

# **PUTNAM VALLEY MIDDLE SCHOOL**

## **Student Handbook 2009-2010**

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Edward J. Hallisey, MS Principal  
Michael R. Hanna, MS Assistant Principal

**Student Name:** \_\_\_\_\_

# Welcome!

You are about to embark on a new adventure. If you are experiencing your first year at Putnam Valley or are a returning student, you are part of a family of exceptional people all learning and growing together.

As you learn about others and gain knowledge and skills, you will receive the full support of every staff member who will assist you in your preparation for the future. In turn, you will be expected to value your learning experience, respect others and contribute to you own success to enable you to fulfill your dreams.

Welcome to the Putnam Valley Middle School family.

Edward J. Hallisey  
Principal

Michael R. Hanna  
Assistant Principal

# **Putnam Valley Middle School Student Handbook**

## **TABLE OF CONTENTS**

<b><u>Topic</u></b>	<b><u>Page Number</u></b>
Putnam Valley Central School Mission Statement	5
Putnam Valley Central School Philosophy	6
Putnam Valley Central School Calendar 2008-2009	7
Class Schedule and DEAR Schedule	8
Student Bill of Rights	9
 <b>GENERAL STUDENT INFORMATION</b>	
Building Access	10
Cafeteria	10
Care of School Property	10
Communication Devices/Electronic Equipment	10
Fire Drills	11
Hall Passes	11
Honor Roll	11
Illness	11
Lockers	11
Medication	12
National Junior Honor Society	12
Respect for Authority	12
School Closings	12
Student Government	12
Transportation	13
ATTENDANCE POLICY	13-15
STUDENT RESPONSIBILITIES	16
Major Responsibilities	16
STUDENT DISCIPLINE CODE	16
CODE OF CONDUCT	17-19
Disruptive Activity	20
Forgery	20
Plagiarism	20
School Trips	21
Off Campus Misconduct	21

Search & Seizure	21
Suspension Proceedings by School Principal	21
Superintendent's Hearing	22
Suspension Cases Involving Educationally Disabled Students	22
Suspension from Extracurricular or Co-Curricular Activities	22
Suspension from Transportation Services	22
Technology & Internet Use Policy	23
Weapons	23
Dress Code	23-24

**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.**

## **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 Schools 2009-2010 School Calendar

Board Meeting 2/26/09  
Document #69/09

*Reminder: Do not make unbreakable plans for the make-up days. We may be in session!*

**September 2009**

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

16 instructional days

**October 2009**

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

21 instructional days

**November 2009**

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

17 instructional days

**December 2009**

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

16 instructional days

**January 2010**

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

19 instructional days

**September**

- 2 Superintendent's Conf. Day (school open for staff only)
- 7 Labor Day
- 8 School opens for students
- 28 Yom Kippur

**October**

- 12 Columbus Day

**November**

- 3 Superintendent's Conf. Day (school open for staff only)
- 11 Veterans' Day
- 26-27 Thanksgiving Recess

**December**

- 23 Superintendent's Conf. Day (school open for staff only)
- 24-31 Holiday Recess

**January**

- 1 Holiday Recess
- 18 Martin Luther King Day

**February**

- 15-19 Winter Recess

**March**

- 26 Superintendent's Conf. Day (school open for staff only)
- 29-31 Spring Recess

**April**

- 1-2 Spring Recess

**May**

- 31 Memorial Day

**June**

- 25 Last day of school

**Calendar Notes**

*Note: School is closed on darkened days.*

*School is open for staff only on Superintendent's Conference (diagonally striped) days.*



**February 2010**

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

15 instructional days

**March 2010**

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

19 instructional days

**April 2010**

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

20 instructional days

**May 2010**

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

20 instructional days

**June 2010**

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

19 instructional days

**Make-Up Days**

Weather make-up days to be taken in the following order: March 29, March 30

*Reminder: Do not make unbreakable plans for the make-up days. We may be in session!*

182 Student days

### **CLASS Schedule**

<b>Period 1</b>	<b>7:50 - 8:42</b>
<b>Period 2</b>	<b>8:46 - 9:26</b>
<b>Period 3</b>	<b>9:30 - 10:10</b>
<b>Period 4</b>	<b>10:14 - 10:54</b>
<b>Period 5</b>	<b>10:58 - 11:38</b>
<b>Period 6</b>	<b>11:42 - 12:22</b>
<b>Period 7</b>	<b>12:26 - 1:06</b>
<b>Period 8</b>	<b>1:10 - 1:50</b>
<b>Period 9</b>	<b>1:54 - 2:34</b>

### **DEAR Schedule**

<b>7:50 – 8:00</b>	<b>Homebase</b>
<b>8:00 – 8:20</b>	<b>DEAR Time</b>
<b>8:20 – 8:58</b>	<b>Period 1</b>
<b>9:02 – 9:40</b>	<b>Period 2</b>
<b>9:44 – 10:22</b>	<b>Period 3</b>
<b>10:26 – 11:04</b>	<b>Period 4</b>
<b>11:08 – 11:46</b>	<b>Period 5</b>
<b>11:50 – 12:28</b>	<b>Period 6</b>
<b>12:32 – 1:10</b>	<b>Period 7</b>
<b>1:14 – 1:52</b>	<b>Period 8</b>
<b>1:56 – 2:34</b>	<b>Period 9</b>

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**

### **BUILDING ACCESS**

For security purposes there will be no entry or departure to the Middle School other than through the front doors of the main lobby. 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 1<sup>st</sup> 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.

## **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.**

## **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 two-tiered academic honor roll at the Middle School and High School.

**High Honor Roll:** 95.0% and above

**Honor Roll:** 90.0% - 94.9%

## **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.

## **LOCKERS**

- 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 JUNIOR HONOR SOCIETY**

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 Junior Honor Society.

## **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.

## **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, 103.1FM

## **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.

## 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.

## 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.

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.

## **EARLY LEAVES**

In order to leave early, you must bring a note signed by your parent or guardian and give it to the Main Office. 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. 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 designated time 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 the designated time at the Middle School, 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.

## **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).**

### **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 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 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 thereafter 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 Main Office 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. 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 administrator.