



Parent's Handbook 2013-2014

# What is Expected of YOU.



Arrive to school and class **ON TIME**.



Be **PREPARED** to learn, have all necessary **MATERIALS**.



**RESPECT** yourself and others.



Use language that is **APPROPRIATE** for school and the workplace.



**ACTIVELY PARTICIPATE** in class and school activities.



Administration:

Thomas Bongiovi	Superintendent of Schools
Cynthia Benedict	Assistant Superintendent for Instruction
Lorelei Case	Assistant Superintendent for Business

Board of Education:

Michael Bello	Brandy Figueroa	Roger Kalin
Tammy Myers	Noeleen Casey-Tomasi	William Onofry
William Smith	Reyes Torres	Robert Witherow

Key Contacts: 858-3102 (High School)

Andrew Marotta	Principal
Jared Kahmar	Assistant Principal
Heidi Nyland	Assistant Principal
Nancy Dunn	Nurse
Julie Balogh	Guidance Counselor
Laurie Kahmar	Guidance Counselor
Julie Nimal	Guidance Counselor
Kate Oldham	Guidance Counselor
David Marr	Guidance Counselor

Athletic Hotline: Ron Semerano 858-3100 Ext. 11888

Check the guidance office for the appropriate counselor assigned to you.

Important Dates:

Sept. 5	FIRST DAY OF SCHOOL FOR STUDENTS
Oct. 14	Columbus Day - no school
Nov. 11	Veterans' Day - no school
Nov. 27-29	Thanksgiving Recess - no school
Dec. 23-Jan. 3	Winter Recess - no school
Jan. 20	Martin Luther King Day - no school
Jan. 27-30	Regents week
Feb. 14-17	President's Weekend - no school
April 14-18	Spring Recess - no school
May 23-26	Memorial Day - no school
June 3-26	Regents week
June 26	Last Day of School
June 27	High School Graduation

### **MAIN BELL SCHEDULE**

7:29 A.M	OPENING
7:34 A.M.	WARNING BELL
7:35 A.M. - 8:22 A.M	PERIOD 1 (47 MINUTES)
8:26 A.M. - 9:08 A.M.	PERIOD 2 (42 MINUTES)
9:12 A.M. - 9:54 A.M.	PERIOD 3 (42 MINUTES)
9:58 A.M. - 10:45 A.M.	PERIOD 4 (47 MINUTES)
10:49 A.M. - 11:36 A.M.	PERIOD 5 (47 MINUTES)
11:40 A.M. - 12:27 P.M	PERIOD 6 (47 MINUTES)
12:31 P.M. - 1:18 P.M.	PERIOD 7 (47 MINUTES)
1:22 P.M. - 2:06 P.M.	PERIOD 8 (44 MINUTES)

### **WEDNESDAY BELL SCHEDULE**

7:29 A.M	OPENING
7:34 A.M.	WARNING BELL
7:35 - 8:21 A.M.	PERIOD 1
8:25 - 9:06 A.M.	PERIOD 2
9:10 - 9:51 A.M.	PERIOD 3
9:55 - 10:41 A.M.	PERIOD 4
10:45 - 11:31 A.M.	PERIOD 5
11:35 A.M. - 12:21 P.M.	PERIOD 6
12:25 - 1:11 P.M.	PERIOD 7
1:15 - 1:58 P.M.	PERIOD 8

### **2 HOUR DELAY BELL SCHEDULE**

9:30	OPENING
9:35 A.M.	WARNING BELL
9:38 - 10:08 A.M.	PERIOD 1
10:12 - 10:42 A.M.	PERIOD 2
10:46 - 11:16 A.M.	PERIOD 3
11:20 - 11:50 A.M.	PERIOD 4
11:54 A.M.- 12:24 P.M.	PERIOD 5
12:28 - 12:58 P.M.	PERIOD 6
1:02 - 1:32 P.M.	PERIOD 7
1:36 - 2:06 P.M.	PERIOD 8

### **TEEN INFO LINES:**

<b>Text 4 Teens:</b>	<b>845-391-1000 Teen info/support through texting</b>
<b>Suicide Prevention Lifeline:</b>	<b>1-800-273-8255</b>
	Accessible 24 hrs/7days week
<b>Helpline:</b>	<b>1-800-832-1200</b>
	Accessible 24 hrs/7days week
<b>Mobile Mental Health:</b>	<b>1-888-750-2266</b>
	Mobile response for emergencies
<b>Catholic Charities:</b>	<b>845-856-6344</b>
<b>Restorative Management:</b>	<b>845-856-7576</b>
<b>Horton Family Program:</b>	<b>845-342-5300</b>

**SCHOOL FACULTY BY DEPARTMENT**

**ART**

*Mrs. Ashley Kaufmann*  
*Coordinator K-12*  
Eleanor Horst

**COMPUTERS**

*Coordinator 9-12*  
*Kyle Hyziak*

**ENGLISH**

*Timothy Leonard*  
*Coordinator 9-12*  
Jacqueline Behnke  
Caitlyn Conklin  
Jeanne Corcoran  
Gaetanina Scudieri  
Regina Gibson  
Michelle Kennedy  
Meika Mark  
Grace Monahan  
Elizabeth Witherow

**ESL**

Nancy Jung

**F.A.C.S.**

*Nancy Wagner*  
*Coordinator 7-12*  
Jane Accardi

**FOREIGN LANGUAGE**

*Joan Trivilino*  
*Coordinator 7-12*  
Danielle Brand  
Rebecca Fedorick  
Angela Hyziak  
Maria Smith

