

**Allegany-Limestone Middle School Student/Parent Handbook
2014-2015**

ACADEMIC GUIDELINES

Grading Guidelines

The district follows these guidelines for alpha and numeric grades:

A	92-100
B	85-91
C	75-84
D	65-74
F	below 65

Report Cards & Progress Reports

Report cards will be **sent home with students** at 10-week intervals as indicated on the school calendar. Parents who do not receive a report card should call the Middle School Office or the Guidance Office. At five-week intervals or at any other time when report cards are not issued, teachers are encouraged to send progress reports to parents. Progress reports will indicate strengths and weaknesses in a particular course and serve notice to the student and parent that additional study may be necessary. Parents may also request progress reports at any time through the main office or the guidance office in the middle/high school.

Under special circumstances county or state agencies such as Family Court, Probation Department, Families and Schools Together, Child Protective Services, etc. will request copies of attendance, disciplinary, and academic records. These records will be released unless a written request not to, has been presented to the principal by the parent or guardian.

Honor Roll

Honor students will be recognized at each report card period. Students who maintain an overall average of 92 or above will be named to the High Honor distinction and those whose average falls between 85 and 91 will receive Honor recognition. A student must carry the equivalent of six (6) courses plus Phys Ed – five (5) of which must be numerical grades to be on the Honor Roll. A failing or an incomplete grade in any course will keep the student from honors consideration. Incomplete grades must be made up within (2) weeks after the quarter ends. Teachers will advise student(s) of incomplete grades.

Career Education Opportunities and CDOS Requirement

This district offers career education opportunities without regard to sex, race, color, national origin or disability. Concerns or questions regarding these opportunities should be directed to the counseling center. All students graduating from ALCS are required to complete and present a portfolio or senior project demonstrating their acquisition of the skills associated with the district student learning outcomes. This, along with participation in a senior interview, earns each graduate the necessary CDOS credit in accordance with Board of Education diploma requirements.

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**CREDIT BASED
GRADE PROMOTION PROGRAM**

During the 2014-2015 school year, the faculty at Allegheny-Limestone MS will be piloting a credit based promotion plan. This new promotion plan was designed and will be implemented to better prepare our district's middle school students for the transition to and successful completion of Allegheny-Limestone High School. EOY= End of Year

Major Policy Points

- All classes now count for credit; this includes the 5 core academic classes and special area classes.
- Credits are earned by students who earn a passing grade of 65 or higher.
- Students earn credits on a yearly basis.
- Students earn one credit per core class passed at the end of the year. (5 classes)
- Students earn one-half credit for music and PE.
- Students earn one- quarter credit for quarter classes.
- Sixth graders must earn 4 credits out of 5 credit maximum for core classes for EOY promotion.
- Sixth graders must earn 1 credit out of 2 credit maximum for special area classes for EOY promotion.
- Seventh graders must earn 4 credits out of 5 credit maximum for core classes for EOY promotion.
- Seventh graders must earn 1.5 credits out of 2.5 credit maximum for special area classes for EOY promotion.
- Eighth graders must earn 4 credits out of 5 credit maximum for core classes for EOY promotion.
- Eighth graders must earn 1.5 credits out of 2.5 credit maximum for special area classes for EOY promotion.
- Students who earn every possible credit are awarded the principal's "Certificate of Appreciation."
- Honor Roll policy is unchanged.
- All decisions regarding promotion or retention are at the discretion of the principal.
- Collaboration and continued discussion with families will occur throughout the school year.

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**Grade Promotion Course Credits
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Grade 6

Subject	Credit Available	Credit Earned	Total
Math	1		
Social Studies	1		
Science	1		
English	1		
Reading	1		
			/5
PE	1/2		
Music	1/2		
Art	1/4		
FACS	1/4		
Technology	1/4		
Computers	1/4		
			/2

4 out of 5 credits in core subjects required for EOY Promotion

1 out of 2 credits in special area subjects required for EOY Promotion

7 credits to earn "Certificate of Appreciation" Principal Award at EOY

All decisions regarding promotion at EOY subject to Principal discretion.

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**Grade Promotion Course Credits
2014-2015**

Grade 7

Subject	Credit Available	Credit Earned	Total
Math	1		
Social Studies	1		
Science	1		
English	1		
LOTE	1		
			/5
PE	1/2		
Music	1/2		
Art	1/4		
FACS	1/4		
Technology	1/4		
Computers	1/4		
Health	1/4		
Exploring Lit	1/4		
			/2.5

4 out of 5 credits in core subjects required for EOY Promotion

1.5 out of 2 credits in special area subjects required for EOY Promotion

7.5 credits to earn "Certificate of Appreciation" Principal Award at EOY

All decisions regarding promotion at EOY subject to Principal discretion.

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**Grade Promotion Course Credits
2014-2015**

Grade 8

Subject	Credit Available	Credit Earned	Total
Math	1		
Social Studies	1		
Science	1		
English	1		
LOTE	1		
			/5
PE	1/2		
Fine Arts Elective	1/4		
Art	1/4		
FACS	1/4		
Technology	1/4		
Computers	1/4		
Health	1/4		
Teen Leadership	1/4		
			/2.5

4 out of 5 credits in core subjects required for EOY Promotion

1.5 out of 2 credits in special area subjects required for EOY Promotion

7.5 credits to earn "Certificate of Appreciation" Principal Award at EOY

All decisions regarding promotion at EOY subject to Principal discretion.

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Assemblies

Assemblies are meetings of the student body. They are practical means of disseminating important information to the entire student body, and they are designed as learning experiences when performances of any type are presented. All students must attend assemblies. Each group will sit in a designated area. Any and all performers are guests. They are entitled every opportunity to give a successful performance and to our courtesy. Students who are other than courteous will be removed and appropriate disciplinary action will be taken. Whistling, booing, and subtle annoyances by an audience are in poor taste.

