

**AMHERST CENTRAL HIGH SCHOOL  
STUDENT HANDBOOK**



**2023 - 2024**

**Administration**

Gregory Pigeon, Principal

Patrick Kapperman, Assistant Principal/Curriculum & Instruction

Karen Kibler, Assistant Principal/Dean of Students

Robert Adams, Director of Athletics, Health & Physical Education

**Important Numbers**

Main Office:	362-8100
Dean's Office:	362-8160
Student Services:	362-8170
Attendance Office:	362-8162
Attendance Parent Call In:	362-8249
Health Office:	362-8165
Fax Number:	836-4972
Athletic Department:	362-3020
<b>TIGER TIP LINE:</b>	<b>362-2255</b>

**<https://www.amherstschoools.org/ACHS>**

## Amherst Central High School Timeline

<b>1924</b>	With Amherst's population growing, the need for schools was realized and Harlem Road School and Eggert Road School were built. High school students attended Williamsville, Bennett and Neumann High Schools on a tuition paying basis.
<b>1929</b>	Egbertsville and Snyder joined forces and became the Central High School District No. 1 and citizens approved the purchase of the 20-acre Pomroy Property for the site of the high school.
<b>Feb. 1930</b>	The high school cornerstone was laid and Mr. Schweickhard was appointed as the first principal of Amherst High School.
<b>Sept. 1930</b>	The high school opens with 25 classrooms, a girl's gym, main hall and auditorium.
<b>June 23, 1933</b>	Amherst High School's first graduation of 49 students took place in the auditorium.
<b>1950</b>	A new gym and music wing were added to the building.
<b>1960</b>	Principal Schweickhard retired and was succeeded by Mr. John Scheller.
<b>1961</b>	Mr. Scheller was appointed Chief School District Administrator and Mr. Donald Munson was appointed principal.
<b>1980</b>	Principal Munson retired and Mr. Joseph Podgorski was appointed principal.
<b>2000</b>	An addition was added to the rear of the building which gave the school a new library and additional classrooms.
<b>2007</b>	Mr. Gregory Pigeon was appointed as the 6 <sup>th</sup> principal of Amherst High School.
<b>2015</b>	Removal of Natatorium and construction of new multi-use SportsPlex; renovation of Science Dept. classrooms, new football field bleachers.
<b>2016</b>	Mr. Anthony J. Panella appointed as Superintendent. The ACSD community overwhelmingly votes to approve a multi-phase capital project that includes upgrades at all buildings, renovations to the educational and public access areas at the high school, and site work at each building.
<b>2020</b>	Construction and renovation of the school cafeteria began as part of Phase 3 of the ACSD Capital Improvement Project. - March 13, 2020 - COVID 19 closes school.
<b>2021</b>	Renovations to the Art and Technology areas began as part of Phase 3 of the ACSD Capital Improvement Project.

# AMHERST HIGH SCHOOL ALMA MATER

Voices hymn thy valiant praises  
Hearts thy halls enshrine  
May our loyalty unceasing,  
Amherst, e'er be thine.  
'Neath thy towers facing northward  
We shall always be  
Ever faithful, Alma Mater  
To thy memory.  
When we leave thy halls of learning  
Paths of life to stray,  
May your guidance never ending  
Light us on our way.  
'Neath thy towers facing northward  
We shall always be  
Ever faithful, Alma Mater  
To thy memory.



## Our Creed

**We would be persistent in tasks we undertake, for to maintain a purpose  
in spite of opposition is an indication of strength and courage.**

**We would be loyal to our school which is worthy of greatest honor and esteem,  
for it inspires us with knowledge.**

**We would endeavor to attain a higher education, for education means  
greater opportunities in later life.**

**We would cooperate with our superiors, for more satisfactory results are achieved.**

**We would be sportsmen, for a sportsman is fair and generous,  
a good loser, and a graceful winner.**

**We would be friendly for the genial companionship of classmates makes school  
life pleasant and leaves many happy memories.**

**We would respect the school building and equipment, and thus show our appreciation  
for those things which our community has provided.**

**We would uphold the standards we have set, for by so doing, we can, in a small  
measure,  
express our gratitude for such wonderful opportunities.**

Betty Becker Cornelius, written in 1933

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## THE DIGNITY FOR ALL STUDENTS ACT

### Preventing and Addressing Bias-Based Harassment in Schools

#### What is DASA?

- The Dignity for All Students Act was established with the broad legislative intent to provide a school environment free of discrimination and harassment.
- Prohibits harassment of students on school property or at school functions, and designates many forms of bullying as unlawful discrimination.

#### Addressing Bullying is a Balancing Act

#### Our Goal is...

- To teach students that certain speech is inappropriate for school while teaching them respect for the First Amendment.
- To respect the legitimacy of students' privacy, opinions, and ideas while creating a safe school environment for everyone.
- To establish high, but realistic, expectations for young people.

#### Cyber Bullying

- Educators are not expected to "spy" on students' out-of-school communications. Educational resources should not be used to seek out online communications that are inappropriate.
- But, educators should be willing to step in when cyber bullying affects a student's ability to function in school.

#### A Comprehensive Approach to Bullying Prevention for Amherst Schools

- Character Education Program
- Culturally Responsive Teaching Program
- Tiger Tip Line – (716) 362-2255
- Teacher and Staff Education on Bullying
- Teachers, Counselors and Social Workers Mediation
- Use our Disciplinary Process – Code of Conduct

- Strong Supervision within the Building

## **STUDENT USE OF SOCIAL MEDIA & TECHNOLOGY STATEMENT**

The following statement applies to acceptable responsible use of social media and technology for all students both in school and outside of school at all times. Given our age of social media and omnipresent technology, your activity online and via smartphones can be a substantial disruption to our learning environment, in school, out of school, day, night and 12 months a year.

In general, students should understand that they are fully responsible for all actions and interactions they engage in on all social media platforms, group texts/chats, cell phones and all other electronic devices. School disciplinary action may be taken, up to and including suspension, for any of the following actions taken by a student that result in disruption of the school environment:

- Cyber-bullying
- Threats, discussions about fighting, spreading rumors about physical altercations
- Unwelcome contacting of classmates
- Impersonation or catfishing
- Doxing- using sensitive or secret information, statements, photos, or records for the harassment, exposure, financial harm, or other exploitation of targeted individuals
- Solicitation
- Sexting or sharing of pornographic or embarrassing images
- Use of language, images, memes, photos or video that is hateful or cruel such as racial or ethnic slurs
- Spreading of rumors or gossip
- Peer exclusion and peer cruelty
- Sharing or spreading messages, videos, photos, images that are hurtful to others, insulting, or an attempt to create many forms of conflict
- Threats of any type towards another student, faculty or staff member
- Academic dishonesty & misconduct (cheating, copying, plagiarism, etc.)

For additional information, please refer to the Amherst Central School District Code of Conduct, as well as the ACHS Student Handbook sections on DASA, school disciplinary process and acceptable use of electronics policy.

## IMPORTANT DATES FOR STUDENTS 2023 - 2024

<b>August</b>	<b>30-31</b> Superintendent's Conf. Days-No School
<b>September</b>	<b>4</b> Labor Day-No School
	<b>5</b> First Day of Student Attendance (K-12)
	<b>25</b> Superintendent's Conf. Days-No School
<b>October</b>	<b>6</b> Emergency Drill/Early Release Dismissal (15 min)
	<b>9</b> Columbus Day-No School
<b>November</b>	<b>7</b> Superintendents Day Conf. Day -No School
	<b>10</b> Veterans Day- No School <b>22-24</b> Thanksgiving Recess-No School
	<b>30</b> 1 pm Early Release/Parent-Teacher Conferences
<b>December</b>	<b>25-1/1</b> Winter Recess - No School
<b>January</b>	<b>15</b> Martin Luther King Jr. Day - No School
	<b>24-27</b> Midterm/Regents Exams
	<b>29</b> First Day of 2nd Semester
<b>February</b>	<b>19-23</b> Mid-Winter Recess - No School
<b>March</b>	<b>29-4/8</b> Spring Recess - No School
<b>May</b>	<b>27</b> Memorial Day - No School
<b>June</b>	<b>14 -25</b> Finals/Regents Exams Begin
	<b>19</b> Juneteenth Holiday - No School
	<b>26</b> Teachers' Last Day
	<b>28</b> Graduation

## SCHOOL HOURS

<b>Period</b>	<b>Start</b>	<b>End</b>
HR	8:20	8:26
1	8:30	9:12
2	9:16	9:58
3	10:02	10:44
4 *	10:48	11:30
5 *	11:34	12:16
6 *	12:20	1:02
7 *	1:06	1:48
8	1:52	2:34
9	2:38	3:20

*Note: \* Lunch Periods are held during 4th, 5th, 6th & 7th.*

## HARKNESS/KENTON BUS PICK UP AND DROP OFF SCHEDULE

<u>AM Students</u>	<u>MID Students</u>	<u>PM Students</u>
Pick Up @ Home Drop Off @ Harkness 7:35am Pick Up @ Harkness 10:15am Drop Off @ HS 10:30am	Pick Up @ HS 10:00am Drop Off @ Harkness 10:15am Pick Up @ Harkness 12:35pm Drop Off @ HS 12:55pm	Pick Up @ HS 12:20pm Drop Off @ Harkness 12:35pm Pick Up @ Harkness 2:45pm Drop Off @ HS/ Home 3:05pm



## **STUDENT SERVICES OFFICE**

### **SUPPORT SERVICES**

The Student Services Office is located in Room 103. A professional staff of school counselors, a social worker, school psychologist, and support staff provide a variety of services to the students and their families.

