

POUGHKEEPSIE HIGH SCHOOL



**STUDENT HANDBOOK
&
DISTRICT CODE OF CONDUCT
2017 - 2018**

70 Forbus Street
Poughkeepsie, New York 12603
Phone: (845) 451-4850
Fax: (845) 451-4807

TABLE OF CONTENTS

REQUIREMENTS FOR CLASS MEMBERSHIP AND SENIOR PRIVILEGES	2
CAASS SYSTEM	3
CAASS IDENTIFICATION CARDS.....	3
CLOSED BUILDING	3
ASSEMBLIES	3
DAILY SCHEDULE.....	4
FIRE DRILLS	5
EXTRA- CURRICULAR OR PRIVILEGED ACTIVITIES	5
ATHLETIC PROGRAM	5
ELIGIBILITY FOR EXTRA-CURRICULAR OR PRIVILEGED ACTIVITIES	5
FOOD SERVICE	9
LIBRARY/ COMPUTER LAB.....	9
LOCKERS	9
MESSAGES	9
DRIVING AND PARKING	10
SCHOOL CANCELLATION.....	10
TEXTBOOKS AND LIBRARY BOOKS	10
STUDENT CONDUCT.....	10
DRUGS AND ALCOHOL.....	11
INSUBORDINATION	11
OFF-CAMPUS MISCONDUCT	11
PLAGIARISM, CHEATING, COPYING, AND ALTERING RECORDS	12
DISRUPTIVE DEVICES	12
CELL PHONES	12
SMOKING	12
TRESPASSING	12
VANDALISM	12
SEXUAL HARRASMENT COMPLAINT PROCEDURE	14
SCHOOL AND CLASS ATTENDANCE	17
DISTRICT ATTENDANCE POLICY.....	17
ATTENDANCE NOTES	20
DETENTION AND SUSPENSION	20
HEALTH SERVICES.....	21
GUIDANCE SERVICES.....	21
ASSISTANCE DIRECTORY	22
INFINITE CAMPUS MOBILE PHONE APPLICATION:	23
GETTING TO KNOW YOU	24
HOMEWORK TIPS	24

STUDENT LIFE AT POUGHKEEPSIE HIGH SCHOOL

REQUIREMENTS FOR CLASS MEMBERSHIP

A student must have a certain number of scholastic credits (not including physical education) in order to be considered a member of the class. Required credits are as follows at the beginning of the year:

Freshman – Enrolled in 9th grade, taking 5 or more courses

Sophomore – 5.5 credits

Junior – 11 credits

Senior – Carrying enough credits to be eligible for graduation in June

GENERAL ACADEMIC INFORMATION

Grading

The final numerical grade for each course is a combination of the student's mastery of the subject and, in some courses, the student's competitive performance within his/her own section.

Honor Roll

Recognition is given each marking period to students who meet the following academic standards:

- | | |
|---------------------|--------------------------------------------|
| A. Principal's List | 90% average or higher in all subject areas |
| B. Honor Roll | 85% average or higher in all subject areas |

Rank in Class

To obtain the weighted school average, each course grade will be multiplied by a weighting factor as listed in the course description to create a course average. This average will be multiplied by another factor related to total credits earned to determine the weighted school average.

Weighting Factor/Level For Course Averages

General Course:	actual grade x 1.00 (Level 1)
Non-Regents Course:	actual grade x 1.01 (Level 2)
Regents Course:	actual grade x 1.02 (Level 3)
Honors Course:	actual grade x 1.03 (Level 4)
AP Course:	actual grade x 1.04 (Level 5)

The benefit to students of the weighting system for course averages is illustrated in the following examples:

Actual grade in each course = 90%

General:	$90 \times 1.00 = 90.0$ weighted grade
Non-Regents:	$90 \times 1.01 = 91.0$ weighted grade
Regents:	$90 \times 1.02 = 91.8$ weighted grade
Honors:	$90 \times 1.03 = 92.7$ weighed grade
AP:	$90 \times 1.04 = 93.6$ weighted grade

SENIOR PRIVILEGES

The only Seniors allowed to leave campus or use the Senior Lounge are the Honor Society Students the first quarter of school. All other Seniors will earn the privilege to leave the campus or use the Senior Lounge. Seniors are not required to report to the Cafeteria. They may, however, use the facilities of the Cafeteria for study time. Seniors may also use the Library facilities during study time as long as they sign in and remain for the full period.

Seniors leaving off campus during their lunch period must have written permission from parent or guardian submitted prior to using this privilege.

CAASS SYSTEM

The Comprehensive Attendance, Administration, and Security System (CAASS), is a proven solution for improving security and student accountability in our nations schools. The system ensures only enrolled students are in the facility and prohibits unauthorized persons from having access to our children. Students attending Poughkeepsie High School will be issued a photo identification card which will be scanned as they enter the building each school day. Students without ID cards are manually entered into the system and a temporary ID card with a photo will be printed for the students instantaneously. Tardy students immediately receive automated late passes upon entry. The system will also provide pertinent information pertaining to student progress, grades, scheduling, textbooks, and allows usage of designated areas as well as the cafeteria and library.

CAASS IDENTIFICATION CARDS

Lost or damaged cards will be replaced. The ID card is issued for your protection and convenience and must be worn at all times, and presented upon request. In addition each student will enter the building from an assigned area using the CAASS identification card.

***Lost/broken ID cards will be replaced for a fee \$3.00**

CLOSED BUILDING

The Board of Education believes that it is in the best interests of the students of the district to restrict students from leaving the high school building during the school day. Therefore, it is the policy of the Board of Education to have a closed building at the high school except as follows:

- A. seniors in good standing shall be permitted the privilege of leaving the high school building and campus at lunch time, if he/she is a student in good standing (defined as having a passing average, attending school on a regular basis and on time, no long-term suspensions) and has written permission from his/her parent/ guardian filed with the principal;
- B. Students in the 9th through 11th grades may not leave the high school building and must remain on the high school campus in a supervised area.

Any student who violates the provisions of this policy may be subject to disciplinary consequences in accordance with the District Code of Conduct.

