

Kingston High School

Student/Parent Handbook

2025-2026



403 Broadway
Kingston, New York 12401

KINGSTON CITY SCHOOL DISTRICT

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KINGSTON, NEW YORK 12401
(845) 943-3000
www.kingstoncityschools.org

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KINGSTON HIGH SCHOOL 2025-2026

Dear Students and Parents:

On behalf of the Kingston High School faculty and staff, we are pleased to welcome you to the KHS community. We believe that KHS is an educational environment that fosters student learning and supports the development of leadership, character, and citizenship. Our students are encouraged to take an active role in creating a school climate that is respectful and safe for all members of the school community. We also recognize the importance of working as partners with parents for the sake of ensuring student achievement. This handbook is designed to provide information and procedures to help students and parents experience success throughout this school year. We ask that you read and discuss the contents of the handbook together.

We look forward to a great school year!

Dr. Rachael A. Scorca, Principal
Rolando Briceño, Assistant Principal
Steven Sandman, Assistant Principal

Tina J. Montano, Vice Principal
Devin Lamar, Assistant Principal
Rebecca Scherer, Assistant Principal

MISSION STATEMENT

We inspire. We Educate. We Graduate. All Students. All of the Time.

OUR PHILOSOPHY

We Believe That:

Students are our community's most valuable assets.

Education is the shared responsibility of the school, the family and the community.

Kingston High School should be a safe place in which to work and learn.

The High School should be guided by a collaborative decision-making process that includes students, teachers, staff, parents, and members of the community.

Parent support and high expectations shared by parents and teachers are crucial to student success.

Mutual respect and open communication should be at the core of the school-family partnership.

Every individual, whether student or adult, has inherent worth and should be treated with dignity and respect.

Each student is a unique individual who learns in different ways.

Instructional methods must be varied to meet the learning needs of students.

It is the school's responsibility to provide opportunities for each student to meet or exceed the New York State learning standards.

There must be congruence between written, taught, and assessed curriculum.

Students should know what they are expected to learn, how they will learn it, and how the quality of their learning will be evaluated.

Students develop and learn through perseverance when faced with difficulty and through recognition of their effort and achievement when they succeed.

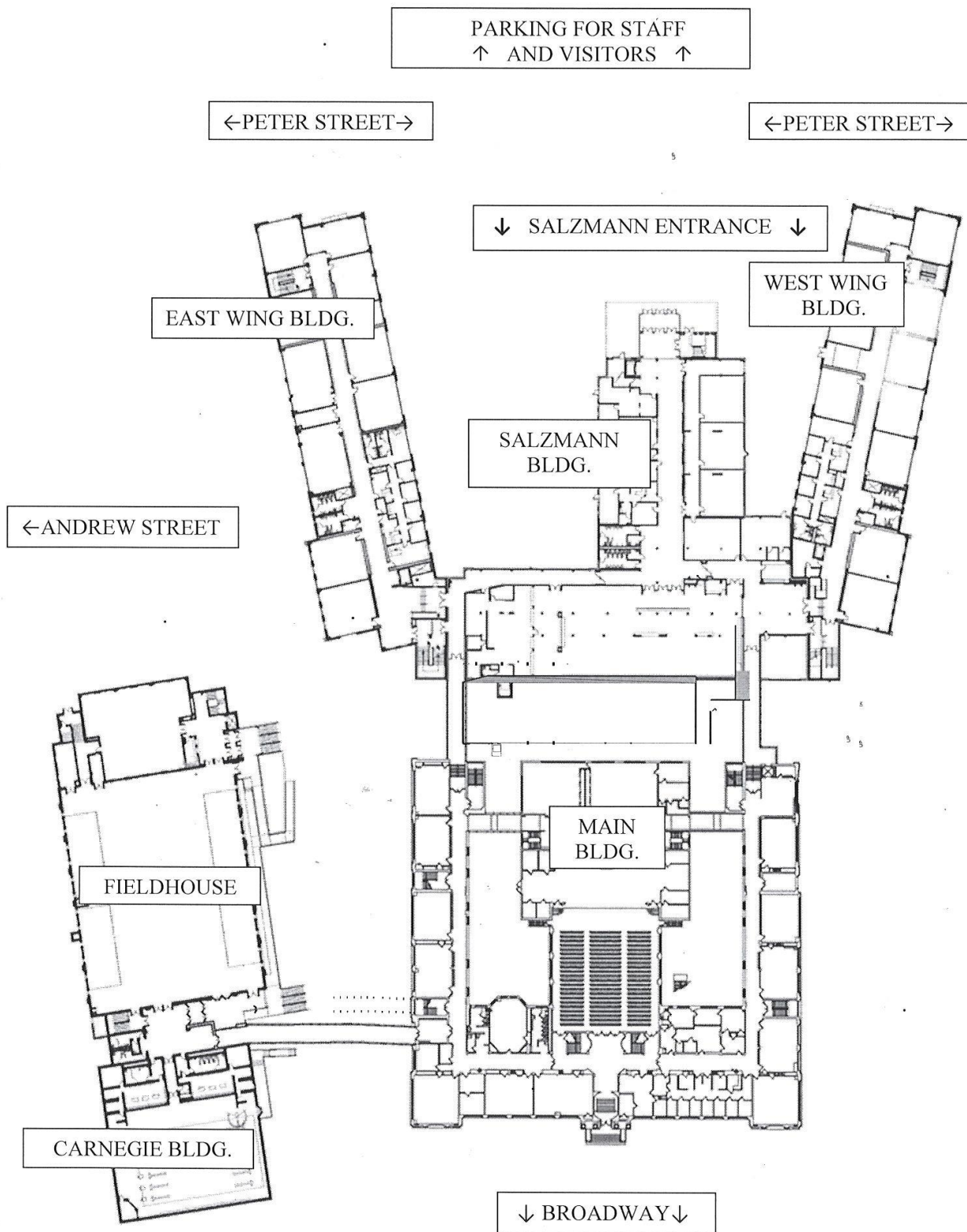
Equal access to resources and equal opportunity for participation is the shared responsibility of the school and the community.

The information contained in this handbook provides a quick overview of policies and procedures that can guide students to successful academic and extra-curricular experiences at Kingston High School. Wherever applicable, a bold guide number is printed next to an item to direct the reader to the appropriate section of the Kingston School Board Policies and Regulations manual if more extensive information on the topic is required. The Student/Parent Handbook can be referred to in each assistant principal's office.

