

# ALBANY HIGH SCHOOL

## STUDENT HANDBOOK

International Baccalaureate World School  
Middle States Accredited School

*Home of the Falcons*

Students are responsible for being familiar with the contents of this handbook.



**2015 - 2016**

**Dale A. Getto, Acting Principal**

**ALBANY HIGH SCHOOL**  
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**HOME OF THE FALCONS**

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## **Albany High School Philosophy**

Education is a lifelong process which requires careful reflection on the part of the individual. It is, nevertheless, a self-motivating task. The role of Albany High School is to provide students with assistance in educating themselves. Albany High School offers a college-preparatory Regents Diploma, which requires the demonstration of competency in a battery of commencement level Regents examinations.

The task of the professional teaching staff of Albany High School is to involve the student in the learning process. Taking the students' interests into consideration, the faculty offers a wide array of subjects which reflects the aesthetic and practical value of knowledge. The professional teaching staff provides activities which will benefit student learning and understanding. These activities acknowledge a diversity of student backgrounds and abilities. Learning activities are not confined to the high school, but include resources from the entire community.

A learning environment for academic success requires proper deportment, self-discipline, and regular attendance. In addition, AHS offers its facilities for a wide variety of alternate community programs. To ensure that the school will prepare all students for the future, a continuous re-evaluation of the curriculum occurs, via accreditation by the Middle States Accreditation Agency. Albany High School is proud to have enjoyed accreditation since 1931

### **ALBANY HIGH SCHOOL MISSION STATEMENT**

Staff, students, parents, and community will work together to ensure every student will graduate within four years career-ready, college-ready and as engaged citizens of our global society.

### **FALCON PRIDE**

**Albany High's goal is to maintain a safe and orderly educational community. In an effort to provide a quality education to all students, Albany High School will implement a school-wide system which promotes positive behavior in all students and supports staff to teach these behaviors to our students. In Albany High School this is referred to as "Falcon PRIDE".**

#### **Falcon PRIDE is:**

**Preparation  
Respect  
Involvement  
Determination  
Excellence**

# GENERAL INFORMATION

## SCHOOL EVENTS/SCHOOL CLOSING

When school is closed because of bad weather, announcements are made on all major television and radio stations and on the City School District of Albany website, [www.albanyschools.org](http://www.albanyschools.org) and School News Notifier.

## CONTACTING THE SCHOOL

**\*Main Phone Number 475-6200**

\*FAX Number 475-6202\*

<u>ACADEMY OFFICES</u>	<u>Phone</u>	<u>OTHER OFFICES</u>	<u>Phone</u>
<b>MAIN OFFICE</b>	<b>475-6200</b>	<b>MAGNET OFFICE</b>	<b>475-6340</b>
<b>ABROOKIN</b>	<b>475-6400</b>	<b>PHYSICAL ED. OFFICE</b>	<b>475-6310</b>
Citizenship Academy	475-6220	Attendance	475-6210
Discovery Academy	475-6230	Guidance	475-6260
Innovation Academy	475-6240	Nurse – Discovery & Leadership	475-6230
Leadership Academy	475-6250	Nurse – Innovation & Citizenship	475-6240

When it is important to get a message to a student (for example, to give information about a medical appointment) the parent/guardian should call the appropriate academy office. To contact a teacher, a parent/guardian should call the academy office for that teacher and leave a message. The message will be left in the teacher's mailbox and teachers will return your call within 24 hours. The guidance counselor will assist in setting up an appointment with a teacher, if such help is requested by a parent/guardian. If, after speaking with the teacher, the parent/guardian desires further consultation, contact can be made with the subject supervisor or the Academy Principal, as appropriate. Parents/Guardians are reminded that the school's mission centers on teaching and learning. Consequently, teachers will not be interrupted during assigned classes. Your cooperation and understanding is appreciated.

## VISITING SCHOOL

Visitors to the school must use the Main Entrance on Washington Avenue, and sign the visitor's book at the desk outside the Principal's office. **Parents/Guardians should make appointments to see teachers and administrators in order to avoid scheduling difficulties. Visitors are not allowed in classrooms during regularly assigned classes.** DISTRICT POLICY – Students are not allowed to have visitors in school.

## Entering the AHS Campus

Albany High School is a "small learning village under one roof." Everyday, nearly 2,400 students and staff enter the building. Once inside, school administration is responsible for your safety. Ensuring your personal safety requires your complete cooperation at all times. To this end, a series of procedures for entering and exiting the building are outlined below:

1. **Only AHS students, staff, and authorized visitors will be permitted entrance to the high school.**
2. Students are **authorized to enter/exit only** through the Tower 4 and Tower 6 from 7:15-8:37 a.m.
3. Students entering after 8:15, without legal notes, will be held in the cafeteria until the end of period 1.
4. After period 1, the Music entrance becomes the main entrance point for students and students may only exit through the Main Office Door with their ID for Abrookin Classes or an Outside Pass.
5. Students must produce an **authorized/legal school pass** to exit during the school day, periods 1-9. Passes “To Be Excused” (Medical Appointments, Religious Observance, Permission to Return Home, etc.) are issued in the Attendance Office.
6. School Administrators possess the right to conduct reasonable search and seizure procedures at all entrance/exit areas and when deemed necessary by events. All students will pass through metal detectors before being allowed to enter the complex.

## **DAILY ANNOUNCEMENTS**

Daily Announcements and reminders will be read each day. Those wishing to submit announcements must have them written on the proper form provided by the Main Office. The notice must be signed by the faculty advisor and submitted to the Main Office of Albany High School before 2:30 p.m. on the day prior to the announcement.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. Student Rights**

Students have all the rights afforded them by federal and state constitutions, statutes, and regulations. The district 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 with opportunity for all regardless of race, gender expression and/or identity, gender, religion, national origin, disability, creed, or sexual orientation;
3. to attend school and participate in school programs unless suspended from instruction and participation in accordance with due process of law;
4. to have school rules and conditions available for review and, when necessary, explained by school personnel and
5. in all disciplinary matters, to have the opportunity to present their version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction.

### **B. Student Responsibilities**

*It shall be the responsibility of students:*

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 their 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 events, to behave as a representatives of the district and hold themselves to the highest standards of conduct, demeanor, and sportsmanship, accepting responsibility for their actions;

4. to seek help in solving problems that might lead to disciplinary procedures;
5. to attend school every day (unless they are legally excused) and be in class on time, with homework completed, prepared to learn;
6. to contribute to the orderly, learning-centered environment, and to show due respect for other persons and property;
7. to dress in accordance with the “Student Dress Code;”
8. to make constructive contributions to the school, and to report fairly the circumstances of school-related issues;
9. to react to direction given by teachers, administrators, and other school personnel in a respectful, positive manner;
10. to ask questions when they do not understand and
11. to accept responsibility for their actions.

## **STUDENT EXPECTATIONS**

Your parents/family and the AHS School Administration expect that all students will **remain inside the AHS school building during the entire school day (Period 1 – 9 classes)**. It is very important that you follow your daily class schedule, attend all classes, and **be accounted for in your assigned classes** during the school day. The only times/circumstances that entitle you to be outside the AHS school building are as follows:

1. **A.M. arrival at school.** (*doors open at 7:15 A.M.*)
2. **Lunch: No students are permitted off school grounds during the day.**
3. **2:50 P.M. school dismissal.**
4. **Departure from school for medical/family/legal reasons.** (*You must have a certified pass from attendance.*)
5. **Participation in a class field trip.**

## **TRUANCY/ILLEGAL ABSENCES ARE SERIOUS PERSONAL SAFETY VIOLATIONS.**

The AHS Administration is responsible for your safety and well-being during the school day. Please cooperate by attending all assigned classes every day this school year.

### **Student Support Counselors/Social Workers**

Students can talk to these professional counselors and social workers about school stresses, family issues, peer conflicts, relationship concerns, personal concerns, chemical use, and any other area that may be stressful. AHS administration, faculty, and staff can refer a student to counselors. The sessions are voluntary.

### **Counselors and Counseling**

The Guidance Department’s purpose is to help students become all that they are capable of being. Counselor’s help students evaluate their programs, chart their progress, and plan for formal education or employment following graduation. Counselors are available for pupil and parent conferences by appointment. After school appointments for parents can be arranged. Students are randomly assigned to a counselor by the computer.

## **STUDENT BEHAVIOR AND CONDUCT**

Unfortunately, discipline is often thought of as a penalty imposed on a person by some outside force. In an effort to assist our students in making better and safer decisions, we are

providing the following explanation of the behaviors for school or school related functions and the consequences for choosing such behaviors.

**ALBANY HIGH FALCON PRIDE**

Albany High School is committed to providing a safe and orderly school environment where students may receive, and school personnel deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, district personnel, parents, and visitors is essential to achieving this goal.

Albany High School has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on Falcon PRIDE principles of **P**reparation, **R**espect, **I**nvolve**m**ent, **D**etermination, and **E**xcellence. This year you will see FALCON PRIDE posted all over the school. We recognize the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function off the property. *(PLEASE SEE SCHOOL DISCIPLINE CODE LOCATED IN THE BACK OF THIS HANDBOOK.)*

**FALCON PRIDE  
SCHOOL WIDE BEHAVIORAL EXPECTATIONS MATRIX**

<b>Behavioral Expectations</b>	<b>Example in Classroom</b>	<b>Courtyard</b>	<b>Hallway</b>	<b>Cafeteria</b>
<b>Preparation</b>	Attend school Be ON TIME Have materials Be well rested Leave coats, Hats, Electronics etc. in Locker	Be aware of time Listen and Respond to warning bell Dress appropriately Clean up after yourself and others	Have a visible hall pass at all times Memorize locker combination Have all materials for next class One locker one person	Have all necessary lunchtime supplies (lunch money, know your number.) Put all garbage in the trash before exiting.
<b>Respect</b>	Be kind to all Use please, thank you and excuse me Keep hands and feet to self **Voice level system Follow teacher instructions Follow school rules Use appropriate language	Be kind to all Use please, thank you and excuse me **Voice level system 0-2 Use appropriate language Keep hands and feet to self	Be kind to all Use please, thank you and excuse me **Voice level system 0-2 Allow staff full access to hallways Keep your mind on your matters Keep hands and feet to self	Be kind to all Use please, thank you and excuse me Wait your turn in line **Voice level system 0-2 Clean up after yourself Keep hands and feet to self
<b>Involved</b>	Participate in class discussions Support your classmates and teachers	Be positive Be respectful of personal space Socialize safely Know and follow all rules	Allow adults to perform duties Stay focused on your own matters Inform adults of problems and issues Prompt movement	Eat your lunch Find a seat in appropriate area Engage in positive social interactions

			towards class	
<b>Determination</b>	Show initiative Follow through on tasks Set goals and learn material Get extra help	Enjoy healthy and safe activities Leave in time to get to class on time	Take the most direct route to class	Eat healthy Keep cafeteria safe, clean and orderly
<b>Excellence</b>	Be goal oriented Follow adult direction	Stay on school property Follow adult direction	Be in class before the bell rings Follow adult direction	Socialize, eat and renew your energy Follow adult direction

**\*\*Voice Level System**

- 0 = Silent
- 1 = Whisper
- 2 = Only the person next to you can hear you
- 3 = Presentation Tone

**Falcon Pass Privileges**

As an Albany High School student, you have the opportunity to earn a Falcon Pass. This pass is an honor and celebration of your ability and success as a student. In order to earn a Falcon Pass, you must demonstrate “Falcon Pride”. With this pass you will be awarded special privileges that only Falcon Pass Holders have. Falcon Pass eligibility will be reviewed every 5 weeks. Inquire in your Academy office for a Falcon Pass Application.

