



ARLINGTON CENTRAL SCHOOL DISTRICT
Alternative Instruction Program (AIP)
2024-2025

Administrator: Lisa Castaldo, Ed. D.
Interim Assistant Superintendent for Pupil Personnel Services
(845) 486-4460, Ext. 20121

Our Mission

The Arlington Central School District mission is to empower all students to be self-directed, lifelong learners, who willingly contribute to their community, and lead passionate, purposeful lives.

Purpose of AIP:

- AIP provides instruction for students in grades 7-12 who are suspended from school.
- AIP satisfies the legal requirement for alternative instruction and provides a venue for students to maintain their academic standing while unable to attend school.
- AIP is an opportunity for students to receive instruction in coursework they miss.

AIP Teachers

Mary Dwyer	email: mdwyer@acsdny.org	(845) 486-4460, Ext. 20186
Dawn Jawrower	email: djawrower@acsdny.org	(845) 486-4460, Ext. 20184

Location

Central Administrative Offices, 144 Todd Hill Road, LaGrangeville, New York 12540.

Responsibilities

The Principal will:

1. meet with the student and parent/guardian to discuss the AIP program and procedures;
2. make sure the AIP contract is read, understood and signed by the student, parent/guardian and administrator (parent will be given a copy of the signed contract),
3. assign the student to the AIP Program by **1pm daily**, using School Tool and the AIP tracker, and send the suspension letter and contract signed by the student and parent/guardian to the AIP Staff
 - In School Tool, *the duration is "all day"* when the disposition is AIP.
 - Please note that **breakfast and lunch are available**; the student's food service account will be billed accordingly. It must be ordered by 1pm.
 - If a student cannot be assigned by 1pm, the first day should be an OSS day with the following days assigned at AIP.
 - If students have been in an altercation with one another, arrangements must be made to ensure the safety of students, teachers and staff at CAO.

The AIP teachers will:

1. be available from 8:15 A.M. to 2:15 P.M. daily;
2. maintain contact with students' content area teachers;
3. return work to the schools as soon as practicable; and
4. contact parents as needed, but not limited to: absences, academic issues, and behavioral issues in the classroom.

AIP students will:

1. attend the AIP Program from **9:00 A.M. to 2:00 P.M.** each day;
2. abide by the AIP contract (Item A of the AIP contract states, "**There will be no cell phone use at AIP. Phones will be collected each day by school staff.**");
3. be held accountable for attendance, work, behavior, and adherence to the Arlington Code of Conduct; and
4. ride the Arlington AIP bus to and from their residence on file with the District; and are not allowed to get on or off the bus at any other stop.

AIP Curriculum and Grading Procedures

- The teacher(s) of record will send work to the AIP teachers either via email, google classroom or interoffice mail. Enough work will be provided for the student to cover the number of days a student is placed in AIP.
- AIP teachers will return the work to the teacher of record.
- Teachers of record are responsible for grading work and posting grades in School Tool.

Attendance

Students are expected to attend the program each assigned day. The AIP teachers are responsible for updating attendance records in the AIP tracker.

Please note the following:

- If there are any delays (*1, 2 or 3 hours*), AIP will follow the modified schedule.
- If there is an unscheduled early dismissal, AIP students may be sent home early as well. Parents will be notified of details via Parent Square.
- If schools are closed due to inclement weather, AIP is canceled and the day is added to the suspension term.
- If there is a scheduled Half Day for the high school or middle school, there is no AIP for those students. **Since students are not scheduled to attend, these days should not be counted when calculating the suspension term.**
- If there is a scheduled day off, there is no AIP. Since students are not scheduled to attend, these days should not be counted when calculating the suspension term.

It is the Principal or the House Principal's responsibility to add any additional days to the student's suspension term, including days for students attending BOCES.

State Assessments

If needed, testing will be conducted at the AIP site. The guidance secretaries, counselors, teachers, and administrators are responsible for providing tests and exams for each student in the AIP program. Test directions must be included.

Home Schools will provide an envelope for each student in the AIP program containing each exam that is to be administered. This should be done for each exam and be provided several days prior to the exam, when possible. The AIP teacher is required to bring and pick up **ALL** exams from the guidance secretary or designated liaison. The AIP teachers will return exams to the guidance secretary or designated liaison. The guidance secretary/designated liaison will sign off on each exam returned; the AIP teacher will keep this record.

AIP Discipline Procedures

Students are responsible for upholding/adhering to the Arlington Code of Conduct while at AIP. Students are expected to behave and fully participate in the AIP Program. AIP teachers will contact parents to discuss a student's behavior or academic concerns as needed. AIP teachers will notify the appropriate administrator of any concerns they may have regarding a student's behavior, including attendance.

The AIP teachers will report issues that arise during AIP to the appropriate school administrator and Lisa Castaldo, Ed.D. , Interim Assistant Superintendent for Pupil Personnel Services.

High School and Middle School Contact Information

Building	Administrator	Administrative office contact	School Phone #	Extension
Arlington High School Class of 2025	Dr. Richard Carroll, House Principal Kathryn Nixon, Asst. Principal	Jessica Macina, Secretary	486-4860	Ext. 31341
Arlington High School Class of 2026	Sharon Spencer, House Principal Scott Broglia, Asst. Principal	Cindy Westervelt, Secretary	486-4860	Ext. 31121
Arlington High School Class of 2027	Dr. Donna Bolner, House Principal Jeanne Desire, Asst. Principal	Barbara Rizek-McGuckin, Secretary	486-4860	Ext. 31403
Arlington High School Class of 2028	Deborah Bryant, Principal Carrie Cosgrove, Asst. Principal	Daniele Moustakas, Secretary	486-4860	Ext. 31149
LaGrange Middle School	Todd Richard Principal Juan Zuccherro, Asst. Principal Samantha Maker, Asst. Principal Paul Hackett, Asst. Principal	Amanda Runza, Secretary	486-4880	Ext. 22100
Union Vale Middle School	Lisa Roloson, Principal Brian Hogaboom, Asst. Principal Sharon LaDue, Asst. Principal	Patty Ryan, Secretary	223-8600	Ext. 24107

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