Middle School Bell Schedule

	Start Time	End Time
Home Room	7:40	7:45
Period 1	7:45	8:28
Period 2	8:31	9:14
Period 3	9:17	10:00
Period 4	10:03	10:46
Period 5L	10:49	11:16
Period 6	11:19	12:02
Period 7	12:05	12:48
Period 8	12:51	1:34
Period 9	1:37	2:20
Period 10	2:23	2:53

Middle School Principal

Cory Pecorella

Secretary

Christine Grimes

Guidance

Christine Conner

School Psychologist

Robert Decker

Nurse

Cheryl Wintermantel

Director of Buildings & Grounds

Al Bickell

Director of Cafeteria

Ronda Powell

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Middle School Teachers

6th Grade:

Penny Owen	Reading
Rick Owen	Science/Social Studies
Susan Pircio	ELA/Social Studies
Sue Vossler	Math/Social Studies
Jon Luce	Special Education
Tracy Dibble	Social Studies
Ann Watson	Multi-Grade Special Education
Misty Schuman	Multi-Grade Special Education

7th Grade:

Brandi Porcello	English
Faculty - TBD	Social Studies
Suzi VanDeCar	Science/Health
Peggy Walsh	Math
Katie Duggan	Special Education

8th Grade:

Wendy Winterhalter	English
Mike Conroy	Social Studies (7 th and 8 th grade)
Linda Dodd-Nagel	Math
Kathy Stamets	Accelerated Algebra 1
Dan Waugaman	Earth Science
Geoffrey Dietrich	Science (7 th and 8 th grade)
Chad Lyter	Science
Jen Furlong	Special Education

Special Area Teachers:

Eileen Finn	Spanish (7 th and 8 th grade)
Suzanne Charles	Spanish 7
Judy Grace	French (7 th and 8 th grade)
Tracy Dibble	FACS (6 th – 8 th grade)
Denise Goodman	Computers (6 th – 8 th grade)
Chris Kenyon	Intro to Design and Modeling, Technology
Chris Kenyon & Linda Dodd-Nagel	Teen Leadership
Todd Hopkins	Health (7 th & 8 th grade)
Nicole Missel	Art (6 th – 8 th grade)
Bill Fancher	Band (6 th grade & General Music)
Melanie Hachten	Band (7 th & 8 th grade)
Gerri Lyter	Chorus (6 th – 8 th grade)
Martha Torrey	Physical Education (6 th – 8 th grade girls)
Mike Wilber	Physical Education (6 th – 8 th grade boys)
Maren Bush	Speech Therapy
Angela Thorton	Special Services
Sara Hatch & Sandra Janiga	OT/PT Services

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Teacher Aides

Donna Conalungo (Office Aid & Athletic Director Aid)
Sharon Batesky
DiAnne Crowley
Laurie Domes
Carolynne Drum
Jeanne Lippert
Kelly Lovel
Diane Lowry
Dawn Maguire
Marcia Wymer
Kiki Young

Technology Department

Lori DeGroff

MS/HS Nurse:

Cheryl Wintermantel

SCHOOL CLOSINGS

Some closings due to inclement weather or other emergencies will be announced as soon as the decision is made on the following stations:

WHDL/WPIG & WMNS/WMXO Olean
WGGO Salamanca
WGR, WIVB, & WKBW Buffalo

Please do not call the stations or the school. Listen to the radio. No announcement will be made if school is open. All clocks in the schools are set by WPIG.

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ATTENDANCE

As defined by New York education law, an excused school absence may be due to sickness, quarantine, sickness or death in the family, observance of certain religious holidays, remedial health treatment, impassable or unsafe roads, appearance in court, or school supervised projects. **Family vacations are not recognized as excused absences.** The scheduling of family vacations should occur on dates when school is not in session. Administrators, counselors or teachers may request parent intervention when patterns of truancy, early departure, tardiness or frequent, unexcused absences persist.

All children between the ages of 6 and 17 must attend school daily as required by New York State Education Law. Daily attendance of the child is the legal responsibility of the parent. **Parents should call school as early as possible each day their child will be absent to report the absence.** Punctual and regular attendance is very important in order for a child to achieve his/her best in school, and is a very desirable habit to develop. Notice will be sent to the parents of students whose attendance pattern indicates a possible problem. Attendance records become part of a student's permanent school record. Maintenance of attendance records is strictly regulated by the New York State Education Department. Record is kept with complete biographical information, in school files. This data is updated daily by school attendance personnel.

Middle/High School - Middle and high school students should be in their 1st assigned location (study hall, homeroom, or class) before announcements begin, at 7:40. Students arriving after this time will be considered tardy and must report to the main office to obtain admittance to school. As per the progressive discipline plan in the Code of Conduct, a detention will be assigned for three tardies and every instance thereafter per quarter, for unexcused occasions. In addition, the student may be placed on extracurricular suspension for a period of no less than two (2) weeks. The student will lose eligibility for perfect attendance for more than one tardy per quarter. **WRITTEN** excuses for absences and medical releases are to be brought to the main office in the middle or high school prior to the 1st period of the day.

TELEPHONE EXCUSES, by law, are **NOT** considered legal and will be honored only in emergency situations, with the approval of the building principal. These must be confirmed by a written excuse within 24 hours. A student is **REQUIRED TO PRESENT A WRITTEN EXCUSE** upon returning to school following an absence. Each excuse must include the date(s) of the absence, the student's name, the parent/guardian's signature, and the reason for the absence(s). **ABSENCES NOT COVERED BY A WRITTEN NOTE ARE, BY LAW, CONSIDERED UNEXCUSED.** School districts are required by regulation to keep all written excuses on file for a period of one full year after the school year in which they are written. **A STUDENT WHO IS ABSENT MORE THAN FOUR PERIODS DURING THE DAY MAY NOT PARTICIPATE IN ANY SCHOOL FUNCTION THAT DAY OR EVENING:** practice session, party, school dance, or other school activity scheduled after regular school hours, unless the absence is deemed caused by extenuating circumstances by the Principal.