Falcon Pass holders must have the following:

- Good academic standing
- 95% class attendance
- No office referrals
- Falcon Pride

Privileges may include

- Free admission into home games excluding playoffs
- Choose which café you eat lunch in
- Ability to use either tower for morning entrance
- Ability to use the bathroom without a hall pass
- Additional special Falcon events

**Procedures for Identification Cards**

Students at Albany High School must have a valid student identification card displayed at all times. Individual student identification helps ensure that only Albany High School students are in attendance as well as knowing where students belong for the entire school day.

The size, location, and student movement throughout the school day make tracking students through ID cards a necessary part of the culture at Albany High. Identification cards have become part of the day-to-day operation in our society and it is the responsibility of the faculty, staff, and administration to help our students acclimate to expectations outside of their high school experiences.

Outlined below are the procedures for students and staff when students are not in possession of a student identification card regardless of time or situation.

- It is mandatory that all students display their ID cards upon request. It is also expected that if students are questioned about their ID cards or whereabouts that they answer any and all questions in a truthful and respectful manner. Students MAY NOT alter or deface their ID cards at any time for any reason. If ID cards are defaced students will be charged for another.
- Students without an ID card will not be allowed to;
  - Use the Media Center (unless with a class)
  - Eat in the Café during lunch (report to alternative lunch area)
- Students who do not comply with the ID card procedures or who chronically refuse to take part in the expectations for student identification will be subject to application of the Albany High School Student Code of Conduct.

### **Lockers and Personal Property**

Each student is assigned a locker in the academic building for storage of coats, books, and equipment. Students are responsible for having their locker secured at all times with a combination-type lock, provided by AHS. In the event the lock is lost, the student is responsible for the \$5.00 replacement cost. Lockers are the property of the City School District of Albany; they are loaned to students during the school year, and can be opened by administration at anytime for any reason. Students should not share lockers or to reveal the combination to other students. The school is not responsible for personal items.

### **Student Conduct on School Buses**

Parents of students are responsible for supervision of students until such time as the child boards the bus at the beginning of the school day. Once children board the bus they become the responsibility of the school district and its transportation provider. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day. In view of the fact that a bus is an extension of the classroom, AHS requires students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Students are subject to the district's Code of Conduct and the transportation provider's regulations. Uniform disciplinary procedures will be developed by the Director of Transportation with the advice of the building principal and will be enforced by the building principal. Children who become a serious disciplinary problem on the bus may have their riding privileges suspended by the principal or by the Director of Transportation. In such cases, the parents of the children involved will be responsible for ensuring their children get to and from school safely.

### **Consumption of Food or Drinks**

To provide a healthy, safe, and clean environment, food and beverages should only be consumed during lunch in the cafeteria. However, we understand that there may be circumstances that warrant something different i.e. an early or late lunch shift at which point it will be up to the teacher's discretion. Educational food experiences that occur during class time will be at the direction of the classroom teacher. Students that are asked to eat in a classroom must have a pass signed by the teacher. Under no circumstances does the AHS Faculty and Administration condone students leaving

the campus for the purpose of obtaining and then bringing back food or drink from local establishments.

### **Student Conduct in the Cafeteria/Lunchroom**

In the cafeteria, students are permitted to socialize in a positive manner. It should be a place where students relax, enjoy their meal, and converse with friends. Students are seated in the cafeterias, thus allowing for access to the hallways and aisles. Proper courteous behavior is expected. To make lunchtime more enjoyable for everyone at AHS, we ask the following:

1. Students **must** show their ID card before entering the cafeteria;
2. Respect the Monitor/Teacher;
3. Talk in a quiet, conversational voice;
4. Follow posted classroom, breakfast, and lunchtime rules;
5. No pushing, running, or throwing;
6. No glass containers;
7. Keep uneaten food on trays and empty trays carefully;
8. Be seated at your table when the bell sounds unless otherwise instructed;
9. Move through the serving line in an orderly manner;
10. After eating, dispose of all trash in the nearest container and return to your seat;
11. Members of the dining table are collectively responsible for cleanup. Keep the area around your table clean. Clean up when asked to do so without protest or question;
12. No one may leave the cafeteria without permission and
13. Disorderly behavior or throwing food or anything will result in disciplinary action per the Code of Conduct.

### **Electronic Equipment**

**DISTRICT POLICY-** Students are not encouraged to bring electronic devices such as cell phones, headsets, hand held games, digital cameras, iPods, etc. to school. To avoid theft or damage to these electronic devices it is in the best interest of the student to leave the items at home. If these items are brought to school and cause disruption to the learning environment, actions may result per the Code of Conduct. **The City School district of Albany is not responsible for any lost or stolen property.**

### **Regents and Standardized Testing**

Per New York State Education regulations, no student will be admitted into an examination room with an electronic device. If students bring these items to school, staff will store and secure these items for the duration of the exam.

### **Use of Computer and Information Technology**

Albany High School supports the use of computer and other information technology to enhance instruction and student performance. Provision for the use of this technology will include hardware/equipment, software, training for staff, students, parents, technical support, maintenance, and repair. This technology can provide students with individualized instruction, enhanced communications, and access to current research, opinion, literature, etc. Each year students will be granted an account for one academic year to use the school district's computer network. Users

of the district's computer equipment shall have no expectation of privacy. The district reserves the right to access all files and monitor all uses of the district's computer technology equipment at its own discretion in order to ensure the equipment is not being used inappropriately.

The district prohibits the use of any computer hardware/software in an inappropriate, fraudulent, or destructive manner, including, but not limited to:

- Sending out unauthorized messages
- Entering a code-protected file
- Plagiarism
- Altering a software program
- Vandalizing hardware of software components
- Copyright infringement
- Prohibits the use of FACEBOOK, TWITTER as well as, other forms of social media
- Going around a "fire wall" to access the District's blocked content

### **Internet Access**

The Board of Education believes that access to internet services supports excellence by providing the tools to facilitate resource sharing, information gathering, innovation, and communication. Access to the Internet/ACSD Intranet from on-site or off-site workstations will be provided to the students and staff of the school district.

In order to use Internet/Intranet services, students and staff must:

1. Be familiar with and understand the Acceptable Internet/Intranet Use Rules and Procedures.
2. Sign an agreement to abide by the Acceptable Internet/Intranet Use Rules and Procedures. Parent/guardian signature is also required for students.
3. Be trained on the use of the Internet/Intranet.
4. Use district technology only in the best interests of the Albany City School District. With access to the internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is impossible for the district to restrict access to all inappropriate material; as such, the Albany City School District cannot be held responsible for student access to this inappropriate material. The user is ultimately responsible for one's own actions in accessing internet material. The use of the internet is a privilege, not a right, and inappropriate use may result in cancellation of these privileges.
5. Please refer to the guidelines and consequences for inappropriate internet usage.

### **Internet Safety**

The City School District of Albany is committed to safeguarding children's access to the Internet and World Wide Web on district computers. Although AHS cannot totally guarantee the effectiveness of selected filtering and blocking technology, the district will use such measures that block or filter Internet access to visual depictions that are obscene or otherwise harmful to minors, as defined in the Children's Internet Protection Act.

**Abuse of Internet – Consequences: See Code of Conduct.**

**Dance, Prom, Athletics and Extracurricular Guidelines**

**To participate in extracurricular activities (Sports, clubs, dances, field trips), students must be in attendance for at least a ½ day of school on the day of the activity or on Friday if the event is on Saturday. Additionally, any student who has earned OSS or ISS will also not be allowed to participate in any extracurricular events on those particular days.**

- A. It is the expectation of the school district that all students will behave in an appropriate manner at all school events as outlined in the Code of Conduct. The participation of students at school dances is also governed by the rules and regulations of this code.
- B. In order to attend school dances, students must be in good standing behaviorally and academically.
- C. Students attending High School dances/proms must be enrolled in grades 9 through 12 at Albany High School. Guests attending High School dances/proms must be no older than 21 years of age and must be approved in advance by the building principal.
- D. Students and guests under the influence of alcohol or drugs will be subject to the penalties of the school district as outlined in this Code of Student Conduct. Students may be subjected to alcohol screening when they enter the dance and periodically during the event. Guests of students under the influence of alcohol or drugs will be required to leave.
- E. If it is determined that the student has been drinking, parents will be called and disciplinary consequences will follow in accordance with the District Code of Conduct.
- F. Administrators may use passive alcohol sensors prior to and/or during the dances and proms to more accurately determine whether or not a student has consumed alcohol. The passive alcohol sensor is a screening device, not a Breathalyzer. All students will be screened through metal detectors upon arrival.

**Smoking, Alcohol, and Controlled Substances**

Federal and State Law prohibit smoking on school property. The law is very specific and includes both students and adults. Smoking is also prohibited for evening events whether sponsored by the school or by outside agencies.

**Use or possession of alcohol, narcotics or non-prescribed drugs on or around school property will be subject to disciplinary action. This applies to all school sponsored activities as well as the normal school day. NOTE:** A parent/guardian of a student found smoking on school property will be called and informed of the violation.

*For further clarification please refer to the City School District of Albany Student Conduct & Discipline Policy Manual and the Albany High School Discipline Code located at the end of this handbook.*

**Senior Privileges**

**SENIORS WILL NOT BE ALLOWED TO LEAVE CAMPUS FOR LUNCH.**

Seniors in good standing will be able to use the courtyard during their lunch.

**Senior privileges may be subject to revocation if a student is not in compliance with school rules and academic expectations.**

### **PERSONAL APPEARANCE & CONDUCT**

Each student has the right to dress and groom according to preference, keeping in mind reasonable decency, safety, and hygiene. In certain instructional areas (e.g. gym) specific regulations of dress may be required for reasons of health and/or safety. For further clarification please refer to the City School District of Albany Student Conduct & Discipline Policy Manual and the Albany High School Discipline Code located at the end of this handbook.

