

Averill Park Central School District

2022-23

Averill Park High School Student and Parent Handbook



Averill Park High School

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Averill Park High School
146 Gettle Road, Station 2
Averill Park, New York 12018
(518) 674-7046 (fax)
(518) 674-7007 (voicemail)
(518) 674-7000 (directory)

[Link to Board of Education General Information](#)

[Link to APHS Family Resource Page](#)

[Link to High School Administration General Information](#)

[Link to Staff Directory](#)

[Link to District Vision Statement and Goals](#)

Alma Mater

*We come to honor and sing our praise to Alma Mater true,
Our loyal hearts will ne'er forget that grand old gold and blue.
We'll always strive in all we do to credit
thy dear name
And may thy Warriors ne'er decline and
our Warriors bring you fame.*

*Although we leave thy hallowed halls
and face a world of strife,
We'll oft return and renew again those
friendships made for life.
So gather round and reminisce, those
good days of our youth.
When songs are done we will still be true,
Oh Averill Park to you.*

Lyrics by Mary Pierce LaFleur
Class of '66

WELCOME

Welcome to Averill Park High School!

The policies and procedures contained in this handbook are provided to all students and parents within the school community so that you may have a ready reference of information which is necessary to the understanding of the daily operations of our school. When this guide does not provide you with the information you need, please feel free to contact your counselor, teacher or an administrator for support.

Our goal at Averill Park High School is to provide our students with an engaging and dynamic learning experience aimed at preparing each of you for success in life after high school. We recognize that this journey looks different for every student, as an individual. In the end, we want all of our students to find their passion and/or purpose so that they may live fulfilling lives, and enjoy the many ways in which one can contribute positively to the world in which we live. While completing the basic requirements associated with graduation in New York State, we encourage students to explore their personal interests and work with our faculty and staff to further develop your abilities as a collaborator, communicator, researcher, presenter, and advocate. Persistence and the ability to be self-directed in their learning will take them a long way.

As you move through your high school experience, never hesitate to reach out and let us know how we can best assist you in maximizing your growth, learning, and development. That is what we are here for.

Mr. Heath C. Quiles
Principal

ANNUAL NOTIFICATIONS

<https://averillpark.k12.ny.us/district-information/annual-notice>

STUDENT RECORDS

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

A parent of a student under 18 years of age or a student 18 years of age or older shall make a request for access to a child's (their own) school records, in writing, to the Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in

no case, no more than forty-five (45) days after the request has been received. Copies of records are available, a fee of \$.25 per page is charged.

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

Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents, legal guardians or student. There are a number of exceptions to this rule, such as other school employees and officials and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment. Certain other information is considered "directory information" and may be released to anyone who requests it unless the district is directed otherwise. Student records pertaining to the Committee on Special Education are maintained in restricted access files. Availability of records is limited to designated school personnel directly responsible for the student's educational program. Written consent by the parent/guardian or child over 18 must precede release of any Special Education Record (i.e. IEP, Psychological Report).

FREE EDUCATION

District residents have the right to an education free of payment or tuition through graduation, or until the age of 21, whichever occurs first.

AVERILL PARK STUDENT EXPECTATIONS

- Complete all school work on time and to the best of your ability.
- Be in attendance at all assigned classes, be on time and be prepared to work.
- Treat all members of the school community with respect as per *The Dignity For All Students Act*
- Treat all school property and personal property with respect.
- Use common sense with regard to your behavior.
- Follow expectations as outlined in the Code of Conduct.

SCHOOL CALENDARS

[22-23 One Page School Calendar](#)

[Upcoming Events](#)

[A&B Schedule](#)

[Daily Bell Schedule](#)

BUILDING HOURS

Please note that the school is not open Saturdays or Sundays even when a sporting event is taking place. Therefore, please take all needed books and supplies home with you on Friday afternoon. The custodians

will not be able to let you go to your locker. General school hours, while school is in session, are Monday through Friday, 7:00 a.m. – 6:00 p.m.

VISITOR PROCEDURES

All visitors must sign in at the main office. They will be greeted and screened by the receptionist (time in/out, reason, and location).

- All visitors must put on a visitor's badge and return it when they leave to sign out.
- Visitors must have a legitimate reason to visit:

-Educational purpose (i.e. college representative, book salesperson, speaker, etc.).

-Pick-up student

-Parent meeting

-CSE meeting

-Student visitor*

*Student visitor: Any young person who wishes to visit during the school day must meet all of the following criteria:

1) Be currently enrolled at another district's high school or a private high school

2) Be considering enrolling at APHS

3) Have previously attended a parent/student meeting with a counselor

4) At the counselor meeting, it will be determined if a student should return to have a site visit for a few periods on another day. The counselor will arrange the date, times and guides and inform the student, parent and teachers

- **Graduates** — A "graduate visitation day" will be planned each January; graduates may share work/college experiences with our students. Otherwise, graduates are free to visit after 2:16 p.m. when classes are not in session. They still must adhere to the visitor procedure at that time.