ASSEMBLIES

Assembly programs will be scheduled throughout the school year to enhance our educational program. Student assemblies will be held in the gymnasium or in the auditorium. All students are expected to follow assembly procedures and rules:

Assembly Rules:

- A. Students shall show respect and courtesy to all speakers and performers.
- B. Students will sit in assigned areas.
- C. Students should remain seated until the end of the assembly.
- D. Food and drinks are not allowed in the gymnasium or auditorium.

DAILY SCHEDULE

Poughkeepsie High School functions on a five period day. Bell schedules are posted in the classrooms throughout the building. The high school operates on a two-day cycle A-B. If a school closing occurs for a holiday, snow day, etc. the day that school resumes will follow the sequence.

The school day begins at 7:40 AM; therefore it is very important that the students report to school with sufficient time to report to class by 7:40 AM. If a student does not have a scheduled first period, they should arrive to school with sufficient time to report to their first scheduled class. The instructional day ends at 2:40 PM.

***Tardy students arriving after 10:00 a.m., without a valid written excuse, will be sent home.**

Poughkeepsie High School Daily Schedule 2017-2018

Regular Day Schedule

	7:40 am.	Warning Bell
Period 1	7:45 am.	8:26 a.m.
Period 2	8:29 a.m.	9:51 a.m.
Period 3	9:54a.m.	11:21 a.m. (HR)
Period 4	11:24 am.	1: 15 p.m.

Lunch A	11:24 a.m. – 11:52 a.m.
Lunch B	11:52 a.m. – 12:20 p.m.
Lunch C	12:20 p.m. – 12:48 p.m.
Lunch D	12:48 p.m. – 1:15 p.m.

(Allows passing time)

Period 5	1:18 p.m.	2:40 p.m.
----------	-----------	-----------

Two Hour Delay Schedule

	9:40 a.m.	Warning Bell
Period 1	9:45 a.m.	10:11 a.m.
Period 2	10:14 a.m.	11:09 a.m.
Period 3	11:12 a.m.	12:08 p.m. (HR)
Period 4	12:11 p.m.	1:42 p.m.

Lunch A	12:11 p.m. – 12:33 p.m.
Lunch B	12:33 p.m. – 12:55 p.m.
Lunch C	12:55 p.m. – 1:17 p.m.
Lunch D	1:17 p.m. – 1:39 p.m.

(Allows passing time)

Period 5	1:45 p.m.	2:40 p.m.
----------	-----------	-----------

***All students are expected to leave PHS immediately after dismissal. Students who are participating in legitimate extracurricular activities are expected to remain under supervision until dismissal. Students are not permitted in the building after an activity is officially concluded.**

EXITS AND SECURITY

Persons entering our building must use the front entrance only. Visitors must sign in the front lobby with the greeter and have a visitor pass visible at all times. Students are directed not to open exterior doors for anyone under any circumstances.

FIRE DRILLS

Fire Drills are important exercises practiced in our school to help insure the safety of students in case of an emergency. Directions for leaving the room will be given by each teacher to each of their classes. Students should line up, exit the room, remain in line, and move rapidly without running, to the appropriate exit and move away from the building. **No one** is to return to the building until the appropriate authorities give the all-clear signal. The fire drill is not over until all students return to their rooms.

EXTRA- CURRICULAR OR PRIVILEGED ACTIVITIES

Brother to Brother	Musical Activities	Science Fair	Tutorial Programs
Gay/Straight Alliance	National Honor Society	Science Olympiad	Vassar Science
Graduation	Newspaper/Pioneer Post	Sister to Sister	Scholars
Mock Trial/Debate	PHOIS (Yearbook)	Step Team	
Multicultural Club	Prom	Student Association	

ATHLETIC PROGRAM

Poughkeepsie High School is proud of its outstanding boys (B) and girls (G) athletic teams, which exist, in the following sports:

Baseball – B	Football - B	STEP (Dance)- B/G	Volleyball– G
Basketball - B/G	Golf – B/G	Swimming - B/G	
Soccer – B/G	Cheerleading – B/G	Tennis – B/G	
Crew – B/G	Softball –G	Track – B/G – Winter/Spring	

ELIGIBILITY FOR EXTRA-CURRICULAR OR PRIVILEGED ACTIVITIES

Each athlete will participate under the eligibility requirements, rules and regulations set forth by the New York State Commissioner of Education and the New York Public High School Athletic Association, as well as the Poughkeepsie City School District Board of Education. Each student-athlete and his/her parent/guardian will be required to sign and submit to the respective coach a “Guidelines for Athletic Participation Authorization Form”. The coach will then forward this form on to the athletic office. A student-athlete will not be permitted to participate until this requirement is completed. This should be done at the pre-season meeting scheduled for student-athletes and parent/guardians. No student-athletes shall be charged fees for participating in interscholastic athletics programs.

Health and Medical

1. Sports physicals are scheduled at various times during the school year. Every student-athlete must pass a physical exam and be approved by the school district physician prior to practice or participation in any interscholastic sport. The student is responsible for reporting for the physical examination at the scheduled time.
2. The athlete is to report all injuries, no matter how minor, to the coach. The coach will complete an incident report to be filed with the school nurse.
3. If a student-athlete has a physician-attended injury or is absent from attendance in school or at practice sessions due to illness for five or more consecutive days, he/she must have the approval of the school physician or a medical release from the attending physician, before participating in practice, scrimmage or a game. This release must be filed with our school nurse. If a student-athlete goes to an emergency room for care, he/she must obtain a written release statement from the attending physician before leaving the hospital.

4. Medical expenses resulting from any athletic injury must first be submitted to the parents/guardians insurance carrier. Any remaining balance may then be submitted to the school district's insurance carrier by processing a claim form that can be obtained from the school athletic medical office. The school district's insurance provides only supplemental coverage according to a schedule of benefits.
5. A health history update, done by the school nurse, is required for each sport season of participation.
6. An athletic trainer will be available for student-athletes after school every day. For an appointment to be seen by the athletic trainer, athletes must sign up in the athletic medical office ahead of time (am). An athletic trainer will also be at various athletic contests during each sport season.

Academic Eligibility

1. Any student failing more than two (2) subjects (e.g. 3, 4, 5, etc.) will be ineligible to participate in a sport for that marking period.
2. Any student failing two (2) subjects will be placed on probation for a two (2) week period, during which time he/she will be permitted to practice and play in games, but will be monitored on a daily tracking sheet for supervision by the coach, athletic director and/or activity advisor, as applicable.

