

PUTNAM VALLEY

Student Handbook 2007-2008

Middle School

142 Peekskill Hollow Road
Putnam Valley, New York 10579

MS Telephone: 845.528.8101

MS Fax: 845.528.8145

<http://pvcsd.org/ms>

Edward J. Hallisey, MS Principal

David Fine, Ed.D. MS Assistant Principal

High School

146 Peekskill Hollow Road
Putnam Valley, New York 10579
HS Telephone: 845.526.PVHS (7847)

HS Fax: 845.528.4456

<http://pvcsd.org/hs>

Richard Herlihy, Interim HS Principal

Sam Oliverio, Jr. HS Assistant Principal

Student Name: _____

Welcome!

You are about to begin a new adventure – a new year, new people, a brand new beginning. Whether this is your first year or you are a returning student, you are now part of a journey, as Putnam Valley Central School builds itself into a family of exceptional people, learning and growing together.

Together we will become that family. We will help you take yourself from childhood to adulthood, to begin to understand who you are and where you are going.

We will gain knowledge and skills, learn about others, and have some fun. You will be a part of the Putnam Valley Central School District and it will be a part of you.

You will be expected to value learning, to respect others, and to contribute to your own success. In turn, you will receive the full support of every staff member to help you prepare yourself for your future dreams and for your life's work.

Welcome to the Putnam Valley Central School District family!

Edward J. Hallisey
Middle School Principal

Richard Herlihy
Interim High School Principal

Putnam Valley High School Student Handbook

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**PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
MISSION STATEMENT:**

Putnam Valley Central School District, in partnership with our families and community, is committed to ensure a student-focused, safe and challenging environment in which students understand and assume their responsibility for life long learning, work to achieve their personal best, and become productive citizens in a diverse global society.

**Title IX and Section 504 Compliance
and
Equal Opportunity Employer**

The Putnam Valley Central School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, without regard to gender, race, color, national origin, marital status, sexual orientation or disability. Inquiries regarding this nondiscrimination policy may be directed to:

Putnam Valley Central School District,
146 Peekskill Hollow Road, Putnam Valley, NY 10579;
Telephone: (845) 528-8143

The District or its officials will provide information and complaint procedures to any citizen, student, or employee who feels that his/her rights under Title IX or Section 504 may have been violated.

Title IX Coordinator:

Dr. Barbara Fuchs, Asst. Superintendent

Section 504 Coordinator:

Mr. L. James Stowell, Director of Special Education

Philosophy of the Putnam Valley Central School District

We, the faculty, students, parents, administration and community of the Putnam Valley Central School District, believe that our primary purpose is to promote the idea that education is an ongoing process and to instill in students the desire to continue their education after they leave the high school. Our goal is that all students will become thoughtful and productive members of society.

We believe that Putnam Valley Central Schools should provide a warm, friendly atmosphere in which each child, regardless of race, gender, religion, sexual orientation, and economic or ethnic background has a true sense of belonging. The school should be a safe, secure and orderly place where students have the opportunity to develop self-discipline, responsibility and maturity.

We acknowledge that Putnam Valley Central Schools should provide an atmosphere that encourages cooperation and respect among all students and teachers, where the feelings of all are considered, diverse points of view are recognized, and effort is rewarded. We wish to respond to this diversity by providing opportunities for each child to succeed, to develop self-confidence and to initiate a process of continued self-learning.

We believe the school should provide instructional programs designed to promote intellectual development, creative expression and clear communication so that students will be prepared for the challenges of employment and for the responsibilities of family, community and culture. The school should provide opportunities for the individual to develop an understanding of the democratic process in order to exercise responsibility as a citizen of our nation and state.

Both the policies and programs of the Putnam Valley Central School District should emphasize critical thinking, decision-making and problem-solving so that each individual will be able to develop the power of independent judgment and the flexibility to respond constructively to the rapid changes of the modern world.

Putnam Valley Central School Calendar 2006-2007

SEPTEMBER

4	Labor Day
5	Superintendent's Conference Day*
6	School Opens for Students

OCTOBER

2	Yom Kippur
9	Columbus Day

NOVEMBER

7	Superintendent's Conference Day*
23-24	Thanksgiving Recess

DECEMBER

5	Half-day Staff Development
25-29	Holiday Recess

JANUARY

1	New Year's Holiday
15	Martin Luther King Day
22-26	NYS Regents/Midterms at PVHS

FEBRUARY

1	Half-day Staff Development
19-23	Winter Recess

MARCH

23	Superintendent's Conference Day*
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APRIL

2-9	Spring Recess
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MAY

15	Half-day Staff Development
25-28	Memorial Day

JUNE

13-22	NYS Regents Final Exams at PVHS
20	MS Moving Up Ceremony
22	Last Day of School
22	HS Graduation

* School **open for staff**

Make Up Days: If school is closed for more than 3 days due to weather or other reasons, the district will open school in the following order:

- | | | | | |
|-----------|------------|------------|------------|------------|
| 1. May 25 | 2. April 9 | 3. April 2 | 4. April 4 | 5. April 5 |
|-----------|------------|------------|------------|------------|

***USE District Calendar**

Normal Bell Schedule

<u>High School</u>	<u>Bell Schedule</u>	<u>Middle School</u>
Warning Bell	7:08am	
Period 1	7:10 – 7:58am	
Period 2	8:02 – 8:42am	Period 1
Period 3	8:46 – 9:26am	Period 2
Period 4	9:30 – 10:10am	Period 3
Period 5	10:14 – 10:54am	Period 4
Period 6	10:58 – 11: 38am	Period 5
Period 7	11:42 - 12:22pm	Period 6
Period 8	12:26 - 1:06pm	Period 7
Period 9	1:10 - 1:50pm	Period 8
AIS/ASD	1:54 – 2:34pm	Period 9

Co-Curricula Activities will not begin until 2:30 PM at the High School!

The Putnam Valley School District wants to develop and maintain an atmosphere both conducive to learning and supportive of mutual respect between students and staff members. In this endeavor, as in all others, the district seeks to attain the highest level of achievement humanly possible for the benefit of all concerned. Therefore, we have adopted the New York State Board of Regents Student Bill of Rights as our own.

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT STUDENT BILL OF RIGHTS

All children have the right to a healthy, secure, nurturing infancy and early childhood.

All children have the right to live in circumstances, which permit healthy intellectual, emotional, physical, and moral development.

All children have the right to a free, sound, basic education.

Each child has the right to an education appropriate for his or her individual needs.

All children have the right to an education, which respects their culture, race, socioeconomic background and the language of their home.

All children have the right to schools and educational programs which are effective.

All children have the right to educational programs, which prepare them for jobs, for college, for responsible family life and for citizenship in a self-governing society.