### **HAT AND COAT POLICY**

***DISTRICT POLICY** – It is a Board of Education policy that prohibits students from wearing overcoats, hats, gloves, or masks of any kind inside the building at anytime. A hat is anything which covers the head except hair. The only exception is head covering related to medical conditions and religious observance which must be verified by a minister. Hats are not allowed to be carried. They must be placed in the lockers. Students are not allowed to wear “gang related” apparel of any kind. Students are required to secure their coats and hats in their lockers upon arrival at school or at some designated location. For further clarification please refer to the City School District of Albany Student Conduct & Discipline Policy Manual and the Albany High School Discipline Code located at the end of this handbook.*

**See Appendix B – Student Dress Code**

### **PARKING**

Student parking is available for **QUALIFIED SENIORS ONLY**. In order for seniors to request permission to park on Albany High School property they will be required to complete the application. **See APPENDIX C – Student Parking Application. This privilege will be based on meeting academic and behavior criteria which can be revoked by the principal.**

**Illegal parking will result in cars being towed.** For further clarification please refer to the City School District of Albany Student Conduct & Discipline Policy Manual and the Albany High School Discipline Code located at the end of this handbook.

### **LOST AND FOUND**

Articles found are to be brought to the appropriate academy office. To report a lost item, students should complete the lost item report in their academy office. The school is not responsible for loss or theft of property from lockers.

### **REPORTING VANDALISM, GRAFFITI, HARASSMENT**

All students are expected to promptly report suspicious or dangerous activity to a teacher, counselor, administrator, or social worker. Students are also encouraged to

to report any safe school violations such as drug or alcohol use, weapons, or gang activity to their Academy Office.

### **Attendance Policy**

A student's presence, as well as active participation in class is critical to academic success. The successful implementation of this policy will require cooperation among all members of the community, including parents, students, teachers, administrators, and support staff. **All notes for absences or appointments will be turned in to the attendance offices located on the second floor DIS/LEA by room 201 and CIT/INN by room 202 within 5 school days of the absence.**

As a result:

1. **Students are expected to attend all scheduled classes.** A percentage of the student's grade is based upon participation. This participation grade will be decided upon each teacher. Any absence\* from class which is not made up shall result in the loss of points from the student's participation grade for the marking period.
2. **Any student who is absent from a class is expected, upon return, to identify the materials missed.** The opportunity to make up work must be completed by a date specified by the student's teacher for the class.
3. **Students unable to attend a class due to their participation in school sponsored activities (example: music lesson, field trips, etc.) will, upon proper completion of any makeup work assigned, be given credit.** This also applies to any student who is absent from school due to illness\*\* who either received home instruction from the district or makes arrangements with the teachers to make up the work missed.
4. **Signing out:** Notes will be approved by Attendance Office, and an outside pass will be issued. If returning they will re-enter through Music entrance and sign back in at the Attendance office.

\*Legal absence consists only of:

1. Personal illness and illness or death in the family.
2. Religious Observances.
3. Quarantine.
4. Court Order.
5. When arranged in advance: music lesson, attendance at organized clinics, remedial health treatments, and approved cooperating work program.
6. Education group participation only when accompanied by professional staff member.

\*\* A student's parent(s) or guardian(s) should make arrangements with the student's attendance officer once it is known that the student's illness will be absence/out of school for more than 5 days. For absences of less than 5 days, we urge a student's parent(s) or guardian(s) to also contact a guidance counselor to obtain the student's assignments.

### **MUSIC LESSONS**

The protocol for students attending a lesson is as follows:

1. Students obtain a music lesson pass from his/her music teacher BEFORE their lesson.
2. Students bring their music lesson pass to the teacher whose class they will be missing.
3. The teacher signs it and then the pass is turned in to the teacher giving the lesson.

4. Students who have attended a lesson are put into PowerSchool as Music Lesson (ML) before the end of the day so that there is constant communication.

## **Student Attendance and entry Procedures**

*Attendance will be taken by teachers period by period using “PowerSchool.” Students must be marked absent or tardy during the first ten minutes of class. If students arrive after the first ten minutes the teacher must input the student’s arrival immediately upon the student entering the class. This procedure is mandated by the New York State Commissioner of Education and Part 100 of the Commissioner’s Regulations.*

- 7:15–8:37 -Students enter building through towers 4 & 6 to go to class.
  - After 7:55 students are tardy and will be marked as such by their teachers.
  
- 8:37 - Students enter only through the **Courtyard Music Entrance**
  - Students with legal notes for their tardy will be given a late pass from the Attendance Office and sent to class.
  - Deferred start students will also be held in the **DIS/LEA Café** unless have pre-signed pass.
  
- Students **exit** only through Main Office door.
- **Abrookin classes:** Students with proper ID will leave AHS through **Main office doors.**
- **Abrookin Re-entry students are** allowed extra time to enter class (2 minutes leaving class early and 2 minutes in arriving
  - Students walking enter through courtyard music entrance and be
  - Bus students enter through Main Office
- Attendance will be taken every period within the **first 10 minutes** of class. Even for multi-period classes.
- All written notes for being absent or to leave school early will be dropped off at the attendance office. This will be to excuse previous day’s absence or give pass for early dismiss/appointment.
- Students will be allowed entry into class with or without a pass at any point during the period and marked accordingly by the teacher (periods 2-9 only). Students entering school 8:15 – 8:37 without out an excusable note will be held until the end of period 1.

## **Progressive Discipline**

### **Tier 1**

- 3 Unexcused Tardys = Teacher detention
- 3 Unexcused absences = Call home and Teacher detention (If skip then referral to HSC)
- Teacher follows this process through entire year
- At 10 UA's student should be referred to HSC

**Every 3 teacher detentions HSC will be notified for either ISS, OSS etc...  
Once a student reaches 10 UA's in a class student will be moved to tier 2 interventions.**

### **Tier 2**

- HSC will initiate an intervention with Parents, service providers, social worker, guidance, and Admin.
- Student placed on weekly monitoring with HSC.
- Referral to APEX (If not already)
- Referred to Parent Resource Center
- **20 UA's student will be moved to Tier 3 interventions**

### **Tier 3**

- Continue with above tier 1-2 process
- Parent Conference and possible referrals to CSE, Truancy Night time home visits, PINS filing

### **TARDY SLIP/TRAVEL PASS**

Attendance personnel issue tardy slips after 8:15 a.m. for students entering late with a note.  
**NO STUDENT IS PERMITTED TO LEAVE A CLASSROOM WITHOUT A SIGNED AGENDA.**

All pupils traveling between rooms, other than during the regular passing time, **MUST HAVE** an appropriate pass filled out and signed by the teacher the student is leaving with the student's destination and time of leaving clearly noted. **Teachers are to use their student agenda book for hall passes. If a student does not have their agenda they can purchase a new one from the school store.**

Normally it should not be necessary to excuse students of high school age from class to use the bathrooms. The four-minute time afforded every forty-two minutes should accommodate all but the very exceptional cases. Teachers should emphatically avoid issuing such passes to the same students on frequent basis (daily), unless the student has a valid medical excuse and permission from the proper school official, i.e., nurse, and administrator.

Students who either fail to return to class, or who return to class after an unusually long interval, should be dealt with by the teacher who issued the pass. Discretion should be exercised in issuing passes in order to keep them to a minimum.

**Teachers are asked not to issue passes during the first or last ten minutes of the class period.**

### **ALBANY HIGH SCHOOL BELL SCHEDULE 2014-2015**

Period 1	7:55 a.m. - 8:37 a.m.
Period 2	8:41a.m. - 9:23 a.m.
HOMEROOM	9:23 a.m. - 9:28 a.m.
Period 3	9:32 a.m. - 10:14 a.m.
Period 4 (Lunch 1)	10:18 a.m. - 11:00 a.m.
Period 5 (Lunch 2)	11:04 a.m. – 11:46 a.m.
Period 6 (Lunch 3)	11:50 a.m. – 12:32 p.m.
Period 7 (Lunch 4)	12:36p.m. - 1:18 p.m.
Period 8	1:22 p.m. – 2:04 p.m.
Period 9	2:08 p.m. – 2:50 p.m.

The school is open at 7:15 am and to start serving breakfast. Breakfast service ends at 7:45am. School is closed at 3:15 p.m., except for extra-curricular activities.

Each school day is labeled Day 1, Day 2, Day 3, or Day 4, for clarity in scheduling classes that meet on alternate days (for example, physical education classes or science labs). The first day of school is a “Day 1”, the second day is “Day 2”, the third day is “Day 3”, the fourth day is “Day 4”, and the fifth day is “Day 1.” Etc.

### **HEALTH SERVICES**

Abrookin, Discovery and Innovation Academy Offices and PE have a health services office staffed by a nurse. A complete (kindergarten to present grade) health record is kept in each nurse’s office for all students assigned to that academy. An emergency phone number, as well as home and parent/guardian’s work numbers, must be on file there. The New York State Public Health Laws requires proof immunizations. Students will not be allowed to attend classes until their record of immunizations is on file. All new entrants from outside the school district and all 10<sup>th</sup> grade students are required to have a health appraisal by their own physician or the school doctor, as well as a hearing and vision screening.

### **Illnesses and Injuries During School**

A student who becomes ill during school should report to their academy nurse’s office. Leadership and Discovery students report to the Discovery Nurse’s Office. Citizenship and Innovation students report to the Innovation Nurse’s Office.

**The student should not leave the building without notification of a parent/guardian and authorization by the nurse or an administrator.**

Students injured in school (or on school grounds during school hours) must report the injury to their academy office. If injured during a physical education class, the student should

report the injury to the physical education nurse in the PE building. After school sports injuries are reported to the coach/teacher. (See section on Physical Education.)

### **In case of an Illness**

If a student is home ill, the parent/guardian should call the Attendance Office at 475-6210 to report the illness, as well as write a note when the student returns to school, explaining the date(s) and reason for the absence. A student absent for five consecutive school days must have a statement from a physician, which should be presented to the academy health office before returning to class.

### **Medication**

**No medication is allowed in school without a physician's order. This includes over-the-counter drugs such as Tylenol, Midol, etc.** If medicine, over-the-counter or prescription, must be given during school hours, a parent/guardian must request this in writing, and a "Board of Education – Medication Permission Form" must be filled out completely by the physician. All medicine must be clearly labeled with the student's name, medication name, and dosage. The medicine and the medication permission form must be given to the academy nurse. Medications can only be taken under the direct supervision of a school nurse.