If, after two (2) weeks the student has shown no improvement, he/she will not be allowed to practice or play in games for a period of two (2) weeks, during which time he/she will continue to be monitored on a daily tracking sheet. A student who HAS shown improvement after two (2) weeks will be allowed to practice and play in games. The student will remain on probation and will continue to be monitored on a daily tracking sheet until the next report card indicates the student has made the necessary improvement to be removed from probation.

If the student has not improved after the second trial period, he/she will be ineligible to practice or play in games until the next report card or 5 week comment report is issued and the required improvement is indicated.

A student once identified as having academic difficulty will be monitored continually throughout the school year until his/her report card shows passing grades.

3. Any student failing more than two (2) subjects at the end of the school year will be ineligible to participate in athletics in the fall. Students may attend summer school in order to pass failed subjects and become eligible to participate in sports upon submission of proof of successful completion of such subjects. The student's final average at the end of the school year will be used to determine fall eligibility.
4. A student must attend school regularly and be in attendance for all classes scheduled. Students who have an illegal class absence(s) on record during a school week will have three (3) school days to clear the illegal class absence(s). If the illegal class absence is not cleared, the student will be ineligible to participate in the activity or game.
5. Any student who is given an Out-of-School Suspension may not practice and/or play in games for the duration of the suspension. If an athlete is suspended from school, he/she must sit out at least one game. The one game suspension may be served during the student's Out-of-School Suspension if the team has a scheduled contest during that time period.
If the team does not play during the student's suspension, he/she must sit out the next scheduled contest.
6. If a student has received three (3) Out-of-School Suspensions in a semester prior to or during a sports season, the student will be ineligible to participate in interscholastic athletics for the remainder of the semester.

7. Any student who feels that his/her circumstances are extraordinary may submit an appeal, in writing, to the building Principal within five (5) school days of notification of ineligible status. During the appeal process, the student may not practice or play in games. (Added 11/19/2007: The Superintendent may make exceptions to these regulations on a case by case basis if, in his/her judgment, the student will benefit more by participating in the program than by being declared ineligible.)

Participation in Interscholastic Athletic Trips

1. Athletes are required to be transported to and from “away” athletic contests on school approved transportation. This includes school mini vans, or leased buses in accordance with the district transportation contract or vehicles rented by the District. Any request for variation in transportation arrangements must be made in writing to the Athletic Director for approval.
2. Parents/guardians of student-athletes who participate in interscholastic athletic contests must be given a copy of the schedule, including away games. Parents/guardians also must be provided with general information about travel arrangements to and from athletic contests, and must sign a general permission form for transportation for the season.
3. Parents/guardians may not transport children to or from interscholastic contests except with the prior written approval of the Athletic Director. Under no circumstances shall a parent/guardian transport any children other than his/her own. Parent permission forms must also identify the conditions under which a student-athlete is to be released from interscholastic athletic events following the team’s return to school, e.g. walk, drive own car, be picked up by parent/guardian, etc.
4. If the travel requires overnight stay, the trip must be approved by the Board of Education. The school district Trip Approval form must be completed and all procedures for submission followed. If the overnight travel is contingent upon the outcome of an athletic contest and the time for the trip approval is very short, the Athletic Director must submit a written request to the Superintendent for trip approval, citing exigent circumstances. The Trip Approval form must be presented to the Board for ratification following the trip.

Definition of Sports Levels

Junior Varsity (JV) & Freshman

This program is intended for those who display the potential of continued development into productive varsity level performers. Team membership varies according to the structure of each sport, but sophomores and freshmen occupy the majority of the roster positions. In certain situations, juniors who are expected to make contributions at the varsity level will be considered for JV participation. Also, 7th & 8th graders who have satisfied all selection classification requirements may be included.

Varsity

The varsity level of interscholastic athletic competition is the culmination of the high school athletic program. Normally, seniors and juniors make up the majority of the roster. Gifted sophomores and sometimes freshmen may be included. It is also possible for a 7th or 8th grader, who has met the selection classification requirements to be included on a varsity roster. This occurs more in sports commonly classified as “individual” (track, swimming, golf, tennis, etc). The varsity coach is the leader of his/her sport program and is responsible for communication and system development among each level.

Changing Sports

A student-athlete may not change from one sport to another once a team has been selected, without permission from the Athletic Director. If he/she has been cut from one team, it is legitimate to try out for another sport.

Practices and Contests

Each athlete is required to attend all practices and/or contests unless excused by the coach. An athlete who is injured or ill but still able to attend school is also required to attend practice even though s/he will not be actively participating.

Attendance

A student-athlete shall be in attendance in his/her regular classes in order to practice or participate in an athletic contest unless excused for a legal reason. Attendance on the day before the day of and the day after contests is considered to be especially important.

Chain of Communication

1. If a student-athlete/parent/guardian has questions or concerns about the Interscholastic Athletic program, he/she must first address the inquiry to the team coach.
2. If the team coach cannot satisfactorily resolve the question or concerns, the matter may be brought to the attention of the Athletic Director.

Dress and Grooming

Poughkeepsie team members are expected to dress presentably at all times and especially on away trips. Only uniforms issued by the athletic department should be worn for contests.

Equipment

All athletic equipment must be returned at the end of the season to the coach or athletic office. A student-athlete will not be eligible to participate in another sport until all equipment is returned. In addition, the student-athlete will be financially responsible for any unreturned equipment.

Physical Education Requirement

The wide range of activities in physical education gives the students an excellent background in physical fitness, lifetime sports and team sports. Because of the importance of physical education, all athletes will be required to participate in physical education throughout the year. The NYSPHSAA regulations state that a student must be enrolled in physical education to participate in athletics.

Extra Physical Education Credit

Students in grades 10-12 may receive credit toward graduation for participation in interscholastic sports provided that they are also enrolled in a physical education class, complete a plan for independent study and secure approval for the independent study plan. The Building Principal, with input from the Athletic Director, will be responsible for determining the amount of credit that will be awarded.