TRUANCY

A student who is absent from school for any reason other than an excused reason is truant. A student reported absent from a scheduled class or who leaves the building without permission is also truant. **ANY STUDENT WHO IS TRUANT FROM CLASS WILL BE ASSIGNED TWO DETENTIONS FOR BEING ABSENT 1-3 PERIODS, OR ISS FOR BEING TRUANT MORE THAN 3 PERIODS.**

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ARRIVAL AND DEPARTURE

Middle/High School - Students at the middle/high school should plan to arrive at school no earlier than 7:20 a.m. at which time they may move to their locker or the dining hall for breakfast. All students are expected to be in their 1st assigned location (study hall, homeroom, or class) before announcements begin, at 7:40.

MINIMUM ATTENDANCE POLICY

Student attendance is a necessary and vital ingredient in the learning process. A minimum class attendance requirement of 85% must be met in order to receive course credit and or earn promotion. In special circumstances, the Building Intervention Team (BIT) will review and determine the individual fulfillment of attendance requirement. Make up sessions are NOT offered as part of our program. One hundred eighty (180) days is the New York State Education Department requirement for a full-year course. Ninety days is required for a one-semester course. Forty-five days is required for a one-quarter course. Therefore 180, 90, and 45 are the numbers to which the 85% will be applied. All other credit bearing courses which meet on a schedule differing from the aforementioned three, will have the 85% applied to the prescribed required total sessions for that particular course. All absences will be counted toward the total sessions missed. Those absences deemed medical or school-sponsored-educational by the Board of Education, will not be counted against the numbers required for credit. A student arriving late to class for the 3rd time in a quarter and each instance thereafter will be given a disciplinary referral and assigned a detention. A student arriving late to class may be given a disciplinary referral when appropriate. If the student arrives ten minutes or more after the start of class, a full absence will be credited. Students transferring from outside the district will have their attendance interpolated from their date of entry.

The procedure for enforcing the minimum attendance policy is as follows:

1. When a student reaches 3 absences in a quarter for a particular class, the teacher will speak with the student and document the date and time.
2. When a student reaches 4 absences in a quarter for a particular class, the teacher will contact the parent/guardian and document the date, time and with whom they contacted.
3. When a student reaches 5-7 absences in a quarter for a particular class, the teacher will contact the appropriate guidance counselor. The guidance counselor will determine which (or any combination of) the following will be used:
 - Conference with student
 - Conference with student and/or parent/guardian
 - Refer student to BIT

In all of these instances, all notifications, conversations, e-mails and referrals will be documented with dates, times and parties involved.

When the absence totals 8% of the required attendance time, the teacher will notify the parent by phone and mail, copy the notice to the Principal, and notify the counselor who will meet with the student to review the attendance policy and discuss the absences. The counselor will contact the parent. A conference may be held if requested by the parent or the teacher.

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When the absences total 15% of the required attendance time, the teacher will notify the principal. The principal will contact the parent by phone or mail. An appeal of this decision may be made to the Superintendent of Schools, by contacting the building principal **within seven (7) days**. In high school the student will audit the remainder of the session, or be removed to study hall if recommended by the principal. In addition, at the high school level, no tests will be taken or grades received or credit issued. During the fourth quarter of the school year, a high school student who is passing the course at the time of credit loss may be given the opportunity to earn the credit by not missing an additional day for the remainder of the school year. This opportunity may be offered at the discretion of the principal, and on a one-time-only basis.

Absences deemed "school-sponsored-educational-medical" by the Board of Education and therefore considered "excused absences" for credit bearing purposes include:

- Approved educational field trips
- Career shadowing experiences
- School music lessons
- Student Council meetings
- Approved athletic competitions
- Other Board approved events
- Religious obligations
- Military obligations
- Court obligations
- School initiated suspensions
- Short/Long-term illness with medical confirmation and approved alternate curriculum
- All physician notes **MUST** be turned in to the health office within twenty-four hours and will receive a credit for a half or full day of absence. **ONLY medical confirmation received within seven days of the visit will be used to reduce totals for minimum attendance numbers. Beyond the seven-day limit such absences will remain "unverified" and will count in the percentage totals against credit loss.**

Absences NOT deemed "school-sponsored-educational-medical" by the Board of Education and therefore NOT considered "excused absences" for credit bearing purposes include:

- Illness with a personal note from home
- Being absent from class more than 10 minutes
- Skipping class
- Any unknown or unverified absence

EARLY DISMISSAL/EXCUSALS

If your child has an appointment during school hours, please send a note stating the place of appointment, time to be excused and who will be picking up the child. No child will be released from the middle schools unless signed out by a parent, guardian or parental designee. At the beginning of each school year, an information sheet will be sent home to complete with this information.

If it becomes necessary to be excused from the middle/high school during the day, a written excuse must be presented to the Middle School office before period one begins. Medical, dental, and business appointments should be scheduled after school. The education of each student is valued and we are sure other professionals such as doctors or dentists will be considerate if you explain the circumstances. Any medical/dental appointment will only receive a ½ day medical/dental excusal, unless a Doctor's script specifically states that the child needed to be out all day. The script will need to be brought in with the required written excuse. TELEPHONE

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EXCUSALS ARE NOT CONSIDERED LEGAL AND MUST BE CONFIRMED BY A WRITTEN EXCUSE WITHIN 24 HOURS. Failure to comply will result in a denial of any subsequent telephone excusals.

POLICY ON RELEASE

Custody - It is necessary that the school records be accurate and current regarding custody and visitation privileges in cases where a student's parents are divorced or separated. This information should be provided by the first day of each school year. Please notify the school to indicate custody, visitation, access to report cards, and removal of the student from school by parents and others not having custody.

Under special circumstances, county or state agencies such as Family Court, Probation Department, Families & Schools Together, Child Protective Services, etc. will request copies of attendance, disciplinary, and academic records. These records will be released unless a written request not to release has been presented to the Principal by the parent or guardian prior to such requests. All written requests **not** to release information must be submitted annually.