### **Use of Elevator for Injuries**

A physician's request is required stating the reason and length of time permission is needed to use the elevator. The physician's request should include the physician's name, address, and phone number, and the exact start date and the exact end date to be excused. "Until further notice" will NOT be accepted. This request is to be forwarded to the academy nurse's office where the nurse will then provide a swiper. **The swiper must be returned and it is the student's responsibility to do so by the end date of the excused injury. Failure to return this swiper could result in disciplinary action per the code of conduct.**

## **PHYSICAL EDUCATION**

Physical education (PE) is a required subject in New York State. **To graduate, a student must have completed four years of P.E., ½ credit earned each year.** Classes meet on alternate days. **Physical education grades are incorporated into the overall high school grade point average.** The implementation of this program will influence the student's final class rank as well as the overall grade point average.

### **Expectations**

**Students MUST report to the locker room at the beginning of their PE class to have their attendance taken.** Students should also use this opportunity to change their clothes in order to obtain full credit for the class. If a student chooses not to change they MUST still report to the locker room on time for attendance or they will be marked tardy and issued progressive consequences.

**Students MUST only report to the gym when they have a scheduled PE class.** Students may not skip class or leave lunch or study hall to go the gym area. Students found in the PE area when they are not scheduled to be there will receive a discipline referral and consequence.

### **Modified Physical Education**

A physician's request is required stating the reason and length of time for adaptive P.E. class. This request is to be forwarded to the P.E. health office. If a student is medically excused from the regular P.E. class, the student will be assigned to an adaptive P.E. class, as mandated by the New York State Education Department.

### **Exemption from Physical Education Classes**

To be excused on a specific day, a note from a parent/guardian is required. The note should include the parent's name, an accurate day phone number and a cell number. To be excused for one week or more, a physician's statement is necessary. All such statements are to be given to the P.E. nurse whenever one is needed. Each medical statement of limitation should include the doctor's name, address, and phone number, and the exact start date and the exact end date to be excused. "Until further notice" will NOT be accepted. Any skin rashes or athlete's foot should be reported to the P.E. teacher immediately, as should any injuries during physical education class.

### **Locks, Lockers and Valuables**

Locks and lockers are provided for physical education and co-curricular activities. Students will be responsible for the security of lockers assigned to them. Large amounts of money and other valuables should not be brought to school. School is not responsible for stolen items but will make a reasonable effort to recover the items. The sharing of lockers with fellow students is not allowed due to security risks. In the event of a lost lock, a charge of \$5.00 will be assessed. **The school is not responsible for lost/stolen items.**

## **INTERSCHOLASTIC ATHLETICS PROGRAM**

### **Interscholastic Athletic Eligibility Rules**

1. Grades 9, 10, 11, 12, but cannot reach 19<sup>th</sup> birthday before July 1.
2. **BONAFIDE STUDENT:** Must be taking a minimum of three subjects and physical education.
3. **HEALTH EXAMINATION:** Must pass a physical examination by the school physician. *NOTE:* Approval by your family physician is optional. All private physicals are subject to review by the school physician.
4. **DURATION OF COMPETITION:** Four consecutive years of competition commencing with the student's entry into the 9<sup>th</sup> grade.
5. **PARENT/GUARDIAN PERMISSION:** Required prior to being permitted to participate in the program.
6. **STUDENTS MUST BE PASSING PHYSICAL EDUCATION:** to be eligible for interscholastic athletics.
7. **ATTENDANCE:** A student must be in attendance 85% of the school and class time. The school's respective attendance office and classroom teachers will determine the attendance.
  - a. A student/athlete must be in attendance the entire school day of a scheduled activity or the day preceding the activity if the activity falls on a non-school day.
  - b. **Suspensions (in-school or out-of-school):** students placed on suspension will not be eligible to participate in their respective activity until they return to their regular classroom schedule.
  - c. Students who violate school rules will not participate in extracurricular activities for that semester and/or season.

8. Students must comply with the standards of the New York State Public High School Athletic Association, Section II, and the Big Ten Athletic League.

Intramurals are an extension of the physical education program. They provide an opportunity for students to use skills learned in class in a competitive game situation and at times to make up missed physical education classes.

Intramural opportunities will be posted.

### **EXTRACURRICULAR ORGANIZATIONS and CLUBS**

Albany High School sponsors a number of extracurricular activities and clubs. Information is available from club advisors, academy offices and the main office. Announcements regarding school activities are made on the public address (PA) system during homeroom each day, and information is also available on the AHS website:

[www.albanyschools.k12.ny.us](http://www.albanyschools.k12.ny.us)

The activities program at Albany High School encompasses areas to enrich and expand the curriculum. It is designed to provide pupils with the opportunity to discover develop and/or recognize their talents and abilities. All pupils are urged to select prudently from among the wide range of activities and to participate actively in those areas which hold the greatest promise for them.

#### **Eligibility Rules for School Activities**

1. A participant must be in good standing in matters of citizenship, conduct, attendance, and character.
2. A participant must be taking three subjects in addition to physical education
3. A participant who is not in school the FULL day of scheduled activity is not eligible to participate that day, unless cleared by their Academy Principal.
4. The Principal has the final decision in cases of eligibility.

#### **Suspension from Activities**

Students placed on suspension will not be eligible to participate in their respective activities until they have been readmitted to school attendance.

Students who violate school rules may be subject to suspension, which may result in non-participation in extracurricular activities for that semester and/or season.

#### **Posters for Extracurricular Activities**

Posters may be put up only with the permission of Administration and may be put up only in designated areas. None are permitted in stairwells. Notices of non-school events must be cleared by the Administration and clearly state that the event is not District sponsored.

#### **Parent-Teacher-Student Association (PTSA)**

The Parent-Teacher-Student Association, which is affiliated with the Albany City Council Parent Teacher Association (PTA) and the State and National Congress of Parents and Teachers, facilitates the cooperation of parents, teachers, administrators and students in activities, enhancing the educational efforts of the school. Membership in the PTSA is open to anyone interested in education and the welfare of youth. Members receive a newsletter with notice of meetings, and are eligible for office and to vote for

officers. Information about the officers and programs is sent home at the beginning of the school year.

## **Extra-Curricular Activities and Clubs Include:**

<p><b>Anime Club</b>  <b>Animal Rights Club</b>  <b>Art Club</b>  <b>Band</b>  <b>Best Buddies</b>  <b>Bible Club</b>  <b>Book Lovers Club</b>  <b>Chess Club</b>  <b>Chinese Club</b>  <b>Dance Club</b>  <b>Drama Club (AHS Theatre Ensemble)</b>  <b>Environmental Club</b>  <b>ESLAP</b>  <b>Falcon Council</b>  <b>Falcon Store</b>  <b>Fashion &amp; Technology Club</b>  <b>French Club</b>  <b>Freshman Class</b>  <b>Gay/Straight Alliance</b>  <b>Habitat for Humanity</b>  <b>Harry Potter Parody Club</b>  <b>High School Challenge/Masterminds</b>  <b>Hike Club</b>  <b>Homework Club</b>  <b>Ice Skating Club</b>  <b>Inkblot Poetry and Writing</b>  <b>International Club</b></p>	<p><b>JSU-Jewish Student Union</b>  <b>Junior Class</b>  <b>Key Club</b>  <b>Math Club</b>  <b>Mock Trial</b>  <b>Model UN</b>  <b>National Coalition Building Institute</b>  <b>National Honor Society</b>  <b>The Nest (School Newspaper)</b>  <b>Origami</b>  <b>Peace and Action Club</b>  <b>Prisms (Yearbook)</b>  <b>Robotics Program</b>  <b>SADD (Students Against Destructive Decisions)</b>  <b>Senior Class</b>  <b>Ski Club</b>  <b>Skill USA</b>  <b>Sophomore Class</b>  <b>Spanish Club</b>  <b>Speech and Debate Club</b>  <b>Sponsor-A-Scholar</b>  <b>Tri-M National Music Honor Society</b>  <b>UAlbany Edu 390 Tutoring</b>  <b>Ultimate Frisbee</b>  <b>Video Production Club</b>  <b>Youth FX Digital Media After-School Program</b></p>
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### **ACADEMIC PROGRAM INFORMATION**

Specific information about courses available and types of programs can be found in the Albany High Course Offering Book, which is issued to each student in December of each year to prepare for individual scheduling sessions with counselors. Student scheduling for the following year is completed between the months of January and March. In addition, a number of career and technical courses are offered at the Abrookin Vocational Technical Center. Details are available from AHS guidance counselors and the AHS and Abrookin Course Offerings Book.

#### **Access to Student Records**

Formal review of a student's permanent record is a right granted under New York State Law to the parent/guardian or to the student if they have attained the age of 18 years. A request should be made in writing to: Public Access Officer, City School District of Albany, Harriet Gibbons High School, 75 Watervliet Avenue, Albany, New York 12206. When the request has been approved by the Office of Pupil Personnel Services, the counselor is notified to set up an appointment for the review.

*For further clarification please refer to the City School District of Albany Student Conduct & Discipline Policy Manual.*

## **Course Credit – Course Requirements**

In order to earn credit for any course at Albany High School, a student must successfully complete the requirements for that course as established by the school and the teacher. Requirements for all courses are explained to the students during the first few days of classes and they are re-emphasized throughout the school year. Students must earn a passing average in a course to earn credit and students who do not pass maybe eligible to remediate during summer school.

## **Credit Recovery**

Students will have the ability to make up quarterly grades for classes they have failed through our APEX Digital Curriculum. Not all classes are available for credit recovery; please see the APEX Coordinator for details. New grade calculations will be determined by averaging the grade earned in APEX with the original quarter course grade. This new grade will become the grade of record. In order to be eligible to use the APEX grade to create a new quarterly average, the following conditions must be met:

- Total UAs for class cannot exceed 28 for the year. Students over these days can use APEX to earn back the time back in conjunction with recovering the grade.
- All recovery of grades and/or time must be completed by the end of the grade deadline of the next quarterly marking period. Once that time has passed, students will not be allowed to use APEX as credit recovery and the original grade will stand.

***\*If you are not attending class regularly, you will not be able to participate in APEX. Students with a passing final grade will earn credit regardless of attendance.***

## **Course Failures**

Any required course that is failed in the regular school year should be repeated in summer school if possible; otherwise it must be repeated during the following year.

Courses that are failed may be:

1. Taken in summer school if offered;
2. Repeated during the following year;
3. Carried as a failure on the student's record. If the course failed is a prerequisite for a course that the student has chosen for the next year; the student's program will be revised.

## **Course Selection Process**

During the winter, large and small groups of students meet to learn about the courses at each grade level. These meetings are followed by individual conferences between the student and guidance counselor, during which specific courses are chosen, based on the student's expressed interests, future plans, and demonstrated abilities.