A copy of this regulation will be distributed to all student athletes, their parents/guardians, professional staff and coaches. This regulation will be explained to student athletes prior to participation in the athletics program. Student athletes and parents/guardians must sign an acknowledgement of the receipt of the regulation and return the signed forms to the coach.

FOOD SERVICE

Poughkeepsie High School's Cafeteria provides students with a nutritionally balanced breakfast and lunch each day. Breakfast is served from 7:00 AM until 7:30 AM. Students who eat breakfast in school are expected to report to their first period on time, by 7:40 AM. The cafeteria will stop serving at 7:30 AM.

Many students are eligible for free and reduced price breakfast and lunch. If you wish to obtain more information about these special programs, contact the Assistant Principal's Office. During breakfast and lunch, the following rules apply:

- A. Each student is required to deposit his/ her trash in the waste can upon leaving a table. Tables must be left free of trash.
- B. No food or beverage may be taken out of the cafeteria.
- C. All students must remain in the cafeteria until dismissed.

LIBRARY/ COMPUTER LAB

Library hours are 7:40 AM – 2:40 PM

Computer Lab hours are 7:40 AM – 2:40 PM
pending supervision.

Computers are also available for student use in the library. The proper procedure for obtaining a Library pass is as follows:

- A. Obtain a Library pass from a subject teacher.
- B. Present this pass to your study hall teacher, who will sign the pass.
- C. Report to the library with your signed pass.
- D. Sign in on the library list and remain in the library until the end of the period.

LOCKERS

Gym Lockers

Gym clothing will be stored in a locker located in the locker room. The students should buy a lock from their physical education teacher. Students are expected to secure their personal belongings before exiting the locker room.

Hall Lockers

Each locker is equipped with a combination lock. Locker combinations are private and should not be shared with other students. Locks or lockers that are not working properly should be reported to the Assistant Principal's office immediately. Students are not encouraged to use lockers between each period due to hall traffic and lateness to class. Lockers are the property of Poughkeepsie High School and may be searched by the administration where deemed necessary and appropriate.

***Any objects, defined as illegal pursuant to this handbook, contained in a student's locker shall be presumed to be the property of the student assigned to the locker.**

****DO NOT BRING VALUABLES OR LARGE SUMS OF CASH TO SCHOOL. While every effort will be made to protect the property stored in the locker, the school does not assume responsibility for lost or stolen property.**

MESSAGES

Except in extreme emergencies, messages will not be forwarded to students during the school day unless a parent or guardian comes to school.

DRIVING AND PARKING

Students may drive to and park at school if their application for permit is approved by the administration. Applications, available in the assistant principal's office, require a valid New York State driver's license, current registration and insurance identification card, and parental permission.

Driving Rules:

- A. Car trouble is not a legal excuse for lateness or absence from class or school.
- B. Park in the student parking lot located by the football field.
- C. Display the permit sticker on the rear view mirror.

Any vehicle without permit will be towed at owner's expense. Any violation of student driving regulations may result in suspension from school, suspension of drive and park privileges, and/ or notification of police.

SCHOOL CANCELLATION

School Cancellation and other emergency information will be made available on the Poughkeepsie City School District home website at: <https://www.poughkeepsieschools.org/>

Local radio stations will also make announcements of school cancellations due to hazardous weather conditions or other emergencies. These announcements will indicate that school is closed for the full day or that the school scheduled has been modified.

AM: WKIP/1450; WELV/1370; WGHQ/920; WEOK/WALL/1340/1390.

FM: WRNQ/Q92; WRWD/107.3/93.3; WPKF/WFKP/ 96.1/99.3; WRKW/ 92.9, WPDH/101.5; WZAD/ 97.7/97.3.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books are provided for your use by the school district. Books are very expensive and should be given appropriate care. Students have an obligation to handle their textbook and library books carefully and to guard against loss, theft, or damage. Students will be fined for damaged textbooks, library books, sports equipment or any other items that are PHS property.

***SENIORS who fail to return these items or pay appropriate replacement costs will not participate in graduation ceremonies.**

****No student records or transcripts from PHS will be sent to other schools for any reason until all accounts are settled.**

STUDENT CONDUCT

MAJOR EXPECTATIONS

Every effort will be made to support and respect the student's rights; however, it must be remembered that:

- A. No student has the right to refuse to respond to any reasonable directive made by a staff member.
- B. No student has the right to refuse to give his or her full name or produce an ID card when requested by a staff member.
- C. No student has the right to use language or engage in behavior, which is seriously inappropriate or disruptive.
- D. No student has the right to refuse to attend school or assigned classes.

DISORDERLY CONDUCT

A person is guilty of disorderly conduct when with intent to cause the public inconvenience, annoyance or alarm, or recklessly creating a risk. Disorderly conduct can constitute engaging in fighting or in violent or threatening behavior, making unreasonable noise, or in a public place, using abusive or obscene language or making an obscene gesture, obstructing vehicle traffic, congregating with other persons and refusing to comply with the request of a person in authority to disburse, creating a hazardous or physically offensive condition by an act which serves no legitimate purpose.

VIOLENT CONDUCT

Violent Conduct is a willful, physical attack upon another person. A fight is a physical confrontation in which two or more people willfully use force with the intent of inflicting harm on each other as the result of a conflict and is strictly prohibited.

DRESS CODE

All students are required to comply fully with the Dress Code, including the uniform style of dress.

Brimmed hats, doo-rags, tank-tops, belly shirts, ripped jeans with holes above mid-thigh, dresses/skirts cut above mid-thigh, distracting/revealing clothing and flip-flops are prohibited.

Please refer to the complete dress code, which is included in the District's Code of Conduct and attached at the back of this handbook for additional dress code information.

DRUGS AND ALCOHOL

The possession, use, or being under the influence of drugs or alcohol, or the possession of drug paraphernalia in school, on school grounds, or at any school sponsored function is strictly prohibited.

DRUG-FREE ZONES

The Poughkeepsie City School District, the Mayor and City Council have established drug-free zones around all district school buildings. These zones extend 1000 feet from the property boundaries of elementary schools, the middle school, and the high school. Increased penalties may be imposed upon those guilty of selling controlled substances to persons under the age of 19 within these designated areas.