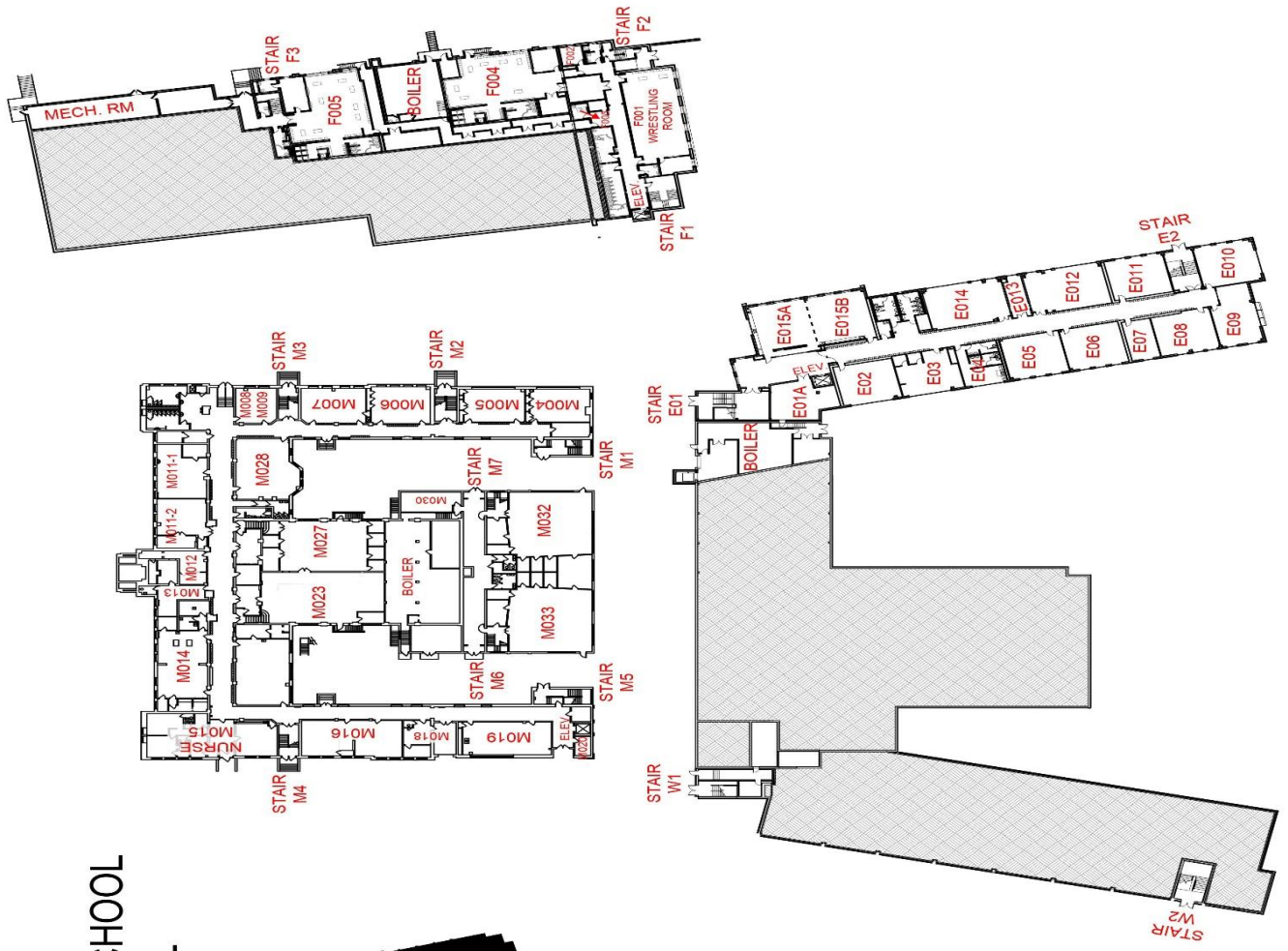
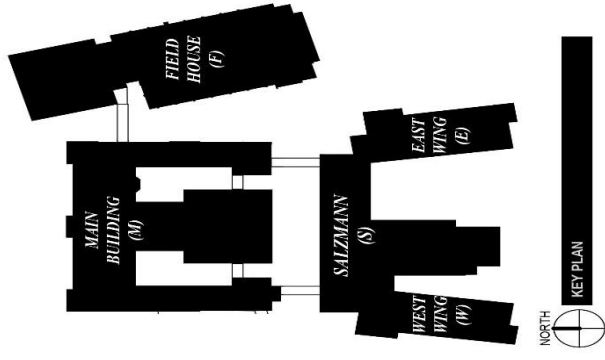
Kingston High School Bell Schedules 2025-2026 School Year

SCHEDULE→	STANDARD		TWO HOUR DELAY	
BREAKFAST	7:15-7:40			
TEACHERS REPORT→	7:40		9:40	
↓PERIOD↓	Start	End	Start	End
<i>KHS- TV INCL.</i>				
1	7:45	8:37	9:45	10:20
2	8:42	9:25	10:25	10:50
3	9:30	10:13	10:55	11:20
4	10:18	11:01	11:25	11:55
5	11:06	11:49	12:00	12:30
6	11:54	12:37	12:35	1:05
7	12:42	1:25	1:10	1:40
8	1:30	2:13	1:45	2:13
9	2:18	3:00	2:18	3:00
<i>////////////////////</i>	<i>////////////////////</i>	<i>////////////////////</i>	<i>////////////////////</i>	<i>////////////////////</i>
BUSES	Early	Late	Early	Late
KHS	2:20	3:05	2:20	3:05
BOCES	7:55	11:01	----	

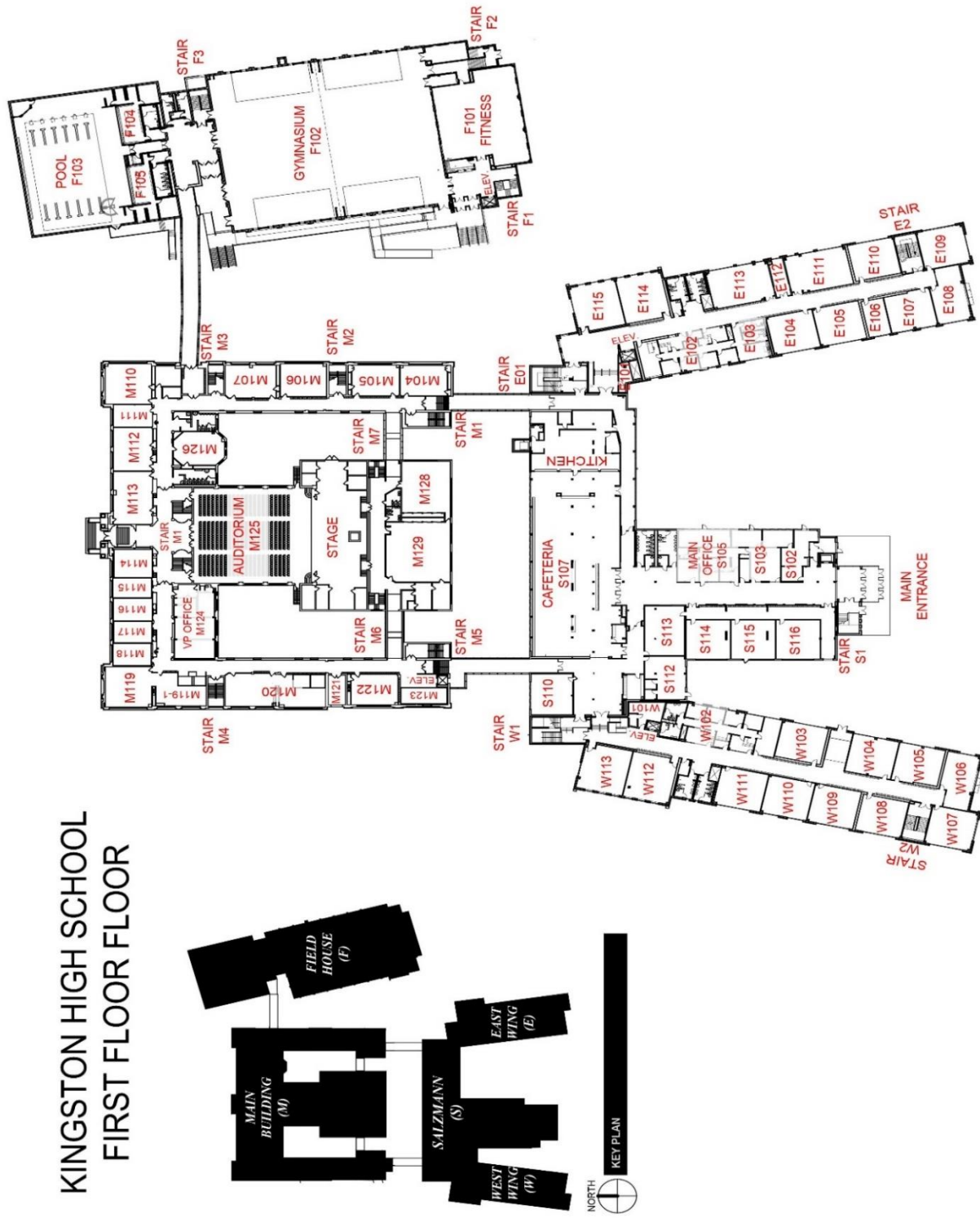
- *Students are permitted in the building beginning at 7:15am.*
 - *Breakfast will be served from 7:15am – 7:40am.*
 - *Students will be released to class at 7:40am.*