**GUIDANCE**

*Kate Oldham*

*Coordinator K-12*

Julie Balogh

Laurie Kahmar

David Marr

Julie Nimal

**LIBRARY**

**Sarah Bellora**

**MATH**

*Debra Cassara*

*Coordinator 9-12*

Diane Bloodgood

Carolyn Dorritie

Lori Esposito

Jason Gunderman

Kathryn Helms

Amy Hoverstock

Tammy Lara

Michael Sosnick

**MUSIC**

*Dana Long, Ruth Gordon*

*Co -Coordinators 7-12*

**P.E., HEALTH**

*Ray Holyk*

*Coordinator 7-12*

Helennane Gillinder

Luann McCarthy

Matthew Polanis

Ron Semerano

**SCIENCE**

*Mr. Padraic McCarthy*

*Coordinator 9-12*

Michael Dunleavy

Barbara Hess

Marc Koenig

James Santos

Michael Simmons

Kasey Stankunas

Mark Trotta

Dayna Valenti

Nancy Warner

**SOCIAL STUDIES**

*Joseph Coniglio*

*Coordinator 9-12*

Joseph Accardi

Eric Andrews

Kevin Birmingham

Jacqueline Jenkins

Christine Piscitelli

Brian Rollman

Ryan Schupp

John Wright

**SPECIAL EDUCATION**

*Nancy Caporusso*

*Coordinator 9-12*

Susan Butler

Austin Carroll

Dawn Croan

Amanda Davis

Regis Foster

Marion Johnson

Peggy Millich

Bethann Paul

John Quinn

Ilene Valentin

Anmarie Ward

## **TECHNOLOGY**

*Kyle Hyziak*

*Coordinator 7-12*

John Higgins

Randi Liberati

Tracy West Barnes

### **ATTENDANCE PROCEDURES (ABSENTEEISM):**

Attendance is incorporated into a student's quarterly grade as part of a class proficiency designed to consider participation, cooperation, and attitude in determining overall class performance. Information regarding the impact of attendance on a student's grade shall be shared with the students and parents.

### **ACCIDENTS:**

Accidents must be reported immediately to the teacher in charge or to the Main Office. Any student who becomes injured should first notify their teacher and then report to the nurse.

### **AREAS OFF LIMITS:**

Certain areas of the building and grounds are prohibited except by specific authorization. These are: Elementary School area, backstage of the auditorium, athletic fields, track field, faculty rooms, faculty restrooms, faculty dining room, kitchen area, directors offices and stockrooms, behind counter in the Main Office, garages and custodial supply rooms, roofs or awnings, all parking lots, and cars unless entering or leaving school.

### **ASSEMBLIES:**

Assemblies are held for the education and enjoyment of students and faculty. It is expected that students give their focused attention to the speaker and to the program. It is the responsibility of each student to maintain high standards of conduct. Violations will result in a denial of assembly privileges and may result in further disciplinary action.

### **ATHLETIC ATTENDANCE:**

Students must be in class by 9:17 A.M. to be eligible to participate that day. Any student who is serving an In-School or Out of School Suspension may not participate in any practices, games or other school activities on that day.

### **BOOKS:**

When students are issued books, the condition of the book and book number will be recorded by the classroom teacher. Students are required to immediately report to the classroom teacher if the book is lost or damaged. It is particularly important to return the same book to the teacher who issues it. At the end of the school year students will receive a letter for any books that have not been returned. At that time the student will be required to either return the book in question or pay for the book. All book fines must be paid prior to receiving the final report card in June and summer school eligibility may be affected.

### **BUILDING USE BY STUDENTS:**

No student should be in the building before 7:30 AM unless he/she has written permission by a teacher. Once a student reports to school, he/she is not permitted to leave for any reason without obtaining written permission (see "Early Dismissal"). Once the school day ends, no student should be in the building unless the student is with a teacher, participating in a supervised school activity, or using the library. Students involved in interscholastic activities must remain in the immediate area where the event is taking place and are not permitted to loiter, wander in the halls, or go to their lockers.

**The gyms are off limits after school unless supervised.**



**BUS CONDUCT/TRANSPORTATION:**

Bus transportation is provided for those students meeting the requirements set up by the State and the Board of Education. A schedule for each group (AM) and (PM) is available. Students must be at designated loading zones on time. It is the responsibility of those using the bus to behave in an appropriate manner so that the safety and comfort of others are not jeopardized. A student not adhering to bus regulations and/or directions of the bus driver may lose riding privileges and/or be subject to disciplinary action, the nature of which would be determined based upon the infraction committed. Remember that riding a school bus is a privilege not a right.

**CAFETERIA:**

Students are assigned lunch during either 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> periods. Food may not be delivered to school from an outside establishment.

**The following regulations govern the use of the cafeteria:**

1. Students are expected to report to the cafeteria on time.
2. Students wishing to purchase a lunch must form an orderly line at one of the lunch stations.
3. Students caught throwing papers, food, cans, etc. will be suspended. Any objects you drop on the floor must be picked up. No objects are to be left on the table when you leave.
4. Students wishing to use the lavatory facilities, library or computer lab must get a pass from the staff member on duty.
5. Students are strictly forbidden to leave the building or to be in any area other than those designated.
6. No cutting into the lunch line.
7. Stealing food will result in removal from the cafeteria and suspension.
8. No food is allowed **out of the cafeteria** unless authorized by the Administration.
9. Students are not to sit on the lunch tables.
10. Students causing problems will be removed from the cafeteria for a period of time to be determined by an administrator.
11. New recycling laws must be followed.
12. Vending machines may not be used during periods 1, 2, 3, & 8

**CARE OF BUILDING:**

Littering, graffiti, or destruction of school property will not be tolerated. Any student caught engaging in one of these activities is subject to disciplinary action ranging from detention to suspension, arrest, and will be required to pay for the repairs.

**CARE OF SCHOOL GROUNDS:**

Any damages done to this building, equipment, buses, or books must be paid for by the student. The walls and desks should be kept free from marks. No posters should be attached to painted walls and only masking tape should be used elsewhere. Wastepaper should be deposited in the containers provided. Snowballs should not be thrown on the school grounds. This is a dangerous practice that frequently results in destruction of property or serious injury.

**CELL PHONE/ELECTRONIC DEVICE REGULATIONS:**

Students are not to use or have their cell phones or electronic devices out during the school day except for in the designated areas. Electronic devices may include but are not limited to cell phones, smart devices, camera phones, pagers, ipods and other MP3 players, CD players, headphones, and radios. Designated areas will be determined by the zones posted outside of all instructional and common areas.

Cell Phone/Electronic Device Zones are listed below and must be strictly adhered to.

**RED ZONE** – No use of electronic devices, they are to be out of sight and silenced.

**YELLOW ZONE** – Use of electronic devices is at the discretion of the instructor.

**GREEN ZONE** – Electronic devices may be used appropriately.

**ALL** hallways, including walkways to the mods are **RED ZONES**.

The cafeteria is a **GREEN ZONE** unless indicated otherwise by administration.

Unauthorized video, picture taking and/or audio recording is strictly prohibited on all school district grounds. Students who engage in these activities will be subject to confiscation of the device and disciplinary action. This would include the student being banned from having an electronic device from 7:30-2:30. Students shall assume full responsibility for their electronics. At no time shall the Port Jervis High School be responsible for preventing theft, loss, or damage to any electronic device.