All children have the right to pursue their education without fear.

All children have the right to the resources needed to secure their educational rights.

All children are entitled to an education, which involves responsibilities as well as rights.

GENERAL STUDENT INFORMATION

ACADEMIC AWARDS

There are several incentive awards available to students for academic achievement and appropriate school conduct.

High Honor Roll: Students achieving a 95.0%-100% GPA during a quarter are entitled to receive a High Honor Roll Pass for that quarter. This will entitle HS students to: (1) Newspaper Recognition (2) Hall privileges, and (3) Invitation to a “Student Achievement Recognition Breakfast.”

Honor Roll: Students achieving GPA’s of 90.0%-94.9% during a quarter are entitled to receive an Honor Roll Card for that quarter. This will entitle HS students to: (1) Newspaper Recognition, (2) Hall privileges at lunchtime, and (3) Invitation to a “Student Achievement Recognition Breakfast.”

Achievement Roll: Students achieving GPA’s of 85.0%-89.9% during a quarter are entitled to receive an Achievement Roll Card for that quarter. This will entitle HS students to: Newspaper Recognition

BUILDING ACCESS

For security purposes there will be no entry or departure to the Middle School or High School other than through the front doors of the main lobby in each building. Students should not open doors for anyone seeking entrance at any other location.

Putnam Valley Central School District has a “closed campus” that limits the movement of students during the day to school buildings and grounds while under the supervision of district employees. This policy is in accordance with several laws applied together, including the Pro-Children Act of 2001, No Child Left Behind Legislation (NCLB), Section 4301 (Non-Smoking Policy for Children's Services), and the NYS Public Health Law, Section 1399-0.

CAFETERIA

Students will be permitted to use the cafeteria during breakfast (before 1st period) and assigned lunch periods only. Buying food at other times is not permitted. Food and beverages are not allowed outside the cafeteria.

Please remember that eating in the cafeteria is a privilege. While it is understandable that the lunch period is your break from class time, you are always expected to exhibit courteous and appropriate behavior while considering the needs of other students and staff. The cafeteria is part of your environment. It will be as clean as you make it.

CARE OF SCHOOL PROPERTY

The books, classroom furniture and other supplies that have been loaned to you require your reasonable attention and care. School is a time to learn and learning responsibility for one's actions is a requirement of the adult world that you are beginning to enter. Therefore, you will be expected to pay for damages or loss for any item such as library books, textbooks, or other equipment that is not returned in the condition received.

COMMUNICATIONS DEVICES/ELECTRONIC EQUIPMENT

Radios, miniature TV's, CD players, iPods, beepers, lasers, and cellular phones (all electronic communication devices) are not allowed during the school day. At the Middle School, students who use these on the bus to and from school are required to leave them in their lockers during school hours unless approved by administration. At the High School, electronic communication devices may not interfere with the academic environment. Repeated infractions will result in disciplinary action. The use of laptops, hand held computers, and tape recorders require teacher approval. Volunteer fire fighter pagers must be registered with administration in advance.

COMMUNITY SERVICE

Putnam Valley Central School students will be encouraged to participate in community service projects. Many classes and courses require community service as a class/course requirement. Providing service to others is an important part of citizenship. It also provides a way for you to expand your learning to areas that might prove to be of interest to you in the future. Community service projects should be approved in advance. More information is available through your teacher or guidance counselor.

DRIVING PRIVILEGES/PARKING PERMITS (High School Only)

PHILOSOPHY

The Putnam Valley Central School District believes in creating an educational environment that nurtures and supports students to reach their academic potential. Students are expected to exhibit responsible behaviors and appropriate attendance patterns for success in academics, work and other activities in a democratic society. To this regard, academic achievement, appropriate citizenship and attendance will be criteria used to determine eligibility and retention of school parking privileges.

The following criteria are expected to be met in order for any student to receive parking privileges:

ACADEMIC CRITERIA

Students must be “in good standing.” Any student who has failed 2 or more subjects during the 4th quarter of her/his junior year (11th grade) may not apply for a parking permit during the first quarter of her/his 12th grade year, unless he or she has successfully changed his/her status during summer school. Otherwise, the student may apply after the first marking period of his/her 12th grade year if he/she has successfully changed that status. If there is no space available at that time, the student will have her/his name placed on a waiting list.

CITIZENSHIP CRITERIA

A student who receives an out-of-school suspension (OSS) may have her/his parking permit revoked. Any student who loses driving privileges as a result of an OSS will have to wait for 20 calendar weeks before he/she may reapply. If there are not spaces available at that time, the student will have her/his name placed on a waiting list. A student can lose parking privileges for failing to follow campus speed limits and other rules and regulations. A student receiving an in school suspension (full day) will be subject to review for parking privileges by the Assistant Principal and will be considered “on probation.” Two full day in-school suspensions will be considered to equal one out-of-school suspension.

ATTENDANCE CRITERIA

A parking permit may be rescinded from any student whose attendance is not in accordance with the District Attendance Policy as of June 2006. The permit may be re-earned by the student exhibiting appropriate attendance patterns as indicated on the next report card.

APPEAL PROCESS

A student may appeal a parking related decision to the Assistant Principal. Further appeal may be made to the High School Principal. Cases of extreme hardship involving health and well-being will be considered separately.

PARKING RULES AND REGULATIONS

Putnam Valley High School is considered a “closed campus.” Students may not come and go during the school day. Campus parking is a privilege for 12th graders. It can be suspended or revoked for irresponsible behavior at school, including behavior that is not related to driving or parking.

Only 12th graders who are licensed drivers may apply for parking privileges. Parking privileges will be determined among eligible applicants through a lottery system conducted at the end of the student’s junior year. An application form, signed by parents, detailing vehicle registration, license and insurance information will be completed by the student.

Parking tags will be issued to approved drivers and must be displayed in the car window while driving and parking on school premises. The replacement fee for a lost tag will be

\$10.00. All cars that a student may drive to school MUST be registered in the Assistant Principal's office. Change of vehicles and/or license plates MUST be reported to the Assistant Principal.

Students are permitted to park ONLY in the student parking area. No student is permitted to park in the faculty area, in front of the building, in the Middle School parking lot, or in areas marked "NO PARKING" regardless of the length of time.

Students are NOT PERMITTED to go to their cars or to be in the parking lot during the school day for any reason. If there is a problem, see the Assistant Principal.

Students are normally not allowed to leave the school grounds until the school day ends. Students whose classes end before the end of the 9th period may apply for early dismissal privileges through the Assistant Principal. Students may leave for a specific purpose such as a doctor's appointment with a signed parental permission note.

