



Putnam Valley High School

An IB World School



Student Handbook 2022-2023

Mr. Matt Mello, Principal
Dr. Letitia Payne, Assistant Principal

146 Peekskill Hollow Road
Putnam Valley, NY 10579

845-526-PVHS (7847)
Fax: 845-528-4456

Putnam Valley High School Student Handbook

TABLE OF CONTENTS

| Topic | Page Numbers |
|--|--------------|
| <u>Mission Statement:</u> | <u>4</u> |
| <u>Putnam Valley Central School Philosophy</u> | <u>4</u> |
| <u>Student Bill of Rights</u> | <u>5</u> |
| <u>Putnam Valley Central School Calendar 2021-2022</u> | <u>6</u> |
| <u>Normal Bell Schedule</u> | <u>8</u> |
| <u>GENERAL STUDENT INFORMATION</u> | <u>9</u> |
| <u>ATTENDANCE POLICY</u> | <u>9</u> |
| <u>BUILDING ACCESS</u> | <u>11</u> |
| <u>CAFETERIA</u> | <u>12</u> |
| <u>CODE OF CONDUCT</u> | <u>12</u> |
| <u>COMMUNICATIONS DEVICES/ELECTRONIC EQUIPMENT</u> | <u>12</u> |
| <u>COMMUNITY SERVICE</u> | <u>13</u> |
| <u>DASA: DIGNITY FOR ALL STUDENTS ACT</u> | <u>13</u> |
| <u>DRESS CODE</u> | <u>14</u> |
| <u>DRIVING PRIVILEGES/PARKING PERMITS</u> | <u>15</u> |
| <u>FINAL/MIDTERM AVERAGES</u> | <u>15</u> |
| <u>FIRE DRILLS</u> | <u>16</u> |
| <u>GRADE POINT AVERAGE (GPA)</u> | <u>16</u> |
| <u>GRADE POINT AVERAGE FOR CLASS RANKING</u> | <u>16</u> |
| <u>HALL PASSES</u> | <u>18</u> |
| <u>ILLNESS</u> | <u>19</u> |
| <u>LOCKERS</u> | <u>19</u> |
| <u>MEDICATION</u> | <u>19</u> |
| <u>NATIONAL HONOR SOCIETY</u> | <u>20</u> |
| <u>PROMOTION POLICY</u> | <u>20</u> |
| <u>SCHEDULE/COURSE CHANGE</u> | <u>21</u> |
| <u>SCHOOL PROPERTY</u> | <u>21</u> |
| <u>STUDENT DISCIPLINE CODE</u> | <u>22</u> |

| | |
|--|-----------|
| <u>STUDENT RECORDS</u> | <u>22</u> |
| <u>STUDENT RESPONSIBILITIES – EXPECTATIONS</u> | <u>23</u> |
| <u>TRANSPORTATION/AFTER SCHOOL BUSES</u> | <u>23</u> |
| <u>VISITORS & GUEST SPEAKERS</u> | <u>23</u> |
| <u>EXTRACURRICULAR ACTIVITIES</u> | <u>24</u> |
| <u>ACADEMIC ELIGIBILITY</u> | <u>24</u> |
| <u>ATTENDANCE REQUIREMENTS</u> | <u>25</u> |
| <u>EQUIPMENT/FACILITIES/PROPERTY</u> | <u>25</u> |
| <u>TRAVEL</u> | <u>26</u> |

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT

Mission Statement:

The PVCSD, in partnership with our families and community, will ensure that all students are engaged in a challenging, student-focused educational program, understand and assume their responsibility for life-long learning, work to achieve their personal best and become productive citizens in a diverse global society.

Putnam Valley Central School Philosophy

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 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.

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.

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.