#### **CLASS/CLUB ACTIVITIES AND CLASS/CLUB MEETINGS:**

All class/club or group activities must be approved by the Principal or Assistant Principals. Students attending these meetings are responsible to secure teacher Permission and make up all work missed. A schedule of meeting times and places will be made available.

#### **CLOSED CAMPUS:**

All students are required to stay on campus upon arrival. If it is necessary to leave campus, permission must be granted by the Principal, Assistant Principal or Health Office.

#### **CO-CURRICULAR ACTIVITY PARTICIPATION:**

The Port Jervis School District recognizes the educational values inherent in the co-curricular life of the school. For the purposes of building social relationships, developing interests in an academic area, acquiring a sense for the importance of team play, and gaining an understanding of good citizenship, certain expectations must be met. Students who participate in co-curricular activities, including athletics, are expected to give the same effort in the classroom that is displayed with their coach/advisor during a scheduled event or practice. Failure of two or more subjects will result in review by the Academic Eligibility Committee and a student will be placed on suspension from sports or other co-curricular activities.

#### **CONDUCT OF STUDENTS:**

Students of Port Jervis High School, whether in school, on school grounds, or at a school activity, are expected to conduct themselves in a manner that is appropriate and which reflects respect for themselves and others. Anyone who interferes with or hinders the learning process will be subject to disciplinary action. Fighting, destruction or theft of property, or disruption of instruction will result in serious consequences. Every effort will be made to support and respect students' rights. It must be remembered, however, that no student has the right to:

1. Refuse to comply with any reasonable request by a staff member. (e.g. move when asked, report to the office, stop horseplay, etc.)
2. Refuse to give his/her full name when it is requested by a staff member.
3. Use language or engage in behavior which is seriously inappropriate.

#### **DAILY P.A. ANNOUNCEMENTS:**

The daily P.A. announcement each morning and afternoon contains important announcements of meetings and various items pertinent to school activities. All announcement bulletins must be signed by a faculty member and left in the Main Office by 2:00 PM.

#### **DANCES: (INCLUDING THE JR. & SR. PROM)**

The scheduling of dances must be coordinated by the class or club advisor with the Assistant Principal in charge of student activities.

- Dances will begin at 7:00 PM and end at 10:00 PM sharp.
- Students who are on social probation may not attend.
- Dances are open to current Port Jervis High School students only: No graduates, no Middle School students, no "guests" from other districts,

unless specific permission is granted. Guests that have dropped out of school will not be given consideration to attend.

- No students may enter dances after 8:00 PM unless prior approval is granted by an Assistant Principal or Principal.
- Once a student leaves a dance, he/she must leave and not return.

**DETENTION:**

A late to class detention will be held with the teacher from 2:10-2:30. A detention that has been assigned by an administrator will be held after school from 2:10 to 3:00. Lunch detention may be assigned during a student's lunch period for reasons determined by the Assistant Principals. Students must arrive promptly, bring materials for study and maintain high standards of conduct. Teachers may assign and conduct their own detention. Bus transportation will be provided after detention. A late bus pass will be issued by a staff member before 3:30 pm each day.

**STUDENT DRESS CODE:**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Students are expected to report to the cafeteria on time.
2. Be safe, appropriate and not disruptive to the educational process.
3. Not include extremely brief, revealing, tight or form fitting garments such as, but not limited to, tube tops, net tops, halter tops, spaghetti straps, lunging necklines, (front and/or back), bare midriff, inappropriate Spandex clothing, see-through garments, high slit or short skirts/shorts. Skirts/shorts must be longer than the student's finger tips when arms are extended at their sides. This includes when the student is walking.
4. Ensure that underwear is completely covered with outer clothing and that all clothing is properly secured.
5. Pants are to be worn at the waist at all times.
6. Include footwear at all times. Footwear that is a safety hazard will not be allowed eg: Heelys.
7. Not include the wearing of hats, including bandanas, do rags, hoodies when hood is up on the head, or any other headgear, in the cafeteria, auditorium, library, offices, and instructional spaces, except for a medical or religious purpose.
8. Not include items that are, or could be interpreted as being, vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability. Negative messages are equivalent to harassment.
9. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities or gang related symbols or apparel.
10. Not include sleepwear, or any pajama-like clothing or slippers except on days designated by the Building Principal.
11. Not include bandanas worn in any way.
12. Any form of clothing/coats designed primarily for outdoor use is not permitted to be worn inside. No hoods, gloves, sunglasses or mittens may be worn in the school.
13. Not include jewelry that can be harmful to others. Chains of any kind, spiked collars and wrist bands are prohibited.

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. The administration reserves the right to rule on any new fashion trend.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, including being sent home or placed in the ISS Room. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

**DRUGS AND ALCOHOL:**

In order for the school to promote an environment conducive for learning the possession, use, or being under the influence of alcohol or other drugs in school, on school grounds, or at any school sponsored function is strictly prohibited. Students are urged to exercise sound judgment in their own conduct. It is a student's responsibility to remove himself/herself from an area in which drug or alcohol use is taking place. Those who remain in close proximity to other who are drinking or using drugs must accept the risk of being held responsible as participants.

**EARLY DISMISSAL:**

The Main Office must receive parental notification before any student is allowed to leave campus. Students who must leave school prior to dismissal for doctor appointments, etc. must present a note explaining the specific reason for leaving. This note must be presented to the office prior to the start of first period and include the reason for leaving and the telephone number of a parent or guardian with whom the information can be verified. Students who leave school without parental notification and school approval or are found in places other than their assigned class or study hall will face disciplinary action.

**EARLY RELEASE:**

Early release is a privilege given to seniors who can demonstrate that they have met all the necessary academic requirements for their grade level. Students wishing to obtain an early release and maintain this privilege must comply with the following regulations:

1. Maintain strong academic and attendance status
2. Consent from a parent/guardian
3. All early release students must leave the school building and property upon release.  
Any student found on school grounds after his/her scheduled release time will face revocation of early release privileges and face disciplinary action.

**EXAMINATION PROCEDURES:**

The final examination for full-year courses counts as 1/5 of a student's final grade and 1/3 of a student's final grade for half-year courses. There are no make-ups for Regents exams. Students who fail to report for a scheduled exam, without a legal excuse, will receive a grade of zero.

**EXTRA HELP/POST SESSION HELP:**

Students are encouraged to seek extra help from their teachers either before or after school. Students should remember that post-session is part of the school day and can be required to stay by either teacher or an administrator.

