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES Students may not use or possess personal electronic devices during the school day. Examples of such devices are cameras, digital cameras, paging devices, mobile telephones, iPods, iPads, or any other type of telecommunications or imaging, recording or electronic devices. If students bring these items they must be turned off and stored in their locked lockers during the day. Accessing other student or staff member accounts or downloading unauthorized software, malware, spyware or images is also prohibited. **In the case that a student's personal item such as a cellphone, iPad, or other item is thought to have been used to violate the school's code of conduct, the administration reserves the right to search those items to investigate the incident.**

DIGNITY FOR ALL STUDENTS

All students have the right to attend school without being subjected to instances of harassment or discrimination. Students who feel that they have been harassed or discriminated against should report any incidents to one of the Dignity Act Coordinators or school offices immediately. **Ms. Ashley LaVine, Fort Ann CSD Dignity Act Coordinator; Mr. John Woodell-Freire, Fort Ann CSD Dignity Act Coordinator**

CYBER IMAGE POLICY

Any identifiable image, photo or video which implicates a student to have been in possession or presence of drugs or portrays actual use, or out of character behavior of crime, shall be confirmation of a violation of the code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the student must assume. It must also be noted that there may be persons, who would attempt to implicate a student, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our students not place themselves in such environments.

POLICE INVOLVEMENT IN SEARCHES AND INTERROGATIONS

School principals and staff are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student only if criteria set forth in the District's Code of Conduct are met.

CHILD PROTECTIVE SERVICE VISITATIONS AND INTERVIEWS School principals and staff are committed to keeping students safe from harm and fulfilling the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

VISITORS TO THE SCHOOL

Parents and other district citizens are encouraged to visit the district's schools. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his/her designee is responsible for all persons in the building and on the grounds. All visitors must obtain an I.D. from the elementary office.

PUBLIC CONDUCT ON SCHOOL PROPERTY

School principals and staff are committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. All persons on school property or attending a school function shall be appropriately dressed and required to conduct themselves in a respectful and orderly manner. The Principal or his/her designee shall be responsible for monitoring public conduct. Those who fail to meet reasonable requests will be asked to leave the property.

STUDENT CONDUCT

Proper school behavior cannot be over-emphasized. Students will normally receive a verbal warning for his/her first minor offense during the school year. This verbal warning is provided as long as he/she takes responsibility for his/her own behavior and reacts in a reasonable and positive manner when meeting with the principal. Students that provide misinformation and/or refuse to take responsibility for his/her own behavior may be assigned additional consequences. Students that commit violent or illegal infractions that include and are not limited to Possession or use of a cigarette, use within cigar pipe, bidi, clove cigarette and any other smoking product, or possession or use of vapor or electronic cigarettes and other smoking alternative tools, devices. Liquids and paraphernalia will not be afforded verbal warnings. **School principals hold discretionary rights when assigning consequences, and will take into consideration the age and grade level of the student/s as well as other pertinent information specific to the situation.**

REFERENCE TO SCHOOL SERVICES
IF THIS IS YOUR CONCERN.....

You are sick in school.

THEN.....

Get a pass to the Nurses office. If not available, go to the H.S. Office.

You were absent from school.

Bring excuse to the secretary in the H.S. Office within 5 days.

You are tardy to school.

Report to the secretary in the H.S. Office with a note.

You are late to class during the day.

Report directly to class

You have a medical appointment.

Take appointment card, Parental note to the H.S. Office, by the end of the day.

You must leave school during the day.

Take parental excuses to the H.S. Office before first class.

Need working papers.

See the Guidance Office

Free/reduced lunch application.

See the Guidance Office

Need a bus pass to ride other than usual bus.

Take parental note to H.S. Office to acquire a bus pass before 1st class

Questions about your schedule or program of study.

See the Guidance Office

Need career, armed forces or college information.

See the Guidance Office

Have a locker problem.

Report problem to H.S. Office

Lost or found item.

Report to H.S. Office after first alerting your teacher

Having personal or family problems.

See the Guidance Counselor, Social Worker or School Psychologist

Need a late bus.

Sign up on Google Form by 1:15pm

Fort Ann Central School Internet and Electronic Use Agreement

The use of the District's computer network, the Internet and e-mail is a privilege being extended to students, staff, and community members. The following rules and guidelines will apply to all individuals using school district computers.