**Program sheets are sent home to parents/guardians for their consideration and suggestions. The signed program sheet is returned to the counselor. After early July, no changes are allowed unless prerequisites have not been met or scheduling conflicts necessitate adjustments. Permission is rarely given to drop a course after classes begin in the fall. However, if a serious problem develops, the parent/guardian should make a request in writing as early as possible to the guidance counselor, who will investigate the situation and present it to the academy administrator for action.**

## Criteria for Level Changes and Dropping of Classes

- I. Deadline for dropping classes or making a level change for a full-year course is 2 weeks past the mailing date of the second quarter report card. For a one-semester course, drops will not be allowed after the midway point of either semester. **Absolutely no class drops or level changes will be made after these deadlines.**
- II. The following reasons are considered valid reasons to drop or change levels in a course within the deadline period:
  - a. A student may make a change to his or her schedule provided that it is done prior to the deadline listed on the scheduling sheet. This date is prior to the beginning of the school year and usually falls in early July. See scheduling sheet for actual date.
  - b. A student that entered from another district or alternative education placement (home tutor, TOPS) where the curriculum is not offered.
  - c. Documented proof of hardship (family, employment, illness, child rearing) which is verified by a school counselor.
  - d. To correct a scheduling error due to computer input.
- III. The following reasons are **NOT** considered valid reasons to drop or change levels in a course within the deadline period:
  - a. Excessive absenteeism
  - b. Personality conflicts with a teacher
  - c. Current failure of a course
- IV. A course required for a student's sequence or graduation may not be dropped.
- V. A student may not drop a course if a level change is available. They will be moved to the lower level for a chance to be successful. (Ex. Honors to Regents).

## STUDENT SCHEDULE CHANGE PROCEDURE

### Steps for Schedule Changes – Student/Parent Initiated Changes:

- 1) Counselors meet with student and/or parent to discuss proposed change(s).
- 2) Counselors give student "Program Change Request Form" for completion of:
  - a. Reason for request by student
  - b. Parent/Guardian comments and signature
  - c. Present teacher's comments and signature
- 3) Student returns Program Change Request Form to counselors for comments and signature.
- 4) Counselor submits form to Academy Principal for approval (only if requesting to drop a course, not required for level change).
- 5) Counselor makes a change in the computer effective immediately.

### **Administrator Directed Changes:**

1. Once the request for a class change is received, the principal will review and determine if the request can be granted.
2. If the change is granted, the principal will notify the counselor to make a schedule change.
3. If the request is denied, the parent will be notified in writing by the principal.
4. Once the counselor receives the approved request the change will be made in the computer and the new schedule will be given to the student.

**If a student is repeating a course and is assigned the same teacher for a second year, the parent/guardian may request a change to another section. That request must be made within the first week after receiving the schedule; the student will be reassigned if space is available.**

### **Early Graduation**

Students who wish to complete their graduation requirements in three years must submit a written request to the guidance counselor from a parent/guardian in the spring of their sophomore year. The guidance counselor, in turn, will forward the request to the academy principal/principal for final approval. Acceleration is permitted only when it is a realistic part of a serious plan for advancement.

### **Graduation Ceremony Participation**

In order to participate in the Albany High School graduation ceremony held each June, students must complete ALL GRADUATION REQUIREMENTS, as set forth by the New York State Department of Education, and the City School District of Albany.

### **Homework Requirements**

Homework is an important component of your academic program. Homework assignments vary depending on subject matter, level of instruction, and preferences of the teacher. Homework may include study, reading, written assignments, or long-term projects requiring outside research. Homework requirements are outlined at the beginning of each course. Timely completion of homework is essential to good progress and a passing grade.

### **International Exchange**

Albany High School has been host in recent years to students from many countries. Our students may also choose to live and study abroad under the sponsorship of one of a variety of organizations that promote international exchanges.

### **Number of Credits Required for Promotion\***

**To Grade 10:** 5 credits

**To Grade 11:** 10 credits

**To Grade 12:** 15 credits provided that the student is scheduled to take 8 credits to complete graduation requirements.

\*An adjustment may be necessary for certain English Language Learners based on criteria provided by the New York State Department of Education.

### **Principal's List, Honor Roll and Honor Society**

Albany High School has two ways to recognize honor students.

1. The Honor Roll recognizes the accomplishments of those students with grade point averages ranging from 84.5 to 89.4

2. The Principal's List honors those students with grade point averages ranging from 89.5 to 100.

All grades are considered in computing the grade point average for either honor roll. A student who maintains an average of 90 while attending Albany High School will graduate "with honors."

### **Grading System and Report Cards**

Marks are given on the basis of 0 to 100, with 65 as passing. Grades are based on tests and quizzes, homework assignments, and class participation. Report cards are mailed home four times a year: mid-November, early February, mid-April, and late June. Halfway through each 10-week term, interim reports are mailed home. **Final report card will be withheld if textbooks or any other materials are not returned by the end of each school year.**

### **National Honor Society**

Students who earn an average of 89.5 or higher in the first 6 semesters, and entered as a 9<sup>th</sup> grader will be inducted into the National Honor Society.

The three-year academic average is an unweighted average of all high school courses, including high school courses taken in eighth grade. Failures are included in the average, but if the course is repeated, only the higher grade is included, although both grades appear on the record. Averages are computed in the fall of the student's senior year, based on six semester's grades, plus any courses taken in an accredited summer school. Class rank is a numerical ordering of the averages from high to low. This average is used in determining those students who are eligible to be nominated to the National Honor Society.

### **SUMMER SCHOOL**

Although summer school is available for students based on the criteria detailed in this section, our students should not make this an option. We have observed that many of our students choose not to avail themselves of the academic services at Albany High School. We strongly encourage students to communicate with their teachers, guidance counselor, or administrator if they are having difficulty. Home School Coordinators are also available in each academy.

The district conducts a summer school at AHS that runs for six weeks starting the first week in July.

Summer school registration is held at Albany High School the last week in June. The students must have a permission form filled out by his/her guidance counselor and no more than 28 unexcused absences. For further information consult the brochure "Albany Summer High School," speak to a counselor, or consult the school website. There are three class sessions each day, Monday through Thursday, see brochure for specific class times.

### **AWARDS/SCHOLARSHIPS**

Each year at the Commencement exercise for Albany High School, awards, prizes, and scholarships are given to students. Everyone has the opportunity to compete for these recognitions. Some are **ENDOWED PRIZES**, which means they are always a part of the graduation program. Others are prizes that are offered annually and could possibly vary from year to year. Some scholarships are specifically designated for Albany High School students and are not necessarily offered annually. For a listing of awards and information concerning criteria, eligibility and guidelines, contact your child's guidance office counselor.

### **Board of Education Comprehensive Scholarship**

The school district uses the proceeds of an anonymous gift from an Albany High School graduate to provide 19 Scholarships each year to graduates of Albany High School to pursue higher education. Two of these scholarships are granted on the basis of demonstrated improvement, and the other 17 are based on performance in one of 11 curriculum sequence areas. The students may apply for two scholarships, but may be the recipient of only one scholarship. Students must have attended Albany High School for all four years of their high school education.

### **Other Awards and Scholarships**

Applications for many other scholarships and awards are available in the academy guidance offices.

## **STUDENT EXAMINATIONS**

### **Standardized Testing**

Albany High School conducts regular testing to evaluate student performance, school curriculum and identify students with special needs. NYS Regents exams are offered in June, January and August.

### **Regents Exams Walk-ins**

Students who want to re-take an exam for a higher grade must notify their guidance counselor to qualify for a walk-in exam. The request should specify the reason for re-taking the exam, plus the preparation (tutoring, etc.) that the student will undertake prior to the exam. The resulting exam grade, if higher, will be substituted for the previous exam grade. If the resulting exam grade is lower, the higher grade will prevail. Requests for walk-in exams must be submitted by the end of March if they are planning to re-test in June. If they plan to test in August, they must notify the summer school office prior to July 15<sup>th</sup>. **NOTE:** It is strongly recommended that students complete summer school prior to retaking Regents Examinations.

### **College Entrance Exams**

Preliminary SAT (PSAT), a test of verbal and mathematical skills to be taken in October of 11<sup>th</sup> grade. This is the qualifying test for the National Merit Scholarship Program. The fees for the PSAT are payable to Albany High School.

The Scholastic Achievement Test (SAT) evaluates verbal and mathematics skills as well as a test of standard written English. This test is usually taken in the spring of 11<sup>th</sup> grade, and may be taken again in the fall to raise the score. The scores are a criterion for college admissions. The American College Test (ACT) has four sections: English, Reading, Mathematics and Science Reasoning. It is an alternative to the SAT for some colleges and is taken in the spring of 11<sup>th</sup> grade.

**SAT and ACT – The fees for these tests are payable to the testing services. Applications are available on-line at [www.collegeboard.org](http://www.collegeboard.org) and [www.act.org](http://www.act.org).**

### **FIRE DRILLS**

Under State Law, fire drills must be held at regular intervals. Cards with evacuation instructions are posted near the door in each classroom. It is important that students leave the building quickly and quietly at the sound of the alarm. Teachers are to carry the class register and take attendance upon reaching their designated area outside the building. Students must remain with their classes throughout the drill, and return to the building only when directions

are given on the PA system to do so. Smoking during fire drills is prohibited. If the drill takes place during a lunch period, students in classrooms should follow the usual procedures. Students outside the building should move away from the exits, and those in the 1<sup>st</sup> floor corridors should leave by the nearest tower exit. Students in cafeterias should use the following exits: Northeast-Towers 4 & 5; Northwest Towers 2 & 3; Southeast Towers 5 & 6; Southwest-Towers 1 & 2.