Each student is assigned a school counselor and works with that same counselor until graduation. Counselors assist students with academic, college and career planning along with personal and social concerns. The school counselors, social worker and school psychologist are equipped to work with students and families on a variety of mental health issues including stress and coping, personal wellness, decision making and at-risk behavior. Students are expected to make pre-arranged appointments and notify their classroom teacher when wishing to meet with their counselor. Students should also sign-in when arriving in the Student Services Office.

A variety of materials are available to assist students in making decisions about colleges and careers. Opportunities are provided for students to meet with college representatives and armed forces personnel. Information regarding financial aid, working papers for employment and also standardized tests for college admission (SAT, ACT, etc.) can also be obtained in the Student Services Office.

A variety of printed materials are available for students dealing with such current topics as: stress, suicide, pregnancy, AIDS and STI's, substance abuse, vaping, sexual abuse, eating disorders, and alcohol abuse. Students may borrow materials at any time.

### **CURRICULUM HANDBOOK**

Instructional and academic policies are comprehensively documented in our Curriculum Handbook annual publication. The Curriculum Handbook can be found on the high school page on our district website [www.amherstschools.org](http://www.amherstschools.org) under the "Get to Know ACHS" tab or you can request a hard copy from your child's counselor.

### **CONTACTING COUNSELORS**

<b><u>NAME</u></b>	<b><u>EMAIL</u></b>	<b><u>PHONE #</u></b>
Mr. Mike Thomas - Senior Clerk	mthomas@amherstschools.org	362-8170
Mr. David Benton	dbenton@amherstschools.org	362-8169
Mrs. Sherry Ciurczak	sciurczak@amherstschools.org	362-8172
Ms. Kristi Scalzo	kscalzo@amherstschools.org	362-8173
Ms. Laurie LeGoff	llegoff@amherstschools.org	362-8174
Mr. Stewart Christy – Psychologist	schristy@amherstschools.org	362-8168
Mrs. Daniela Wolfe – Social Worker	dwolfe@amherstschools.org	362-8176
Mrs. Elizabeth Mason - Registrar	emason@amherstschools.org	362-8179
Mrs. Karen Carapetyn- Career Aid	kcarapetyn@amherstschools.org	362-8177

## **RESOURCES AND STUDENT INFORMATION**

### **BUS REGULATIONS**

You have the privilege of using the transportation services of the Amherst Central School District. You must ride only on your assigned bus and permission cannot be granted to leave the bus at any place except the stop nearest your home. A student with bus privileges may request to ride a different bus on a given day, if a note signed by a parent/guardian is brought to the Dean of Students Office that morning.

Late buses are provided Monday through Thursday for students who, due to special circumstances such as tutoring, after-school activities, etc. are not able to leave on their regular bus. The Cafeteria closes at 3:30pm. Students may obtain a pass for the late bus from the faculty member in charge of the activity. **Students who loiter and miss their assigned bus will not be issued a pass to use late bus transportation.**

While on the bus, the bus driver is in charge. It is crucial for students to behave appropriately while riding district buses. This will ensure the safety and well-being of **all** passengers on the bus and will avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, use of vulgar language, pushing, shoving, fighting or any other violation of the Code of Conduct on a school bus will not be tolerated.

### **BUILDING USE**

A building permit must be secured online at [www.amherstschools.org](http://www.amherstschools.org) under the Community tab and e-mailed to the appropriate building, if the school facilities are to be used after 4 PM on a school day, or for any other time that school is not in session. Building permits are to be submitted 5 school days prior to the event or activity. A faculty advisor must be present whenever facilities are in use.

### **LIBRARY MEDIA CENTER**

The Information Center is open each day from 8:10am to 3:25pm. Students assigned to a homeroom are expected to attend and be on time for homeroom. Chromebooks and school textbooks may not be checked out of the library. Students **must** follow rules posted in the Information Center. Failure to adhere to the rules of the LMC can/will result in temporary or permanent revocation of LMC privileges.

### **LOCKERS**

Lockers are the property of the school. Each student is assigned a locker to use for the school year. Each student is responsible for keeping his or her assigned locker clean both inside and out. For security reasons, students should keep their lockers locked at all times; they should not give out their combinations to other students, or share their locker with another student. ***The school will NOT BE responsible for items stolen from lockers or left in locker rooms.***

### **LOST AND FOUND**

The lost and found is located in the first floor hallway. Students who have lost or found items should report there. Jewelry, cell phones, anything of significant value will be held in the main office.

## **BACKPACKS**

Amherst students are permitted to carry backpacks to and from school and to classes. Backpacks are prohibited in the auditorium, gymnasiums and athletic fields during events and athletic competitions. The use of backpacks **requires** the consideration of the District's ability for search and seizure as well as the health and safety of our students.

## **STUDENT AUTO USE**

Driving and parking on school property is a privilege, not a right, given only to those juniors and seniors who abide by the parking regulations and hold a valid parking permit. Due to the limited number of student parking spaces in the Westmoreland lot, parking is on a first come, first serve basis. In addition, student behavior also determines who is awarded parking. Students are prohibited from parking in the Washington St. lot unless they have been issued a "Washington St." parking pass from the Dean's office.

## **STUDY HALLS**

Students who do not have Junior/Senior Privileges must attend a scheduled, supervised study hall during unassigned time. Students in supervised study halls may be granted permission to use academic improvement alternatives such as the Library Media Center, and conferences with teachers or guidance counselors (**provided the student has a pass**) during a specific study period. There will be no food/drink used during study hall classes.

## **VISITORS TO THE SCHOOLS**

Since schools are a place of work and learning, however, certain limits must be set for visitors. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or current student of the school will be considered a visitor. Currently, parent visits require pre approval and notification to the Main Office. Prior to arrival, please contact the school. Please do not arrive without prior communication. Former students may only visit during after school hours unless they have an appointment.
2. All visitors to the school must enter through the Main St. entrance, and report to the front visitor's desk upon arrival at the school. They will be required to sign the visitor's register, and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. All visitors will be escorted by school personnel, unless otherwise determined by security personnel.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are not expected to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property, or any visitor who violates any provisions of this Code of Conduct, will be reported to the principal or his or her designee. Unauthorized persons will be considered trespassers and asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct. The principal may limit the access of any visitor on school property, including a parent, if that visitor's conduct disrupts the educational process or environment of the school.
8. All visitors should have previously made an appointment prior to visiting the school.

## **SCHOOL CLOSING ANNOUNCEMENTS**

When inclement weather or any other emergency situation forces the closing of Amherst High School, the information will be communicated by radio, television broadcast and our parent broadcast system. Please do not call the school's Main Office. The decision to close school in weather-related situations will normally be made by 6:15 a.m. The safety of our students and staff is the basis for any decision, and the key factors that must be considered include road conditions and weather reports. Please tune in to local Buffalo radio and television stations for school closing information. When the school is closed due to weather conditions, all other activities including before and after school programming, sports practices, student activities and Community Education classes will be canceled.

## **HEALTH OFFICE INFORMATION**

### **NURSE**

A nurse is available during the entire school day. If you feel the need to visit the nurse, regarding illness or injury, inform the teacher in charge. Students must have a pass to be admitted to the Nurse's Office. The nurse will contact a parent or guardian if a student needs to leave school because of illness or injury.

**PLEASE NOTE: No student is allowed to stop in the health office between classes. If they need to go to the health office, they have to report to class first, then ask for a pass from the teacher.**

### **EMERGENCIES**

Emergency Data Forms are required for all students. We ask that all families list the phone number of a relative or friend that can be contacted in an emergency. Please be sure to inform the school as soon as possible, in the event that your phone number or emergency contact person changes. A student who is feeling ill must ask permission to go to the nurse's office from a class. The nurse will then attempt to contact a parent or guardian. In the interest of a student's health and safety, a student may not leave school without a parent/guardian and the nurse's permission.

### **PHYSICAL EDUCATION EXCUSES**

A note from the parent or guardian is required if a student is to be excused from physical education class for one day. The note must be specific in stating the reason for the excuse. A note is required from a physician for an absence of more than one day. The note must indicate the reason for the absence and the length of time the student will be out. The school nurse will **NOT** excuse anyone from gym.

### **IMMUNIZATIONS**

Under the State Health Law, **new registrants must present proof of immunization when registering.** If these State requirements are not met, the student **cannot** be admitted to school.

The immunizations presently required by New York State law for High School entrance are: Tetanus/Diphtheria/Pertussis – 3 doses, Tetanus/Diphtheria Pertussis Booster – 1 dose, Polio – 4 doses, Measles, Mumps, Rubella (MMR) – 2 doses, Hepatitis B – 3 doses, Varicella (chicken pox) – 2 doses and Meningococcal Vaccine 1 dose and 12th grade 2 doses or 1 dose if the dose was received at 16 years or older.

### **HEALTH EXAMINATIONS**

All New York State public school students must have a health exam when they enter school as a **new** entrant and in 9th and 11<sup>th</sup> grades. These examinations must be completed on the approved NYSED Student Health Examination Form for School for the health exam.

### **MEDICATION IN SCHOOL**

**Prescription Drugs** - According to New York State Health Education Law, any medication to be administered must be brought to the school by an adult in the bottle or container in which the medication was purchased

or prescribed. It is necessary to receive written permission from the parent and physician before any prescription medication will be given. A pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber. The note should include permission for the school nurse or personnel to administer the drug along with a statement of the reason, name of drug, the amount and the time to be given. Students will not be able to carry or have medication in their possession without prior physician approval. Administration of medication two to three times a day can be scheduled at home as a parent's responsibility. For the protection of the student and the school, verbal and/or telephone requests to administer medication are **NOT** acceptable.