Putnam Valley Central School Calendar 2022-2023

| | | |
|------|-------------|---|
| SEPT | 9/1 | Schools Open |
| | 9/5 | Labor Day – School Closed |
| | 9/26 & 9/27 | Rosh Hashanah – School Closed |
| | 9/29 | Back to School Night |
| OCT | 10/5 | Yom Kippur - School Closed |
| | 10/7 | Mid-Point 1 st Quarter |
| | 10/10 | Columbus Day – School Closed |
| | 10/13 | Blood Drive |
| | 10/18 | Financial Aid Night |
| NOV | 11/4 | End of 1 st Quarter |
| | 11/4-11-6 | Fall Drama |
| | 11/5 | Art Club Ceramic Day |
| | 11/8 | Superintendent's Conference – School Closed |
| | 11/11 | Veteran's Day – School Closed |
| | 11/24-11/25 | Thanksgiving Recess |
| | 11/29 | French Honor Induction |
| DEC | 12/9 | Mid-Point 2 nd Quarter |
| | 12/24-12/31 | Holiday Recess – School Closed |
| JAN | 1/1-1/2 | Holiday Recess – School Closed |
| | 1/11 | Winter Chorus |
| | 1/16 | Martin Luther King Day – School Closed |
| | 1/18 | Band Concert |

| | | |
|------|---|--|
| | 1/20 1/31 | End of 2 nd Quarter Science Honor Induction |
| FEB | 2/9 2/20-2/24 | Blood Drive Winter Recess – School Closed |
| MAR | 3/1 3/3 3/10 3/13 | Tri-M Induction Mid-Point 3 rd Quarter Superintendent’s Conference – School Closed Seal of Biliteracy |
| APR | 4/3-4/10 4/14 4/28-4/30 | Spring Recess – School Closed End of 3 rd Quarter Spring Musical |
| MAY | 5/2-5/19 5/3 5/5 5/19 5/24 5/29 | IB & AP Exams National Honor Induction Film Festival Mid-Point 4 th Quarter Band Concert Memorial Day Recess – School Closed |
| JUNE | 6/1 6/1 6/14 – 6/23 6/16 6/20 6/23 6/23 | Spring Concert TempoMental Concert Regents Graduation Juneteenth – School Closed End of 4 th Quarter Last Day of School |

Putnam Valley High School:

Normal Bell Schedule

PVHS BELL SCHEDULE 2022-2023

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|--|--|
| Rotate A & B | Even A | Odd A | Even B | Odd B |
| 1 7:48-8:28 | 2 Academic Help 7:48-7:58 | 1 Academic Help 7:48-7:58 | 2 Academic Help 7:48-7:58 | 1 Academic Help 7:48-7:58 |
| 2 8:32-9:12 | 2 8:00-9:20 | 1 8:00-9:20 | 2 8:00-9:20 | 1 8:00-9:20 |
| 3 9:16-9:56 | 4 9:26-10:46 | 3 9:26-10:46 | 4 9:26-10:46 | 3 9:26-10:46 |
| 4 10:00-10:40 | | | | |
| 5 10:45-11:39 <small>10:45-11:00 9 & 10 AS 11 & 12 Lunch 11:00-11:39 9-12 Lunch</small> | 5 10:50-11:45 <small>10:50-11:05 9 & 10 AS 11 & 12 Lunch 11:05-11:45 9-12 Lunch</small> | 5 10:50-11:45 <small>10:50-11:05 9 & 10 AS 11 & 12 Lunch 11:05-11:45 9-12 Lunch</small> | 5 10:50-11:45 <small>10:50-11:05 9 & 10 AS 11 & 12 Lunch 11:05-11:45 9-12 Lunch</small> | 5 10:50-11:45 <small>10:50-11:05 9 & 10 AS 11 & 12 Lunch 11:05-11:45 9-12 Lunch</small> |
| 6 11:43-12:23 | 6 11:50-1:10 | 7 11:50-1:10 | 6 11:50-1:10 | 7 11:50-1:10 |
| 7 12:27-1:07 | | | | |
| 8 1:11-1:51 | 8 1:16-2:36 <small>2:36 Announcements 2:37 Dismissal</small> | 9 1:16-2:36 <small>2:36 Announcements 2:37 Dismissal</small> | 8 1:16-2:36 <small>2:36 Announcements 2:37 Dismissal</small> | 9 1:16-2:36 <small>2:36 Announcements 2:37 Dismissal</small> |
| 9 1:55-2:35 <small>2:35 Announcements</small> | | | | |