INCENTIVES AND DISCIPLINARY SANCTIONS

ALCS views attendance as an important part of a student's educational process. Often times, part of a student's classroom grade is based on attendance. Students are encouraged to maintain a high attendance rate in order to achieve classroom success.

Students are recognized for perfect attendance. They may also be commended at quarterly or annual recognition ceremonies and at graduation. Those with excessive tardies, excusals or absences will be assessed penalties as follows:

- Detention for the 3rd time in a quarter and each instance thereafter.
- Parent contact by teacher.
- Counselor session with student
- Development of an improvement plan including, but not limited to identification of possible reasons for problematic attendance pattern (lack of rest, poor timing, transportation, etc.), intervention strategies to put in place, and procedures for measuring improvement.
- Possible referral to BIT.

Patterns of excessive tardies, excusals or absences will be noted by office personnel or teaching staff. Students determined to be in jeopardy due to such patterns will be contacted, along with their parents, and additional interventions, including possible referral to the building intervention team, or outside agencies, or filing of PINS petitions, may be initiated if warranted.

Annual Review by the Board of Education - The Board of Education shall annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the Policy and Plan deemed necessary to improve student attendance.

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Community Awareness - The Board of Education shall promote necessary community awareness of the district's Comprehensive Student Attendance Policy by:

1. Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/persons in parental relation.
2. Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy.
3. Providing copies of the policy to any other member of the community upon request.

DETENTION PROCEDURES

After-school detentions are held on from 3:00 pm – 4:00 pm, on Tuesdays for the Middle School. Students with detention duty shall report to appropriate room according to what building that are in. Once the students have arrived, the teacher may move to their classroom to hold detention.

During detentions normal privileges are suspended.

Any student assigned an after school detention has violated a school rule. To insure uniformity, the following guidelines will be followed::

- All students should be on time and remain with the detention teacher the entire time (unless exceptional circumstances, not allowed to spend detention time with another teacher)
- Attendance will be taken
- Assign seats will be given
- Students are not permitted to talk, work together, go to their lockers, or leave the room until 3:55pm.

GYM LOCKS

Gym locks are distributed at the beginning of the year and expected to be returned at the end of the year. Students who do not return their locks will be charged \$10.00 for a replacement

STUDENT LOCKERS

Books, lockers, and other property are considered to be the property of the school district. The courts have ruled that since lockers are the property of the school, the principal of the school has the right to search any locker where he/she feels the integrity of the school environment may be violated and/or in an attempt to protect other students. Student lockers will be searched only with probable cause. Parental or student requests for books and/or materials from lockers do not constitute a search. The school district is not responsible for lost or stolen items when a student does not lock their locker. **Lockers remain the exclusive property of the school and students have no expectation of privacy with respect to lockers.**

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GENERAL STUDENT RESPONSIBILITIES

Students develop citizenship skills and learn through their formal studies and through experiences with decision making groups. Their education in the concepts of law, due process rights, responsibilities and governance is preparation for civic responsibility as adults. Since Allegany-Limestone Central School and the community are in a sense the training grounds upon which our students prepare for life and society, it becomes the responsibility of this school district to work toward improving and creating an environment which is conducive to learning. The students are asked to:

1. Accept responsibility for his/her actions.
2. Respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined.
3. Attend school on a regular basis.
4. Be punctual at all times, home room begin at 7:40 am.
5. Complete class assignments and other school responsibilities by established deadlines.
6. Show evidence of appropriate progress toward meeting course and/or diploma requirements.
7. Respect school property and help keep it free from damage.
8. Obey school regulations and rules made by school authorities and by the school governing body.
9. **Fire Drills:** Periodic fire drills are a necessary part of the safety routine. When the alarm sounds, follow instructions posted in each room. These instructions will be reviewed by each classroom teacher during the first days of school. Teachers will accompany their groups and are responsible for closing windows and the classroom door. Talking, disorderly conduct, and inattention during the drill can ultimately cause harm to students in a real fire situation. Anyone turning in a false alarm will be prosecuted.
10. **School Bus Conduct:** Some students are eligible for bus transportation to and from school. All students riding school buses are expected to maintain good conduct while traveling. In order that the bus ride to and from school may be safe, the following rules must be observed:
 - a. Keep all noise at a low level.
 - b. Keep hands, feet, and all possessions to yourself.
 - c. Obey the bus driver.
 - d. Remain seated until the driver gives permission for you to leave.

Discipline problems will be referred by the bus driver in writing to the Building Principal. The penalty for continued misbehavior may range from suspension from riding the bus to suspension from school. All school rules apply while students are riding the buses.

We frequently receive requests from parents to have a child take a bus, other than their assigned bus, to a friend's house. Our school policy does not allow us to make this change.

STUDY HALL RESPONSIBILITIES

1. It is each student's responsibility to bring sufficient work for a full period and to cooperate with the teacher or staff member in charge. **STUDENT AGENDA IS MANDATORY.**
2. No one is to leave the study hall unless he/she has a separate individual pass signed by the teacher who desires to see the student. All students must personally sign out of study hall by listing a specific destination.
3. If a student wants to go to another area such as art, technology, etc. he/she must procure a pass from the teacher before study hall to present to the study hall teacher. Students are to be in study hall on time.
4. No more than one student at any one time is to sign out to use the lavatory.

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5. The study hall teacher will issue a pass for a student only to go to the office/nurse/guidance office when necessary.
6. All study hall monitors are to keep an accurate list of study hall students in each of their individual study halls for every day of the week and are to report any unexcused absences.

SCHOOL BUS RESPONSIBILITIES

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. Remember that loud talking and laughing will divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the school bus.