TRESPASSING

Averill Park High School maintains a closed campus for the safety and security of all students and staff. Persons coming on campus whom the administration deem to have no legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

TEACHER COMMUNICATION

In an effort to increase communication with parents, voicemail and email are available to keep in contact with teachers. In addition to this, teachers use Google Classroom which provides information about current homework assignments, projects, & lab work, etc.

Teachers' email addresses are also provided on the high school website along with links to teachers who host websites for their students.

Students who miss a class are responsible for keeping track of and completing missed assignments.

SCHOOLTOOL PARENT PORTAL

Averill Park High School utilizes a parent portal via our SchoolTool Student Information System. This allows parents, guardians and students to have ongoing electronic access to information regarding student progress, grades, attendance, and class assignments throughout the school year. Access to the SchoolTool Parent Portal is available via the Averill Park Central School District website. Anyone who has not received a username and password may contact the Counseling Center.

COUNSELING CENTER

Counselors are available to meet with students individually or in groups to help them with personal concerns, academic planning and career/vocational plans. The counseling center resource library includes college catalogs, reference books and a computerized college/career information system which students may use during, before/after school or during study hall or lunch.

Phone #(518) 674-7025.

PARENTAL INVOLVEMENT

Averill Park Central School District believes that student achievement is directly linked to parental involvement, and therefore encourages such involvement in school educational planning and daily operations. The Board of Education also encourages direct parental involvement at home (for example, planned home reading time, informal learning activities, and/or homework "contracts" between parents and children). For further information about how parents can be involved in the schools, contact the Guidance Office at 674-7025.

PARENT CONFERENCES

Parents are welcome and encouraged to come in and talk with teachers. Appointments must be made to coincide with the teachers' schedules. This should be done through the Counseling Center office. Please call 674-7025 to set up an appointment.

PHYSICAL EDUCATION

Each student in grades 9-12 **must** successfully complete the Physical Education course during each year of attendance in school in order to qualify for graduation. This is New York State law. **Two** units of P.E. (1/4 unit per semester) are mandated by the Regulations of the Commissioner of Education, and these units are in addition to those credits necessary for a Regents diploma. Exemptions are addressed in the "Guide to Program Planning". Students may not earn PE credit ahead of time. Students will need the following clothing to participate in PE:

- Sneakers, T-Shirts, Shorts, Sweatshirts, Sweatpants, etc.

If a student requires a special or adaptive physical education program, he/she should notify the guidance counselor and P.E. teacher as soon as possible. A note from the student's physician is required. This note should be brought to the school nurse.

COURSES

Specific course information is available in the "Guide to Program Planning." This booklet is available in the Counseling Center and online at the Averill Park Central School District website. This document also lists specific testing and course requirements that a student must complete for graduation. (7/2017)

COURSE CHANGES

Course selection should be made carefully since opportunities to change courses are limited after the school year begins. Because the number of sections of each course is established by the number of students who sign up during the annual course selection time, it is difficult to accommodate much change in individual student schedules after that time. All students' schedule requests are final as of **April 1st**. Many times course sections are full or conflicts cannot be resolved. Also, courses in any department will be offered only if there is sufficient registration. In these cases, schedule requests may need to be altered. **Only under the following circumstances may courses be dropped after the school year begins:**

- Student failed the prerequisite course.
- Student went to summer school and no longer needs the assigned course.
- Student is repeating a course with the same teacher.
- Clerical error or two courses assigned to one time slot.
- Medical considerations (requires medical verification).
- Students requesting a drop, unless the course is a requirement for graduation, must do so in the designated drop/add period. The designated drop/add period is **9/19/22 – 9/30/22** for first semester and full year courses. For second semester courses the drop/add period is **2/6/23-2/17/23**
- Please note that Individual circumstances may be evaluated by building leadership in conjunction with counseling staff

Students must initiate the drop consideration with his/her counselor. Written input of his/her parent/guardian, input from the subject teacher, counselor and administrator will all be taken into consideration as well as documentation of one of the 6 reasons listed above. "Level" changes can be considered at any time before half of the course is completed.

Course adjustments may not be honored for:

- a) **Teacher preference.**
- b) **Requests that drop a student's total number of courses below the required minimum.**
- c) **Choice of a particular time for a class, study period, lunch, late arrival or early release.**
- d) **A course required for graduation.**

Note: For all dropped classes, a designation of "W" (Withdrawal) will appear on the transcript. This will not apply to level changes.

All students including seniors must schedule 5 subjects plus P.E. each semester. Students who wish to finish their graduation requirements by January of their senior year must apply to be a January Graduate by June of their junior year.