No student may take another student off the school grounds at the end of the school day unless there is written permission on file with the Assistant Principal from both the parent of the driving student and the parent of the passenger.

All students drive cars at their own risk. The school district and PVHS are not responsible for damage to cars or loss of property from cars. Any student caught damaging cars will be reported to the Putnam County Sheriff's Department and will receive MAXIMUM SCHOOL PENALTIES as well as possible criminal charges. Cars must follow all campus directions and speed limit rules and be operated in a safe manner at all times. While on the PVCSD Campus, cars are subject to search and inspection.

FINAL/MIDTERM AVERAGES (High School Only)

The formula for determining a one-semester course final grade is as follows:

First Quarter Grade	=	2/5
Second Quarter Grade	=	2/5
Final Exam	=	<u>1/5</u>
Divided by five	=	Final Grade (for a one semester course)

The formula for determining the final average for a full year course is determined as follows:

First Quarter Grade	=	1/5
Second Quarter Grade	=	1/5
Third Quarter Grade	=	1/5
Fourth Quarter Grade	=	1/5
Final Exam	=	<u>1/5</u>
Divided by five	=	Final Grade

A zero will be given to any student who fails to show up for a final exam without permission and has no legal reason for having missed the exam. That zero will be computed into the final average according to the above formula. If a student retakes a Regents exam, the new grade cannot be used to recalculate the final grade in a course.

FIRE DRILLS

Fire drills are required under New York State Education Law and provide preparation for the safe and orderly evacuation of students from the building in the event of a real emergency. You should always assume that a fire drill is the “real thing” and not just a practice. Always follow procedures as quickly and quietly as possible, no matter when a fire drill occurs. Every precaution is made to prevent fires, and students are expected to do what is necessary and prudent to cooperate. This includes no smoking in the building or on school grounds and reporting any unsafe conditions that may lead to fire.

PERSONS FALSELY REPORTING A FIRE WILL BE SUBJECT TO ARREST, PROSECUTION, AND SCHOOL ADMINISTRATIVE DISCIPLINARY ACTION.

GRADE POINT AVERAGE (GPA) (High School Only)

A Student’s grade point average (GPA) is determined by the average of the grade point value for all grades received to date. GPA is calculated after each semester.

GRADE POINT AVERAGE FOR CLASS RANKING (High School Only)

Grade point average (GPA) for students in Putnam Valley High School is determined by the average of the grade-point value for all grades received to date. GPA is calculated after each semester.

Students will be ranked at the end of junior year (six semesters) for college admission purposes only. Students must be enrolled at Putnam Valley High School for more than one year (prior to the end of the junior year) to be ranked with their graduating class. The ranked information will be reported to students and colleges in deciles, (i.e., a student would be ranked in the second decile or top 20% of their graduating class). The only exception to this will be for those students who are ranked one (valedictorian) and two (salutatorian) in their graduating class.

A weighting factor will be given to Honors and AP/College courses for the computation of grade-point average for ranking purposes.

Accelerated Courses	1.01
Honors Courses	1.02
AP/College Courses	1.04

Advanced Placement Enrollment: Students who register for Advanced Placement Classes are required to sit for the AP Exam given for that course in May of the year of enrollment. Registration for the course serves as “implied consent” to pay for the exam and to sit for it in May. Financial assistance is available through AP Services for qualified students.

Concurrent Enrollment Courses for college credit: If a course is offered through a concurrent enrollment program such as Syracuse University Project Advance (SUPA), students may have the option to sit for an Advanced Placement Examination, but are not required to do so. Students enrolled in concurrent college courses pay tuition to the university sponsoring the course and receive an official college transcript issued by the university. Financial assistance is available through the university for qualified students.

HALL PASSES

For safety reasons, we will always want to know where you are. If you are out of your regular classroom for any reason, you must have a pass.

- Obtain a signed pass from an authorized staff member before leaving a class or returning to a class
- If you need to see a teacher, obtain a pass in advance.

HONOR ROLL

There is a three-tiered academic honor roll at the Middle School and High School.

High Honor Roll:	95.0% and above
Honor Roll:	90.0% - 94.9%
Achievement Roll:	85.0% – 89.9%

HONORS LEVEL COURSES-Entrance & Exit Criteria

The selection and acceptance to an Honors level course must be carefully considered.

Entrance Criteria

1. Students are invited to participate in an Honors Level Course utilizing an Honors Matrix that takes into account a student's grades, classroom performance, standardized assessment, and a teacher's recommendation that addresses student's learning attributes. Honors' matrices are reviewed by the respective departments and a determination is made as to a student's selection for participation.
2. Appeal Process for Non-Selection:
 - a. A request in writing must be submitted to the building principal requesting a selection review and stating the reasons for the review.
 - b. The building principal will meet with the respective department to review the appeal.
 - c. The building principal will respond to the request in writing stating the results of the appeal.

Exit Criteria

1. A student or parent may request removal from an Honors Level Course by following the SCHEDULE CHANGE/DROPPING A COURSE/CHANGING COURSE LEVEL Policy.
2. Students receiving an unweighted class average of less than 85% will be removed from an Honors course the following year. These students will be given the opportunity

to reapply the following school year via the appeal process outlined above (steps 2. a, b, c).

It is not the policy of Putnam Valley High School to impose a change to a student's level of instruction during the school year.

ILLNESS

If you feel ill during the school day, you should ask for a pass and go to the nurse's office. Students who need to leave early because of illness must have a parent or a person the parent has designated in writing, sign them out in person and accompany them home. At the High School, seniors who drive to school and take ill during the school day may not drive themselves home.

LOCKERS

- Following each school's procedure you will be assigned a school locker. In most cases, this will be your locker for the entire time that you are at your respective school.
- It is expected that you will keep your hall and gym lockers locked at all times.
- PLEASE DO NOT LEAVE VALUABLES IN HALL OR GYM LOCKERS.
- The school is not responsible for valuables and personal articles left in lockers.
- Lockers are school property and are not to be defaced or decorated inappropriately.
- School staff and/or administration can check student lockers when deemed necessary or appropriate.
- Inappropriate objects found in a locker will be presumed to be the property of the student to whom the locker was assigned.

MEDICATION

The following written information must be presented to the Health Office in order for the school nurse to dispense medication: WRITTEN request signed by the physician with the following information: Name of student, diagnosis, name of medication, prescribed dosage, frequency and route of administration, time to be taken during school hours, duration of treatment, possible side effects (if any), other recommendations (such as take with food, without food, etc.) All medication must be delivered directly to the school nurse by the parent in the properly labeled original container from the pharmacy. No medications are to be given to students to bring to school on the school bus. A verbal or telephone request from the parent or physician is NOT acceptable.