Follow These Bus Riding Rules:

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not be destructive.
7. Stay in your seat.
8. Keep head, hands and feet inside the bus.
9. Bus driver is authorized to assign seats.
10. No student crossing in front of bus for entry. Children must enter the bus on the same side as their home or bus stop.
11. Bus riders should never tamper with the bus.
12. Do not leave books, lunches or other articles on the bus.
13. Do not throw anything out of the window.
14. Be absolutely quiet when approaching a railroad crossing.
15. **Aerosols are not permitted on the bus.**

Each driver has absolute authority to maintain proper order and discipline on his/her bus and to arrange the seating of pupils as he/she sees fit. Drivers are asked to report to the office any pupil who is discourteous or disorderly.

CARE OF SCHOOL PROPERTY

Students should not mark school furniture, walls, ceilings, floor or equipment with a pen, pencil, paint, or any other instrument. Do not tamper with fire alarms, fire extinguishers or any electrical systems. Anyone who misuses school property commits a Level 2 offense under the Code of Ethics, and will be subject to all Level 2 penalties. In addition, any student who willfully destroys school property through vandalism, arson or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency and will be required to pay for any damages. He/she may also be required to stay after school and work to clean or replace damaged property.

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CELL PHONES AND ELECTRONIC DEVICES

Middle School/High School Rules:

Students will be allowed to carry cell phones, ipods, ipads, etc. while they are on school grounds if they so choose. The school is not responsible for any theft, damage, or loss of anyone's personal materials and encourages all students to leave any items of value at home. Taking pictures or videos with any personal electronic devices is strictly prohibited and may be in violation of privacy rights. Electronic devices that are solely used as gaming devices are prohibited during instructional hours.

Allowed usage of the following electronic devices is as follows:

1. Personal electronic devices may be allowed in some classrooms and it is at the discretion of each individual teacher. (This includes study halls and the library.)
2. Students will be allowed to use electronic devices in the cafeteria during lunch and breakfast.
3. Every student will attend a class meeting at the beginning of the school year to discuss proper social networking and what is viewed as inappropriate.
4. Students may travel through the halls with one ear bud in but cannot have two ear buds in or earphones on for safety reasons.
5. Students may use their electronic devices in the hall between classes but there cannot be any sound coming out of it.
6. All phones must be turned off or silenced during class so as not to disrupt the educational environment. (Cell phones are not to be set to vibrate.)

Inappropriate usage is as follows:

1. Disruptive phone calls in the halls are not allowed and if the student is asked to end the call by a staff member, he/she must comply without argument.
2. Sending or receiving texts, phone calls, or accessing personal social networks such as Facebook in class is not allowed.
3. Sending or receiving graphic or inappropriate images while on school grounds during school hours is not permitted.
4. Taking videos or pictures of anyone during school is not permitted.

Electronic devices can be confiscated and are subject to inspection by school personnel. On the 2nd offense, the device(s) will be taken to the building principal and must be picked up by a parent/guardian. The following disciplinary actions will be taken if anyone is in violation of the following guidelines of usage.

1. 1st offense – detention
2. 2nd offense – 5 week loss of electronic privileges on school grounds
3. 3rd offense – 10 week loss of electronic privileges on school grounds
4. 4th offense – loss of electronic privileges on school grounds for the remainder of the year

STUDENT PROCEDURE FOR HANDLING CONFLICT SITUATIONS

In addition to the discipline policy and the process of handling deviant behavior it is felt that students should have a procedure to follow in solving disagreements or conflicts with teachers, students and/or administrators. The most practical way to solve any conflicts or disagreements is through discussion between the persons involved. It is hoped that throughout this discussion a solution acceptable to all concerned will be worked out. The following is the recommended procedure to follow:

1. Students should discuss the problem with the student, teacher or administrators involved and attempt to work out the problem.
2. Discuss with another teacher whose advice the student respects.
3. Discussion with a counselor.
4. Discussion with the School Principal.

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VISITORS TO THE SCHOOLS

The board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. 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 student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
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 expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be 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.

VOLUNTEER PROGRAM

The Allegany-Limestone Central School District recognizes the need to develop a school volunteer program to support District instructional programs and activities. The purpose of the volunteer program will be to:

1. Assist the district in providing more individualization and enrichment of instruction.
2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process.
3. Strengthen school/community relations through positive participation.

At the Middle/High School level, there are **four** parent-groups that everyone can be a part of: the Academic Boosters, the Music Boosters, All-Sports Boosters, and Middle School Parent Team. Parents are encouraged to participate in the any or all of these organizations.

Volunteers are persons who are willing to donate their time and energies to assist principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits. An application shall be filled out by each volunteer, except for the MS Parent Team, and forwarded to the Superintendent's Office for approval by the Board of Education.

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FIELD TRIPS

A field trip is a carefully planned extension of the instructional program. A combined information-permission form explaining the trip will be sent home by the teacher. No child may go on a field trip without parental permission. Trips to other school buildings within the District do not require written permission. Behavior of students is expected to be mature and respectful. Disruptive behavior will not be tolerated. A child whose behavior is unacceptable prior to the trip will be kept at school or sent home. If a child has a difficult time with self-control, the parent may be requested to assist their child on the trip, child may be kept at school, and/or the parents will be notified and the child sent home.

STUDENT INSURANCE INFORMATION

The Allegheny-Limestone Central School District provides 'excess cost' student accident insurance for all students enrolled in the district schools. This 'excess cost' or 'secondary' coverage applies to those activities sponsored by the Allegheny-Limestone Board of Education. The school district's benefits are paid only in excess of the benefits available from any other group, blanket, or individual insurance plans under which the student may be covered. The student's family is responsible to first submit accident claims for payment under their 'primary' insurance coverage plan.

REPORTING PROCEDURE

Report all injuries to the school nurse immediately. The school nurse will complete an incident report and send it to:

Pupil Benefits Plan, Inc.
101 Dutch Meadow Lane
Glennville, NY 12302

The school nurse will then complete part "A" of the student accident claim form and mail it to the injured child's parents.

The parent completes part "B" of the claim form.

The parent brings the claim form to the attending physician who completes Part "C" of the claim form, attaches bill(s) and returns it to Pupil Benefits Plan, Inc. at the above address.