### Non-prescription Drugs

- The school physician authorizes the Amherst Central School District nurses to administer the following over-the-counter medications, as supplied by the parent/guardian of the affected student, in the original package, properly labeled with the child's name and with the written permission by the parent for administration. Specific symptoms for which comfort is being sought is to be stated. Package directions by the product manufacturer will be the only acceptable direction for use and indication. Use of any product is never to be a substitute for proper medical evaluation for persistent or worsening symptoms which may be suggested at the discretion of the administering nurse. Symptoms that are becoming more than a minor discomfort are to be evaluated by the child's medical provider in a timely manner. Storage of medication will be per the manufacturer's directions.
  - Cough drops or throat lozenges (alcohol-free) - sore throat, mouth irritations due to coughs or colds
  - Acetaminophen – Aches related to illness or injury. Fever over 100 degrees continues to be criteria for exclusion from school
  - Ibuprofen – menstrual cramps, minor aches related to colds, flu, and toothaches. Fever over 100 degrees continues to be a criteria for school exclusion.
  - Non-drowsy (alcohol-free) decongestants – Stuffy/runny nose
  - Eye drops – Relief of mild allergic symptoms or irritation, e.g. Saline drops, Visine
  - Antacid – heartburn, indigestion, nausea, gas pains and cramps
- These above listed over-the-counter medications will be the only medications that may be given without a child's medical provider's written permission/order. Herbal/alternative remedies are not included in this provision.

### **PHYSICAL EXAMINATIONS**

Physical examinations are required by law in N.Y.S. on **all** students NEW to the Amherst Central School District (regardless of grade level), as well as the 9<sup>th</sup> and 11<sup>th</sup> grade students. Health forms are sent with each student to be completed by his/her family physician and must be returned to the Health Office as soon as possible

### **PHYSICAL EXAMINATIONS FOR INTERSCHOLASTIC SPORTS:**

In order for a student to be eligible for interscholastic sports, he or she must submit a comprehensive physical done by his/her private physician. Medical examinations shall be valid for a period of twelve continuous months. Unless the medical examination is conducted within 30 days of the start of a season, a health history update is required. Any pupil whose safe participation is in question as a result of the health history interview, or injury, or prolonged absence must then be re-qualified by the school physician prior to participation.



## **EXTRACURRICULAR INFORMATION**

### **STUDENT ACTIVITIES**

Amherst High School offers a large number of extracurricular activities that will appeal to the interest of all students. Students are encouraged to participate in as many activities as time permits. For further information about these groups and their activities, contact the advisors listed below:

<b>Anime Club</b>	Mr. Pigeon	<b>Girls Volleyball</b>	New Advisor
<b>Art Club</b>	Ms. Winslow	<b>Gay Straight Alliance</b>	Mr. Gekas / Ms. Kagan
<b>ASL Club</b>	Ms. Froehlich	<b>Latin Club</b>	Ms. Boyer-Strang
<b>Athletic Varsity Council</b>	Ms. Grossman	<b>Math Club</b>	
<b>Band</b>	Ms. Roetzer	<b>Mental Health Awareness</b>	Ms. Mulvaney/Reddier
<b>Baseball Club</b>	Mr. Davis	<b>Mock Trial</b>	Ms. Scalzo/Wolfe
<b>Boys Basketball</b>	Mr. C. Kensy	<b>Model UN</b>	New Advisor
<b>Boys Ice Hockey</b>	New Advisor	<b>National Honor Society</b>	Mr. Jones/Spielberger
<b>Boys Soccer</b>	Mr. DiNunzio	<b>Operetta</b>	Mr. Kapperman
<b>Boys Volleyball</b>	Mr. Wlosinski	<b>Orchestra</b>	Mr. Pomietlarz
<b>Challenge 2 Change</b>	Ms. Peiffer/Wittmeyer	<b>Pathfinders</b>	Mr. Chazen
<b>Cheerleaders</b>	New Advisor	<b>Quiz Bowl</b>	Ms. Schoellkopf
<b>Cheese Club</b>	Ms. Boyer-Strang	<b>Red Cross</b>	Mr. Murray/Ward
<b>Chess Club</b>	Ms. Susan Lasch	<b>Road to Washington</b>	Ms. Sorrentino
<b>Climate Action Team</b>	New Advisor	<b>Science Olympiad</b>	Ms. Ward
<b>Co-Ed Track</b>	Mr. Bibler	<b>Softball Club</b>	Dr. Weber/Ms. Wrzosek-Klin
<b>Concert Chorale</b>	Mr. Pomietlarz	<b>Spanish Club</b>	Mr. Chatelle
<b>Cross Country</b>	Ms. Koepfel-Keenan	<b>Spanish Honor Society</b>	Mr. Banas
<b>Dance Team</b>	Ms. Grossman	<b>Italian Exchange</b>	Mrs. Bernardi/Gonzalez
<b>DECA</b>	Ms. Evans	<b>Student Council</b>	Ms. Gonzalez
<b>Donate Life Club</b>	Mrs. Poeller	<b>SAGE</b>	Mr. Banas/Ms. Boyer
<b>Drama Club</b>	Ms. Montesano	<b>SAGV</b>	Ms. Ward
<b>Dungeons &amp; Dragons</b>	Mr. Hibbard	<b>Sweet Sixteens</b>	Mr. Testa
<b>French Club</b>	Ms. Maranto	<b>Tower Yearbook</b>	Mr. Pomietlarz
<b>Girls Basketball</b>	Mr. Chatelle	<b>Trailblazers</b>	Ms. Will/Ms. McMaster
<b>Girls Field Hockey</b>	Ms. LeGoff	<b>Unified Sports</b>	Mr. Pigeon

A variety of varsity, junior varsity and intramural sports and activities are also available to our students. Physical education teachers will be happy to give you specific information regarding the extracurricular sports program.

## 2023 – 2024 STUDENT LEADERS

### Student Council

President	Seim Woldu
Vice President	Jack McLaughlin
Secretary	Isabella Vivolo
Treasurer	Killian Simonson
Public Relations	Rhonwen Kinsley

### Class of 2024

President	Alison Whitton
Vice President	Kai Faller
Secretary	Mackenzie Vukelic
Treasurer	Cailin Enser
Public Relations	Mairin Cleary

### Class of 2025

President	Maddy Agostino
Vice President	Quinlan Lyle
Secretary	Billy McIntyre
Treasurer	Sophia Giardano
Public Relations	Sophie Rourke

### Class of 2026

President	Owen Olsen
Vice President	Juliet Bewlay
Secretary	Isabelle Simonson
Treasurer	Madelyn Jaszka
Public Relations	Fiona Chen

### Class of 2027

President	Sophia Tata
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Vice President	Sofia Wieczkowski
Secretary	Alise Grant
Treasurer	Jasmine Bryant
Public Relations	Rosie Brazleton

## **SPORTSMANSHIP MATTERS - NYSPHSAA**

Promoting participation and sportsmanship to develop good citizens through interscholastic activities which provide equitable opportunities, positive recognition and learning experiences to students while maximizing the achievement of educational goals.

### **BE LOUD ~ BE PROUD ~ BE POSITIVE**

The New York State Public High School Athletic Association supports and encourages spectators to enjoy the competition between our student-athletes and cheer for their teams in a positive manner. Negative comments and behavior will be addressed by appropriate personnel. Spectators should “Be Loud, Be Proud, Be Positive” toward all players, coaches, officials and spectators. Thank you for your support.

**Acceptable Cheers and Chants:** Acceptable: Let’s go Amherst; Defense; Hey Everybody; get on your feet (team name) can’t be beat; yell – go, fight, win yeah; C’mon crowd, yell it loud. Cheer for your TEAM, not against the opponent, fans or officials.

**Out of Bounds:** Warm up the bus, warm up the bus; nana, nana, nana, nana, hey, hey, hey goodbye; you can’t do that; we can’t hear you; check the scoreboard; whose that? Winning team; who’s that losing team.

**Note:** These are examples and are not limited. The host school has final discretion on what is acceptable and out of bounds. Failure to follow sportsmanship guidelines and/or appropriate behavior at school events may result in disciplinary consequences including prohibition from future events.

## **ACADEMIC ELIGIBILITY FOR AMHERST STUDENTS:**

All students who participate in an extracurricular activity will have their academic progress monitored every five weeks during the time of participation. Any student who is failing or receives an incomplete in one or more subjects at the time of academic review will be subject to the academic eligibility policy and the following process will be implemented.

### **1. Students failing or receiving an incomplete in one subject:**

Students with one failure and/or incomplete in one subject are allowed to participate and/or compete as long as they are receiving remediation in the failing or incomplete subject for the subsequent five weeks. The student is placed on academic probation, and will be monitored for the remainder of the season.

### **2. Students failing and/or receiving incomplete in two or more subjects:**



Students with two or more failures or incompletes will be placed on academic suspension. This suspension allows the student to attend all practices/meetings, but not participate in outside school events or interscholastic competitions for a minimum of a two week probation period. The student will be required to go to remediation in each failing subject for the subsequent five weeks.

- A. The advisor/coach will report to the Dean of Students/Director of Athletics office those students who are failing and/or receive an incomplete in two or more subjects. Parents will be notified in writing through the Aspen email portal by the administration.
- B. The advisor/coach and or administration will meet with the student and notify him/her verbally that a two week suspension period will be imposed. At the end of the two weeks, an academic review will be held by the administration to verify that required remediation has been completed. For this to occur, the student must raise the quality of his/her work to a passing average (65%) or better in each subject identified as deficient. The student will be required to continue remediation in each subject for the subsequent five weeks, and administration will continue to monitor on a weekly basis.
- C. Students failing to rectify Academic Suspension for class failure will be eligible to fulfill necessary requirements during Summer School. Failure to rectify suspension requirements will result in wraparound consequences related to the suspension, per building level policies.