NATIONAL HONOR SOCIETY & NATIONAL JUNIOR HONOR SOCIETY

The National Honor Society was established in 1921 by the National Association of Secondary School Principals to give recognition to outstanding high school students. To be eligible, you must have an accumulated, weighted average of 89.50% or better by the end of the first semester of your junior year. A candidate must exhibit the four qualities of Scholarship, Leadership, Character and Service. Students are invited to apply for membership based on G.P.A. as of the end of the first semester of junior year. Applications

must be completed and submitted by a set deadline and reviewed by a committee of faculty members before acceptance is offered to a student. An evening induction ceremony and reception will be held for the families, friends, and teachers of these stellar students.

The National Junior Honor Society was founded in 1929. The same qualities of scholarship, leadership, citizenship and service apply to the selection process for this prestigious organization. To be considered for induction, Middle School students need to have a 92.5 weighted average in all subject areas for grade 7 and the first two quarters of grade 8. An evening induction ceremony is also scheduled to celebrate student success.

Inappropriate behavior (whether in school or out in the community) can affect a student's application to or continued membership in the National Honor Society.

PROMOTION POLICY (High School Only)

In grades 9-11 you are required to be enrolled in 6 classes (5 classes for grade 12) plus Physical Education each semester. A minimum number of credits are required for movement up to the next grade level as follows:

- 5 ½ credits are required to be placed in the 10th grade
- 11 credits are required to be placed in the 11th grade
- 16 ½ credits are required to be placed in the 12th grade.

RESPECT FOR AUTHORITY

In school, it is expected that you will respond to reasonable requests from adult supervisors. If you fail to do so, you will be subject to disciplinary action. It is important that lines of authority be maintained in any organization for the safety and well being of the entire student population.

SCHEDULE CHANGE/DROPPING A COURSE POLICY (High School Only)

If a parent supports his or her student's request for dropping a course once the school year is in progress, the steps of the following policy must be followed:

1. The parent/student assesses that the student's performance indicates that it may be in the best interest of the student to drop a course that is not needed to meet graduation requirements and contacts the guidance counselor.
2. The guidance counselor contacts the teacher to gather pertinent information about the child's performance and any other significant data.
3. The guidance counselor calls a meeting with the teacher, the student's parent(s), and the student to determine whether dropping the course is in the student's best interest at this time. If possible, a department instructional coordinator or an administrator should be invited to the meeting. The findings are reported to the principal with a recommendation for making no change to the student's program or for allowing the course to be dropped from the student's schedule of classes.
4. If the course *is* dropped during the school year the following policy is in place for grading the student:

- a. For a one-semester course: no penalty if dropped within the first five weeks (by the end of the interim period in either the first or third quarter depending on the semester.)
 - b. For a full-year course: no penalty if dropped within the first ten weeks (by the end of the first quarter)
 - c. No classes may be dropped after the midpoint of the first quarter of a semester course or after the first quarter of a full year course.
5. Seniors must maintain a minimum of 5 ½ credits in 12th grade.

If a student drops a course beyond the points described in a and b, the transcript will reflect grades for completed quarters and the final grade will be noted as “withdrawn passing” or “withdrawn failing.”

SCHOOL CLOSING

In the event of emergencies such as inclement weather or the mechanical breakdowns, school may be delayed or closed. These same conditions may also necessitate early dismissal. School closings, delayed starting times, or early dismissals will be announced via our automated Connect-ED phone notification system as well as over the following radio stations:

WHUD, 100.7FM WSPK, 104.7FM WGNV, 103FM

STUDENT GOVERNMENT

Students in grades 5-12 may participate in student government. Through elected representatives, students will have a chance to participate in their own government. The classroom representatives and/or class officers bring to and from each meeting ideas and suggestions. It is the goal of the student government to stimulate a strong feeling of school spirit, unity and deep pride in our schools.

STUDENT LEVEL CHANGE/ EXIT FROM HONORS LEVEL (High School Only)

It is not the policy of Putnam Valley High School to impose a change to a student’s level of instruction during the school year. Therefore the selection and acceptance to an Honors level course must be carefully considered. The following policy applies to placement of a student currently enrolled in an honors program for the following school year:

- 1. The teacher assesses that a student’s performance indicates the need for a new placement.
- 2. The teacher meets with the student’s guidance counselor to gather pertinent information about the child’s performance and any other significant data.
- 3. The guidance counselor calls a meeting with the teacher, the student’s parent, and the student. A recommendation is made to the principal as to whether the student is to continue in or exit from honors in a particular subject area for the following school year. The principal will render a decision based on the findings of the committee.

STUDENT RECORDS

All student records are available for review and/or copying to that student's parent(s) or guardian or to the student if he/she is 18 years old. Parental or guardian consent is required before any records can be released to anyone else. This right of access is guaranteed under the Family Education Rights and Privacy Act of 1975 (FERPA).

TELEPHONES/CELL PHONES

Pay telephones are available for students to use before or after school and during the lunch periods. The main office is not able to take messages or allow students to use the office telephones for personal calls.

At the High School, cellular phones are not allowed to interfere with the academic environment of the school day. Failure to follow this rule can result in a warning and the device may be confiscated and held in the main office until the end of that day. A second time may result in disciplinary consequences. Subsequent violations may result in suspension in or out of school. At the Middle School, students are not permitted to have cellular phones in their possession during the school day.

TRANSPORTATION/AFTER SCHOOL BUSES

The behavior you exhibit on the school bus coming to and from school or while traveling on school business should be the same behavior you are expected to exhibit in the school building. Use of the school bus is a privilege. This privilege can be suspended if a student misbehaves or disobeys rules established by the driver.

The following after school activity bus schedule has been established to accommodate clubs, intramurals, and interscholastic activities:

2:34 pm Bus: For Middle School Dismissal, Academic Intervention Services and High School activities. FULL BUS RUN

3:30pm and 4:15pm Buses: Used by both schools for activities and clubs. Transports students on a LOOP RUN through town.

5:30 pm Bus: Used by interscholastic teams and some clubs. Transports students from the high school on a LOOP RUN through town.

VACATIONS

Parents are asked to notify the school at least one week in advance of taking a student out of school if you will be out of school for a period of time. Students will be responsible for all class work covered while they are on vacation. With administrative approval, a parent can

request work for the vacation period, when such work is available. Students will have five days to make up all missed work after returning to school. Vacations must be recorded as unexcused absences (see attendance policy for implications of unexcused absences).

VISITORS & GUEST SPEAKERS

No visitors will be allowed on the campus during school hours without prior administrative specific written permission. All visitors and guest speakers are to be approved in advance by an administrator and are required to report to the school office for registration during their visit. Guest badges will be issued for the duration of the visit.