**FIELD TRIPS:**

Field trips are an extension of the education program, therefore, the same rules of conduct apply. A student may be denied access to a field trip if he/she has been disruptive, insubordinate, has otherwise created a discipline problem in school, or who is not academically eligible. Student attendance may also cause student to be denied access to a field trip. All students participating in a field trip must return a written parental consent. Students who attend an overnight field trip will be subject to a luggage search.

**FIGHTING:**

Fighting jeopardizes the safety, health, and welfare of our student body and is strictly prohibited anywhere within the school or on the Port Jervis High School campus. All students have an obligation to avoid physical confrontations. Considering the danger and severity of fighting, the vast majority of fights will result in both combatants being suspended. Students are strongly encouraged to report any threats or suspicions of a fight to an administrator or staff member.

**FIRE DRILLS:**

Students should familiarize themselves with the fire exit route from each class. If a student is not sure of the correct route to take, he/she is responsible to ask the instructor for details. During the fire drill, all students are to proceed quickly and quietly to his/her assigned exit. Students are not to stop at lockers for any reason. Pocketbooks should be taken with you. Students are to stay clear of all drives surrounding the building. These areas are to remain open for emergency vehicles. Proper behavior is to be maintained at all times. Any student who does not comply immediately to the instructions of supervising adults or who is engaging in disruptive behavior will be subject to severe disciplinary action.

**FLYERS:**

After obtaining approval from the Principal or Assistant Principal, flyers may be posted on bulletin boards. Flyers not approved by an administrator will be taken down. Flyers may not be posted on painted surfaces, doors, or windows.

**FORGED NOTES:**

The forging of parent/guardian or another student's signature on any letter to the school or on any school document will result in disciplinary action. Falsely representing a parent/guardian in any way will result in disciplinary action.

**FRESHMAN ADVISORY:**

All students entering the 9<sup>th</sup> grade will be assigned a Freshman Advisor. The advisor will be an adult in the building whose purpose is to assist their assigned students academically, socially, and emotionally throughout their freshman year. The Freshman Advisory period will take place every Wednesday at the start of the lunch student's lunch period. In the event that a student doesn't have a lunch period alternate meeting times will be established to meet with their advisor. This is a mandatory program for all freshman students.

**FUND RAISING:**

All fund raising projects must be approved by the Assistant Principal in charge of student activities. The sale of candy is prohibited from being sold in the school unless it is restricted to the distribution and consumption off of school grounds.

**GANG SYMBOLISM:**

Student behavior, dress, signing or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school sponsored events. Violation of this policy may result in discipline, suspension, or expulsion.

**GRADING POLICY:**

In accordance with the grading policy, each teacher is required to keep a weekly evaluation of each student's work. There accurate and up-to-date records will be kept in the teacher's grade book. The criteria that is used in evaluating a student's classroom performance are as follows:

1. Attendance
2. Attentiveness
3. Willingness to cooperate
4. Degree of class participation and class attendance
5. Preparedness for class and completion of assigned work
6. Display of effort
7. Grades on tests, quizzes, written assignments or projects

Parents are expected to have requested home instruction in case of an extended illness.

Cases involving unusual and/or extraordinary circumstances may be referred to the building principal for consideration. Furthermore, earning credit in courses using a Regents examination as the final examination will require that the student earns a passing final average (4/5 - 1/5). Local credit will not be granted solely on the basis of a passing Regents examination score.

**GRADUATION REQUIREMENTS:**

In order to graduate from Port Jarvis High School, students must successfully complete twenty-two (22) credits of specific requirements. These requirements are outlined in the student programming booklet "Course Description Booklet" available to all students.

**GUIDANCE SERVICES:**

The Guidance Office is organized to assist all pupils in making a satisfactory adjustment in school, planning their educational programs, and in making sound vocational choices. The guidance counselors, school social worker and school psychologist work together to provide student support services. Students will meet with their counselors to plan their course of study for the subsequent year and to develop an educational plan which will prepare them for their post high school goals. Advice on colleges, vocational and career options are available from the guidance counselors. Student Support Staff are available to meet with students throughout the school day.

**GUIDED LEARNING:**

All students are expected to maintain good academic standing. Any student failing one or more course(s) will be assigned to Guided Learning. This program will allow for additional time and support in the subject areas in which the child is having difficulty. All student's grades will be reviewed at progress report and report card time periods. Students that are not passing all of their classes will be placed in a Guided Learning during their regular school day.

**HALL TRAFFIC:**

There is a four minute interval between classes to allow students to pass from one room to another. Students should keep to the right of the hall. There should be no running or loitering in the halls at any time. All students using hallways during class periods must have a pass signed by a faculty member indicating name, the date, time and destination.

**HEAD GEAR/BANDANAS:**

It is inappropriate to wear a hat in a classroom, cafeteria, office or auditorium. Students may not wear hats in classrooms other than for religious or safety purposes. There will be no bandanas/doo-rags of any color allowed in the building worn on a student's head or hanging from a pocket.

**HEALTH OFFICE:**

The Health Office is operated by a registered nurse. It is to be used only for illnesses that have their onset during the school day, minor injuries requiring first aid, physicals and examinations for sports. The nurse is not allowed to treat injuries that have occurred off of school property. The office is to be used only as a temporary stop for students who are not feeling well. Persistent illness will be brought to the attention of a parent or guardian, and the student will be sent home. Only students with passes will be allowed into the Nurse's Office. A pass must be obtained from your subject teacher and not the Main Office. If you arrive at the Health Office without a pass and are sent back to class, you will not be issued a late pass for that subject.

**HOMEWORK:**

Home preparation is a natural extension of class work and is assigned regularly. Students are expected to complete assignments promptly and carefully and to plan appropriately for the completion of large projects or term papers.

**HONOR ROLL:**

The Board of Education recognizes the importance of honor rolls to provide recognition to those students who have exhibited superior personal academic achievement. In order for a student to be placed on the academic honor roll, he/she must obtain an 85% average and a 90% average to obtain high honor roll status. Student may not have any **failures or incompletes.**

**HONOR SOCIETY:**

The Neversink Chapter is the Port Jervis section of the National Honor Society. To be eligible for membership, the candidate needs to show competence in four cornerstones upon which the faculty council acts: scholarship, leadership, service, and character. In order to demonstrate these qualities, a student must possess a cumulative average of eighty-eight (88%), participate in four activities, demonstrate leadership with peers in either a club or an activity, and show that he/she is trustworthy, honest and respectful. An applicant who is not selected for membership shall have the right to appeal the decision of

the Faculty Honor Society Council. To complete the process, the rejected applicant will address a formal letter to the Building Principal, describing why he/she believes that there may have been an oversight. The letter must be submitted within 10 days.