### **FOOD SERVICE – THE CAFETERIAS**

In order to satisfy the student preferences, as well as state and federal regulations, all cafeterias will offer meat, vegetable, fruit, milk, bread, soup, and several types of sandwiches. The price is the same in all cafeterias, and is subsidized by federal and, to a small extent, by state funds. Additional items are sold individually. Students may bring a lunch from home if they prefer and eat in the cafeteria. **Through the Federal Lunch Program, reduced cost and free lunches are available to student whose families meet certain criteria. Applications will be mailed home to students with their schedules during the last week in August. Completed applications are due to the Academy Offices as soon as possible, but no later than September 15<sup>th</sup>. Breakfast is served in the Cafeteria beginning at 7:15 a.m. Lunch is served according to the AHS class schedule.**

### **TRANSPORTATION TO & FROM SCHOOL (C.D.T.A. Swiper Card) (District Transportation 475-6170)**

Transportation is provided through an arrangement with the Capital District Transportation Authority (C.D.T.A.). Students who live more than one and a half-mile from the school are eligible to receive a C.D.T.A. Swiper card. The card can be used on C.D.T.A. buses for one round trip between home and school **only when school is in session** (including during exam periods) during the following hours: 7:00 a.m. to 5:00 p.m. The Swiper card can be used for transportation for after-school activities. The activity pass is to be used with the regular C.D.T.A. Swiper card. Students are encouraged to use designated “Albany High School” tripper buses. Students possessing current C.D.T.A. Swiper card will receive applications for the following year in the spring. If the application is filed before school closes in June, the Swiper will be ready and given to students in their gym classes during the first week of school in September. Eligible students who did not file the application in June should request one from their academy office. **Completed applications should be returned to their academy office as soon as possible. NOTE: AHS Student Code of Conduct applies to students when riding on CDTA buses to and from school.**

### **WORKING PAPERS**

Under State law, students between the ages of 14 and 18 must obtain working papers before being employed. The application, which is available in the guidance office, must be signed by a PARENT/GUARDIAN and be accompanied by a copy of the applicant’s birth certificate. A physical examination by the family or school physician within the last year is required (except for a newspaper carrier permit). If a physical examination of a tenth grader is not on file (or was done more than a year ago), an examination can be made by a school physician. Contact the academy nurse for more information. **The work permit is good for two years.**

### **Library Media Center Policies**

- Your ID is *required* to enter the library
- Lunch options: Students can take a numbered bookmark to go to lunch and return to the library at which time they will return the bookmark (they must be returned daily even if not used), sign in, and stay OR students can report directly to the library for lunch, sign in, and stay
- Students with deferred start and/or early dismissal will need their ID
- Students **must** have a pass from the teacher for study halls or class
- Based on study hall numbers and library availability, teachers will be able to send a limited number of students per period

*Also,*

- Students are expected to get a hall pass / bathroom pass when leaving
- There is no food allowed and a beverage policy is in place, please see signs in library
- We will adhere to the responsible use policy for electronics. You may use headphones, though not provided, at the computer or at the tables, provided it is not disruptive. Students may use their phones only if not talking on them and are not disruptive to others
- Follow all school policies
  - Students will be asked to log off if what they are viewing is offensive, violent or has disruptive content on the computer
- Computer priority is given to classes in the library then to individual student use where school work is paramount
  - Students must follow the acceptable use policy on computers
- And last, the library should remain conducive to schoolwork, so students who are not respectful of the environment will be sent back to class
- Students cannot have overdue books on their record in order to checkout
  - Freshman and sophomores are allowed two books per thirty days
  - Junior and seniors are allowed four books per thirty days

## **TEXTBOOKS**

All basic texts are *loaned* to students for their use during the school year. The students should write nothing in the books except their name, grade, and homeroom number on the inside cover. Students are held responsible for the condition of the books, and will be charged for loss or unreasonable damage. **If a book is lost during the year, notice will be sent to the parent/guardian and a replacement book will be issued after payment is made for the lost or damaged book.**

## **ALBANY HIGH SCHOOL STUDENT CODE OF CONDUCT**

**The Albany High School Student Code of Conduct is located at the end of this handbook. If you have any questions, please contact your academy administrator. In**

**1994, the Board of Education adopted a number of recommendations of the Safe Schools Committee. Among them was the Student Code of Conduct, which is a “Zero Tolerance Policy,” for the following acts of violence and serious misconduct on school grounds and in the safe corridor for student passage, to and from school:**

1. Possession of a weapon, weapon look-alike or any dangerous instrument with or without brandishing or threat.
2. Use of any weapon, any weapon look-alike, or any dangerous instrument to threaten or to cause injury.
3. Assault, harassment, reckless endangerment, sexual offense or attack, which causes substantial pain or injury or results in a criminal charge.
4. Initiating a bomb threat or false alarm.
5. A single sale or distribution of a controlled substance or single instance of possession of a large quantity (misdemeanor or felony charge) of a controlled substance (includes alcohol).
6. Arson and/or possession/detonation of explosives including firecrackers.
7. Substantial damages to school property (\$100 or more).
8. Theft of property with considerable value or a large amount of money (\$100 or more).
9. Causing serious physical injury in a fight.

Such documented actions, if proven, require an immediate suspension and referral to a pre-hearing conference or the Committee of Special Education, mandatory parent/guardian conference at school, and contact with police. Pre-hearing conferences will occur for a student involved in these violations and also in repeated, less serious disciplinary violations. A pre-hearing conference may result in student placement in any alternative educational setting or additional disciplinary action. **Suspensions will range in length from one week to a full school year.**

**The following defines consequences for violations of the code of conduct.**

#### **Administrative Detention**

Detention is usually held from 2:55 p.m. to 3:55 p.m. or for a shorter period of time outlined by the administrator. The student is required to fulfill the detention, which is held in the academy detention room at Albany High School or the Abrookin Vocational Technical Center.

#### **Lunch Detention**

Held during student lunch shifts. Students will report to detention room to serve detention and lunch will be provided.

#### **In-School Suspension**

A student may be assigned to in-school suspension for a specific period of time. The in-school suspension room is located at Albany High School and takes place during the school day. The parent/guardian will be notified of their child’s placement into in-school suspension. Once assigned to in-school suspension, the student’s teachers are notified and assignments are sent to the students. The student remains in the suspension room for the time specified by the administrator. The student is only permitted to leave with an escort or with permission from an administrator.

### **Suspension**

Normally, suspension will be for a period of time up to five days. An effort is made to contact parents before a student is sent home under suspension, but it is not required that there be a meeting between the parent/guardian and administrators at that time.

Parents/Guardians will be notified in writing, and the student will be re-admitted to school only after a meeting is held between parent/guardian and school officials. Parents/Guardians are responsible for the student during the period of suspension. A suspended student may not appear on the school property at any time, nor appear at another school during co-sponsored events. For a serious offense, suspension may be for more than five days. In this case, parents/guardians may ask for a hearing at the City School District of Albany's Director of Pupil Personnel Services Office.

### **Pre-Hearing Conference**

A pre-hearing conference is held for a student who has seriously violated the Student Code of Conduct. *PLEASE SEE THE AHS STUDENT DISCIPLINE CODE IN THE NEXT PAGES OF THIS HANDBOOK.* Pre-hearing conferences are administered by the Safe School Principal. The time and date of the conferences will be provided to the parent/guardian.

### **Dispute Mediation**

Mediation is a process used to settle a variety of conflicts or problems a person may have with another individual, without violence. The students involved consent to meet with a mediator, usually an administrator or home-school coordinator, to resolve the conflict. Mediation can be held before, after, or during the school day depending on the nature of the conflict. Typical problems mediated are: property disputes, personal relationships, rumors, student projects, and student-teacher issues. To bring a dispute to mediation, a student or parent/guardian should contact an academy administrator for instructions.

### **NOTICE OF NON-DISCRIMINATION**

The City School District of the City of Albany, New York does not discriminate on the basis of age, race, color, origin, sex or handicap in any of the educational or occupational/vocational education programs which it offers or operates as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX or the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The District-wide policy of non-discrimination includes, but is not limited to the following areas: recruitment and appointment of employees; employment pay and benefits; student access to enrollment and admission in District programs and courses; counseling services for students and student's activities. The District also ensures that it does not discriminate in providing its students opportunity to participate in and benefit from its cooperative educational programs; the employers of students in its programs do not discriminate against participants in terms of recruitment, hiring, placement, assignment of tasks, hours of employment, levels of responsibility and wages and further that sponsors of apprenticeship programs do not discriminate in said programs. The District official responsible for the coordination of activities in relation to compliance with Title VI, Title IX and Section 504 is Mrs. Kathleen Culligan, Affirmative Action Officer, Board of Education, Albany, New York, and telephone (518) 475-6055. This official will provide information, including complaint procedures to any student or employee who feels that the District or its representative may have violated his or her rights under Title VI, Title IX or Section 504.

### **SEX EQUITY – TITLE IX**

The City School District of the City of Albany does not discriminate on the basis of sex in the educational programs or activities which it operates, including recruitment and appointment of employees, employment pay and benefits, counseling services for students, access by students to educational programs, course offerings and student activities. Further information is available from the Superintendent of Schools.

## **SEXUAL HARASSMENT POLICY**

The City School District of the City of Albany reaffirms its policy to provide equal opportunity in employment and education for all persons as outline in Titles VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments Act of 1972, and the Rehabilitation Act of 1973, through a commitment to ensure an environment for all employees and students which is sex-fair, humane, and respectful. Specifically, such an environment supports and rewards employee and student performance on the basis or relevant considerations, like ability and effort, and excludes behaviors that would inappropriately assert sexuality as relevant to employee or student performance. Sexual discrimination in the form of sexual harassment is specifically prohibited by Title VII of the 1964 Civil Rights Act in employment situations, "Harassment on the basis of sex is a violation of Sec. 703 of Title VII," and by Title IX of the 1972 Education Amendments, which prohibits sex discrimination against employees and students; "No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Under Title VII, sexual harassment is cited as: "unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment." With respect to student/faculty relationships, the City School District of the City of Albany, New York applies the same protection to students in the academic environment. Harassment of any kind is unacceptable and is in conflict with the policies and interests of the District. Defined as verbal, non-verbal or physical conduct which has the intent or effect of unreasonably interfering with an individual's or group's educational and/or work environment, sexual harassment additionally includes unwanted sexual advances and requests for sexual favors which might be perceived as explicitly or implicitly affecting educational or employment decisions concerning the individual. When Sexually harassing behavior threatens the relationship between students and teacher, or the relationship between supervisor or subordinate, such behavior unfairly exploits the power of inherent in a faculty member's or supervisor's relationship to his/her students or subordinate. Through grades, wage increases, recommendations for promotion, and the like, a teacher or administrator can have a decisive influence on a student's or staff member's success and future career, and through fear or reprisal, when a student or staff member is subjected to unwanted sexual attention, sexual harassment, like any civil rights violation, generates a harmful atmosphere. Such behavior exhibits a lack of decency, integrity and professionalism, and will be considered an abuse of authority. While sexual harassment most often occurs in a situation of power differential between the persons involved, this policy also recognizes that sexual harassment may take place between persons of equal District status, i.e. student-student; faculty-faculty; staff-staff. Sexual harassment will not be

tolerated. The District will act positively to investigate alleged harassment and to affect a remedy when an allegation is determined to be valid.

## **APPENDIX A**

# **ALBANY HIGH SCHOOL DISCIPLINE CODE**

## **Dignity for All Students (DASA)**

The goal of the Dignity for All Students Act (DASA), which took effect July 1, 2012, is to provide students with a school environment free of discrimination and harassment by peers and by school personnel. It applies to behaviors on school property, in school buildings, on a school bus, as well as at school-sponsored events or activities. Incidents of harassment and discrimination may include, but are not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), and sex. These eleven categories are referred to as protected classes.

