



STUDENT/PARENT HANDBOOK

2008-2009

CONFIDENTIALITY STATEMENT

The information contained in this publication is privileged and confidential information intended for The Albany Academies school community. If you are neither the intended recipient nor the employee or agent responsible for delivering this information to the intended recipient, you are hereby notified that any disclosure, copying, distribution, or taking of any action in reliance of this information is strictly prohibited.

If you have received this publication in error, please notify us immediately by telephone to arrange for the return of this document to us.

TABLE OF CONTENTS

Introduction	2
Mission Statement	2
Compass of Core Values	2
Academic Policies & Procedures - An Apologia for Learning	3
Graduation Requirements	3
Integrity	3
Assessments	4
Homework	4
Accommodations	5
Grading Policy	5
Academic Policies for Upper School	7
Standardized Testing	9
Behavior and Safety	10
Lower and Middle School Rules	10
Middle and Upper School Rules	10
Upper School Rules	11
Athletic Rules and Regulations	12
Discipline Guidelines	14
Lower School	14
Middle School	15
Upper School	15
Overview of Unacceptable Behavior and its Consequences	18
General School Policies	20
Attendance Policy	20
Appearance and Dress Code	21
Arrival and Dismissal Times	24
Buses	25
Recreational and Athletic Facilities	25
After-school Program	25
HIV/AIDS Policy	25
Sexual Harassment Policy	26
Health Office Policies and Procedures	26
Substance Abuse Policy	27
Leadership	28
College Preparation	31
Study Hall Rules	32
Library	32
General Information	34
Business Office	35
Office of Marketing and Communications	40
Office of Institutional Advancement	40
The Albany Academies Archives	41
Office of Admissions	41

INTRODUCTION

The purpose of this handbook is to provide an overview of the policies and guidelines that govern academics and student life at The Albany Academies. In this book, students and parents will be able to find information detailing responsibilities and expectations for students and descriptions of the discipline system, the leadership program, and other ancillary programs that impact Albany Academies students.

MISSION STATEMENT OF THE ALBANY ACADEMIES

MISSION

The Albany Academies is committed to developing the potential of each individual by fostering scholarship, leadership, character, service and creativity.

CORE VALUES



I. ACADEMIC POLICIES AND PROCEDURES

AN APOLOGIA FOR LEARNING

The overarching goal for students is that they will love to learn and are successful at doing so. This goal requires that teachers have a superior grasp of and passion for their subject(s) and are interested in discovering with each student his/her optimal learning style. Furthermore, this goal speaks to a willingness on the part of the teacher to find the appropriate level of materials to challenge all students according to their abilities and to provide effective instruments and avenues for all students to demonstrate what they have learned.

A. GRADUATION REQUIREMENTS

Students are required to earn a minimum of twenty credits in order to graduate from The Albany Academies. Credits earned in Middle School may not be counted toward the required minimum, nor can they be used to fulfill distribution requirements.

Students must take at least 5 courses per term, 4 of which must be from the five major academic areas, or computer. No more than one independent study is allowed in a given year. In order to meet graduation requirements, seniors need to complete a minimum of 20 credits and must earn a minimum of 5 credits during their final year. Each student's program must include the following distribution of credits in Upper School:

English	4 credits
History	3 credits must include World History I, World History II, and United States or AP United States History
Mathematics	3 credits through Algebra/Trig, Pre-Calculus, or Trig Functions
Science	3 credits must include Chemistry, Biology, and Physics
World Language	3 credits in one language
Computer	1 credit
Art	1 credit
Health	½ credit
Physical Education	¼ credit per year

Under certain circumstances, students may petition the School in writing for a waiver of these requirements. If a waiver is granted, the student's petition and a written explanation of the waiver will be placed in the student's permanent file. Waivers to graduation requirements are rare.

B. INTEGRITY

Academic honesty is integral to The Albany Academies. Students are expected to do their own work and to give proper credit to words or ideas that are not their own. Moreover, it is the student's responsibility to avoid the **appearance** of dishonesty.

The student must not:

- Copy or reword phrases, sentences, or ideas from a source such as a book, an encyclopedia, a magazine, an Internet site, or a person without including proper citations;
- Copy from another student or from notes in order to answer questions during a test or quiz;
- Submit under his/her own name someone else's homework, or a paper downloaded from the Internet, or a paper from any other source;
- Receive credit for group work when he did not participate in the group;
- Receive inappropriate help from a parent or friend on homework or other assignment, or use language translators for the translation of sentences and paragraphs, as determined by the teacher;
- Purchase exams or use instructional materials intended for teachers.

The academic penalties for plagiarism and cheating are severe and include a zero on the assignment. Violations can jeopardize student's college placement. For more information about avoiding plagiarism and for proper citation procedures, please see the Academic Dean or the Librarian.

The following texts provide information about plagiarism and the proper format for citations:

- Publication Manual of the American Psychological Association (5th ed.), 2001. (Science)
- A Guide to MLA Documentation, Joseph F. Trimmer. (Grades 9-12)

C. ASSESSMENTS

Formal assessments of student learning and progress include:

- **Tests**
The purpose of tests is to enhance learning and to measure students' performance against that of their peers and according to rigorous standards and prescribed courses of study within the disciplines. Tests and examinations comprise a clear and quantifiable component of the trimester and year-end grade. As students progress, these instruments of assessment become increasingly more demanding in requiring students to apply and to demonstrate and question what they have learned and in emphasizing critical and inferential thinking. Students are given adequate time, notice and appropriate tools to prepare for tests.
- **Quizzes**
Quizzes provide a good opportunity to assess recall and preparedness and to reinforce an important concept or technique. They are more frequent than tests and occasionally unannounced.
- **Papers/Projects/Labs**
Projects enhance the students' understanding of and interest in the discipline and, where appropriate, encourage a creative outlet. Labs are an integral feature of the sciences at The Albany Academies and should follow all safety procedures. Papers, projects, and lab research papers follow the standards set forth in MLA or APA style sheets. Students are fully apprised of plagiarism and its consequences.

D. HOMEWORK

- **Purpose**
The purpose of homework is to support and enhance in a **meaningful** way the ongoing and worthy work in the classroom. Homework is an opportunity for the student to prepare for class discussion, to reinforce essential skills, to explore further an area of interest, or to create on his/her own a substantial project/paper, etc. that cannot be done within the time constraints of the class periods.
- **Policy**
 1. **Lower School:** The focus is on the review of material already presented. The expectation is approximately ten minutes per grade level (e.g. Grade 1 – 10 minutes, Grade 2 – 20 minutes, etc.).
 2. **Middle School:** The focus is on reinforcement of skills and concepts introduced in class. There may also be some preparatory work such as reading from a text or literary work or working on a project. The expectation is within a range between one and two hours per night, depending upon the grade level.
 3. **Upper School:** The focus is often on a new application. There will also be some preparatory work such as reading from a text or literary work or working on a paper or project. AP classes require additional homework.
- **Weight of Homework**
Homework accounts for a percentage of the earned grade with an increased emphasis in Middle School. These percentages are determined by department and are inversely proportional to the grade level.
Research papers, outside reading, special reports, and preparation for symposia should be considered in the total homework load for Middle and Upper School students. Similarly, required attendance at special events, athletic practices/games, and fine arts rehearsals/performances ought to be factored into the planning of completion of major assignments/assessments.

- **Observance of Religious Holidays and School Breaks**

Out of respect for the diversity of faiths in the School community, absences for observance of religious holidays are excused absences. Homework, class work, and tests are not scheduled on the day of major religious holidays or on the day immediately following. No substantially new material is introduced on these days. Homework is not assigned to be due on the day following a major religious holiday.

It is the policy of the faculty **not** to assign homework over the major vacation periods (Thanksgiving, Winter Break, and Spring Break).

- **Make-up Work for Absent Students**

A student with an **excused or unexcused** absence is expected to make up missed work at the direction of the teacher. It is the responsibility of the Middle and Upper School student to let the teacher know ahead of time of the absence when possible as well as to arrange to make up work missed. Students should keep their advisors and homeroom teachers aware of any special circumstances.

1. **Lower (Grades K-4):** A one-day absence does not necessitate that homework be provided. Parents may, however, request assignments from the homeroom teacher.
2. **Middle & Upper (Grades 5-Form VI):** Faculty are responsible for having regular assignment sheets. These are posted on the School's website.

E. ACCOMMODATIONS

Students whose circumstances seem to warrant an option other than those outlined in the preceding descriptions for Upper School requirements must petition the School for a waiver of academic policy. If an exception is granted, the student's petition and a written explanation of the School's decision and any accompanying conditions will be placed in the student's permanent file.

Formal academic accommodations are granted only for students with active 504 plans or IEPs that have been reviewed and approved within the last three years. Recommended accommodations are reviewed as not all accommodations can be implemented.

F. GRADING POLICY

Grades and comments are recorded in a student's permanent file three times a year, at the end of each trimester.

- **Lower**

Students in the Lower School receive two progress reports yearly, each of which is reviewed by the Division Head. These reports are written to parents; students are notified of their progress by their teachers. Parent conferences are held twice yearly, in November and March. Either a parent or teacher can initiate a conference at any time, depending on the situation at hand.

- **Middle**

Grade 5 receives comments at mid-term and skill assessment checklists with comments at the end of the trimester.

Grades 6-8 receive grades that follow the Upper School guidelines. The Middle School does not use the 4.0 scale.

- **Upper**

There is formal communication about student progress six times a year; once at the mid point and once at the end of each of the three trimesters in the form of narrative comment. At the mid-term, each student receives an individual narrative as well as a grade range. At the trimester end, each student receives a letter grade and a general class comment. A four-point system is used to compute term and cumulative averages for Honor Roll, year-long grades and college admission purposes. The following table indicates the conversion from letter grades to the 4-point scale.

Achievement Grades:

Grade Conversions

<u>Letter Grade</u>	<u>Numerical Range</u>	<u>4 Point Value</u>	<u>4 Point Range</u>
A range	100-90		4.33 – 3.51
A+	100-98	4.33	4.33 – 4.18
A	97-94	4.00	4.17 – 3.84
A-	93-90	3.67	3.83 – 3.51
B Range	89-80		3.50 – 2.51
B+	89-87	3.33	3.50 – 3.18
B	86-83	3.00	3.17 - 2.84
B-	82-80	2.67	2.83 - 2.51
C range	79-70		2.50 – 1.51
C+	79-77	2.33	2.50 - 2.18
C	76-73	2.00	2.17 - 1.84
C-	72-70	1.67	1.83 - 1.50
D Range	69-60		1.50 – 0.51
D+	69-67	1.33	1.50 - 1.18
D	66-63	1.00	1.17 - 0.84
D-	62-60	0.67	0.83 - 0.51
F Range	Below 60		0.50 - 0
F	60-0	0.00	0.50 - 0

Effort Grades: Accompanying each achievement grade will be an effort grade in the range of 1-3.

1. Student is consistently exceeding course expectations
2. Student is meeting course expectations
3. Student is generally not meeting course expectations

If a student does what is expected, they will generally receive a 2 in effort; parents should regard this as a satisfactory effort. To earn a 1, the student needs to show a high level of interest in the course, participate actively, and demonstrate that he/she not only completed assignments, but has tried to gain as clear and complete an understanding of the material as he/she can. Students who earn a 3 in effort will receive a comment explaining that grade.

- **Finals**

Final exams are a comprehensive test of material covered in the course. They test for mastery and synthesis. Seniors who earn an A or an A+ in a full-year, non-AP course are exempt from the final exam.

- **Finals are weighted as follows:**

Grades 7 and Form I *Practice exams under review*
Grades 7 & 8; Forms I & II Courses 10% of yearlong grade
Grades 9 & 10; Forms III & IV Courses 15% of yearlong grade
Grades 11 & 12; Forms V & VI Courses 20% of yearlong grade

- **Repeating a Course**

Students who fail a course required for graduation must either retake the course the following year OR pass an Academies final exam following intensive tutoring (40+ hrs) or summer school coursework.

Students earning a final grade less than a C- in a sequential course may be required to complete summer study or repeat the course. A grade of F for the year will result in no credit being earned.

- **Receiving Credit for a Course**

Credit is awarded upon successful (D- or higher) completion of the entire course. Partial credit is not awarded. Credit is not awarded a second time if a class is repeated and the student earned a D- or higher in the original class. The class with the highest grade carries the credit.

1. **Calculation of Final Grade**

Trimester and final exams grades are reported in letter grades. The final grade is computed using the 4-point scale as a weighted average of the trimester grades and the final exam grade.

2. **Transfer Credit**

Credit is not transferred into The Albany Academies. Course work completed at other schools does not appear on The Albany Academies transcript; however, summer work may appear. Graduation requirements are adjusted based on year of entry and previous coursework.

3. **Grade Point Average (GPA)**

GPA is calculated using the 4-point scale described in the table above. Only credit-bearing classes taken at The Albany Academies are used in computing the GPA, except for Physical Education and pass/fail classes. A cumulative un-weighted GPA is calculated at the end of Junior and Senior years and is reported to colleges. If a class is repeated at The Albany Academies, the **higher** grade is computed into the GPA and **both** grades are recorded on the transcript.