KINGSTON HIGH SCHOOL LOWER LEVEL



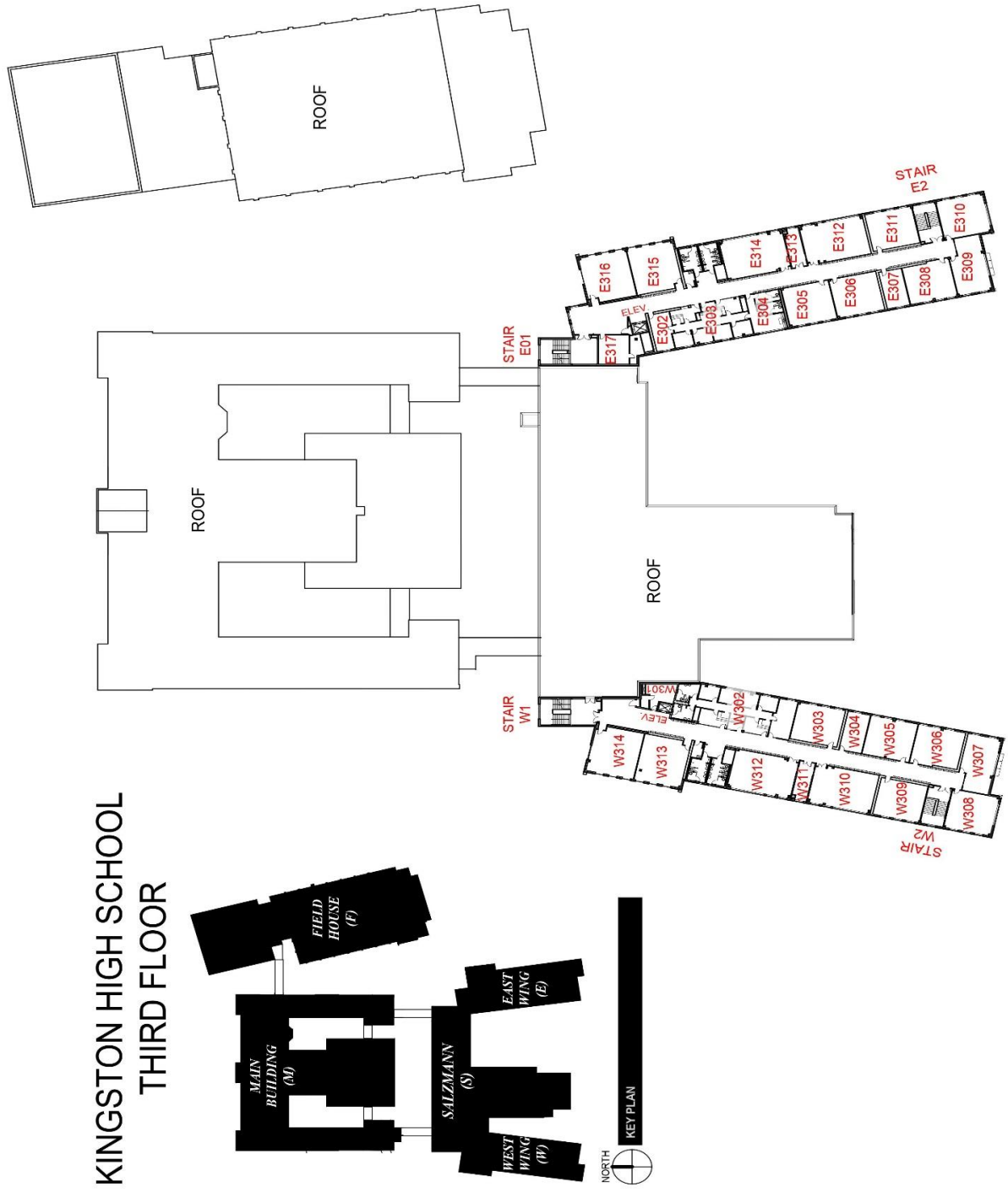
KINGSTON HIGH SCHOOL FIRST FLOOR FLOOR



The site plan shows the layout of the University of Illinois at Chicago campus. The Main Building (M) is a large, central structure. To its north is the Field House (F). To its east is the Salzmann building (S), which includes the East Wing (E) and West Wing (W). A north arrow and a key plan are located in the bottom right corner.



KINGSTON HIGH SCHOOL THIRD FLOOR



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COMMUNITY RELATIONS

ACCESS TO STUDENT INFORMATION

Section 9528(a)(1) of the federal "No Child Left Behind Act" states that "each local educational agency receiving assistance under this act shall provide, on request made by military recruiters or an institution of higher learning, access to secondary school students names, addresses and telephone listings." Students or parents of students may request that this information not be released. This request must be made in writing to the principal at the beginning of each school year. There is a military opt out form included in the sign-off packet that goes to each student at the beginning of each school year.

EMERGENCY SCHOOL CLOSING (1515)

Information about school closings and delays is posted on the homepage of the District website:
www.kingstoncityschools.org or www.cancellations.com.

School closing procedures for the Kingston City School district in the event of inclement weather or other emergencies will be announced on the following stations:

WDST	WPDH/WCZX	WKNY	WCTW/WHUC
WTEN TV	WRNN-TV	WGHQ/WRWD	WRGB TV

EQUAL OPPORTUNITY

All students will have equal access to educational programs, courses, extra-curricular activities, and services. Factors such as race, color, national origin, creed, religion, marital status, veteran status, parental status, gender, age, political affiliation, or disability will not be used as reasons for denying these programs and benefits to any student.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT- FERPA (5500)

In order to provide students with appropriate instructional and educational services, it is necessary for the district to maintain extensive and sometimes personal information on them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel as well as being accessible to the student's parents or legal guardian and/or the student in accordance with the law, yet be guarded as confidential information. Student education records and personally identifiable information contained in a student's education records may not be released or disclosed without the prior written consent of the parent/guardian of a student under 18 years of age or a student over 18 years of age except as otherwise authorized by law. When parents/legal guardians or students over the age of 18 inspect student records, appropriate school personnel must be present. Under no circumstances may student records be removed from school premises.

Note: See district website for complete regulation.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT- PPRA (5500)

PPRA affords parent and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

Note: See district website for complete regulation.

PARENT-TEACHER CONFERENCES

The teacher conference is an important element in reporting student progress to parents. Parents may contact individual teachers directly by leaving a message on their voice mail or through their e-mail address. To contact a teacher by e-mail, use the following procedure:

first name initial last name @kingstoncityschools.org
example: jsmith@kingstoncityschools.org

Parents may also arrange for conferences with multiple teachers and the student's School Counselor by calling their student's Guidance office at one of the following numbers:

Freshman x3720 Sophomores x3721 Juniors x3723 Seniors x3722

PARENT ASSOCIATION (1221)

The Kingston High School Parent Teacher Student Organization (KHS PTSO) was developed with the purpose of increasing parent engagement, promoting open and positive communication, and building a stronger school community. The PTSO hosts events throughout the school year that aim to build a collaborative relationship between parents, staff, and students by coming together to share our thoughts, ideas, and resources. Information about upcoming PTSO events will be shared via email and text alerts and will be posted on the KHS PTSO Facebook page.

SCHOOL/FAMILY/COMMUNITY PARTNERSHIP POLICY (1900)

It is the intention of this policy to recognize that in the education of a child from pre-school age through high school, parents are essential partners and share this responsibility with the school. To that end, the school intends to provide timely and meaningful communication between the school and home informing parents of the individual achievement of their own child(ren) and other important information about opportunities and resources that will serve to assist parents in the important task of supporting student learning.

Note: See district website for complete regulation.

SCHOOL SAFETY

A healthy and safe school environment must be a priority for all members of the KHS community. A safety team including administrators, School Resource Officers, trained security personnel, and other support staff is on site throughout the day to maintain an orderly, educational environment. They are prepared to deal with issues related to behavior, disorderly conduct and potential criminal activity on campus.

SEX-OFFENDERS NOTIFICATION – MEGAN'S LAW (5450)

The Board of Education encourages local law enforcement to notify the district when a person with a history of sex offences against a child is being paroled or released into the community, in accordance with the provisions of the Sex Offender Registration Act, commonly known as Megan's Law. The purpose of this notification is to protect members of the community, particularly children, by notifying them of the presence of individuals who may present a danger. Any information provided by the local law enforcement officials pursuant to Megan's Law shall be posted in an appropriate location in all school buildings.

Note: See district website for complete regulation.