## **What does DASA define 'bullying' to mean?**

- Threats, intimidating behavior or abuse on school property that interferes with a student's safety and learning experience or causes a student to be afraid for his or her safety through the expectation of bodily or emotional harm.
- Effective on July 1, 2013, the definition of bullying will include cyber-bullying as well as harassment that occur off school property that creates a risk for harm or bullying on school property.

**DISCLAIMER: Principals retain the right to determine whether or not the steps in progressive discipline offense merit an OSS.**

- A. It is understood that the Administration has the discretion and prerogative to adjust the steps listed in the following chart based upon individual situations.
- B. Even where suspension is not listed, a violation may result in suspension. A single flagrant violation can result in immediate suspension, referral to police, and/or pre-hearing conference.
- C. Progressive Discipline Steps. The list of actions (steps) that follows corresponds to the infraction of the school discipline code. Please note: In most cases, the first step is the least penalty but more severe and progressive actions may be taken based on the degree and extent of the violation.
- D. The AHS Discipline Code is enforced in the school corridor coming and going to school and at all school functions.
- E. The AHS Discipline Code does not supersede the City School District of Albany Student Conduct and Discipline Policy.

**ADMINISTRATION HAS THE RIGHT TO DETERMINE THE CONSEQUENCE BASED ON THE NATURE OF INTENT OF THE NEGATIVE INTERACTION AND CAN SUSPEND ON ANY INCIDENT WITHOUT STEPS OF PROGRESSION.**

\*ISS = In-School Suspension      \*OSS = Out of School Suspension      \*PINS = Person In Need of Supervision

<b><u>Level 1: Inappropriate Behavior</u></b>	<b><u>Recommended Instructive, Corrective, or Restorative Responses</u></b>	<b><u>Additional Consequence</u></b> <b><u>(only for repetitive inappropriate behavior)</u></b>
<p>Running and/or making excessive noise in the hall or building</p> <p>Leaving the classroom without permission</p> <p>Engaging in any behavior that is disruptive to the orderly process of classroom instruction</p> <p>Loitering, or occupying an unauthorized place in the school corridor</p> <p>Failing to attend class without a valid excuse</p> <p>Persistent tardiness to school or class</p> <p>Use of the CSDA network for the purpose of accessing non-educational materials, such as games, pornographic materials, and other inappropriate materials</p>	<p>Use student self-reflection sheet</p> <p>Teacher, Student, Resource Person and/or Administrator Conference to identify and address cause of repeated behavior and develop strategy to address</p> <p>Daily Check In/Check Out with identified staff member</p> <p>Documented Teacher and Student Conference focused on expectation violated and the behavior to be practiced</p> <p>Use of short term behavioral contracts/behavioral report cards home to reinforce desired behavior</p> <p>Teacher, Student, and Parent/Guardian Conference—same focus as above</p> <p>Meeting with Principal</p> <p>Referral to RtI Team</p>	<p>Detention – before school, after school</p> <p>In-school suspension (one to three days)</p>
<b><u>Level 2: Disruptive Behaviors</u></b>	<b><u>Recommended Instructive, Corrective, or Restorative Responses</u></b>	<b><u>Additional Consequence</u></b> <b><u>(only for repetitive inappropriate behavior)</u></b>
<p>Posting or distributing unauthorized written materials on school grounds</p> <p>Leaving the school without permission</p> <p>Interfering with school authorities and programs through walkouts or sit-ins</p> <p>Initiating or participating in any unacceptable minor physical actions</p> <p>Failing to abide by school rules and regulations not</p>	<p>Use student self-reflection sheet</p> <p>Teacher, Student, and Resource Person and/or Administrator Conference to identify and address cause of repeated behavior and develop strategy to address</p> <p>Daily Check In/Check Out with identified staff member</p> <p>Use of short term behavioral contracts/behavioral report cards home to reinforce desired behavior</p> <p>Documented Teacher and Student Conference focused on</p>	<p>Detention – before school or after school</p> <p>In-school suspension (one to three days)</p> <p>ONLY FOR REPEATING THE SAME INAPPROPRIATE BEHAVIOR:</p> <p>in-school suspension, out-of-school suspension, or combination in-school and out-of-school suspension (one to three days total)</p>

<p>otherwise listed in the Code of Conduct</p> <p>Exhibiting or publishing any profane, obscene, indecent, immoral, libelous, or offensive materials, or using such language or gestures</p> <p>Possession (physical control over, such as contained in clothing, lockers, or bags) and/or use of tobacco products, matches, cigarette lighters, or rolling papers</p> <p>Defying (disobeying) the authority of school personnel</p> <p>Failure to provide proper identification</p> <p>Unauthorized use of school parking lots or other areas</p> <p>Use of the CSDA network for the purposes of distributing or downloading non-educational material</p> <p>Inappropriate and unreasonable use of personal electronic devices</p>	<p>expectation violated and practicing expected behavior</p> <p>Other instructive or corrective consequence</p> <p>Teacher, Student, and Parent/Guardian Conference– same focus as above</p> <p>Teacher, Student, Resource Person, and/or Administrator Conference – same focus as above</p> <p>Meeting with Principal</p> <p>Referral to RtI Team</p> <p>Referral to therapeutic group if trigger or response is connected to need for anger management, trauma treatment, or other counseling</p>	
<p><b><u>Level 3: Seriously Disruptive Behavior</u></b></p>	<p><b><u>Recommended Instructive, Corrective, or Restorative Responses</u></b></p>	<p><b><u>Additional Consequence</u></b></p>
<p>Disruptive behavior on the school bus</p> <p><b>**Gambling – participating in games of chance or skill for money or things of value</b></p> <p>Fighting- physical contact between two people with intent to harm, but no injuries result</p> <p>Profane, obscene, indecent, and immoral or seriously offensive language and gestures, propositions, behavior, or harassment based on race, color, national origin, sex, gender, sexual orientation, age, religion, gender identity, gender expression or disability</p> <p>Persisting in serious acts of disobedience or inappropriate behaviors listed in Levels 1 through 2 of this Code of Conduct</p> <p>Any behavior not otherwise listed in Levels 1 and 2 of this</p>	<p>Teacher, Student, Parent/Guardian, Resource Person, and/or Administrator Conference to identify and address cause of behavior and develop strategic response</p> <p>Daily Check In/Check Out with identified staff member</p> <p>Referral to RtI Team</p> <p>Use of short term behavioral contracts/ behavioral report cards home to reinforce desired behavior</p> <p>Referral to social skill instruction, academic tutoring, or a focused mini- course to remove trigger or replace student response (if available and approved by principal)</p> <p>Referral to therapeutic group if trigger or response is connected to need for anger management, trauma treatment, or other counseling (if available and approved by the principal)</p>	<p>Detention – before school, after school</p> <p>For repeated acts of gang affiliation displays, referral to gang intervention program at a community based organization</p> <p><b>FOR FIRST INAPPROPRIATE BEHAVIOR:</b> in-school suspension, out-of-school suspension, or combination in-school and out-of-school suspension (one to three days total)</p> <p><b>ONLY FOR REPEATING THE SAME INAPPROPRIATE BEHAVIOR:</b> In-school suspension, out-of-school suspension, or combination in-school and out-of-school suspension (one to five days total)</p>

<p>Code of Conduct that seriously disrupts the educational process</p> <p><b>**Forgery – false and fraudulent making or altering of a document or the use of such a document</b></p> <p>Plagiarizing, cheating and/or copying the work of another student or other source</p> <p>Overt display of gang affiliation</p> <p>Bullying behaviors (see Student Harassment and Bullying Prevention and Intervention Policy before assigning an intervention or consequence)</p> <p>Unauthorized activation or use of cellular telephones or other information technology device</p> <p>Use of the CSDA network or any information technology device for any unauthorized purpose not otherwise listed in this SCC</p>		
<p><b><u>Level 4: Very Seriously Disruptive Behavior</u></b></p>	<p><b><u>Recommended Instructive, Corrective, or Restorative Responses</u></b></p>	<p><b><u>Additional Consequence</u></b></p>
<p><b>**False activation of a fire alarm that does not cause a school facility to be evacuated or does not cause emergency services to be notified</b></p> <p><b>**Extortion – obtaining money or information from another by coercion or intimidation</b></p> <p><b>**Assault – an attempt or reasonable threat to inflict injury on someone with a show of force that would cause the victim to expect an immediate battery</b></p> <p><b>**Vandalism (willful or malicious destruction or defacing of the property of others) or criminal damage to property at a cost less than \$500</b></p> <p><b>**Battery (unwanted bodily contact with another person without legal justification) or aiding or abetting in the</b></p>	<p>Daily Check In/Check Out with identified staff member</p> <p>Teacher, Student, Parent/Guardian, Resource Person, and/or Administrator Conference to identify and address cause of behavior and develop strategic response</p> <p>Use of short term behavioral contracts/ behavioral report cards home to reinforce desired behavior</p> <p>Referral to social skill instruction, academic tutoring, or a focused mini- course to remove trigger or replace student response (if available and approved by principal)</p> <p>Referral to therapeutic group if trigger or response is connected to need for anger management, trauma treatment, or other counseling (if available and approved by the principal)</p>	<p>Detention – before school, after school or on the weekend as available</p> <p>Referral to substance abuse prevention program or counseling</p> <p>In-school suspension, out- of-school suspension, or combination in-school and out-of-school suspension (one to five days total)</p>

<p>commission of a battery which does not result in a physical injury</p> <p>**Fighting – physical contact between more than two people with intent to harm, or physical contact between two people with intent to harm that results in injury</p> <p>**Theft (unauthorized control over the physical property of another) or possession (physical control over, such as contained in clothing, lockers or bags) of stolen property that costs less than \$150</p> <p>**Possession, use, sale, or distribution of fireworks</p> <p>Any behavior not otherwise listed in Levels 1 through 4 of this SCC that very seriously disrupts the educational process</p> <p>** Trespassing on CSDA property – entering CSDA property when previously prohibited or remaining on school grounds after receiving a request to depart</p> <p>Knowingly or intentionally using the CSDA network or information technology devices to spread viruses to the CSDA network</p> <p>Possession of any dangerous object as defined by this Code of Conduct, first offense</p> <p>Use or possession of alcohol in school or at, before, or after a school related function, first offense</p>		
<p><b><u>Level 5: Most Seriously Disruptive Behaviors</u></b></p>	<p><b><u>Interventions and Consequences (may be modified based on the age or grade level of the student)</u></b></p>	
<p>*Aggravated assault – assault with a deadly weapon or done by a person who conceals his/her identity, or any assault against school personnel</p> <p>*Burglary – knowingly and without authority entering or remaining in a building or vehicle with intent to commit a felony or theft therein</p> <p>*Theft (obtaining or exerting unauthorized control over) or possession (physical control over, including in clothing, lockers, or bags) of stolen property that costs more than \$150</p>	<p>Five day suspension (principal)</p> <p>Six to ten day suspension (pre-superintendent’s hearing conference)</p> <p>Safe Schools Alternative Placement (pre-superintendent’s hearing conference) for remainder of the semester.</p> <p>Following a period of long term suspension, balanced and restorative</p>	

\*\*Use of intimidation, credible threats of violence, coercion, or persistent severe bullying. Intimidation is behavior that prevents or discourages another student from exercising his/her right to education, or using force against students, school personnel and school visitors. For severe bullying, see the Anti-Bullying Policy before assigning an intervention or consequence.