Revised 8/01/19

REPORT CARDS AND MARKING PERIOD PROCEDURES

The school year is divided into four marking periods approximately ten weeks in length. At the end of each marking period, a numeric grade is calculated. This grade is an average of the marks accumulated during the marking period based on class participation, assignment preparation and quiz/test grades. The student's final grade for full year courses will be an average of the four quarters and the final exam. In some courses, performance on a NYS Regents Exam may be averaged in as a fifth quarter. For semester courses, the final grade is an average of two quarters and the final exam. A student must achieve a final average of 65 in order to pass a course and earn credit.

REPORT CARD & STUDENT PROGRESS UPDATES

Quarterly report cards are issued via SchoolTool and provide an opportunity for families to assess their student's progress in their classes and review attendance. Student progress reports are issued around the midpoint of each quarter and provide an overview of how your student is doing at that point in time. This is another opportunity to review your student's progress and talk with them about their education. Please use the link to review the report card and marking period and progress report dates with your students.

[Grade Reporting Dates](#)

TEACHING ABOUT DRUGS, ALCOHOL, TOBACCO

Averill Park Central School District believes that education is an important preventive measure against student involvement with drugs, tobacco and alcohol. Averill Park has a zero tolerance policy. Instruction will include sessions about the causes and effects of drug, alcohol and tobacco abuse, especially on young people. In addition, all high school students will receive instruction on the dangers of driving while under the influence of alcohol and/or drugs. In addition to regular program offerings in health education classes, faculty also introduces related topics throughout their curricula as appropriate. Parents and students who want more information on substance abuse, or would like to ask questions about a specific problem, may call and/or visit the Guidance Office. Averill Park High School believes that individuals with problems should feel comfortable to seek help without fear of punishment. The guidance office encourages students who believe they may have a substance abuse problem to meet with their counselor and discuss it as soon as possible.

SPECIAL EDUCATION

Each school district in New York State is required to have a Committee on Special Education to review students who are experiencing unusual academic difficulties which may be due to a disability. To assist students experiencing unusual academic problems resource room/special education programs are committed to providing intensive support.

If students or parents feel additional help is needed due to a disability, students or parents may request that the Committee on Special Education (CSE) conduct a multidisciplinary evaluation to determine if special education is appropriate. Students with disabilities may be provided with program and testing modifications, teaching strategies and methods to address their learning needs. Individualized plans are developed to address each student's area of disability. Please contact your counselor at 674-7025 or the Special Education office (674-7044) for more information.

CAREER AND TECHNICAL EDUCATION (CTE)

The Averill Park Central School District is committed to providing education in the area of occupational studies to those students desiring these programs. CTE programs are one-year and two-year programs in which students earn four (4) credits each year by attending morning or afternoon classes at the CTE Center in Troy. One credit is awarded for successful completion of each quarter's work in the CTE program. Transportation is provided to these classes and back to Averill Park High School. **Please note: All students must take the bus unless they have completed the proper paperwork to be signed by a parent/guardian giving permission to drive or ride with another student.** Students in Vo-Tech occupational programs in general can take only their required courses or, at most, one elective at the high school. Afternoon CTE students return to the school at 3:00 p.m. and ride home on late and/or elementary buses. Due to the large financial responsibility assumed by the District for each student attending a CTE course, it is imperative that careful consideration be given to all facts relating to the program before a final decision is made. Once enrolled, students are committed for one full year and may not drop CTE. Students should plan to talk with their counselor, read the descriptive information about the program, discuss fully with parents and have them sign necessary forms and visit the CTE course of their choice. Students may see their individual counselor for more details. Please call the counseling center at (518) 674-7025 for more information.

HOMEBOUND INSTRUCTION

Homebound instruction is a service provided to students sixteen years of age and under who are unable to attend school due to long term medical, emotional or disciplinary problems. Secondary students can receive instruction for two hours per day. Students receive credit for their work while on homebound instruction.

The parent must notify the Principal or Guidance Counselor if a student will be on an extended absence and will require an itinerant teacher. If the inability to attend is due to a medical or emotional reason, the parent must obtain from the child's physician a written medical request for homebound instruction. This written request should be sent to the guidance counselor. Final approval rests with the principal.

CLASS RANK CALCULATION

Class rank will be calculated in September of the senior year. It will be based on students' grades in the first 6 semesters of high school (excluding physical education).

All students to be graduated in a given year will be included in the ranking procedure. Class rank for transfer students will exclude physical education, pass/fail subjects and any non-numerical (0-100) grades except letter grades earned in traditional American high schools, which will be converted into numerical values.

GRADUATION RECOGNITION

Graduates who are members of the National Honor Society will be honored at Commencement with a special accessory visible on their graduation gowns and a special symbol next to their names in the graduation program.