**INAPPROPRIATE DISPLAY OF AFFECTION:**

The inappropriate public display of affection is frequently embarrassing to adults and students. Students are expected to exercise self control and respect throughout the school day and at school sponsored activities. Kissing and other inappropriate displays of affections will not be tolerated. Students failing to respect this policy will be disciplined and parents will be notified.

**IN-SCHOOL SUSPENSION:**

If a student is assigned to the ISS room, he/she will be informed by the Assistant Principal to report to the ISS room for a designated length of time. All of the student's teachers will be asked to submit assignments. Students must stay actively engaged throughout their time in ISS without disruption. Failure to adhere to the rules of ISS could result in OSS.

**LABORATORY REQUIREMENTS:**

The laboratory work is built into the course is required. It is the responsibility of the school to collect and retain a written record of the laboratory work. In order to take a Regents exam in science, a student must complete a state mandated number of laboratory exercises and complete an acceptable written report for each exercise. Failure to meet the NYS requirement eliminates a student from sitting for the Regents exam. The Department deadline for turning in laboratory reports is June 1<sup>st</sup>. No lab reports will be accepted after this date.

**LIBRARY:**

The library is open from 7:30 am - 3:10 pm, except when closed for classes. Students may use the library for research, study, reading and signing out materials. Students wishing to use the library must use the following procedures:

1. Obtain a signed library pass from a teacher. Students coming to the library from a class must have a specific purpose.
2. Sign in at the librarian's desk and hand in pass. Students are expected to work quietly and remain for the entire period.

**LOCKERS AND LOCKS:**

Students will be assigned a locker the first day of school. Students will keep the same locker for four years. All students will be provided a school lock. In the event that the lock is misplaced or lost for any reason the student will be required to pay \$5.00 for a replacement lock. Students are **NOT** allowed to share lockers or place their belongings in any locker other than their own. The school reserves the right to search a locker at any time without notification for the purpose of insuring the safety, morals, health, or welfare of our students. Students are to report any assigned locker that is not functioning properly or is being used by another student to the Assistant Principal's Office. **Since the school is not responsible for lost of stolen items, it is highly suggested that items of great value be left in the main office from 7:30 am to 2:06 pm.**

**LOITERING ABOUT SCHOOL OR GROUNDS:**

Students are not to loiter in classrooms, hallways, or on school grounds before their first scheduled activity of the day or after their last scheduled activity. The school may not be used as a social gathering place for students who are not scheduled to be here. Students who persist in loitering in the building or on school grounds at times when they are not scheduled to be here will face possible disciplinary action.

**LOST AND FOUND:**

The Main Office at Port Jervis High School functions as the school's lost and found. Students who find lost articles are asked to bring them there. Items which are not claimed within a reasonable length of time are donated to charity.

**MEDICATION:**

According to New York State Law, the school nurse must follow all legal requirements before any medication can be given during school hours. They are as follows:

1. The school nurse must have a written order by the doctor stating: name of medication; reason for giving medication; dosage to be given, time medication should be given; and number of days medication should be given. Aspirin or Tylenol may only be administered with written permission of a physician.
2. Medication must have a professional label.
3. Medication should be brought to school by an adult. Please do not bring any over the counter medications to school.
4. The parent must submit a written request to the school nurse to give the medication as directed.
5. The medication will be destroyed seven days after the final dose is given. Unused medication must be picked up by an adult within those seven days.
6. Notify the school nurse if you are allergic to medications, insect stings, or foods. If need be, medication may be brought into the school for allergic reactions but must be kept with the nurse.

**MENTAL HEALTH SERVICES:**

While fluctuations in mood are normal during the teen years, the challenges and pressures of getting through high school can, at times, become emotionally overwhelming. The student support staff is here to assist through these periods as well as provide referral information for outside services if needed. Additional “teen info” lines are listed in the front of this handbook as well as on the website.

**PARENT/GUARDIAN CONTACT INFORMATION:**

It is the parent/guardian’s responsibility to provide current emergency contact information to the main office and nurse’s office. If there is a change in initial contact information, please provide it in writing. In the event of a medical or mental health emergency, if an emergency contact cannot be reached, the school may be required to request assistance from law enforcement or Children Service’s agencies.

**PARENT TEACHER STUDENT ASSOCIATION:**

The PTSA at PJHS is a very supportive and active group. It sponsors many varied programs and activities for the benefit of the students and faculty.

**PASSES/PASS RESTRICTION:**

Students should not be in the halls while classes are in session unless they possess a pass signed by a staff member that indicates the student’s name, the time, date, and the destination. Students who abuse their pass privileges by excessive use or not reporting immediately to their designation will be placed on pass restriction by an Assistant Principal.

**PHYSICAL EDUCATION: (1/4 credit per semester)**

All students are required to take Physical Education during each semester. All students must be appropriately dressed in order to participate in class. Sneakers must be worn. Students who are unprepared may not participate and will receive a zero for that day. During Physical Education classes, athletic practices and games, students should not leave any valuable unattended. All of a students’ belonging should be locked in a locker.

**PROGRESS REPORTS:**

This report is not a formal report card but is designed to enable the teachers to provide the parents with a review of the student’s performance. It will also serve to notify parents of any difficulties a student may be experiencing in a particular class. Not all students receive a progress report for each class. This report will be online to view during the months of: October, December, February and May.

**PROHIBITED STUDENT CONDUCT:**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the



rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students will be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
  1. Running in hallways.
  2. Making unreasonable noise.
  3. Using language or gestures that are profane, lewd, vulgar or abusive.
  4. Obstructing vehicular or pedestrian traffic.
  5. Engaging in any willful act, which disrupts the normal operation of the school community.
  6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
  7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
  8. Using unauthorized radios, headphones, Ipods, cell phones, cameras, video camera, walkmans, or any other electronic devices.
  9. Using water pistols, laser lights, or any other projectiles.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
  1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  2. Lateness for, missing or leaving school without permission.
  3. Skipping detention.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:
  1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
- D. Engage in conduct that is violent. Examples of violent conduct include, But are not limited to:
  1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
  2. Brandishing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
  3. Displaying what appears to be a weapon.
  4. Threatening to use any weapon.
  5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
  6. Intentionally damaging or destroying school district property.
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples include, but are not limited to:
  1. Possessing a weapon.
  2. Lying to school personnel.
  3. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
  4. Defamation, which includes making false or unprivileged statements