(a) **Honor Roll**

Upper School

To attain Honors, Upper School students must enroll in a minimum of five courses and earn a minimum average of 3.0, with no grade below a C- and no 3's in effort. To attain High Honors, Upper School students must enroll in a minimum of five courses and earn a minimum average of 3.67, with no grade below C and no 3's in effort. Receiving an F or incomplete will keep the student off the honor roll. Physical Education grades are not included in the computation for Honors, but an F or incomplete in PE will keep a student off the Honor Roll.

Middle School*

All graded courses count toward GPA in middle school, including physical education. Chorus and Band, which are on a pass/fail grading system, do not count toward the GPA. However, the effort grade is used to determine Academic Honors and a Failing grade will keep a student off the Honors lists.

(b) **Dean's List** – Minimum of five 1's in effort (3 must be from core courses) and no 3's in effort.

(c) **High Honor Roll** – Minimum grade of B+ in all courses, Grade Point Average of 4.0 or better, and no 3's in effort.

(d) **Honor Roll** – Grade Point Average of 3.0, no grade below a C- and no 3's in effort.

**Currently Middle School Girls do not participate in the Honor Roll system. This practice is under review.*

G. ACADEMIC POLICIES FOR UPPER SCHOOL

• **Academic Probation**

All students are expected to maintain consistently the highest academic standing of which they are capable. If a student earns trimester grades that include either one F or two Ds, the student will be placed on **academic probation** for the following trimester. In such an event, a student will meet with parents, their advisor, and the Academic Dean to devise a plan to help the student improve his/her performance. Extra-help sessions with teachers and/or peer tutors may be arranged, and the student's free periods will be restricted. In addition, a student whose effort is unsatisfactory may be restricted from participating in extracurricular activities. The expectation for a student on academic probation is that he/she will make reasonable progress during the marking period. A second assignment to academic probation places the student's re-enrollment for the following school year in jeopardy, regardless of whether a re-enrollment contract has already been issued.

• **Internet, E-mail, and Computer Use**

The purpose of The Albany Academies computer network is to advance and promote education at the school. It is intended to assist in the collaboration and exchange of information among all concerned

with education. The use of the Internet is a privilege, not a right. Students are responsible for what they say and do on the Internet. All students and faculty must sign the **Acceptable Use Policy** for computer use, indicating their agreement to abide by the guidelines set forth at The Albany Academies. The Internet can be an invaluable resource for research; however, students must acknowledge their sources from the Internet just as they do for written sources. In addition, students should be aware of the great variety of sites and information posted on these sites. The use of each account must be in support of education and research, and consistent with the educational objective of The Albany Academies. Violation of the school's Acceptable Use Policy may result in the revocation of a student's account. For further details, refer to a copy of the entire Acceptable Use Policy later in this document.

- **Independent Study**

If the available curriculum does not meet a student's academic needs and interests, an independent study class may provide an expanded opportunity for motivated students. Such courses taken for credit must adhere to departmental policies and to the following guidelines:

- (1) A student must have a faculty member within an appropriate department to serve as a project sponsor.
- (2) The student and the sponsor must develop a written plan, including a statement of purpose, which adheres to departmental policies. Independent study proposal forms may be obtained from the office of the Academic Dean.
- (3) The plan must be approved by the chair of the department from which the student is seeking credit.
- (4) An independent study should reflect at least the equivalent of the work in a one-trimester elective (1/3 credit) or a one-year course (1 credit).
- (5) Independent study credit cannot be used to fulfill distribution requirements. (If taken during the third trimester of the senior year, the independent study must be taken in addition to the courses/credits required for graduation.)
- (6) Only one Independent Study, not including Independent Science Research, will be granted at a time.

- **Course Change Policy**

A student, in consultation with his/her advisor, the teacher of the course in question, and the Academic Dean, may drop a trimester course within the first week of the course and a yearlong course within the first two weeks of the course. After this period, a student may drop a course ONLY if the Academic Dean believes that the student is inappropriately placed and/or is unlikely to succeed, and the course is not required for graduation. A grade of WP (withdraw passing) or WF (withdraw failing) will be entered on the student's report card and transcript when a student withdraws for a course after the designated drop period.

Seniors who have already applied to college(s) must notify the college(s) of the withdrawal and a new transcript will be sent from the school.

- **Course Selection**

Students prepare, in the spring, a course request sheet in consultation with parents and advisors. Students will be registered officially in courses only when they have returned a signed contract to the School. First preference will be given to those who return their contracts by the deadline. Schedules will be mailed to Upper School students in the summer. Balancing sections and assigning faculty are factors in scheduling. Course descriptions and prerequisites are listed in the Curriculum Guide.

- (1) **Honors Courses**

Classes are available at the honors level in English, Math, and Science. Recommendation criteria for entrance vary by department.

- (2) **Advanced Placement Courses (AP)**

Advanced Placement courses covering material at the college level are offered in many academic departments. Students are limited to three AP courses per year. Students must take the AP exam

for the course to be designated AP on the transcript. The recommendation criteria for entrance vary by department.

- **Senior May Projects**

Seniors will participate in this program, which allows them to pursue an internship or community service project during the final two to three weeks of May. Proposals must be submitted and approved by the committee. Participants will have completed academic requirements at the set start date (except AP exams), thus freeing the students' schedule of classes, permitting them to pursue this program. During Senior May Projects, students are representing The Albany Academies and required to adhere to the Appearance Standards.

- **Community Service Requirement**

All Upper School students are required to complete and document at least 8 hours of community service in Grades 9 & 10/Forms III & IV and 12 hours in Grades 11 & 12/Forms V & VI. Documentation must be submitted by May 15th to the Community Service Coordinator. Community service hours may be earned through class projects, house projects and leadership projects, but not on community service days. Advisors are responsible for tracking community service hours.

G. STANDARDIZED TESTING

Standardized tests are an important external measure of student achievement and, ultimately, of the School's standing. Lower, Middle, and Upper School (Grade 9) students participate in the Educational Records Bureau (ERB) testing program. Upper School students take the PLAN (pre-ACT) and PSAT/NMSQT (pre-SAT and National Merit Scholarship Qualifying Test) at school. The College Counselor guides students in decisions about SAT I, SAT II, and ACT exams, which students schedule individually, choosing from a variety of dates and test sites by way of the College Board website. Upper School students in Advanced Placement courses take national exams in AP subjects during May; the AP designation is removed from the transcript of any student who does not take the AP Exam for the corresponding class. The faculty is responsible for providing the students with the knowledge, skills, and test-taking techniques for optimal achievement. When planning their syllabi, the faculty needs to take into consideration the prerequisites, schedule and timeline for these exams.

II. BEHAVIOR AND SAFETY

Every member of the community is expected to exhibit integrity and civility and to show respect for the rights, feeling, and opinions of others. Any student whose behavior jeopardizes the health, welfare or safety of any individual at the School, or the reputation of the School, will be subject to immediate disciplinary action, which may include expulsion.

The School reserves the unconditional right, determined in its sole judgment, to suspend or dismiss any student whose progress is unsatisfactory or whose deportment is contrary to the best interests of the student, other students, or the School itself or whose tuition and fees are not paid as scheduled. The School further reserves the unconditional right to require the withdrawal of any student from the School when, in the opinion of the Head, such action would be in the best interest of the student, other students, or the School itself.

A. LOWER AND MIDDLE SCHOOL

- **Dismissal**

Security for our students is a priority at The Albany Academies. In an effort to avoid errors in the way children get home from school, it is vital that we have written verification of all dismissal information. Children derive security from the known and the familiar. With safety in mind, all changes in dismissal plans **must be put in writing by a parent**. These notes should come to school with your child and be given to the teacher upon arrival in the classroom. On the **rare occasion** when an unexpected situation requires a last minute change in the dismissal plan, we will do our best to accommodate phone permissions from a parent. These calls should be directed to the receptionist at our Main Office.

All Students are signed out daily. Parents are **required** to sign their children out prior to leaving. If you have arranged to have your child picked up by someone other than a parent or regular car-pool person, you must alert the classroom teacher. If a child's ride has not arrived within ten minutes of dismissal, the student will be signed in to Extended Day and a program fee will be charged beginning at 3:45 p.m.

Students are expected to conduct themselves in an orderly fashion on the bus. They may not leave their seats while the bus is moving, nor act in a boisterous or unacceptable fashion. Bus drivers will report any misconduct to the Division Directors in writing. This may result in the student being suspended from riding the bus for one week. After three misconduct reports, a student will lose all bus privileges, which is in accordance with regulations of most school districts.

- **Safe Food Practice and Allergy Awareness**

Homemade or store purchased snack-style foods, including baked goods, crackers, pudding, or Jell-O, **will be permitted** in Academies classrooms. Meal-style foods containing meat or other perishable ingredients requiring heating or refrigeration **will not be permitted** in Academies classrooms. Arrangements may be made through the classroom teacher for special occasions when classroom celebrations call for special meals which will be prepared by our Academies food service and served in our cafeteria/buttery.

As we take all precautions regarding our students' health and safety, we ask that you help us maintain an allergen-aware environment when planning school events and celebrations involving food. We ask parents of children with identified food allergies to provide alternative "safe" snack food. This food should be left with the classroom teacher in the event a classroom snack is sent in from home that is not safe for a student with an allergy condition. Additionally, we ask that snacks of baked goods coming to school from home contain **no nuts or nut products**.

B. MIDDLE AND UPPER SCHOOL

- **Leaving School**

Sign Out and Blue Slip Procedure - Students may not leave the school without permission at any time other than their normal dismissal time. In order to leave the campus during the school day a student must complete a blue slip. These slips may be obtained in the office. The Dean of Students or division head must sign the blue slip. The slip must be turned in to the office as soon as possible in the morning. The student must sign out in the office when it is time for him/her to leave. After the fact excuses from parents will not excuse students from the consequences. A student whose appointment is

scheduled before he/she comes to school in the morning must submit his/her note to the receptionist upon arrival at school.

Students are responsible for notifying teachers about being absent from class. Students are responsible for making up any work or instruction that was missed as a result of their absence from school. Teachers will set out guidelines as to the specific time frame for the completion of the missed work. There is never a time during the school year when an underclassman should be off-campus without having submitted a blue slip.

No student is permitted to leave the building during the school day without first presenting a note from a parent or receiving permission from the Division Head, the Dean of Students, or the Head of School. There are severe consequences for leaving school without proper authorization from an administrator.

The exceptions to this rule are for Upper School students who are crossing campuses for classes or seniors who have earned lunch privileges.

The following sign-out and permission procedures **must** be followed:

If a student feels ill, he/she should report to the **School Nurse with a pass from a teacher**, who will determine if the student's parents need to be contacted to arrange for his/her early dismissal. Students may not make arrangements on their own to go home. Under all circumstances, students (and parents) must inform the School of the student's whereabouts by signing out at the front desk. **Signing out is required.**

- **Absence From Class**

Students are required to attend all classes and are expected to arrive on time.

Please refer to the Attendance Policy.

C. UPPER SCHOOL RULES

At the beginning of the school year, all Upper School students and their parents or guardians will be required to co-sign a contract which states that they have read the *Student Handbook* and that they agree to abide by the rules of the School. This contract must be submitted to the Dean of Students. A copy will be given to the advisor.

- **Senior Privileges** may be granted to seniors in good academic and social standing. The contract and permission slip must be returned before a senior may use any privileges. These privileges will be **revoked** in the case of tardiness, failure to follow the proper sign-in/sign-out procedures, or for other disciplinary reasons. Privileges of seniors on Academic or Disciplinary Probation will be rescinded.

(1) **Lunch**

A senior may go out for lunch between 12:20 and 1:10 p.m. on any day except Thursday, which is reserved for Advising Lunch. The student must complete "blue slip" procedures. A signed permission slip must be on file. Sign-out time may be extended after a review period.

(2) **Driving**

Driving to school is a privilege and a serious responsibility. Students are expected, at all times, to demonstrate good judgment and prudence when they operate their cars. Students who drive to school must register their cars with the Dean of Students. Since there are a limited number of parking spaces available for students at The Albany Academies, driving privileges are granted first to students who are in Grades 11 and 12. In order to obtain driving privileges, students in these grades who are requesting permission must register their vehicles by completing the necessary form and returning it to the Dean of Students. Students are not allowed to drive from campus to campus.

(3) **Social Event Rules**

At school-sponsored events, anyone who appears to be under the influence of alcohol or drugs will not be permitted to attend the event, will be curtailed from operating a vehicle, and will be detained until parents are contacted. Smoking and use of any illegal substance or misuse of controlled substances is prohibited on school grounds and school events off campus. These behaviors will result in disciplinary action.

A **no re-entry policy** is in effect. No student may leave the function and return later. No student will be admitted to an event after one hour from the start time of that event. Pick-up from an event needs to be prompt at the conclusion of the event.

D. ATHLETIC RULES AND REGULATIONS

- **Philosophy of Athletics**

Athletics at The Albany Academies is an integral part of the school's comprehensive education program and mission statement. The athletics program is designed to promote the physical, mental, and social growth of each individual student. It provides a unique opportunity to teach positive life skills and values such as responsibility, sportsmanship, cooperation, concern for others, leadership, respect for authority, productive citizenship, loyalty, and tolerance. It is the nature of athletic competition to strive for victory; however, more importantly is the "will" to win, preparing minds and bodies to reach maximum potential and finally to be modest in victory and steadfast in defeat.