HONOR ROLL

High Honor Roll: Students eligible for High Honor Roll will have an average of 90% or better, a passing grade in classes including PE, and no incompletes. (Students with incompletes may be eligible for High Honor Roll once the "incomplete" has been changed to a numerical grade.)

Honor Roll: Students eligible for Honor Roll will have an average of 85% or better, a passing grade in all classes including PE, and no incompletes. (Students with incompletes may be eligible for Honor Roll once the "incomplete" has been changed to a numerical grade.)

PROMOTION

In general, promotion from one grade to the next shall be contingent upon the passing of all required subjects and the accumulation of the number of units shown in the chart below.

- Freshmen 0-5.25 credits
- Sophomore 5.50-10.75 credits
- Junior 11.0-16.25 credits
- Senior 16.50 credits & above

EARLY GRADUATION

The Board of Education, in certain instances, may grant students who wish to graduate from high school in less time than the ordinary four-year sequence the permission to complete graduation requirements on an alternative schedule. To this end, all normal graduation requirements must be completed for early graduation.

Factors to be considered include: the student's grades, performance in school, his/her future plans, and benefits that would accrue to the student if the request for early graduation were to be approved. The building principal shall make the final decision about whether to grant permission, after consultation with the guidance counselor and student and parent(s). Early graduation cannot be made as an ad-hoc decision. Pre-planning must occur at least one year in advance.

LOCKERS AND EXPECTATIONS OF PRIVACY

For student convenience, a hall and a gym locker have been assigned to students. All lockers must be kept locked at all times. Please be advised, all lockers are the exclusive property of the Averill Park Central School District and students have no expectation of privacy with respect to their lockers. The School District maintains full ownership of all locks, combinations, lockers and keys. Students are merely provided with a locker as a courtesy to place school-related materials. Lockers are secured only to maintain privacy between students and to safeguard a student's belongings from other students. School District officials have the right to access students' lockers at any time, with or without a reasonable suspicion to do so. In addition, the School District may utilize the services of law enforcement agencies to conduct locker searches. Generally, the purpose of any such searches, whether conducted solely by District officials, law enforcement personnel, or in tandem, is to ensure the safety, morals, health and welfare of all District students, staff and visitors, and to prevent potential disruptions to the learning environment. If at any time a locker is searched and illegal drugs, alcohol, weapons, or other inappropriate items are found (perhaps in violation of the District's Code of Conduct), law enforcement will be notified and the student may face formal disciplinary action. It is our hope that students will use their lockers in a responsible and appropriate manner, and that no disciplinary action or law enforcement involvement will be necessary.

Students are asked to keep their locker combinations to themselves. Each and every year we have the unfortunate circumstance of students sharing a locker or locker combination, only to have their belongings disappear and wonder why! Please follow this advice, in order to avoid loss of personal property. It also avoids blame for items "appearing" in lockers that are unwanted.

LOST AND FOUND

The lost and found is located in the cafeteria. All students and staff members are advised to turn into the Main Office any valuable article found.

HEALTH SERVICES

In the event of illness or injury during school hours, all cases should report at once to the health office. If the nurse is not available, all students should report to the main office. Permission to leave school because of personal illness or because of an emergency must be obtained from the health office or the principal, as well as the parent/guardian. The nurse can be reached at 674-7020.

New York State Public Health Law requires all high school students to have on file in the school documentation of completion of Hepatitis B vaccinations. For students born on or after January 1, 1994 Varicella Vaccine or documentation of the disease by a doctor is required. A physical examination by a primary care provider or school physician must be on file for every student in the 10th grade.

All students participating in a sport must have an annual physical on file in the health office. Physical examinations to meet this requirement can be performed at school or by a private physician, but must be current in order for the student to participate.

PRESCRIBED MEDICATION

In the event that a physician authorizes a student to take medication during the school day, the medication shall be turned over to the school nurse or the building principal upon arrival on school grounds and shall be kept in custody of the nurse or principal until the student is en route off school grounds. Under no circumstances will the school nurse dispense controlled substances. If a student requires this type of strong pain medication, they should remain at home for their own personal safety.

AUTOMOBILES AND STUDENT PARKING

Student parking at the high school is a privilege, not a right. Parking is only available for seniors with limited parking available for juniors. Students wishing to receive a parking pass must complete the Parking Request form and submit it to the main office. Each student who obtains parking privileges must register the vehicle(s) to be parked on school property with the main office. Approved applicants will receive a parking tag which must be displayed at all times (hung from the rear view mirror) and a copy of the rules and regulations governing student parking. Infractions of these rules will result in temporary or permanent loss of parking privileges and/or towing of your vehicle, at the owner's expense. Parking on campus for registered vehicles will be first come, first served. There are no assigned parking spaces however, please park large vehicles (such as trucks) along the perimeter fence shared with Gettle Road.