ATTENDANCE POLICY

The Putnam Valley Central School District's Board of Education recognizes that regular school attendance is a major component of academic success, and that school attendance is both a right and a responsibility. The Putnam Valley School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the school district recognizes that consistent school attendance, academic success and school completion have a positive correlation; the school district has developed a Comprehensive Student Attendance Policy. Putnam Valley Middle and High School have implemented an attendance policy that aligns with and supports the district's attendance philosophy and policy. In particular, the attendance policy aims to:

- a) To increase school completion for all students;
- b) To raise student achievement and close gaps in student performance;
- c) To know the whereabouts of every student for safety and other reasons;
- d) To verify that individual students are complying with education laws relating to compulsory attendance.

The School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

- a) **EXCUSED:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.

UNEXCUSED: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, hair cut, obtaining learner's permit, road test, oversleeping).

PERIOD-BY-PERIOD ATTENDANCE: Each student's presence or absence shall be recorded after the taking of attendance in **each period of scheduled instruction**. Any absence for a school day or portion of a school day shall be recorded as excused or

unexcused in accordance with the standards articulated in this policy. In the event that a student arrives late for or departs early from a period of scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused by the classroom teacher and reported in accordance with the standards articulated in this policy.

Upon return to school (or within five school days), a student must present to the Attendance Officer a note from a parent/guardian explaining the absence as excused.

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

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter, and, therefore, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work. Consequently, for each marking period a predetermined percentage of a student's final grade will be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher. Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period.

Any High School student with more than **18 unexcused absences** in a course may not receive credit for the course. At 9 absences administration, counselors, student and parents will meet to discuss the attendance concerns. However, it is District policy that students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments and/or tests shall not be counted as an absence for the purpose of determining the student's eligibility for course credit. However, where a student earns a passing grade, credit will be reviewed for the course(s). For summer school and courses meeting 1/2 year or 1/4 year, the same policy will apply and a calculation of the absences will be prorated accordingly.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction that was missed shall be counted as the equivalent to regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

ALL ABSENCES, TARDINESS, AND EARLY DEPARTURES MUST BE ACCOUNTED FOR. It is the parent/guardian's responsibility to (1) **call or email** the school attendance office within 24 hours of the absence, tardiness or early departure and to (2) **provide a written explanation** within 5 days of the student's return to school. **Any absence that remains undocumented after the 5 day time period will be recorded as unexcused.**

CUTTING AN ASSIGNED PERIOD

A cut is an absence from class, study hall or lunch without the teacher's knowledge AND permission. For a class absence to be legal, the teacher must not only know about it, but must give permission. If you cut a class, you are subject to administrative disciplinary action. Your teachers are not required to provide you with makeup tests or quizzes if you chose to cut their class.

EARLY LEAVES

In order to leave early, you must bring a note signed by your parent or guardian and give it to the Attendance Officer. The note should include (1) the date of the early leave, (2) the time you will be leaving, (3) the reason for the early leave, (4) parent phone number to verify the early leave and (5) whether or not the student will be returning to school that day. If you leave school without following this procedure, you will be subject to disciplinary action. For safety reasons, early leave requests may not be granted over the phone. In the case of an emergency, the parent or guardian or a person the parent designates in writing must come to the main office in person to sign the student out. An 18 year old may not sign himself/herself out of school.

Before leaving the school for an approved early leave appointment, you must report to the Attendance Officer and formally sign out. If you return to school after an appointment, you must also report to the Attendance Officer to be officially admitted to school. No student, under any circumstances, is to leave school without being officially excused or return without being officially admitted. Leaving the school without permission is strictly forbidden and will result in administrative disciplinary action.

LATE TO CLASS

A student is late to class if he/she arrives after the bell (or designated time at the MS) that signals the beginning of class. A little late is too late. Students who are continually late to class will be subject to disciplinary action.

LATE TO SCHOOL

Putnam Valley schools try to teach good work habits and responsibility by stressing the importance of being on time for school. If you are not in your assigned class by the time bell rings (or the designated time at the MS), you will be considered late. You must report to the attendance office to sign in for the day. If a student has a legitimate reason for

lateness, a note from the parent or guardian must be brought in on the date of the lateness. Chronic lateness, even with a parent note, is subject to administrative review and the late to school penalties listed below:

Late to School Penalties:

- 1st: Warning (Requires excusal note from Parent)
- 2nd: After School Detention (Requires excusal note from Parent)
- 3rd: After School Detention (Requires excusal note from Parent)
- 4th: After School Detention (Requires Parent Conference) and loss of privileges.
(See Discipline Codes, page 34)

TRUANCY

Truancy is an unauthorized absence from school without your parent or guardian knowing about it. Truancy is a violation of New York State Law, and is subject to disciplinary measures imposed by the school and Family Court. Any student can be considered truant regardless of his or her age.

STUDENT RESPONSIBILITIES

MAJOR EXPECTATIONS

As a student of Putnam Valley Central School District, whether in school, on school grounds, or at school activities, you are expected to conduct yourself in a manner, which reflects respect for yourself and others. The main purpose of PVCSD is to provide a quality education in a safe and orderly environment. If you interfere with or hinder this process, you will be subject to disciplinary action. The rules and regulations in this section are in effect during the school day and at all school-sponsored activities, on or off campus. This includes field trips, athletic contests, dances, etc.

STUDENT DISCIPLINE CODE

INTRODUCTION

The New York State Constitution, Education Law, Policies of the Board of Education of the Putnam Valley Central School District, and the Putnam Valley Central School District Student Bill of Rights provide for substantial rights for students in our district to attend public schools.

A student's rights as a student, however, are subject to limitation, suspension, and in certain cases, expulsion from attendance in our schools should his or her conduct or condition be found in violation of the provisions of this Student Discipline Code.

As Education Law Section 3214(3)(a) provides, the board of education, the superintendent of schools, a building principal, or in his/her absence, an acting building principal, may suspend a student from attendance upon instruction when it is determined that the student:

- is insubordinate or disorderly, or exhibits conduct which endangers the safety, morals, health or welfare of others; OR

- exhibits a physical or mental condition(s), which endangers the health, safety, or morals of himself/herself or of other students.

In addition to the statutory grounds for suspension from attendance upon instruction for conduct or health conditions, students shall also be subject to suspension from attendance upon instruction based upon a violation of the specific disciplinary infractions listed in this discipline code.

CODE OF CONDUCT

(Adapted from the district’s policy, adopted by the PVCSD Board of Education)

All students are expected to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior.