GENERAL STUDENT INFORMATION

ATTENDANCE POLICY

It is the responsibility of parents/guardians to ensure that their children attend school in accordance with the district calendar. It is the obligation and responsibility of each Putnam Valley High School student to attend classes as specified on his/her schedule. Continuity of instruction is a crucial part of any educational program. Regular school attendance is important because it is directly related to academic success. Further, it contributes to the development of discipline, which will play a part in future career success.

EXCUSED AND UNEXCUSED ABSENCES

The Board recognizes the following as legal excuses for student absence, each of which must be verified by the student's parent/guardian or school personnel, where applicable:

1. Personal illness
2. Life threatening illness, hospitalization or death in the immediate family
3. Religious observance
4. Required attendance in court
5. Approved school-sponsored activities, including field trips, interscholastic athletics, musical and other competitions
6. Directed or authorized presence at the Administrative Offices or Nurse's Office
7. Quarantine
8. Emergency dental and medical appointments
9. Military obligations
10. Approved cooperative/work study/internship programs
11. College visitations (only for juniors and seniors), with the prior knowledge and approval of parents and counselors, so long as it does not exceed 4 days in a school year. A note will need to be provided from the college/university
12. Other reasons approved by the Board of Education

Any absence not addressed on the excused list shall be deemed an unexcused absence. Explanations, which indicated travel, vacation, work, or needed at home are examples of unexcused absences.

ELIGIBILITY-EXTRA & CO-CURRICULAR/INTERSCHOLASTIC SPORTS

Eligibility for extra and co-curricular activities, interscholastic sports and attendance at school-sponsored activities shall be restricted to those students whose attendance supports course credit in each of their academic subjects. **Please see page 24 of this handbook for the Attendance Requirements connected to participation in an after-school club, activity, or event.**

Students who arrive to class more than ten (10) minutes after the start of class without a pass excusing them for one of the reasons stated in the excused list, will be considered an unexcused absence. This includes Period 1. Three (3) lates to Period 1 is considered a “cut”/or unexcused absence.

If a student is absent for more than four (4) consecutive days for illness/injury, a physician’s note must be provided for every absence thereafter or each absence will be considered unexcused.

After the 5th nonconsecutive absence or illness/injury in a marking period, a student must provide a physician’s note for every absence thereafter or each absence will be considered unexcused.

Class cutting shall be deemed an infraction of the Code of Conduct in the nature of insubordination to the teacher and school administration. The Code shall prescribe a range of disciplinary interventions to address class cutting. Unexcused absences shall be considered a cut and appropriate penalties will be applied.

COURSE CREDIT STANDARD

Any student with more than eighteen (18) unexcused absences in a full year course or more than nine (9) unexcused absences in a half-year/everyday course may be denied credit for the course and/or student may be required to make up seat time. Denial of course credit may be appealed to a committee of faculty, administrators, Superintendent of Schools and Board of Education.

Students with properly excused absences for which the student has NOT performed the assigned make-up work, assignments and/or tests shall

not be counted as an unexcused absence for the purpose of determining the student's eligibility for course credit; however, the failure to make-up work, assignments and/or tests may affect the student's grade.