(1) **Lower School and Middle School Grades 5 & 6**

Boys meet their requirements through daily Physical Education. Girls meet their requirements by attending Physical Education three times a week and Dance Class two times a week.

(2) **Middle School Grades 7 & 8**

The Albany Academies have a mandatory sports participation requirement. Each trimester a student may choose from several sport offerings. Practices will take place during the school day; however, games will be played after school hours. Attendance is mandatory at all games and practices. The Middle School interscholastic program is referred to as Modified Sports.

- **Modified Philosophy**—At this level the most important thing is that the student/athletes have an opportunity to experience athletics. This is a program designed to help emerging athletes learn about their changing physical capabilities, acquire basic sport skills, and to enjoy the FUN and camaraderie of team play. While, the expectation is that everyone participates in the game it does not necessarily mean that everyone plays an equal amount of time. Winning is still the objective of the game; however, focus on basic sports fundamentals i.e. sportsmanship, character development, etc. will be stressed. In order for the desired development of the adolescent athlete and team to occur, practice sessions are vital.
- **Selective Classification Policy**—Moving a middle school student up to participate in junior varsity or varsity competition relates to a select number of middle school students. A student /athlete must possess "**exceptional athletic ability**," be socially and physically mature, be a good student, demonstrate satisfactory school citizenship and successfully complete several New York State sport specific physical performance tests. A student athlete must have all the skills necessary to be an "impact player" at that level. Questions concerning this policy should be addressed to the school's Director of Athletics.

A committee consisting of the Director of Athletics, the Middle School Director, Athletic Trainer, and School Nurse will be responsible for an evaluation and make a determination on the "readiness" and "appropriateness" of the student-athlete's placement.

(a) **Criteria for Selective Classification**

- Signed parent permission slip
- Completed athletic profile
- Medical evaluation (physical maturity) by doctor
- Successful completion of physical performance tests
- Evaluation by committee
- Coach's skill evaluation
- Student must have good academic standing
- Student must demonstrate satisfactory school citizenship

(3) **Upper School**

- Physical Education/Athletics Requirement for The Albany Academies Upper School

- (a) **West Campus**—All Upper School students are required to participate in **at least two** seasons of interscholastic sports. It is highly recommended that all students participate

in three seasons of interscholastic sports. Students must participate in physical education four days per week during the one season they are not participating in an interscholastic sport.

- (b) **Substitutions**—Students may substitute participation in a play or managing a sport for **one** season of interscholastic sports participation.

Students may substitute participation in a play for **one** season of participation in physical education five days per week.

Students taking advantage of one or more of the above substitutions are required to attend physical education two days per week.

- (c) **East Campus***—All Upper School students are required to participate in **at least one** season of interscholastic sports. It is highly recommended that all students participate in three seasons of interscholastic sports. Students must participate in physical education three days per week during the seasons they are not participating in an interscholastic sport.

**This will be phased in over four years for girls, STARTING WITH THE FRESHMAN CLASS OF 2008-2009.*

- (d) **Junior Varsity Philosophy**—The Junior Varsity level is intended for those who display the potential of continued development into productive varsity level performers. At this level, athletes are expected to have visibly committed themselves to the program, team, and continue self-development. Emphasis is placed on physical conditioning, refinement of fundamental skills, elements and strategies of team play, in addition to socio-emotional development. JV programs work toward achieving a balance between continued team and player development and striving for victory. For all team members, meaningful contest preparation will exist over the course of the season; however, a specified amount of playing time is not guaranteed.

(4) **Middle and Upper School Offerings**

<u>Girls:</u>	<u>Fall</u> Cross Country Field Hockey Soccer Swimming/Diving* Tennis* Volleyball	<u>Winter</u> Alpine Skiing* Basketball Dance** Ice Hockey* Squash Swimming/Diving**	<u>Spring</u> Dance** Lacrosse Softball Tennis** Track & Field
<u>Boys:</u>	Cross Country Football Golf* Soccer	Alpine Skiing* Basketball Ice Hockey Swimming/Diving Wrestling	Baseball Lacrosse Tennis Track & Field

*One team mixed with Upper School Students may need Selective Classification

**Modified only

(5) **Eligibility**

- A student-athlete must have a current (within 12 months) physical exam on file in the Health Office. Participation **WILL NOT BE ALLOWED** until the school nurses have notified the Athletic Director of a student's completed form.
- A student-athlete may not play in a contest until they have attended New York State's mandated number of practices for that sport.
- A student- athlete may not participate in practice or play in a game if:
 - (1) They were absent or excused from school for part of the day due to illness;
 - (2) They arrive at school after 10:00 AM.
- A student-athlete who has a valid and verified excuse (other than for illness) for missing all or part of the day will be allowed to play. Valid excuses include medical and dental

appointments with accompanying doctor's note, school sponsored field trips, college interviews, and attendance at funerals or religious services. Excused absences may be granted by the Health Office, Athletic Trainer, Dean of Students, and in extenuating circumstances, by the Head Coach. If the student/athlete is attending school then he/she must attend practice even if he/she is unable to play that day.

(6) **Behavior of a Student-Athlete**

- In the belief that good sportsmanship is essential for all Academies athletes, students, and spectators, the following guidelines for conduct are suggested as a means of continuing and strengthening the ties that exist between competing schools. **Cheering for our players is appropriate while yelling at opponents is not appropriate.** Please remember that this is not a college level contest where the crowd is considered a part of the contest. Do not act as a distraction at a contest that could come back to have a negative impact on our players.
- Student-Athletes represent The Albany Academies, Section 2, and their team during home contests as well as when a guest at another school and are expected to abide by all behavioral rules/expectations as if in school.

(7) **Sportsmanship Philosophy**

- Visiting team members, students, and adult spectators are guests and are to be treated with courtesy and consideration that a friendly and well mannered and well intentioned host would normally give. Visitors, in turn should act as invited guests, using the home school's facilities with care and respecting the rules and customs of the home school.
- Athletic opponents and officials are guests and should be treated as such. Spectators should watch the game from those areas designated by each school as spectators' areas. Verbal abuse of opposing athletes or officials by team members or spectators shall be considered unsportsmanlike behavior and will not be tolerated.
- Cheering should be in support of either team and should not be directed toward creating unfriendly rivalries among athletes or fans. Any spectator who displays poor sportsmanship will be requested to leave and may be denied admission to future contests.
- Spectators, student-athletes, and coaches must recognize that their conduct plays an important role in establishing the reputation of The Academies and that their positive actions can relate directly to the success of the teams.
- In the classroom the academic life of a student- athlete is paramount. As a student-athlete you must plan your schedule so that you give sufficient time and energy to your classroom responsibilities and studies to ensure academic success. In addition, a student-athlete should give attention to homework, related activities, and show respect for other students and faculty at all times.
- On the campus the way we act and look is of great importance. Student-athletes should be leaders and models for fellow students.

(8) **The Albany Academies Code of Conduct**

- The Albany Academies are committed to the positive growth and development of children through education. All major school policies and rules are enforced. The Interscholastic Athletic Program provides a unique opportunity to educate and influence young people by promoting their mental, emotional, and physical development in an environment which rejects the use or abuse of tobacco, alcohol, and other substances. The Athletic Code of Conduct was developed to guide, encourage, and support student/athletes who participate in this dynamic experience. The Code applies to all students in grades 7-12.

E. DISCIPLINE GUIDELINES

- **Lower School**

Classroom learning is directly influenced by each student's behavior. The following measures will be taken when necessary.

- (1) Inappropriate behavior may warrant removal from the classroom or from the activity.
- (2) Students may be sent to the Director of Lower School's office to discuss their behavior and consequences of their behavior.
- (3) Continued behavior that is deemed inappropriate may warrant an out-of-school suspension.

- (4) Suspension will require a parent meeting with the Division Director BEFORE a student is allowed to return to school.
- (5) Lower School students are not allowed to use or carry cell phones during the school day. There are no exceptions to this policy.

Parents are encouraged to work closely with the teacher, school counselor and the Division Head to help address behavioral issues.

Academic and behavioral performance will determine continued enrollment at The Academy.

- **Middle School**

The classroom teacher with the support of the Middle School Director resolves discipline issues.

- (1) **Homework Detentions**

These are determined by classroom policy. Individual teachers set the policy and preside over detentions.

- (2) **Level One Offense**

Some examples include uniform violations, leaving possessions in disarray, gum chewing, lateness to class, and talking during instruction. If a student earns 2 infractions, a detention with the campus Division Director will result. Parents are notified and must meet with the campus Division Director on the day detention is served.

- (3) **Level Two Offense**

Some examples include using inappropriate language towards a community member, blatant rudeness or disrespect for a community member, and mistreating school property. The student will serve an immediate detention with the campus Division Director. A written plan for behavior improvement will be submitted as will a letter of apology. No other after-school events will be permitted and a parent must meet with the campus Division Director.

- (4) **Level Three Offense**

Harassment (verbal or physical), lying, cheating, stealing, gross insubordination, the use or possession of illegal substances and misuse of controlled substances, and setting off fire alarms will result in immediate referral to the Middle School Director, dismissal for the day from school, and a conference with the Middle School Director, the student's advisor, and parent(s) before the student may return to the community. Counseling may be recommended as a condition for remaining in the School community.

- (5) **Level Four Offense**

Carrying weapons, selling drugs, reporting false fire or bomb threats, and extreme violence will result in expulsion.

- **Upper School**

The faculty, with the support of Administration, work together to resolve discipline issues, which are coordinated by the Dean of Students.

- (1) **Expectations**

There are two main areas in which Academies students are held accountable: academic and community. Academic expectations for all students are those behaviors and responsibilities that support the success of the individual student, as well as the entire community. These include being on time, being prepared, working hard, and being honest. Similarly, community expectations are those behaviors and responsibilities that support the Academies community and the individuals within that community. Successful community behaviors are succinctly stated as adhering to the Honor Code and the Dress Code.

- (2) **Violations**

There are two levels of transgression, minor and major, in each of the above areas. Consequences follow in a uniform manner based on the level of the infraction and the frequency of such violations.

- **Minor violations** of the *academic* expectations include, but are not limited to: tardiness to school, practice or class, coming to class without homework or needed materials, and being untruthful about whereabouts or assignments.
- **Minor violations** of the *community* expectations include, but are not limited to: uniform violations, inappropriate use of cell phone or other electronic devices, and horseplay or loud behavior that is disruptive to others. Minor level transgressions receive infraction points.
- **Major violations** of the *academic* expectations include but are not limited to: cutting school, class, or practice, leaving school without permission, cheating or plagiarizing, and being removed from class.
- **Major violations** of the *community* expectations include, but are not limited to: fighting, harassment, bullying, insubordination, vandalism, theft, lying, possession of drugs, alcohol or tobacco on school grounds, and bringing a weapon to school. Violation of a major school rule may result in immediate expulsion. Consequences for a major violation that does not warrant immediate expulsion are suspension, in-school or external, length to be determined by violation, and written notice home and in permanent file, one week of detention upon return to school, and restriction. A second major violation of any academic or community expectation will lead to expulsion.

- (a) **Infraction Points** will be assigned for minor violations of the community expectations. An accumulation of three points will lead to a detention. Further accumulation of infraction points will result in more severe consequences including detention or suspension. Upon the accumulation of six infraction points the student may be placed on Disciplinary Probation (DP). This will be on a student's record and may be reported to colleges. Violation of school rules while on DP brings into serious consideration a student's fit for the Academies and could result in suspension or expulsion. Further violations escalate the transgressions to major violations of academic or community expectations.

Points may be cleared through service work preapproved by the Dean of Students or Division Director.

- (b) **Detention**—Detention will be from 3:30 p.m. to 4:30 p.m. or 3:30 p.m. to 5:30 p.m. and will take priority over practices, games, rehearsals, and performances. The type of detention assigned is dependent upon the number of infraction points accumulated and the type of violation. This will be determined by the Dean of Students. Detention may also be assigned by teachers at their discretion.
- (c) **In-School Suspension**—In-school suspension removes the privilege of attending class, free periods, and lunch with peers. In addition, a student must leave campus at the end of the school day, regardless of extra-curricular commitments. Students will be allowed to take tests and quizzes and to work on class assignments during the in-school suspension.
- (d) **Dean's Warning**—A student may be placed on Dean's Warning when minor infractions are accumulated. This step may be used for students prior to being placed on Disciplinary Probation. This results in the loss of social privileges at school as well as jeopardizing his/her standing in the community. Further infractions while on Dean's Warning will lead to DP and may lead to out-of-school suspension or expulsion.
- (e) **Out-of-School Suspension**—An out-of-school suspension removes the privilege of attending school. The following offenses are considered to be serious enough that **a first occurrence may result in an out-of-school suspension and placement on disciplinary probation:** abusing, harassing, deliberately intimidating, or physically harming another person; displaying any form of racial, ethnic, sexual, or religious prejudice; lapses in integrity such as lying, cheating, or plagiarizing; stealing or vandalizing; possession or misuse of controlled substances on campus or during any school-sponsored event off campus; being present at School or during any school-sponsored event while under the influence of alcohol or illegal substances. Suspension will be for two to five days. **OUT-OF-SCHOOL SUSPENSION INFORMATION IS GIVEN TO COLLEGES.**

- (f) **Disciplinary Probation**—Repeated violations of expectations, community, academic, or both, the student may be placed on Disciplinary Probation (DP). This results in the loss of social privileges at school as well as jeopardizing his/her standing in the community. Violation of school rules while on DP brings into serious consideration a student's fit for The Academies and could result in suspension, non-renewal of enrollment, or expulsion. The expectation for a student on DP is that he will, going forward, comply with the rules so that he may reclaim his/her standing in the school community. Students on DP are reviewed at the end of each trimester/year and if it is appropriate, removed from disciplinary probation. **DISCIPLINARY PROBATION INFORMATION IS GIVEN TO COLLEGES.**
- (g) **Dismissal**—The following offenses **will** lead to expulsion: selling illegal drugs on campus or at any school-sponsored event off campus, carrying a weapon, calling in a false fire or bomb threat or alarm. Violation of a major school rule may result in immediate expulsion. A second major violation of any academic or community expectation will lead to expulsion.