**NOTE: For the full Extracurricular/Athletic Policy, please visit the Amherst Central Schools website, <https://www.amherstschools.org> under the tab for Students/ Parents or contact Mr. Rob Adams at #362-3020.**



## **ACADEMIC POLICIES**

### **THE MARKING SYSTEM**

Although calculations of formal assessments weigh heavily in the determination of marks, there is not necessarily a perfect correlation between test averages and the course mark given. In the final analysis, the teacher assigns the mark based on the totality of work done inside and outside of class during a given time period. Teacher course descriptions, given to all students, indicate specific requirements for each course along with the factors considered in determining student marks. The teacher's decision is based on the degree to which the student has met the standards for the course.

The lowest grade a teacher can report the first two marking periods for full-year classes and first or third marking periods for half-year courses would be 50. Third and fourth marking periods, teachers can report the actual grade earned regardless if it was below 50. Students' final averages are numerically calculated based upon the four marking period grades and/or four marking periods and final exam where applicable.

## **ACADEMIC REPORTING**

### **Report Cards/5-Week Interim Report**

Student progress is officially reported eight times per year via the Aspen Parent Portal. Report cards are published at the end of each quarter. Five-week interim reports are published at the midway point of each quarter. Hard copies for these reports can be requested by families through the Student Services Office.

### **Ranking Class**

Class rank is reported on the transcript and is based on final grades for all credit-bearing courses prior to the year of graduation. Grades from other schools, including summer school, are not included in the grade point average, unless pre-approved by the Board of Education. A student must attend Amherst a minimum of four semesters to be ranked.

### **Honor Roll**

Each marking period a listing is published of all students who have attained a weighted average of 85% or higher for their quarterly grade point average (G.P.A). Students receiving a quarterly G.P.A. of 92.5% or higher are placed on the High Honor Roll. Students receiving an Incomplete or failing grade of 64% or below in a class will not be included in the Honor Roll. In addition, students must be enrolled in a minimum of five courses.

## **Grade Weighting**

Grades are weighted to reflect academic demands in relation to the levels of instruction. Individual class grades are reported as unweighted. Unweighted and weighted cumulative G.P.A. is reported on the report card. The following are the grade weighting proportions:

<b>Advanced Placement Courses</b>	<b>1.10</b>
<b>Honors Courses</b>	<b>1.05</b>
<b>All other courses</b>	<b>1.00</b>

## **Minimum Academic Load**

Students grades 9-12 must maintain a course of study leading to a minimum of six (6) credits per year. Exceptions may be granted by the principal on an individual basis. These exceptions will be based on the educational merit of substituted activities. Situations such as the need to work to support a family, concurrent attendance at a university, or work that is directly related to academics or career goals are examples of situations which would warrant consideration.

## **Early Graduation**

Requests for early graduation should be initiated with the student's counselor. Programs leading to early graduation must be acceptable to parents and approved by the principal. Upon approval, students eligible for early graduation become members of the graduating class to which they have petitioned, and are ranked along with that class. **(To be eligible for inclusion in the Senior class rank, students must apply for early graduation by the end of the first semester of the Sophomore year.)**

## **Alternative Credits**

A student may earn up to 6 1/2 units of credit - without completing units of study - under the following conditions:

- Based on the student's past academic performance, the superintendent of a school district or the chief administrative officer of a nonpublic school (or his or her designee) determines whether the student will benefit academically by exercising this alternative.
- The student achieves a score of at least 85% or its equivalent (as determined by the Commissioner) on a State-approved examination.
- The student passes an oral examination or successfully completes a special project to demonstrate proficiency (as determined by the principal) in the subject matter area.
- The student attended school or received substantially equivalent instruction elsewhere, in accordance with Section 3204 (2) of the Education Law, until the age of 15, pursuant to Sections 3204 and 3205 of the Education Law.
- Students must apply by November 15 or April 15 of each year to be considered for the alternative credit option.

## **Credit Recovery**

Amherst Central High School (ACHS) is dedicated to granting students multiple opportunities to achieve success. Students are encouraged to attempt to recover a course credit, if eligible, during our Summer School Credit Recovery Program, using our GradPoint credit recovery software. GradPoint is a self-paced, comprehensive, standards-based online courseware. Credit for the course will be awarded upon successful completion of the GradPoint course modules. GradPoint requires a minimum of 70% mastery to award credit. Students may also, if appropriate, attempt to raise an existing course grade through this program.

Courses that are repeated at an outside district's summer school or through the Summer Credit Recovery Program are not included in the ranking process or GPA.

**TO BE ELIGIBLE TO ATTEND AND GAIN CREDIT FOR A FULL-YEAR COURSE DURING THE SUMMER CREDIT RECOVERY PROGRAM, A STUDENT MUST HAVE a 55% FINAL COURSE AVERAGE -OR- PASS THE FINAL QUARTER AND RECEIVE A GRADE OF 70% ON THE FINAL EXAM.** If eligible, students may also be able to recover credits during the regular school year, using the online GradPoint Program.

### **Student Transfers**

Upon transfer to Amherst Central High School from another school, an assessment of course transferability will be performed in accordance with district policy and New York State Education Department regulations. Credits earned at schools other than Amherst or post-secondary institutions will not be calculated in a student's GPA or included in class ranking.

***\*\*\*Grades earned in the UB Gifted Math Program and at Erie 1 BOCES are included in a student's GPA and class rank. GMP 1-4 is Honors weighted. GMP 5 and 6 are AP weighted.***

## **LEVELS OF INSTRUCTION**

Some departments offer a variety of courses that place differing academic demands upon individual students. Students are recommended for levels of instruction based upon performance, aptitude, testing, and faculty recommendations. Students may be enrolled in different levels of study in different subject matter courses.

### **Non-Regents (NR) and Regents with Support (R\*):**

These courses serve students whose achievement will increase through developmental instruction. Developmental methods include a variety of carefully structured learning experiences which will improve below-average skills in reading, writing, computation, and critical thinking. R\* courses are taught at the basic Regents level, and all R\* courses end with the NYS Regents exam and carry NYS Regents diploma credit. NR courses end with a school exam and do not earn NYS Regents credit, but do earn course credit towards general diploma requirements.

### **Regents Level:**

Regents courses serve most Amherst students. These courses are presented at an enhanced commencement level. They meet the needs of students whose aptitude and achievement scores on national scales are average or above. Although not required, a goal for students at this level is to achieve a minimum score of 85% (mastery level) on required Regents examinations.

### **Enrichment Level: Honors, Advanced Placement, and College Credit Courses**

Honors and Advanced Placement courses serve students who consistently demonstrate academic excellence and possess a strong motivation to learn. Although not required, students in Honors or AP courses are expected to reach mastery level (85% or above) on required Regents examinations. Honors courses (H) are based upon Regents level curricula enriched through appropriate and challenging supplementary study. Advanced Placement courses (AP) provide for college level academic work to be completed as part of the high school program as outlined in the Curriculum Handbook. Under the auspices of the College Board, students enrolled in AP courses are required to take the Advanced Placement examination linked to the course. Students enrolled in college level courses in conjunction with Erie Community College may qualify for SUNY credit should a minimum grade be earned and tuition be paid. Tuition for these courses is at a reduced level. Advanced Studies courses are outlined in the Curriculum Handbook.

## **INSTRUCTIONAL POLICIES FOR STUDENT SCHEDULES**

## **Preference Changes**

Counselors work very closely with students and their parents to ensure that the schedule reflects graduation requirements, post-secondary plans, and student interests. Many opportunities are provided for reflection, decision-making, and consultation with school personnel. Therefore, changes in a student's schedule for the following year will not be made after the completion of the current school year except for compelling reasons. As such, requests for schedule changes must be presented to the principal in writing for consideration.

## **Teacher Changes**

Teacher requests or changes are not permitted. It is our belief that students need to learn to work with a variety of individuals. Our teachers are highly trained and well qualified. Any concerns related to teacher assignments should be directed to our school counselors or an administrator.

## **Pass/Fail Option**

Juniors and Seniors are able to take up to one (1) unit of course work on a Pass/Fail basis. Only non-required courses are eligible for this option. Advanced Placement courses may not be taken Pass/Fail. Deadlines for applying are announced in the Daily Bulletin. Application for Pass/Fail must be made before the end of the first marking period.

## **Independent Study**

Independent Study leading to school credit requires special authorization. A student should consult with his/her counselor and a sponsoring teacher to discuss a written proposal for Independent Study and to seek advice regarding revision of that proposal. The completed proposal must be submitted and approved by the principal as outlined on the Independent Study application before the project is undertaken. The Independent Study forms can be obtained from Student Services. Grade weighting is neutral of all Independent Study courses unless it is for a graduation requirement, in which case it is given Regents weight. In exceptional situations, grade weighting will be determined by the Administration.

## **Auditing Courses**

As per State Education Regulations, auditing of courses is not permitted.

## **Dropping of Courses**

Students dropping courses after the following dates will receive a failing final grade.

- 1) Full year course – After the fifth week of the second marking period.
- 2) First semester course – After the seventh week of the first marking period.
- 3) Second semester course – After the seventh week of the third marking period.

In all cases, to drop a course, four (4) steps are involved. The student must:

- make an appointment to discuss the drop with their school counselor;
- obtain a Drop/Level Change Form from Student Services;
- obtain teacher and parent signatures on form;
- deliver the form (with both signatures) to the counselor so that the course can be dropped.

The School Counselor will ensure that proper communication between the teacher, student, and parent has occurred in evaluating the appropriateness of the drop. All deadlines are posted on the school calendar.

## **Level Changes**

It is the Amherst Central High School philosophy that all students be placed in course levels commensurate with their abilities. In courses in which there is more than one level, students will be placed in the level

recommended by professional staff. Students interested in attempting Honors or Advanced Placement courses are encouraged to enroll.

Students requesting to change course levels (i.e., Regents to Regents with support) must follow the same deadline and procedure as dropping a course.