SPECIAL EDUCATION

For student information, please contact your student's resource teacher, tracking teacher, or School Counselor. Contact numbers can be acquired by calling the Special Education Office at 943-3768. For major issues, call Student Services at 943-3000, ext. 3006.

Note: See district website for complete regulation.

STUDENT SUPPORT TEAMS

<i>Class of/ Cohort*</i>	<i>Administrator/ AP Secretary</i>	<i>Psychologists/ Social Worker</i>	<i>Counselors</i>	<i>Guidance Secretary</i>
2029/2025	Rolando Briceño Robin Hastings	Catherine Coleman Cathryn Timbrouck	Hannah Voerg (A-L) Scott Ricketson (M-Z)	Angela Cecilia
2028/2024	Rebecca Scherer Ali Willis	Antonella Fontana Amanda Campbell	Lindsay Hulbert (A-Ku) Andrea Tresaloni (Lall-Z)	Andrea Harkins
2027/2023	Steven Sandman Patricia Parker	Erika Cristian Amy Kapes	Kelly Leprohon (A-L) Michelle Drewnowski (M-Z)	Tara Rogerson
2026/2022	Devin Lamar Dawn Sprague	James Hart Quinn Rathjen	Brianna Bonilla (A-L) Joanna Lacy (M-Z)	Pamela Pece

***Cohort is the year a student enters ninth grade, used for state reporting.**

VISITORS TO THE SCHOOL (1300)

All visitors must report immediately to the Security desk located at the Salzmman Entrance. All visitors who remain in school should be prepared to present picture identification and wear a visitor's identification badge in a highly visible location above their waist at all times. **Any unauthorized person on school property, anyone engaging in questionable conduct and/or anyone whose status is questionable, will be immediately escorted to an administrator or security officer.** These individuals may be subject to arrest for trespassing.

Visitation by students from another district is strongly discouraged. Only under special situations and prior approval from the principal will permission be granted.

Note: See district website for complete regulation.

ACADEMIC INFORMATION

ACADEMIC INTERVENTION SERVICES (AIS)

Academic Intervention Services at KHS are intended to assist students who are at risk of not achieving the State Learning Standards in English Language Arts and who are at risk of not gaining the knowledge and skills needed to meet or exceed designated performance levels on State Assessments. This intervention program provides additional instruction and student support as a supplement to the general curriculum. Academic Intervention Services shall be made available to all eligible students. For students who are struggling academically, there are a variety of resources that are available that include: credit recovery, peer tutoring, review courses, night school programs, the writing center, Graphing Calc course, Reading for Academic Achievement course, and online resources. Please check the KHS website periodically under student/parent resources for a variety of services and resources available to students who struggle academically.

CLASS RANK

Class rank is determined by the student's weighted grade point average. Academically challenging courses designated as Advanced Placement, College Accredited, Accelerated and Honors will be weighted for the purpose of determining class rank. The intent is to ensure that the academic achievements of all students are assessed in a fair and precise manner. Senior class rank is finalized after the first semester to allow students an opportunity to apply for colleges and to determine our Valedictorian and Salutatorian.

COURSE CREDIT

Course credit for all subjects shall be computed on an 85% / 15% basis (85% from the four quarter grades and 15% from the final exam or Regents exam). In addition to meeting the attendance requirements, a minimum average of 65% must be achieved to obtain course credit.

Special summer programs offering course credit may or may not meet the standards of the Kingston School District. All programs must be reviewed and pre-approved by the Principal in order to earn credit. Grades earned in any outside academic program are not calculated as part of the grade point average.

DIPLOMAS

KHS diplomas are awarded in June and August, pending successful completion of the New York State graduation requirements. In order to participate in the June or August graduation ceremonies, students must have completed all graduation requirements or earned a TASC diploma from New York State.

GRADE PROMOTION

The minimum course credits needed to be promoted to the next grade are as indicated.

MINIMUM CREDITS NEEDED	PROMOTED TO
4	10 th grade
9	11 th Grade
15	12 th Grade
22	Graduation

GRADUATION REQUIREMENTS

All students are required to earn 22 credits. Students must pass the state regents exam in the areas of English, Math, Science, Global Studies, and U.S. History to earn a Regents Diploma.

SUBJECT	LOCAL/REGENTS	ADVANCED
English	4	4
Social Studies	4	4
Mathematics	3	3
Science	3	3
Language Other than English	1	3
Art or Music	1	1
Health	.5	.5
Physical Education	2	2
Electives	3.5	3.5
Total	22	24

GUIDANCE SERVICES

Every student at Kingston High School is connected to a School Counselor. Their School Counselor will remain with them until graduation. Services include:

1. **Student Appointments:** Students are welcome to schedule appointments to see their School Counselor before first period, during lunch, study hall, or 9th period. The appointments should not be scheduled during student's class time.
2. **Homework:** Homework may be requested for absences of three days or more by contacting the School Counselor Secretary. It is necessary to allow a 24-hour period to process the request. Arrangements can be made to pick up in the Security Office located at the Salzmann Entrance during the hours of 8:00am – 4:00pm Monday – Friday.
3. **Weekly Progress Reports:** Reports can be obtained by parent request. Parents should contact the student's counselor who will begin the process. Students are responsible for picking up the form each Friday and having it signed by their teachers throughout the day. It is essential that the form be signed by the parent / guardian and returned to the counselor the following school day.
4. **Scheduling:** The scheduling process for the next school year begins in February with course of study day. The course of study guide may be found on the KHS website. School counselors will meet with students.
5. **Schedule changes during the school year:** All requests for schedule changes must be made in writing and include a parent / guardian's signature. **After the first ten days of a semester, in addition to parental consent, students will need administrative approval to add or drop a course.** Courses will be marked "dropped" on the student transcript and will reflect the grade earned at the time of the drop. Teacher changes will only be made with administrative approval after careful review of the reasons for the request. Courses will not be dropped for the following reasons:
 - ♦ Academic failure

- ◆ High absenteeism
- ◆ One third of the course completed.

Lunch period changes are generally not approved without medical documentation. All requests for schedule changes are subject to class size, balance, period location and must not negatively impact other classes in a student's schedule.

HOME INSTRUCTION

If parents elect to teach their child at home, they must submit an Individual Home Instruction Plan (IHIP) for the approval by the Superintendent. High School credit may be awarded for instruction at home at the discretion of the building Principal.

HOMEBOUND INSTRUCTION

Homebound instruction is different than Home Instruction. Homebound instruction is a service provided to students who are unable to attend school because of a temporary medical or emotional impairment. If this situation arises, parents should immediately contact the nurse to initiate the medical paperwork required for this service to take place. Students are required to attend all classes until home teaching is approved unless they are hospitalized. The approval process can take 2-3 weeks after paperwork is completed.

HONORS PROGRAM

Science Honors Courses Grades 9-12 and Math Grades 10-12: Students must have an 85% Common Assessment Average (at the end of Q3), an 85% class average (at the end of Q3), 85% on the Regents exam or final exam and fewer than 10 absences. For incoming 9th graders, a score of 575 or higher in math on the I-ready scale.

ELA and Global Studies Grades 9 and 10: These courses are self-selected. Students who are ready to challenge themselves with increased rigor for reading, writing, speaking, presentation and technology assignments, projects and activities can enroll. Effort and attendance will be monitored. To maintain honors in grades 10-12, students must have an 85% common assessment average, an 85% on the Regents exam or final exam, an 85% class average and 10 or fewer absences from school.

To enter honors courses as a transfer student in grades 9-12

HONOR ROLL

Four times each year, after report cards are issued, an Honor Roll will be released based upon grades received during the quarter. To qualify, students must be taking at least four classes (minimum of 2 credits) and all marks must be passing. Every subject in which a student receives credit is considered for the Honor Roll. One or more marks of I (incomplete) or U (unsatisfactory) will keep a student off the Honor Roll for that marking period. Honor Roll designation is determined by the academic average as indicated below.

Honors 84.5%

High Honors 89.5%

Highest Honors 94.5%

INTERIM REPORTS AND REPORT CARDS

There are four marking periods in a school year, approximately ten weeks in duration. Report cards are available on the parent portal quarterly.