[Link to Student Parking Request Form](#)

WORKING PAPERS

Students who are 14-17 years of age and who are otherwise eligible to work, may obtain working papers by completing an application in the Counseling Center.

[Link to Working Paper Information](#)

EMERGENCY DRILLS

Averill Park High School will conduct twelve (12) emergency drills during the school year. Eight (8) will be conducted prior to December 1st. Emergency drills are a legal requirement and must be conducted swiftly and surely. Your teachers will review the room's specific emergency drill directive for each of your

classrooms. It is essential that you understand these directions and that you obey the emergency drill regulations when instructed.

INCLEMENT WEATHER

Provisions have been made for informing parents and students when school will not be in session, or in shortened sessions, due to hazardous conditions.

Radio Stations WGY 810 AM; WENU 101.7FM; WROW 590 AM; 95.5FM, WGNA; and TV Channel 6, WRGB will announce school closing or delays in opening. Such announcements will be broadcast several times between 6:30 and 8:30 a.m. These announcements will also be posted, and updated throughout the day, on the Averill Park Central School District website and social media pages. School closed due to inclement weather will remain closed all day. Should school remain closed the following day, the announcement will be repeated.

STUDENT USE OF DIGITAL RECORDINGS IN SCHOOL AND ON BUSES

It is required of all students that they be respectful of the privacy rights of all members of the school community, including other students. Students are discouraged from bringing cameras of any kind to school, unless it is for an educational purpose, such as clubs and the like (video production class, senior class video, etc.). Students may not secretly take pictures of other students, employees or faculty members. Further, even if a student has permission to take a film or photograph, the subject matter of such efforts must be in all respects decent and in conformity with the mission and standards of the school district. Students are prohibited from filming activities of a nature which violate the school's code of conduct and should, instead, report the same to school authorities.

SECURITY CAMERAS IN THE SCHOOL

In order to ensure the safety and welfare of its staff and students within all of the school buildings, the Board of Education recognizes its responsibility to maintain and improve security and discipline.

After having carefully considered and balanced the rights of privacy with the district's duty to ensure discipline, health, welfare and safety of staff and students within our school buildings, the Board authorizes the use of security cameras within school buildings.

Security cameras located strategically within the school buildings may be used to monitor student behavior. The Building Principals will be responsible for notifying students and parents that activity in the schools will be monitored and recorded by a security camera and that the recording may be used in disciplinary proceedings.

Students in violation of school rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline. The digital recorded image may be used to augment the disciplining reporting and conferencing procedures and may be used at meetings with students and parents. The administrator and/or teacher involved may request to view a digital image to aid in writing discipline referrals. A student, parent or guardian may request to view a videotape which relates to the student.

The district shall comply with all applicable state and federal laws related to student records when such recordings are considered for retention as part of a student's record.

Security recording shall be used primarily to ensure the safety and welfare of its students and staff and district property. However, the Board of Education or its designee may use such recordings for any other purposes it deems appropriate as established in the district regulations or procedures.

The Superintendent of Schools is directed to develop regulations governing the use of security cameras in accordance with the provisions of law and established Board policies and regulations.

Security digital images are to be stored on the server for a period of 2 years. If no such request is made, the image will not be recycled except with the prior approval of the Superintendent of Schools. All digital recordings will be stored and secured to avoid tampering and to ensure confidentiality.

(Adopted: December 14, 1999)

If you have any questions concerning this policy, please contact Ms. Michelle Tsao, Building Principal, at 674-7000.

SECURITY CAMERAS ON SCHOOL BUSES

Proper student conduct on school buses is vitally important to the safety of student riders and the school bus driver. As a means to insure proper conduct, the Board of Education endorses the use of video cameras on school buses in accordance with the following safeguards and procedures.

1. All students shall be notified that they are subject to being videotaped. A sticker stating such will be in place in every bus which has a camera box.
2. Cameras shall be rotated among buses. Video monitoring on a particular bus route may be done more extensively based on misconduct reports or driver requests.
3. If action to remediate misbehavior on the bus is necessary, the district's school bus discipline policy is to be followed. The videotape is to augment the driver report system and may be used at meetings with students and parents.
4. The school bus driver may request to view a videotape to aid in writing misbehavior referrals.
5. A student, parent or guardian may request to view a videotape which relates to the student.
6. Videotapes are to be stored at the transportation office for a period of ten school days. If no incidents are reported or requests to view a tape are made within ten days, the tape will be recycled. If such a request is made, the tape will not be recycled except with the prior approval of the Assistant Superintendent of Schools.