- Supported Regents (R\*) courses have limited enrollment and students must meet specific criteria.
- Level changes cannot be guaranteed due to class seat limits.
- Grades earned prior to changing levels in a program will be reflected in the overall grade earned. Grades earned in a class dropped after the first marking period will remain on the report card for the remainder of the year but will not be included on the final transcript.

## **FINAL ASSESSMENT POLICY**

*Student outcomes and performance standards have been established for each course offered at Amherst Central High School. Students must demonstrate the extent to which they know and can do what is required to earn credit. Final evaluations are derived from assessments such as traditional examinations, and alternatives such as projects, papers, oral reports, portfolios, or a combination of the above. All sections of the same course (even though taught by different teachers) will have the same final assessment. The administration, with input from teachers and department heads, determines the form which the final assessment will take.*

### **Definitions**

**Assessment** (or Alternative Assessment): a measure of student competence.

**Evaluation** (or Final Evaluation): a value (grade) placed on the final assessment as indicated in the final examination column of the report card.

**Final Grade:** a summative grade indicating the degree to which course outcomes were attained.

### **Participation in Graduation Ceremony**

In order for any ACHS student to participate in the ACHS graduation ceremony, all NYS and ACSD Diploma Requirements must be completed prior to the annual June ceremony date. No student may participate without meeting all diploma requirements. When appropriate, an August graduation ceremony will be offered.

#### **A. Final Assessments:**

- Final Assessments may take many forms including written examinations, papers, projects, oral reports, and portfolios, to name a few. Students will be notified in writing as to the requirements and due dates of the final assessments. Final assessments not conducted during the traditional examination period must be submitted or presented as scheduled by the teacher unless a valid legal reason exists (see below). Should the latter be true, the teacher will determine a time for submission.
- Students failing to complete assessments when assigned or who are absent from in-class exams without a reason listed below will receive no credit for the assessment.
  - Local exams and Regents exams will be conducted in the months of January and June. Regents exams will be administered per the NYS Regents exam schedule released each year. Local exams may be given during regular class time or during the week of Regents exams. Attendance is mandatory.

#### **B. Courses for which Regents examinations are offered:**

- Students enrolled in courses for which appropriate Regents examinations are offered must sit for the Regents examination unless provided for herein.
- Final grades are factored using the marking period grades and the final evaluation. The final assessment may count up to 1/5 of the final grade for full year courses and 1/3 of the final grade for semester courses. Most Regents Courses require passing the Regents exam to earn a Regents credit, though in some cases it may be possible to earn a course credit without passing the exam.

- Due to the many activities and experiences in course work which complement the State curriculum, it is possible for a student to pass a Regents examination for a course yet receive an “F” in the course, with an average that falls below 65%. The teacher will review the performance of students who fall into this category with his/her department head to determine whether sufficient course outcomes have been met to merit a passing final grade. To receive a unit of Regents credit, students must earn a passing final average for the course and pass the Regents examination with a minimum score of 65%.
- **Per New York State Education Department policy, students enrolled in laboratory science courses may not sit for Regents examinations unless laboratory requirements are complete.**
- New York State Education Department regulations permit certain students to sit for Regents examinations without having first taken the Regents course in a subject area (Commissioner Regulation 100.5). Students must be able to demonstrate equivalent experiences and the attainment of outcomes in a subject area, and obtain the principal’s permission. Credits earned in this way shall carry Regents credit but will have no effect on the student’s grade point average. A common example of equivalent experience is the foreign student who sits for the comprehensive language examination in his/her native language. Students challenging a Regents examination under this section must earn a grade of 85% in order to pass. In addition, an outcome-based project (as approved by the principal) must be satisfactorily completed for credit to be earned.
- A Regents examination which is retaken to improve the posted examination grade shall have no effect on the final course grade previously given or on the student’s grade point average. However, the higher grade will appear as the examination grade on the student’s transcript.

### **C. Additional Information:**

#### 1. **Absences** from final assessments:

- a. Students with an excused absence from a school final assessment or a Regents examination will receive the two or four marking period average as a final average for the course. If the student takes the Regents exam at a later date, the student will earn Regents credit. The final average previously earned, however, will not be affected.
- b. Students with an unexcused absence from a Regents examination will receive a zero for the final exam grade for purposes of calculating final averages. The Regents examination, if taken at a later time, enables the student to earn Regents credit, but the final average previously earned will remain the same.
- c. Students claiming an excused absence from a final exam/in class assessment must provide documentation to substantiate their claim that the absence was legal (e.g., a doctor’s certificate in case of illness).
- d. Students with an unexcused absence from a school final assessment will receive a zero for that assessment. There are no make-ups.
- e. Students unable to be in class for the final days of a school semester for legitimate reasons other than illness and through no fault of their own, may receive a waiver from the final assessment. To do this, the student must apply in writing to the principal **at least three weeks** prior to the assessment(s) stating the reason for which a waiver should be granted. The principal will notify the student of the decision.

2. **“Incomplete”** is assigned as a final grade only with the approval of the school administration. The parent will be notified by the teacher, specifying the work which was not completed by his/her child. A final grade of “incomplete” will be converted to a failing grade unless the work is satisfactorily completed per school policy, and the final grade average warrants a passing grade.

***NOTE:*** Students receiving an “Incomplete” as a final grade are **not** eligible for summer credit recovery program and are **not** eligible for Honor Roll Status.

#### 3. **Time requirements for traditional final examinations:**

- a. The usual maximum time permitted for final examinations is three hours per sitting.

- b. Examination sessions begin at 8:15 AM for morning exams, and 12:15 PM for afternoon exams. Dismissal from examination rooms begins at 10:00 AM and 2:00 PM respectively.
  - c. Students arriving after 10:00 AM for morning exams and 2:00 PM for the afternoon examinations will not be admitted. These students are considered illegally absent from the examination. Students reporting between 8:15 and 10:00 AM and 12:15 and 2:00 PM will not be given extra time. The examination for these students will terminate at the normal ending time of the regularly scheduled examination.
  - d. Conflict Room: Students having examinations with conflicting times will take these examinations in the conflict room. Time deadlines are the same as for single examinations (e.g., 10:00 AM and 2:00 PM respectively). Students with afternoon conflicts may report any time before 12:30 PM to begin afternoon examinations but may not leave before 2:00 PM.
4. **Exemption** - Unless teacher policy states otherwise, students in courses requiring final examinations (or approved alternatives) may NOT be exempted from this examination on the basis of current average or grades.
  5. **Student Access** - After grading, the final examination (or alternative) is available - by appointment - for supervised inspection and review from the teacher, the Student Services office, or the principal's office.
  6. **Grievance Procedure** - Disagreements between students and faculty regarding decisions pertaining to final evaluations shall be settled in accordance with Board of Education Policy 7212.

**NOTE: All academic policies can be found in the 2023-24 Curriculum Handbook which can be found at <https://www.amherstschoools.org/ACHS> under the "Get to Know ACHS" tab.**

## **STUDENT MANAGEMENT POLICIES**

### **AMHERST CENTRAL SCHOOL DISTRICT GUIDE FOR PARENTS, STUDENTS, EMPLOYEES AND VISITORS ABOUT THE DISTRICT CODE OF CONDUCT**

~ Adopted by the Board of Education on September 21, 2021

<https://www.amherstschoools.org/domain/38>

### **A Code of Conduct to Help Prevent School Violence and Promote Good Character**

The Amherst Central School District wishes to provide a safe school environment for all of its students, employees and visitors. The education of our students is our number one priority, and violence or disruptive behaviors in school or on school property interferes with this goal. In addition, education includes not just reading, math and other subjects, but also good citizenship, respect, caring, self-discipline, fairness, honesty and other qualities of a person with good character.

To meet these goals, the Board of Education has adopted a code of conduct for all students, teachers, staff and any visitors to school property. A committee of parents, administrators, teachers and students developed this code as required by the NYS Education Department and the Schools Against Violence in Education Law.



## What Can I Find in the Code of Conduct?

**Definitions:** The New York Education Law expects school districts to keep records of "violent" and "disruptive" students. This section of the code explains these terms and also makes it clear that any object used to hurt or injure another person on school property could be considered a "weapon." A school district has the right to discipline students who are violent and/or disruptive, and to report any person who breaks the law to the police.

**Student Rights and Responsibilities:** Parents and guardians should review this section with their children. Students should read this section to learn what is expected of them in school and their rights as students.

**Essential Partners:** Parents, teachers, school counselors and social workers, principals, assistant principals and central administrators all work to support students and their families. Each has an important role to play. This section of the code describes these roles and how they work together to enforce this code in a firm, but fair manner.

**Student Dress Code:** Students should come to school clean and should not dress in a manner that interferes with learning or creates a safety hazard. Amherst Central does not require a uniform, but will not permit and cannot permit dress that is vulgar, prejudicial, hurtful, unsafe, or otherwise inappropriate for the school environment. This section of the code explains these rules in more detail.

**Prohibited Student Conduct:** This section lists the types of actions for which students can be disciplined by school officials. Parents and students should read this section of the code together. The types of actions that are not acceptable in a school include actions that create disorder, cause disruption, or lead to the destruction of school property; refusal to obey teachers, principals and other school officials; violent actions; bullying and/or harassment, both in school and cyber; alcohol or drug use; and acts of academic misconduct. Please consult the code for further details.

**Reporting Violations:** Students and all school employees must report all code violations. Principals are required to contact the police if any crime is committed on school property.