NIGHT SCHOOL

There are some classes (Art, Gym, Health) that run from 3pm-4pm from Monday through Thursday. Students attending the night school program must meet the same medical requirements as day school students. The Credit Recovery Lab/ APEX program runs from 3pm-6pm.

PARENT PORTAL

The Parent Portal provides parents with access to student's grades, attendance, assignments, and classroom test scores, as inputted by teachers. Freshman parents/ guardians will have the opportunity to sign up for the Parent Portal at Freshman Orientation. Incoming students or those who need assistance will need to contact their grade level AP Secretary to arrange access. It is highly encouraged that parents visit the portal frequently to see progress in their child's academics throughout the year.

PEER TUTORING

Students who are behind on their work or need assistance with class assignments or tests are able to receive help through the Kingston High School Peer Tutorial Services. Applications are available in the Guidance Office. Students who are interested in becoming a paid peer tutor should see the Peer Tutor advisors.

PHYSICAL EDUCATION REQUIREMENTS

Instruction in Physical Education is mandatory and has a value of one-half credit each year. Two full units of credit must be obtained in a four-year course of instruction to meet the requirement for graduation. One semester of swimming instruction is also required. Medical excuses for gym are handled on an individual basis through the grade level medical offices. When a student is medically excused from Physical Education, written assignments are required in order to earn credit.

SCHOOL COMPUTER USE / CHROMEBOOK USE

Students must have the Kingston City School District's Acceptable Use and Internet Safety Policy User Agreement and Waiver Form signed and on file to be eligible to use any of the school district's computers. The district will then issue individual student computer access passwords and an email account. Students are not permitted to loan their account information to any other student. Failure to comply with the contents of the agreement may result in disciplinary action which may include academic ineligibility.

Note: See district website for complete regulation.

Students will be issued a Chromebook upon entering grade 9. All students must complete the appropriate paperwork and are responsible for using hardware appropriately, as inappropriate usage will be monitored, and the students held accountable.

TRANSFER STUDENTS

When a student transfers to KHS from another high school, the student's transcript will be evaluated by the school counselor and credit will be awarded by the Principal per New York State regulations.

If a student enters KHS during the school year, withdrawal grades from the previous school will be sent to the KHS teacher and used appropriately.

STUDENT INFORMATION

THE SCHOOL DAY BEGINS AT 7:45 A.M. AND ENDS AT 3:00 P.M.

ATTENDANCE (5100)

Attendance Affects Everything! There is a distinct relationship between punctuality, good attendance, and academic success. Most academic failures are attributed to chronic attendance problems. Students are expected to be on time for school and attend all classes. Parents are asked to call the school to report absences and to send notes with the student when he/she returns to school. Parents can also email or fax absence notes- absences will not be excused without written documentation. The school attendance office email address is KHSAttendance@kingstoncityschools.org

The district's attendance policy defines absences as excused or unexcused and it identifies the school's protocol for addressing student absences. Regardless of reason, any absence negatively impacts a student's educational profile and should be made up.

Note: See district website for complete regulation.

Absences will remain unexcused unless a note is submitted within 5 business days of the absence. Support teams can recommend to administration that absences should be excused if a student is unable to get a note for extenuating circumstances. Students should plan with their teachers within 5 days of absence on how/when they are making up work.

Absences, lateness, and early departures will be considered unexcused unless they meet the following standards: personal illness, death in the family, school approved educational trips, religious observations, impassable roads or weather, quarantine, court appearance, music lessons, approved college visitation, military service, emergency doctor or dental appointments and Take Your Child to Work Day.

KHS has the right to ask for a doctor's note when a student is out for 5 consecutive days. Once absences become excessive, even when excused, KHS may require medical documentation. For a full year course, this is 18 missed classes, and for a half year course, this is 9 missed classes. The documentation should be a formal medical document.

To participate in a school sponsored activity outside of the regular school day hours, a student must be in attendance for half of their academic school day.

Bag Checks Affecting On-Time Arrival

Periodically, students will have their bags checked upon arrival. For students who walk, drive themselves, or get dropped off, we recommend you arrive earlier than 7:40am to avoid being tardy to first period. If a student is tardy to first period due to a pop-up bag check (which are held randomly throughout the school year) they will be excused tardy to that class.

Early Dismissal

Students who are not excused by the nurse are expected to get parental permission to leave campus through the attendance office. Failure to do so will result in consequences consistent with the Code of Conduct.

Late to School

Students who are not in their first period class by 7:45am are late to school. They will need a pass from the attendance office to enter their first period class. They must enter the school building through the Salzmänn entrance and report directly to the attendance office.

Students who arrive late with a written legal excuse will be marked as such.

Late notes must be submitted within 24 hours of occurrence to be credited. Late arrivals will be coded as either excused or unexcused per the BOE. If a student arrives after 11am and does not have a written legal excuse, an administrator will be called to determine whether the student may enter and attend their classes.

Leaving School During the School Day

Students may not leave campus without permission. If a student needs to leave school during the school day, a parent / guardian must call the attendance office. All efforts should be made to provide a written note to the attendance office prior to first period. Students must sign out in the attendance office before leaving campus. If a student is returning to school, they must sign in. Those students holding privilege cards may go off campus during their assigned lunch period and do not need to sign in or out.

Truancy

A student absent from school without knowledge or consent from a person in parental roles, is considered truant. Truancy is a violation of the New York State Education Law and is subject to disciplinary measures that can be imposed by both Kingston High School and Family Court.

Unexcused Absences

- ◆ All unexcused absenteeism generates a Blackboard text/ email.
- ◆ Classroom teachers will notify a parent and AP with a student reaches 3, 5, and 7 absences.

Unexcused Tardies

All unexcused tardies will result in consequences in accordance with the KHS Code of Conduct. Students will receive a verbal warning with their first occurrence. Repeated tardiness will lead to lunch detention, a referral, ISS and may result in a Principal's Credit Appeal meeting, PINS or CPS reporting.

Note: See district website for complete regulation.

BULLYING / HARASSMENT (5320)

KHS is committed to safeguarding the right for all students to learn in an environment that is free from harassment. The Code of Conduct specifically lists consequences for action, verbal assault, or abuse based on racial, ethnic, religious, political, social, or life-style differences, or gender expression, etc. Conduct is deemed to be sexual harassment when a student perceives a behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes or pictures. **Students who believe they are being harassed, should immediately report their concerns to a DASA Coordinator or their Assistant Principal.**

BUS INFORMATION

All school rules apply while students are riding school buses. Students who become a disciplinary problem on the bus may have their riding privileges suspended. Students are only permitted to ride their assigned bus, unless they have permission from their Assistant Principal. Parents/ guardians must provide a note requesting their student ride another bus which must be reviewed and approved by their AP.

KHS has two-tier busing. Buses leave the bus turn-around at 2:20pm. Late buses leave between 3:15pm – 3:40pm. Late bus students must wait in the cafeteria with a bus pass until their assigned bus number is called. No student will be admitted into the cafeteria after 9th period or on their late bus without a bus pass issued by the teacher they stayed 9th period with. Those buses leave from the Salzmänn Entrance. Buses going to the Port Ewen Vo-Tech Center leave at 8:10am and 11:15am. **For designated walkers- UCAT is available. More information on the UCAT schedule and fares can be found at www.ulstercountyny.gov/ucat/ulster-county-area-transit.**

CAFETERIA

The high school cafeteria is located on the first floor of the Salzmänn building. It opens at 7:15am for breakfast and closes at 7:40am. The food court offers a variety of nutritious and appetizing hot and cold lunch options. Lunch is served during periods 4, 5, 6, and 7. Students are allowed to enter the cafeteria only during their assigned lunch periods and **must have a school ID to enter**. Violators will be assigned consequences. Assigned lunch periods will not be changed unless there is a verified medical reason to do so.

RULES AND BEHAVIOR

- ◆ Students' conversations should be heard only by those seated at their tables.
- ◆ Students are expected to clean up after themselves by cleaning up spills or messes and placing their trash in the receptacles.
- ◆ Running, screaming, and other forms of horseplay are not permitted and will be subject to disciplinary action- including assignment to an alternative site for lunch.