III. OVERVIEW OF UNACCEPTABLE BEHAVIORS AND THEIR CONSEQUENCES

The activities listed below are not consistent with the ideals of The Albany Academies or the general behavior expected of students at The Albany Academies.

This is not an exhaustive list and the School reserves the right to take disciplinary action for behaviors not listed here that may be judged as prejudicial to the School or bring discredit or embarrassment to the School. Students are members of the community twenty-four hours a day and students at The Albany Academies are accountable for their behavior on and off campus.

- **Abusive, Obscene Language or Gestures**
Abusive, obscene language or gestures including written messages, defamatory web postings, and/or abusive emails, phone calls, voice mails, etc., are not acceptable behavior. While we respect the rights of free speech, language or gestures that attack, threaten, defame or harass another human being are not considered consistent with the values of an Albany Academies student.
- **Academic Dishonesty**
Students who have plagiarized or cheated on academic work may face any of the following actions or consequences as a result of their behavior: expulsion, suspension, serving hours, the loss of any or all privileges, restriction and being placed into a status of disciplinary and academic probation, complete loss of academic credit for the plagiarized work.
- **Bullying and Harassment**
Physically or verbally intimidating, threatening and/or harassing fellow students, including exclusion, rejection, and hazing of students, making libelous and slanderous remarks to other students, teachers, staff or administrators, sending threatening or harassing emails or voice mails, and/or posting derogatory comments about others on the web, will not be tolerated.
- **Bus Behavior**
All Albany Academies students using bus transportation are expected to exhibit behaviors that are consistent with those outlined in this handbook. Students are also required to follow the printed regulations or rules for behavior stipulated by each bus company.
- **Cutting Classes**
The assignment of in-school suspension (first incident), the loss of any or all privileges, restriction and the placement of the student into a status of Dean's warning, loss of credit for all work missed as a result of the cut. Additional consequences or actions will depend upon the frequency of the behavior. Attendance at study halls, PE classes, leadership, and assemblies is the same as other academic classes.
- **Gambling**
Gambling, including betting on cards, dice games, betting on sporting events, etc. is not allowed on campus at The Albany Academies and students who gamble on campus may be subjected to disciplinary action.
- **Insubordinate Behavior**
Students who behave in a manner considered to be in opposition to or in defiance of established authority will be subject to detention, suspension in-school or at-home, serving hours, loss of any or all privileges, restriction and the placement of the student into a status of disciplinary probation.
- **Possessing or Holding Unsafe Objects While on School Property or While Attending School Functions**
The school will not tolerate students possessing or holding any object/objects determined (by the school) to pose a potential or actual threat to the orderly operation of the school and to the physical and emotional safety and well-being of the school community. Students discovered possessing and/or holding unsafe objects will be referred to the Faculty Disciplinary Committee for the adjudication of consequences. The school does, however, reserve the right to impose disciplinary consequences on students who violate this rule prior to their (the students') appearance before the committee. Immediate consequences for possessing or holding unsafe objects include, but are not limited to: suspension, serving hours, loss of any and all privileges and restriction.

- **Physically Aggressive Behavior and Fighting**
Physically aggressive behavior and fighting, including verbal and written threats, are not consistent with the Code of Honor and as such will not be tolerated at The Albany Academies. Students who engage in this behavior will be subject to disciplinary action, including possible detention, suspension in-school or at-home, loss of any or all privileges, restriction, and the placement of the student into a status of disciplinary probation. Additional consequences or actions may be taken including expulsion, depending upon the severity and/or frequency of the behavior. A student may be removed from the remainder of his/her classes and prohibited from participating in any extra-curricular activities the day a fight or an aggressive act occurs.
- **Smoking/Chewing/Dipping**
Students will not smoke, dip, chew or use any tobacco products in the buildings, on school grounds or during any school-related or school-sponsored activities. Students are not to possess tobacco or items associated with tobacco use while in school uniform, on school grounds or while attending any school-related or school-sponsored activities. Any of the following actions may be taken by the school if a student chooses to disregard these guidelines: expulsion, in-school suspension or suspensions, loss of any or all privileges, restriction, and the placement of the student into a status of disciplinary probation. Additional consequences or actions will include substance abuse counseling.
- **Stealing and Vandalism**
Restitution, serving hours, the loss of any or all privileges, restriction and the placement of the student into a status of disciplinary probation. Additional consequences or actions may include suspension or expulsion, depending upon the severity and/or frequency of the behavior.
- **Possession or Use of Alcohol and Drugs**
Students at The Albany Academies are expected to refrain from the possession or use of alcohol and drugs at all times. Any of the following actions may be taken by the school if a student chooses to disregard these guidelines: substance abuse counseling, loss of any or all privileges, disciplinary probation, in- or out-of-school suspension, or expulsion.
- **Public Displays of Affection**
Any display of affection that has sexual overtones is inappropriate and not acceptable at any time or any place on school grounds.
- **Classroom Conduct**
Students are expected to arrive on time for class with all materials and assignments in hand. A student arriving late for class will not be admitted without a pass from his/her previous class. If a student is disruptive or inattentive during class, he will be sent to the Dean of Students where he will remain for the rest of the period. Any student removed from class by the teacher due to inappropriate behavior will receive one day of in-school suspension to be served the next day. In-school suspension renders a student ineligible for all after-school activities, including games, drama productions, etc. on the day of the suspension.
- **Food and Beverages**
Food and beverages may be consumed in the Buttery, Cafeteria or in the Field House. Food and beverages are not permitted in the academic building outside of the Buttery or Cafeteria. Food and beverages should not be consumed in the halls at any time.
- **Abuse of Technology**
Any inappropriate and/or exploitive use of technology that in any way negatively impacts another student will result in suspension from school and could lead to dismissal.
- **Internet**
Threats or bullying, harassing, and any postings on the World Wide Web that jeopardizes the health, welfare, reputation, or safety of any individual at the School or of the School are major violations of community expectations. Disciplinary actions will follow.
- **Personal Electronic Devices**
Computer games or movie players of any kind are not to be brought to school. I-pods may only be used in designated areas. Students should not be using iPods in the halls.

IV. GENERAL SCHOOL POLICIES

A. ATTENDANCE POLICY

- **Objectives**

- (1) To have all students attend school/class each time it is scheduled and to have them arrive in a timely manner.
- (2) To account for the whereabouts of each student at the start of the day and also by class period in the Middle and Upper Schools.
- (3) To encourage full engagement in both the academic program and the learning community.

Because successful students participate fully in classes and co-/extra-curricular activities, they are expected to attend school each day unless precluded by sickness, injury or special family circumstances. Non-emergency medical and dental appointments should be scheduled outside of the school day whenever possible. *Family travel and vacation plans should be made only during school vacation, and students are expected to attend school on the days before and after vacation breaks.*

Please call the Main Office when your child is absent from school or if you know that he/she is going to be tardy. These calls should be made between the hours of 7:30 and 8:00 a.m. When your child returns to The Albany Academies after an absence, he/she must present a note to the Dean of Students stating the reason for his/her tardiness or absence. The disciplinary consequence for truancy is an automatic one-day in-school suspension. This consequence will be implemented the day following a student's return to school after the school has notified the parents of the student's absence. For medical and dental appointments unavoidably scheduled during the school day, a note documenting the reason for the student's absence or tardiness must be given to the Dean of Students *before the appointment and upon his/her return to school.*

- **Excused Absences**

Include illness of the student, sickness or death in the family, impassable roads, religious observances, and health-related appointments. College visits, individual athletic competition, and attendance at conferences or conventions will be considered excused only if the student completes and submits a "prearranged absence" form, available in the front office, to the Dean of Students or Division Head.

- **Unexcused Absences**

Include vacation days outside of the school vacation schedule, class cuts, unauthorized absences from campus, and any absence for which there is no note.

- **Tardy**

All students must report to Chapel, East Campus morning meeting or homerooms by 8:00 a.m. Any student who arrives late (after 8:00 a.m.) must sign in at the office and receive a pass to class. Students who are late will not be admitted to class without this slip. An unexcused late arrival to school or class will warrant one infraction point. Students who are tardy unexcused to a class will not get credit for work missed and will not be allowed to make up work.

A student who arrives late to school and is unexcused is not eligible for extracurricular activities and may not utilize privileges such as senior sign out. Students who are absent or excused for part of a school day due to illness, or who cut a class, or who arrive at school after 10:00 a.m. may not participate in any after-school activity.

- **Make-up Work**

Students who are absent from school for any reason are responsible for making up all missed work. On the day students return to school, they are required to meet with those teachers whose classes have been missed in order to develop a plan for the completion of missed work. Students going to the nurse, but not leaving school, must make up the work on the same day that work was missed, unless other arrangements have been made with the appropriate teachers.

- **Attendance and Course Credit**

When a student accumulates five consecutive or ten total class absences in a ten-week period, the parents or guardian must meet with the Division Head to develop a plan to make up the missed work and to reintegrate the student into the learning environment. It may be necessary for the student to see

a counselor, a tutor, a physician, or some other professional support person, with whom The Albany Academies would expect to have contact. *If a student misses more than 24 days, or 24 classes in a given subject (8 for a trimester long course), the student may not be eligible for academic credit unless definite arrangements have been made for regular and substantial home tutoring to make up the missing work.*

B. APPEARANCE AND DRESS CODE

It is a privilege to attend The Albany Academies and as members of The Albany Academies community, students are expected to adhere to standards of The Albany Academies Appearance and Dress Code. Students of The Albany Academies are required to be in uniform on both campuses.

• **Uniform Requirements**

(1) **Girls**

Students are required to wear the uniform that is specific to the Division in which they are enrolled. On out-of-uniform days, students are expected to dress appropriately; short shorts or skirts, tight and/or revealing shirts, halter tops, bare midriffs, and flip-flops are not allowed. With the exception of ears, visible body piercing, including the tongue, is not permitted. Hair must be the natural color. Middle School girls may not wear makeup except for Chapstick or other sheer lip gloss products.

NO ELASTIC OR DRAWSTRING-WAIST PANTS UNDER KILTS ARE PERMITTED AT THE ALBANY ACADEMIES AFTER 8:00am OR BEFORE 3:20pm.

Required uniform clothing must be purchased from Student Styles by Smith's Clothing, 284 Troy Schenectady Road, Latham, NY 12110, (518) 220-9244.

Lower School (Grades Pre-K - 4):

- Jumper—Albany Academy for Girls plaid jumper (must be worn on special/formal occasions)
- Shirts—Plain, white, long or short-sleeved polo shirt or turtleneck (Albany Academy for Girls monogram optional)
- Sweater—Cardigan sweater (Albany Academy for Girls monogram optional)
- Fleece—Blue or *green fleece (Albany Academy for Girls monogram optional)
- Slacks/skorts—Navy blue cotton twill or corduroy slacks or navy blue skorts (except for formal occasions)
- Tights—Navy blue
- Socks—Navy blue knee socks or white ankle socks
- Shoes—Navy blue buckle, flat shoes
- Pre-K & K—No dance or gym uniform required (sneakers for physical education)
- Grade 1—Black dance pants
- Grades 1 – 4 —Albany Academy for Girls navy gym shorts, white t-shirt, sweatpants and sweatshirt and sneakers with light colored soles
- Grades 2 – 4—Dance – Black, cap-sleeved or sleeveless leotard, black dance pants

Middle School (Grades 5-8):

- Skorts—Albany Academy for Girls plaid skort
- Vest—Albany Academy for Girls red vest required with skort
- Shirts—Plain, white, long or short-sleeved polo shirt or turtleneck with Albany Academy for Girls monogram (optional)
- Fleece—Albany Academy for Girls blue or *green fleece
- Slacks—Navy blue cotton twill uniform slacks. (No cargo, painter, or denim styles). Slacks may be worn after Thanksgiving until Spring break
- Tights—Navy blue
- Socks—Navy blue knee socks or white ankle socks
- Shoes—Flat dark brown tie/buckle shoes or traditional penny loafer
- Physical Education/Athletic Dress
 - (a) PE—Albany Academy for Girls monogrammed gym shorts, t-shirt, sweatpants and sweatshirt, sneakers with light-colored soles, shin guards and cleats

- (b) Dance—Black, cap-sleeved or sleeveless leotard with black dance pants
- (c) Athletics Practice—Any t-shirt, shorts, sweats, cleats, shin guards or appropriate foot and safety wear

Upper School (Grades 9-12):

- Skirt—Albany Academy for Girls plaid kilt, no more than 2 inches above the knee
- Blazer—**Navy blazer (with optional Albany Academy for Girls patch) to be worn for formal occasions
- Sweaters—**Blue sweater vest or blue sweater (Albany Academy for Girls monogram optional)
- Fleece—**Blue or *green fleece (Albany Academy for Girls monogram optional)
- Shirts—Plain (no logos), white, long- or short-sleeved polo, oxford, or turtleneck (Albany Academy for Girls monogram optional)
- Slacks—Classic plain front, straight leg, stone-colored slacks with plain brown belt (no cargo, painter, or denim styles). Slacks may be worn all year.
- Tights—Navy blue
- Socks—Navy blue knee socks or white ankle socks
- Shoes—Flat dark brown tie/buckle shoes or traditional penny loafer
- Hair must be of natural color.
- Jewelry - With the exception of ears, visible body piercing, including the tongue is not permitted. Bracelets and necklaces are allowed. However, jewelry deemed excessive by the administration will not be allowed.
- Dance—Black, cap-sleeved or sleeveless leotard with black dance pants

**Only uniform sweaters/vests, blazer and fleece may be worn to classes at The Albany Academies.

Please note that dark brown or leather boots may be worn from December 1-March 13. Boots may only be worn with pants and must be conservative; boots may not be worn with skirts. The administration reserves the right to deem certain styles or colors inappropriate. Please feel free to ask questions prior to purchasing winter footwear.