FREE AND REDUCED PRICE FOOD SERVICES

[Free and Reduced Lunch](#)

MEAL CHARGE POLICY

[Meal Charge Policy](#)

CARE OF SCHOOL PROPERTY

The High School is one of the focal points of our community. The building and grounds are used by community members for a variety of functions and activities. We are proud of the appearance of our school. We request and expect your assistance in maintaining our school's appearance by refraining from littering, marking furniture, walls, ceilings, floors or causing any other damage.

CHANGE IN ADDRESS AND/OR PHONE NUMBER

Changes in address or phone number are to be reported to the Counseling Center as soon as possible, at (518) 674-7025.

APHS Library Media Center

General Library Media Center Information:

Our Library Media Center is a multi-use, open academic environment that belongs to us all. It is open for students from 7:00 am to 3:15 pm each school day, unless otherwise announced.

Students must follow the Acceptable Use Policy when using BYOD or school computers and devices in the Library Media Center, as with anywhere in the school.

It is expected that students in the Library Media Center engage in academic endeavors. It is the student's responsibility to complete school work, homework and use the library resources while spending time in the LMC. This can be done individually, or within a group. Acceptable collaborative activities include: working with other students on a school assignment, tutoring another student, studying with another student. Unacceptable collaborative activities include: meeting up with friends to "chat", coming in just to play games, taking a text break, etc.

Our Library Media Center serves as an academic hub for our school community, and students are reminded that there needs to be a level of decorum in the library. **Students need to use quiet voices, and follow the rules outlined in the APCSD code of conduct. Failure to abide by these rules may result in loss of library privileges.** We need to keep our library as an open learning environment for all students, and infringement on this is unacceptable.

In keeping with the open, academic environment, food will not be allowed in the library. At this time, water bottles will be the only beverage allowed. The library is not a cafeteria, and we have a wonderful new cafeteria/student union where students can study with a snack.

Library materials generally have a 2-week loan period, but renewing materials is not a problem. You may keep a book for as long as you need it, providing there isn't another student waiting for it. If another student requests a book already on loan, the student in possession of the book will be notified.

Overdue notices will be sent to students and parents via email and possibly by telephone, when necessary. Students are responsible for the replacement cost of lost or damaged materials. Seniors with outstanding library materials may not receive their diploma until all library materials have been returned or paid for.

Behavioral Expectations

To maintain the **academic environment and positive** community we have built in the library, it is expected that students follow school rules **as outlined in the Code of Conduct**. Student behavior **is expected to be** respectful at all times. Students in the library from Study Halls or **other** classes should have school work out and follow all library guidelines. **Anyone** not following **the** school rules and library guidelines **will** be subject to consequences **and/or disciplinary action per the Code of Conduct**. **Such** consequences **may** include: **the student being sent back to their assigned** study-hall or classroom or loss of library privileges **for a designated time frame as outlined below:**

Library privilege loss follows these guidelines:

1. First offense - loss of 3 days
2. Second offense - loss of a week
3. Third offense - loss until next reporting period begins
4. Fourth offense - loss for the remainder of the school year

Library Passes

As with any area of our school, students will need a pass to get to the Library Media Center during the school day. Green colored passes designate library passes. White Corridor passes designate a pass to the library from a classroom/study hall teacher.

At times, the LMC may reach capacity - especially when there are classes being conducted in the LMC. If this happens, the Library Media Specialist may need to limit walk-in students. When we reach capacity, students will be sent back to the teacher/classroom that issued the library pass or they can go to the student union. Classroom teachers will be called so they are aware that their student(s) will be returning or will be going to the student union.

Before School:

No pass is needed before school. This is also a good time to get library passes for future periods.

After School:

No pass is needed after school; however, students staying after school need to sign in at the circulation desk. **Once signed in, students** may not leave the library without permission of the Library Aide. Teachers working with students after school may send students to the library when they are done in the classroom, however they will need to send the student with a pass indicating the student was working with them prior to coming to the library. Students that have been working in the library may obtain a late bus pass from the library aide.

Passes from the Library Media Center:

1. Students can obtain a pre-signed pass from the Library Media Center to the Library Media Center by the following methods:
 - a) From the Library Media Center before school - 7:00 am – 7:35 am
 - b) From the Library Media Center between blocks. Students will not be given late passes to their classes.
2. Students may only obtain a pass for themselves only - not friends.
3. Students will sign in on the sign-in sheet at the time they obtain the pass. This will ensure students have library access on a first-come-first-served basis.
4. When the library reaches capacity, no more passes will be assigned from the library.

Procedures for obtaining a pass to the Library Media Center from study hall or a classroom:

1. Students may obtain a pass from a classroom or study hall teacher.
 - a. These passes are based on library resource needs - e.g. desktop computers, library books, library resources, studying, help from the Library Media Specialist, or a different work environment.

