

ALCS “How To”...

Register New Students or Withdrawal of a Student: • Call Mrs. Melisa Rakoska-Heary at 375-6600, ext. 2177 (Grades 6th-12th) and Mrs. Ann Burgess at 375-6600, ext. 4172 (Grades Pre-K-5th)

Qualify for Free/Reduced Lunch: • Obtain the necessary application forms in the back-to-school Gator Communicator or on our school web site at alcsny.org. Complete forms accurately. • Phone Rhonda Herbert at 375-6600, ext. 2188 if you have any questions.

Change a Student’s Schedule OR Check on a Student’s Academic Progress: • Contact your child’s Counselor –375-6600, ext. 2177 (MHS) or ext. 4162 (Elementary)

Get career, college, and financial aid information: • Contact your child’s Counselor –375-6600, ext. 2177 (MHS)

To request a transcript: • MHS – Call Student Services –375-6600, ext. 2177

Obtain Working Papers: • Pick up necessary forms at the Middle-High School Office.

Have Medication Administered During School Hours: • Bring orders with prescribed dosage from your family physician and a written request from the parent along with medication in the original container. DO NOT send medication in with the student.

Learn about Board of Education Activity: • The meeting schedule and approved minutes are posted on the District web-site. Agendas are posted approximately one day before the meeting.

Inform the Board of Education of an Opinion: • Attend the monthly Board meetings –6:30 pm (See the Calendar for dates), send a message to the BOE email (BOE@alcsny.org). NOTE: Personnel concerns will not be discussed in public. Such concerns should be discussed in advance with the Superintendent of Schools.

Qualify to Vote in School Elections: • You must be a citizen of the U.S., 18 years of age or older, a resident of the school district 30 days prior to the vote and be a registered voter with Cattaraugus County Board of Elections.

Discuss Bus Questions: • Contact Curtis Peters, Transportation Supervisor –375-6600, ext. 6612.

Resolve a School-Related Problem: 1. If there is a classroom related problem, contact the teacher first. If it is not resolved, contact the building Principal. 2. If there is a building related problem, contact the building Principal. 3. If your problem goes unresolved at these levels, contact the Superintendent –375-6600, ext. 2006. 4.

Obtain Permission for Use of School Building or Grounds: • Go to alcsny.org website under site shortcuts-building use request, to submit your request at least one week in advance. Phone 375-6600, ext. 2006 if you have any questions.

Obtain Season Passes for Athletic Events: • Contact Ms. Heidi King at 375-6600, ext. 2009.

Obtain Classroom Assignments for a Student who is out with a prolonged illness: • Phone your child’s school. Please allow ample time for assignments to be gathered. Make arrangements to pick up assignments by 3:30 pm.