EXTORTION/INTIMIDATION

The act of threatening, verbally or by gesture, the well-being, health, safety, or property of any person on school property or in route to or from school is strictly prohibited. Using such threats to obtain money, favors, etc. is considered extortion and is similarly forbidden.

GAMBLING

Gambling is not permitted at any time on school property.

INSUBORDINATION

Insubordination is the refusal to follow the reasonable directive of a person in authority. Persons in authority include administrators, teachers, teacher aides, or assistants, secretaries, peace and order personnel, custodians, cafeteria workers, and other adults employed by the school district.

OFF-CAMPUS MISCONDUCT

No student shall interfere, intimidate, or physically or verbally attack another student or school district employee on their way to or from school district property before, during or after school hours. **Any violation of school rules, which involves other students or school district employees, shall be dealt with as if the violation occurred on school district property.**

PLAGIARISM, CHEATING, COPYING, AND ALTERING RECORDS

Plagiarism is the willful copying of previously published and/ or written material such as books, articles, Internet resources, book reports, term papers, etc., and the presentation of these items as one's own. This act constitutes academic fraud and is a form of cheating. It is prohibited.

DISRUPTIVE DEVICES

Personal music players, Bluetooth speakers, skateboards, roller skates/blades, hover boards, playing cards, dice, water pistols, water balloons, laser pens, and video games, as well as other non-curricular items used for play or entertainment, are not permitted on school grounds. The administration and faculty or staff may require students to check these items in the Principal's Office until the end of the semester, or pending release to a parent.

Possession or use of a toy, or other objects which are intended or upon reasonable inspection appear to be a weapon or potentially dangerous object, shall not be permitted on school grounds or in school buildings.

CELL PHONES

Must be turned off and kept out of sight during the instructional day. Please refer to the district code of conduct. Parents should not call their children during the school day. This interferes with the educational process. **If a student is using a cell phone during the school day it will be confiscated and a parent will be contacted to retrieve the phone.**

SMOKING

There will be no student or staff smoking in any building or property of the Poughkeepsie City School District or at any school sponsored event.

TRESPASSING

Trespassing is the unauthorized presence of a person on the property of another person or institution. Trespassing as defined by the Code of Conduct is prohibited and may result in disciplinary action. There are circumstances in which a student may be trespassing in his own school:

- A. Entering or remaining in school while listed as absent without the intention of signing in.
- B. Entering or remaining in school during the term of an external suspension.
- C. Being in school or on school grounds without permission during times when neither school, nor a school sponsored activity is in session.

***With Poughkeepsie Middle School right across the street, Poughkeepsie High School students are reminded that unauthorized visits there are forbidden, and the school rules regarding trespassing will be enforced strictly. During school hours, students may not be present without express written permission of the principal in a school or on the grounds of a school in which they are not a student.**

VANDALISM

Vandalism refers to the willful destruction or defacing of property or physical structures. Vandalism as defined by the Code of Conduct is prohibited and may result in discipline.

SEXUAL HARASSMENT OF STUDENTS

Board Policy #5461 states:

The Board of Education is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment and gender discrimination. Therefore, the Board, consistent with State and Federal law, condemns all gender discrimination and unwelcome and/or unwarranted behavior of a sexual nature which may impose a requirement of sexual cooperation as a condition of academic advancement, or which has the purpose or effect of creating an intimidating, hostile or offensive learning environment. The Board specifically prohibits all student-employee relationships of a sexual or quasi-sexual nature, whether or not consensual.

Gender discrimination is defined as:

- 1) Pervasive and/or severe conduct intended to intimidate or demean a person or persons of the other gender or that which treats a person of the other gender differently in the work place because of his or her gender; or
- 2) When the District's official, employees or agents treat a student differently or deny a student equal access to educational programs on the basis of gender.

Generally, sexual harassment is defined as unwelcome and/or unwarranted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a condition for evaluation the student's academic progress or the student's successful completion of any course of study, educational or extra-curricular activity, including the acceptance into or rejection from such course or activity;
2. Submission to or rejection of such conduct by a student by a student is used as the basis for academic or extra-curricular decisions affecting such student, including the acceptance into or rejection from a course or activity;
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, evaluation of a student's academic progress or participation in an educational or extra-curricular activity, or creating an intimidating, hostile or offensive learning environment.
4. Conditions exist within the school environment that allow or foster harassing activities of a sexual nature, including but not limited to obscene pictures, lewd jokes, sexual comments and innuendo, sexual advances.

The Board recognizes that sexual harassment and gender discrimination can originate from a person of either sex; from peers, employees, officers, agents or any individual who might foreseeably come into contact with students on school grounds or at school-sponsored activities.

The Board acknowledges that in determining whether gender discrimination or sexual harassment has occurred, the perspective of the complainant and/or victim shall be considered. While the accuser's conduct and/or intention may be considered, sexual harassment may be found even where the accused had no intent to sexually harass another individual.

SEXUAL HARRASMENT COMPLAINT PROCEDURE

Board Policy #5461-R states:

I. Complaint Officer(s)

The Board of Education shall appoint Title IX Complaint Officer(s) at its annual reorganization meeting, or as needed during the year. Reasonable attempts shall be made to appoint at least one male and one female Complaint Officer.

II. Reporting of Complaints

All complaints of gender discrimination and/or sexual harassment must be reported to one of the Title IX Complaint Officers appointed by the Board of Education.

1. A student (or his/her parent/guardian) who believes that he/she has been subjected to gender discrimination and/or sexual harassment should immediately consult with any staff member with whom the student (parent/guardian) feels comfortable (e.g., a teacher, guidance counselor, school nurse, building principal, the Superintendent of Schools or a Title IX Complaint Officer).
2. Any staff member, who is consulted with in accordance with paragraph "1," above, shall:
 - a. Provide a copy of the Student Gender Discrimination and Sexual Harassment Policy and Regulations to the student or parent/guardian.
 - b. Promptly report the complaint or inquiry to one of the Title IX Complaint Officers.
 - c. Maintain complete confidentiality and secrecy that a complaint or inquiry has been made.
 - d. NOT attempt to influence any further actions on the part of the student, except to tell the student to talk to his/her parents/guardian.
3. Any staff member who becomes aware of a possible incident of gender discrimination and/or sexual harassment shall promptly report it to a Title IX Complaint Officer.
4. Any staff member who fails to report a possible incident or complaint of gender discrimination and/or sexual harassment may be subject to disciplinary action in accordance with law and any collectively negotiated agreement.