Recognizing the need to make expectations for student conduct while on school property or engaged in a school function specific and clear, the rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act that disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District’s acceptable use policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school/detention without permission.
3. Any violation of the policies of this handbook.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

D. Engage in conduct that is violent. Examples of violent conduct include:

1. Fighting/Assault: Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student, administrator, teacher, staff member, or any other person lawfully on school property or attempting to do so.
2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Bomb and other threats of violence. Bomb threats are a very serious offense. Individuals found guilty of making bomb threats will face a long-term suspension or a permanent suspension (expulsion) through a Superintendent's Hearing and a referral to the police. Other threats of violence that destroy the learning environment will receive appropriate disciplinary action and a possible referral to the police.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Vandalism: Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Throwing food in the cafeteria is strictly forbidden. It is rude and unsafe. You are expected to exhibit the same courteous, appropriate behavior in the cafeteria as you would anywhere else in the building.
5. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
6. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
8. Inappropriate displays of affection including, but not limited to, necking, kissing, sexual advances, etc. are in poor taste in a school setting. Therefore, this behavior is not allowed and students who disregard this face disciplinary action.
9. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
10. Selling, using or possessing obscene material.

11. Using vulgar or abusive language, cursing or swearing.
12. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco. New York's Clean Air Act of 1990 prohibits or limits smoking in most public places. Putnam Valley Central School prohibits smoking at all school events and anywhere in the school buildings or on school grounds at any time. A violation will result in administrative disciplinary action. Increasing penalties are in place for repeat offenders including referral to the Putnam County Health Department. **Tobacco Definition:** For the purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, clove cigarette, spit tobacco (smokeless, dip, chew and/or snuff), rolling papers and any other tobacco paraphernalia, i.e., lighters, matches, pipes, and any other tobacco product in any form. **Students:** Possession and/or use of tobacco by students at any time on school property or at school-sponsored events at off-site facilities are prohibited. This includes, but is not limited to, inside all school buildings, surrounding outdoor grounds within school property boundaries and any standing structure on or around school boundaries, school-owned or leased vehicles, in vehicles on school property and all school-sponsored events that occur off school property.
13. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs." Drugs – any substance that alters perception or behavior reducing that individual's ability to function appropriately.
14. Inappropriately using or sharing prescription and over-the-counter drugs.
15. Gambling. This may include throwing dice, card playing or any other form of wagering on game-like activities. May include but not limited to the exchange of money, personal possessions, and/or tokens.
No throwing/playing dice of any kind on school grounds. This activity is prohibited any persons violating this rule will face administrative disciplinary action.
16. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
17. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Students who violate this rule will face academic penalties and possible administrative disciplinary action.

Examples of academic misconduct include:

1. Cheating involves the TAKING or GIVING of answers on a test, quiz, or homework/class assignment, or using unauthorized notes or materials during a test, quiz or homework/class assignment. Cheating is strictly forbidden and will not be tolerated.

2. Plagiarism involves the willful copying of previously published material from books, articles, term papers, Internet, etc. and the presentation of these materials as one's own. This act constitutes fraud and is prohibited.
3. Use of an electronic translator in a World Language Class
4. Copying.
5. Altering records.
6. Assisting another student in any of the above actions.

APPROVED DISCIPLINARY MEASURES (to be used as a guide)

The following shall constitute appropriate disciplinary measures for classroom use:

1. Warnings (oral or written)
2. Relocation within the room
3. Parental contact/parental conference
4. Detention
5. Referral to office

The following shall constitute appropriate disciplinary measures for administrative use:

1. Warnings (oral or written)
2. Required parent conference
3. Detention
4. Student Alternative Placement
5. Suspension from transportation, extra-curricular, co-curricular or athletic events.
6. Suspension from school for up to five (5) school days.
7. Suspension from school in excess of five (5) school days pursuant to a Superintendent's Hearing as outlined in New York State Education Law, Section 3214.
8. Permanent suspension (expulsion) pursuant to a Superintendent's Hearing as outlined in New York State Education Law, Section 3214.

The repeating of an infraction will lead to the imposition of the progressive discipline. Chronic repeating of infractions will lead to a long-term suspension or permanent suspension (expulsion).

CUTTING AN ASSIGNED PERIOD

A cut is an absence from class, study hall or lunch without the teacher's knowledge and permission. Missing 15 minutes or more of a class without permission is considered cutting that class. Note that for a class absence to be legal, the teacher must not only know about it, but must grant permission. "Cutting" is strictly forbidden. Students who cut an assigned period are subject to the following administrative disciplinary action:

- 1st OFFENSE - 1 day of After School Detention & Parent Contact
- 2nd OFFENSE – 1 day of After School Detention & Parent Contact
- 3rd OFFENSE – 2 days of After School Detention & Parent Contact
- & student may not return to classes until a parent comes in to school to meet with an administrator.
- 4th OFFENSE – 3 days of After School Detention & Parent Contact & student may not return to classes until a parent comes in to school to meet with an administrator.

Teachers are not required to provide makeup quizzes and tests for students who choose to cut class.

CUTTING DETENTION

A student who does not appear for an assigned ASD (After School Detention) will automatically be scheduled for an ASD for two additional days and/or a SAP (In School Suspension) for insubordination.

DISRUPTIVE ACTIVITY

Disruptive activity is any activity, which interferes with or hinders the educational process in the classroom or the school building. Such activity will not be tolerated. Students referred to the office for disruptive activity face increasingly severe disciplinary consequences.

FORGERY

Forgery is signing your parent or guardian's name to school documents (report card, attendance excuse, early leave note, class test, etc.) without their knowledge and permission, or altering original documents without permission. Forgery is forbidden, and students who engage in forgery will face administrative disciplinary action.

PLAGIARISM

Plagiarism is forbidden, and students who engage in plagiarism will face administrative disciplinary action. At the High School level, students who engage in plagiarism will be referred to an Honor Review Board. The Board, in cooperation with administration, will be empowered to issue consequences as listed in the student handbook. The student and a parent/guardian representative will be present at the Board review. The Board will consist of all of the members of the department where the Honor Code violation took place and include the guidance counselor and a special educator as members.

Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited in the text or in a footnote. Acknowledgment is required when material from another source stored in print, electronic, or other medium is paraphrased or summarized in whole or in part in one's own words. Information which is common knowledge, such as names of leaders of prominent nations, basic scientific laws, etc. need not be footnoted; however, all facts or information obtained in reading or research that are not common knowledge among students must be acknowledged. In addition to materials specifically cited in the text, only materials that contribute to one's general understanding of the subject may be acknowledged in the bibliography. See your English teacher or librarian for more details.

SCHOOL TRIPS

As a student of PVCSD, you are expected to act appropriately during any off-campus activity. All school rules apply and must be respected. If any school rules are violated, disciplinary action will be taken during the trip and/or upon return to school. All students' academic, attendance, and citizenship records will be reviewed prior to any school trip with regard to their eligibility. A student may be denied if he/she does not meet the appropriate criteria. Prior to all school trips/off-campus activities, students are subject to being searched. This includes but is not limited to personal bags, possessions, and/or carry-on items.