EARLY LEAVE

- **For Seniors Only** In order to leave early, you must either bring a note signed by a parent/guardian or have an email sent from the parent/guardian email to the Attendance Office.
The note should include:
 - a. the date of the early leave
 - b. the time you will be leaving
 - c. the reason for the early leave
 - d. parent phone number to verify the early leave
 - e. 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 or an approved early leave appointment, the parent or guardian (or a person the parent designates in writing) must come to the Attendance Office in person to sign the student out. An 18-year-old may not sign himself/herself out of school. If you return to school after an appointment, you must also report to the Attendance Officer to be officially admitted to school.
- **Underclassmen Grades 9-11** If an underclassman needs to leave school early for any reason, a parent/guardian or a person who is on the emergency contact list for that student must come into the Attendance Office and sign the student out.

If the student is returning to school they must sign back in at the Attendance Office. Leaving the school without permission is not allowed and will result in administrative disciplinary action.

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.

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

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. This would include: cleaning up after yourself, maintaining an appropriate volume level, respecting your peers and school employees, and overall responsible behavior.

CODE OF CONDUCT

To view the district's policy, adopted by the PVCSD Board of Education, please visit:

http://www.pvcسد.org/pdf/5300-Code_of_Conduct-Policy-Adopted-10-24-13.pdf

COMMUNICATIONS DEVICES/ELECTRONIC EQUIPMENT

Electronic communication/entertainment devices should not interfere with the academic environment. Repeated infractions and inappropriate use of electronic devices will result in disciplinary action. Students should be respectful of the privacy rights of other members of the school community; taking pictures or video without the consent of the subject is not allowed and can result in disciplinary action. The school will not be held responsible for lost or stolen electronic devices.

COMMUNITY SERVICE

Putnam Valley Central School students will be required to participate in community service projects. Students are required to perform 40 hours of community service by the time they complete their senior year and must enter all community service hours into the Passport for Good program. More information is available on the school website:

www.p4g.app/PVCSD

*COVID Requirements for the classes of 2023, 2024, 2025 & 2026

Class of 2023 - 20 hours

Class of 2024 - 30 hours

Class of 2025 - 40 hours

Class of 2025 - 40 hours

DASA: DIGNITY FOR ALL STUDENTS ACT

Effective July 1st of 2012, *Subdivision (c) of section 100.2 of the Regulations of the Commissioner of Education* was amended to introduce the *New York State Dignity for All Students Act (Dignity Act)*. This is an act that ensures that for all public school students, instruction that supports development of a school environment free of discrimination and harassment, as required by the *Dignity For All Students Act (article 2 of the Education Law)*, including but not limited to instruction that raises awareness and sensitivity to discrimination or harassment based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex; shall take effect immediately. Likewise, any student bullied or harassed over their weight, race, color, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex shall be fully protected and their complaints fully responded to under the tenets of the Dignity Act. Those that harass or bully will be subject to the full enforcement of the tenets of the Dignity Act. The Dignity Act Coordinator for our High School is Mr. Matt Mello, 845-526-7847. For more information, please visit:

<http://pvcasd.org/index.php/hs/student-parent-resources/important-information/>

DRESS CODE

The responsibility for student dress and general appearance rests with individual students and parents. Student attire and personal cleanliness should be in good taste and appropriate for the business of learning.

The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change his/her attire should it be deemed inappropriate according to the above guidelines.

Students are required to attend school in appropriate dress that meets health and safety standards and does not interfere with the educational process. Students may be asked to wear appropriate protective gear in certain classes (e.g. home and careers classes, science laboratory classes, physical education classes).

In particular:

- Students shall not wear clothing or items that display messages that are:
 - sexually explicit or display sexual acts, bodily functions, or nudity or that denigrate others individually or on account of race, color, religion, creed, national origin, gender or sex, sexual orientation, weight, or disability
 - promote, encourage or endorse acts of violence or membership in groups that promote, encourage or endorse acts of violence
 - glorify or promote drug, alcohol, or tobacco use, or illegal activities, and/or is otherwise materially disruptive to the learning environment
 - denote or represent gang affiliation such as bandanas, beads, jewelry or other indicators and/or symbols intended expressly to do so
- Hats, other head coverings, and coats may be worn in the hallways. Unless otherwise prohibited or restricted in an individual school dress code, hats, other head coverings, and coats may be worn in the classroom; however, individual teachers may direct students to remove hats, sunglasses, bandanas, hoods, or other head coverings (other than those worn for a religious or medical reason) or coats in the classroom.