III. Investigation of a Complaint

1. Upon receipt of a complaint, the Title IX Complaint Officer shall:
 - a. Conduct a preliminary investigation to determine whether to proceed personally or to designate or request a different investigator.
 - b. Determine whether or not the complaint can be handled in an informal manner with the Title IX Complaint Officer acting as a mediator.
 - c. Discuss the above sanctions with the Superintendent, unless the Superintendent is the subject of the complaint, in which case the Title IX Complaint Officer should consult with the President of the Board of Education.

- d. Report the incident to the police and/or other appropriate authorities if the behavior constitutes or may constitute a crime.
 - e. Ensure that any investigation or mediation is conducted within 30 calendar days from receipt of the complaint.
2. If, after consultation, the Title IX Complaint Officer determines that a more formal investigation is warranted, any investigation must adhere to the following:
- a. During the investigation, the investigator must protect the confidentiality of the complaint, the victim, the accused and all witnesses to the extent practicable. The investigator shall inform all parties of the need for confidentiality.
 - b. The investigator must immediately notify the parents/guardian of any child, other than witnesses, that an investigation is taking place, the nature of the complaint and the nature of the child's involvement.
 - c. The investigator must conduct a thorough, prompt and impartial investigation.
 - d. The investigator must seek out relevant documents.
 - e. The investigator must interview any and all witnesses, including the accused, the victim and the complainant.
 - f. The investigator must keep accurate documentation and records.
 - g. The complainant, victim and accused may bring their attorney or union representative (if applicable) to any meetings, and children may also be accompanied by their parents/guardian.
 - h. The investigator must notify the accused that he/she is the subject of a sexual harassment or gender discrimination complaint investigation when appropriate.
3. As soon as possible upon completion of any investigation, the investigator shall issue a written factual report containing:
- a. A summary report for distribution to the parties and School District officials as needed. The report shall contain:
 - i. A summary of the complaint and findings.
 - ii. A determination of whether or not the behavior constitutes gender discrimination or sexual harassment. (The investigator may find that the evidence is inconclusive.)
 - iii. Recommended action, if any.
 - b. The investigative information shall be sealed and kept on file by a Title IX Complaint Officer so designated by the Superintendent to maintain such files, including:
 - i. Copies of all related written documents, including the summary report.
 - ii. Copies of any handwritten notes taken during the investigation and interviews.

iii. Any further written details deemed by the investigator to be informative or useful to a better understanding of his/her findings.

4. The following individuals shall be given a copy of the summary report:

- a. The victim.
- b. The complainant (if applicable).
- c. The accused.

If any of the above individuals is a minor, the summary report shall be sent to their parents/guardian.

5. The Superintendent (or President of the Board of Education, if the Superintendent is the subject of the investigation) shall review the summary report and shall determine whether or not formal disciplinary action is needed. Formal discipline of students or staff shall be in accordance with law, district policy and any applicable collectively negotiated agreement.

IV. Appeal Procedure

The victim (or his/her parents/guardian if a minor) and/or the accused may appeal the findings and/or recommendations of the investigation, as contained in the summary report.

- A. The appeal must be in writing.
- B. The appeal must be made within 30 calendar days from the date of receipt of the written results of the investigation.
- C. The appeal is made to the Board of Education, who shall review all relevant information within 30 calendar days of the date of the filing of the appeal.
- D. The determination of the Board of Education is final insofar as the District Policy is concerned.

SCHOOL AND CLASS ATTENDANCE

The Education Law of New York State requires each child between the ages of 6 and 16 to attend school. In accordance with the District's Attendance policy, all enrolled Poughkeepsie High School students are expected to attend all of their scheduled classes and study halls every day.

DISTRICT ATTENDANCE POLICY

Board Policy #5100 states:

Overview

It is the goal of the Poughkeepsie City School District to ensure that each student attend school on time the maximum number of days possible.

Purpose

Good attendance and class participation are essential ingredients for academic success. Any absence from class is detrimental to the learning process. Classroom lessons foster and require social interaction, development of effective communication skills, and critical thinking in addition to subject mastery. Textbook or make-up assignments are not an adequate substitute for classroom attendance and participation.

In order to achieve education goals and to maintain a true academic environment, students must attend their classes at least the required number of times. Students who fail to meet the minimum attendance and course work requirements will receive no credit for that course.

Attendance Requirements

I. Applicability

All students of compulsory education age who reside legally within the district must attend school. Legal school age and legal residence are determined by the Board of Education in accordance with state requirements as set forth in New York State Education Law §§3202, 3205, 3208, 3209 to 3210, and 8 NYCRR §100.2.

II. Notification Regarding Attendance Policy

a. Student Notification

1. School Handbooks, which shall include the district's attendance policy, shall be distributed to all students.
2. If a student misses a class period or school day without an excuse, a designated staff person may review attendance requirements with the student upon his/her return to school.

School newsletters and publications may include periodic reminders of attendance requirements.

b. Parental/Guardian Notification

1. All parents/guardians will be provided with a plain language summary of this policy at the beginning of each school year (See Exhibit 5100-E2)

2. At registration, the district will provide each new student's parent or guardian with a copy of the attendance policy.

3. At any "open house" or "back to school" event, parents/guardians will have the opportunity to obtain/discuss the attendance policy.

4. If a student misses successive class periods or school days without an excuse a designated staff person will notify the parent/guardian regarding the absences and document the contact.

c. Faculty/Staff Notification

1. Copies of the District's Comprehensive Policy shall be distributed to teaching staff members as soon as is practicable following the adoption and, if applicable amendment, of the policy. Newly hired teaching staff members shall be provided a copy of the policy upon their employment.

d. Community Notification

Copies of this policy shall be retained at the District Office and school libraries, and shall be available for review by members of the community at those locations upon request, and on the District web site, <http://webpoughkeepsieschools.org>

III. Guidelines

The district recognizes an important relationship between class participation and class performance. Consequently, each teacher may consider classroom participation as well as the student's performance on homework, tests, papers, and projects, etc. When a student is absent, with or without an excuse, he/she misses the opportunity for class participation. Any absence from class that is not made up shall result in a loss of points from the student's class participation grade.

a. Minimum Attendance Rule

All registered students are expected to attend all classes as scheduled. Specifically, each student must attend 85% of all classes per course. Students must not exceed 28 absences in a full year course or 14 absences in a half-year course or 7 absences in a 10-week course. (Physical Education is included in the 14 absences category). Any student who exceeds the maximum number of absences AND does not make up assigned class work, pursuant to section III c., will not be eligible to receive credit for that course.

b. Absences

1. Absences counted under the attendance/grading policy include:

a. All absences (whether excused or unexcused) not excluded below;

b. Lateness to class more than 10 minutes;

c. Any period of "Out-of-School Suspension ("OSS") where a student does not accept alternative instruction.