SCHOOL LUNCH PROGRAM

Students will be allowed at least twenty-five (**25**) minutes for lunch and are to remain in the dining hall until the end of the period when a bell will ring. When scheduled for lunch, students must report to the dining hall, whether or not they eat.

Students **MUST** conform to accepted norms of dining manners and etiquette, and be responsible for the condition of the immediate dining area. Inability to do so will result in assignment to a structured dining area and/or detention. The cafeteria is a service at the school. A complete hot breakfast or lunch may be purchased every day and ala carte items are also available.

Prices are as follows:

Breakfast.....\$ 1.50, Second meal \$1.75
Lunch.....\$ 2.00, Second meal \$2.30
Milk.....\$ 0.60

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ATHLETIC POLICY

The following code of conduct pertains to all athletes who represent Allegany-Limestone Central School. The goal of any athletic program is the participant. Clean, hard-playing athletes have made a place for interscholastic athletics in the educational program at Allegany-Limestone Central School. We, therefore, shall always insist on:

1. **Fair, hard play** at all times with a sincere respect for our opponents and competition.
2. **Respect** for officials and an appreciation for the job they are trying to perform.
3. **Maintenance** of conduct of the highest type on the field of competition, in and out of school.
4. **Complete observance** of training rules as determined by the coach.
5. **Faithful completion of schoolwork** as practical evidence of loyalty to school, team, and parents.
6. **Daily conduct** becoming to that of a good school citizen.
7. To achieve through **understanding** and **acceptance** of the rules of the game and the standards of eligibility.
8. **Realization** that it is an honor and privilege to represent one's school on an athletic and/or color guard team.
9. To **eliminate** all possibilities which tend to destroy the best values of the game or competition.
10. **Remembering...an athletic contest is only a game, not a matter of life or death** for player, participant, coach, school, officials, and/or community.

Training Rules

It will be the responsibility of the athletic department to implement and enforce athletic training rules, which govern all participants in the school's athletic and color guard programs. All athletes who wish to participate on a team must acquaint themselves with the school's regulations. Failure to follow these rules and regulations may cause the athlete to become ineligible.

Attendance at Practice Sessions

Each coach will set his own attendance standards, which should be fair and consistent. Penalty for violation of these standards **will be imposed by the coach**. All players and participants will receive in advance of the formal season and schedule, notification of these rules and penalties. It is difficult to run an effective practice if all participants are not there. Please make an effort to schedule appointments at an alternate time than during practices and games.

Curfew

Each coach will set his own curfew standards. Punishment for any violation of these standards will be imposed by the coach. All players and participants will receive in advance of the formal season schedule notification of these rules and penalties.

Season-Term

All athletes must complete in good standing the entire season for which they are participating in order to receive credit for that sport. Actions not tolerated by athletes and are subject to reprimand and/or suspension. These actions include, but **are not limited** to the following:

1. Refusal to enter an athletic contest or competition when told to do so.
2. Vandalism while in attendance of opponent's school and/or home school.
3. Disrespect and/or discredit directed to game officials.
4. Actions unbecoming to that of an athlete and participant in good standing

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Medical Exam

All athletes are required to take and pass a physical examination, administered by the school physician or family physician before participation in the school's athletic program. This physical shall be filed with the school nurse. Each athlete and participant shall provide a signed parental authorization to the coach for medical service in case of emergency.

Uniforms and School Supplies

It is most important for all athletes to realize that equipment issued to him/her is a loan and must be returned after the season.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Introduction

The Interscholastic Athletic Extracurricular program at Allegheny-Limestone Central School is designed to meet the needs of students who want to express their abilities through participation in the school's programs. Students are encouraged to participate in these activities as a part of their scholastic experience.

Communication/Expectations

Allegheny-Limestone Central School believes that as an institution of learning our primary purpose is to promote academic progress. We also believe that extracurricular activities are a valuable extension of classroom learning and as such should be encouraged. It will be required that all coaches and activities advisors maintain communications with classroom teachers, parent and students regarding academic progress. This will be accomplished in the following ways:

1. Varsity coaches will provide team rosters for all teaching staff and guidance counselors. Team rosters will be provided for all teams under that coach's jurisdiction (junior high, junior varsity, modified, and varsity). This will be completed after the first week of practice, but prior to the first contest of the season.
2. Activities advisors will provide club rosters for all teaching staff and guidance counselors. This will be completed prior to October 1 of each school year.
3. Teachers will contact coaches and/or advisors when students have academic needs that could be met with the assistance of the coach/advisor. Such needs could include, but not be limited to: failing course averages, inadequate effort, excessive tardiness or absenteeism, failure to complete classroom assignments/homework. The student will seek assistance from the classroom teacher(s) in the subject(s) the student is having academic difficulty with in order to continue to participate in the sport or activity.
4. Guidance counselors will send a list of students receiving progress reports to coaches/advisors within one week of their mailings. Coaches/advisors will then be responsible for obtaining follow-up information they need regarding each student listed. Any interim difficulties will be reported to coaches/ advisors by the teacher or counselor involved.
5. Students will bring report cards to a practice/meeting for individual discussion/review with coach/advisor within one week of receiving them. Students who do not comply may not practice/meet until this is done.
6. In the event a student is involved in a co-curricular project or is in need of after-school help to maintain a grade point average considered to be appropriate for that student's academic profile, history and expectations, the coach/advisor will maintain a cooperative posture as long as the proper documentation is provided.

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The Athletic Director and Student Activities Council Advisor will inform and oversee that the coaches/advisors are achieving the expectations. The building Principals and Athletic Administrator will oversee all of the mentioned staff and enforce the expectations. Allegheny-Limestone Central School believes that increased communications between coaches, counselors, teachers, parents, and students will help those students who are not being challenged to their fullest, while simultaneously **NOT** punishing those less academically capable. This policy statement encourages every student involved in extra-curricular activities to do all that the student is capable of doing academically.