(2) **Boys**

School ties may be purchased in the office of the Dean of Students or Mothers' Exchange. All other parts of the uniform may be purchased at the store of your choice; however, Smith's Clothing carries a full line of uniform apparel. Early Childhood, pre-kindergarten, kindergarten and grade 1 students are required to keep an extra set of clothing in school.

Lower School (Early Childhood at the Academies):

- Both a red and a white Mesh Polo shirt without logo (short sleeve) (required)
- Both a red and a white Mesh Polo shirt without logo (long sleeve) (optional)
- Both a red and white turtleneck (required)
- Classic Navy Twill Shorts (full elastic waist) (May be worn during the months of September, May and June) (optional)
- Classic Navy Pants (full elastic waist)- Boys (If your child does not fit in the smallest size offered, please purchase Classic Navy Pants with a full- elastic waist elsewhere) (required)
- Classic Navy Leggings (required)– Girls
- Classic Navy Corduroy Pants (full elastic waist) (may be worn from November 1st to March 31st) (optional)
- Hunter/Classic Navy Plaid Jumper (required)- Girls
- ECA Sweatshirt sold through the Mother's Association (optional)
- Navy or White socks (required)
- Navy or White Tights (required)- Girls
- White Sneakers (Velcro closure required)

Lower School (Pre-Kindergarten and Kindergarten):

- Both a red and a white Mesh Polo shirt with The Albany Academy Shield Logo (short and long-sleeved) (required)
- Classic Navy Pleated Shorts (elastic-back waist with snap closure) (May be worn during the months of September, May and June) (optional)
- Classic Navy Pleated Chinos (pants) (elastic-back waist with snap closure) (required)
- Classic Navy Corduroy Pants (elastic-back waist with snap closure) (May be worn from November 1st to March 31st) (optional)

- Red Long Sleeve V-Neck Sweater with The Albany Academy Shield Logo (optional)
- Classic Navy Polartec Fleece Jacket with The Albany Academy Shield Logo (optional)
- AA Sweatshirt sold through the Mother’s Association (optional)
- Brown Hand-braided Belt (optional)
- Navy socks (required with pants) White socks (required with shorts)
- White Sneakers (flat tie laces required)
- Grade 1:
- Both a red and a white Mesh Polo shirt with The Albany Academy Shield Logo (short and long-sleeved) (required)
- Classic Navy Pleated Shorts (elastic-back waist with snap closure or side-elastic waist with button closure) (May be worn as weather permits) (optional)
- Classic Navy Pleated Chinos (pants) (elastic-back waist with snap closure or side-elastic waist with button closure) (required)
- Classic Navy Corduroy Pants (elastic-back waist with snap closure or side-elastic waist with button closure) (May be worn from November 1st to March 31st) (optional)
- Red Long Sleeve V-Neck Sweater with The Albany Academy Shield Logo (optional)
- Classic Navy Polartec Fleece Jacket with The Albany Academy Shield Logo (optional)
- AA Sweatshirt sold through the Mother’s Association (optional)
- Brown Hand-braided Belt (required)
- Navy socks (required with pants) White socks (required with shorts)
- White Sneakers (tie) (required)

Lower School (Grades 2-4):

- Both a red and a white Mesh Polo shirt with The Albany Academy Shield Logo (short and long-sleeved) (required)
- Classic Navy Pleated Shorts (side-elastic waist with button closure) (May be worn as weather permits) optional)
- Classic Navy Pleated Chinos (pants) (side-elastic waist with button closure) (required)
- Classic Navy Corduroy Pants (side-elastic waist with button closure) (May be worn from November 1st to March 31st) (optional)
- Red Long Sleeve V-Neck Sweater with The Albany Academy Shield Logo (optional)
- Classic Navy Polartec Fleece Jacket with The Albany Academy Shield Logo (optional)
- AA Sweatshirt sold through the Mother’s Association (optional)
- Brown Hand-braided Belt (required)
- Navy socks (required with pants) White socks (required with shorts)
- Brown Shoes (tie, boat shoe or loafer, no shoe-boots) (optional for 2nd grade) (required for 3rd and 4th grade)
- White Sneakers (tie) (required for P.E.)

Middle and Upper School (Grades 5 & 6, Forms I - VI):

- Pants—Cuffed or uncuffed, but finished hem is a must.
- Belts—Solid black or brown
- Shirt—**Middle School**—Blue cotton or cotton-blend, button front shirt with button-down collar oxford shirt, long- or short-sleeved (no denim or work-style shirts).
Upper School—White or blue cotton or cotton-blend, button front shirt with button-down collar oxford shirt (no denim or work-style shirts). Students may wear either long or short sleeves (no logos or monograms).
- Neckties—Any Albany Academy necktie or house tie. Ties will be worn with a single or double Windsor knot pulled to the collar and the bottom of the tie touching the belt buckle.
- Blazers—Navy blue and single-breasted.
- Shoes—Black or brown, low-cut, lace or loafer style (no boots, hiking shoes, work shoes, boat shoes, clogs or sneaker-type shoes)
- Socks—Solid color
- Sweaters—Navy blue, crew or V-neck (no monograms or logos)
- Hair must be neat and worn above the collar in the back and above the ears on the sides and may not hang below the eyebrows. Braided hair, spiked hair, bleached or colored hair or any style deemed excessive is not acceptable. Hair may not be groomed to appear as in compliance.
- Facial Hair—Students are expected to be clean-shaven at all times. Sideburns may not extend below the middle of the ear.
- Jewelry for Boys - Earrings, facial and/or tongue piercing, posts, and/or studs of any sort may not be worn in school or when a student is representing the school in any event or

activity. This includes attendance at school-sponsored or school-related activities. Bracelets and necklaces other than religious articles are not allowed.

Please note that dark brown or black leather boots may be worn from December 1-March 13. Boots may only be worn with pants and must be conservative. The administration reserves the right to deem certain styles or colors inappropriate. Please feel free to ask questions prior to purchasing winter footwear.

(3) **Boys and Girls**

- Hats may only be worn *outside* the buildings of The Albany Academies. Hats may not be worn in any of the academic buildings, the field houses, pool lobby, etc.
- Undershirts – Plain and White Only
- Tattoos - If a student has a tattoo, it must be covered by his/her uniform or must be covered when a student is in school or representing the school in any capacity. We discourage students from getting tattoos.
- Physical Education/Athletic Dress
 - (a) PE and Athletic Practice—Shorts and t-shirt of choice, sweats, athletic socks, sneakers with light-colored soles. Other items may include shin guards, cleats and safety wear.
- ECA, Pre-Kindergarten, Kindergarten, Grade One and Grade Two students are required to keep an extra set of clothing, socks and underclothes in school. They must wear sneakers for gym class. The Lower School Director will determine which grade levels change for PE.

(4) **Outerwear**

Non-uniform outerwear may not be worn in the academic buildings at The Albany Academies. Outerwear worn while walking between campuses must be removed immediately upon entering the academic buildings.

All articles of clothing and equipment must be clearly marked with your child's name.

(5) **Special Equipment**

- Swimsuit and towel
- Hockey Skates
- Hockey Helmet with Facemask

Students must have their gym uniform each day. The gym uniform will be kept in a gym bag in the student's locker. A fresh uniform should be sent in each Monday and soiled uniforms will go home on Friday to be cleaned. Students should leave all equipment in their lockers at school in case of a last minute schedule change. If a student is habitually missing part of his/her school or gym uniform, a note will be sent home asking for parental attention.

All articles of clothing and equipment must be clearly marked with your child's name.

C. ARRIVAL AND DISMISSAL TIMES

No student should arrive at school before 7:15 a.m., when the Early Morning Program begins. No student is permitted to stay after school beyond 3:30 p.m. unless he/she is participating in a supervised activity, including the Extended Day Program or working with a teacher.

All Lower School students arriving on morning buses or dropped off by parents before 8:00 a.m. must report to the Early Morning Program Room. Supervision is available from 7:15 a.m. - 8:00 a.m. for Pre-Kindergarten - Grade 4 students and until 8:30 a.m. for ECA students.

Parents are welcome to escort their children to the Early Morning Program room. Students may be dropped off at The Early Morning Room from 7:15 a.m. - 8:30 a.m. at no additional charge to families in need of supervision prior to the start of the academic day (8:00 a.m.). *Conferencing with a teacher is not appropriate at this time. The teacher will be happy to schedule a conference at a time when other students are not in the classroom.*

Students in Pre-Kindergarten—Grade 4 will be marked tardy at 8:10 a.m. We stress the importance of arriving to class on time.

Lower School students arriving after 8:10 a.m. should report directly to the reception desk to check in. Middle and Upper School students arriving after 8:00 a.m. should report directly to the reception desk to be signed in as tardy. For security reasons all doors except the Main entrances will be locked daily at 9:00 a.m. and will remain locked until 3:00 p.m. All parents and visitors **must** sign in daily with the Main Office between the hours of 9:00 a.m. - 3:00 p.m. and receive a visitor's tag.

- **Snow Days**

Decisions to close school because of the weather are made by The Albany Academies and are usually dictated by the local public schools. Radio and television stations are notified by 6:00 a.m. If AAG is closed, AA will be closed. Announcements are made on the following local radio stations: WROW, WQBK, WHAZ, WGNA-FM, WGY/WGY-FM, WKLI, WTRY, WPTR, WRGB, and on TV stations 6, 10, and 13. Riders on private buses will be notified by a telephone snow chain. *This school closure policy does not address the widespread geographical distribution of our student body. **If you deem it unsafe to travel in your area, please exercise your judgment and keep your child at home and notify the school.***

D. BUSES

Safety and respect are critical on school buses, both private and district. Private busing regulations will be communicated to parents and students by The Albany Academies. The student's behavior is a direct reflection upon The Albany Academies and our students cannot forget that they need to follow a bus driver's regulations at all times. When a bus driver determines that a student has violated the transportation rules, he or she will write a referral on the student's behavior. The classroom teachers in the lower grades discuss bus safety and respect issues with their students. Should referrals be received from the bus driver, they will be discussed with the parent or guardian of the student. When referrals are received for Middle and Upper School students, the following consequences will result:

1 st referral	3 infraction points
2 nd referral	1 day suspension from riding the bus
3 rd referral	1 week suspension from riding the bus
4 th referral	The student's status as a bus rider will be in jeopardy for the remainder of the year.

E. RECREATIONAL AND ATHLETIC FACILITIES

The playground, athletic fields, and athletic facilities at The Albany Academies are intended for use by Academies students and invited guests. Parents who wish to have their Academies student(s) and siblings play on the playground or fields after school and not be under the care and supervision of the Academies After-school Program or Athletic personnel must supervise their children. Students are not permitted to utilize athletic facilities without faculty or administrative supervision. **At no time may children or older students be left unsupervised, nor may they interfere with the Academies After-school Program and personnel or with the Athletic Program.**

F. AFTER SCHOOL

- **Extended Day**

If they are not involved in a school-sponsored and school-supervised activity, boys in ECA through Grade Eight may register in the Academy's Extended Day Program if they stay past 3:40 p.m. any afternoon.

- **After-School Activities**

We encourage participation in Academies life. Many opportunities exist for students to get involved after school, including plays, student council, clubs and extra help, to name a few. For more information, please see an advisor.

- **After-School Extra Help**

Most teachers offer extra help after school on any given day, Monday-Thursday. A student must check with the teacher to schedule a meeting time. All students must go home or to Extended Day by 4:15 p.m.

The Academies will not be held responsible and will be held harmless for any injury a child receives under the supervision of his/her parent or guardian.