DRIVING PRIVILEGES/PARKING PERMITS

Please refer to the PVHS 2022-23 [Senior Parking Information Packet](#)

FINAL/MIDTERM AVERAGES

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

| | | |
|-------------------|---|-----|
| 1st Quarter Grade | = | 20% |
| 2nd Quarter Grade | = | 20% |
| Midterm | = | 5% |
| 3rd Quarter Grade | = | 20% |
| 4th Quarter Grade | = | 20% |
| Final Exam | = | 15% |

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

| | | |
|----------------------|---|-----|
| First Quarter Grade | = | 40% |
| Second Quarter Grade | = | 40% |
| Final Exam | = | 20% |

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. 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)

Beginning in the 2021-2022 School Year, a student's grade point average (GPA) is determined by the average of the grade point value for all Quarterly Averages for course work taken at Putnam Valley High School and select courses taken at Putnam Valley Middle School, which offer students the potential to earn high school credit. Students may only audit classes as a support for exam retakes. Any grades given for an audited class will not be included in the GPA. Course work completed at secondary schools not in the Putnam Valley Central School District will not be included as part of GPA. GPA is calculated after each Quarter.

GRADE POINT AVERAGE FOR CLASS RANKING

Beginning in the 2021-2022 School Year, Grade Point Average (GPA) for students in Putnam Valley High School is determined by the average of the grade-point value for all Quarterly Averages for course work taken at Putnam Valley High School and select courses taken at Putnam Valley Middle School, which offer students the potential to earn high school credit.

Students will be ranked at the end of the first quarter of senior year 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. The Valedictorian and Salutatorian will be identified at the midpoint of their Senior Year (seven semesters).

A weighting factor will be given to IB, Honors and AP/College courses for the computation of GPA for ranking purposes.

GRADE WEIGHTING

IB Higher Level (HL) courses and AP classes are 1.1

IB Standard Level (SL), Honors and College Courses are 1.05

| Grade Weighting- IB Courses: | | | |
|---|------|---|------|
| 11th Grade: | | 12th Grade: | |
| IB English SL Year 1 | 1.05 | IB English SL Year 2 | 1.05 |
| IB English HL Year 1 | 1.1 | IB English HL Year 2 | 1.1 |
| IB Film HL Year 1 | 1.1 | IB Film HL Year 2 | 1.1 |
| IB Theory of Knowledge Year 1 | 1.05 | IB Theory of Knowledge Year 2 | 1.05 |
| IB History of the Americas HL Year 1 | 1.1 | IB World Topics HL Year 2 | 1.1 |
| IB Psychology SL | 1.05 | IB Psychology SL | 1.05 |
| IB Math SL Year 1 | 1.1 | IB Math SL Year 2 | 1.1 |
| IB Environmental Systems and Societies SL | 1.1 | IB Environmental Systems and Societies SL | 1.1 |
| IB Physics SL | 1.1 | IB Physics SL | 1.1 |
| IB Chemistry SL | 1.1 | IB Chemistry SL | 1.1 |
| IB Biology SL | 1.1 | IB Biology SL | 1.1 |
| IB Sports Exercise and Health Science SL | 1.1 | IB Sports Exercise and Health Science SL | 1.1 |
| IB Spanish SL Year 1 | 1.05 | IB Spanish SL Year 2 | 1.05 |
| IB Spanish AB Initio SL Year 1 | 1.05 | IB Spanish AB Initio SL Year 2 | 1.05 |
| IB French AB Initio SL Year 1 | 1.05 | IB French AB Initio SL Year 2 | 1.05 |
| IB Mandarin AB Initio SL Year 1 | 1.05 | | |
| IB Visual Arts SL Year 1 | 1.05 | IB Visual Arts SL Year 2 | 1.05 |
| IB Visual Arts HL Year 1 | 1.1 | IB Visual Arts HL Year 2 | 1.1 |
| IB Music SL Year 1 | 1.05 | IB Music SL Year 2 | 1.05 |
| IB Music HL Year 1 | 1.1 | IB Music HL Year 2 | 1.1 |

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.