2. The following should NOT be counted as absences under the attendance policy:

a. In-School Suspension ("ISS") should it be available;

- b. Any period of OSS where student accepts alternative instruction;
- c. Attendance at a special education program or service offered by a public school or an approved private school or facility when a student is homeless, disabled or incarcerated (See section 175.6 of the regulations of the NYS Commissioner of Education)
- d. Lateness of more than 10 minutes when approved by an administrator.

c. Makeup Policy

1. When a student misses a class or school day, he/she is expected upon his/her return to provide a written explanation from his/her parent or guardian. Moreover, the student must consult with his/her teachers regarding making up missed work. The teacher shall inform the student of the missed work. If the absence is excused, the student must make up missed work in accordance with the deadline established by the subject area teacher.

2. Upon satisfactory and timely completion of the make-up assignment, any earned points will be included when calculating the student's final grade.

3. Reasonable make-up opportunities will be given to students with excused absences due to:

- a. Personal illness;
- b. Illness or death in the family;
- c. Disability;
- d. Religious observance;
- e. Required court appearance;
- f. Approved college visits;
- g. Military obligations; or
- h. Such other reasons as may be approved by the Commissioner of Education.

4. Students who are unable to attend class period/day due to their participation in a school-sponsored activity (e.g., field trip, music lessons, etc) and who arrange with their teachers to make up missed work, shall be given credit for class participation of the class period/day missed.

d. Consequences for Exceeding Absences without Making up Class work

1. Any student who does not meet the course requirement of 85% attendance AND does not make up assigned class work pursuant to Section III (C) will:

- a. Receive a NE (Not Eligibly) grade for the course;
- b. Not eligible to take any local or state final exam for the course;
- c. Receive no credit for the course*

* All references to course credit or course credit denial, applies to secondary students enrolled in credit bearing courses.

2. If a student loses credit in a course he/she may request a meeting with his/her guidance counselor to discuss all remaining options.

3. The parent/guardians will also be notified of denial of credit in writing and by telephone.(also see Section VIII Appeals)

e. Summer School Courses

1. Students may complete a course in summer school only if they have attended the regular school-year course for all quarters of the course and have not exceeded 70 absences in a full-year course or 35 absences in a half-year course (Physical Education falls in the 35 absence category).

2. Students must take the final exam in order to be eligible to retake the course during the summer school program.

ATTENDANCE NOTES

When a student returns to school after an absence, she/ he is expected to present to the Assistant Principal's office a note of excuse signed by a parent/guardian. The note should include date(s) of absence, reason for absence, and signature of parent/guardian.

***When a note is not received, the absence is considered illegal.**

SIGNING IN AND OUT

Students leaving school during the day must report to the Assistant Principal's Office with a written excuse signed by parent/guardian. When returning to school after leaving, a student must immediately report to the Assistant Principal's Office to be officially admitted to school.

***No student, under any circumstances, is to leave the school without being officially excused, or return without being officially admitted.**

CUTTING

Cutting and truancy is prohibited by Code of Conduct and may result in discipline. A "class cut" is an unexcused absence from class including study hall to which the student has been assigned.

TRUANCY

Truancy is an absence by a compulsory education age student from school without legal excuse in accord with the District's attendance policy.

DETENTION AND SUSPENSION

The following rules will apply to after school detention:

- A. School detention may be assigned by an administrator or designated teacher.
- B. Students arriving late to detention may be refused admittance to the detention room at the discretion of the detention supervisor.
- C. Talking is not permitted in the detention room.
- D. Students who are asked to leave the detention room for improper behavior will receive no credit for the detention regardless of when they were asked to leave.
- E. Students who cut detention may receive additional discipline.

OUT –OF- SCHOOL SUSPENSION

External suspension will be utilized when deemed appropriate and necessary. (For example, when an offense is particularly serious, or when a student’s presence in school constitutes a danger to herself/himself or others,) then an external suspension will be in effect.

Students may not participate in extracurricular activities or special school functions during the term of a suspension. A parent conference will be requested with an administrator before an externally suspended student may return to school.

HEALTH SERVICES

The School Nurse is on duty, and the School Physician is on call. Students who come to the Health Office must present a pass from a teacher or administrator.

***The Poughkeepsie School District strongly believes that all children should have a medical home and receive childhood immunizations and all of their other health care needs from their Primary Health Care Provider.**

Elevator Permission

An elevator is available for disabled students. Keys for the operation of the elevator are available in the health office. A \$5.00 deposit is required.

Medication

If it is necessary for a student to receive any medication during school hours, the following procedures must be followed.

- A. There must be a written request from the parent and physician.
- B. The medication should be delivered directly to the nurse by the parent with a prescription and dispersion instructions if necessary.
- C. The medication should be clearly labeled and have student’s name on it.

***The nurse cannot legally dispense any internal medication to students unless the above instructions have been fully carried out.**

Physical Education Medical Excuse

A note from a physician is required to be medically excused from physical education, and must explain the reason for and period of medically excused non-participation. Notes must be renewed every six months.

Working Papers

All working papers are issued through the Health Office. Days which papers are issued are posted in the Health Office.

GUIDANCE SERVICES

The Guidance Department assists students in program planning and developing goals and future educational plans. Guidance Counselors also provide help in solving personal problems. Students are seen in individual settings to provide information related to college applications, financial aid, and occupational planning.

Counselors are available to students on an appointment basis. Students should report to their Cohort Office to make an appointment. Parents are also encouraged to call their child’s Cohort Office for an appointment to see a guidance counselor about their child’s progress.