CHANGE OF ADDRESS AND CONTACT INFORMATION

A change of student home address should be immediately reported to the attendance office, the student's school counselor and/or Assistant Principal. Proof of residency is required along with a change of information form which can be obtained through the attendance office.

KHS has an automated phone system to parents informed of their student's attendance. **It is critical that parents provide the school with updated home and cell phone numbers.** Please notify the attendance office and your school counselor of any changes.

CODE OF CONDUCT (5300)

The high school discipline code was developed by the Code of Conduct Committee (formally known as the Jefferson Committee): a team of students, teachers, administrators, parents, and Board of Education members. It is reviewed and updated annually by the same representative interest groups. The code is divided into four levels. As each level increases, the seriousness of the offense and the consequences increase as well. An appeals process is built into every level of the code. The Kingston District's Code of Conduct is district policy. Both codes can be found on the district website.

Note: See district website for complete regulation.

COMPLAINTS AND GRIEVANCES

Students will be given an opportunity to be heard on complaints and grievances they may have. They should discuss the situation with their Assistant Principal. Students can also submit the complaint in writing to the building Principal and they can appeal the principal's decision by writing to the Superintendent of Schools.

DETENTION

Students will be assigned school detention for Level I and Level II disciplinary infractions as stated in the Code of Conduct. Teacher assigned detentions must be served 9th period with the teacher who assigned such. Detention assigned through an administrator will be served in the designated detention room(s) during lunch and/or 9th period. Failure to serve detention will be considered insubordination and will result in more serious consequences.

DRUG AND ALCOHOL USE

Issues of drug and alcohol abuse are serious. In addition to disciplinary action, students should expect to be referred to a school social worker to address issues that need to be dealt with cooperatively with school and families. Students should also expect to be denied the privilege to participate in school activities that may include field trips, special events, proms, or graduation. Disciplinary action may be taken per the Code of Conduct.

ELECTRONIC DEVICES & YONDR POUCHES

The Board of Education recognizes that there are personal electronic devices that have education applications such as tablets, calculators, voice recorders, digital cameras, and music listening devices. In some instances, a "smart phone" may include applications that permit these functions. These devices shall be allowed to be used in classrooms if the following criteria are met:

- ◆ The teacher has authorized use of personal devices either in their classroom generally or for a particular exercise.
- ◆ The student uses the personal device to access the internet or authorized applications through the district's network, under the terms of policy 4526, Computer Use in Instruction.
- ◆ Maintenance and repair of personal devices is the owner's responsibility. The district's technology department will not troubleshoot, service or repair any personal device. The Board acknowledges that cellular phones and electronic devices can be a positive means to facilitate communication; however, the display and/or use of such devices can cause disruption to the educational process.

Therefore, to prevent such disruption, the display and/or use by students of cellular phones and/or other electronic devices shall be prohibited from the time students arrive at school until the end of the regular school day, unless specifically permitted to be used by a teacher or administrator. Such devices must be turned off and stored out of sight during this time period. The district is not responsible for stolen, lost, or damaged personal electronic devices.

Every student is assigned a person Yondr pouch. While the Yondr pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition. Students are expected to turn their phones off, lock them inside

their pouch, and store it in their backpack for the day. At the end of the day, students will open their pouch with an unlocking device, remove their phone, and keep their pouch in their backpack.

Unlocking stations will be at the Main Broadway Entrance, Field House, Salzmänn Front Entrance and the Bus Turn Around. There will be unlocking devices in the following offices:

- Safety Office
- Principal's Office
- AP Offices (4)
- Vice-Principal's Office
- Nurses Office
- Athletic Office
- Attendance Office
- Band Room

Any student who arrives late, will lock their phones near the Attendance Office when they sign in. If a student forgets their pouch, their phone must be turned into their Cohort Office and may be picked up at dismissal. If a student is observed with their phone, it will be confiscated, and discipline procedures will follow as per the Code of Conduct.

The Yondr Pouch is property of the Kingston City School District. Students who damage or tamper with their pouch will be held responsible and will result in consequences per the Code of Conduct.

In emergency situations, expectations to the prohibition of the use of cellular phones, pagers, and 2-way communication systems may be granted by teachers or administrators.

Misuse of any of these electronic devices will result in its confiscation and possibility of search by administration in accordance with the law. Confiscated E-devices may either be returned to the student or a parent/guardian dependent on the severity of the violation, as outlined in the code of conduct. Some uses of personal electronic devices may constitute a violation of the school's district coded of conduct and in some instances, the law. The school district will cooperate with law enforcement officials as appropriate.

EMERGENCY DRILLS

Throughout the school year, emergency drills (lockdown & lockout) will be held without notice. All KHS faculty will follow clear protocols and procedures during these drills in order to endure safety and security. Students will be expected to follow all expectations and procedures given during emergency drills. In the event of an emergency drill, the KHS website will post a notice to parents and the community regarding the nature of the drill. During an emergency drill, visitors and parents will not be allowed on the campus until the drill is over.

FIRE ALARMS

Activating a fire alarm is a serious matter leading to the severest disciplinary action, including law enforcement involvement. Students are not authorized to signal a fire alarm unless specifically directed by a teacher or administrator. If a student believes that danger exists, it is the student's responsibility to first inform a teacher or administrator.

HOMEWORK POLICY (4730)

Homework reinforces the learning of material taught in the classroom. It is a valuable extension to instruction, provides the opportunity to develop good study habits, organizational skills, and time management. Parent support is essential in making homework an integral part of the educational program.

Note: See district website for complete regulation.

IDENTIFICATION BADGE POLICY (8112)

In the interest of maintaining a safe learning environment for all of its members, the Kingston City School District's Board of Education has adopted an ID badge policy that requires all Kingston High School students to wear their photo ID badge **"in a highly visible location above their waist, at all times, when on the school campus"**.

Photo ID badges are color-coded by cohort. The KHS Safety Office provides the original badge and one free replacement to all KHS students. Beyond the first replacement, students will pay a \$3.00 replacement fee. Students are reminded that ID badges may not be loaned, sold, or otherwise transferred, nor altered in any manner. Damaged ID badges are to be brought to the attention of the Assistant Principal.

2025-2026 Student ID Badge Color Codes

Freshman– Class of 2029 – Gold
Sophomores – Class of 2028 – Maroon
Juniors – Class of 2027 – Green
Seniors– Class of 2026 – Blue

Students who arrive to school without their school issued ID badge, may receive a one-day ID sticker. This pass is to be worn on the shirt, above the waist, in a visible manner. Students will be expected to return to school the following day wearing their photo ID badge. Those who do not comply with the policy will be subject to consequences. **It is necessary for students to have their ID badge displayed for entry into the building, as well as for checking out books in the library.**

Note: See district website for complete regulation.

IN-SCHOOL SUSPENSION

When assigned to In-School Suspension, students must report directly to ISS by 7:45am. Lateness to ISS must be made up per the direction of the staff member in charge. When students are absent on the day ISS is assigned, they must report to ISS the day they return to school. Students are to comply with all rules of the ISS room, failure to comply may result in Out of School Suspension.

LIBRARY

The library is open regular school hours Monday – Friday. Students are welcome to use the library for research, homework, reading and tutoring. Library Media Specialists are available to assist students with research and reading recommendations. Computers are available to students for academic purposes. Social networking sites, games and inappropriate websites are prohibited. Students who do not follow the district computer policy will lose their computer and library privileges.

Students may use the library during their study hall, lunch, or 9th period. Since all students have Chromebooks, study halls are limited to students who need to print, need a library resource, or research assistance in the library.

Passes and student IDs are **required** when entering the library. Passes for library use during lunch are issued by the library staff only. Students must get a green pass from the library staff prior to going to the cafeteria. **Food and drinks are prohibited in the library and computer labs. Students eating in the library will be asked to leave immediately. No exceptions!**

The library collection includes print titles in both fiction and non-fiction, eBooks, and audiobooks. The library subscribes to databases in all academic subjects, and they are available to students 24/7 with a username and password. Resource guides are available in the library. Students are encouraged to check out the KHS Library webpage for more information. Library Media Specialists are available to assist students with research projects, library resources and book selection.