IB Enrollment: Students who register for IB classes are required to complete the Internal Assessments (IA) and sit for the External Assessments (EA) in May at the conclusion of the course. Most IB courses are 2-year courses. Registration occurs in year-2 of the course and serves as “implied consent” to pay for and complete all assessments. IB Science courses and Psychology are 1-year courses and registration serves as “implied consent” to pay for and complete all assessments. The district covers the cost of one IB course.

Concurrent Enrollment Courses for college credit: Certain classes available at PVHS offer students the opportunity to earn college credit concurrently. Some classes may require tuition to earn the college credit. If college credit is awarded, students will have an official transcript available to them by the sponsoring university.

HALL PASSES

For safety reasons, if you are out of your regular classroom for any reason, you must use the QR code to sign in and out of class.

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

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.

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

PROMOTION POLICY

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

SCHEDULE/COURSE CHANGE

Student schedule changes will be considered for the following reasons ONLY:

- Unassigned Periods
- Course Conflicts
- Fundamental shifts in curriculum choice (i.e. vocational to college prep program)
- Adjustment of course level as recommended by the teacher and after discussion with counselor and parent

Student schedule changes will NOT be considered for the following reasons:

- Teacher change requests
- Accommodating work schedules
- Accommodating early dismissal and/or late arrival for seniors

The add/drop period for courses should be completed by the **tenth day** of each semester.

Any student who drops a class or is removed from a class after the **tenth day** will have a “withdrawal fail” recorded on their transcript unless there is an extenuating circumstance that is approved by the principal.

Seniors who drop a course after their transcript is sent to colleges may be in jeopardy of having their acceptance withdrawn by the college. Students are required to notify colleges before they drop a course to assess the impact of doing so.

From the beginning of the school year until September 22, 2022, no add/drops will be allowed.

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.

STUDENT DISCIPLINE CODE

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.

To view the district's policy, adopted by the PVCSD Board of Education, please visit:

http://www.pvcسد.org/pdf/5300-Code_of_Conduct-Policy-Adopted-10-24-13.pdf

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)*.

STUDENT RESPONSIBILITIES – EXPECTATIONS

As a student of Putnam Valley Central School District (PVCSD), 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.

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.

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.

EXTRACURRICULAR ACTIVITIES

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

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

ACADEMIC ELIGIBILITY: STATEMENT OF POLICY

http://www.pvcsd.org/HS/resources/pdf/Attendance_Policy_rev2016.pdf

All students who are participating in any sport, club or extracurricular activity will have their academic record reviewed every 5 weeks (via progress reports).

Students who are failing two or more subjects at the midpoint of any marking period will be placed on Academic Probation and will be reevaluated every two weeks until the end of the marking period. You also must attend Academic Eligibility 2 days a week, after school.

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

ATTENDANCE REQUIREMENTS

All students must demonstrate regular and consistent attendance in school, or they may be ineligible for competition, activities or after school events.

- **To participate in an after-school sport, club, activity, or event, the student must be at school by 10:00 am in order to participate that day (unless prior approval is received from a school administrator). Students that come to school late (between 8:00 am – 10:00 am) must have a note legally excusing their tardiness. Unexcused absence from class (i.e. cutting and/or leaving school early without permission) will make the student ineligible to participate in after-school activities that day.**
- 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).

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 appropriate school administrator before the event.