Schedule Change

Students should review their schedule of classes prior to the first day of each semester. An appointment should be made with the student's counselor if there is a question or problem with the program of classes and a "Request for Program Change" form should be filled out. All schedule changes require parental approval.

***No schedule changes will be approved more than ten school days after the first day of the beginning of the semester.**

Withdrawal And Transfer To Another School

Students leaving PHS must sign out through their Cohort Office. On the date of withdrawal, the student will be issued a sign out check sheet. This sheet must be shown to each of the student's teachers, the librarian, the health office, and the physical education office, so that teachers may check that all books and materials have been returned.

***Please note that no student record or transcript will be forwarded to other educational institutions unless all materials belonging to PHS have been returned.**

ASSISTANCE DIRECTORY

The following list is intended to direct students to the person or place where assistance may be found to resolve some frequently encountered problems:

Accident Forms, Accidents, Illness	Health Office
Announcements – WPSX	Main Office
Athletic Activities, Insurance, Transportation	Athletic Office
Attendance, Absence, Lateness	Assistant Principal's Office
Bus Transportation: BOCES	Guidance Office
Career and Vocational Counseling	Guidance Office
Change of Address or Telephone	Guidance Office
Change of School	Guidance Office
Course Selection Program Planning	Guidance Office
Drug & Alcohol Problem	Guidance Office
Early Dismissal	Assistant Principal's Office
Employment, Co-Op, Indep. Study	Guidance Office
Facility Use	Main Office
Health Services, Physicals	Health Office
Homebound Instruction	Assistant Principal's Office/ Health Office
Homework Requests	Guidance Office
Library – Media Center	2 nd Floor West
Lock, Lockers	Assistant Principal's Office
Lost Book	Teacher/ Library
Lost Book Payment	Assistant Principal's Office
Lost & Found	Main Office
Lunch ID Number	Homeroom
Referrals/Suspensions/Detentions	Assistant Principal's Office
Report Cards, Grades, Exams	Main Office
Scholarships/Financial Aid/Testing	Guidance Office
School Insurance	Athletic Office/ Health Office
Study Problems	Guidance Office
Summer School	Guidance Office
Identification Cards	Assistant Principal's Office
Working Papers	Health Office

INFINITE CAMPUS MOBILE PHONE APPLICATION:

We believe in empowering parents so they can help their children take full advantage of their education.

Our school uses an information system called Infinite Campus to track scholar attendance and grades. By downloading the Infinite Campus Mobile Portal app you will have the power to see your scholar's up-to-date attendance and grades with the touch of a button.

The app can be downloaded for free, just like any other app, from the App Store (iPhone users), Google Play or Amazon.Com.

1. Go to the store of your choice and search for: Infinite Campus Mobile Portal. The app button will look like:



2. Open the app and enter the District ID, which is: TXBQDQ
3. Enter user name (your scholar's ID #).
4. Enter password, which is your scholar's first initial, last initial, 6 digit birthday with no capital letters, spaces or commas (example: John Doe 01/02/2003 would be, jd010203).

Creemos en capacitar a los padres para que puedan ayudar a sus hijos a sacar el máximo provecho de su educación.

Nuestra escuela utiliza un sistema de información llamado Infinite Campus para seguir la asistencia y calificaciones de nuestros eruditos. Descargando la aplicación de Infinite Campus Portal móvil usted tendrá el poder de ver las asistencias de su hijo y las calificaciones con el toque de un botón.

La aplicación puede descargarse de forma gratuita, al igual que cualquier otra aplicación de la Tienda App (iPhone usuarios), Google Play o Amazon.Com.

1. Ir a la tienda de su elección y buscar: Infinite Campus Portal móvil. El botón de aplicaciones tendrá el aspecto siguiente:



2. Abra la aplicación e introduzca el ID del distrito, que es: TXBQDQ
3. Entre el nombre de usuario (ID de su erudito #).
4. Escriba la contraseña, que es la primera inicial de su erudito, Última inicial, los 6 dígitos del día de nacimiento sin ninguna letras mayúsculas, espacios e comas (ejemplo: John Doe 01/02/2003, sería jd010203)

GETTING TO KNOW YOU

Make time to get to know your teachers. Let the teacher know that you appreciate feedback on your progress—both positive and negative. Alert the teacher to anything out of the ordinary that's going on in your life. Make a point of meeting other school staff members: the principal, assistant principals, school safety officers, school nurse, school secretary, cafeteria staff and others who work at the school. The better you know the school and how it operates, the more likely you will have a productive and positive school experience.

A Place of One's Own

Whether it's a bedroom desk or the kitchen table, everyone needs a regular place to study and complete homework. This area should be well lighted and equipped with school supplies like paper, pencils and a dictionary. Siblings should respect the time set aside for studying and you should not be distracted when doing homework.

Develop Routines

Set aside a specific time for studying every night. Think about what time of day would work best for you. Right after school? Just before dinner? Immediately following dinner? If you attend an after-school program, find out if students will be expected to do homework there. If you complete homework assignments away from home, plan to review the work at a set time every night. If homework has already been completed, use the time you reserved for reading or reviewing problem areas.

Reading Increases Grades

Research shows that students who read for enjoyment do better in school. Make reading a habit in your home. Each night before bed, read something that interests you for at least 30 minutes. If you have a younger sibling read to them. Keep plenty of reading materials available—books, magazines and newspapers. The more you read the greater your knowledge will become.

HOMEWORK TIPS

- A. Do the most difficult homework first. Save "easy" subjects for when you're tired.
- B. Do the most important assignments first. If time runs short, the priorities will be finished.
- C. Do what's required first. Finish the optional assignments later—even if they're more fun.
- D. Use the library and reference books to find answers to homework. Learning how to find answers when you don't know is as important as knowing the answer in the first place.

Here are five tips to make homework time easier:

- A. Have a regular place for doing homework. Use a desk or table in a quiet room. Be sure there's plenty of light.
- B. Find a regular time for homework. You may want to make a rule, "No television until homework is finished."
- C. During homework time, turn off the TV and radio.
- D. Use your time well.
- E. Sense of accomplishment: When your homework is completed, think about how much you've accomplished.