**Disciplinary Penalties, Procedures and Referrals:** This section explains the procedures school officials must use when a student's actions may result in a disciplinary penalty. Review this section carefully. It is a very long, but very important section that includes both the procedures required by law to protect student rights, and also the school's authority to keep order and enforce this code. Students can receive a verbal warning, detention, be removed from a class, suspended, and/or referred to the police. Parents have a right to schedule a meeting with the principal if a teacher removes a child from a classroom, and if a child is suspended from school for one to five days. For longer suspensions, a hearing is required. Schools have the right to immediately suspend any student who is a continuing danger to other persons or property or to the operation of the school, followed as soon as possible by a meeting or hearing, if required. Students can be referred to the police or to Family Court. These laws and procedures can be found in this section of the Code.

**Alternative Instruction:** Suspended students of compulsory school age receive instruction during their suspensions.

**Discipline of Students with Disabilities:** Students with disabilities must obey this code of conduct; however, there are special required procedures listed in this section.

**Use of Physical Force:** Corporal punishment is forbidden in New York public schools; however, school personnel may defend themselves from injury to themselves or others; properly trained school employees can also restrain students who physically interfere with learning or are a risk of injury to others or to school property. This section explains these laws.

**Student Questioning and Searches:** This section explains how, and when, school officials will search lockers, students or their personal property at school, and outlines the roles of the police and Child Protective services.

**Visitors to the Schools:** Amherst Central Schools welcome visitors. Since schools are a place of work and learning, school officials can set limits and rules for any visitors to school property. Visitors must report to the welcome station to sign in and receive a visitor's badge. The District Code of Conduct is posted in each district building. All visitors must follow school rules, including the code of conduct. Trespassing, vandalism or other violations on school property will be fully prosecuted. The code itself lists other rules for visitors.

**Public Conduct on School Property:** The rules in this section apply to both visitors and district employees, who shall be respectful and orderly.

### **HOW CAN I GET A COPY OF THE CODE OF CONDUCT?**

The Code will be posted in the school office and other places in the school. Copies of the Code can be picked up in the school office. If you are a parent or guardian of an Amherst Central student and would like a copy of the code mailed to you, please call the District Clerk at 362-3051 and leave your name and address.

**You can also find the Code of Conduct on the District's Web Site, [www.amherstschools.org](http://www.amherstschools.org), under the Students/Parents tab.**

If you are a parent or guardian and have questions about the District Code of Conduct, please call or make an appointment with the principal at 362-8190. If you are a student with questions about the Code or your responsibilities, talk to the principal, vice principal or dean of students at your school.

## **STUDENT RIGHTS**

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. Be treated in a respectful manner by other students and other members of the school community.
5. Be in an environment free of harassment and discrimination.

## **STUDENT RESPONSIBILITIES**

All district students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
- Attend school every day, unless legally excused. Be in class, on time, and prepared to learn.
- Work to the best of your ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to discipline.
- Accept responsibility for their actions.
- Dress appropriately for school and school functions.

- Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- Conduct themselves in a manner that fosters civility, kindness and acceptance in the school environment free from harassment and discrimination.

## **DRESS CODE**

All students and their parents have the primary responsibility to give proper attention to personal cleanliness, and to dress appropriately for school and school functions. A student's dress, grooming, and appearance shall be safe, appropriate, and show proper public etiquette as to not disrupt the educational process. The following provide standards that support a positive learning environment, while minimizing hindrances. Therefore:

1. Ensure that outside wear (jackets, coats, etc.) is not worn in the building unless entering or leaving the building, or authorized. Winter jackets should be placed in lockers.
2. See-through, and/or overly revealing garments are prohibited. The exposure of undergarments is not allowed. All garments must be of an appropriate length. Administration reserves the right to determine if an item of clothing is inappropriate.
3. Safe and appropriate footwear must be worn at all times. Exceptions will only apply to documented medical conditions. Footwear deemed to be a safety hazard such as backless shoes (i.e. slippers) will not be allowed.
4. Students may not wear any type of headgear that interferes with staffs' ability to identify the student. This includes but is not limited to hats, hoods, bandanas, and/or sunglasses in the school building. Additionally, students may not wear any ornamental headdress. Exceptions will be made only for medical or religious purposes.
5. Clothing/accessories may not promote and/or endorse the use of weapons, gang related symbols, emblems, or other gang identifiers, alcohol, tobacco or illegal drugs, and/or encourage other illegal, violent or sexual activities.
6. Students may not wear clothing that depicts potentially offensive/inappropriate messages or images, or that denigrates a certain population in any manner. This includes controversial symbols or messages based on perceived or actual race, color, weight, religion, religious practice, ethnic group, national origin, gender/gender identity, sex, sexual orientation, or disability is prohibited.
7. Any article that may pose a threat to the health, safety, and wellbeing of others, including but not limited to decorative chains, combat style garments, and studded accessories, is prohibited. Additionally, students may not wear clothing that constitutes a danger to self or others in physical education class or athletic teams, under guidelines set by the director of health, physical education and athletics.
8. No part of a student's dress, grooming, or appearance should violate other parts of the Code of Conduct.

Students who violate this code will be required to modify their appearance by covering or removing the item and, if necessary, replacing it with an acceptable item. Any student who refuses to do so will be subjected to discipline. Any student who repeatedly fails to comply with the dress code. Additional restrictions may be determined by the school with approval of the Board of Education. Students may not be excluded or discriminated from regular instruction if style, fashion, or taste is the sole criteria based on such. Nothing in

this policy will be constructed to limit the ability of students to wear clothing that allows them to express their gender identity, or to discipline students for doing so.

## **SCHOOL RULES**

*It is expected that all students will demonstrate conduct and behavior consistent with the standards of the school and community. Teachers and students will treat each other with respect and dignity. Physical or verbal abuse will **never** be tolerated. Expectations for student behavior at Amherst High School - in classrooms, hallways, on school property, and at school events - is based on this premise of respect for the feelings, beliefs, opinions, and property of others. The absence of a specific rule **will not** be a license or reason for disrespect or limiting the rights of others.*

The following are prohibited while on school property or in attendance at any school-related function. These infractions are a violation of the Code of Conduct and can result in out-of-school suspension:

- Gross Insubordination - failure to provide name or follow a reasonable request by an administrator, teacher or staff member.
- Intentionally damaging or destroying school district property or the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti and arson. This includes tampering or misusing bathrooms and bathroom fixtures, cafe fixtures, water fountains, PE equipment, etc.
- Inappropriate or obscene language or gestures directed towards students, faculty, or any adult staff. This can include, but is not limited to, use of racial or gender-based negative terms, and/or any other hate communication which targets **RACE, SEX, COLOR, NATIONAL ORIGIN, DISABILITY, RELIGION, AGE, OR SEXUAL ORIENTATION**.
- Possession, use, sale, distribution, or being under the influence of alcoholic beverages, illegal drugs, drug paraphernalia (pipes, rolling papers, THC vapes, edibles, etc.), and inappropriate use or possession of prescription and over-the-counter drugs or other medications.
- Possession or use of fireworks (smoke bombs, bang snaps, etc.).
- Possession or use of a weapon. This includes, but is not limited to, guns (BB, pellet, paintball, stun, etc.), knives (pocket knives, box cutters, razors, etc.), or other device, instrument, material or substance that can cause physical injury or death when used with this intent.
- Tampering and/or misuse of pa systems, phones, fire alarms and fire extinguishers.
- Theft in any form, or possession of stolen property.
- Threats to staff or peers either written or verbal, or any verbal or written communication which disrupts the educational environment. Posturing to fight, proximity issues, and glaring is included as a form of threat.
- Violent acts, such as fighting, hitting, kicking, punching, pushing and scratching, spitting upon another student or any other person lawfully on school property or an attempt to do so.
- Violent acts upon a teacher, administrator or other school employee or an attempt to do so.
- Bullying - Promotion of any type of peer cruelty, peer exclusion or harassment in or out of school in any form, in-person or including social media posting, group chats, or any other cyber bullying.
- Cyber bullying - Any communication, both in and out of school, using Internet and/or other communication devices that results in a substantial disruption to the educational environment.

All students are expected to abide by these rules in accordance with the student Code of Conduct. Students who do not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when in violation of the following:

- Being in any office, classroom or locker room without permission.

- Being in the halls without a pass after a passing period. (This includes students with JR/SR Privileges.)
- Coming to class without proper equipment, supplies and/or homework.
- Endangering the health and safety of students, staff or you (running, horseplay, throwing snowballs, or sitting on window ledges). Students will observe safety precautions.
- Having/Taking food outside of the cafeteria
- Gambling or dice games on school grounds. Card playing requires administrative approval.
- Late to homeroom or class.
- Leaving campus during school hours.
- Failure to attend a scheduled assignment/class and/or being out of position at any point during the regular school day.
- Littering. (Students must put all garbage in the proper waste receptacles.)
- Not participating in class/sleeping.
- Swearing or abusive language and gestures within a peer group.
- Unauthorized use of an elevator. Only students with medical passes may use an elevator.
- Use of any school computer in violation of the Amherst Central School District Policy.
- Use or sale of any tobacco product (smoke, smokeless), e-cigarettes or any vapor products before, during and after school on grounds and/or within 1,000 feet of district property.
- Use of skateboards, skates, heel roller shoes, or scooters in the building or on school grounds.
- Use of digital recording devices, video cameras, or digital cell phone cameras on school grounds.
- Students are prohibited from recording video footage of any student or staff member with or without their expressed permission. No digital recording of any sort in school is permitted. Posting of social media content is prohibited during the school day and any sort of school based context of social media posting during school hours is prohibited.
- Students found to be loitering on school grounds, and/or within 1,000 feet of district property, before or after school hours, without supervision. In addition, students may not be present on any school grounds or athletic facilities (including bleachers/ playgrounds/ fields/ dugouts/ etc.) after dusk. These regulations are in effect at all times, including school recess days, weekends, and summer recess.
- Students are prohibited from using food delivery services such as Uber Eats, DoorDash, pizza delivery places, sub places, Chipotle, Panera, Starbucks, Tim Hortons, etc. In addition, no family members can deliver fast foods to students. Bagged lunch drop offs take place at the front desk. In short, simply stated, NO FOOD DELIVERIES. Students are prohibited from exiting the building to meet up with food delivery drivers.
- All Ridesharing (UBER, LYFT) pickups must take place in the Washington Highway Lot. Ridesharing drivers are not permitted in the Berryman Drive Lot, or Main Street bus loop.