G. HIV/AIDS POLICY

The Albany Academies, while acknowledging the public concerns over the health issues surrounding Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus (HIV) infection, understands that, based upon the current state of medical knowledge, HIV is not easily transmitted and there is no evidence that HIV can be transmitted by casual contact in the school setting. Therefore, any member of The Albany Academies community with a life-threatening disease is encouraged to remain a part of the School community so long as he or she remains under the care of a physician, does not present a medical danger to others, and is able to meet acceptable performance standards. In order to assure a safe environment, all OSHA and State Education Department requirements are met. Faculty and staff are instructed in the use of universal precautions and kits are available in each room of the campus.

H. SEXUAL HARASSMENT POLICY

In compliance with federal, state, and local laws, and our own equal employment opportunity policy, the School prohibits sexual harassment in any form by anyone. This policy applies to all employees and all students, regardless of their position in the School

- **Definition of Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made a term or condition, whether explicitly or implicitly, of an individual's employment or a factor in a student's status; (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual or as a factor in judging a student's performance; (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or a student's school performance or creating an intimidating, hostile or offensive working or learning environment; and/or (4) such conduct is directed toward a student under any circumstances.

If you feel you have been the victim of sexual harassment, please contact the Head of School or the President of the Board of Trustees. Your situation will be treated confidentially on a need-to-know basis, and will be promptly and thoroughly investigated. If the result of the investigation indicates that corrective action is called for, such action may include disciplinary measures ranging from a warning to the termination of the employment or the position in the School community of the offender.

I. HEALTH OFFICE POLICIES AND PROCEDURES

The East and West Campus Health Centers offer services to promote the physical and emotional wellbeing of the Albany Academies' students, faculty and staff. Both centers are staffed with a fulltime registered nurse. Policies and procedures followed by the Health Centers are aligned with the State Education Department requirements and reflect best practice in school nursing.

Physical, health history, and medication forms are mailed annually in May. Copies of these forms can also be downloaded from the school website along with more detailed information on topics listed below.

- **Physical Examination Requirements**

Students in ECA, PK, K, 2, 4, and 7-12 are required to submit an annual physical to the Health Center by August 15. Students participating in a sport must have a physical, dated within 12 months before the start of the training season. Failure to do so will result in the student being restricted from team practice, competitions and physical education classes. Middle and Upper School students will be held accountable for missed classes or sport participation.

- **Health History**

A parent/guardian is required to submit a health history annually to update our medical records.

- **Immunization Requirements**

All students are required to be immunized as mandated by the NYSED. Education Law 914 requires that every child attending school submit proof of immunizations required by Public Health Law 2164. Both the New York State Department of Health and the New York State Education Department have

implemented the process of religious exemptions. Please check with the school nurse for more details on this process.

- **Medications**

School personnel are often asked to give medication to students during school hours. Many medicines can be taken effectively outside of school hours. If your doctor feels it is necessary for the medication to be administered in school, the following steps must be taken for both prescription and over-the-counter medications.

A medication order and parent permission must be received to initiate this process. The medication must be delivered to the Health Office by a parent or guardian. Prescription medication labels should display the student's name, pharmacy name and label, the physician's name, name of medication, dose, frequency, and route of administration and any other necessary directions. Parents should ask the pharmacist to provide two containers, one for school and one for home to avoid transporting a medication daily. Medication should not be transported on the school bus. Over-the-counter medications must be in the original manufacturer's container with the student's name affixed to the container.

Students who need to carry medication on them during school hours must have a written permission from the physician, permission from the parent and approval by the nurse. Self-carry medication forms can be found on our website.

- **Communicable Diseases**

Please remember to notify the Health Center if your child has contracted an infectious disease that may affect the health of classmates, faculty or staff.

- **Illness During School Hours**

Children who develop the following symptoms will be isolated from the rest of the students and parents will be notified to take their child home: Diarrhea, vomiting, sore throat with fever, persistent ear ache with fever, rash of unknown etiology, pink eye, temperature of 100 degrees or higher, impetigo, scabies, ringworm, or head lice. Please remember to update your emergency contact information as necessary during the school year to ensure that we can reach you.

- **Physical Education Exclusion**

Students who wished to be excused from physical education or team sports due to an illness or injury must present documentation to the school nurse. A parent may excuse their child for two consecutive days. A physician's note is required to be excused for three or more days and indicates the date the student may resume physical activities.

Adaptive Physical Education is available and will be determined by the Physician, School Nurse and the Athletic Director.

J. SUBSTANCE ABUSE POLICY

The Albany Academies recognizes that the use of alcohol and other drugs and the problems associated with it are widespread in our society. We believe that The Academies community has a responsibility to take a leadership role in developing an appropriate and effective response to this problem.

The Albany Academies recognizes that the abuse of substances adversely affects the educational process and the community as a whole. We know that students cannot make full use of our curriculum or realize their own potential if they use/abuse alcohol and other substances. We believe that using chemicals is dangerous to healthy child development and can have serious life-long consequences. We strive to help students grow into strong and healthy individuals who have the skills necessary to handle life's challenges without using substances.

We believe it is in the school community's best interest to strive for and take the necessary steps to promote, enhance, and maintain a drug-free school, and that along with parents and other segments of the community, it has a role to play in helping students achieve these ends. (The students need education, assistance and support to remain drug-free and to cope with drug-related problems in those they care about.)

Students are encouraged to use the health office, counselor, advisor, Dean of Students, teachers or any other member of the faculty or administration as resources in addressing concerns. If a student comes forward with a problem the school will work with parents and health officials to get help and return to school.

If a student is referred to formal treatment as a result of a violation of school rules the student may be asked to withdraw or may be expelled. This applies to off-campus incidents as well as school-sponsored/related events.

- **Policy**

The sale, distribution, use, or possession of alcoholic beverages, controlled substances (illegal/illicit drugs), marijuana, or other materials expressly prohibited by federal, state, or other local laws, and use or possession of drug paraphernalia is not permitted in the school buildings, on school property, or at school-sponsored athletic contests, dances, parties, or even off campus. This includes the consumption or use before the above events even though the student may not be on Academies grounds. Also, the sale, distribution, or abuse of prescription, patented, or imitation drugs is not permitted.

Possession or confirmed use of drugs or alcohol will result in immediate suspension for a minimum of five days. A parent will be notified immediately and a parent conference will be arranged.

If a teacher or other Academies employee suspects that a student is under the influence of alcohol or drugs, the teacher will send the student (accompanied by an adult) to the Health Center. The nurse will medically evaluate the student and refer appropriately. The nurse or teacher will contact the Dean of Students and/or Division Director. If the student is found to have consumed alcohol or illegal drugs, the student will only be released to his/her parents or the police.

K. LEADERSHIP

- **The Albany Academies Leadership Program**

Effective and moral leadership is vital to the success of any community and indeed the nation at large. Effective schools must assume a significant degree of responsibility for developing in their students those intellectual and moral capacities considered to be essential components in the education of excellent leaders. Effective schools must also provide numerous and diverse learning experiences for students so that they may develop and practice their capacity to lead and follow.

The Albany Academies Leadership Program supports the academic and athletic program efforts to develop within our students the behaviors and characteristics stipulated in the school's educational goals. Every component of the leadership program works to strengthen every student's leadership education at the Albany Academies.

(1) **Formal Leadership Instruction**

- Character
- Organizational Skills
- Listening Skills
- Communication Skills
- Group Process
- Human Relations
- Managerial Skills
- Self Awareness
- Leadership Styles

(2) **Lower School**

- **All Grades**
 - (a) Core Value of the month program: Honesty (September), Integrity (October), Respect (November), Responsibility (December), Compassion (January), Fairness (February), Caring (March), Trustworthiness (April), Citizenship (May)
- **Grade 3**
 - (a) Lessons on the six pillars of character
- **Grade 4**
 - (a) Lessons on the six pillars of character

(b) Trimester Three: Code of Honor and Core Ideology

- (3) **Middle School**
- Teambuilding, Code of Honor, Core Ideology, Respect, Tolerance
 - Flag Etiquette and Meaning, Pledge of Allegiance & National Anthem, Etiquette – Doorway, Introducing People, Dining
 - Behavior Contracts
 - Decision Making, Controlling Impulses, Peer Pressure
 - Developing Good Habits
 - Bullying, Distinguishing bullying from normal peer conflict
 - Skillful Listening
 - Introduction to the 7 Habits of Highly Effective Teens
- (4) **Upper School**
- Grade 9—Self-development, Seven Habits of Highly Effective Teens
 - Grade 10—Self within a Group, Group Process, Followership
 - Grade 11—Self and the Emerging Leader, Leadership Styles, Self-Awareness, Responsibility
 - Grade 12—Leadership in Action, Taking the Leadership Role, Human Relations, Communication, Managerial Skills (leading to May Project)
- (5) **Community Service Projects**
Trimester Service Projects, Planned and Implemented by Each AA House Group and Cadet Corps, Teamed with Grade Level or Advisor Groups from AAG
- (6) **School-wide Service Projects**
Students in grades K—12 will work in collaboration to plan, implement, and/or participate in community service events.
- (7) **Community Service Days—(Lower School On-Campus, grades 5-12 off Campus)**
All students participate in two days of experience rich activities helping our community. Planning, implementation, review and reflection take place.
- **Upper School Student Leadership**
 - (1) **The Albany Academies Structure—Boys**
 - **The Student Council**

The Student Council is a body of students nominated by the student body and voted into position through grade-level specific elections, as well as an all Upper School Election. Underclassmen representatives include a President, Vice President, treasurer and Secretary at each grade level (9-11). They are charged with overseeing their respective classes during meetings and representing the ideas of their classes to the Administration. These Representatives will be overseen by the Student Council President, Vice President, Treasurer, and Secretary, and Director of Events, senior students elected by the entire Student Body the previous year. Members of this body serve one-year terms and are eligible for re-election the following year. Members of this body may be removed from office for limited periods of time or permanently if they fail to model the behaviors called for by both the code of honor and the code of discipline. Members of this body may develop legislation regarding student behavior and student life at the school. The Student Council also oversees the House Leadership System, the Cadet Corps, and all other extracurricular activities including clubs.
 - **The Presidential Cabinet**

Members of the Presidential Cabinet include the President and Vice President. The Presidential Cabinet oversees the three branches of student leadership: The Student Council, The House System and Cadet Corps. Members of the cabinet are elected by the student body in grades 8 -12. The election takes in May each year.
 - **The Executive Committee of Student Council**

Members of the Executive Committee include the Cabinet and Treasurer, Secretary and Director of Special Events. The primary function of the Ex Com is to lead the Student

Council in matters of student life. The secondary function of Ex Com is to facilitate House Competitions in conjunction with the House Prefects and the Cabinet.

- **Cadet Corps**

While not a military school, The Albany Academies employs a military model of organization and structure for its Cadet Corps. This type of structure serves to provide numerous opportunities for students to practice leadership as they progress through the school and through the Cadet Corps.

Participation in the Corps is not compulsory; rather it can be voluntarily joined by students from form levels III through VI. The leadership is provided by form V and VI students who have gone above and beyond their call of duty within the Corps.

In the Corps there are three different divisions that you can go into when you decide that you want to join. Those divisions are the Drill Team, Drum Line, and the Color Guard. Each are highly respected groups that will give a student the chance to lead his peers as he progresses through the ranks.

A student run club is available to students in grades 5 – Form II.

The most visible manifestations of the Cadet Corps assume the character of military type ceremonies and participation in local parades. However, the more important elements of the program are found in the daily regimen of problem-solving, conflict-resolution, decision-making and planning that the program's leaders are exposed to while at school.

- **The House System**

The House System is a leadership structure that involves all students in grades K – Form VI. Students are placed in one of four houses: Olcott, Gates, Henry, or Beck. The progressive leadership structure provides for many opportunities to lead and follow through formal and informal group interactions.

By assuming responsibility for the success of individual and house goals, student leaders and followers will develop a greater appreciation for an understanding of the importance of service to others as an essential component of effective and successful leadership.

By working in houses, the students will develop refined group interaction skills and they will also learn how to become responsible members of an organization.

By serving in leadership positions, students will develop communication, problem solving, and organizational skills that will enable them to become successful leaders in the school and in the community.

Every year, two prefects will be elected for each house out of a pool of junior candidates deemed eligible to serve in the position by a faculty committee. The prefects will oversee and direct the happenings of their individual houses and the all-encompassing school projects. These projects will be determined prior to the school year by the incoming prefects, student executive committee members and the faculty house advisors.

In regard to the all school projects, each house will be assigned a certain aspect of each project and will be judged on how well they perform their task and involvement in the project within the house. The houses will be awarded points determined by how well they execute these two goals and these points will constitute the house competition.

On a biweekly basis the houses will convene to discuss the community service projects and appropriate tasks for house members to carry out. These meetings will be presided over by the prefects and house faculty advisors. In addition, the prefects will meet weekly to discuss the all-school projects and their individual house's participation in these.

(2) **The Albany Academies Structure—Girls**

- **The Presidential Cabinet**

Members of the Presidential Cabinet include the President and Vice President. The Presidential Cabinet oversees the Student Council.

- **The Executive Committee**

Members of the Executive Committee include the Cabinet and Treasurer, Secretary of the Student Council and the Leadership for the Senior Class. The primary function of the Ex Com is to lead the Student Council in matters of student life.