- b. Only students who need to use the library resources should be given a pass from study hall or the classroom - these passes are not for students to come to the library to socialize.
- c. Students **that have obtained** a green library pass prior to a block will have priority in the library space.
- d. If the library is at capacity, students will be sent back to their study hall and the teacher will be notified of the student's return.
- e. If it is known ahead of time that the library has reached capacity, an email will go out to all teachers letting them know when the library is closed to walk-ins.

Procedures for use of library passes in the Library Media Center:

- If a student has obtained a green, pre-signed pass from the LMC ahead of time, the student will still need to report to his/her study hall for attendance check-in **prior to going to the LMC**. The study hall teacher will okay the pass and then **the** student can come to the library at the appropriate time.
- **ALL STUDENTS MUST GO STRAIGHT TO THE CIRCULATION DESK WHEN THEY ARRIVE IN THE LIBRARY MEDIA CENTER (LMC).**
- As students arrive, the passes are collected and student's names are verified on the appropriate sign-up sheet. Students must sign in using their first and last name.
- If a student has a white pass from their study hall or classroom teacher, the student will need to sign in on the sign-up sheet.
- The library keeps library attendance records for verification of attendance.

MORNING/AFTERNOON ANNOUNCEMENTS

Important information is relayed each day over the announcements. These announcements are broadcast in each classroom at the end of the first block. Kindly remain quiet in your classroom during the announcements.

STUDY HALLS

Study halls are assigned for students to complete academic work. It is important that these environments remain focused and orderly. Procedures for study periods are as follows:

- Students report on time with school work or reading material.
- Students remain in their seats throughout the period and work quietly.
- Students should obtain a pre-signed pass if they wish to travel to another location during study hall. This will help assure that the learning process for others will not be disrupted.

ATTENDANCE POLICY

https://averillpark.k12.ny.us/images/BoardPolicies/5000-5999/5100_Attendance_Policy.pdf

LATE ARRIVAL TO SCHOOL - TARDINESS

Students who are tardy to school are required to present a note and sign in with the attendance monitor prior to reporting to class. After signing in, the student will receive an Admit Pass so that s/he may enter the class currently in session. NO STUDENTS WILL BE ALLOWED INTO CLASS WITHOUT AN ADMIT PASS.

If the Admit Pass indicates that there was no legal excuse for the tardy arrival, the teacher will assign a classroom detention to make up for the missed time. This process will be applied consistently to all tardy arrivals to school throughout the school year.

Please see Eligibility Guidelines to Attend/Participate in Extracurricular Activities.

Once a student has been late to class three times, the matter will be referred to the Assistant Principal for follow up, in accordance with the Averill Park High School Code of Conduct.

Continual tardy arrivals will result in an investigation on behalf of the building administration, resulting in possible further consequences, including, but not limited to, the filing of a PINS Diversion with County Probation.

EARLY RELEASE

Averill Park High School has a closed campus policy. Once you arrive at school students shall not leave the school grounds until dismissed at the end of the day. Daily attendance in class is an important component of your educational program. In general, absences are discouraged.

Students who need to be released early are to produce a note to the Attendance Officer from their parent prior to 9AM. The note should have their grade, phone number where a parent can be reached and a reason for the early release. The Attendance Officer will verify the Early Release with their parent and write out an Early Release pass. The student should pick up the pass after the 3rd or 7th block. Students must sign out at the attendance office prior to leaving the building. If the student returns to school the same day, s/he must report to the attendance office to sign in and then get an admittance slip to go to class from the office. Requests for early dismissal, by phone, will not be granted.

Any emergency Early Releases will be handled by an Administrator or the parent must come in and sign the student out. In all cases, transportation home may only be provided by a parent/guardian of the student, unless permission to drive home in his/her own vehicle or permission to walk has been granted.

NOTES FOR ABSENCES

Students are to hand in an excuse upon their return to school to their 1st or 5th block classroom teacher the day that s/he returns to school. Students may also hand the excuses directly into the Attendance Officer. Parents may also email .

EXTENDED TRIPS FOR STUDENTS

Any requests for trips which are to extend for a period of time in excess of one day must be approved by the building principal, normally three months prior to the trip. Upon preliminary approval of the principal the request shall be submitted to the superintendent. Upon conceptual approval of the superintendent, the request shall be submitted to the Board of Education. No planning, discussion or announcements except those required in the approval process concerning a proposed extended trip, shall occur within the school or during the normal school day prior to conceptual approval of the trip by the board of education. To receive permission to proceed with trip planning, a group must meet with the principal to discuss the proposed trip and pick up a proposal form.

TEXTBOOKS

Textbooks are furnished by the Averill Park Central School District. Students who lose or damage a textbook or library book which is issued to them will be expected to pay for the damages or for the replacement of the book.