## **DISCIPLINARY PROCESS**

*All students must exercise personal responsibility and self-control in order to maintain a healthy, safe and proper learning environment. However, in case of violations of school rules or policies, the following procedures may be used. Teachers will use appropriate measures to change behavior in dealing with day to day disciplinary problems in the classroom. If problems persist, written warnings will be issued by the teacher with a follow-up phone call to parent or guardian. These warnings may result in teacher detention. Continuing or repeated problems, or more serious offenses, will result in referrals.*

### **DETENTION**

Detention is held three times each day, before school in the Dean's Office (7:30 – 8:15 AM), during lunch periods, and after school in Room 350 (3:30 – 4:15) Monday through Thursday. All students will have three opportunities to serve detention on their assigned date. This will eliminate the need to reschedule detention for late arrivals, early dismissals, before and after-school help, teacher detention and extracurricular

activities. Students late to detention will not be admitted to the room, and it will count as a detention cut unless they have a pass from a faculty member. Students who fail to show up for detention and do not have a valid excuse will be rescheduled and assigned an additional period of detention, or more significant consequences can be applied if deemed appropriate by an administrator. Students are expected to arrive on time, be prepared to work and remain quiet. Persistent detention cuts will lead to students being suspended from school.

### **FIRST REFERRAL**

1. The Dean of Students will confer with the faculty member who wrote the referral.
2. The Dean of Students will then meet with the student as quickly as possible and do the following:
  - A) Discuss the infraction with the student relating the cause and effect of such behavior.
  - B) Determine an effective disciplinary measure. This may result in detention or assignment to the Intensive Learning Center.

### **THE INTENSIVE LEARNING CENTER**

*The Intensive Learning Center (ILC)* is designed to help students make better choices. It is a very structured environment in which each student receives the day's assignments from his/her classroom teacher. The Center is supervised by a certified teacher who helps students with their assignments. In addition, the students' classroom teachers assist the students by giving them individualized instruction on the day's lesson. Students who are repeat offenders will be referred to the school social worker. Together the student and social worker will develop a behavior plan to help the student become successful.

A student assigned to the Intensive Learning Center has the following responsibilities: To report on time to the Intensive Learning Center at 8:20 AM and remain until 3:20 PM; To bring all books and materials that will be needed; **To turn in their cell phone and/or other electronics;** To remain quiet; To complete all assignments; To return completed assignments to the Learning Center Teacher to receive credit for the day.

Any disruption or failure to meet responsibilities may result in out of school suspension from school. Students in the Intensive Learning Center will not be allowed to participate in **any** school-sponsored activities.

### **REPEATED REFERRALS**

1. The Dean of Students will confer with the faculty member who wrote the referral.
2. The Dean of Students will then meet with the student as quickly as possible and do the following:
  - A) Discuss the infraction with the student relating the cause and effect of such behavior.
  - B) Determine an effective disciplinary measure. This may result in one to three days in the *Intensive Learning Center* or Out-of-School suspension.
  - C) Inform the parent or guardian by phone and letter of the referral in the student's presence, if possible.
  - D) Parents have the right to request an informal conference.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension is a serious consequence. During the suspension, the student is not allowed to:

1. attend school
2. attend any academic or extracurricular activity (dances, concerts, club meetings, athletic practices or events, etc.) held on school property or held elsewhere.
3. attend or participate in any sanctioned school function.
4. visit any other school in the district.
5. be present on any other District Property.

Violation of these expectations may result in further suspension from school and/or criminal charges.

## HOMEROOM

Homeroom provides the school day's most important opportunity for communication: TV and P.A. announcements are played; counselor appointments are issued; Disciplinary referrals may be issued, and written notices from school personnel are distributed. Students remain with the same homeroom teacher throughout their four years at ACHS. Homeroom teachers provide guidance and friendly counsel. **All students must be in homeroom**, unless excused by special permission from the Attendance Office. Tardiness to homeroom is treated as tardiness to school.

## HALLWAY PASSES

Students must demonstrate appropriate behavior in the halls at all times. While classes are in session, students must be in possession of a hallway pass. The hallway pass allows students to be in the hallway to go to their lockers or use the lavatories. The hallway pass must be visible at all times.

## CAFETERIA

- Students are requested to have their student ID. This will enable the lines to move quickly. It is also recommended that students utilize the prepayment plan available. There will be **NO** charging.
- AM breakfast will be served from 7:30 to 8:15 and reopen during first period.
- All students must eat their lunch in the cafeteria, whether purchased or brought from home.
- Students shall not throw food items in the cafeteria.
- Students shall not leave the lunch line without paying for their food item(s). If a student chooses to do so, it will be considered stealing. **No food is to be carried from the cafeteria.**
- Students are responsible for keeping their eating area clean by returning trays and/or depositing their garbage in the proper containers.
- Polite and appropriate behavior towards staff and peers is expected at all times.
- No one is permitted to use another student's lunch account – **NO EXCEPTIONS.**
- Cafeteria closes promptly at the end of the school day.

## DANCES

- Picture ID required and students must be in the doors one hour after the start of the dance.
- No re-admittance once you exit.
- Backpacks are not permitted. All coats and purses must be checked. Students are subject to search.
- Guests are only permitted at Prom, one guest per student. Guests from other high schools must have a permission slip turned in prior to buying tickets and must be **under 21 years old.**
- Students will abide by the Code of Conduct and School Rules as outlined in the Student Agenda.
- Ninth graders sign a behavioral agreement at the beginning of the year, which stays in effect for 4 years.
- All Freshman parents must attend the ECCPASA drug and alcohol awareness program, so that their freshman son or daughter is eligible for the dances.

## ACADEMIC MISCONDUCT

Examples of academic misconduct include but are not limited to: improperly cited sources, copying or allowing another student to copy your work, plagiarism, presenting A.I. (**Artificial Intelligence**) generated materials as authentic student work, altering records, violations of copyright/ intellectual property rights, and/or any other form of cheating or misrepresentation of academic work, including assisting in any such misconduct. **This includes improper use of AI or Google Translate applications to draft or generate responses for World Languages assignments (see below).** Students involved in academic misconduct may be subject to both academic and disciplinary consequences including but not limited to full or partial loss of credit for the assignments and/or tests found in violation.

The ACHS World Language Department adheres to a **strict zero tolerance** practice for the use of Google Translate and other applications that translate language. A translator is able to translate entire sentences,

phrases or thoughts. By contrast, an online dictionary is a tool used as a reference for single vocabulary items, and may be permitted by the teacher to support students' vocabulary development while completing classwork. **The use of translation applications or devices, as well as improper use of A.I., is the equivalent of academic dishonesty and comprises the learning process.**

## **STUDENT USE OF ELECTRONIC DEVICES**

Student use of electronic equipment inside a classroom is at the discretion of the teacher/administration and **should be used for instructional purposes only**. Students may not use electronic devices in a classroom without teacher permission. A teacher's policy on classroom use of electronic equipment will be clearly communicated and is not subject to debate or challenge. Between periods, including lunch and free periods, students are permitted to possess and use cell phones and other electronic equipment, under the following parameters:

- Cell phone use and the use of electronic equipment must be appropriate at all times, adhering to the ACSD Code of Conduct and the ACHS Student Handbook.
- Students are prohibited from using electronic devices in any manner which invades a person's privacy including any unauthorized recording or picture taking, (ie. locker rooms, classrooms, etc.) or in any manner which disrupts the educational environment, and/or endangers the safety of other students and staff, and/or in a manner which promotes academic misconduct.
- Use of electronic devices during passing periods and in hallways should be kept to a minimum and not cause safety concerns or tardiness to class.
- Verbal phone conversations should not take place in hallways, classrooms or study halls. **This includes facetime and any other social media platforms (i.e. snapchat, facebook live, etc.).**
- Cell phones and electronic devices are strictly prohibited during all examinations. Students may not possess a cell phone in any exam room and must check in their phone with the proper staff monitor.

Students violating any provision of these rules are subject to discipline under the ACSD Code of Conduct and Student Handbook.

**Students must surrender electronic devices without question when directed to do so by any staff member.** Failure to follow a staff directive will be considered insubordination. Upon voluntary surrender of student devices, the following protocol is followed:

- 1) First offense- item will be returned at the end of the school day
- 2) Second offense- item will be returned at the end of the school day and parent/guardian called
- 3) Third offense- parents or guardians must come in and pick up the item. Any further offenses will result in Intensive Learning Center (ILC) or Out of School Suspension (OSS).

## **DISTRICT POLICY ON LIABILITY FOR THEFT OR LOSS OF PERSONAL PROPERTY**

The Amherst Central School District shall not be liable for theft or loss of personal property on District grounds. It is a student's responsibility to secure their valuables at all times. Valuables such as cell phones, wireless earbuds, bicycles, wallets, purses, cash, credit/debit/gift cards must be locked. Administration will not be responsible to investigate thefts of unlocked, unsecured valuables.

The district takes reasonable precautions to ensure the general security of property within the buildings. Students at the High School and Middle School are provided with lockers for depositing personal belongings. Students are required to provide their own combination locks for the use of PE lockers. It is the responsibility of the students to make sure that the combination locks are properly used to secure their



lockers. Students are not permitted to share lockers and must keep the combination to their locks confidential.