It is at the discretion of the Library Media Specialists to deny access to any student who inappropriately uses the library.

LIBRARY CHROMEBOOK PROCEDURES

Students are required to bring their Chromebooks to school daily. Should a student forget theirs, they may borrow one from the library. Students must visit the Tiger Tech desk, located in the library to check out a Chromebook. The Chromebook must be returned to the Tiger Tech desk at the end of 8th period. No exceptions can be made for pick-up or drop-off times.

BROKEN CHROMEBOOK

If a student's Chromebook or charge is broken, they should bring their Chromebook to the library prior to 1st period. Students will be responsible to fill out a form indicating the problem and then may receive a loaner Chromebook. An email will be sent to the student's KCSD account from the IT department when the Chromebook is fixed and ready for pick-up. Students may pick up their fixed Chromebook from the library prior to 1st period or after 8th period.

CHARGING A CHROMEBOOK

A fully charged Chromebook will last the full school day. However, if a student arrives to school with a low or dead battery, there are options. The Tiger Tech desk, located in the library, has secured charging stations that students may utilize when the library is open. Please remember, it is the student's responsibility to bring their charger with them daily.

LOCKERS

Lockers are assigned to all 9th grade students in September to provide a safe place to keep books and outer garments. 10th – 12th graders may request a locker through their AP office. Every locker has a school issued lock already on it, any non- school issued locks found on school lockers will be cut off.

Locker use is limited to the five minutes between classes, before first period, and five minutes before or after 9th period. Any other time requires a locker pass from a teacher or other school official. Lockers must be completely closed and locked before leaving the area. Do not tell anyone the

locker combination or permit anyone to use your locker. Kingston High School is not responsible for items missing from lockers. Student lockers are the property of the school district and may be opened and subject to inspection by school officials.

LOST AND FOUND

Students may report lost items to their Assistant Principal's office.

MEDIATION

Students are encouraged to see their Assistant Principals for mediation services if they are in a conflict with another student and cannot resolve it on their own. If students are suspended for fighting, mediation between the disputants is mandated on the first day of their return to campus. The Assistant Principal will make the arrangements for the session(s).

MEDICAL

Students are assigned to a specific nurse for medical care for the entire time they attend KHS. When students feel ill during the school day, they should ask their teachers for a pass to go to the medical office. The school nurse will notify a parent/guardian if a student is to be sent home ill. Any student involved in an accident in school or while participating in a school activity must report to the school nurse.

MEDICAL/PHYSICAL EXAMS

New York State law mandates that all 10th grade students and all transfer students must have an examination by a physician. If a student wishes to have this exam done by his or her family physician, the student must pick up the proper form at the medical office and have it returned by October 31st of their 10th grade year. If this is not done, the school doctor will complete the examination. All students must have their height, weight, vision, and hearing screened by the school nurse every year.

Every athlete engaged in a competitive sport must have a physical examination by the school doctor. This is done in accordance with New York State Education Department guidelines and the district insurance company's criteria for athletes. After signing up with the coach, candidates or the athletic teams are responsible for scheduling the exam with the main medical office.

MEDICAL/PSYCHIATRIC EMERGENCIES

In the event a medical emergency arises in school, the school nurse will evaluate the student's condition and make the decision to call an ambulance if necessary. An administrator will be informed, and the parent/guardian will be notified. If a parent or guardian requests an ambulance when the nurse does not assess it as necessary, the parent/guardian will be requested to call and make the arrangements for an ambulance transfer. The use of crutches or a wheelchair during the school day requires a written doctor's note.

In the event of a psychiatric emergency, the nurse or school psychologist will contact the parent or guardian and the decision to seek treatment outside of school will be made collectively. If a parent or guardian cannot be reached, the nurse will make a triage decision. CPS will be notified when necessary.

MEDICATION

New York State Education Law requires that any prescription or over the counter medication that must be taken during the school day have a written physician's order and a written parent/guardian consent form on file in the health office. All medication must be in its original container, as well. This medication form must be renewed each school year. State law does not permit a school nurse to dispense any type of medication without meeting the above requirements.

When a student has a serious medical condition, the nurse will notify each teacher in writing. Any special procedures will be explained. These notices are CONFIDENTIAL and are distributed after parent or guardian's written consent is obtained. Please contact your student's nurse if you have any questions or concerns.

All medical excuses from gym must be brought to the school nurse immediately. Modified gym excuses must be renewed annually by the student's family doctor.

NATIONAL HONOR SOCIETY

Initially, to be considered for membership, a student must be in his/her junior or senior year. High school faculty, assistant principals, club advisors and coaches will evaluate potential members according to four criteria:

- | | |
|-------------------------|--------------|
| 1. Scholarship (GPA 91) | 3. Character |
| 2. Leadership | 4. Service |

Upon acceptance as a member, students are required to maintain the standards by which they were selected and abide by the National Honor Society's constitution and by-laws. Failure to maintain Honor Society standards may result in dismissal from the organization. Membership appeals are reviewed by the faculty committee.

NAVIANCE

Naviance is a comprehensive college and career readiness program. It is designed to help your child discover his/her interests and strengths, as well as help with career planning and the college application process in their senior year. Documents, such as letters of recommendation, resumes and other useful files, will be uploaded to this online portfolio. Each year, school counselors will work with students to help them navigate the site and prepare them for post-graduation life.

NINTH PERIOD

KHS organizes its daily schedule around a nine period day. **Students are encouraged to utilize the ninth period for extra help sessions with their subject area teachers or to participate in club activities, sports, and library research projects.** Ninth period is also a time for parent-teacher conferences. High school students are expected to, and in many cases required to, attend these conferences. **Students are not permitted to socialize or 'hang out' during 9th period.** Students who are found to be unsupervised at this time will be directed to leave the building and possibly receive additional consequences.

PARKING

Parking is a privilege reserved primarily for senior students based on the following criteria: students must be passing all classes including Physical Education, BOCES and Night School courses, have not received ISS or OSS, and have ten or fewer unexcused lates or absences to school. There are 117 parking spots which will be given out on a first come, first serve basis, beginning with the senior class. Students must apply each semester. Parking permits must be displayed as per the direction of the KHS administration. Students who park without permits will be subject to disciplinary measures.

Students are not permitted to park on the roadway, along the tennis court, in visitors' parking, staff parking, or anywhere else on campus. Students who choose to park on the city streets are expected to follow city parking regulations and be respectful of the residents in the neighborhood. Any student found blocking a driveway, parked illegally, or not parked in a designated area will be called down to move their car immediately. Failure to comply may result in the student's parking privileges to be revoked.

PRIVILEGE CARDS

Juniors and Seniors who have earned a Privilege Card have the privilege of going off campus for their scheduled lunch period, provided they have their school ID Badge and Privilege Card in their possession, present it to a school official upon request, and do not abuse the privilege of going off campus. Returning late from lunch to class is reason for the privilege card to be revoked. Consequences will be administered if rules are broken.

To be eligible for the privilege you must:

- Have a lunch period in current quarter schedule
- Maintain a 65 or better in each of your classes (no incompletes)
- Have no more than 5 unexcused absences and/or absences to school per quarter
- No class cuts
- Have received no more than 5 temporary I.D. cards per quarter
- Have no disciplinary referrals resulting in ISS/OSS
- Have the signed consent of a parent/guardian.

Lost privilege cards during the quarter will not be replaced; therefore, students will lose off-campus privilege if the card is lost.

PUBLICATIONS

Are Students have the right to express their views in speech, writing, or through any medium or form. The school may edit content that is not consistent with the basic educational mission. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial, religious, or lifestyle differences prejudice, hatred, violence, the breaking of school laws and school policies/regulations or materials designed to disrupt the educational process will not be permitted.

Students have a right to distribute literature on school grounds and in school buildings, provided such distribution does not interfere with or disrupt the educational process. Posters must have administrative approval and be submitted to Student Government or the Vice-Principal for an approval stamp prior to posting. No literature may be distributed unless a copy is submitted in advance to the Principal or the Superintendent. Posters may only be displayed in designated areas throughout the school.