The District reserves the right to amend these basic rules and guidelines on a regular, or as-needed, basis. The following rules and guidelines apply:

1. Access only those places on the Internet, which are intended to be used for appropriate information retrieval, correspondence, and communication. Appropriate is defined as morally correct, free of antisocial behaviors, pornography, and any form of abusive or obscene behavior.
2. Follow the copyright laws dictated by current governmental regulations. Many things found on the Internet are public domain. Downloading pictures, videos, articles, or sound files is subject to approval of the Building Principal.
3. Visiting Internet sites that may charge for services, software, literature, or other products is against school policy and is not allowed.
4. Altering or defacing the District's web pages in any way will subject one to disciplinary action.
5. Downloading of unapproved files, programs, or applications is not allowed. Any downloading requires approval of the Network Administrator who will check for acceptability, legality, and lack of possible virus.
6. Chats or any form of Instant Messaging is not allowed.
7. In the case of accidental involvement with a questionable site or situation, consult the Teacher or Building Principal immediately.
8. Representing oneself as another person on the Internet is not allowed.
9. Personal profit making by using the District's system is not allowed. It is possible to create advertisements for local businesses with permission of the Building Principal. No staff member may sell the Internet to an outside source without written permission of the Board of Education.
10. Follow all outlined federal, state, and local laws pertaining to the Internet.

Computer Work Station and Network Rules

It is the sole intent of the school district to provide and maintain the finest equipment and technology available to benefit students, staff, and community members. To maintain this standard and preserve equipment the following rules apply:

1. Treat all equipment as required by the lab or room supervisor.
2. Run only those programs you know how to operate; get help with any others.
3. Login or falsification as another user is not allowed. The security system protects the records and software of the District from unauthorized use.
4. Any unauthorized modification of the school computer equipment is prohibited. Unauthorized modification shall consist of but not be limited to:
 - Installation or removal of software. Note: This includes internet downloads and browser add-ons. •
 - Relocation of equipment or components of equipment.
 - Alteration of computer, printer or network system settings except in a manner allowed by the standard operating procedures published on the FACS Network Administration webpage.
5. The connection of any non FACS owned computer, printer, phone, network device to any FACS operated data communications network is forbidden without prior inspection and authorization by the FACS Network Administrator. Any equipment that is found will be disconnected from the data

communications network immediately. Neither The Fort Ann Central School District nor its personnel will be held responsible for damage to unauthorized equipment.

6. Do not open, alter, or erase work files that do not belong to you. Due to the need to move large files and to avoid viruses carried by floppy disks from outside sources, a shared directory has been established on both the student and administrative server. **DO NOT ALTER OR VIEW FILES WHICH ARE NOT YOURS.** *Note – The share directory is cleaned out on regular intervals, long term storage of files in that area is prohibited.*
7. Avoid storage disks and drives from outside sources. Each outside disk or drive should be virus checked by a lab supervisor or system administrator. Virus protection is installed on the District's system, but all viruses are not always detected. In the case of a lockout due to virus detection, get help from a lab supervisor or system administrator immediately.

Electronic Use Consequences of Breaking the Rules

Violation of these provisions may result in school disciplinary action, suspension or revocation of system access and related privileges and/or referral to law enforcement officials. In consideration for the privilege of using the District's Electronic Communications System and in consideration for having access to the public networks, the district, its operators and any institutions with which they are affiliated are released from any and all claims and damages of any nature arising from my student's use, or inability to use, the system without limitation. Rules, as listed in the student handbook, apply. In addition, failure to comply with the computer and Internet rules and guidelines may result in loss of computer and/or Internet privileges. The administration retains the right to determine consequences for all infractions.

Academic Eligibility Policy

Fort Ann Jr./Sr. High School recognizes the educational values inherent in student participation in extracurricular activities for such purposes as participating in athletics, building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship. In order to promote the highest standards of scholarship, achievement and integrity, we advocate that every student who wishes to participate in non-graded, ongoing activities, non-essential field trips, and special events uphold a satisfactory level of academic achievement. **Please see our extracurricular code of conduct for details of this policy.**

Fort Ann Central School
Bell Schedule
2022-2023

Homeroom: 8:00 - 8:17 (17) *Attendance taken at 8:07*

Period 1: 8:20 - 9:00 (40)

Period 2: 9:03 - 9:43 (40)

Period 3: 9:46 - 10:26 (40)

Period 4: 10:29 - 11:09 (40)

Period 5: 11:12 - 11:52 (40)

BOCES PM CTE Lunch (11:12 - 11:32)

Period 6/7: 11:55 - 12:35 (40)

MS Lunch (11:55 - 12:22)

Period 7/8: 12:25 - 1:05 (40)

HS Lunch (12:35 - 1:05)

Period 9: 1:08 - 1:48 (40)

Period 10: 1:51 - 2:31 (40)