\* Persistent defiance of multiple directives by school personnel resulting in the most serious disruption of the educational process

\*Gang activity or overt displays of gang affiliation<sup>18</sup>

\*\* Inappropriate sexual conduct, including unwelcomed sexual contact, indecent exposure, transmitting sexually suggestive images through information technology devices, or other sexual activities which do not involve the use of force

\* Engaging in any other illegal behavior which interferes with the school's educational process, including attempting an illegal behavior

\*Persistent or severe acts of sexual harassment - unwelcome sexual or gender-based conduct (either physical or verbal) and/or conduct of a sexual nature which is sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from the educational program or which creates a hostile or abusive school environment

\*False activation of a fire alarm which causes a school facility to be evacuated or causes emergency services to be notified

Second or repeated violation of possession of any dangerous object as defined by this Code of Conduct

\*Battery, or aiding or abetting in the commission of a battery, which results in a physical injury. Battery means unwanted bodily contact with another person without legal justification.

\*\*Initiating or participating in any inappropriate, minor physical contact with school personnel, such as pushing school personnel out of the way in order to physically fight with another student

\*Use of any computer, including social networking websites, or use of any information technology device to threaten, stalk, harass, bully or otherwise intimidate others, or hacking (intentionally gaining access by illegal means or without authorization) into the CPS network to access student records or other unauthorized information, or to otherwise circumvent the information security system, regardless of intent

\*Vandalism (willful or malicious destruction or defacing of property) or criminal damage to property that results in damage exceeding \$500 or that is done to personal property belonging to any school personnel

Inappropriate consensual sexual activity

justice practices may be used to help reintegrate a student into the school community. For Level 5 behaviors, balanced and restorative justice practices may only be used in addition to, not in place of, suspension and alternative placement.

<p>* Use or possession of illegal drugs, narcotics, controlled substances, “look-alikes” of such substances, or contraband, or use of any other substance for the purpose of intoxication in or before school or a school-related function</p> <p>**Second or repeated violation of use or possession of alcohol in school or at, before or after a school-related function</p> <p>*Participating in a mob action –a large or disorderly group of students using force to cause injury to a person or property, or persisting in severe disruption after being directed to cease by school personnel or Police</p>	
<p><b><u>Level 6: Illegal and Most Seriously Disruptive Behaviors</u></b></p> <p>*Use, possession, and/or concealment of a firearm/destructive device or other weapon or “look- alike” of weapons as defined in the Additional Resources section, or use or intent to use any other object to inflict bodily harm</p> <p>*Intentionally causing or attempting to cause all or a portion of the CPS network to become inoperable</p> <p>*Arson – knowingly damaging, by means of fire or explosive, a building and/or the personal property of others</p> <p>*Bomb threat – false indication that a bomb, or other explosive of any nature, is concealed in a place that would endanger human life if activated</p> <p>*Robbery – taking personal property in the possession of another by use of force or by threatening the imminent use of force</p> <p>*Sale, distribution, or intent to sell or distribute alcohol, illegal drugs, narcotics, controlled substances, “look-alikes” of such substances, contraband,28 or any other substance used for the purpose of intoxication</p> <p>* Sex acts which include the use of force</p> <p>*Aggravated battery (battery that causes great harm, is done with a deadly weapon, is done by a person who conceals his/her identity, or the use of physical force against school personnel) or aiding and abetting in the commission of an aggravated battery</p> <p>* Murder – killing an individual without legal justification</p> <p>*Attempted murder – an act that constitutes a substantial step toward intended commission of murder</p> <p>*Kidnapping – secret confinement of another against his/her will or transportation of another by force or deceit from one place to another with the intent to secretly confine</p>	<p><b><u>Interventions and Consequences (may be modified based on the age or grade level of the student)</u></b></p> <p>Five day suspension (principal)</p> <p>Six to ten day suspension (pre-superintendent’s hearing conference)</p> <p>Safe Schools Alternative Placement (pre-superintendent’s hearing conference) for remainder of the semester.</p> <p>Students who are determined to have brought a firearm to or possessed a firearm at a public school shall be suspended for a period of not less than one calendar year. This requirement may be modified by the Superintendent on a case-by-case basis.</p> <p>The Superintendent shall refer a pupil under the age of sixteen who has been determined to have brought a weapon or firearm to school in violation of this subdivision to a presentment agency for a juvenile delinquency proceeding consistent with article three of the family court act except a student fourteen or fifteen years of age who qualifies for juvenile offender status under the criminal procedure law.</p> <p>The Superintendent shall refer any pupil sixteen years of age or older or a student fourteen or fifteen years of age who qualifies for juvenile offender status under the criminal procedure law, who has been determined to have brought a weapon or firearm to school in violation of this subdivision to the appropriate law enforcement officials.</p> <p>Following a period of suspension or expulsion, balanced and restorative justice practices may be used to help reintegrate a student into the school community. For Level 5 behaviors, balanced and restorative justice practices may only be used in addition to, not in place of,</p>

<p>* Theft (obtaining or exerting unauthorized control over) or possession (physical control over, including in clothing, lockers, or bags) of stolen property that costs more than \$1,000</p>	<p>suspension and alternative placement.</p>
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**\*ISS = In-School Suspension**

**\*OSS = Out of School Suspension**

**\*PINS = Person In Need of Supervision**

## **APPENDIX B**

### **Dress Code from Albany City School District Code of Conduct and Discipline Policy**

#### **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:

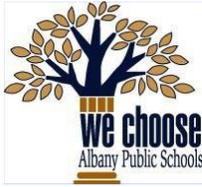
1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not acceptable.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed. This includes "heelies".
5. Not include the wearing of hats or head coverings in the school building except for a medical or religious purpose. Clothing that can mask a student's identity (overcoats, masks, oversized hooded sweatshirts) is not allowed.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not include gang-related paraphernalia of any kind. This restriction includes R.I.P. commemorative shirts.
8. Not promote or endorse the use of alcohol, tobacco or illegal drugs.
9. Not encourage any type of illegal or violent activity.

Standardized acceptable clothing for high school and middle school students includes:

- a. Skirts/shorts should be of an appropriate length as to not distract the learning environment. Administrators may use their discretion in addressing appropriate length.
- b. Straps need to be at least 1" wide
- c. No exposed midriff
- d. No A-frame tee-shirts (muscle shirts/tanks)
- e. All t-shirts must hang no lower than 1' above the knee
- f. ID badges are to be worn and displayed on the outer garment in schools where badges are required

If a high school student's clothing violates the student dress code, that student shall be required to modify his or her appearance by either covering or removing the offending item or replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline up to, and including, out of school suspension.

Each building principal or his or her designee 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.



**APPENDIX C**

**STUDENT PARKING APPLICATION  
ALBANY HIGH SCHOOL 2015-2016 SCHOOL YEAR**

**Please Read:** In order to be eligible for an Albany High School parking permit the student must meet all of the following academic and behavioral criteria. Student must:

- have an overall academic average of 75% or higher
- have a passing average in all classes
- not owe any detentions
- not have received any yellow cards
- not have any unexcused absences

If you meet all of the above criteria, please complete all parts the following application to be considered for on campus parking at Albany High School. Please write legibly.

StudentName: \_\_\_\_\_

Class of 20\_\_ Student Number: \_\_\_\_\_ Guidance Counselor \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Parent / Guardian Name(s): \_\_\_\_\_

Parent / Guardian Daytime Contact Information: \_\_\_\_\_

**Car Information:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

**Please include a copy of your driver's license and insurance card with your completed application. The application will not be considered without valid forms of both documents.**

**Please explain to the committee why you have a need for a car on campus:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign below - by signing this form you are stating that all of the information relating to this form is accurate and it is your belief that you have met all if the necessary student criteria to be eligible for a parking permit.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this form with the necessary information to Mrs. Maureen Whalen in the AHS Main Office**

**AHS Issued Parking Tag Number: \_\_\_\_\_  
Tag Issued: \_\_\_\_\_ Tag Expiration Date: \_\_\_\_\_**

## **APPENDIX D**

### **1.0 CONTACTING THE SCHOOL DISTRICT**

<b>Administration Building</b>	<b>475-6000</b>
<b>Central Registration</b>	<b>475-6125</b>
<b>Pupil Personnel Services</b>	<b>475-6130</b>
<b>Special Education</b>	<b>475-6135</b>
<b>Transportation Office</b>	<b>475-6170</b>

### **1.1 CONTACTING THE SCHOOLS**

<b>Adult Learning Center</b>	<b>475-6525</b>
<b>Albany School of Humanities (ASH)</b>	<b>462-7258</b>
<b>Arbor Hill Elementary School</b>	<b>475-6625</b>
<b>Delaware Community School</b>	<b>475-6750</b>
<b>Eagle Point Elementary School</b>	<b>475-6825</b>
<b>Giffen Memorial Elementary School</b>	<b>475-6650</b>
<b>Montessori Magnet School</b>	<b>475-6675</b>
<b>New Scotland Elementary School</b>	<b>475-6775</b>
<b>North Albany Academy</b>	<b>475-6800</b>
<b>Philip J. Schuyler Achievement Academy</b>	<b>475-6700</b>
<b>Pine Hills Elementary School</b>	<b>475-6725</b>
<b>Sheridan Preparatory Academy</b>	<b>475-6850</b>
<b>Stephen &amp; Harriet Myers Middle School</b>	<b>475-6425</b>
<b>Thomas O'Brien Academy of Science &amp; Technology (TOAST)</b>	<b>475-6875</b>
<b>William S. Hackett Middle School</b>	<b>475-6475</b>

## ALBANY HIGH SCHOOL ALMA MATER

Hail, Alma Mater, Hats off to you.  
Ever you'll find us Loyal and true;  
Firm and undaunted Ever we'll be.  
Albany High, we love, here's a toast to thee.