- **The Student Council**

The Student Council is a body of ten students nominated by the student body and voted into position through class specific elections. The president and vice president of the individual classes are on student council along with the president and vice president of student council; the president and vice president are elected by the entire student body. These representatives are charged with overseeing their respective classes during class meetings and representing the ideas of their classes to the Student Council. The primary function of the student council is to address matters of student life, including but not limited to, the student center, school policies and procedures in the student handbook, social functions, and graduation.

- **Cadet Corps**

While not a military school, the Albany Academies employs a military mode of organization and structure for its coeducational Cadet Corps. This type of structure serves to provide numerous opportunities for students to practice leadership as they progress through the school and through the Cadet Corps. Participation in the Corps is not compulsory, rather it can be voluntarily joined by students from grade nine through twelve. The leadership is provided by juniors and seniors who have gone above and beyond their call of duty within the Corps. In the Corps there are three different divisions that you can go into when you decide that you want to join. Those divisions are the Drill Team, Drum Line, and the Color Guard. Each are highly respected groups that will give a student the chance to lead his peers as he progresses through the ranks.

L. COLLEGE PREPARATION

- **College Counseling**

The Albany Academies has always worked hard to provide its students with personalized college guidance. We help our students to understand their strengths, prioritize their college goals, put together an appropriate set of schools to which they will apply, and present effective applications.

Our Directors of College Counseling meet with the college representatives who visit the Academies and works closely 11th and 12th grade (Form V and VI) students to help them formulate their plans. The director begins working with 11th grade (Form V) students in the winter, with an initial meeting for parents and students. Individual appointments are scheduled throughout the spring term and summer months. During the fall, 12th grade (Form VI) students meet with the directors to finalize application strategies.

- **College Visits**

Grade 11 and 12 (Form V and VI) students are expected to arrange college admission visits that, if possible, do not conflict with Academies appointments.

Each senior is permitted three excused absences from The Albany Academies to visit colleges if (a) he/she seriously intends to apply to them, (b) the college advisor agrees the application is reasonable, (c) the college is of sufficient distance or the trip includes other colleges necessitating school-day visiting. Note: Many college admission offices are open on Saturdays and school holidays during the academic year.

The student must complete a college visit excuse form at least three days before any visit. Forms are available in the College Counseling Office and must be signed and submitted to the Main Office. Failure to follow this procedure is interpreted as an unexcused school absence and dealt with accordingly.

- **College Guidance Timeline**

Form IV/Grade 10

October

PSAT (Preliminary SAT I)

March

PLAN (Pre-ACT), Form IV/Grade 10

Form V/Grade 11

September –December

October

January

January – June

March

April

May

June

June – August

Meet with college admission representatives visiting the Academies

PSAT – National Merit Scholarship Qualifying Test

College Night Program

Meet with the Director of College Counseling

Visit colleges during break

SAT I

ACT

SAT I & II

ACT

SAT I & II

Meet with Director of College Guidance

Visit colleges

Form VI/Grade 12

September – December

Meet with Director of College Counseling

Complete application forms

Request teacher recommendations (September)

Meet with college admission representatives visiting Academy

SAT I and SAT II offered in October, November, and December

ACT offered in October and December

Register with the **NCAA Clearinghouse** (For Division I and II only)

Complete the **CSS PROFILE** financial aid form

January

Complete Free Application for Federal Student Aid (**FAFSA**) financial aid form

M. STUDY HALL RULES

- The following students are placed in study hall during free periods:
 - (1) any student who fails to achieve a 2.3 (C+) average for the previous marking period or is failing a required course for graduation
 - (2) All students in grades 9 and 10
 - (3) Any student who is directed to do so by his/her advisor, the Academic Dean, the Dean of Students, or Division Director. Upon petition to the Division Director, a student may be released from study hall pending significant improvement in all subject areas; this petition must be approved by the advisor, the Academic Dean and the Dean of Students.

Study hall is considered an academic appointment and absence from or tardiness to a study hall is treated accordingly.

A student wishing to leave the study hall to use the Library must bring a note from the teacher for whom he/she is doing the work and give it to the proctor at the beginning of the period. A student must return to the study hall at least two minutes before the end of the period.

Silence is the policy adhered to in all study halls. Permission to communicate with another student must be obtained from the study hall proctor.

N. LIBRARY

The school libraries of The Albany Academies are both available for use by all students. Both participate in the Capital Region BOCES school library system, which allows for inter-library loans within the Capital Region.

Books may be signed out for four weeks. Current periodicals may be taken out overnight **ONLY**; back issues may be taken out for two weeks. Students are liable for lost books and are charged a replacement and processing fee ranging from \$5 to \$50.

- **Library Rules**

- (1) The Library is a classroom and resource center and should be used for academic activities. Students should maintain an atmosphere of quiet study.
- (2) Any student in good academic standing and, therefore, not assigned to study hall has free access to the Library during an unassigned period if the student needs access to library resources.
- (3) Any student assigned to study hall may use the Library only with an instructor's written permission and must follow proper sign-out procedures.
- (4) Books may be signed out for two to four weeks and may be renewed unless it is in great demand.
- (5) Books not returned by the last day of final examinations of each trimester will be considered lost and a bill will be sent to parents/guardians. Transcripts and report cards will not be forwarded until either the books are returned or the bill is paid.
- (6) Use of the library printers is restricted to academic and school related activities.

O. GENERAL INFORMATION

- **School/Parent Communication**

- (1) **Telephone and Voice Mail System**

The Albany Academies telephone system allows you access to our faculty and staff. The main school number is 518-429-2300.

Parents are encouraged to leave messages for all faculty members—advisors, teachers, and administrators – in the individual’s voice mail box and not on the school’s general voice mail system. Calls to the system can be made any time, day or night. Please include the best time and place to have your call returned. Our faculty will make every effort to accommodate your schedule. During the school day all calls to faculty will be connected with his/her voice mailbox. You will hear a message and a beep. Please leave your message in detail after the beep. Please refer to the roster or the website for the extension numbers of all Academies employees.

- (2) **Absentee Call-ins**

Parents can call in student absences and tardies before or after regular school hours. Please call the main number at (518) 429-2300. A recording will direct you to leave the following information after the beep:

- student’s name
- student’s grade
- date of absence or tardiness
- reason student will be absent or tardy
- name of parent leaving message
- telephone number where parent can be reached

- (3) **Parental Concerns**

For concerns about a specific class, contact the teacher via voice mail or email. For more general issues, contact the student’s advisor. Broader curricular questions can be addressed by department chair, the Academic Dean, or the Division Directors.

In general, concerns about a student’s behavior should be directed to the Dean of Students.

Parents are always welcome to speak with the department chairs, Division Directors and/or the Head of School.

- (4) **Parent Conferences**

Each fall, a day is set aside for you to meet with your child’s advisor. This is a valuable opportunity for parents to present their perspective on their child and to meet the staff who will communicate with them regularly throughout the coming year.

It is often useful for parents to meet with their child’s teachers to discuss ways to improve student performance. When a parent or teacher requests a conference, it is important that the student understand why the meeting is occurring. Depending upon the circumstances, the student might even be present for all or part of the meeting. Ordinarily, the advisor arranges such parent conferences and will also be in attendance.

- (5) **Parents’ Night**

At the annual Open School Night, all parents are invited to the school on a specific evening to meet their child’s teachers and to follow his/her schedule of classes. This is an excellent opportunity to meet the teachers, get a sense of their expectations, and understand the content of their courses. Because parents’ night is scheduled only once each year, we urge parents to attend.

- (6) **Special Meetings**

Throughout the school year, certain meetings are set aside for special parent gatherings, most often focused on an important project affecting the boys in a class (e.g. planning for the Washington or Boston trips). The purpose of these meetings is to discuss student life issues.

- (7) **Emergency Messages**

Parents needing to have messages delivered to their child during the school day may call the school receptionist at (518) 429-2300 and leave any necessary message. Messages will be

delivered to students in a timely manner. In serious emergencies only, messages will be communicated to your child immediately during the school day.

- **The Albany Academies Parents Association (AAPA)**

The purpose of the Parents Association is to encourage close cooperation and to foster communication among the parents of the Albany Academies students and between said parents and the Trustees, faculty, and staff of the school for the continuing enrichment of the school environment. Volunteer opportunities in various aspects of school life are abundant in which parents may participate through the Parents Association.

- **Summer Programs**

- (1) **Summer Enrichment Programs**

- Junior Camp (Entering grades PK and K)
- Learning Enrichment Activities Program (LEAP) (Entering Grades 1 – 7)
- Summer Skills Workshops (Entering Grades 5 – 12)

- (2) **Summer Sports Camps**

- Boys Basketball (Entering Grades 2 – 12)
- Girls Basketball (Entering Grades 2 – 12)
- Youth Sports Camp (Entering Grades 2 – 9)
- Lacrosse Camp (Entering Grades 3 – 12)
- Soccer Camp (Entering 2 – 9)
- Baseball Camp (Entering Grades 2 – 9)

- (3) **Summer Recreation Camp (Entering Grades 1 – 8)**

The Albany Academies summer day camp operates under permit issued by the Albany County Department of Health. The camp is required to be inspected twice yearly. Inspection reports concerning the camp are filed with the County of Albany, Department of Health, Albany, N.Y.

- **Business Office**

The Business Office is responsible for all accounting procedures, all billing procedures, personnel and the Service Center. It is located on the lower level of The Albany Academy and is the first door on the right from the south parking lot. Please direct any questions regarding these matters to the business office personnel.

- (1) **Billing Procedures**

The student enrollment contract, which parents sign before school begins each September, explains the timetable for tuition payments. Tuition expenses are billed twice a year, but other fees such as after school and service center charges are billed monthly. Parents are expected to follow the contract payment dates.

If a serious problem exists in meeting these obligations, please discuss the matter with the Chief Financial Officer. An interest charge of 1.5 percent per month (18 percent annually) is imposed for accounts outstanding more than 30 days. Collections policies are strictly enforced.

- (2) **Food Service**

The Buttery on the West Campus and the Cafeteria on the East Campus provide lunch every day for students and employees. The meal plan is mandatory for all students. The menu is reviewed by professional food-management personnel and includes hot and cold entrees, soup, salad, dessert, and beverages.

- (3) **Transportation**

- Bus transportation is provided by the student's home district if he/she lives within 15 miles of The Albany Academies. The School runs private bus service from Columbia, Greene and Saratoga Counties. If a school bus is late, parents should communicate directly with their school district authorities. If a private bus is late, parents should inform the Business Office.
- Parent-arranged car pools **should use the following guidelines:**
 - (a) At the start of the school day and the end of the school day, the front circle is for buses only.
 - (b) West Campus

- Lower School students should be picked up and dropped off at the school's south entrance,
- Middle and Upper School students at the Hackett Blvd. lot.
- (c) East Campus
 - All students should be picked up and dropped off at the area in front of the Media Center.
- Student drivers must have a license and insurance and must register his/her car with the Dean of Students.

(4) **Faculty Mailboxes**

If you need to get something to any faculty or staff member, just drop it into the interoffice mail slot located in the lower left area of the mailboxes next to the Service Center.

(5) **Textbooks**

In the spring, parents receive a list of books that their child will need for every subject in his/her grade level. Parents should:

- Be aware that a textbook list will not be issued unless a contract and deposit have been received by the Business Office.
- Complete the form, sign and date;
- Submit the form directly to your district; BOCES and Questar if you live in a BOCES and Questar supplied district;
- Districts that participate through BOCES and Questar have books delivered directly to the school. Students may pick up books the day before school begins. All districts are mandated to provide books; however, each district interprets the mandate differently, and budget determines allotted textbooks.
- In June, return all books to their appropriate school district. Districts levy penalties for misused or missing books.

The Academies communicates with the distributors, but is not responsible for their policies and procedures. Parents must be aware that these differ from district to district.

• **Miscellaneous Information**

(1) **Bicycles**

Students who ride bicycles to school are responsible for securing them. Bicycles are not allowed in the school building.

(2) **Lockers**

Upper School and Middle School students are assigned two lockers, one for general clothing and belongings, the other for athletic apparel. Unauthorized articles are not allowed in any locker, and lockers may be subject to periodic inspection and searches. If a locker does not have a school installed lock then the locker must be secured with an approved lock from the Academies Service Center (unapproved locks will be removed). Any defect in the lock should be reported at once to the Service Center. Locker problems should be reported to the student's advisor and/or the Dean of Students.

(3) **Lost and Found**

- Athletic equipment: Field House/Silipigno Athletic Facility
- All other items: See the Dean of Students

(4) **Accidents and Injuries**

Immediately report all accidents and injuries to the school nurse.

(5) **Visitors**

The Academies welcomes visitors under the following conditions:

- Prior permission must be obtained from the Dean of Students, division head and teachers whose classes will be visited;
- In keeping with the Academies dress code, guests should wear appropriate school attire (no jeans, shorts, baggy clothes, etc.); and
- All visitors are requested to sign in and announce themselves to the receptionist in the Main Office.

(6) **School Hours (Closing Time)**

All students must be out of the main building by 5:30 p.m. each night unless they are supervised by an appropriate faculty or staff member.

(7) **Fire Drill Regulations**

The fire alarm signal is the repeated ringing of school bells. When the fire alarm rings, classes must depart walking single file without talking. Directions are posted in each room.