Notice

Student participation will not be allowed until a parental approval form has been filed with the Athletic Director or Activity Advisor. The agreement will remain in effect for the school year, from the time the consent is signed.

Warning

Participation in activities does involve some risk. Physical injury can occur in any type of activity. When participating in a school-sponsored activity, a student and his parents/guardians acknowledge the potential risk for physical injury.

The Allegheny-Limestone Central School District does provide supplemental insurance coverage only, and according to the schedule carries a non-duplication provision.

The parent is to first file a claim under Family and/or Employer policy.

For any charges in excess of all final payments under other policies, attach a copy of all benefits paid and any rejection of benefits.

The parent is responsible for submitting the 'claim form' complete with charges, doctor signatures, and date of discharge to the insurance company at the earliest possible date.

Students must report all injuries, regardless of severity, to one of their coaches/advisor. Both parties will report the injury in writing to the school nurse. **Injuries must be reported to the school insurance company within 30 days.** A student whose injury requires a physician's care, or has an extended illness, must submit a physician's release to the school nurse before returning to an athletic team.

For the Athlete

Each athlete will participate under the eligibility requirements, rules, and regulations of the New York State Commissioner of Education, the New York State Public High School Athletic Association, and the Board of Education. Each athlete will also observe all training rules written and established by the coach. An athlete may not leave a sport to join another, except under conditions approved by the Athletic Director and coaches involved.

Health Examination

A student who wishes to participate in interscholastic sports must receive a health examination from the school physician and a health history update when necessary, prior to their first practice. **Note:** Medical examinations will be scheduled periodically during the school year and will be valid for a period of twelve consecutive months. Any student whose participation is in question as a result of health history, or prolonged absence must be re-evaluated by the school physician prior to resuming participation.

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Attendance

Students must be in school at the start of the first period, on the day of and the day following an event, to be eligible to participate in the next scheduled activity or event. Should the student provide a reasonable written excuse that can be substantiated, the student will not be denied the right to participate.

Transportation Involving Away Athletic Events

Cheerleaders and players will ride to and from all athletic contests by transportation provided by the school district. An athlete may ride with his/her parent/guardian upon receiving mutual consent of the parent/guardian and coach and a written note personally given to coach from parent/guardian.

Dress and Conduct

Students are expected to act as ladies and gentlemen and to dress appropriately when representing the school. The student should always be cognizant that they not only represent themselves, but their family, coach, team, school, and community.

Illegal Substances

A student will not manufacture, distribute, possess, procure or use illegal drugs or controlled substances, alcohol, or tobacco products. Possession means to have physical possession or otherwise to exercise dominance or control over tangible property in accordance with New York State Penal Law, Section 10-#8. Students are encouraged to avoid attending parties or other social gatherings where alcohol and/or drugs are being used.

Reporting of Violations

Reports of alleged violations of Article V coming from any district employee, any adult acting as a chaperone or assisting with a school activity at the request of a district employee, any law enforcement officer or agency, or a parent/legal guardian of the student involved, having personally witnessed the alleged violation must be investigated. The witness must submit to the Principal a signed report outlining the alleged violations within three (3) business days of the incident in question.

Reports of alleged violations from persons other than those mentioned in (A) above must be made by the person witnessing the incident. Those reports must be documented and considered by the Principal. If the Principal determines that the alleged violation is valid, the witness must submit a signed report to the Principal within three (3) business days.

If the district obtains knowledge of the conviction of a student in a court of law for an offense covered under Article V, the investigation procedure will apply with this conviction constituting a violation of these eligibility rules. Procedures upon report of an alleged violation of Article V, the Principal shall immediately provide verbal notice, followed by written notice, to the student and his/her parents/guardians, that an investigation of the alleged violation is taking place. The reasons for the investigation and the possibility of suspension or removal from extracurricular activities will be included in the notice. The activity advisor and/or coach shall also be informed immediately. The student and the student's parents/guardians will meet with the Principal and other staff, as appropriate, within two (2) school days following the initial notification of the alleged violation. Those attending the meeting will be given the opportunity to question the information upon which the alleged violation is based, and to submit additional information or explanations.

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The Principal will make a final determination in the matter within three (3) business days, and a verbal and written notice will be given promptly to both students and parent/guardian and the coach or activity advisor.

Responses to Violation of Article VI

First Violation - Upon determination of a first violation of Article V the student shall be removed from participation in any and all extracurricular/interscholastic activities for the period of eight (8) school weeks. This period may be shortened by up to four (4) weeks if the student provides approved documentation of one (1) professional counseling session (at student's expense) each week, for a maximum of four (4) weeks. Professional counseling refers to counseling completed with a licensed/certified drug or alcohol counselor. The student/athlete is required to attend practices and games, non-dress and non-active. This is to maintain team cohesiveness and to keep the student/athlete up-to-date on new changes and team activities.

Second Violation - Upon determination of any subsequent violation of Article V during that school year, the student shall be removed from participation in all extracurricular/interscholastic activities for the remainder of the school year, or twenty (20) school weeks, whichever is longer.

In the event that the school year ends before the full four (4) week removal (first violation), or the full twenty (20) week removal (second violation) is completed, the remaining removal weeks carry over to the next school year and the individual removed from participation remains ineligible until the removal period is completed.

Appeals - The in-district appeal process will be scheduled for completion within ten school days. The following process will be used:

1. The student and/or parent/guardian have the right to appeal any determination made by the Principal to an Appeals Committee. Any individual choosing to begin the appeal process will contact the Athletic Director who will convene an Appeals Committee. All parties are entitled to be present and address the committee. The decision of the Appeals Committee shall be rendered within two (2) business days and notice given to all parties.
2. The student and/or parents/guardian have the further right to appeal any determination made by the Appeals Committee to the Superintendent who shall make a determination within three (3) business days.
3. Additionally, the Board of Education has the power to review the decisions of the Superintendent. Any party involved may contact the President of the Board of Education to arrange for such an appeal. The Board of Education shall meet and render a decision within five (5) business days.
4. Finally, outside of the school district procedures, appeal may be made to The Commissioner of Education in Albany and/or the court system. Advice regarding these levels of appeal should be sought from a qualified individual.

