



## Poughkeepsie City School District

Delivering on the promise of a high-quality education

*Every scholar. Every day. Every classroom.*

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### Student Discipline and Removal from Program

Participation in the Poughkeepsie City School District Extended Learning Time Programs is a privilege and is subject to the following rules and regulations:

- Scholars are expected to attend every program that they are enrolled in for the entire scheduled daily time. Early pickup from programming should be for emergency purposes only.
- Scholars with three unexcused absences (in attendance during the regular school day, absent for afterschool) will meet with the Site Supervisor to review their status and are subject to removal from ELT programming.
- Scholars that are disruptive, disrespectful, or otherwise disciplined by the Site Supervisor are also subject to removal from ELT programming.
- Parents/guardians that pickup their scholar more than 15 minutes after the scheduled end of programming will have their tardiness entered into a log book. Two late pickups will result in a letter being sent home warning the parent/guardian of the possible removal of their scholar from ELT programming.
- Three late pickups from programming will result in a mandatory meeting with the Site Supervisor and the Program Coordinator for ELT. A determination regarding removal of the scholar from ELT programming will be made at that time.
- The parents/guardians and scholars also agree to promptly and fully complete any forms that are distributed by the Site Supervisor or Program Coordinator for ELT regarding any aspect of the PCSD ELT programs.
- Parents/guardians must also keep their emergency contact information current at all times. The inability to reach a parent/guardian due to incorrect or invalid contact information may result in the removal of their scholar from ELT programming.

The Poughkeepsie City School District Code of Conduct shall apply for any disciplinary issue not specifically covered by the *Poughkeepsie City School District Extended Learning Time Parent-Scholar Program Participation Contract*.