POSTING

All posters must be approved, stamped, and dated by an administrator. This will assist custodians with timely removal of outdated posters. All posters are to be hung on bulletin boards located in the corridors for this purpose and are not to be hung on walls, doors, or windows.

In order to be approved the poster must meet the following criteria:

- Correct spelling
- Appropriate language, artwork and content
- Should be about a school sponsored event/project

Posters should be brought to the main office. They can then be collected and posted after they have been approved. (This may take up to 48 hours for approval, so please plan accordingly.) Any poster that is posted in school without approval will be removed and filed. All groups who post must remove their own posters by the date indicated on the approval area.

CLUBS/EXTRACURRICULAR ACTIVITIES

<https://averillpark.k12.ny.us/clubs-aphs>

ELIGIBILITY TO PARTICIPATE IN CLUBS/EXTRACURRICULAR ACTIVITIES

Eligibility Guidelines to Attend/Participate in Extracurricular Activities

(excluding Athletics, which is covered in the Athletic Code of Conduct)

We believe that student participation in extracurricular activities is a privilege. Students earn these privileges through maintaining good standing in their attendance, behavior and academic performance.

Attendance and participation in extracurricular activities, include but are not limited to homecoming events, dances, athletic events, Mr. AP, prom, dinner dance, and other events as scheduled. Ineligibility is defined as restriction from participation for a 5 week period. Through many discussions, we have established the following criteria to determine student eligibility.

Attendance:

May not exceed 5 unexcused tardies/absences to school per marking period which will be assessed every 5 weeks.

Behavior:

May not incur an infraction that results in an ESD, ISS, Out of School Suspension or more than 3 referrals within a marking period, which will be assessed at the time of infraction.

Achievement:

May not be failing more than one subject which will be assessed every 5 weeks.

Exceptions – Students may request to have their ineligibility reconsidered under the following circumstances:

Attendance:

- Students who have incurred more than 5 unexcused absences from school in a given marking period will be referred to a restorative attendance circle. If a student is actively participating and regularly attending scheduled circle meetings, the student's assigned class principal may reconsider eligibility.
- Students who have incurred more than 5 unexcused tardies to school will be given the opportunity to attend an after school attendance circle which will be offered once per five week period. If a student actively participates in the circle, the student's assigned class principal may reconsider eligibility.

Behavior

- Students who have become ineligible as a result of discipline referrals may request to work with their class principal to develop a community service plan. At the completion of the plan, the assigned class principal may reconsider eligibility. Students who have been the subject of OSS will not be eligible for a plan.

Academic

- Students who have become ineligible as a result of failing one or more classes may work with their counselor to develop and implement an Academic Recovery Plan **OR** the student may provide the assigned class principal with documentation from their teacher(s) that he/she is passing the class prior to the date of the scheduled event. Once either has been implemented the student may request the assigned class principal reconsider eligibility.

Student circumstances will be evaluated as outlined above and administration will determine the eligibility of all students, for all events, based on the circumstances of each individual student.

SPORTS

As a member of the Suburban Council, Averill Park offers a variety of sports which allow for participation to learn new skills and improve old ones, while developing desirable habits and establishing new friendships. The primary objective of the athletic program is to ensure that the highest standards of athletic competition and sportsmanship are maintained.

Sports offerings include:

Boys: Golf-JV/V; Basketball-JV/V; Baseball-JV/V; Track-JV/V; Bowling-JV/V; Football-JV/V; Wrestling-JV/V; Soccer-JV/V; Cross Country-JV/V; Indoor Track-JV/V; Tennis-JV/V; Lacrosse – JV/V

Girls: Basketball-JV/V; Volleyball JV/V; Softball-JV/V; Soccer JV/V; Cross Country-JV/V; Track-JV/V; Indoor Track-JV/V; Lacrosse- JV/V; Bowling-JV/V; Tennis-JV/V; Cheerleading: Football & Competitive-JV/V

BUS TRANSPORTATION

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be

requested in writing by the parent/guardian and submitted to the office. Students will be allowed off the bus only at school, home and locations requested in writing by parents.

The bus driver is in complete charge of the bus and its occupants at all times.

Students riding the bus must comply with the requests of the driver. Gum, food and drinks are not permitted on any school bus. Should you have any questions about bus routing or schedules, please contact the transportation supervisor at 674-7070.

PUBLIC RELATIONS USE OF STUDENT DATA/PHOTOS

From time to time, school district officials may release student information (name, address, grade level, photographs, artwork, academic interest, participation in officially recognized activities and sports, terms of school attendance and graduation, awards received, future educational plans, etc.) for use in school district publications and within district Web sites and district social media sites, or to the media for public relations purposes.

Parents who object to the release of their child's information and/or photograph should notify their child's building principal in writing on or before October 1st in any school year.