Athletic Passes - Athletic passes may be purchased for admittance to all regular season home games for the entire school year. Passes are on sale in the District Office and at the box office at each game.

	<u>Individual</u>	<u>Season Pass</u>
Family Pass	N/A	\$30.00
Adult Pass	\$2.00	\$15.00
Student Pass	\$1.00	\$10.00
Senior Citizen (over 55) Free	Free	



*Allegheny-Limestone Central School
2014-2015 School Calendar*

September

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

Students- 20 Staff-21

October

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

Students- 21 Staff-22

November

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

Students- 16 Staff- 16

December

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

Students- 15 Staff- 15

January

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

Students- 18 Staff- 19

Schools/Offices Closed

Mon. Sept. 1 Labor Day
 Mon. Oct. 13 Columbus Day
 Tues. Nov. 11 Veteran's Day
 Nov. 27, 28 Thanksgiving
 Dec. 24, 25, 31 Jan. 1 Winter Recess
 Mon. Jan. 19 M. L. King Day
 Mon. Feb. 16 President's Day
 Apr. 3 Spring Break
 Mon. May 25 Memorial Day

Offices Open

Wed. Nov. 26
 Winter Recess Dec. 22, 23, 26, 29, 30 Jan. 2
 Feb. Break 17-20
 Spring Break March 30, 31- April 1 & 2
 May 22

Staff Development & Rating Days

Sept. 2
 Mon. Oct. 6
 Fri. Jan. 30
 Fri. March 13
 June 25, 26

Additional Notations

Parent/Teacher Conferences
 Early Release for Elementary Students
 End of Marking Period

Special Events/Test Dates

Open House ALES Sept. 10
 M/HS Sept. 11
 Freshman Welcome Sept. 4-5
 Regents Week Jan. 26-29
 June 16-24
 Common Core exam day June 2
 Gr. 3-8 NYS Test April 14-24
 Graduation Sunday, June 28

Sem. 1 Students 90 Staff 93
Sem. 2 Students 90 Staff 93
Total: Students 180 Staff 186
 Snow day excess (in order):
 3/13, 5/22, 6/25, 3/30, 3/31

February

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

Students- 15 Staff- 15

March

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

Students- 19 Staff- 20

April

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

Students- 19 Staff- 19

May

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

Students- 19 Staff- 19

June

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

Students- 18 Staff- 20

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2014-2015 SCHOOL CALENDAR

September	1	Labor Day (School Closed)
	2	Staff Development Day – NO STUDENTS
	3	First Day of school – Classes begin
	11	OPEN HOUSE – 3:00 pm – 7:00 pm
October	6	Staff Development Day – NO STUDENTS
	13	Columbus Day (School Closed)
November	7	End of Marking Period
	11	Veterans Day (School Closed)
	26	Thanksgiving Recess - School Closed (Office Open)
	27 - 28	Thanksgiving Recess - School Closed
December	22 - 23	Winter Recess – School Closed (Office Open)
	24 - 25	Winter Recess – School Closed (Office Closed)
	26	Winter Recess – School Closed (Office Open)
	29 - 30	Winter Recess – School Closed (Office Open)
	31	Winter Recess – School Closed (Office Closed)
January	1	Winter Recess – School Closed (Office Closed)
	2	Winter Recess – School Closed (Office Open)
	19	Martin Luther King Jr. Day (Office Closed)
	26 – 29	Regents Week
	30	Staff Development Day – NO STUDENTS End of Marking Period
February	16	President’s Day – School Closed (Office Closed)
	17 – 20	School Break – School Closed (Office Open)
March	13	Staff Development Day – NO STUDENTS
	30 – 31	Spring Break – School Closed (Office Open)
April	1 – 2	Spring Break – School Closed (Office Open)
	3	Good Friday – School Closed (Office Closed)
	10	End of Marking Period
	14 – 16	NYS Test – English Language Arts (ELA)
	22 – 24	NYS Test - Mathematics
May	20 – 29	Grade 8 Science Performance Test
	22	Snow day excess – No School (Office Open)
	25	Memorial Day - No School (Office Closed)
	28	8th Grade Graduation
June	1	Grade 8 Science Written Test
	2	Common Core Regents Exams
	3 – 15	Final Exams
	15	Last Day of School
	16 – 24	Regents Week
	25 – 26	Staff Development Day (Office Open)
28	High School Graduation	

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**Report Cards/Progress Reports
2014 - 2015**

First Marking Period:

September 3 - First day of school, marking period begins

October 3 - Progress reports distributed

November 7 - Marking period ends
14 - Report cards distributed

Second Marking Period:

November 10 - Second marking period begins

December 12 - Progress reports distributed

January 26-29 Regents Exams
30 - Marking period ends

February 6 - Report card distributed

Third Marking Period: January 28-April 12

February 2 - Third marking period begins

March 15 - Progress reports distributed

April 10 – Marking period ends
17 – Report cards distributed

Fourth Marking Period: April 15-June 10

April 13 – 4th marking period begins

May 15 - Progress reports distributed

June 11-20 Regents Exams
26 – Marking period ends

Report cards distributed beginning of July

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FAMILY RIGHTS AND PRIVACY ACT OF 1974

Parents (as well as students eighteen years or older) have access to their child's records.

This is to advise you of your rights with respect to the school records relating to (your son/daughter) (you) pursuant to the Federal "Family Educational Rights and Privacy Act of 1974." Parents of students under 18, or a student 18 or older, have a right to inspect and review any and all official records, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. A parent of a student under 18 years of age or a student 18 years of age or older shall make a request for access to that student's school records in writing, to the Principal or Guidance Counselor. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than 45 days after the request has been received. Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or students. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need to access to such records in the course of their employment.