- or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
5. Discrimination, which includes the use of race, color, creed, national, origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
  6. Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as, ridiculing or demeaning including all forms of sexual harassment.
  7. "Internet bullying" (also referred to as "cyber-bullying"), including the use of instant messaging, e-mail, web sites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees.
  8. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
  9. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
  10. Selling, using, showing or possessing obscene or indecent material or images.
  11. Using vulgar or abusive language, cursing or swearing.
  12. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
  13. Possession of any incendiary device to include, but not limited to, matches, lighters, fireworks, or similar devices, or what appears to be an incendiary device.
  14. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances; or being under the influence of either. Illegal substances, include but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, prescription drugs, and any substances commonly referred to as designer drugs.
  15. Inappropriately using or sharing prescription and over-the-counter drugs.
  16. Gambling.
  17. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner either in person or by electronic device.
  18. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or tampering with or discharging a fire extinguisher or AED or pulling a fire alarm without a cause.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to: Plagiarism, Cheating/Fraud, Copying, Altering records or assisting another student in any of the above actions.
- Pursuant to Section 102.4 of the Regulations of the Commissioner of Education, if, in the judgment of the principal, a student has committed or attempted to commit fraud during a State Examination, the principal must cancel the student's examination. The student must be excluded from any subsequent examinations until he or she has demonstrated by exemplary conduct and citizenship, to the satisfaction of the principal, that he or she is entitled to restoration of this privilege. When an examination is canceled, no score may be entered on the student's permanent record.*
- H. While off campus, engage in any conduct that affects the health and safety of individuals or the learning environment of the Port Jervis District.

**RAIDER READINESS:**

All students will be attending scheduled presentations during the first half of their lunch periods. The high school staff will be meeting with the students to discuss academics, college applications, scholarships and a variety of other essential topics during this scheduled time period. Students will view presentations that are part of the "Teen Awareness Program". Topics will include but are not limited to Suicide Awareness /Prevention, Mental Health and wellness Healthy and Safe Relationships, Sexually Transmitted Infections, Cyber Bullying, Birth Control and Substance Abuse.

**Passive Permission Statement: If you do not want your child to attend these sessions, please send a written statement to the main office by the second week of school.**

**RELIGIOUS HOLIDAYS:**

Students are urged, whenever possible, to attend religious services before or after school when holidays occur on days when school is in session. Students who are absent because of religious observances, must submit a parental note to the school on the day of their return to school indicating the reason for the absence. Teachers have been advised that they are not to introduce or conclude new units of study or to schedule major examinations or assignments on days designed by the State of New York as official religious holidays.

**REPORT CARDS:**

Report cards are distributed at the end of each marking period. The dates for distribution are tentatively scheduled for November, February, April and June. Along with individual grades for each subject, the report cards will contain comments describing the student's status in class and the number of absences he/she has attained. Students or parents having concerns about any aspect of the report card should contact the student's teacher and/or Guidance Counselor.

**S.A.V.E.:**

Port Jervis HS is subject to all of the procedures and protocol outlined by NYS S.A.V.E. legislation. The new regulation requires school employees to report allegations of child abuse to law enforcement authorities. Other provisions include greater authority for teachers to remove disruptive students, require school districts to detail policies with penalties for poor or unsafe behavior by students; and the use of "character education" in classes to teach civility and good citizenship.

**SCHEDULING OF CLASSES:**

Beginning in mid-winter counselors will schedule individual meetings with each student to discuss the offerings which are recommended and answer questions or provide advice. A proposed course selection will be sent home in the spring to be signed by a parent and returned to the Guidance Counselor. Parents who wish to change this course selection should call their child's Guidance Counselor.

**SCHOLASTIC APTITUDE TEST(SAT)/AMERICAN COLLEGE TEST(ACT)**

Current information on SAT and ACT dates are available in the Guidance Office.

Students can register online at <http://www.collegeboard.com/> using the following codes:

**CEEB CODE - 334-590/TESTING CODE - 33-780.** Please contact your Guidance

Counselor if you should have any additional questions.

**SCHOOL EMERGENCIES (SCHOOL DELAYS AND CLOSINGS):**

In the event of inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The decision as to whether the schools will be open or closed will be made as early as possible. School Message: 858-5869

Announcements will be made on the following radio/TV stations:

WDLC WTSX Dial 1490 AM Dial 96.7 FM ACCESS 23 TV

When school is closed because of inclement weather or some other emergency, the entire operation involving student programs shall be canceled. Be advised that on any morning that there is a two hour delay for Port Jervis High School, there will be no morning BOCES classes. Any student enrolled in the AM BOCES program will not have to report to school at Port Jervis High School on that morning until the end of 5<sup>th</sup> period.

**SENIOR INFORMATION:**

Students planning to graduate in January, June, or August should note the following important information:

1. Be certain your guidance record is up to date. This is important for college transcripts and job information.
2. Make sure your senior year schedule will enable you to have completed the requirements for graduation as outlined in the Student Course Selection Handbook for a Regents or Local Diploma.
3. Students interested in an early decision should see their counselor in September.
4. Admission counselors from various colleges will be coming to Port Jervis High School. Announcements of visits and sign-up information will be made to insure proper planning. If you are interested in a particular college, you must obtain a pass in the Guidance Office prior to the college visit.
5. Apply early to college. It is not necessary to wait until you take the SAT's as a senior to apply to college. Your SAT scores may be forwarded to the colleges to which you have applied.
6. The Guidance Office provides services for all students, including the college bound, those planning to go to work or into the military, attend vocational school and others. If you wish information on careers, advice is available.
7. If any of the colleges to which you apply requires the ACT test, see your counselor.
8. A financial aid form must be completed if you are interested in financial aid. Forms are available in the Guidance Office. Listen to announcements.
9. **SENIORS MUST MEET ALL REQUIREMENTS TO RECEIVE A DIPLOMA & PARTICIPATE IN COMMENCEMENT IN JUNE.**

**SEXUAL HARASSMENT: GENERAL STATEMENT OF POLICY:**

Sexual harassment is a form of sex discrimination which violates Title VII of the Civil Rights Act of 1964, as amended, and the New York State Human Rights Law. It is the policy of the Port Jervis City School District to maintain a learning and working environment that is free from sexual harassment. The School District prohibits any form of sexual harassment. It shall be a violation of this policy for any student, employee, or any and all related school personnel of the District, to harass a student, employee or any and all related school personnel through conduct or communication of sexual nature as defined by this policy. The School District will investigate all complaints both formal or informal, verbal or written, of sexual harassment and to discipline any student, employee or any and all related school personnel who sexually harasses a student, employee or any and all related school personnel of the School District.