Students are discouraged from bringing valuable belongings to school. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing attire, jewelry, etc. Should students choose to bring such items to school, they do so at their own risk. Parents or guardians should take steps to ensure that any valuable items are appropriately covered under their homeowners insurance or renters insurance. Where appropriate, the district will report to authorities and prosecute all thefts or vandalism to property.

## **ATTENDANCE POLICIES**

### **STATEMENT OF OVERALL OBJECTIVES**

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

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

## **ATTENDANCE PROCEDURES**

When a student is going to be **Full Day Absent** from school, it is the responsibility of both the parent and student to account for that absence by following either of the following steps:

- A. The parent or guardian notifying the school, with valid reason, before 9:00 am, on the morning of the absence using the automated attendance number **362-8249**, **or**
- B. The student submitting an acceptable note to the attendance office (within three days of return to school) from a parent or guardian or other official designees (e.g. physician, court, etc.), giving the date and reason for the absence. Any full day, unexcused absence will be considered truancy, and disciplinary action may be taken. Notes must be submitted within 3 days of return to school.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

### **Determination of Excused and Unexcused Absences: Tardiness and Early Departures**

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

- **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, other pre-approved absences for exceptional circumstances, or other such reasons (i.e. family emergencies) as approved by the Board of Education..
- For full day absences of 5 consecutive school days or more, documentation from a physician must be presented to the designated attendance person within three school days of return to school. Without this documentation these absences will be considered unexcused.
- Students with chronic absences/tardies/dismissal (10 school days during a marking period, typically @ 40 day marking period) may be required to produce documentation from a physician in order for these absences to be considered excused.
- **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g, family vacation, hunting, babysitting, haircut, obtaining learner's permit, oversleeping.

### **Vacations and Extended Educational Travel**

New York State Law does not permit legally excused absences for family travel or extended educational travel. Although not condoned, in instances where families choose to travel during a time that will prevent school attendance, it is expected that students will take responsibility to approach each teacher to make arrangements for class work, assignments and assessments that will be missed in a student's absence. Teachers have been able to accommodate these requests in some cases however we cannot guarantee that academic consequences will not arise due to school absences. Under no circumstances will Regents Exams, Final Exams and Mid-term exams be excused without medical documentation.

### **DISCIPLINARY CONSEQUENCES**

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

### **EARLY DISMISSALS / SIGN OUTS**

It is requested that parents or guardians arrange medical, dental and other appointments for their children after the end of the school day. If this is not possible, parents or guardians are required to submit a note to the attendance office requesting an early dismissal. Only approved parents and guardians designated in our student management system may sign out a student when a note has not been provided in advance. The note must include:

- 1.) date and time of early release
- 2.) valid reason for dismissal
- 3.) signature of parent/guardian and phone number where parent/guardian may be reached.

An early dismissal pass will be issued to the student for early release.

**NOTE:** Students leaving without permission will be considered truant, and ILC will be assigned.

## **REQUESTS FOR STUDENT'S WORK**

Requests for work if your child has been absent may be made after 2 consecutive absences. Please contact your child's school counselor by 8:00 am on the 3<sup>rd</sup> consecutive day of absence.

## **LATE ARRIVALS**

Any student arriving after 8:20a.m. must report to the Attendance Office to sign in. When a student is late to school it is the responsibility of both the parent and student to account for that tardiness by submitting a note. The note must include:

- 1) date and time of arrival
- 2) valid reason for the tardiness
- 3) signature of parent or guardian along with a phone number where a parent or guardian may be reached during the day.

A late pass will be issued to the student for re-admittance to class.

**NOTE:** Students who do not submit a note within 3 days of the late arrival may be assigned detention.

## **PHYSICAL EDUCATION CLASS ATTENDANCE**

Four years of Physical Education is a requirement for graduation in New York State. A student will earn credit for daily participation, preparation, and a variety of skill assessments. Failure to participate in Physical Education will result in a zero for the day. Missing work can be made-up for excused absences. Unexcused absences cannot be made up. It is the student's responsibility to meet with his or her Physical Education teacher the day he or she returns to class. The student will be given one (1) week to complete his or her make-up. Hours for make-ups will be posted. NYS Law requires that all jewelry must be removed to participate in athletics and Physical Education. Failure to do so will result in an unprepared and a zero (0) for the day. All students should have their own combination lock to secure possessions in lockers that are provided. Students are responsible for locking up their valuables at all times.

## **STUDENT ATTENDANCE/COURSE CREDIT**

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

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

With regard to credit bearing courses at the High School and Harkness Center, students may not be granted credit if they exceed the following:

- More than **eight** unexcused absences in a one credit course or CTE Program
- More than **four** unexcused absences in a half credit course
- More than **two** unexcused absences in a quarter credit course
- Courses with more than daily meeting times, such as science labs, will have the above number of absences prorated.

## **DISTRICT POLICY AGAINST SEXUAL HARASSMENT**

The Amherst Central School District is committed to non-discrimination and recognizes its responsibility to provide for all district students an environment free from sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to district policy. Therefore, the District prohibits all forms of sexual harassment by district employees and students.

Sexual harassment is unwelcome sexual advances, requests for sex and other verbal or physical conduct of a sexual nature when:

- A. a student must submit to sexually harassing behavior as a condition for the successful completion of any course of study or educational or extracurricular activity, including the acceptance into or rejection from such course or activity; OR
- B. conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sex or physical contact or other harassing activities of a sexual nature, or other similar conduct that unreasonably interferes with a student's academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment.

It is the responsibility of everyone in the school community to eliminate sexual harassment. Any student who believes that he/she has observed, or is the victim of, sexual harassment shall report all incidents to any one of the district's Title IX Officers:

Laura Bosinski (362-3040) and Michael Belle-Isle (362-3060). The district will conduct a prompt, thorough and (insofar as the law allows) confidential investigation of all complaints. Possible consequences for violation of the policy include suspension and dismissal. A copy of the district's sexual harassment policy is posted in the main office and in the student services office.

## **SENIOR PRIVILEGE**

Privileges are a special right granted to a student who exhibits academic responsibility and good school citizenship. Senior Privileges allow students the freedom to use available facilities for worthwhile purposes during unassigned time. These purposes may include: pursuit of academic assignments in the Library, front courtyard, and cafeteria. Senior Privileges for an academic year may be granted at the start of the marking period or revoked at any time. It is the student's responsibility to submit a completed application and waiver for approval to the Dean of Students. Senior Privileges may not be granted or will be revoked under, but not limited to, the following circumstances:

- A) Senior Privilege at Amherst High School is an option for qualified 12<sup>th</sup> grade students. These students must maintain a minimum grade of "80" in each course in order to continue Senior Privilege once it has been granted. Prior parental approval must be given before students can participate in the program. Those students who do not qualify will be assigned to study halls.**
- B) Seniors in violation of school rules as identified in the student management plan will be subject to loss of privileges for a minimum of 10 weeks.**
- C) Seniors who fail to submit completed required school forms. These are, but not limited to: Student Health Emergency Data Form, Computer Use/Sexual Harassment Agreement, Photograph & Video Release and Code of Conduct Signature Consent Form.**
- D) Seniors who have not made restitution for their books, returned outstanding library books, lab keys, elevator keys from previous year.**

### **IMPORTANT NOTE:**

- **Senior Privilege is not a hall pass. All students must have a pass to be in the halls.**
- **Students cannot leave campus without an approved late arrival or early release; students cannot go to parking lots or playing fields or any other non-supervised area.**
- **Students who lose Senior Privilege will be expected to be in school for the full day unless granted an exemption by the Dean of Students. Privilege may be revoked by the parent or guardian at any time. Seniors only may apply for late arrival or early release.**

- **If Senior Privilege is revoked, the student must reapply for the next quarter.**

## **JUNIOR HONORS PRIVILEGE**

This option for Juniors is the same as Senior Privilege except for the following:

1. Juniors CANNOT apply for late arrival or early dismissal.
2. Juniors must maintain a minimum grade of 90 in each course in order to continue Junior Privilege.

## **COMMUNITY SERVICE REQUIREMENT**

Amherst Central High School has a proud tradition of helping students become well-rounded and prepared to take on the challenges of life after high school. One way that this is accomplished is through the successful completion of the required ACHS Community Service hours, prior to graduation. This is an excellent opportunity to foster personal development while contributing to the community where we live.

This service must be provided without any monetary compensation, or as part of any other service requirements. The following guidelines are designed to help you make your community service experience both meaningful and successful. There are several key components to your ACHS Community Service project:

1. **Completion of Hours** - The required number of hours to complete has been prorated due to the Covid-19 pandemic and is as follows:
  - a. Class of 2024 students must complete at least 10 hours prior to May 1st of their senior year.
  - b. Class of 2025 students must complete at least 15 hours prior to May 1st of their senior year.
  - c. Class of 2026 and beyond must complete at least 20 hours prior to May 1st of their senior year.
2. **Community service** can be done with at most three (3) agencies. Please view our list of organizations that offer community service opportunities on this page to find something that interests you. In addition, pre-approved school based service opportunities may be made available throughout the year. Students are strongly encouraged to begin completing their community service hours beginning in 9th grade, as opposed to waiting until their senior year. We recommend completing at least 5 hours per school year. All service hours must be completed by May 1st of your senior year.

## **STUDENT RECORDS**

Under NYSED and Federal regulations, schools are required to maintain student educational records during the period of time that a student attends a public school and a prescribed number of years beyond graduation. Official student records (sometimes referred to as a permanent record) include academic transcripts, immunization records, attendance records, standardized testing, disciplinary documentation, and other official documents. Parents and students beyond the age of 18 must give written consent to authorize the release of any educational records. Records release requests are commonly required by other public schools accepting a transfer, colleges to whom a student applies, and some employers.

**Family Educational Rights and Privacy Act (FERPA)** Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions **School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.**