SEARCHES (5330)

Under special circumstances, school officials may search students if there is a reasonable suspicion that a student possesses illegal matter, such as stolen property, a dangerous weapon, or illegal drugs. Such items are forbidden both on school property (including in vehicles) and at school related activities. Students may have their bags searched upon entry to the building and are asked to have their bags unzipped and ID badges visible during entry to streamline the process.

SMOKING ON SCHOOL PREMISES (1530)

State and federal laws prohibit smoking or other tobacco/nicotine use by students in school buildings, on school grounds, school restrooms, and in all vehicles used to transport students. This includes e-cigarettes vapor devices in any shape or form and other smoking or delivery devices. Violators will be subject to disciplinary consequences as per the Jefferson Code of Conduct which will include confiscation and parent contact. Violators could be assigned consequences as serious as suspension from school. Please refer to the Code of Conduct in the appendix for infractions that can be applied.

Note: See district website for complete regulation.

SPORTS TEAMS

KHS has a wide variety of interscholastic sports teams. See your physical education teacher for more information. Athletes are required to follow the KHS Athletic Code of Conduct which is distributed to all athletes at the start of the sport's season and is available on the KCSD website. Athletes will be subject to consequences from the Athletic Code of Conduct, KHS Student Code of Conduct and the District Code of Conduct.

STANDARD OF DRESS

The Kingston City School District's Standard of Dress(below) is district policy. It can also be found on the district website at: www.kingstoncityschools.org

The Kingston City School District recognizes that decisions regarding dress and grooming require a careful balance of the right of self-expression against the District's obligations to ensure an appropriate educational environment for the provision of the health, safety, and welfare of the school community. It is within the responsibility of the Board of Education to set a standard of dress appropriate for our educational community. To be certain that these provisions are reflective of the community standards, they have been developed collaboratively with teachers, administrators, students, and parents.

This Standard of Dress is to be followed in school and on school grounds during regular school hours and at school functions, whether on school premises or not. The principal or his/her designee may waive application of parts of the Dress Standard for special events.

Members of the educational community are expected to be clean and well groomed in their appearance. They represent our District and community, but more importantly, each represents himself or herself as an individual. Teachers, District personnel, and parents should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

The following are deemed to be inappropriate, either because they interfere with the health and safety of our students and staff, or because they are not appropriate to the educational setting, or are disruptive to the educational process:

- Any dress or appearance which is vulgar, obscene, libelous, or advocates discrimination or denigrates others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- Any dress or appearance which advocates or encourages illegal activities, violent crimes, or gang related activity and/or colors.
- Any dress with messages that encourage or advocate sexual activity, the use of illegal drugs, alcohol and/or tobacco.
- **Headwear:** Caps, bandanas, sports caps, visors, hoods of hooded sweatshirts – This does not include hair adornment of a utilitarian nature (barrettes, hair bands, scrunchies), or headwear worn for religious or medical reasons.
- **Jewelry:** jewelry which can injure the student or others.
- **Sunglasses**
- **Shirts (including blouses and tops):** shirts, blouses, and tops which extend below the fingertips either at the sleeve or in overall length; SHOULDER STRAPS MUST BE THE WEARER'S SECOND AND THIRD FINGERS OR MORE IN WIDTH; exposure of bare midriffs, backs, or cleavage (front and back), e.g., halter tops, strapless tops.
- **Skirts/Shorts/Pants:** Skirts, shorts, and pants with inappropriate messages/sayings on the rear of the clothing. Skirts, shorts, and skirt slits shorter than one inch beyond the wearer's fingertips;
- **Outerwear:** Any form or article of clothing designed primarily for outdoor use while attending class or before/after school indoor activities (e.g., parkas, rain or trench coats, vests, jackets, gloves, mittens).
- **Sleepwear/Undergarments:** Visible undergarments; Sleepwear, including bedroom slippers, and any dress similar in nature to sleepwear.
- **Inappropriate Spandex Clothing**
- **Bathing Suits**
- **In Addition to the above the following apply:**
- **Footwear:** Footwear must be worn at all times to ensure personal safety and the safety of others. (Flip-flops are permitted).
- **Protective Clothing:** Students must be dressed in appropriate clothing and protective equipment as required for physical education classes, participation in athletics, science laboratories, and home and career skills classes.

Students who violate the Standard of Dress 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 comply shall be subject to discipline, up to and including school suspension. Any student who repeatedly fails to comply shall be subject to further discipline, up to and including out of school suspension. This policy will be reviewed annually.

STUDENT ACCESS INTO SCHOOL BUILDING

There are three morning entry points for students: Salzmans entrance, Main building entrance, and the Field House entrance closest to the turf field. Students may begin entering the building at **7:15** am. Those who wish to eat breakfast must enter through the Salzmans Entrance. Breakfast will be served until 7:40 a.m. **After 7:45 a.m., all students must enter through the Security Entrance. Student ID Badges and bags may be checked upon entering the building during the school day.** Students arriving on the bus who do not wish to eat breakfast will wait in the Field House until 7:40am. Students who are walking or getting dropped off and do not wish to eat breakfast will wait in the Auditorium until 7:40am.

STUDENT DROP OFF/PICK UP PROCEDURES

Safety Procedures for Student Drop Off/ Pick Up

Kingston High School is committed to school safety. Vehicles on our campus can pose numerous risks and safety hazards. We have identified the changes below as necessary to ensure a safer school campus. Please review them carefully as they may pertain to you if you either drop off or pick up your child at KHS. We expect and appreciate your full cooperation with these changes.

- **Parents/Guardians who are driving their students to school may drop them off on Broadway or on Andrew Street.**
- **Parents/Guardians may drop off or pick up students at the Salzmänn entrance (off of Peter Street) between the hours of 8:30 a.m. – 1:30 p.m.** Students should enter through the Salzmänn building security entrance and have proper identification with them.
- **The Salzmänn entrance will be closed between the hours of 7:15 – 8:30 a.m. and 1:30 – 3:00 p.m. for safety purposes during student arrival and dismissal periods.** Should visitors need to enter the campus during the arrival/dismissal periods noted, they must check in with the Peter Street security guard who will direct them to visitor parking.
- **Students in wheelchairs or on crutches should be dropped off at the Salzmänn entrance and the nurse notified once the student checks in at the security desk.** Those students/parents should be in contact with our medical office in advance to notify them of the injury/disability (or other medical condition) so necessary arrangements can be made in advance.

SURVEILLANCE CAMERAS

The Kingston City School District (KCSD) utilizes surveillance cameras in order to protect students, staff and visitors as well as KCSD property. Cameras are located both in exterior areas and interior areas on the KHS campus. There are **no** cameras located in bathrooms or locker rooms. Tampering with or damaging any surveillance camera equipment or signage is strictly prohibited.

SUSPENSION OUT OF SCHOOL (5300)

A short-term out of school suspension can last from one to five days. During that time, students are not allowed on the campus during the day session. They cannot attend any sports or club events or any school-sponsored activities. Physical conflicts will result in at least five days suspension out of school for both combatants. Mandated mediation session(s) may be required of the disputants upon their return to the KHS campus.

Students are entitled to attend the Night School Suspension Program in order to receive assignments from their teachers and to maintain class attendance. The program operates Monday-Thursday 3:00-7:00 pm.

Long-term suspension from school (more than five days), is the consequence of severe or persistent violations of the Code of Conduct. A Superintendent's Hearing will be held, and notice of the hearing date, time and place will be mailed to the student's parent or guardian and/or delivered by an SRO. The student has the right to be represented by an attorney and present witnesses in his/her defense.

TEXTBOOKS

Each student issued a textbook has the responsibility to return it in the same condition as it was issued, less normal wear. Students are to cover each textbook they are issued. Reimbursement for lost or damaged textbooks or library books will be charged according to the current replacement cost.

WEAPONS

Student possession of a weapon on school property, in school buildings or at school sponsored events and activities, is strictly prohibited and will result in the severest consequences, including a Superintendent's Hearing and possible criminal action.

WORKING PAPERS

Students may obtain working paper applications in the Medical Office. Part I of the application must be filled out by the student and signed by his/her parent or guardian. The student must then report to his/her physician or the school doctor for a physical examination. Working papers need to be issued for all students between the ages of 14-18. Students do not have to have a job in order to get their working papers.