**SEXUAL HARASSMENT DEFINED:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining and education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment. Any sexual harassment as defined when perpetrated by any student, employee or any and all related school personnel will be treated as sexual harassment under this policy.

Sexual harassment may include but is not limited to:

1. verbal harassment or abuse
2. subtle pressure for sexual activity
3. inappropriate patting or pinching
4. intentional brushing against a student's, employee's or any and all related school personnel's body

5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
6. demanding sexual favors accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or educational status
7. any sexually motivated unwelcome touching

**REPORTING PROCEDURES:** Any person who believes he or she has been the victim of sexual harassment by a student, employee or any and all related school personnel of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate School District official.

**A. In Each School Building:** The building principal is the person responsible for receiving oral or written reports of sexual harassment at the building level. However, any student who believes that he or she has been subjected to sexual harassment should feel free to report the alleged misconduct to any teacher, assistant principal or building principal and any adult victim may report the alleged misconduct to any building principal or the Assistant Superintendent. Upon receipt of a report, the principal or other personnel as noted above must notify the Superintendent immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the principal or other personnel as noted above shall reduce it to written form within 24 hours and forward it to the Superintendent. If the complaint involves the building principal, or if the student or any related school personnel prefer, the complaint may be filed directly with the Superintendent.

**B: District-Wide:** The School Board hereby designates the Superintendent as the School District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any student, employee or any and all related school personnel and also from the building principals as outlined above. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Board President.

**C.** Submission of a complaint or report of sexual harassment will not affect the individual's grades or work assignments.

**D.** The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred. Students are expected to be present for all of their daily assignments. Guided Learning, library assignments, lunch, etc. are viewed in the same manner as classes. Cutting any of your scheduled requirements may result in detention, assignment to the In School Suspension Center or out-of-school suspension. The penalty will be determined based upon the number of infractions.

**SKATEBOARDING:**

Skateboarding is not allowed on school property, this includes A.S.K. and all parking lots.

**SKIPPING:**

Students are expected to be present for all of their daily assignments. Guided Learning, library assignments, lunch, etc. are viewed in the same manner as classes. Cutting any of your scheduled requirements may result in detention, assignment to the In School Suspension Center or out-of-school suspension. The penalty will be determined based upon the number of infractions.

**SMOKING:**

Tobacco use or possession shall not be permitted on school grounds. No person shall use tobacco on school grounds at any time. School grounds include any building, structure, and surrounding outdoor grounds that are contained within the Port Jervis School District. We ask for students, parents and public cooperation in abiding by the policy which is also consistent with state and federal laws. Violation of this policy will result in a student being suspended from school and a possible fine. Adults smoking on school property are subject to a fine.

**STUDENT ACTIVITIES - CO-CURRICULAR PROGRAMS:**

Boces Enrichment	DECA	Freshman Class
Friends of Rachel	Junior Class	Mock Trial
Marching/Pep Band	O.M. Team	S.A.D.D.
Senior Class	Sophomore Class	Student Council
Varsity Club	Video Club	Yearbook

**INTERSCHOLASTIC ATHLETICS:**

Baseball - Varsity & J.V.  
Basketball - Boys & Girls Varsity & J.V.  
Cheerleading - Varsity & J.V.  
Cross Country - Boys & Girls Varsity & J.V.  
Football - Varsity & J.V. modified  
Golf – Boys & Girls Varsity  
Soccer - Boys & Girls Varsity, J.V., Modified  
Softball - Varsity & J.V.  
Tennis - Boys & Girls Varsity & J.V.  
Track - Boys & Girls Varsity  
Volleyball - Varsity & J.V.  
Wrestling - Varsity & J.V.

**STUDENT DISCIPLINE REFERRALS:**

Discipline referrals are written for students who commit infractions of the school's behavioral code. These referrals may be generated by teachers, hall monitors or any adult given the responsibility of supervising students. The Assistant Principal will interview the student and determine the appropriate course of action.

**STUDENT EXTRA CURRICULAR PARTICIPATION POLICY:**

Participation in any of the various school activities outside the classroom experience is recognized as a privilege, and not a right. Therefore, students that participate in any and all extracurricular school activities will be expected to maintain a passing academic grade and good attendance in all subjects. Participation or practice in any activity requires attendance in school before 9:17 am or the beginning of third period on a daily basis.

**Academic Eligibility Program:**

- ~ Students who participate in extracurricular activities and who are not successfully meeting academic course requirements can lose their standing as a participant or be required to attend Academic Eligibility Study Hall (AESH) to maintain their participant status.
- ~ Summary: If a student is failing 2 or 3 subjects at the beginning of their activity, they will enter AESH. They must complete up to 15 days of Study Hall and by the next grading period have 0 or 1 failures on their grade report. If they are still failing two subjects they will become ineligible.
- ~ If the student continues to fail 2 or more subjects or does not attend academic eligibility, they will remain ineligible until the next grading period. While ineligible, the student may not practice or participate in any game, contest or event.
- ~ If a student is failing 4 or more subjects at any time, they will be ineligible until the next grading period.
- ~ If a student just quits the activity, they will remain ineligible until they complete their requirements.
- ~ It is the student's responsibility to attend AESH and improve their grades during this time.
- ~ This is a summary only. The rules of the Academic Study Hall and maintaining eligibility will be given to those students who are placed in the AESH program, and are available upon request in the Athletic Office.

#### **STUDENT GOVERNMENT ASSOCIATION (COUNCIL):**

The Student Government Association is a service organization dedicated to the improvement of the academic and social environment of the school. It also serves as the office of alumni affairs. The Student Government Association is the official voice of the student body at Port Jervis High School.

The direct responsibilities of Student Government are as follows:

1. To coordinate and promote educational and extra-curricular activities.
2. To improve the number and quality of such activities and programs.
3. To promote school spirit and pride in Port Jervis High School.
4. To investigate, evaluate, and recommend changes in school policy.
5. To promote student leadership.
6. To facilitate communication within the school and with the community.
7. To establish a school calendar providing dates for equitable opportunities for school clubs to receive and provide funds.