(8) **Early Dismissal Procedures**

In the event that The Albany Academies must close down immediately due to a building crisis or area emergency, all students will be evacuated to a predetermined site (depending on the situation), according to our emergency evacuation procedure.

In the event that school districts close school early due to inclement weather and send their buses early, the normal protocol for students who ride school buses is that they will be sent home on that bus. Because the buses usually arrive with little or no notice, we do not have the time to phone you either to notify you that your child is going home on the bus because your district is closing, or to ask your preference. Therefore, to avoid any confusion, please complete the Snow Emergency Early Dismissal Protocol section of the Student Information Form sent home to each family and return it to the Main Office. If we do not receive this completed information, we will assume that we should send your child home when the bus arrives. It is highly recommended that you listen to the radio on particularly snowy days to find out if your district will be closing early. **The Albany Academies does not close early because of inclement weather.**

(9) **Field Trips**

Parents will be notified in advance of all field trips. The cost, mode of transportation and time will be communicated in a note written by the classroom teacher. To hold down costs, we will occasionally ask our parents to help with transportation. To eliminate the exchange of money, each family's account will be charged for field trips, if necessary.

If cars are used to transport students, students must all wear seat belts during these trips. Parents are responsible for the children's safety and conduct when the teacher is not in the vehicle. Parents are strongly urged not to make unscheduled stops with children in their car. All students are expected to adhere to the expectations identified by their teacher(s) and to be respectful at all times. Students must:

- show respect towards faculty, parents, and classmates
- respect property
- use appropriate language
- wear the appropriate uniform and be neat in appearance
- adhere to the designated safety rules when riding in a bus or car

Failure to adhere to the behavioral expectations could warrant an in-school suspension and/or removal from the next class trip.

• **Student Assistance**

Each division at the Academies is prepared to respond to those students who might benefit from additional support and/or services. The support and services can be provided from within or outside the school community. Each division head is supported by the nurse, counselor and other appropriate staff members when assisting students in need of additional services.

When student life concerns are brought to a division head or the school counselor, the student's advisor and/or homeroom teacher are consulted. The remainder of the student assistance staff then works closely with other appropriate staff and faculty to verify and clarify the student's need for additional support and to work together to develop a supportive assistance plan.

The indications that a student may benefit from additional support vary. The need may arise if a student is living through any number of life experiences. Divorce, separation, health issues, death in the family or of a friend, depression, poor peer interactions, and substance abuse represent only a few of the experiences that might be intensely debilitating to students.

If you feel that your child needs support within the school, please contact the division head. The division head may then recommend that the student meet with the school counselor. If the situation warrants the assistance of resources beyond the school, the school will work closely with the family to find an effective treatment. Matters of this nature are always handled with the strictest confidentiality.

- **Crisis Intervention Team**

In the event of a school-wide crisis, the Crisis Intervention Team is charged with working together to plan and implement appropriate informed responses that sensitively address the needs of students, parents, faculty, and staff. The team includes the Head of School, division heads, the counselor, the nurse, the Dean of Students, and other faculty and staff members. The work of the Crisis Intervention Team is guided by plans described in The Albany Academies Emergency Action Plan.

- **Acceptable Use Policy for Utilizing The Albany Academies Network**

To use computers (lab or laptop) including Internet access and access to The Albany Academies network, you must read this entire Acceptable Use Policy (AUP), agree to abide by the terms set herein, and return the completed agreement with both student and parent/guardian signatures to William Diggins or Lenny McGeary at The Albany Academies

The purpose of computer use is to advance and promote education at The Albany Academies. It is intended to assist in the collaboration and exchange of information among all that are concerned with education. The use of computers and your personal Academies network account must be in support of education and research; it must be consistent with the educational objectives of The Albany Academies. The use of computers to access the Internet and The Albany Academies network is a privilege, not a right.

(1) **Network Responsibilities**

You are responsible for what you say and do on the network. Because communication with thousands of others is so quick and easy, it is important for you to think before speaking and to show respect for other people and their ideas. Each individual who accesses the Internet, the e-mail server, or The Albany Academies network is responsible for all activity while he/she is online. Any traffic from The Albany Academies network that traverses another network is also subject to that network's AUP. The legal rights of software producers and network providers, as well as copyright and license agreements, must be honored. It is beneficial for all users to keep the network running efficiently. Each user must take responsibility for avoiding system disruption and minimizing costs (hardware repair, software replacement, printing costs).

The following actions are not permitted:

- sending or displaying offensive messages or images;
- using profane, obscene, threatening, or otherwise offensive language;
- harassing, insulting or verbally attacking others;
- using another's ID/password;
- downloading in school of any material without express permission from the technology coordinator (includes games, movie trailers, screensavers/wallpaper, music, virtual pets, etc.);
- use of software from home without express permission from the technology coordinator
- plagiarizing or violating copyright laws;
- all communication and information accessible via the network should be assumed to be private property. Any sources used in research must be properly cited and credit given to the author;
- users must respect intellectual property and the privacy of others; illegal use of information in folders or document files:
- transmission of any material in violation of any US or state law including, but not limited to, copyrighted material, harassing or obscene material, pornographic material or material protected by trade secret;
- damaging computers, computer systems, software, or computer networks (vandalism/"hacking");
- using the network for commercial purposes (includes shopping or advertising); or
- using the network for political purposes.

(2) **Network and Internet Safety**

Security on any computer system is a high priority. The Albany Academies network provides filtered Internet and e-mail access on all school computers, including student laptops. In allowing access to the Internet, The Albany Academies network operates in full compliance with the Children's Internet Protection Act (Public Law 106-554). Pursuant to the Electronic Communications Privacy Act (18 USC 2510 et seq.), The Albany Academies network does not provide facilities for sending or receiving private or confidential electronic communications. As such, system administrators have access to all mail and will monitor messages. Faculty and staff at The Albany Academies will not allow students in their presence to input personal identifying information (full name, phone number, address, etc.) on the Internet. Outside of school, families bear responsibility for such guidance relative to Internet safety.

At times, students may create artwork or writing which is suitable for inclusion on The Albany Academies website. This work appears in an educational context and is available to others as an educational resource. No last name, home address, or personal phone number is included with such work.

All users of The Albany Academies network are expected to respect the privacy and protect the safety of other users. Use of another's account and/or password is not permitted. Personal information about another user must not be shared. To ensure Internet safety, users will only access sites appropriate for school classes or activities; downloading of any information requires approval from faculty or staff. To ensure e-mail safety, users will only use a school-provided e-mail account; all other e-mail accounts or online means of communication (AOL, Hotmail, Yahoo mail, instant messaging, chat rooms, and virtual chat rooms) are prohibited while in school. Outside of school, families bear responsibility for guidance relative to e-mail safety.

(3) **Terms and Conditions**

Any of the following actions may result in suspension of computer privileges at school by disabling the user's The Albany Academies network account, prohibiting the user from laptop use at school, and/or confiscation of a user's laptop by authorized school personnel:

- any violation of network responsibilities as discussed above;
- any action that compromises the security of any computer connected to The Albany Academies network or Internet;
- any attempts to log on as a system administrator;
- any tampering with any item of hardware or software, including unauthorized installation of software, transformation of settings or controls on any computer, and neglectful use of peripherals (digital cameras, printers, scanners);
- any unauthorized downloading;
- any access or transmittal of offensive material, including user-created documents/e-mail messages.
- any circumventing of web filters
- any accessing other user's data

(4) **Consequences of Unauthorized Use**

- **First Offense:** students will receive a warning and an explanation of the offending action. The student's advisor will review the AUP with the student. The student's advisor will notify the parents/guardians.
- **Second Offense:** student will lose their Albany Academies Network User's privileges for one week. The student's advisor will again notify the parents/guardians.
- **Third Offense:** student will lose their Albany Academies Network User's privileges for one month. A school administrator will notify the parents/guardians.
- **Fourth Offense:** the student's Albany Academies Network User's privileges will be revoked for the remainder of the school year. A school administrator will notify parents/guardians and a written violations form will be sent home. To re-obtain Network privileges, students and parents/guardians must appeal to The Albany Academies Network Advisory Group.
- *Any work assigned when a student's User's privileges are withheld must be completed with pen and paper using traditional texts and resources.*

(5) **Disclaimer**

While The Albany Academies makes every effort to maintain a safe and secure computer network, the School cannot be held accountable for information that is retrieved from the Internet via the network. The Internet, whether used at school within the confines of The Albany Academies network or outside of school, should not be used indiscriminately or without supervision. While students are at school, the staff makes every effort to assure that this powerful teaching/learning tool is used appropriately. At home, it is the responsibility of parents/guardians to monitor Internet use; it is not advisable for young people to engage in long periods of unsupervised time online.

When information is obtained via The Albany Academies network for school assignments, it is at the user's own risk. The Albany Academies will not be responsible for any damages a user may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by user negligence or user errors or omissions.

- **Office of Marketing and Communications**

The Office of Marketing and Communications is responsible for the oversight and implementation of all marketing, communication and public relations activities of the school. Major projects include the production of the weekly electronic newsletter, the website, the A² magazine, as well as the development of supplemental materials created to convey the Academies' key messages to its various constituencies. The office is also responsible for media relations, as it relates to daily operations as well as planned public relations programs and events.

The communications staff coordinates the overall marketing activities of the school, including targeted advertising campaigns, publications and other promotional efforts. The office also serves as an internal resource for editorial support and works closely with the admissions and development offices, and the Parents Association in efforts to more effectively serve both their individual constituencies and the greater community. For more information, contact their office at (518) 429-2385.

- **Office of Institutional Advancement**

Like all independent schools, The Albany Academies relies on the generosity and support of parents and alumni to help make a difference in the education our students receive. It is through your philanthropic support that we can expand programs, offer financial aid to deserving students, provide faculty with enrichment opportunities and ensure the future of the school. The Academies appreciates the significant investment that you have made in your child's education. However, it is important you realize that revenue from tuition only accounts for 80 percent of what the Academies actually spends to educate your child.

- (1) **The Albany Academies Annual Fund** makes up the difference between tuition and the actual cost of the Academies experience. A rigorous education, co-curricular activities and an extensive leadership development experience is all supported by generous gifts by Academies family and friends. Gifts to the Annual Fund may be restricted to four different areas: student financial aid and scholarship, faculty salaries and enrichment, co-curricular activities, or unrestricted/greatest need. It is true that each student receives almost \$2,000 in financial aid. Every student, regardless of whether they receive financial aid, receives a subsidy from the Academies.

Annually, there are three fundraising events: Spring Gathering, the Golf and Tennis Classic and Legacy of Dreams. We encourage all parents to participate and volunteer to assist with the planning and success of these events.

- (2) **Capital Gifts** are generally devoted to specific physical projects or endowment needs and are often made over a period of time.
- (3) **Planned Gifts** provide resources that address strategic objectives, such as endowment, and are a vital source of support for the school's long-term future. Examples of these gifts include:
 - Bequests
 - Life Insurance
 - Real Estate
 - Gift Annuities
 - Pooled Income Fund

The Albany Academies Development Office works with the Parents' Association to support all initiatives. Many volunteer opportunities exist for parents to partner with the Academies in the educational experience of their child.

For more information about The Albany Academies Institutional Advancement or volunteering for an Academies event, please contact their office at (518) 429-2431.

- **The Albany Academies Archives**

All members of The Albany Academies community are encouraged to visit the archives suite, located at the north end of the ground floor in the main school building. The Albany Academies Archives collects, preserves, and exhibits historical material related to The Albany Academies and the city of Albany. The archives functions as a school museum, historical society, rare book library and meeting room. It is also a learning and research space that students are welcome to use. For more information, contact the Archives Office at (518) 429-4374.

- **Office of Admissions**

- (1) **Admissions**

The Albany Academies seeks students who are to grow and develop in an educational environment characterized by commitment and dedication, and are willing to benefit from and contribute to the school community. The Admissions Office offers a personalized approach to the process, working with students in the Early Childhood Program and students in Pre-Kindergarten through Post-graduate. Candidates are judged on the basis of their academic background, references, entrance examination, and personal interview.

The Albany Academies adheres to a rolling admission cycle and acts on completed applications as they are received. A student's interest is best served with an early application. The Office of Admissions is pleased to send information to any interested family. For more information regarding admissions, please contact the Office of Admissions at (518) 465-1461.

- (2) **Financial Aid**

In a sense, every student is on scholarship at The Albany Academies. Even parents paying the full tuition pay less than the actual cost of an Academies education. The remainder is provided by income from the school's endowment and from contributions to the annual fund made by alumni, parents, and friends of the Academies. A quarter of the student body receives further financial assistance.

All financial aid is awarded on the basis of need. Applications for financial aid are considered and acted upon by the Financial Aid Committee.

Parents applying for financial aid are required to fill out a confidential questionnaire prepared by the School and Student Service for Financial Aid. A copy of this report is submitted to The Albany Academies, along with copies of the most recent federal income tax returns and W-2 forms of all persons involved in the support of the student, including stepparents. In the case of divorce or separation, the school requests financial information from both parents. Parents of returning students file new applications each year. Financial aid packages are reviewed annually, and continue as long as need exists, and the student demonstrates good academic standing and good citizenship.

Because there are limited financial aid resources, we encourage families to apply as early as possible. For additional information, please contact the Financial Aid Office at (518) 429-2429.