OFF CAMPUS MISCONDUCT

A student may be subject to discipline for conduct constituting a crime which is committed off of school premises or at non-school sponsored activities to the extent that the superintendent of schools and/or board of education believes that the continued attendance upon instruction of the student would constitute an endangerment to the health, safety, welfare or morals of the student and/or others in our schools.

SEARCH & SEIZURE

As a student in our school, you are protected by both federal and state constitutions against illegal or unreasonable personal searches or seizure of your property. However, your possessions, or your locker may be searched if there is reasonable suspicion to believe that you are concealing material, the possession of which, is prohibited by law or by the rules of this school (including stolen items). Lockers are school property, and as such, are subject to reasonable search and monitoring by school administrators.

SUSPENSION PROCEEDINGS BY SCHOOL PRINCIPAL

In the event that a student is suspended from attendance upon instruction for between one (1) and five (5) days by a building principal or by an acting principal in the absence of the building principal, the parent or guardian shall be notified, within 24 hours, and in writing as soon there after as possible, of the reason that the student has been suspended from school.

In the event of a suspension, the following procedures shall take place:

- The written notice to parents shall include a description of the incident(s) resulting in the suspension and shall inform the parents/guardian of their right to request an immediate, informal conference with the principal.
- Upon such request, a conference with the principal and other parties involved shall be convened as soon as possible, at which time the evidence relied upon by the principal in making the suspension determination, may be questioned by the parent/guardian. The right to an informal conference with the principal shall also extend to a student if eighteen years of age or older. The notice and informal conference shall be in the dominant language or mode of communication used by the parent/guardian.
- Where possible, notification of student suspension shall also be provided by telephone if the parent/guardian has provided a telephone number for contact.

- Suspended students are forbidden from school grounds any time during the day or evening (including weekends) during the term of the suspension and are further forbidden from participation in or attendance at any extracurricular activities while on suspension.
- An out-of-school suspension does not excuse a student from assigned work. While on suspension, it will be the student's responsibility to determine what work was missed, what work was assigned, and what tests and quizzes were given. It will also be the student's responsibility to see teachers to schedule makeup time to take quizzes or tests that were missed. All tests, quizzes and assigned work must be completed and submitted within five days of the student's return to school. If the work is not made up or submitted within this time period, a grade of zero will be recorded. Work assigned prior to the suspension will be due on the first day the student returns to school. When necessary, tutoring will be provided.
- A parent or guardian may pick up homework in the Guidance Office (for HS students) or at the Main Office (for Middle School students) at the end of the second day of a suspension.

SUPERINTENDENT'S HEARING

Suspensions from attendance in excess of five days may be levied only if a Superintendent's Hearing has been conducted pursuant to Section 3214 of New York State Education Law.

SUSPENSION CASES INVOLVING EDUCATIONALLY DISABLED STUDENTS

Students with handicapping conditions shall not be subject to suspension in excess of ten (10) days in the aggregate except in accordance with law based upon changes in their Individual Educational Plans or a court order. When necessary, tutoring will be provided.

SUSPENSION FROM EXTRACURRICULAR OR CO-CURRICULAR ACTIVITIES

A student may be suspended from participating in extracurricular or co-curricular activities (including a sports team) for an infraction of the provisions of this discipline code, for violating a code of conduct issued to participants in the activity by the activity supervisor, or for fighting at games or activities. The building principal, upon the request of the student's parent, shall allow the parent or other representative of the student the right to appear before him/her informally, to discuss the conduct which led to suspension from the activity. If suspended from school pursuant to Section 3214 of the Education Law, the student shall not be permitted to participate in any extracurricular or co-curricular activities.

SUSPENSION FROM TRANSPORTATION SERVICES

Students may be suspended from transportation services for an infraction or infractions listed in this discipline code. Upon the conducting of an informal hearing by the Superintendent of Schools or his/her designee, the student's parents or other representative shall be allowed to confront the witnesses relied upon by the district in determining the appropriateness of such suspension of service. If such an informal hearing is conducted

before the superintendent's designee, the designee shall make a recommendation to the superintendent as to the action to be taken.

TECHNOLOGY & INTERNET USE POLICY

No student may use any technology within the school building without a signed IUP (Internet Use Policy) form on record. If it is determined that a student has used telecommunications and/or the Internet inappropriately or has violated the District's Internet Policy and its Regulations, that student will have his/her school on-line privileges terminated. A breach of this Policy and Regulations may be considered an act of insubordination, which may result in disciplinary action, and may include responsibility for all unauthorized line or account charges.

WEAPONS

Weapons or imitation weapons are strictly forbidden on school grounds, on the school bus, or in school buildings. Weapons are defined as including, but not limited to, loaded or unloaded weapons from which a deadly or disabling shot can be discharged, a switch blade knife, a gravity knife, a utility knife, a pocket knife, a dagger, a Billy jack, metal knuckles or any explosive device. An imitation weapon shall be defined as a toy or other object, which is intended, upon reasonable inspection, to appear to be a weapon or potentially dangerous object. Any student violating this rule faces a long-term suspension or a permanent suspension (expulsion) through a Superintendent's Hearing and a referral to the local police authorities.

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process. Some examples include but are not limited to: chains, metal studs, sharp objects/studs, costumes, masks, articles of clothing/materials that cover face (i.e., hoods), head, and/or body. All articles of clothing are under the discretion of the administration and must be adhered to. Failure to do so will result in disciplinary action. This includes, but is not limited to having him/her change into something that is approved by administration, placing him/her into SAP or sending the student home.
2. Recognize that extremely brief garments such as tube tops, net tops, halter-tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.

5. At the High School, hats may be worn in hallways, the commons area, and in the lunchroom. Hats may be worn in classrooms IF and ONLY IF a teacher allows it and MUST be removed at the teacher's request. Failure to comply with a teacher's request will be considered an act of insubordination and subject to disciplinary consequences. Hats cannot be prohibited where there exists a case of a medical or religious purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse youth gangs, the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Decisions regarding improper dress will be at the discretion of the Middle School or High School administrator.

EXTRACURRICULAR ACTIVITIES

INTRODUCTION

Putnam Valley Central School tries to develop as many interests of the student body as possible through after school clubs and activities. The success of each of these activities is dependent upon the involvement and loyalty of each of its members, its elected officers and its advisor. If you are remaining after school for such an activity, please report directly to the teacher in charge of the activity at dismissal time. All school activities must be supervised by a member or members of the faculty. Unauthorized students and/or visitors are not permitted in the building after regular school hours.