#### **STUDENT PARKING & AUTOMOBILES:**

Parking in the student lots is a privilege. Students are required to register for a parking permit through the Assistant Principals' Office. Parking restrictions and requirements are listed on the permit application. Standard rules for auto safety will be enforced. Violations will result in revocation of parking privileges or citation by police. The parking lots are off limits to students throughout the entire school day. Any student found in the parking lot during school hours will be subject to disciplinary action. Students must park in the areas provided for them. Faculty and visitor areas are off limits to student drivers. Violators may be towed at owner's expense. Please read our traffic rules on the permit applications. Students who are habitually late (tardy) to school, skip classes, or leave campus without permission may be subject to having their parking privileges revoked by the administration. If the school has a reasonable suspicion of illegal substance or weapons in a student vehicle, the vehicle is subject to search by the police and or the administration. If the students fails to comply with the requests for the search, they will be subject to disciplinary action.

#### **SUMMER SCHOOL:**

Students who fail courses may repeat them in a summer school providing that they have received at least a 50 for their final average grade. Not all courses are offered during the summer and students should not count on their availability to fulfill requirements.

#### **SUSPENSION:**

Suspension is an extreme form of discipline and will be reserved for serious and chronic situations. Out of school suspensions will be utilized when other methods of discipline have proved unsuccessful or when a student's presence in school constitutes a danger to himself/herself or others.

#### **RIGHTS AND RESPONSIBILITIES OF SUSPENDED STUDENTS**

**A.** During the period of any out of school suspension, students may not remain on school grounds or in school buildings. They may also **not participate** in any extracurricular activities or afterschool events.

**B.** Suspended students may make up missed work at the High School from 2:30 pm to 4:30 pm. Teachers will provide students with assignments that reflect the day's class work.

#### **TARDINESS:**

**1. LATE TO CLASS:** Students are considered tardy if they are not inside the classroom when the last bell rings. Each time a student reports to a class late without a pass the following procedures are to take place:

A. Teacher detention is assigned. Students will be given a preprinted pass as a reminder to report to detention with their name and the date of the detention assigned. Students will be given 24 hours notice for their detention. Teacher detention will be held from 2:10 – 2:30 in the classroom designated by the teacher assigning detention.

B. If the student does not report to the assigned detention the teacher will reschedule the detention with the student for the following day. The teacher will also notify the student's home to inform the parent/guardian of the tardy and failure to report to the detention.

C. Failure to report to the rescheduled detention will result in an administrative referral. An administrative PM detention will be assigned from 2:10-3:00pm. Any student that has established a pattern of frequent lateness will be subject to further disciplinary action designated by the Assistant Principal.

## **2. LATE TO SCHOOL:**

There is no legitimate excuse for lateness to school unless there is a note or phone call from a parent. Students who arrive to school after 8:00am will not be allowed to attend their 1<sup>st</sup> period class. Students who are late to school 5 times in one marking period will be assigned lunch detention. If another tardy occurs, number 6, the student will be assigned ISS. If the tardiness continues, the student will be assigned lunch detention and ISS alternately for each additional tardy that occurs. Being tardy disrupts the education of the student and the other students in that class.

**BLATANT AND CONTINUED ABUSE OF LATE POLICY:** Student will be given ISS/OSS, and/or have a parent conference.

### **ACCEPTABLE REASONS FOR TARDINESS:**

1. Personal illness
2. Critical illness or death in immediate family
3. Impassable roads, or weather making roads unsafe
4. Recognized religious holidays
5. Required attendance in court
6. Approved work program
7. Military obligation
8. Educational visitation

ALL ACCEPTABLE REASONS MUST BE ACCOMPANIED BY A NOTE FROM A PARENT OR GUARDIAN ON THE DAY THE STUDENT IS LATE. ANY STUDENT WHO FAILS TO SIGN IN WILL BE SUBJECT TO SUSPENSION.

### **TELEPHONE USE:**

Office phones are for business use and should be used by students only in an emergency at the discretion of the clerical staff.

### **TRANSPORTATION OF STUDENTS FOR SCHOOL ACTIVITIES:**

The school is responsible for the safety of its students both on school property and to and from all school-sponsored activities where transportation is provided. The school will provide transportation to the selected school-sponsored activities which are not held at Port Jervis. Teachers, coaches, and chaperones are not to release any of the students under their supervision, except to ride with their own parents. Request for this permission must be made in person and in writing by the parent to the Athletic Director. Phone calls or notes will not be accepted in place of the personal request. Permission will not be given to ride with friends, relatives, or parents of other students. Violation of this policy may result in a student's loss of privileges, including team membership or participation in subsequent field trips or other activities held off school property.

### **TRESPASSING:**

Port Jervis High School maintains a closed campus for the safety and security of all students and staff. Persons coming on campus whom the administration deem to have no legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

### **TRUANCY:**

Any student who fails to bring in a note from a parent or guardian within three days after he/she is absent will be considered truant. The student will receive a zero for all missed work and have an unauthorized absence recorded on his/her attendance record. Appropriate disciplinary action will be considered on an individual basis. (The school may file a P.I.N.S. petition)



**VALUABLES:**

Students are advised not to bring large amounts of money or other valuables to school. The Port Jervis High School will not assume responsibility for any items that are lost or stolen. In unusual circumstances, if it becomes necessary to bring such items, students may bring their property to the Main Office, and it will be placed in the school safe. The school, however, can assume no responsibility for such items it holds for students.

**VIDEO RECORDING IN SCHOOL:**

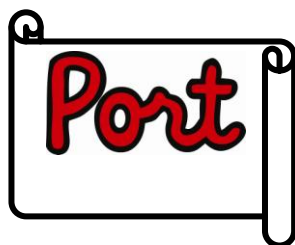
Students are prohibited from filming in school or on school grounds. This includes but is not limited to disruptive incidents, classroom teaching, cafeteria, hallway or bathroom activity. Students will be disciplined and have their phones/devices confiscated if they are seen filming in school or on school grounds. They will be banned from possessing their electronic devices on campus between the hours of 7:30- 2:30.

**WITHDRAWAL AND TRANSFER FROM SCHOOL:**

New York State Law requires student's attendance until the end of the school year in which they turn 16. Students contemplating withdrawal or seeking transfer should see their Guidance counselor to be informed of the various procedures and receive the necessary forms. All students must clear their book accounts, return all school property, and pay any accumulated fines before withdrawal or transfer may be completed.

**WORKING PAPERS:**

According to New York State Laws, any minor under the age of 18 years, must have working papers in order to secure employment. To obtain working papers, a student must apply in person at the Main Office with a copy of fitness certificate issued by the Nurse at Port Jervis High School or a private doctor. The student must have a Social Security card and if he/she has not had a physical the student must have a physical examination conducted by the family physician within the past year. Proof of age is also required and parents must sign the application for employment.



PORT JERVIS SCHOOL  
DISTRICT

*Moving Education Forward.....*

*Preparing Students for the Global World*