FORT ANN CENTRAL SCHOOL DISTRICT
Fort Ann, NY 12827
2022 - 2023 School Calendar



JULY 2022

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

JANUARY 2023

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

July 4	Independence Day
September 1	Supt. Conference Day
September 1	6th Grade Orientation 6 pm
September 1	K-5 Meet and Greet 2-3pm
September 5	Labor Day
September 6	Classes Begin
October 10	Columbus Day
November 10	Early Release Day
November 11	Veterans' Day
November 23-25	Thanksgiving Recess
December 23	Holiday Recess Begins
January 2	New Year's Day Observed
January 3	Classes Resume
January 16	Martin Luther King Jr. Day
January 24-27	Regents Testing Days
February 20-24	Mid-Winter Recess
April 7	Good Friday
April 10-14	Spring Recess
March 17	Supt. Conference Day
May 29	Memorial Day
June 14-16	Regents Testing Days
June 19	Juneteenth
June 20-22	Regents Testing

AUGUST 2022

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

FEBRUARY 2023

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

SEPTEMBER 2022

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

MARCH 2023

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

- Classes Not in Session
- Supt. Conference Days
- Regents Testing Days

OCTOBER 2022

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

APRIL 2023

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

September	19
October	20
November	18
December	16
January	20
February	15
March	22
April	14
May	22
June	16
Total Number of Pupil Days	182
Supt. Conference Day:	2
TOTAL DAYS	184

NOVEMBER 2022

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

MAY 2023

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

DECEMBER 2022

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

JUNE 2023

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



BOE APPROVED 3/23/2022

Staff Email Addresses

Sariah Ashton – sashton@fortannschool.org
Mary Bailey – mbailey@fortannschool.org
Megan Brownell (high school secretary) – mbrownell@fortannschool.org
Honey Bee Cenate (CSE secretary) – hcenate@fortannschool.org
Kathleen Chakalis – kchakalis@fortannschool.org
Tara Cody – tcody@fortannschool.org
Lesley Conway – lconway@fortannschool.org
Krista Crosbie (guidance secretary) – kcrosbie@fortannschool.org
James Dobkowski – jdobkowski@fortannschool.org
Ruby Greco – rgreco@fortannschool.org
Leslie Gould – lgould@fortannschool.org
Christine Greeno – cgreeno@fortannschool.org
Jason Humiston – jhumiston@fortannschool.org
Nichole Huskie (Principal) – nhuskie@fortannschool.org
Caitlin McIntyre (Special Education) – cmcintyre@fortannschool.org
Maria Lorenzo – mlaurenzo@fortannschool.org
Matthew Mondella – mmondella@fortannschool.org
Tara Wilson-Monroe – tmonroe@fortannschool.org
Patricia Sue Morrison – pmorrison@fortannschool.org
Michael Oleynek – moleynek@fortannschool.org
Jennifer Ortiz (nurse) – jortiz@fortannschool.org
Marissa Passino - mpassino@fortannschool.org
Sharon Pavelchak – spavelchak@fortannschool.org
Ruth Petteys – rpetteys@fortannschool.org
Janee Prevost – jprevost@fortannschool.org
Robert Scherer - rscherer@fortannschool.org
Megan Sheehy - msheehy@fortannschool.org
Candice Spooner (guidance counselor) – cspooner@fortannschool.org
Heather Sweeney – hsweeney@fortannschool.org
Kimberly Way – kway@fortannschool.org
Elizabeth Wells – ewells@fortannschool.org
Katelyn White – kwhite@fortannschool.org

STUDENT HANDBOOK AGREEMENT

Parent/Guardian Signature Form

This page must be returned to the High School Office by the end of the first week of school. No special privileges will be given, including participation in extracurricular or athletic events, practices, or games until these signatures are on file. **Failure to sign and return this page by September 16, 2022, will result in loss of privileges for the entire school year.**

Print Student's Name _____ Grade _____

Handbook Acknowledgement:

By signing below we acknowledge that we have received and read the **Student Handbook** and the documents/information included in the **Student Handbook**.

Attendance Policy
Academic Eligibility Policy
Student Internet and Electronic Use Agreement

We understand the student responsibilities and possible consequences for failing to adhere to school rules. We understand that these policies remain in effect for the entire school year.

Student Signature _____ Date _____

Please circle one choice (**I do, or I do not**) give permission for my student's photos to be published in relation with school events, activities, or accomplishments

Parent Signature _____ Date _____

Office use only:

Date received by office _____

All phone numbers that have been provided to our guidance office will be used for the School Messenger Telephone Contact System. If this **data needs to be updated**, please **do so with the Guidance Office** no later than September 16th, 2022.

Please return this form to Ms. Brownell in the High School office by September 16th.