ACADEMIC ELIGIBILITY (High School only)

The purpose of this academic eligibility policy is to give students who have a failing average or who are failing two or more classes, the opportunity to raise their grades and participate in extracurricular activities.

ACADEMIC ELIGIBILITY: STATEMENT OF POLICY

All students who are participating in extracurricular activities will have their academic record reviewed every 5 weeks.

- Students who are failing two or more subjects at the midpoint of every marking period will be placed on Academic Probation for a period of 5 weeks until they are reevaluated at the end of the marking period.
- Students who receive an overall marking period average of below 65% at the end of the marking period will be placed on Academic Probation for a period of 5 weeks

until they are reevaluated at the midpoint of the new marking period. The overall marking period average is the average of all numerical grades received for that period on the report card.

If you are placed on Academic Probation, there are a number of things you can do to avoid becoming academically ineligible:

- You **MUST** attend 3 of 5 study halls per week after school.
- The first time a student does not attend 3 of 5 study halls per week; he/she will be assigned an ASD and/or SAP.
- The second time a student does not attend 3 study halls per week; he/she will become academically ineligible to participate in extracurricular activities for the remainder of the marking period.
- Find help! We want you to participate in extracurricular activities, and we want you to successfully complete your schoolwork. Your subject teachers, your coach or advisor, your parents, another student, a tutor – these are all resources you can use to help find a solution.
- Help yourself! Use the study time wisely. **READ** the material in your textbook and take notes. Use index cards or outlines and study your notes before a test. Hand in your homework – **ON TIME**. If the work seems overwhelming, break it down into individual assignments – one homework, one quiz, and one test at a time.

ATTENDANCE REQUIREMENTS (for Middle School & High School)

All students must demonstrate regular and consistent attendance in school, or they may be ineligible for competition, activities or after school events. A student not in regular attendance in school on a Friday may be ineligible to participate in competitions and/or activities held on the weekend (extenuating circumstances may be appealed to the high school administration). To participate in an after school club, activity or event, a student must be in attendance four (4) full class periods exclusive of the lunch period on that day.

IF A STUDENT LEAVES SCHOOL WITHOUT PERMISSION FOR ANY REASON, HE/SHE WILL BE INELIGIBLE TO PARTICIPATE ON THE DAY THAT THE STUDENT IS REPORTED TO THE OFFICE.

CONDUCT

Members of Putnam Valley Central School clubs, teams and activities are required to conduct themselves as good citizens both in school and out in the community. Students are expected to act like ladies and gentlemen at all times when visiting other schools for competitions or activities. Conduct “unbecoming a student” will result in appropriate disciplinary action.

EQUIPMENT/FACILITIES/PROPERTY

It is your responsibility as Putnam Valley Central School students to respect equipment, facilities and property, both at home and while visiting other schools. You are financially

responsible for all equipment and uniforms issued to you, and other than reasonable wear and tear, they should be returned in the same condition they were issued.

- Equipment, uniforms, etc., issued to you are to be used only for the purpose of team practices or games. They are not to be used in physical education classes or for any other purpose without permission from a coach or advisor.
- Lost or misplaced equipment will be your responsibility. No awards or further participation will be granted, and no grades or transcripts will be forwarded until such missing or damaged equipment is paid for.
- Any student who is found in possession of unauthorized Putnam Valley equipment or another school district's property, or who willfully damages a fellow student's property, Putnam Valley High School property, or that of another school district, will be subject to suspension from the team, monetary restitution, administrative disciplinary action and legal proceedings.

TRAVEL

Student members of a club, team or activity are required to travel to and from away activities and events on the school bus or transportation provided by the school district. Requests by parents to drive their son or daughter home from an activity or event must be submitted IN WRITING to the Athletic Director before the event.

Discipline Chart

* The administration reserves the right to exceed stated penalties for students who chronically disregard school regulations.

Infractions		Consequences
Cutting	1st Offense	Teacher Intervention/Student/Parent Notification
	2 nd Offense	Referral/Detention/Parent Notification
	3rd/ + Offense	Chronic cutting will result in Parent Conference/SAP
Drugs/Alcohol Possession and/or Under the Influence	All Offenses	Suspension, Referral to Support Team/Mediation, Risk Assessment, Parent Notification/Conference, Possible referral to superintendent/School Resource Officer
Fighting	All Offenses	Suspension, Referral to Support Team/Mediation, Risk Assessment, Parent Notification/Conference, Possible referral to superintendent/School Resource Officer
Forgery/Plagiarism	All Offenses	Loss of credit for assignment/test, Detention, Suspension, Parent Notification, Possible Referral to Superintendent- as appropriate
Gambling	1st Offense	Detention/Parent Notification
	2 nd Offense	SAP/ Parent Notification
	3rd Offense	SAP/ Parent Conference
Harassment/Bullying	All Offenses	The severity and nature of the harassment/bullying shall be determined/judged by the administrator. Sexual harassment shall be addressed via the PVCSD policy exacted by the Board of Education. All forms are subject to detention, suspension, referral to School Resource Officer, referral to Superintendent-

Discipline Chart (cont.)

* The administration reserves the right to exceed stated penalties for students who chronically disregard school regulations.

Infractions		Consequences
Insubordinate Behavior	All Offenses	Detention, Suspension, Parent Notification, Possible Referral to Superintendent- as appropriate
Lateness to Class/School	1st Offense	Teacher Intervention/Student/Parent Notification
	2nd Offense	Detention/Administration- Parent Notification
	3rd/ + Offense	Chronic lateness will result in Parent Conference/SAP
Leaving School/Campus without Permission	All Offenses	Detention, Suspension, Loss of Privileges, Parent Conference
Misuse of Cafeteria, unsafe behavior (throwing food, etc.)	1st Offense	SAP/Parent Notification/Possible loss of Cafeteria Privileges
	2nd/ + Offense	1-5 Days OSS/Parent Conference
Possession/Use of Weapons/Intimidation Devices	All Offenses	1-5 Days OSS + Superintendents Hearing + Police Referral
Smoking/Chewing Tobacco Use/Possession	1 st Offense	SAP/Referral to Smoking Cessation Program and Letter to parent and Health Department outlining violation
	2nd/ + Offense	OSS/Parent Conference and 2 nd Letter to parent and Health Department outlining violation, which may include court summons
	All Offenses	Suspension, Referral to Support Team, Risk Assessment, Parent Notification/Conference, Possible referral to superintendent/School Resource Officer
Threats		
	All Offenses	1-5 day Suspension, Parent/Supt. Notification/ Possible police referral
Thefts		
	All Offenses	1-5 day suspension, Parent Conf., Payment, Referral to Supt./Police
Vandalism		